

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

**December 13, 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 Margaret Johnston
Councilperson Pam Griswold
Councilperson Sabra Esparza

Council Members Absent:

None

Staff: David Jones, City Manager
LaDawn Lawson, City Clerk
Ella B. Trujillo, Carlin Senior Center Executive Director
Carlos Esparza, Public Work Director

Public: Laura L. Oslund, PACE Coalition
Chris P. Woster, Farr West Engineering
Brent Jacobson, Carlin Friends of the Library
Cameron Kinney

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. Garrett Hylton with Wells Rural Electric stated there would be another power outage on December 19th from 12 noon to 3:00 p.m. Hilton stated

there is no convenient time to have an outage but the work that was being done would help prevent future outages.

- b. Councilperson Pam Griswold stated phone calls would go out to all of the citizens that would be subject to the power outage.
- c. Vice Mayor Lincoln Litchfield asked why they could not have the outage in the early hours of the morning when everyone is sleeping. Garrett Hylton stated they had to work with other companies and this was the only time that worked for everyone.

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

- a. Mayor Dana Holbrook stated he wanted to thank all of the people in the community that have been helping to put on events such as the Parade of Lights, Sponsor a Kid, and Sugarplum Square. Brent Jacobson stated there were two upcoming events which included the Hot Toddy Hay Ride and the 3 Nights of Santa.

3. Staff Reports (Non-Action Item):

- a. City Manager David Jones stated the State Line is down and backfilled thanks to Public Works. Jones stated in the spring the sidewalk would be repaired and they would be required to beautify the lot so they were considering several different ideas. Jones further stated they were cleaning up Title 3 changes and doing a bit more formatting with it and then they would give it to Council.
- b. Councilperson Pam Griswold asked if they could have a copy of Title 3 before the meeting at which they are supposed to approve it. LaDawn Lawson stated she had already given them all copies. Councilperson Griswold said she will look for it but doesn't remember receiving it.

4. Department Reports (Non-Action Item):

No reports.

5. Board Reports (Non-Action Item):

No Reports.

6. Public Comment may be taken prior to any discussion Being Taken by the Council: Review, discussion, and possible approval of a proclamation declaring January 2018 as “National Radon Action Month in Carlin, Nevada” and all related matters. (Possible Action Item).

- a. Councilperson Pam Griswold stated she would like to know what brought Radon up again and that you would be hard pressed to find a home in Carlin that doesn't have radon. Councilperson Griswold stated there was a big push about it in the 80s and there were a lot of scams going on.
- b. Mayor Dana Holbrook stated they are just trying to make people more aware of it and to test for it.
- c. Councilperson Pam Griswold stated if they do a proclamation they should make plans for some events or community outreach activities.

- d. Laura Oslund stated the UNR Extension Office would be giving out free testing kits.
- e. Mayor Dana Holbrook stated he felt the Proclamation would help encourage awareness regardless of planned outreach or activities.
- f. Mayor Dana Holbrook read the proposed Proclamation into the record.

**A PROCLAMATION DECLARING JANUARY 2018 AS
“NATIONAL RADON ACTION MONTH IN CARLIN, NEVADA”**

WHEREAS, many Carlin residents don’t know about radon, yet need to know, for the safety and health of their families, as radon is a colorless, odorless, naturally occurring radioactive gas that is the primary cause of lung cancer among nonsmokers; the second leading cause of lung cancer in smokers and

WHEREAS, the U.S. EPA estimates 21,000 people in the U.S. die each year from lung cancer caused by indoor radon exposure, and lung and bronchus cancer kill more people in a year than any other cancer; and

WHEREAS, radon kills more people than secondhand smoke, drunk driving, choking, drowning or home fires; and

WHEREAS, any home in Carlin may have elevated levels of radon, even if neighboring homes do not, and living in a home with an average radon level of 4 picocuries per liter of air poses a similar risk of developing lung cancer as smoking half a pack of cigarettes a day; and

WHEREAS, testing is the only way to know if a home has an elevated radon level, and testing is easy and inexpensive, and when identified, homes can be fixed; and

WHEREAS, University of Nevada Cooperative Extension, the Nevada Division of Public and Behavioral Health, and the U.S. Environmental Protection Agency support efforts to encourage all City of Carlin residents to test their homes for radon, mitigate elevated levels of radon, and have new homes built with radon-reducing materials and features.

