

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

**March 8, 2017
7:00 pm**

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 Present: Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Sabra Esparza
Councilperson Margaret Johnston

Council Absent: Councilperson Pam Griswold

Staff: David Jones (City Manager), LaDawn Lawson (City Clerk),

Pledge of Allegiance

Public: Ann Mejia, Ralph Siler, Rick Anderson, Roger Anderson, Kristina Eck,

The public may address the Board on agenda items as they are reviewed, at the discretion of the presiding officer or during the time reserved for Comments by the General Public, after being recognized by the presiding officer. The Public and all persons addressing the Board must abide by the requirements of the Carlin Municipal Code 1-6-11, detailed at the end of the agenda.

Note: The Mayor or Vice Mayor Reserves the Right to Change the Order of the Agenda. Additionally, the Council may, by majority vote, combine two or more agenda items for consideration or may remove any item from the agenda or delay consideration to a future City Council Agenda.

Call to Order and Roll Call

Pledge of Allegiance

- 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 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. **(Non - Action Item)**
 - A. No public comment at this time.**

Moved to Item #6, Public Hearing.

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

A. Mayor Holbrook: Mayors Meeting with the Legislature.

Mayor Holbrook stated he had attended a session of the Legislature last Tuesday. They had 17 Mayors attending. He stated his first impression of the Legislature is pretty much about the same as we see in the Federal politics, a lot of tension, we have tension between the parties. They are trying to work things and get things going so it will be a good session.

Mayors talked a lot about taxes and the fact that none of us have a big tax base coming in, even though it seems the economy is growing in most of the state. Reno, Sparks, and North Las Vegas, they are getting more buildings but with the tax revenue with the present tax structure is staying pretty flat. Our budgets are going to stay about the same. Mark Weldon at the Governor's Office is confident that the overall budget for the State will be fairly good. They are going to save some funding and are not going to put any extra out to anybody.

One of the hot topics was the marijuana. The Mayor from Mesquite stated they have a medical marijuana facility there and he is impressed with the amount of revenue in taxes, business licenses, so far he has been really impressed with it. There are a couple of initiatives going before the legislation which will allow cities to apply for licenses. Counties like Elko have been holding back and we have a moratorium in place right now but there is the possibility for the legislation to pass some laws which will allow cities to apply and if you get a license as a city, the city will get the taxes not the county.

Unfunded mandates such as new voting machines and body cameras for police officers are some of the things that are going to affect the cities. Carlin is lucky in that our officers already have the body camera. We always have concerns about the legislation passing laws that the cities have to come up with money for. They are looking for grants to help the cities out. It was a good trip and really nice.

B. Councilperson Litchfield: Title 3 Update, Condition of Public Works Equipment, Cemetery

The cemetery has done some basic maintenance the bulk will happen after the weather breaks. It looks like it might break later this week. Basic maintenance right now. Chris Woster is working on the reader board at the Cemetery.

Public Works has two (2) pieces of equipment down right now and we hope we will not need them for the rest of this year. One is a snowplow and the other is the paddle wheel so as long as we don't have any more snow we should be able to get them repaired for next season.

Some of the potholes are being filled.

They are using a mix called QPR which is a cold mix but just for potholes. Not sure what QPR means but Public Works is working with it and doing what they can to fill the potholes.

Planning Commission last meeting worked on Chapters 21, 22, 23, and began 24. There were some questions on the definitions on 24 so we are looking at those again. The Planning Commission is hoping to have it to the City Council by June which

means if we could have it to the Council by June we would be looking at four to six weeks we could have a vote, if nothing needs to go back to Planning Commission, we could approve or disapprove by July. At this point the Planning Commission would be looking at the zoning map and rezoning the City which will help the Citizens.

C. Councilperson Griswold: Absent.

D. Councilperson Johnston: No Report.

E. Councilperson Esparza: No Report.

3. Staff Reports. (Non - Action Item)

City Manager's Report: Budget, Update regarding prospective employees, Tap Grant update

David Jones, City Manager, stated he had held the first round of budget meetings with the Department Heads and will be putting the numbers together as time goes on. He feels the budget is going to look a little bleak this year. For the month of December we were down 7.1% from what we had predicted and everyone uses the month of December as their projector. Talking with the merchants in town they said it was the roughest or one of the roughest December they had ever been a part of, they said that January was a little better and so we will just have to wait and see. Our sales tax makes up the biggest percentage of our budget.

We have interviews this Friday, we have some good applicants for the positions one position for the Senior Center and one position for the Public Works. As you may know we have a temp service employee working at the Senior Center.

