

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

**May 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  
Dennis Fobes, Chief of Police  
Lila Sexton, Animal Control and Code Enforcement Officer

**Public:**

Pamala Beeson  
Rick Anderson  
Delinda Chase  
Laura Eklund, Carlin Equestrian Park  
Cliff Eklund, Elko County Commissioner  
L. Doxey, Carlin Equestrian Park  
Doug Hernandez, Carlin Equestrian Park  
LeeAnna Johnny  
Bob DeMars, GRMX  
Steven E. Wilkinson

**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. County Commissioner Cliff Eklund stated the President rejected private funding through FEMA for assistance with the flooding. Governor Sandoval has appealed and Congressman Amodei is going to expedite the appeal.
  
- 2. City Council Members Reports (Non-Action Item):**
  - a. Vice Mayor Lincoln Litchfield reported that the Planning Commission is going to work on Title 3 and that Lila Sexton and the Commission worked on a CTO for chickens. Litchfield also reported the American Legion Memorial Day event is progressing and there would be a meeting the following day if anyone was interested. Litchfield also reported that Public Works is spraying weeds by hand because the mobile sprayer is broken. Litchfield also reported that he had done some research on feral cats and read his report (included in agenda) regarding feral cats.
  
- 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:**

**PUBLIC HEARING. NOTICE is hereby given that the Carlin City Council, Carlin, Nevada, will hold a public hearing at the Regular Meeting held on May 10, 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 # 002-014-009, described as Lots 1 + Block 126, of North Addition, more commonly**

**known as 521 Fir Street, Carlin, Nevada, 89822, from Commercial Zoning to Intermediate Residential Zoning, 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 officially opened the Public Hearing at 7.10 p.m. Mayor Dana Holbrook called for public comment.
- b. City Manager David Jones stated the request was common with the financial requirements for refinancing or selling properties.
- c. Vice Mayor Lincoln Litchfield stated the matter had gone before the Planning Commission and had been approved.
- d. Mayor Dana Holbrook called for additional public comment. Hearing none, Mayor Dana Holbrook officially closed the Public Hearing at 7:12 p.m.

**No action was taken.**

**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 # 002-014-009, described as Lots 1 + Block 126, of North Addition, more commonly known as 521 Fir Street, Carlin, Nevada, 89822, from Commercial Zoning to Intermediate Residential Zoning, and all related matters. (Possible Action Item)**

- a. Vice Mayor Lincoln Litchfield stated it was not possible to refinance a home that is in commercial zoning.

**Councilperson Pam Griswold made a motion to approve a request to rezone parcel # 002-014-009, described as Lots 1 + Block 126, of North Addition, more commonly known as 521 Fir Street, Carlin, Nevada, 89822, from Commercial Zoning to Intermediate Residential Zoning, and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.**

**8. 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 May 10, 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 # 002-093-003, described as Lots 4 and 5 of Block 20, more commonly known as 517 Bush Street, Carlin, Nevada, 89822, from Commercial Zoning to Intermediate Residential Zoning, 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 officially opened the Public Hearing at 7.15 p.m. Mayor Dana Holbrook called for public comment.
- b. City Manager David Jones stated the address in the Agenda item should be 715 not 517 Bush Street.
- c. Vice Mayor Lincoln Litchfield stated the matter had gone before the Planning Commission and had been approved.
- d. Mayor Dana Holbrook called for additional public comment. Hearing none, Mayor Dana Holbrook officially closed the Public Hearing at 7:16 p.m.

**No action was taken.**

**9. 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 # 002-093-003, described as Lots 4 and 5 of Block 20, more commonly known as 517 Bush Street, Carlin, Nevada, 89822, from Commercial Zoning to Intermediate Residential Zoning, and all related matters. (Possible Action Item)**

- a. City Manager David Jones stated the address in the Agenda item should be 715 not 517 Bush Street.

