

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

**April 10, 2017  
7:00 P.M.**

**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 Sabra Esparza  
Councilperson Pam Griswold  
Councilperson Margaret Johnston

**Council Members Absent:** None

**Staff:** David Jones, City Manager  
LaDawn Lawson, City Clerk  
Teri Feasel, Municipal Court Judge  
Carlos Esparza, Public Works Director  
Dennis Fobes, Chief of Police  
Ella B. Trujillo, Carlin Senior Center Director  
Roger Curry, Carlin Volunteer Fire Department Assistant Chief  
Michael Abrams, Carlin Volunteer Fire Department Assistant Chief

**Public:** John Gift Sr., Parks and Recreation Board

**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)**

None

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

None

**3. Staff Reports (Non-Action Item):**

None

**4. Department Reports (Non-Action Item):**

None

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

None

**6. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion and direction regarding revenues and expenditures for all departments and all funds from the Carlin City Council regarding preparation of the City of Carlin's budget for Fiscal Year 2017 - 2018, and all related matters. (Possible Action Item)**

1. David Jones explained the projected revenues for FY 16/17 with comparison to FY 15/16. Jones stated the numbers would reflect 67% of the budget. Jones explained that, for FY 16/17, 1.9 million had been budgeted but only 1.652 million would be available so approximately \$250,000 would have to be cut. Jones informed the Council that if they would like to see a detailed ledger of any of the revenue line items he could have it ready for them at the next meeting. Vice Mayor Lincoln Litchfield requested a detailed ledger on the Other Miscellaneous Revenue line item. Jones replied that he would obtain the ledger for the next meeting.

2. David Jones stated they would move on to expenditures and asked Municipal Court Judge Teri Feasel to explain her budget. Municipal Court Judge Feasel explained the proposed budget and any changes she made from the previous year. Discussion regarding the changes was held. No changes were made to the Municipal Court proposed budget.

3. David Jones explained the proposed budget for the legislature. Discussion was held regarding the appropriate amount to be budgeted. The Council made changes to the proposed budget for travel and training and materials and supplies. No additional changes were made.

4. David Jones explained the City Manager's budget including proposed changes. Discussion was held regarding the City Manager's budget including

the city manager's travel and training and possible equipment repairs. No changes were made to the City Manager's proposed budget.

5. David Jones explained the Administration budget and stated there were some reductions in wages and benefits and an increase in equipment repair. LaDawn Lawson explained the proposed contract with a new IT contractor in Utah, including the services provided and cost. LaDawn Lawson explained possible capital outlay expenses for a digital recording system for creating minutes for the meetings and updating the City's website. Discussion was held regarding the necessity of the projects and no changes were made to the proposed budget for Administration.

6. David Jones explained the proposed budget for the Animal Control Officer. Discussion was held regarding the possibility of auto expenses associated with the motor vehicle used by the Animal Control Officer and a reduction in benefits for the Animal Control Officer. No changes were made to the proposed budget.

7. David Jones explained about possible future problems with the employer provided insurance. Discussion was held about a possible future discussion about selection of insurance for City employees. No action was taken.

8. David Jones explained the proposed budget for the Police Department. Discussion was held regarding changes, including an increase in the budget for blood draws, subscriptions and dues, and the proposed purchase of only one new police vehicle. Councilperson Margaret Johnston stated she believed the purchase of an additional police vehicle should be postponed for another year. Mayor Dana Holbrook stated that no new vehicles had been purchased for four years prior to the recent purchases. Councilperson Margaret Johnston stated she felt if you staggered the purchases out more then you would not have so many that needed to be replaced at once. No changes to the proposed budget were made.

