

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

**May 13, 2020
7:00 PM**

Call to Order and Roll Call

Mayor Dana Holbrook called the regular session of the Carlin City Council to order at 7:00 p.m.

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

Council Members Absent: None.

**Staff: Madison Mahon, Carlin City Manager
LaDawn Lawson, Carlin City Clerk
Lt. Kevin McKinney, Acting Carlin Police Chief**

**Public: Ashley Reed, Shear Savagery
Sophia Macias, Shear Savagery**

The General Public was able to live stream the meeting on Facebook Live on the City of Carlin Facebook Page: <http://www.facebook.com/CityofCarlin>.

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.

- Carlin City Manager Madison Mahon stated she had not received any public comment but she had an update on the waterline. On Saturday there was a waterline break that was reported around 5:00 or 6:00 p.m. and we were able to get it repaired around 1:00 a.m. in the morning.
- Mayor Dana Holbrook stated he was aware of the waterline break and it was a pretty major break on Saturday afternoon. He received a call around 10:00 p.m. that they were going to need to go to the tanks and shut the water off. The Mayor thanked Public Works for their efforts in getting the water on.

2. Interlocal Contract for Law Enforcement Services (For Possible Action):

A) Review, discussion, and possible approval of the interlocal contract for temporary law enforcement services with Elko County, and all related matters. The interlocal contract is for the temporary term of supervisory services for the Carlin Police Department through August 19, 2020.

- City Manager Madison Mahon stated the last Council action on the interlocal contract for law enforcement services was that the City Council authorized Lauren Landa, City Attorney, and the County to work together to develop a contract for temporary law enforcement services by the County. Brandon and Lauren finished the interlocal contract and it went through a few phases of revisions and this is our draft and final contract. If you go through it is the standard contract that we agreed on, the term is from February to August so it is back dated to when we started the agreement with the County. The very last page Exhibit A outlines the dollar amount we would agree to in order for the interlocal agreement to be approved.
- Vice Mayor Lincoln Litchfield stated is has been a pleasure to work with Lt. McKinney and they meet before each council meeting to go over certain things. It is a pleasure working him and it is a win, win for the City.
- Councilperson Cameron Kinney inquired if during this time we would be looking for a permanent Chief?
- City Manager Madison Mahon stated the last meeting we had with the hiring freeze the Council voted to allow law enforcement and essential personnel excluded from the hiring freeze. We are still working on the job description for the Police Chief position and she now has access to the National Chief's Association through Lt. McKinney so we are working on

posting it so we will be doing the screening for that position.

- Councilperson Margaret Johnston asked City Manager Madison Mahon to highlight for the citizens what she has been working on in the PD.
- City Manager Madison Mahon stated she had not been working on things nearly as much as Lt. McKinney. She stated he has completely renovated our evidence storage space along with help from the County evidence technicians. She stated she has seen Lt. McKinney working on day and night to improve our evidence storage and department. She has seen leaps and bounds of improvement in the department since Lt. McKinney has come here.
- Councilperson Margaret Johnston stated you have been working on policies and procedures as well.
- City Manager Madison Mahon stated yes, she sees dozens of policies and procedures from Lt. McKinney every week and he is doing a fantastic job updating our policies which they needed. Our policies were really outdated and she appreciates all he is doing for the city.
- Mayor Dana Holbrook stated he is definitely in agreement with this contract it is definitely needed and he appreciates Lt. McKinney stepping in.

❖ **Motion:**

Vice Mayor Lincoln Litchfield made a motion to approve an interlocal contract for temporary law enforcement services with Elko County. The interlocal contract is for the temporary term of supervisory services for the Carlin Police Department from February 19, 2020 to August 19, 2020. Councilperson Cameron Kinney seconded the motion. Motion Passed.

3. Shear Savagery Re-Opening Plan (For Possible Action):

A) Review, discussion, and possible action for City Council support of Shear Savagery's plan to reopen, and all related matters.

- Sophia Macias stated the salons were allowed to open in Phase I. She stated they decided to do one to one contact which means per employee in the salon you are allowed one client. That means no waiting room, no clients sitting and waiting. We are asking people to wear masks and we are going to wear masks. We felt this is appropriate because we need to be so close to our clients. We were closed for about eight (8) weeks but now we have the State Board's permission to reopen in Phase I. We cannot do anything on the face. We are asking clients to wear masks but they do not have to. If they do not have a mask and would like one (1) we have some to offer them. We are doing the one on one client per employee and no walk-in clients it will be by appointment only. We will be allowing 30 distancing minutes between each client to sanitize more. We have an entrance and an exit that are separate to direct traffic better. All our clients that are 60 years and older we are offering morning appointments before anyone else comes in. The State Board thought that was a good idea just because this is a high-risk group. We

also had the State Board come in and do a full inspection of our building and that was done today and we passed. We plan to do everything the State requires and more.