**Vice Mayor Lincoln Litchfield moved to approve the request to rezone parcel # 002-093-003, described as Lots 4 and 5 of Block 20, more commonly known as 715 Bush Street, Carlin, Nevada, 89822, from Commercial Zoning to Intermediate Residential Zoning, and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.**

**10. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion and possible approval of a request to possibly approve a merger and reversion to acreage for parcels 002-093-002 and 002-093-003, Lots 4,5,6,7, and 8 of Block 20, more commonly known as 711 Bush Street and 715 Bush Street Carlin, Nevada, 89822 and all related matters. (Possible Action Item)**

- a. Vice Mayor Lincoln Litchfield stated this request was approved by the Planning Commission and the address would remain the same but the parcel number would be changed by the Elko County Assessor's Office.
- b. Pamala Beeson stated she had the maps from the surveyor that needed to be notarized and signed by the City Council.
- c. Chris Wooster of FarrWest Engineering stated he recommended waiting to sign the paperwork until the technical review was completed. Pamala Beeson stated she thought it should have been done by the time it was on the City Council Agenda. Chris Wooster stated he did not do the technical review until the Council approved the change. Pamala Beeson stated they

had a closing date on the property and Chris Wooster said they could complete it by then.

**Councilperson Sabra Esparza made a motion to approve the merger and reversion to acreage for parcels 002-093-002 and 002-093-003, Lots 4,5,6,7, and 8 of Block 20, more commonly known as 711 Bush Street and 715 Bush Street Carlin, Nevada, 89822 and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed.**

**11. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion and possible approval of a request to waive the curb, gutter and sidewalk requirement pursuant Carlin City Code 3-13-3 (F) located at 371 9<sup>th</sup> Street in Carlin Nevada and all related matters.  
(Possible Action Item)**

- a. Delinda Chase stated she was asking for the waiver of curb and gutter. She stated she had received a quote to install curb and gutter for \$20,000.
- b. Mayor Dana Holbrook stated it is important to consider the long term effect of granting the waiver. Mayor Holbrook stated he felt this was a high traffic area and waiving the requirement would have negative long term effects. Mayor Holbrook also stated that as a City they were trying to encourage curb and gutter installment. Mayor Holbrook stated he also considers the impact on Ms. Chase's neighbors and he felt it would not affect them too much. Mayor Holbrook also stated he looks at the cost and considers whether it would be more expensive for Ms. Chase compared to other citizens. He stated he did not see a greater cost. Mayor Holbrook informed Ms. Chase the Council would not consider her financial ability to put in curb and gutter. Mayor Holbrook asked Ms. Chase if she bought the property before the requirement was put into place or after. Ms. Chase said after. Mayor Dana Holbrook asked Ms. Chase if there were any other special reasons, besides her financial situation, to grant the waiver. Ms. Chase said there wasn't.
- c. Councilperson Pam Griswold stated she noticed the person south of her has curb and gutter and it is old curb and gutter. Councilperson Griswold stated there was some obstacles to installing the curb and gutter such as a tree stump and a major tree. Griswold further stated Ms. Chase would have to do the 9<sup>th</sup> Street side and the Bush street side. Ms. Chase stated she would also have to do handicap accessible curb on the corner. Councilperson Pam Griswold stated she was taking into consideration the fact that Ms. Chase had not made improvements but had simply had to repair her sewer line which triggered the requirement.
- d. Mayor Dana Holbrook stated the ordinance had been put in so that eventually the whole town would have curb, gutter, and sidewalk and if they continue to waive the requirement then the goal would never be accomplished.
- e. Delinda Chase said she talked to her neighbors and all of them told her they did not care if she put in the curb and gutter or not.

- f. Cliff Eklund stated when he was on the Council the requirement was not enforced unless it was an improvement. Councilperson Pam Griswold stated it depends on the cost of the improvement. Delinda Chase stated the repair to her sewer line only cost \$2,000.00. Mayor Dana Holbrook asked Carlos Esparza to confirm it was just a repair to the sewer line. Carlos Esparza stated it was just a repair.
- g. Vice Mayor Lincoln Litchfield stated he is not usually in favor of giving waivers and agreed with the Mayor but in this particular case he felt Title 3 was applicable. Litchfield stated in Section 3.13.3 it specifies installation of curb, gutter, and sidewalk is required when improvements over \$10,000 are made. Litchfield stated this was maintenance that had to be done and he felt a waiver is appropriate. Mayor Holbrook stated the fact it was maintenance was a valid point.