Working with NDOT and Farr West on the TAP Grant which is for the Chestnut corridor the way I understand it we still have a long way to go so we may not see any construction on this project until next year. A lot of paperwork to get in order we are dealing with Federal Funds which require following all policies, rules and regulations.

4. Department Reports: (Non - Action Item)

City Clerk's Report: Cemetery, Minute Transcriber, PERS Training, County Commission/Carol Fosmo/ Election Machines

LaDawn Lawson, City Clerk, stated she had been working with Carlos Esparza from Public Works, Melinda Harris in the Clerk's Office, and Chris Woster from Farr West. Farr West is working on the map for the backside of the board at the Cemetery. Melinda Harris is working on alphabetizing all of the names then we are going to send it to Chris Woster to enlarge the list. Carlos Esparza from Public Works is going to install markers for the rows so people can find the rows more easily.

We do not have a minute transcriptionist at this time. My office will be trying to get the minutes completed as best as we can until we find a transcriptionist. We are also looking once again into the digital systems. David Jones, City Manager, and I attended PERS Training, this training was specific to PERS Audits. They are going to change the audit rotation from 5 years to 3 years. We have an outstanding audit which I was able to speak to the head Auditor who is Carrie Harrison and she seems like she is going to be very good to work with. She is going to assist with getting this audit closed and I was very excited to speak with her and be able to get this issue

resolved. It was a short training but it was well worth our time to attend.

Attended the County Commissioner's Meeting held on the 15th, glad that so many citizens of Carlin attended. In the meeting the Cash Minor from the County stated they were going to need to purchase in voting machines. I contacted Carol Fosmo, County Clerk, she stated at this point it looks as if there will be a huge cost for the 2018 Election. They are hoping the State will find some funding and do a 50/50 split with the counties. But whatever the cost is that cost will of course trickle down to the Cities because the County does our elections. She has several bids and they are averaging \$2,700.00 a machine. Carlin usually has about six (6) machines per election. As David Jones, City Manager, stated there would be four (4) of the five (5) seats up for election in 2018 Election. He is correct, we will have three (3) races, one for the Mayor's seat, the second for two (2) Council seats for a four (4) year term, and a third for one (1) Council seat for two (2) year term.

Carlin Police Department Report: Statistic for February 2017

Chief Fobes for the record, we had 12 Arrests, 1 ex-felon for failure to register, 1 for obstruction of justice, 1 for petit larceny, 1 juvenile for domestic battery, 2 for possession of a Controlled Substance, 1 driving under the influence, 1 driving on a revoked license, 1 Patrol and Probation Hold, 2 warrants.

We had 29 citations, 347 calls for service, 744 calls year to end of February. Some of those calls were 18 for suspicious activity, 130 traffic stops, 28 dog calls, 43 agency assists, 34 follow up reports, 6 domestic battery calls, 6 theft calls, 1 Destruction of Private Property call, 3 calls for careless reckless drivers, 5 traffic accidents only 1 in town.

We did not do any training for the month of February. We had firearm qualifications scheduled but due to weather we rescheduled for this month.

Carlin Open Door Senior Center Report: Feedback from survey, attendance numbers for 2015 – 2017, Health Inspection.

Ella Trujillo, Senior Center Director, for the record, in your packet is information for you, the first page has numbers are the best way to tell how the Senior Center is doing. She included the 2015 numbers to give a comparison. The reason for this report is because of the new staff and she thought this would help to keep them informed. These numbers are only for the Congregate, the people that eat in the dining room at the center on a daily basis. You can see the numbers fluctuate but overall they have stayed steady. She stated she had February's number which was 413 meals we served in the dining room and February being a short month we were down a little. Did not include the numbers for the homebound meals because they always stay steady the average is 525 per month.

She implemented two (2) bowls, a like bowl and a dislike bowl. There were chips to put in the like bowl and chips to put in the dislike bowl. The Seniors wanted a third bowl for if they liked or disliked the dessert. She felt this system gave her a general like or dislike but did not tell her what they like. So she presented some slips that were out in the dining room and she sent with the homebound meals. Most of the comments were great. We scored a little low on meal variety. We are trying to create more variety with breads and salads. Twice a week we are required to use meals from

the Division of Aging. There are about 400 approved meals and we are improving every day.

Vice Mayor Lincoln Litchfield stated he appreciated this information because the numbers are pretty well flat. Looking over the comments he sees a lot of 5s, 4s, and an occasional 3. Comments were made that the Senior Center has gone down the tubes in the last couple of months this right here tells me you are doing an excellent job. He appreciates seeing stuff like this very much and the job the staff is doing.

