

**CARLIN CITY COUNCIL
CITY OF CARLIN STATE OF NEVADA
REGULAR MEETING
CARLIN MUNICIPAL COURT ROOM
101 SOUTH 8th STREET
CARLIN, NEVADA**

January 11, 2017

7:00 P.M.

Call to Order and Roll Call:

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

Council Members Present: Mayor Dana D. Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Margaret Johnston
Councilperson Pam Griswold

Council Members Absent:

Staff: David Jones (City Manager), LaDawn Lawson (City Clerk), Dennis Fobes (Police Chief), Carlos Esparza (Public Works),

(Pledge of Allegiance)

Public: Fire Department – (Roger Curry, Mike Abrams, Linda Bingaman, Tom Bingaman), Thomas Burney, Bob Heguy, Mary Cain

1. Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and 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 discretion of the City in accordance with applicable law and identified as in action. **(Non-Action Item)**
 - A. *Thomas Burney: Thomas Burney 317 main for the record I guess maybe I gotta get a rubber stamp for that before we get started this being the first meeting of the year I would like to relate a short story that may reflect in our diversity of our relationship here is one of the things that I truly admire during the Reagan Administration, the Speaker of the House was free-spending extremely liberal handed out buying whatever Democrat, they had some towering battles over budgets some huge things the Nicaragua concurrent and things like that yet Ronald Reagan and in his memoirs stated that one of his fondest Memories was the fact that in the evenings they were a pair of Irishman and they sat down and had their Libations together and was the greatest of friends, LaDawn and I had a conversation last week and before the conversation I made it very clear a lot of this stuff is not personal but point of fact here there's some issues that need to be addressed. So item 1 the alley behind the house is*

there between the business, you have adamantly maintained for more than a year here, that is the general you not the specific you that needs to be maintained access to the public the ice is piled up out there has not been maintained or graded for quite some period of time the ice is piled up there really, really, bad there has been a couple of very very bad spills I don't know if anything necessarily that can be done about the ice, this is a harsh circumstance this is not ordinary but I am kind of thinking that Carlos needs to make a pass through there get some sand on the ice like I said there's already been a pair of serious spills out there that I know of. We need to, you said you were responsible for that let's get after it a lot of issues that will be going over this year, Happy New Year, I'm looking forward to it we have an issue here that I referred to about the dumpster situation how that gets not taken care of very well the letter that I just referred to with LaDawn I'm going to take the tactic that LaDawn did not compose that letter I don't know how many times she uses a forementioned in a sentence a year but it is in the letter it appears to me in that letter was given to me the way it was composed by council. LaDawn signed it. I am understanding all that but there was phraseology in the letter that the way it was put out was that Kathy and I advised the City that the person that ordered the dumpster was (her name escapes me for a moment) but point of fact was it should of said was I confirmed what the city said, the city was notified who the customer was who ordered that dumpster. There is some pretty serious issues here, up to but not including the fact here you all are in violation, Mr. Mayor, council, LaDawn you got 102 violations in City Ordinance, Margaret you get a pass for today, tomorrow will be your first violation, I do not need to go into it you are the ones that handed me the regulation, my front door is always open you got a problem here I suggest you seek help, if that means you come down and we set down and iron it out so be it, I have said that many many times but each day is a violation, that's the letter that LaDawn gave you it is all right there, the obfuscation and bending words, I don't think that we do that here, I am pretty sure that that come from down town, I think that is one of the issues that I am going to add to my agenda this year is I am not sure that we are getting the kind of council competent council that we are paying for, I am still waiting for a title report to see if that alley is public or private, I believe the portion of the alley, you want closed is public alley, preferred back I am still waiting, well so I am still waiting signed Robert Geochachia City Attorney, David- October 22, 2015. That is not acceptable, not in any terms I don't care if we are friends or not, you got an obligation here, so I will try to temper my aggravation, so that we can all remain cordial, I think this stuff can get sorted out I believe that this stuff should be sorted out right here amongst people that care about each other as a community so on that note happy New Year, I am looking forward to it.

2. City Council Member Report. **(Non-Action Item)**

- A. Councilperson Margaret Johnston has nothing to report at this time.
- B. Vice Mayor Lincoln Litchfield reported that there was not a quorum for the planning meeting so the next one is scheduled for the first week in February, Thank you to Carlos for taking care of the roads out there, it is appreciated. Worst winter weather that we have seen in a long time so police department and fire department be careful, and thanks for being out there when we need you.
- C. Councilperson Pam Griswold reported that she was not able to make the Senior Center meeting and the Equestrian Park and Park and Rec canceled their meetings.
- D. Mayor Dana Holbrook reported that the liaisons will be assigned new departments in the future. Right now we have a vacancy open and hoping to have that filled by the next meeting

and then we will get everyone reassigned. Also the very nice article on the police department and receiving the dog vest. I see that several people around town have been offering rides to Walmart or to pick things up for people. That is pretty awesome that we have a community that will help like that.