**Councilperson Pam Griswold made a motion to approve the request to waive the curb, gutter and sidewalk requirement pursuant Carlin City Code 3-13-3 (F) located at 371 9<sup>th</sup> Street in Carlin Nevada and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed.**

**12. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion and possible approval of the Carlin Equestrian Park Committee (EQP) Status, Presented by Wren Doxey, concerning the possible reduction of funding for the EQP and Justification for such action, the formation of the bid packet for the concession stand need at the EQP, approval of Planned Improvements at the EQP and all related matters. (Possible Action Item)**

- a. Wren Doxey stated the EQP had received the budget from the City Council and that it differed quite a bit from the submitted proposed budget. Doxey stated specifically it did not include money for the concession stand trailer. Laura Eklund passed out printed material including pictures of the Equestrian Park.
- b. Vice Mayor Lincoln Litchfield stated the Council had approved the bid for the concession stand because at the time it was understood the current concession stand could not pass the health inspection but has since then passed the inspection. Laura Eklund stated the biggest problem is they do not have a commercial refrigeration unit and the drainage is inadequate. Laura Eklund proceeded to outline how the EQP events benefit Carlin economically. Laura Eklund stated she was surprised the health inspector passed the facility.
- c. Wren Doxey stated they would like the mobile concession trailer so it can be used for other events and properly secured from vandalism. Doxey further stated without the money they could not continue with any of their projects because they are sequenced together.
- d. Councilperson Sabra Esparza stated the Council did budget a certain amount for improvements at the EQP and the EQP could spend the money

however they desired. Esparza stated further they cut all department budgets because of a reduction in the overall city revenue. Esparza stated the Council wants the EQP to continue with their projects but they must work with what they received. Wren Doxey stated if the Council was fine with them purchasing the concession stand then they would do so. Doxey further stated they had requested a bid packet for the concession stand a year ago and still had not received one.

- e. Mayor Dana Holbrook stated he believes the money should be spent on something other than the concession stand. Councilperson Margaret Johnston stated the roof of the current concession stand doesn't even come over the walls completely and needs major improvements. Johnston further stated the announcers booth needs improvements. Mayor Dana Holbrook stated he wished more thought and planning be put in so the current problems don't reoccur. Cliff Eklund stated they put things in as they could afford them.
- f. Councilperson Pam Griswold asked if the opening fund balance was part of their budget for the following year. LaDawn Lawson stated yes.
- g. Vice Mayor Lincoln Litchfield stated he called the surrounding cities and none of them have a concession trailer. Litchfield stated he was not against the trailer but he would like to know for sure the trailer could be used for all city events and not just EQP events. Cliff Eklund stated they do want the concession stand to be used by all of the City. Litchfield further stated he also would like to see some forethought put into planning. Litchfield stated that expenditures since 2005 have been close to a quarter of a million dollars.
- h. Mayor Dana Holbrook stated he would like to see the funds better spent. Laura Eklund invited all the City Council members to come up to the Park and see the improvements they have made.
- i. LaDawn Lawson stated the former health inspector would not pass the facility until further work had been done and had been encouraging them for years to do extensive renovations or to build a new one. Lawson said they were all surprised when the new inspector came in and passed it with a 98%. Lawson stated this has caused confusion and wonders what will happen next time.
- j. Councilperson Pam Griswold asked if they could spend the opening fund balance. David Jones said they could only spend it if the Council budgeted for it and they had not.
- k. Mayor Dana Holbrook stated again he would like to see the money spent on their other needs. Wren Doxey stated they had not been passing the inspections and that this was something they have been talking about and saving for. Doxey stated they first had to move the announcer's booth which they did last year and then they would buy the concession. Doxey said once that is done they can tear the old concession stand down and move onto the bar and then the bandstand. Doxey stated if they do not budget for the concession stand this year it will hold them up.
- l. Vice Mayor Lincoln Litchfield asked how much they had budgeted for

