

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

**October 28, 2020  
7:00PM**

**Call to Order and Roll Call**

**Mayor Dana Holbrook called the meeting 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 by Telephone  
Councilperson Cameron Kinney**

**Council Members Absent: None.**

**Staff: Madison Mahon, Carlin City Manager  
LaDawn Lawson, City Clerk  
Carlos Esparza, Public Works Director**

**Public: None.**

**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.**

- ❖ City Manager Madison Mahon stated that the people have had trouble hearing us on the livestream, so just a reminder to speak loudly and clearly.

**2. Council Member Reports (Non-Action Item):**

A) Mayor Dana Holbrook: Update on Carlin Combined Schools.

Note: Mayor Holbrook moved to Item 2, B), at this time.

- ❖ Mayor Holbrook stated the school has put out an agenda and the Carlin Combined Schools will start with a modified schedule which will help us ease into new COVID restrictions in preparation for students to return to full-time. Both high school and elementary will start on a modified A and B days schedule starting on Monday, November 9th, 2020, at 8:00 a.m., with the intent to return to full-time the week of November 23rd. Students' schedules will be released closer to November 9th, and siblings will be taken into consideration when the schedules are made. Parents can drop-off the children between 7:55 a.m. and 8:00 a.m. They are starting with a little bit of a modified schedule for a couple of weeks. Which is a smart way to get into it and give themselves a chance to see how things are going and if things go well, they will transition into full-time. There will be some issues with this but he hopes everyone will be understanding and it is good to see they are making some strides to try to get us back to some normality in our schools.
- ❖ Vice Mayor Litchfield inquired why they would choose Thanksgiving week to go full-time and not wait until after the holiday?
- ❖ Mayor Holbrook stated it didn't say anything about that and he knows that Thanksgiving week is only a couple of days. So, it is a short week and actually gives them three (3) weeks to come into this. Like he has said this is a work in progress for them and they are going to take their time.
- ❖ Vice Mayor Litchfield stated at least they are going to get back into school.

B) Councilperson Margaret Johnston: Review of City Code for Curb, Gutter, and Sidewalk.

- ❖ Councilperson Johnston stated this is one of the Codes she was referring to that we need to review and discuss. The City has been working on the curb, gutter and sidewalk in different sections of town and it is looking very good. She would like to review this Code and one section she would like to go over is the permitting process, why we have that, how to go about getting the permit, and who is responsible. Councilperson Johnston referred to City Manager Mahon to read a section of the Code.
- ❖ City Manager Mahon read from "Chapter 13, Sidewalks, Curbs, and Gutter, Section 3-13-1, Permit Required: It shall be unlawful for any person to hereafter

install, construct or lay, or cause to be installed, constructed or laid, any sidewalk or sidewalks, curb, or gutter within the street lines of the city without first obtaining a permit authorizing the same from the board of councilmen of the City, to be issued by its engineer; and it shall also be unlawful for any person to construct, install or lay any sidewalk, curb, or gutter for any other person until such person shall have first obtained the permit permitting the same from the Board of Councilmen, as in this Chapter provided."

City Manager Mahon inquired what else would Councilperson Johnston like her to touch on?

- ❖ Councilperson Johnston stated one of the things that she noticed in reading the codes is that a lot of them read councilmen instead of councilperson. Some of our stuff is archaic and it is a good time to review things like that and see where we need to bring them up-to-date and more modern. Another reason she wanted to go over this is that as a citizen we are responsible as a home owner and we are responsible for the maintenance and care of the curb, gutter, and sidewalk, along the street. People do not realize that the rules are that way and are in our code. This is the reason she would like to start going over these codes so people are aware of the responsibility of a home owner to maintain your curb, gutter, and sidewalk plus we are into the winter time and it may be a good time to save up some bucks for next years repairs on their curb, gutter, and sidewalks.
- ❖ Councilperson Kinney stated that in the code it does say the homeowner is responsible for the sidewalk, not the curb and gutter.
- ❖ Councilperson Johnston thanked Councilperson Kinney for his comment and she felt he was correct in that comment.
- ❖ Vice Mayor Litchfield stated he appreciated Councilperson Johnston bringing this forward because he had a couple of questions on this as well. He stated his first question is are we just looking that this code to be looking at it or are we looking at it to update it, and when she brought up the board of councilmen that was one of my first concerns. Because we are changing that within the Title 3 to make it more gender neutral it would be proper to do that, and in looking at the code he asked if the ordinance referred is the most current.
- ❖ City Clerk Lawson stated yes that is the ordinance that has been placed in the City Code.
- ❖ Vice Mayor Litchfield stated there are a lot of other questions that he has, one question is like Councilperson Kinney brought up it only mentions sidewalk, and not curb and gutter. It also mentions \$10,000 dollars, and how do we measure it, do we measure it from when this Code was written, or do we measure it from today? Is it labor and materials, or is it just materials, or is it on an estimated valuation?
- ❖ Public Works Director Carlos Esparza stated it is measured by valuation. People get confused by that because they come in, and say they are building something, and they are building it themselves, and it is only going to cost this much \$5,000 so I should be able to go to the Council and ask for a waiver. Our comeback to that is it doesn't really matter what it is costing you to build it, what matters is the valuation of the project. So, if someone were to decide to build you a house for free, you wouldn't be able to get out of the curb, gutter, and sidewalk, because the

house is worth \$100,000 dollars. Anything that is valued over \$10,000 dollars, there is no exception, anything valued under \$10,000 City Council has the ability to waive it. But it is all based on the valuation that the Building Inspector calculates when you submit your project. On permit for curb, gutter, and sidewalks, it is a no charge permit, so if you come in an are going to do just curb, gutter, and sidewalk the permit is free of charge.