3. City Manager's Report. **(Non-Action Item)**

A. *City Manager David Jones reported on some minor flooding and working on that. Been in contact with the railroad company and they sent out a crew today. Was informed of a petition going around to eliminate curb, gutter and sidewalk, would encourage anyone that wants to sign the petition to go to First Street and look between Hamilton and Ash, then go to Second Street between Bush and Chestnut, and Third Street between Bush and Chestnut, anybody reasonable will see why curb, gutter and sidewalk is needed for flood control. The streets are horrible up there and a lot of it has to do with there is no curb, gutter and sidewalks up there. Other minor problems: the lift station is running at capacity and did not flood over; Carlos's crew is handling that. Going to get the audit into the computer and then start with budgeting.*

4. City Clerk's Reports. (Non-Action Item)

A. *City Clerk LaDawn Lawson reported that one of the computers are down in the office and working on getting it replaced and then everything moved over.*

5. Carlin Police Department Report **(Non-Action Item)**

A. *Police Chief Dennis Fobes reported that last year during the reappointment in February the council informed him that he would not be reappointed unless he attended training before the next reappointment. He has completed the training as of November 20, 2016 a five month long program with Northwestern University a course called Staff and Command and it is the same course that Retired Chief Bill Bauer recommended. Passed the class with a mid to low 90s and a will be able to walk across the stage to receive a Diploma. The following was components of the course: Understanding Management, Management Principles, Interpersonal and Organization Communication, Transformable Leadership, Managing Organization Change, Organizational Behavior, Police Ethics, Police Traffic Management and Analysis, Legal issues in Traffic Enforcement, Information Resources, Criminal Law and Procedure updates, Managing Criminal Investigations, Community Oriented Policing, Managing Media Activations, Police Executive Panel, Current issues in Law Enforcement, Selection and Promotion, Legal aspects of Selection and Promotion, Performance Appraisal, Labor Management Relations, Civil Liability, Legal Aspects of Discipline, Approving Performance through Training, Managing the Problem Employee, Staff Research, Problem Solving and Decision Analysis, Project Management, Resource Allocation, Resource Scheduling, Selection and Use of Computer Systems, Budget Preparation and Management, Planning Policy Development, Staff Research Presentation on Office Retention, which will be given to the council at a later date.*

B. *Officer Floyd Davey reported that they were selected for the K-vest for our K-9. We have done all the measurements for the dog and we are looking to about 8-10 weeks out. The vest is measured to fit the dog. The great thing about the program is as long as Chief (K-9's Name) is active they will renew the vest every 3 years at no cost. We saved the City about \$3,000 by going through this program. The upmost thanks to Chief Fobes and the Department and to the American Legions Post 32 for the Donation of \$1,550 to the vest which was the making part*

of the grant. Without their donation none of this could have been done. We posted this on our Facebook and just our page alone there was over 21 thousand views with over 50 shares. Invest K-9 had over 50,000 views on their page and continue to share not just with Carlin but everywhere what the American Legion had done for us. As soon as the vest comes in we will get a picture with the American Legion Post 32 and the canine and post that. It will be shared in the newspaper and social media in the near future.

6. **Carlin Fire Department Report (Non-Action Item)**

A. *Fire Chief Linda Bingaman reported that they are just plugging along. Trying to meet all the calls that can be taken. Have missed a few day time calls just because we do not have anyone available. Currently have 6 advance EMTs and 2 basics, one of the advanced is only here part time. So there is a struggle with not having enough coverage. The students that we put through last year we are pushing to get into studying so that we can get them through. Seven of them are through the skills testing; they just need to get the written testing done. There is currently no billing going out right now. Thought it was up to date but it is not current. Robert has left and did show Trent how to do a little bit and Nancy knows some so hoping to get that caught up. Did pull records for the auditor.*

7. **Public Comment may be taken prior to any Discussion Being Taken by the Council:**

Presentation by Eide Bailly review, discussion and possible approval of the Audit for Fiscal Year 2016, prepared by Eide Bailly and all related matters. **(Possible Action Item)**