9. City Manager David Jones explained the proposed budget for the Volunteer Fire Department and Ambulance. Discussion was held regarding whether to budget for an employee at the Fire Department. Assistant Chief Mike Abrams explained the need for someone to do the ambulance billing, answer the phone, and do secretarial. Discussion was held about outsourcing the billing. Councilperson Pam Griswold recommended that the billing be outsourced and a part-time employment be hired. Vice Mayor Lincoln Litchfield recommended that the billing be outsourced. Litchfield requested a report from the Fire Department of how many emergency calls had been unanswered by the Fire Department in the last year. Mayor Dana Holbrook recommended that the funds be budgeted for an employee but the decision regarding whether someone actually is hired would be decided at a later date. Vice Mayor Lincoln Litchfield recommended that the employee be EMT certified. Mayor

Dana Holbrook, Councilperson Margaret Johnston, Councilperson Pam Griswold, and Vice Mayor Lincoln Litchfield agreed. Funds were budgeted for outsourcing the ambulance billing and hiring a part-time employee.

10. Discussion was held about whether the Fire Department was a City entity or a private corporation. Councilperson Sabra Esparza expressed her belief that because such a significant amount of City money was spent on the Fire Department it should have to be held accountable to the City. Mayor Dana Holbrook stated it was an ongoing issue and should be discussed at a later date. No action was taken.

11. Assistant Chief Mike Abrams stated he believed the ambulance rates needed to be raised. Discussion was held regarding the rates but the Council acknowledged that it was something to be discussed at a later date. No action was taken.

12. Discussion was held regarding the possibility of budgeting money for completion of the new fire house. The possible costs of what still needed to be completed was discussed, including electrical and curb and gutter. David Jones stated it would cost approximately \$600,000 or more to finish the building. Assistant Chief Mike Abrams stated the Fire Department had approximately \$50,000.00 saved for the completion of the fire house. No funds were budgeted to complete the new fire house.

13. The proposed capital outlay expenses for the Fire Department were discussed, including purchase of turnouts, tablet computers, and new computer software. The proposed equipment repair budget was discussed and no changes were made. David Jones stated that the radio costs may be changing in the future. No changes were made.

14. David Jones explained the current costs and proposed budget for Public Works including changes to wages and benefits, snow removal, equipment repairs, street repairs, auto expense, and purchase of a street sweeper. Discussion was held regarding budgeting only \$100,000.00 for street repairs. Vice Mayor Lincoln Litchfield asked what such a small amount would mean. Public Works Director Carlos Esparza explained that \$100,000.00 would not be enough to keep the streets properly repaired nor would his department have the necessary manpower to repair the streets extensively while simultaneously taking care of the other responsibilities of Public Works. Discussion was held regarding the costs of repairing larger portions of the streets, the need to repair curb, gutter, and sidewalk, and water/sewer infrastructure, and the forthcoming engineering report on the street infrastructure. Mayor Dana Holbrook stated that once the engineering report was completed further discussion could be held about how to pay for the necessary repairs, including possibly establishing an improvement district. Councilperson Margaret Johnston inquired about raising money by selling old equipment or unused

city property. Discussion was held. Carlos Esparza stated his belief that said property was not really worth much. No changes were made to the budget for Public Works.

15. David Jones explained the budget for Mosquito Abatement and discussion was held. No changes were made.

16. David Jones displayed the budget for the Cemetery and asked if there were any questions. There were no questions and no changes were made.

17. David Jones displayed the budget for Parks and Recreation and asked if there were any questions. Vice Mayor Lincoln Litchfield asked Carlos Esparza about the money budgeted for materials and supplies with regards to weeds at the park. Carlos Esparza explained the amount budgeted wasn't enough but that there wasn't any more money to budget based upon revenue projections. No changes were made.

18. David Jones explained the proposed budget for the Library including money to pay for the phone and building maintenance. No further discussion was held and no changes were made.

19. David Jones explained the proposed budget for the building inspector. No further discussion was held and no changes were made.

20. David Jones explained the proposed budget for elections and discussion was held. LaDawn Lawson stated that new voting machines were going to be required for the next election and that Elko County has not indicated to them how much it would cost the City. David Jones stated the proposed budget was therefore a guess. No changes were made.

21. David Jones discussed the proposed budget for Legal Notices. David Jones stated there had been an increase. Vice Mayor Lincoln Litchfield inquired about the potential cost of rezoning the City. Discussion was held regarding the cost of legal fees for rezoning the City. David Jones stated some money could be moved to pay for that. No changes were made.

22. David Jones stated there were no changes to the budget for accounting fees. No discussion was held and no changes were made.