Ella Trujillo, Senior Center Director, had forgotten David Jones, City Manager had put a copy of the Department of Health and Human Services Report in the packet. She was very pleased with the inspection and the staff keeps things very clean at the center and does a wonderful job.

Councilperson Margaret Johnston comments that Ella is doing a wonderful job and is coming up with new ideas, decorations, and she is making it better all the time.

5. Board Reports: **(Non - Action Item)**

Carlin Parks and Recreation Board: Presentation and Overview of Events for 2017.

Ellen Meshefski, Chairman of Carlin Parks and Recreation Board, also with her were Members Jon Gift and Brett Johnson. She stated they were invited to do a presentation for the Elko Rotary Club and decided to do it for the City Council. She thanked the Council for funding and support. *A slide show presentation was presented at this time showing pictures from the different events through the year.* We have sent out letter for donations this year and have already received two donations. We have a lot of ideas and welcome more anytime.

This Item was moved to Item #2 by Mayor Dana Holbrook.

6. **Public Comment may be taken prior to any Discussion Being Taken by the Council: PUBLIC HEARING. NOTICE is hereby given that the Carlin City Council, Carlin, Nevada, will hold a public hearing at the Regular Meeting held on March 8, 2017, at 7:00 p.m., in the Carlin Municipal Court Meeting Room, 101 South Eighth Street, Carlin, Nevada.** The purpose of this hearing is to review, discuss, and possibly approve a request to rezone parcel # 002-103-010, more commonly known as 1207 Bush Street, Carlin, Nevada, 89822, from commercial to residential, and all related matters. All comments regarding this matter will be considered at the Public Hearing. At the conclusion of the Public Hearing the Council may motion to close the hearing. **(Possible Action Item)**

A. *Mayor Dana Holbrook: This is Public Hearing and Notice is hereby given that the Carlin City Council, Carlin, Nevada, will hold a public hearing at the Regular Meeting held on March 8, 2017, at 7:00 p.m., in the Carlin Municipal Court Meeting Room, 101 South Eighth Street, Carlin, Nevada. The purpose of this hearing is to review, discuss, and possibly approve a request to rezone parcel # 002-103-010, more commonly known as 1207 Bush Street, Carlin, Nevada, 89822, from commercial to residential, and all related matters. All comments regarding this matter will be considered at the Public Hearing. At the conclusion of the Public Hearing the Council may motion to close the hearing.*

B. *Mayor Dana Holbrook: Public Hearing is now open at 7:03 p.m.*

C. *Vice Mayor Lincoln Litchfield: These have to come before us because it is a resident in a Commercial Zone and they can't get loans on their property to do improvements or*

sell their property. It makes is very difficult to do that so when these come up we rezone them. It has been before Planning Board and they did approve it.

D. Mayor Dana Holbrook: Is there any further comments on this rezone? Seeing there were no comments the Mayor entertained a motion to close the Public Hearing.

E. Vice Mayor Lincoln Litchfield made a motion to close the Public Hearing for the purpose to review, discuss, and possibly approve a request to rezone parcel # 002-103-010, more commonly known as 1207 Bush Street, Carlin, Nevada, 89822, from commercial to residential, and all related matters. Councilperson Margaret Johnston seconded the motion.

Mayor Dana Holbrook voted aye.

Vice Mayor Lincoln Litchfield voted aye.

Councilperson Sabra Esparza voted aye.

Councilperson Margaret Johnston voted aye.

Councilperson Pam Griswold was absent.

F. Mayor Dana Holbrook: The motion passed and the Public Hearing was closed at 7:04 p.m.

Mayor Dana Holbrook kept the Items out of order and moved Item #7.

- 7. Public Comment may be taken prior to any Discussion Being Taken by the Council:** Review, discussion, and possible approval of a request to rezone parcel # 002-103-010, more commonly known as 1207 Bush Street, Carlin, Nevada, 89822, from commercial to residential, and all related matters. **(Possible Action Item)**

A. Mayor Dana Holbrook stated this item was discussed in the Public Hearing and he would entertain a motion at this time.

B. Vice Mayor Lincoln Litchfield made a motion to approve the request to rezone parcel # 002-103-010, more commonly known as 1207 Bush Street, Carlin, Nevada, 89822, from commercial to residential, and all related matters. Councilperson Margaret Johnston made a second to the motion.

Mayor Dana Holbrook voted aye.

