

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

**May 24, 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  
Carlos Esparza, Director of Public Works  
Lila Sexton, Animal Control and Code Enforcement Officer  
Linda Bingaman, Carlin Volunteer Fire Department  
Teri Feasel, Municipal Court Judge  
Steve Wilkinson, Public Works Employee

**Public:**

Chris Wooster, Farr West Engineering  
Fred Montes De Oca  
Ann Mejia  
Ralph Siler  
Denise Taylor  
Gayle Zomar  
Tom Bingaman, Carlin Volunteer Fire Department  
John Gift Sr.  
Laura Eklund, Carlin Equestrian Park  
Cliff Eklund, Elko County Commissioner  
Wren Doxey, Carlin Equestrian Park

Doug Hernandez, Carlin Equestrian Park  
LeeAnna Johnny  
Bob DeMars, GRMX

### **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)**

**There was no public comment.**

- 2. City Council Members Reports (Non-Action Item):**
  - a. Mayor Dana Holbrook stated he attended the WREC Meeting in Wells the previous week. Holbrook stated he thanked WREC for help with the Carlin Clean-up Week. Holbrook stated WREC told him they would be looking at switching street lights over to LED. Holbrook also stated he attended the NNRDA Meeting where he learned Dr. Curtis would be retiring. Holbrook further stated funding might be cut to Amtrak but he did not think that would have too big of an impact on Carlin.
  - b. Vice Mayor Lincoln Litchfield reported Public Works is working on a location project so Farr West could continue their report. Litchfield also reported specific details regarding the American Legion Memorial Day event.
  - c. Councilperson Margaret Johnston reported the Equestrian Park gave a tour to various people to show what had been done. Johnston reported a loading chute had been purchased and the bid packet for the concession stand was put together. Johnston reported the All Women's Rodeo would be that weekend and a work party had been scheduled for Friday night. Johnston reported the Equestrian Park budget had been tabled at the last meeting until the Council finalized their budget. Johnston reviewed upcoming events. Johnston further reported the Elko Recreation Board approved their final budget and scheduled the next meeting for September. Johnston further reported the Clean-up Week would be done differently and no city staff would be cleaning up in the alleys. Johnston explained the steps that had been taken by the Code Enforcement Officer to make sure people know what needs to be cleaned up. Johnston explained that old junk cars could be taken to the Barrick parking lot on Chestnut Street and would be collected there as soon as the week was over. Johnston reviewed further specifics of the Cleanup Week.

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

None

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

- a. City Clerk LaDawn Lawson reported the Cemetery directory and map had been completed. Lawson stated there were a few errors but they would be corrected in the future.
- b. Police Chief Dennis Fobes reported the April statistics for various police calls and annual call totals. Fobes further reported they provided fire arms qualification training. Councilperson Pam Griswold asked Fobes if he would allow citizens to ride along with an officer. Fobes said yes they could. Griswold stated she thought this would help increase respect for the police officers and what they do.

**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 24, 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 the final budget for fiscal years 2017-2018. 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.**

- a. Mayor Dana Holbrook officially opened the Public Hearing at 7:20 p.m.
- b. Mayor Dana Holbrook asked City Manager David Jones to review the most recent changes with the Council.
- c. City Manager David Jones stated City staff was requesting an additional \$132,000 in the General Fund for the street sweeper because it will not be delivered until after July 1<sup>st</sup>. Jones further stated City staff is requesting and additional \$237,000 in the Utility Fund for the tank coating project because it cannot be completed in the current fiscal year. Jones stated the changes are requested to avoid potential audit violations. Jones stated the tentative budget had been approved by the State and recommended including the additional changes in the motion to approve the final budget.
- d. Vice Mayor Lincoln Litchfield stated he would like to have at least \$60,000 budgeted in the Equestrian Park fund for the concession trailer. Mayor Dana Holbrook stated he has been rather vocal about purchasing the concession trailer but he feels they have given some further thought to the matter and that he appreciates that effort. Councilperson Pam Griswold stated she would like to see \$40,000 budgeted.
- e. Laura Eklund stated the concession trailer would cost between \$35,000 to \$40,000.
- f. Vice Mayor Lincoln Litchfield stated he was in favor of have \$40,000

budgeted from the Equestrian Parks opening fund balance for a grand total capital outlay of \$60,000. Councilperson Margaret Johnston and Councilperson Sabra Esparza approved. Councilperson Sabra Esparza stated she wanted to make sure the Equestrian Park knows the money was coming out of their opening fund balance.