NOW, THEREFORE, the **Carlin City Council**, do hereby proclaim January 2018, as

**“NATIONAL RADON ACTION MONTH”
In the City of Carlin, Nevada**

PASSED, SIGNED AND ADOPTED on December 13, 2017.

CITY OF CARLIN

By: _____
DANA HOLBROOK, MAYOR

ATTEST:

LADAWN LAWSON, CITY CLERK

Vice Mayor Lincoln Litchfield made a motion to approve a proclamation declaring January 2018 as “National Radon Action Month in Carlin, Nevada” and all related matters. Councilperson Sabra Esparza seconded the motion. Councilperson Pam Griswold voted nay. The motion passed.

- 7. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion, and possible approval to allow the State of Nevada DOT to administer the grant, perform the drainage study and perform the SUE (Subsurface Utility Engineering) for the Utilities for the TAP Grant that was awarded to Carlin, and all related matters. (Possible Action Item).**
- a. City Manager David Jones stated he had corresponded with the Nevada Department of Transportation and they had requested something in writing approving NDOT to move forward with the work. Jones stated the City would be allowing NDOT to use \$475,000 in TAP funds plus the \$25,000 City match and the SRTS funds for \$250,000 for a total of \$750,000. Jones stated NDOT was willing to take on the cost of the design engineering, SUE, and Drainage study.
 - b. Carlos Esparza stated the reality is that the \$750,000 was going to fall short of the overall cost of the project.
 - c. Chris Wooster stated the engineering was not included in the TAP Grant application and the \$750,000 was just hard construction costs.

Councilperson Pam Griswold made a motion to approve to the State of Nevada DOT to administer the grant, perform the drainage study and perform the SUE (Subsurface Utility Engineering) for the Utilities for the TAP Grant that was awarded to Carlin, and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.

- 8. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a communications plan for the City of Carlin Departments Heads and/or Staff and City Manager regarding information that is to be reported to the City Council on a weekly basis and all related matters. (Possible Action Item).**
- a. Mayor Dana Holbrook stated he would like to see the City Manager, David Jones, put out a weekly report to the City Council that reviews what each City Department is doing. Holbrook stated the Department heads would send Jones the information and Jones would summarize it for the Council. Holbrook stated he would like to see the following on the report: any equipment damaged, how many employees were on vacation, projects

that are being undertaken, issues/challenges for each department, and any public complaints made to Department heads about their department. Holbrook stated he would like the report on Tuesday with Department heads providing their individual reports to the City Manager by Friday. Holbrook stated he hopes this will help the City Manager and the Council members be more aware of what is going on.

- b. Vice Mayor Lincoln Litchfield voiced his opinion that such a report might be used to micromanage the Department heads down the road. Councilperson Pam Griswold stated she did not think the intent was to micromanage. Vice Mayor Litchfield agreed but did want to point out that future councils could use it in such a manner. Mayor Dana Holbrook stated the idea was to try to increase communication and if it doesn't end-up working then it could be discontinued. Mayor Holbrook stated such a report is not supposed to take up a lot of time.

Vice Mayor Lincoln Litchfield moved to approve a communications plan for the City of Carlin Departments Heads and/or Staff and City Manager regarding information that is to be reported to the City Council on a weekly basis on Tuesday, with the report including projects, vacations, complaints, issues, challenges, damage to individuals or equipment. Councilperson Pam Griswold 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 approval to pay the health insurance premium of Joe Lindsey, City Building Inspector, for a period to be determined by the Council, with no further assurance of continued benefit upon termination of the employment relationship between the two parties, or beyond the time period set by the Council, and all related matters. (Possible Action Item).

- a. Carlos Esparza stated because Joe Lindsey only works 20 hours a week they currently pay only half of his health insurance premium. Carlos Esparza stated Lindsey is drawing PERS and is only allowed to work up to 20 hours a week. Carlos Esparza stated they were lucky to have him but because he only works 20 hours a week paying for his own health insurance is counter-productive. Esparza reviewed the many reasons why they need a building inspector on staff.
- b. Mayor Dana Holbrook stated having a building inspector at this time is important for the City and he does not want to set a precedent but thinks they should approve it for only one year and then review it at the end of that one year.
- c. The Council heard from several citizens about why they believe the Council should vote to pay the health insurance premium for Joe Lindsey.
- d. Councilperson Sabra Esparza stated she had heard he is nice, professional, and knowledgeable. Councilperson Esparza stated Lindsey drives over from Battle Mountain and often takes calls when he is not in the office.