Vice Mayor Lincoln Litchfield voted aye.

Councilperson Sabra Esparza voted aye.

Councilperson Margaret Johnston voted aye.

Councilperson Pam Griswold was absent.

Mayor Dana Holbrook motion passed.

Mayor Dana Holbrook moved to Item #2 at this time.

- 8. Public Comment may be taken prior to any Discussion Being Taken by the Council:** Review, discussion, and possible appointment of Jon Gift Jr. to the Carlin Parks and Recreation Committee, and all related matters. **(Possible Action Item)**

A. City Attorney Lauren Landa stated Mr. Jon Gift Jr. did sign his waiver of Notice to Consider Character, Misconduct, Competence or Health of a Person Pursuant to NRS 241.033 and Waiver of Notice Requirements under NRS 241.034.

B. Vice Mayor Lincoln Litchfield contacted the City Manager and Ellen Meshefski

before the meeting because he was concerned that if Rose and Jon Gift Sr. were already on the Board and then we appoint Jon Gift Jr. there may be some issues. He was assured that Rose Gift is not on the Board but Jon Gift Sr. is but there would be not issues. He feel Jon Gift Jr. will be an excellent addition to the Parks and Recreation Board.

C. Councilperson Sabra Esparza stated the Parks and Recreation Board falls under Public Works which under her husband, but because she will not be materially affected by this she will be voting.

D. Councilperson Margaret Johnston made a motion to approve Jon Gift Jr. as a Member of the Park and Recreation Board. Councilperson Sabra Esparza seconded this motion. Motion Passed.

Mayor Dana Holbrook voted aye.

Vice Mayor Lincoln Litchfield voted aye.

Councilperson Sabra Esparza voted aye.

Councilperson Margaret Johnston voted aye.

Councilperson Pam Griswold was absent.

- 9. Public Comment may be taken prior to any Discussion Being Taken by the Council:** Review, discussion, and possible appointment of Tina Eck to the Carlin Parks and Recreation Committee, and all related matters. **(Possible Action Item)**

A. City Attorney Lauren Landa stated Ms. Tina Eck did sign her waiver of Notice to Consider Character, Misconduct, Competence or Health of a Person Pursuant to NRS 241.033 and Waiver of Notice Requirements under NRS 241.034.

B. Councilperson Sabra Esparza stated the Parks and Recreation Board falls under Public Works which under her husband, but because she will not be materially affected by this she will be voting.

C. Councilperson Margaret Johnston made a motion to appoint Tina Eck as a Member of the Park and Recreation Board. Vice Mayor Lincoln Litchfield seconded the motion. Motion Passed.

Mayor Dana Holbrook voted aye.

Vice Mayor Lincoln Litchfield voted aye.

Councilperson Sabra Esparza voted aye.

Councilperson Margaret Johnston voted aye.

Councilperson Pam Griswold was absent.

- 10. Public Comment may be taken prior to any Discussion Being Taken by the Council:** Review, discussion and possible approval of a special events liquor license for Cliff Eklund and Laura Eklund on behalf of the Carlin Equestrian Park Committee and all related matters. **(Possible Action Item)**

A. City Attorney Lauren Landa stated Mr. Cliff Eklund and Ms. Laura Eklund did sign his waiver of Notice to Consider Character, Misconduct, Competence or Health of a Person Pursuant to NRS 241.033 and Waiver of Notice Requirements under NRS 241.034.

B. Councilperson Sabra Esparza stated the Equestrian Park Committee falls under Public Works which under her husband, but because she will not be materially affected by this she will be voting. The way I vote here has nothing to do with the Equestrian Park, it is rather how I feel personally about liquor and sale if it, so I am putting this out there because every time a Liquor License comes before me I will be voting the same.

C. Vice Mayor Lincoln Litchfield made a motion to approve the Liquor License for

*Cliff Eklund and Laura Eklund on behalf of the Carlin Equestrian Park.
Councilperson Margaret Johnston seconded the motion. The motion passed by Mayor
Dana Holbrook voting in favor.*

Mayor Dana Holbrook voted aye.

Vice Mayor Lincoln Litchfield voted aye.

Councilperson Sabra Esparza voted nay.

Councilperson Margaret Johnston voted aye.

Councilperson Pam Griswold was absent.