- g. Councilperson Pam Griswold stated that next year she would like to see the final budget prior to the meeting where it is to be approved.
- h. Judge Teri Feasel asked about a couple discrepancies in her budget and City Manager David Jones said they were mistakes and he would fix them.
- i. Wren Doxey asked about the \$800,000 for street repair. City Manager David Jones explained the money was a federal grant for the Chestnut Street corridor including drainage, curb, and gutter.
- j. Wren Doxey asked what the \$50,000 capital outlay for the Parks would be spent on. City Manager David Jones stated the improvements include power upgrade, 150<sup>th</sup> Anniversary celebration, and improvement to eating area.
- k. Wren Doxey further stated he felt City Manager David Jones should have a larger raise. Vice Mayor Lincoln Litchfield asked if there was any additional classes that David Jones would like to take advantage of. Jones stated the free classes through Pool and Pact were excellent. Mayor Dana Holbrook said they would look into that the following year.
- l. Councilperson Margaret Johnston stated she would like to see more employees attend grant writing classes. Discussion was held regarding budgeting additional money for such classes. David Jones stated they could put it in any of the department accounts and it could be shared. Vice Mayor Lincoln Litchfield stated \$1,500.00 should be budgeted. Mayor Dana Holbrook asked if everyone was agreed and all stated yes.

**Vice Mayor Lincoln Litchfield moved to close the public hearing. Councilperson Pam Griswold seconded the motion. The motion passed.**

- 7. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion, and possible approval of the budget for fiscal year 2017-2018 and all related matters. (Possible Action Item)**

**Vice Mayor Lincoln Litchfield made a motion to approve the budget for fiscal year 2017-2018 with the following changes: page 14 increase City Managers services and supplies from \$3,500.00 to \$5,000.00, page 15 to increase services and supplies for the Judicial Department to \$3,900.00 and capital outlay to \$0, page 17 to increase capital outlay to \$132,000.00 for the street sweeper, page 19 to increase capital outlay to Culture and Recreation to \$10,000.00, page 24 to increase the capital outlay for the Equestrian Center from \$20,000.00 to \$60,000.00, taking the additional \$40,000.00 out of the \$87,583.00, page 34 to have the tank coating at \$237,000.00. Councilperson Pam Griswold seconded the motion. The motion passed.**

8. **Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion, and possible approval of a recommendation to appoint Denise Taylor to the Carlin Park and Recreation Board and all related matters. (Possible Action Item)**

**Councilperson Pam Griswold made a motion to appoint Denise Taylor to the Carlin Park and Recreation Board and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.**

9. **Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion, and possible direction to staff (Farr West Engineering) to start the engineering for the TAP Grant on Chestnut Street, or in the alternative, to direct Farr West Engineering to start and commence with the Requests for Proposals Process to select and Engineering firm to perform the Engineering for the TAP Grant on Chestnut Street and all related matters. (Possible Action Item)**

- a. Chris Wooster of Farr West Engineering stated that 18 months ago Farr West started a survey to see what needed to be repaired from 5<sup>th</sup> Street to 2<sup>nd</sup> on Chestnut Street. The recommended repairs were approved. Wooster stated federal regulations require the City to seek requests for proposals before the grant money can be used. Wooster said it would cost approximately \$70,000 for design engineering and an additional \$90,000 for the construction engineering. Wooster stated the Council can decide if they want Farr West Engineering to create the Requests for Proposal and put them out there. Wooster stated the other option is to have Farr West Engineering do the design engineering but it cannot be paid for by the grant.
- b. Mayor Dana Holbrook asked how much it would cost to pay Farr West Engineering to do the design engineering. Wooster said it would be between 8-10% of the cost of the whole project and the estimated overall cost is \$750,000.00. Mayor Dana Holbrook stated he would like to have the Requests for Proposal so the money comes out of the grant and not the City budget.
- c. Councilperson Margaret Johnston asked if it is required by the Grant for it to go out to bid. Wooster said the feds do not care but if you want to use the grant funds you must follow the regulations which include Requests for Proposals.
- d. Councilperson Pam Griswold asked if Farr West Engineering could put in for the project if they do Requests for Proposal. Wooster said he did not know. City Manager David Jones stated he thought the answer was no.
- e. Mayor Dana Holbrook stated he felt the best course of action was to do the Requests for Proposal. Councilperson Pam Griswold stated she agreed. Griswold stated she would like to see advertising go to Reno as well.

**Councilperson Pam Griswold made a motion to approve staff and Farr West Engineering to start and commence with the Requests for Proposals**

**process to select an Engineering firm to perform the Engineering for the TAP Grant on Chestnut Street and all related matters. Councilperson Margaret Johnston seconded them motion. The motion passed.**

**10. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion and possible approval to construct an awning on the east side of the Administration Building for the City of Carlin and all related matters. (Possible Action Item)**

- a. City Clerk LaDawn Lawson stated she wanted to construct the awning so staff that lived out of town could have a place to eat lunch and so her staff would be more likely to take their breaks. Lawson stated she had money left in her budget and would like to use it before the end of the fiscal year. Lawson stated she requested four bids but received two back and one was significantly less than the other.
- b. Councilperson Pam Griswold stated the business that was less is not a licensed contractor and can only do carpentry and garage doors. Public Works Director Carlos Esparza stated when Joe Lindsey, the building inspector, returns from vacation they would look at the license situation. Councilperson Pam Griswold stated she would like a different contractor to be used. City Clerk LaDawn Lawson said she would look into it.