Vice Mayor Lincoln Litchfield moved to approve to pay the health insurance premium of Joe Lindsey, City Building Inspector, for one year, ending on December 31, 2018, with no further assurance of continued benefit upon termination of the employment relationship between the two parties, or beyond the time period set by the Council, and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.

10. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval to remove the wall at the library located at 330 Memory Lane and possibly replace the wall with a panel fold wall, and all related matters. (Possible Action Item).

- a. Brent Jacobson stated the meeting room at the library is primarily used for craft nights with a lot of citizens attending and they need more room for such events. Jacobson stated they would like to have the events at the library. Jacobson stated they do not want to preclude meetings in that room which is why they are recommending putting in an accordion style panel wall. Jacobson stated they have spoken to the librarian and she has approved the removal of the wall. Jacobson further stated it is not a load bearing wall and the outlets that are there can be moved. Jacobson stated the Carlin Friends of the Library will pay for the project.
- b. Mayor Dana Holbrook asked if Jacobson has talked to the building inspector. Jacobson stated they had not spoken to Joe Lindsey.
- c. Donnetta Skinner stated the library is her baby and is giving permission to remove the wall.
- d. Vice Mayor Lincoln Litchfield stated he had spoken to Ellen Meshefski about the project and he is not in favor of tearing down the wall because the noise of the meeting room will disrupt the use of the library. Vice Mayor Litchfield stated he would like to see a different building, such as the Senior Center, used for craft nights.
- e. Mayor Dana Holbrook stated meetings could be scheduled in that room when the library is not open.
- f. Ella Trujillo, Senior Center Director, stated that she has not spoken to Ellen Meshefski about using the Senior Center for events, such as craft night. Trujillo states she would love to see the Senior Center used more and she would support any who want to use the Senior Center building. Jacobson stated they are concerned about having to move the supplies for events from the Library to the Senior Center for each event. Trujillo stated she could find them a place to store the craft supplies in the Senior Center.
- g. Further discussion was held regarding the bookshelves on the other side of the wall and the books themselves.
- h. Mayor Holbrook stated he thinks they can make the room work for craft nights and meetings. Holbrook further stated having craft nights at the library encourages kids to use the library when they attend the craft night.
- i. Councilperson Sabra Esparza stated she was first against removing the wall but has since changed her mind because it would encourage library

use and perhaps help the new Historical Society to use the room for a small historical exhibit.

Councilperson Sabra Esparza made a motion to approve removal of the wall at the library located at 330 Memory Lane and replacement of the wall with a panel fold wall, and all related matters. Councilperson Pam Griswold seconded the motion. The motion passed.

11. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval direction to Staff to create an Economic Development Committee for the City of Carlin, and all related matters. (Possible Action Item).

- a. Councilperson Margaret Johnston stated she placed this item on the agenda in order to market the town.
- b. Donnetta Skinner stated the previous Economic Development Board had been abandoned for lack of participation.
- c. Karla Jones stated she was the last member of the previous Economic Development Board and she does not think they will have enough participation to revive the previous board.
- d. Mayor Dana Holbrook stated he believes the City needs to have an Economic Development Board but wanted to note that there is a cost to the City and it would place an additional burden on City Staff to handle the meetings. Holbrook stated if they could find people who are willing to be on such a board he is in favor of it.
- e. Laura Oslund stated she would be interested in being on the board if it has quarterly meetings. Oslund stated it is important to have a robust economy to have healthy citizens.
- f. LaDawn Lawson stated one of the reasons why the previous Board dissolved was because they didn't really have a clear directive and were not sure what their purpose was. Lawson stated that the Board used to meet with developers but then the City Manager at the time started to do it. Lawson further stated if a new board is established then clear direction needs to be given and a determination made as to how many would be on the board. Lawson stated she was not sure if the number of members was established by resolution or not and would need to look it up.
- g. Ella Trujillo, Carlin Senior Center Director, stated she was not previously involved in the Economic Development Board but had recently learned a little about it after delving into the failed Mining Interpretive Center which was born from the Economic Development Board and acknowledged that there are a lot of different opinions in the room. Trujillo stated they live in a City that has no new business and no one interested. Trujillo stated in her opinion a City cannot grow without people thinking about how it could grow. Trujillo stated she had found a lot of people interested in preserving Carlin's history and she had discovered that there were a lot of people in Carlin who care about the City and want to see it grow. Trujillo stated where she thought she would find a lot of brick walls and negative attitude