- capital improvements. Councilperson Margaret Johnston stated it was \$15,000.
- m. Councilperson Margaret Johnston asked if the bid had been done yet. David Jones stated it was at the Attorneys and when it was done it would go to the EQP for the specifications. Cliff Eklund stated they already had the specifications.
  - n. Councilperson Sabra Esparza stated she had looked into concession trailers and said there was a company in Tennessee that looked reasonable. Wren Doxey said they had been shopping around.
  - o. Councilperson Pam Griswold asked David Jones if they did the budget for \$15,000 and the EQP comes in with a bid for \$30,000 or \$40,000, how they could utilize some of the opening fund balance. David Jones said they just have to change the expenditure lines on the budget that they turn in. Griswold asked if they could still give them the \$15,000 that was budgeted and have the balance come out of their opening fund balance. David Jones said yes they could.
  - p. Wren Doxey stated they would not be able to do the bar area and bandstand this year as they had planned. Councilperson Pam Griswold asked what they actually needed to come out of their opening fund balance. Wren Doxey stated they need the engineering plans which would be \$5,000. Doxey then stated they also need money for a loading shoot for \$4,500. Doxey stated the only thing they are taking out of the proposed budget is the permanent bar.
  - q. Mayor Dana Holbrook asked if they do not budget for the concession stand would that mean they would not be able to have any events this year. Wren Doxey stated it would not stop them from doing events.
  - r. Vice Mayor Lincoln Litchfield asked Wren Doxey if they were alright with using their opening fund balance. Doxey said they were because that is what they had saved the money for. Vice Mayor Lincoln Litchfield stated they have to look out for the entire budget and if they were going to use their opening fund balance he was fine with it. Litchfield said they have to think about the decrease in funds and that they had to cut everyone's budget and they must be frugal.
  - s. Wren Doxey stated the City of Carlin doesn't do anything and that the City needs to do things to promote the City. Doxey stated the EQP does that and the support needs to continue. Doxey stated it was all done with volunteer labor as cheaply as possible and that it was all done with forethought and planning and that the rest of the City should be run the same way. Doxey stated they need to look to future and move ahead like we are proud of the City. Mayor Dana Holbrook stated they do support the EQP and they are budgeting money for them. Further discussion was held regarding the overall budget cuts.
  - t. Bob DeMars stated many events bring in people into town including EQP events and motocross events. DeMars stated he uses a company in Elko for concessions and he would love to use the EQP concession stand. DeMars said they need more support and he felt like the City was not

supporting the events and are losing tax dollars. DeMars stated he felt they are driving the City down by not supporting the entities that bring events in. Mayor Dana Holbrook responded by saying they do support them but they must be fiscally responsible. Mayor Dana Holbrook said they would continue to look at the budget and invited the EQP to come to the next budget meeting.

**No Action was Taken.**

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

**Review, discussion, and possible approval of an employee health insurance benefits provider and health insurance plan for the employees of the City of Carlin and all related matters. (Possible Action Item)**

- a. Councilperson Sabra Esparza stated the Agenda item could possibly benefit her monetarily and therefore she was abstaining from the discussion and from voting.
- b. City Manager David Jones explained to the Council that he would like to include in the discussion Nate, of Nevada League of Cities, via telephone. Mayor Dana Holbrook stated that was fine. David Jones asked Nate if he was comfortable with them recording the discussion. Nate said he was fine with being recorded.
- c. Mayor Dana Holbrook confirmed the current health insurance benefits would no longer be offered. Nate stated the current benefits were through Prominence and would no longer be offered as of July 1, 2017. Nate further stated Prominence would no longer offer plans for small size employers such as the City of Carlin.
- d. Mayor Dana Holbrook asked if most employers were going with HSA plans. Nate stated public employers were behind the private sector in offering an HSA component to their plans. Nate further stated HSA components are offered more prevalently than they were previously.
- e. Councilperson Pam Griswold asked if the HMO plans would include facilities in Elko or if people would have to travel to Reno, Salt Lake City, and Twin Falls. Nate stated that if a different Prominence PPO plan was chosen the providers would remain exactly the same. Nate further stated that if the City went from PPO to an HMO plan the providers would change.
- f. Mayor Dana Holbrook stated he liked the Sierra Health and Life Plan, and Silver and Gold Plan because they seem rather reasonable and would save the City some money. Holbrook asked Nate how comparable they were to the current plan. Nate stated they are different in that they do not have an HMO component and therefore do not have a deductible. Nate stated a PPO usually has a deductible and co-pays on only certain services. Nate stated the Gold plan is a PPO but the Silver plan looks more like an HMO in that it is more co-pay than deductible. Nate stated the Sierra Health and Life plans were a reduction in benefits.