A. *Mary Cain with Eide Bailly. Eide Bailly provides the financial audits services for the City for the fiscal year 15/16. You should have been giving two (2) items, one is your actual bound nice printed copy of your Carlin financial statements for 2016 and then there is just another letter of certain items that we are required to distribute for you about our audit standards I will kind of go over both of these briefly for you fully the first and what you're most interested in starting on page one of the financial statement is our auditors report the most important paragraph that you're probably concerned with is on page 2 the first one opinion on this one is a clean one these are fairly stated and accurate and that is what you want and that is what the state and others will be looking for in there. So we're good there just a couple of comments that we noticed going through the audit if you will look at page 14 I just want to comment the City did a good job they have positive cash balances and positive fund balances last year one of the funds had a negative balance but through the loan forgiveness you were able to bring that to a positive this is good because it shows that you as the city has the resources to fund the necessary activities in the city as you go forward in the future for 17 and future years going forward. One other thing I was just going to talk about a little bit here is at the end of the financial statements starting on page 69. There were a couple of findings this year, these are items that we found that had to be corrected, or things that went on, that rose to a level that we needed to include them in the report and inform you about them. The first one number A, the one entitled Report Preparation, this is kind of revolves around an entity should, accounting certs can say the entity should have in house the skills, knowledge, and capability to put these entire financial statements together themselves. This takes a lot of technical expertise and other things in order to do. A lot of times entities of your size won't have that in house, it is not all that uncommon but we are still required to report it, it is usually a cost benefit thing, the cost of having those skill in house versus having the auditor prepare them, kind of sometimes dictates that, but that is something you should be looking at*

and evaluating, at least on a yearly basis, should be how do we want to deal with this. This is not new. Part of that you will see listed in there under the condition section, there were several adjustments we had to make in order to get the records to be in the correct department we prepared the financial statements to get them to follow GAAP, required way of reporting it. There were several adjustments, I can go through them in detail if you want but they are all written out right there for you. And if you have any questions let me know. There is one other one and I will go through that in a minute. I also did want to say though David and LaDawn has gone through quite a bit of time and effort over the last year. Last year I think we had something like 5 findings, this year we have 2 and that is all to the effort that these two have put in the office to getting these down and correct any issues. The last finding has to do with Ambulance billing, we did look at it. This year we did some testing on trying to get from the call log to what billings was actually put out. We found two (2) of the calls that looks like from the records we was given should have been billed and they weren't, that maybe just a record issue that they shouldn't have been billed. But that is kind of an indication that things should have a better process or controls in place to make sure that everything that should be billed is being billed correctly and timely. I know that you have had some issues with billing you're in the middle of changing over, so now is another good time to kind of look at that process; make sure there in place to make sure everything is billed correctly and then the letter you were given these are just some information for you, I will talk about these briefly starting at the bottom of page 1 there is some discussion just about the most important what we call estimate in your financial statements are, these are things that, it's an estimate, sometimes you have to take a guess with the best information you have, the biggest ones in your financial statement, one has to do with in your statements we always make an adjustment to what is called your Other Post-Employment this is basically a liability of what you could potentially pay out in the future for those benefits, this is done you will see this in the actuary after David goes through the very painful process of getting all the information ready and to her, which he had to do this year. The second one which is on page 2, its posted Other Post-Employment Benefits, if you're really interested and need something to read there's a whole note on page 42 the Financial Statement, talks about all of those benefits and the actuarial numbers and everything else is in there. On page 2 there is what we call a Net Pension Liability, this is one that come on the last few years, this has to do with the liability basically the City's portion of Pers for its employees, it is now required to be reported on your financial statements, this is information that comes from Pers they send out this information, they have auditors that gather that information send that to us, that we then review and look at it and the adjustment is made. It is considered an estimate because anytime you are dealing with something that is going to happen in the future obviously it can change. Once again if you want to read through the whole thing and get to know it, it notes seven page 34 of the financial statements. We did not encounter any difficulties during the audit, didn't have to ask for any bodies opinion outside, we all got along, all the information that we asked for was provided, the corrected and uncorrected misstatements are the same ones you saw listed in the finding, most of these, a lot of these have to do with year-end adjustments not every day necessary processing it's the things you have to do at year-end to get the financial statements to a point to put them in the format and reporting that is required to get this nice little package for you out the door. On page 3 there is one that we call past adjustments, it is just something that we noted we had an expense last year that should have been in this year it wasn't at a huge level but we felt that it needed to be corrected, it was minut it wouldn't

change anyone's opinion on the financial statements whether it was included or not included, but we did want to inform you that was found but we did not think it was a big enough issue to warrant going any farther with. As we said there was no disagreements with management, we didn't have to consult with anybody else, we didn't have any other issues with the audit, and then that is pretty much the bulk of the letter, if you have anything specific about the financial statements you want me to go over with you or any more detail in the findings or anything in there please let me know.