23. David Jones explained the proposed budget for postage fees. No discussion was held and no changes were made.

24. David Jones stated that the budget for natural gas and electricity had both been increased. No discussion was held and no changes were made.

25. David Jones stated that the transfer to the Senior Center would be \$71,250 but that the number could change. No discussion was held and no changes were made.

26. David Jones stated he was proposing a cut of funding to debt service and that some of the revenues in that fund be used. Jones stated that the water line and Senior Center come out of that budget. He believed the water line would be paid off that year. No discussion was held and no changes were made.

27. David Jones said he increased the Contingency Fund. Jones explained how the Contingency Fund worked. No discussion was held and no changes were made.

28. David Jones explained the overall budget was currently greater than revenues by \$164,171.00. He explained that the Department heads worked very hard to stay within budget. He stated that this was less than last year because there had been significant assets purchased the year prior such as motor vehicles. David Jones asked if there were any questions on the general fund. There were no questions.

29. David Jones stated that they would move onto the 11 fund, which was the Grant fund. He explained the proposed budget for grant revenue. There was \$800,000 budgeted for the Tap Grant. There were no grants budgeted for the Senior Center. David Jones asked Roger Curry and Mike Abrams what grants they had for the Fire Department. Curry and Abrams were unsure of the exact figures and David Jones asked that they get back to him on that. David Jones explained it was the last year for the Brownsfield grant and that it would be closed this year. LaDawn Lawson inquired whether the tourism grant needed to be budgeted for. David Jones asked how much it would be. LaDawn Lawson was not sure and said she would find out. No changes were made.

30. David Jones displayed the 12 fund which he explained was a Parks and Recreation operating expense fund. Discussion was held regarding the exact nature of the fund after Councilwoman Margaret Johnston expressed confusion. David Jones reviewed the current budget amounts and proposed budget numbers. David Jones stated that Parks and Recreation would be roughly \$13,000 with capital outlay expenses of \$40,000.00. Capital Outlay would include an update to the Park electricity system, purchase of a con-x box, and a back for the carport at the Park. David Jones stated he would like to see Department Heads provide more detailed cost projections for capital outlay projects. Discussion was held about the electricity needs at the Park. No changes were made.

31. David Jones explained the proposed budget for the Equestrian Park. He explained that the budgeted income came from sponsorships, events, and concession proceeds. David Jones stated the Equestrian Park was requesting

\$40,000 for their events and \$80,000 for their capital outlay. Discussion was held regarding how much money had been invested in the Equestrian Park. Vice Mayor Lincoln Litchfield stated he felt a lot of money was being spent on the Equestrian Park when a small group of people use it. LaDawn Lawson explained there has been turnover of funds from year to year so they did have some money built up. David Jones explained that the capital outlay expense was intended for a new concession stand and permanent bar. Discussion was held regarding the pros and cons of installing a new concession stand including problems passing food inspections with the current facility. Councilperson Margaret Johnston and LaDawn Lawson reviewed the improvements the Equestrian Park Board had made and the things that would be required to continue passing food inspections. Further discussion was held regarding whether the Equestrian Park was and/or should be self-sufficient. LaDawn Lawson pointed out that previous City Councils felt the Equestrian Park was important and had been given money in the past because its events attract out-of-towners into Carlin. Mayor Dana Holbrook expressed his admiration for the facility but did not believe that a capital outlay of \$80,000 should be budgeted. Discussion was held about using the proposed money elsewhere in Parks and Recreation for things such as the Sesquicentennial or other events. Vice Mayor Lincoln Litchfield expressed his opinion that a lot of poor decisions were made in the construction and money was misspent. LaDawn Lawson stated many of the decisions made were the result of different perspectives on its use and the influence of different members on the Equestrian Park board. Mayor Dana Holbrook stated he felt the Equestrian Park needs to work on bringing more money in and becoming self-sufficient. Holbrook recommended funding for the operating costs of \$42,000.00 only. Further discussion was held regarding the bandstand. Mayor Holbrook recommended budgeting \$5,000.00 to \$7,000.00 for capital outlay. Vice Mayor Lincoln Litchfield recommended budgeting \$10,000.00. LaDawn Lawson raised concern about the Council already putting out for bid on the concession stand. Mayor Dana Holbrook clarified that it was only for bids and was not for purchase. David Jones explained that if the Council later decides to accept one of the bids and they did not budget for it then they would not be able to purchase the concession stand. Vice Mayor Lincoln Litchfield inquired what was budgeted for capital outlay for Parks and Recreation because he would like to see the funds be budgeted for Parks and Recreation so that the Equestrian Park could not claim anything purchased was for their use only. Mayor Dana Holbrook stated he would prefer not to budget for it at all. Further discussion was held regarding the consequences of not budgeting the requested amount. Mayor Holbrook recommended budgeting \$15,000.00 for capital outlay. After further discussion, Councilperson Pam Griswold recommended budgeting \$20,000.00. Councilperson Pam Griswold inquired whether the concession stand would last another year. The consensus was that it would. Further discussion was held regarding opening fund balances and how they work as part of the

