

**CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
CARLIN MUNICIPAL COURT ROOM
101 SOUTH EIGHTH STREET
CARLIN, NEVADA**

**April 8, 2020
7:00 PM**

Call to Order and Roll Call

Mayor Dana Holbrook called the Emergency meeting of the Carlin City Council to order at 7 p.m.

**Council Members Present: Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Pam Griswold
Councilperson Margaret Johnston by Telephone
Councilperson Cameron Kinney**

Council Members Absent: None.

**Staff: Madison Mahon, Carlin City Manager
Heather Trujillo, Carlin Assistant City Clerk
Lt. Kevin McKinney, Acting Carlin Police Chief
Carlos Esparza, Carlin Public Works Director**

Public: No general public was present in person.

The General Public was able to live-stream the meeting by viewing it on Facebook, City of Carlin Page.

Pledge of Allegiance

- 1. Comment by the General Public (Non-Action Item):** Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

Municipal Code: 1-6-11: MANNER OF ADDRESSING BOARD; TIME LIMIT:
Each person addressing the board shall first give his name and address for the records, and unless further time is granted by the presiding officer, shall limit his address to five (5) minutes. All remarks shall be addressed to the board as a body and not to any member thereof. No person, other than the mayor, the members of the

board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question shall be asked except through the presiding officer. (Ord. 81, 9-10-1975, eff. 9-17-1975)

PUBLIC COMMENT MAY BE TAKEN DURING DISCUSSION OF INDIVIDUAL AGENDA ITEMS.

No Public Comments.

2. City Council Reports (Non-Action Item):

A) Mayor's Report: Recognition of contributions from Newmont Legacy Funds

Mayor Dana Holbrook read a letter from the Newmont Legacy Fund to the Carlin Friends of the Library. For the past 10 years the Legacy Fund has funded non-profits in the amount of 21 million dollars. Newmont employees donated funds that were matched dollar for dollar by Newmont. Newmont employees also donated their time on community projects. Mayor Holbrook would like to thank Newmont and all their employees for their donations and time. It is sad to see the end of this successful program. Thank you, Newmont Legacy Fund.

Councilperson Lincoln Litchfield stated he wanted to apologize for not asking the speakers to state their names before speaking during the last meeting.

3. COVID-19 Update:

A) Review, discussion, and possible approval of possible City of Carlin EFML and EPSL policies in response to the Families First Coronavirus Response Act, and all related matters (For Possible Action);

City Manager Madison Mahon outlined the two-emergency sick leave plans that City of Carlin employees have available. These policies will be separate from our regular leave policies and have an end date of December 31, 2020 that can be amended at any time in the future if needed. **Families First Coronavirus Response Act (FFCRA)**

Motion:

Vice Mayor Lincoln Litchfield motioned to approve the City of Carlin EFML and EPSL policies in response to the Families First Coronavirus Response Act, and all related matters.

Councilperson Pam Griswold seconded the motion.

Motion Carried.

- B) Update on utilizing Facebook Live Stream and addressing technical challenges, and all related matters (Non-Action Item);

City Manager Madison Mahon outlines the challenges of hosting the meeting on Facebook. She apologized for the technical difficulties and stated a new microphone has been ordered that will improve the sound quality. Viewers feedback is helpful. The city plans to use Zoom in the future so there can be more interaction.

Councilperson Lincoln Litchfield stated he has heard positive feedback from citizens who can still see the meeting without attending.

This was a non-action item.

- C) Update on COVID-19 and the City of Carlin operations, and all related matters (Non-Action Item).

City Manager Madison Mahon stated that all city offices are closed to the public but we are working and accepting phone calls and emails. The transfer station is open to the public.

Councilperson Lincoln Litchfield stated everyone needs to continue to pay their water bills.

Councilperson Margaret Johnston has been talking to the business people around town and several are struggling. The food bank is up and running. Goed has information online for business owners.

This was a non-action item.

4. Emergency Sewer Repair Declaration (For Possible Action):

- A) Review, discussion, and possible approval of the Finding and Declaration of Emergency Resulting from Artificial Disaster Under NRS 338.011, and all related matters.

Mayor Dana Holbrook stated that due to the Covid 19 emergency the bids and repairs on our sewer system have been delayed. This has caused an emergency for the City of Carlin because our sewer system might go down due to a blockage or mechanic failure.

Carlos Esparza, Director of Public Works stated several problems have been identified. One of the repairs is the shut off valve for the sewer lift station so a bypass will have to be constructed. The condition of the existing pipe is so poor that it will have to be replaced before the new valve can be put in. There will be additional costs because 100 feet of pipe will have to be replaced.

Councilperson Pam Griswold inquired if this was above the \$82,000 price tag. Public Works Director Carlos Esparza said he should know the addition amount by the end of the week.

Councilperson Lincoln Litchfield asked about the problem with wipes being flushed and Esparza stated that the screens are being cleaned 3 times a day, 7 days a week so the system is not overloaded while the repairs are done.

The repairs should be beginning next week and be done in 3 days.

City Manager Madison Mahon stated that the city was able to move forward with the project because of the Emergency Declaration worked out between legal counsel, Farr West Engineering and the Public Works Director. That is what the council is asked to approve at this time.

Motion:

Councilperson Lincoln Litchfield moved to approve the Finding and Declaration of Emergency resulting from Artificial Disaster Under NRS 338.011. Councilperson Cameron Kinney seconded the motion. Motion Carried.

5. Tentative Budget FY 2020-2021 (For Possible Action):

- A) Review, discussion, and possible approval of the FY 2020-2021 Tentative Budget, and all related matters.

City Manager Madison Mahon outlined the changes that were made to the budget since the special meeting. The council wanted to add 2 million dollars to the water capital outlay but our financial consultant Bernardo Sandoval says we will have to provide an explanation for our tentative budget whether we are taking it from the general fund or a USDA loan. Mr. Sandoval recommends that we take it out of our tentative budget.

The Mayor is in favor of leaving it in the budget and funding it with the general fund.

Discussion was held on additions and corrections to the 2020-2021 tentative budget.

Motion:

Councilperson Lincoln Litchfield moved to approve the 2020-2021 tentative budget with the change of the 2 million dollars for the capital outlay for the sewer department. Councilperson Cameron Kinney seconded the motion. Motion Carried.

6. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 03/21/2020-04/03/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon, mmahon@cityofcarlin.com, or calling Carlin City Hall at (775) 754-6354.

Motion:

Councilperson Cameron Kinney motioned to approve the expenditures for the period 03/21/2020-04/03/2020 and all related matters. Councilperson Pam Griswold seconded the motion. Motion Carried.

7. PUBLIC COMMENTS: (Non-Action Item)

- A) Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

Councilperson Cameron Kinney urged all Carlin citizens to fill out their Census forms as Carlin has only completed 5.7% of their forms.

8. Adjournment (For Possible Action):

Motion:

Councilperson Cameron Kinney moved to adjourn the meeting of the Carlin City Council. Councilperson Pam Griswold seconded the motion. Motion Carried. Mayor Dana Holbrook adjourned the Emergency Meeting of the Carlin City Council at 7:50 p.m.

Approved:

Attest:



Mayor Dana Holbrook



Heather Trujillo, Assistant Clerk