- B. Vice Mayor Lincoln Litchfield: just have one question and not sure if it is for you or the Fire Chief but is there a better program for the ambulance billing or is our program adequate?*
- C. Mary Cain: I will let Linda answer that.*
- D. Fire Chief Linda Bingaman: I don't feel like I can answer that because I don't know the program to know, I know that we are looking at some different reporting information and some of that I was trying to see if we can do a reporting thing that we can do a billing off of that would be all in one and I am in the process of researching that now because the reporting stuff that we have now is so tedious and so awful that people don't want to do reports because it takes an hour or more for every single report we do including a refusal, so we are looking for something that will work better for us and there is some programs out there that include billing so I cannot answer honestly on that.*
- E. Mary Cain: so you said just now especially with changeover personal billings might be a good time to really look at how you are doing this billing, the process involved, see if you can improve it whether it is different systems, different trainings, going to a 3rd party billing, whatever you believe is best for the city to do. I did just want to mention there is not only a lot of preparation but a lot of extra work that we put on LaDawn and David and even Linda having to ask her for stuff and she is running around getting it for us, and they did do all of that, and responded to all of our request, so I did want to thank all the City staff for all help.*
- F. Vice Mayor Lincoln Litchfield: I would like to make a Motion to approval Eide Bailly's Audit for the Fiscal year 2016.*
- G. Councilperson Margaret Johnston: I'll second*
- H. Mayor Dana Holbrook: All in favor?*
- I. Mayor Lincoln Litchfield: I*
- J. Councilperson Pam Griswold: I*
- K. Councilperson Margaret Johnston: I*
- L. Mayor Dana Holbrook: I, motion passed.*

8. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion and possible approval of Resolution 2017 – 01 a Resolution admitting White Pine County and the City of Ely as members to (Northeastern Nevada Regional Development Authority) NNRDA as members and to amend the current Inter-Local Agreement to reflect the potential membership addition and all related matters. **(Possible Action Item)**

- A. City Manager David Jones reported that Pam Borda apologizes for not being here, she is available by cell phone if you have any questions.*
- B. Councilperson Pam Griswold: I would like to make a motion to approve Resolution 2017-01a Resolution admitting White Pine County and the City of Ely as members to NNRDA as members and to amend the current Inter-Local Agreement to reflect the potential membership addition and all related matters.*
- C. Vice Mayor Lincoln Litchfield: I'll second*

- D. *Mayor Dana Holbrook: All in favor?*
 - E. *Mayor Lincoln Litchfield: I*
 - F. *Councilperson Pam Griswold: I*
 - G. *Councilperson Margaret Johnston: I*
 - H. *Mayor Dana Holbrook: I, motion passed.*
9. **Public Comment may be taken prior to any Discussion Being Taken by the Council:** Review, discussion and possible approval of the minutes from 11/9/2016 and all related matters. **(Possible Action Item)**
- A. *Vice Mayor Lincoln Litchfield made a motion to approve the minutes from 11/09/2016.*
 - B. *Councilperson Pam Griswold: I'll second*
 - C. *Mayor Dana Holbrook: All in Favor?*
 - D. *Mayor Lincoln Litchfield: I*
 - E. *Councilperson Pam Griswold: I*
 - F. *Councilperson Margaret Johnston: I*
 - G. *Mayor Dana Holbrook: I, motion passed.*
10. **Public Comment may be taken prior to any Discussion Being Taken by the Council:** Review, discussion and possible approval of City expenditures for the period 12/10/2016 to 1/6/2017, and all related matters. **(Possible Action Item)**
- A. *Vice Mayor Lincoln Litchfield disclosed that he receives a commission from NAPA and will recuse from voting on this agenda item.*
 - B. *Councilperson Pam Griswold moved to approve the financials for City expenditures for the period 12/10/2016 to 1/6/2017.*
 - C. *Councilperson Margaret Johnston: I'll second that.*
 - D. *Mayor Dana Holbrook: All in Favor?*
 - E. *Vice Mayor Lincoln Litchfield: Recuse from vote.*
 - F. *Councilperson Pam Griswold: I*
 - G. *Councilperson Margaret Johnston: I*
 - H. *Mayor Dana Holbrook: I, motion passed.*
11. Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and 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 discretion of the City in accordance with applicable law and identified as in action. **(Non-Action Item)**
- A. *Councilperson Pam Griswold asked Carlos Esparza for a brief update on public works and how is everything holding up with the weather and how the equipment was running.*
 - B. *Carlos Esparza replied it has been a job, the roads are getting torn up, but we have seen worse, it has been awhile. Keeping the equipment running as best as we can.*
12. Adjournment. (Possible Action Item)
- A. *Councilperson Margaret Johnston made a motion to adjourn*
 - B. *Vice Mayor Lincoln Litchfield: Second*
 - C. *Mayor Dana Holbrook: all in favor*
 - D. *Councilperson Margaret Johnston: I*

- E. Councilperson Pam Griswold: I*
- F. Vice Mayor Lincoln Litchfield: I*
- G. Mayor Dana Holbrook: I, Motion passed.*
- H. Meeting adjourned at 7:34p.m.*

Approved:

Attest:

Mayor Dana Holbrook

City Clerk LaDawn Lawson