- g. Councilperson Pam Griswold asked Nate if under the Silver plan prescriptions would be more expensive. Nate replied the deductible must be met first before the benefit of 20% applies.
- h. Mayor Dana Holbrook asked Nate how the HSA plan would work. Nate explained the City can choose how much they would like to pay to the employee for the HSA. Holbrook asked if the employee could contribute more to the HSA themselves up to the IRS limit. Nate replied yes and said it was literally like a bank account.
- i. Mayor Dana Holbrook asked how the Sierra Health and Life plans compare to the Aetna plans. Holbrook stated he thought they were very similar except that Aetna was slightly more expensive. Nate said he agreed except some of the co-pays differed and there was a higher out-of-pocket cost.
- j. Mayor Dana Holbrook asked if the City had the option to offer both the Silver and Gold plans from Sierra Health and Life. Nate said they could so long as it was with the same insurance company.
- k. Carlos Esparza asked how long the City had to decide on a plan. Nate said it would probably be the first week of June.
- l. LaDawn Lawson asked if the dental and vision would change. Nate said it would not.
- m. Mayor Holbrook asked if they were to offer both plans would it be more expensive and/or would it be harder to manage. Nate said the cost would remain the same. Nate stated from an administration stand point it would be more cumbersome for the City. Nate further stated that if the City is considering the HSA component they would have to set up the accounts and they would have to be managed.
- n. Carlos Esparza stated he felt a committee should be formed that includes city staff because they cannot afford more than they are already paying. Mayor Holbrook stated he knew the costs would be higher to the employees but that the plan they had previously were just no longer available. Nate stated that overall plans have become more expensive. Mayor Holbrook stated there is also a time limit in the situation and he wants to avoid a lapse in coverage. Nate stated that Prominence, the current provider, would substitute the closest plan they have for the one that is being discontinued if no change was made.
- o. Councilperson Pam Griswold agreed with Carlos Esparza that a Committee should be formed to come back to the meeting on the 24<sup>th</sup> with recommendations. Griswold asked if Nate would be available to the Committee for questions.
- p. Carlos Esparza asked if the plans allowed you to pay to have your family added. LaDawn Lawson stated yes they were family plans.
- q. Councilperson Pam Griswold asked if an employee could go out and find their own insurance. Nate said he could use the city's money to purchase his own plan via money in his paycheck.
- r. LaDawn Lawson asked how the City would manage the HSA accounts. Nate said the City would find a financial institution that managed HSA

accounts and contract with them to do so. The City would then deposit the chosen contribution amount into those accounts and the employee would received a debit card for their individual account.

- s. Mayor Holbrook stated that time was of the essence here and he would like the employees to look at it before a decision is made.

**Councilperson Pam Griswold moved to table the decision for insurance for City employees until the meeting on May 24<sup>th</sup>. Lincoln Litchfield seconded the motion. The motion passed with Councilperson Sabra Esparza abstaining.**

- 14. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the minutes from 3/22/2017 and all related matters. (Possible Action Item)**

**Vice Mayor Lincoln Litchfield moved to approve the minutes from 3/22/17 and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.**

- 15. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the minutes from 4/12/2017 and all related matters. (Possible Action Item)**

**Councilperson Pam Griswold moved to approve the minutes from 4/12/2017 and all related matters. Councilperson Sabra Esparza seconded the motion. The motion passed.**

- 16. 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 4/22/2017 to 5/5/2017 and all related matters. (Possible Action Item)**

- a. Vice Mayor Lincoln Litchfield disclosed that he works for NAPA and would abstain from voting.
- b. Councilperson Sabra Esparza disclosed that her daughter works for Fastenal and would abstain from voting.

**Councilperson Pam Griswold moved to approve the City expenditures for the period 4/22/2017 to 5/5/2017 and all related matters. Councilperson Margaret Johnston seconded the motion. Mayor Dana Holbrook voted aye also. The motion passed with Vice Mayor Lincoln Litchfield and Councilperson Sabra Esparza abstaining.**

- 17. 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 called for public comment. There was no public comment.**

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

**Councilperson Sabra Esparza moved to adjourn. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed. The meeting was adjourned at 9:32 p.m.**

**Approved:**

**Attest:**

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**Mayor Dana Holbrook**

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**City Clerk LaDawn Lawson**