- ❖ Councilperson Johnston stated she was very glad Public Work Director Esparza brought that point up. These things are really important to bring up that the permit doesn't cost anything. The reasons we have codes is not to punish people for doing things but it is to insure they are doing in right and following the building codes and everything else. Many people have a misconception of building permits that they are there to punish you, but no they are there to protect you as a homeowner.
- ❖ Mayor Holbrook stated the curb helps to hold the roads together, if you have a curb there you don't let water come up from underneath. We have enough trouble and issues with our roads and potholes. If you have curb and gutter then we come in and lay asphalt up to the curb and gutter and that prevents the water from coming in plus all the driving there it is solid and you don't get the breakage on the edge of the road.
- ❖ Vice Mayor Litchfield stated this is for residential owner not commercial and he felt we should bring this back and make corrections and clarification to this code. He would like to look at these codes and get them right instead of kicking them down the road.

Note: Mayor Holbrook referred back to Item 2, A), at this time.

### 3. Holiday Meeting Schedule (For Possible Action):

- A) Discussion of upcoming regularly scheduled meetings of the City Council, including meetings scheduled on State Holidays, and possible action to reschedule or cancel upcoming regularly scheduled meetings, and all related matters.

#### **Motion:**

**Vice Mayor Litchfield made a motion to reschedule the November 11, 2020, meeting because it falls on the Veteran Holiday, to November 16th, 2020, which will be for the canvassing the votes and the regular City Council Meeting. Also, to cancel the November 25th, 2020, meeting with it being the day before Thanksgiving, and cancel the December 23, 2020, meeting because of the proximity being close to Christmas. Councilperson Griswold seconded the motion. Councilperson Kinney stated that the original time of 7:00 p.m. would work best for him. Motion Passed.**

- B) Review, discussion, and possible approval to re-schedule the regularly scheduled City Council meeting on November 11, 2020, 7:00PM PST for November 12, 2020 6:00PM PST.

- ❖ **No Action was taken.**

**4. Head Cook Job Description (For Possible Action):**

- A) Review, discussion, and possible approval of the Head Cook job description, and all related matters.

**Motion:**

**Vice Mayor Litchfield moved to approve the Head Cook job description for the Senior Center. Councilperson Kinney seconded the motion. Motion Passed.**

- B) Review, discussion, and possible approval of hiring for the Head Cook position as an essential position, and all related matters.

**Motion:**

**Councilperson Kinney moved to approve the hiring for the Head Cook position as an essential position. Vice Mayor Litchfield seconded the motion. Motion Passed.**

**5. APPROVAL of Minutes (For Possible Action):**

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for September 23, 2020, and all other matters related thereto. Draft minutes are available for public inspection at City Hall, 151 S 8<sup>th</sup> Street, Carlin Nevada.

**Motion:**

**Councilperson Griswold made a motion to approve the Regular Meeting Minutes for September 23, 2020. Vice Mayor Litchfield seconded the motion. Councilperson Johnston abstained because she was not present at the September 23, 2020, meeting. Motion Passed.**

**6. APPROVAL of Expenditures (For Possible Action):**

- A) Review, discussion, and possible approval of Public Works Requisition Order #2021-0018, Insulation at Water Storage Building to be paid to Kelly Builders in the amount of \$27,487.50.

**Motion:**

**Vice Mayor Litchfield moved to approve the Public Works Requisition Order # 2021-0018, Insulation at the Water Storage Building to be paid to Kelly Builders in the amount of \$27,487.50. Councilperson Griswold seconded the motion. Motion Passed.**

- B) Review, discussion, and possible approval of City expenditures for the period of 10/10/2020-10/23/2020, and all related matters. The expenditure list is available for public inspection at City Hall, 151 S 8<sup>th</sup> Street, Carlin Nevada.

- ❖ Councilperson Kinney noted a typographical error on Page 2, of sunshine which should be sunshade.

**Motion:**

**Councilperson Kinney moved to approve the City expenditures for the period of 10/10/2020 - 10/23/2020, with the noted correction on page 2. Vice Mayor Litchfield seconded the motion. Motion Passed.**

**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.

❖ No Public Comment.

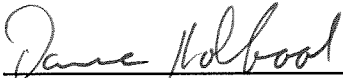
**8. Adjournment (For Possible Action):**

**Motion:**

**Councilperson Kinney moved to adjourn the meeting of the Carlin City Council meeting at 7:27 p.m. Vice Mayor Litchfield seconded the motion. Motion Passed. Mayor Holbrook adjourned the meeting of the Carlin City Council.**

**Approved:**

**Attest**

  
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**Mayor Dana Holbrook**

  
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**LaDawn Lawson, Carlin City Clerk**