- Mayor Dana Holbrook thanked them for coming with this plan and being proactive.
- Sophia Macias thanked the Council for their support.

❖ **No Action was taken.**

- Mayor Dana Holbrook stated for the record we have just been watching and waiting while we try to fix some technical difficulties and we have not had any discussion on the agenda or taken any action. We had just finished up with Agenda Item #3 when the video went down, and now we are on Agenda #4.

4. Employee Health Insurance Renewal (For Possible Action):

- A) Review, discussion, and possible action to select a new employee health insurance plan or renew the current employee health insurance plan with Sierra Health and Life of Nevada, and all related matters.
- B) Review, discussion, and possible approval of a contribution to City of Carlin employee Health Savings Accounts in the amount of \$2,000 or less, and all related matters. The contribution would be available for employees that opt to enroll or stay enrolled in the available HSA employee health plan.

- Mayor Dana Holbrook combined Agenda Item 4, A and B.

❖ **Motion:**

Vice Mayor Lincoln Litchfield made a motion to approve for the employee health insurance plan to stay with Sierra Health and Life of Nevada and the City of Carlin will contribute to the employee Health Savings Accounts in the amount of \$2,000. Councilperson Cameron Kinney seconded the motion. Motion Passed.

5. Union Match (For Possible Action):

- A) Review, discussion, and possible approval of a 1% wage match for Non-Union Employees to match the 1% wage increase of the Union Employees for the City of Carlin, and all related matters.

❖ **Motion:**

Councilperson Cameron Kinney moved to approve the 1% wage match for Non-Union Employees to match the 1% wage increase of the Union Employees for the City of Carlin. Councilperson Pam Griswold seconded the motion. Motion Passed.

6. City Event Schedule (For Possible Action):

- A) Consideration and possible action to defer or cancel future City-sponsored events due to COVID-19, and all related matters.

❖ **No Action was taken.**

7. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for March 11, 2020 and April 22, 2020, and the Emergency Meeting Minutes for April 8, 2020, and all other matters related thereto. Draft minutes can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

❖ **Councilperson Cameron Kinney moved to approve the Carlin City Council Regular Meeting Minutes for March 11, 2020, and April 22, 2020, and the Emergency Meeting Minutes for April 8, 2020. Councilperson Margaret Johnston seconded the motion. Motion Passed.**

8. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 4/18/2020-05/08/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

❖ **Councilperson Cameron Kinney moved to approve the City expenditures for the period of 4/18/2020 – 05/08/2020. Vice Mayor Lincoln Litchfield seconded the motion. Motion Passed.**

9. 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.

- Lt. McKinney stated Monday they offered a Police Officer the vacant position and he will be starting May 26, 2020. He is post certified and will not need to go the Academy. We hope to complete his field training by the 1st of September which is good news. Karen Carr-Brian is working on a Grant Application which is due May 29th. It is a grant to help upgrade radio communications. The current radio system that we possess is outdated and you cannot purchase them anymore and parts are pretty sketchy. He is hoping to have it completed and ready for their review and approval on May 27, 2020.
- Mayor Dana Holbrook inquired about the body cams.
- Lt. McKinney stated the body cams and tasers have been received, programmed and distributed.
- Lt. McKinney stated they had some complaints regarding one of the bars being open in violation of COVID-19. We have made a report

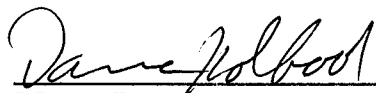
and filed with the District Attorney for review. We did not take direct enforcement action. We have done an investigation and turned in the report.

- Councilperson Cameron Kinney inquired if the bar had opened prior to Phase I rolling out.
- Lt. McKinney stated no.
- Councilperson Cameron Kinney inquired if the bar served food.
- Lt. McKinney stated yes.
- Vice Mayor Lincoln Litchfield stated just as a reminder May 25th is Memorial Day 7:00 a.m. we will be meeting at the American Legion Post to take the flags up to the Cemetery. He is not expecting the Boy Scouts to be available this year so he would welcome any and all help.
- Councilperson Cameron Kinney stated he would like to remind everyone to please get on and complete the 2020 Census. It is funding for our City.
- Councilperson Margaret Johnston stated it is only nine (9) questions.

10. Adjournment (For Possible Action)

- ❖ **Councilperson Cameron Kinney moved to adjourn the regular session of the Carlin City Council meeting. Vice Mayor Lincoln Litchfield seconded the motion. Motion Passed. Mayor Dana Holbrook adjourned the meeting at 7 :50 p.m.**

Approved:



Mayor Dana Holbrook

Attest:



LaDawn Lawson, Carlin City Clerk