- 11. Public Comment may be taken prior to any Discussion Being Taken by the Council:**
Review, discussion, and possible approval of a Sesquicentennial Celebration for the City
of Carlin and possible direction to staff to take measures or organize events related thereto
and all related matters. **(Possible Action Item)**

*A. Vice Mayor Lincoln Litchfield stated 150 years is a long time. He feels we should not
limit it to an event but something should be mentioned at every event. Hats, something.*

*B. Mayor Dana Holbrook stated possibly some commemorative tokens like they used at
the Western Heritage Days.*

*C. Councilperson Sabra Esparza stated she had requested this be put on the agenda and
she was thinking down the same lines as the Mayor. She wanted to get this out early and
get some discussion on getting it going.*

*D. Councilperson Margaret Johnston would like to see a committee put together and do a
slide show or a book and/or package with the old pictures and stories.*

*E. Mayor Holbrook requested the Clerk's office start a list of ideas from the public of
things that they would like to see done for this occasion. Also would like to have Ella
Trujillo visit with the Seniors and gather ideas.*

*F. Jon Gift Sr. stated he felt the history of Carlin is very important and we need to focus
on the history.*

*G. Vice Lincoln Litchfield made a motion to direct staff to get a list together of
possible events and ideas for our 150 year birthday and bring it back to us in a month.
Councilperson Margaret Johnston seconded the motion. Motion Passed.*

Mayor Dana Holbrook voted aye.

Vice Mayor Lincoln Litchfield voted aye.

Councilperson Sabra Esparza voted aye.

Councilperson Margaret Johnston voted aye.

Councilperson Pam Griswold was absent.

- 12. Public Comment will be taken prior to any Action Being Taken by the Council:**
Review, discussion, and possible approval of the minutes from 1/25/2017 and all related
matters. **(Possible Action Item)**

*A. Councilperson Sabra Esparza made a motion to approve the minutes for 1/25/2017
and all related matters. Councilperson Margaret Johnston seconded the motion.
Motion Passed.*

Mayor Dana Holbrook voted aye.

Vice Mayor Lincoln Litchfield voted aye.

Councilperson Sabra Esparza voted aye.

Councilperson Margaret Johnston voted aye.

Councilperson Pam Griswold was absent.

- 13. 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 2/18/2017 to 3/3/2017 and all related matters. **(Possible Action Item)**
- A. City Attorney Lauren Landa stated pursuant to the Open Meeting Laws in order to reduce a quorum size of the Board. You are to have a written legal opinion stating that abstentions are required. Vice Lincoln Litchfield consistently discloses and abstains because of his pecuniary interest he receives from NAPA Auto Parts. Councilperson Sabra Esparza has to continually abstain because of a conflict situation with her step-daughter working for Fastenal her step-daughter receives a commission on sales. There are a few ways we can handle this Sabra and Lincoln could abstain from voting on all the expenditures, or we could divide the expenditures on the agenda, or we could make separate motions under this item it is still relating to expenditures.*
- B. Vice Mayor Lincoln Litchfield disclosed that he works for NAPA Auto Parts and receives a commission on all sales. He will be recusing himself on any payment to NAPA Auto Parts.*
- C. Councilperson Sabra Esparza disclosed that her step-daughter works for Fastenal and receives a commission and the City buys several things from Fastenal. She also made a disclosure that her husband works for Public Works but there is no monetary gain and there is nothing that would affect her judgment in voting.*
- D. Councilperson Margaret Johnston made a motion to approve expenditures for NAPA Auto Parts for the period of 2/18/2017 to 3/3/2017 and all related matters. Councilperson Sabra Esparza seconded the motion. Motion passed with Mayor Dana Holbrook voting in favor. Vice Mayor Lincoln Litchfield recused.*
- E. Vice Mayor Lincoln Litchfield made a motion to approve the expenditures for Fastenal for the period of 2/18/2017 to 3/3/2017 and all related matters. Councilperson Margaret Johnston seconded the motion. Motion passed with Mayor Dana Holbrook voting in favor. Councilperson Sabra Esparza recused.*
- F. Vice Mayor Lincoln Litchfield made a motion to approve all the remaining expenditures for the period of 2/18/2017 to 3/3/2017 and all related matters. Councilperson Margaret Johnston seconded the motion. Motion Passed.*
- 14. Public Comment may be taken prior to any Discussion Being Taken by the Council:**
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 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. **(Non - Action Item)**
- A. None.*

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)

14. Adjournment. (Possible Action Item)

A. Councilperson Margaret Johnston made a motion to adjourn. Councilperson Sabra Esparza seconded the motion. Motion Passed. Meeting adjourned at 8:05 p.m.

Approved:

Attest:

Mayor Dana Holbrook

City Clerk LaDawn Lawson