budgeting process. The Council agreed to budget \$20,000.00 for capital outlay for the Equestrian Park.

32. David Jones asked the City Council if they were okay with taking money out of the Parks and Recreation fund for Public Works projects down at the Park. Carlos Esparza explained what the proposed projects consisted of, including moving dumpsters. David Jones stated the issue would need to be placed on a subsequent agenda for council approval. No action was taken.

33. Councilperson Margaret Johnston inquired about making changes to the curb and sidewalk on Main Street when the State Inn was torn down in the near future and whether money could be budgeted for that purpose. Discussion followed regarding the pros and cons of doing so. No action was taken.

34. Mayor Dana Holbrook called for a recess at 9:53 p.m.

35. Mayor Dana Holbrook resumed the meeting at 9:59 p.m. and stated for the record that they still had a quorum.

36. Discussion was held regarding transferring money from the Equestrian Park opening fund balance to fund capital outlay projects. David Jones outlined several options for the Council to choose. Mayor Dana Holbrook and Councilperson Pam Griswold reaffirmed that they wanted to only budget \$20,000 for capital outlay. Pam Griswold stated that the Equestrian Park would like to spend their opening fund balance and David Jones added that they could not do so without the Council's permission. Councilperson Sabra Esparza stated she believed the opening fund balance should not rollover every year and should go back to the general fund. David Jones stated they should not penalize a department because they have made money in past years which they have saved. Mayor Dana Holbrook stated that in the case of the Equestrian Park they were not making money to cover their costs and therefore should not be allowed to use their opening fund balance as a savings account to spend as they want. Mayor Dana Holbrook stated his belief that the Equestrian Park needed to show to the Council that they could use their money wisely. Vice Mayor Lincoln Litchfield agreed. The Council reaffirmed their decision to budget \$20,000.00 for Equestrian Park capital outlay.

37. David Jones reviewed the proposed budget for the Senior Center. Discussion was held regarding the proposed budget for training, equipment and repair, and proposed income for transportation. Councilperson Pam Griswold recommended increasing the budget for equipment and repair. An additional \$1,500 was added to the C1 and C2 equipment and repair budget. No other changes were made.

38. Discussion was held regarding adjournment and David Jones reviewed what was remaining of the budget to review. David Jones asked the Council if they wanted a tentative budget prepared for the next meeting on Wednesday, April 14th. The Council directed David Jones to prepare a tentative budget. Councilperson Margaret Johnston requested a hardcopy of the budget that David Jones displayed during the meeting.

**Vice Mayor Lincoln Litchfield moved to have the City Manager, David Jones, begin a tentative budget and return it to the Council on April 14, 2017 for a Council vote. Councilperson Pam Griswold seconded the motion. The motion carried unanimously.**

7. **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)**

**Mayor Dana Holbrook inquired if there was any public comment. There was no public comment.**

8. **Adjournment.**  
**(Possible Action Item)**

**Vice Mayor Lincoln Litchfield moved for adjournment. Councilperson Margaret Johnston seconded the motion. The meeting was adjourned at 10:32 p.m.**

*Approved:*

*Attest:*

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*Mayor Dana Holbrook*

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*LaDawn Lawson, Carlin City Clerk*