**Vice Mayor Lincoln Litchfield made a motion to approve the construction of an awning on the east side of the Administration Building for the City of Carlin for under \$5,000.00. Councilperson Sabra Esparza seconded the motion. Councilperson Pam Griswold voted no. 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 Resolution, Resolution 2017-03 a Resolution possibly approving a fee schedule for temporary water use per the Carlin City Code section 9-4-28 and all related matters. (Possible Action Item)**

- a. City Manager David Jones stated that after the agenda packet was given out he received an email from legal council stating there was a typographical error in the Resolution in Section 3, Line 2 and he had provided them with an amended resolution.
- b. Vice Mayor Lincoln Litchfield read the Resolution into the record.
- c. Vice Mayor Lincoln Litchfield asked Bob DeMars of GRMX how much water they use per event. Bob DeMars stated they had their first event last weekend and he used 86,300 gallons of water over a course of five days. DeMars said he would use on average of 75,000 gallons per event.
- d. Vice Mayor Lincoln Litchfield stated that under the current resolution it would be approximately \$100.00 for that much water.
- e. Bob DeMars said if the resolution passed it would be great for sporting events and for the growth of Carlin. DeMars admitted it was a lower cost than what he had expected.

- f. Vice Mayor Lincoln Litchfield stated Summit Raceway uses approximately \$100.00 per weekend there and he feels they are right in the ballpark of where they need to be.
- g. Mayor Dana Holbrook stated the Resolution would cover other types of special or temporary events. Holbrook stated the rate is not for businesses but is an average citizen rate.
- h. Councilperson Margaret Johnston asked Bob DeMars what he thought would be a fair rate. DeMars said he wasn't sure what would be fair but he felt this was good for the growth of the City.

**Vice Mayor Lincoln Litchfield made a motion to approve Resolution 2017-03, as amended, a Resolution approving a fee schedule for temporary water use per the Carlin City Code section 9-4-28 and all related matters. Councilperson Pam Griswold 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 an employee health insurance benefits provider and health insurance plan(s) for the employees of the City of Carlin and all related matters. (Possible Action Item)**

- a. Councilperson Sabra Esparza stated for the record that she would be abstaining from the discussion and voting as she may benefit personally from the decision.
- b. Councilperson Margaret Johnston stated she was on the committee formed to review the insurance options and the committee decided the Sierra Health and Life plan was the best.
- c. Mayor Dana Holbrook stated he would like the Council to consider two plans offered by Sierra Health and Life, including the Healthcare Savings Plan. Councilperson Pam Griswold asked how much the City would contribute to the savings plan. City Manager David Jones stated it would be \$2,000.00.

**Councilperson Pam Griswold made a motion to approve an employee health insurance provider of Sierra Health and Life and the health insurance plans Solutions PPO Gold 25/500/80% and as an alternative Solutions HSA PPO Silver 2000/80%, with the City contributing \$2,000.00 to the savings plan for the employees of the City of Carlin and all related matters. Councilperson Margaret Johnston seconded the motion. Councilperson Sabra Esparza abstained. The motion passed.**

**13. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion, and possible approval of Board Plans and/or Department Plans and to consider a possible future discussion of Board Plans and/or Department Plans and all related matters. (Possible Action Item)**

- a. Vice Mayor Lincoln Litchfield stated he had recently gone on a tour of the Equestrian Park with Wren Doxey and he realized he had no idea what

was going on up there and what their goals were. Litchfield said he did some research and he read into the record some helpful tips about goals and objectives. Litchfield stated he would like to have the various Departments and Boards share their long term plans with the Council and the citizens of Carlin. Litchfield stated the City Council will be able to support the departments and boards more fully if they know what they are trying to accomplish.

- b. Mayor Dana Holbrook stated the City Council liaisons should be attending their department and/or board meetings and returning with information about each.
- c. Councilperson Margaret Johnston stated she would like to see the City implement some Town Hall meetings so they could find out what the citizens are thinking and needing. Johnston stated she felt the budget process and goals should be started much earlier. Johnston stated she felt there should be an opportunity to find out the needs of the employees and citizens.
- d. Councilperson Pam Griswold stated she agreed with Johnston but felt that it should not need to be approved by the Council.
- e. Councilperson Sabra Esparza stated she believes all Departments should come well before budget time to present annual plans.
- f. Mayor Dana Holbrook stated they should talk about exactly how they want to address the matter and prepare an agenda item for a future meeting.
- g. Vice Mayor Lincoln Litchfield stated they were going to be putting the master plan on the next agenda for review.

**No Action Taken.**

**14. 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 5/6/2017 to 5/19/2017 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 5/6/2017 to 5/19/2017 and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed with Vice Mayor Lincoln Litchfield and Councilperson Sabra Esparza abstaining.**

**15. 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. Mayor Dana Holbrook called for public comment.
- b. Councilperson Margaret Johnston stated she had a good time at the Carlin Fire Department Spring Fling and thanked Linda Bingaman for her work.

**16. 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 8:41 p.m.**

**Approved:**

**Attest:**

\_\_\_\_\_  
**Mayor Dana Holbrook**

\_\_\_\_\_  
**City Clerk LaDawn Lawson**