she found the opposite. Trujillo stated they should start it and see who shows up. Trujillo stated if it fails then it fails but if they don't try then they are not going to gain anything.

- h. Councilperson Margaret Johnston stated Carlin is 150 years old this year and it looks tired. Johnston stated they need to change, they need to look to the future, they need to redevelop their town, and they must start somewhere.
- i. Laura Oslund stated something called her to Carlin and she thinks there is something special here.
- j. Ella Trujillo, Carlin Senior Center Director, asked if a volunteer could do the minutes for the meetings. Mayor Holbrook stated in Belmont they do their own. Laura Oslund stated it depends on whether it is a Board or Committee. Donnetta Skinner stated they could not do that.
- k. Councilperson Pam Griswold stated she would like to see a board that is separate from the City because it might encourage more participation.
- l. Mayor Dana Holbrook stated perhaps this could be tabled for the next agenda to give people time to think about what had been discussed.
- m. Vice Mayor Lincoln Litchfield asked LaDawn Lawson to pull the paperwork on the previous Economic Development Board. Councilperson Margaret Johnston stated she wanted the new board to be different from the old.

No Action Taken.

- 12. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the minutes from 10/25/2017, and all related matters. (Possible Action Item).**

Councilperson Sabra Esparza made a motion to approve the City Council Meeting Minutes for October 25, 2017, and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed.

- 13. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the minutes from 11/8/2017, and all related matters. (Possible Action Item).**

Vice Mayor Lincoln Litchfield made a motion to approve the City Council Meeting Minutes for November 8, 2017, and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.

- 14. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of City expenditures for the period of 11/4/2017 to 12/8/2017 and all related matters. (Possible Action Item).**

- a. Councilperson Sabra Esparza stated she would abstain from voting because her daughter works for Fastenal.

- b. Vice Mayor Lincoln Litchfield asked if the expenses for the sidewalk was the one behind the Court House. Carlos Esparza confirmed that it was.
- c. Councilperson Pam Griswold asked why they are still renting the dura patch machine. Carlos Esparza stated they are still able to use it which is why they still have it.
- d. Councilperson Pam Griswold asked for more specifics on sand and gravel costs, the costs for the audit for Eide Bailey, and the Christmas bonuses.

Vice Mayor Lincoln Litchfield made a motion to approve the City expenditures for the period's 11/4/2017 to 12/8/2017, and all related matters. Councilperson Pam Griswold seconded the motion. Councilperson Sabra Esparza abstained. The motion passed.

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. Ella Trujillo, Carlin Senior Center Director, asked if the Council had made any more plans for the Sesquicentennial Celebration and offered her assistance. Mayor Dana Holbrook stated they could always use help and ideas.
- b. Donnetta Skinner asked the Council if they had looked into buying Scott's Market because she doesn't want a trucking company to move into the building. The City Council told Donnetta Skinner that they have no interest in buying the building and had no plans to do so. The Council further told Skinner to talk to the current owner if she does not want a trucking company in the building.
- c. Councilperson Pam Griswold asked the City Manager for an update on the Fire Department position. David Jones stated he had received some answers back from Linda Bingaman and this would allow him to move forward. Councilperson Griswold asked about the billing. David Jones said he is currently having conversations with a billing company and it is moving forward. Councilperson Griswold asked about the applications for the cook positions. David Jones stated the position would close the 20th of December.

16. Adjournment. (Possible Action Item)

Vice Mayor Lincoln Litchfield moved to adjourn. Councilperson Margaret Johnston seconded the motion. The motion passed. The meeting was adjourned at 8:40 p.m.

Approved:

Attest:

Mayor Dana Holbrook

City Clerk LaDawn Lawson