

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

**January 24, 2018  
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  
Roger L. Curry, Fire Department Chief

**Public:**

Bob DeMars  
Karla M. Jones  
Lonny Brown  
Bruce Cosens  
Rick Anderson  
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. Lonny Brown stated he wanted to give the Council an update on the Lew Eklund Memorial at the Senior Center. Lonny Brown stated he is about ready to go back before the Senior Center Board for their approval on February 1<sup>st</sup> and would be back before the Council for final approval very soon.
- b. Bruce Cosens asked for an update on the grocery store. Mayor Dana Holbrook stated he met with Khoury's the other day and they are very committed to making the store happen but there was no definitive timeline. Councilperson Pam Griswold thanked Bruce Cosens for offering to pick stuff up whenever he and his wife go to Elko or Twin Falls.

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

- a. Councilperson Sabra Esparza said the Parks and Recreation meeting was cancelled and asked if the Fire Department completed all the items that were requested by the auditors. David Jones stated they had submitted everything.

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

No reports.

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

- a. Ella B. Trujillo, Executive Director for the Carlin Senior Center, stated that numbers have been steadily decreasing over the winter months and that she would be keeping a close eye on the numbers. Ella Trujillo stated there has been a lot of closed days, illness, and vacations which may have had an impact on attendance. Ella Trujillo further stated they had their annual health inspection and they received a 100% compared to last years 98%. Ella Trujillo further stated her and her staff are continually learning and getting better at their jobs with each day. Ella Trujillo further stated the Participant's Board is having their Sweetheart Bingo on February 10<sup>th</sup> from 12 p.m. to 3 p.m. with free refreshments. Ella Trujillo stated they would be raffling off a quilt and are currently selling tickets. Ella Trujillo further stated that the approaching Friday would mark the 14<sup>th</sup> Anniversary for their building and they would also be recognizing their top five senior volunteers and awarding the State Samaritan Award. Ella Trujillo welcomed everyone to come to lunch on Friday.
- b. Vice Mayor Lincoln Litchfield stated he feels the numbers are very close to the previous years and she shouldn't worry. Vice Mayor Litchfield

further thanked Ella Trujillo for the Veteran's luncheon. Ella Trujillo said she would pass his gratitude onto Judy Bradshaw the organizer of that event. Ella Trujillo stated she appreciates his opinion that numbers are not bad but she would like to see all six dining room tables full everyday.

**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 an Interlocal Agreement for access to the State of Nevada's Business Portal with the Nevada Secretary of State's Office pending review by the City Attorney's Office and all related matters. (Possible Action Item).**

- a. LaDawn Lawson, City Clerk, stated the agreement is one that the Secretary of State is asking all cities to sign and some already have. LaDawn Lawson stated she does not see Carlin ultimately integrating with the system which allows people to go online and apply for licenses. LaDawn Lawson stated the Secretary of State is encouraging them to sign the agreement so it is in place and they can choose what level of integration they want.
- b. Councilperson Pam Griswold asked about the cost.
- c. LaDawn Lawson stated there is no cost. LaDawn Lawson stated currently before they issue a business license they have to go on the State's webpage to check to see if the business has a state business license and doing this would just give them more access to the database.
- d. Councilperson Margaret Johnston stated the agreement talks about the City having to keeping up with updates.
- e. LaDawn Lawson stated that would only apply if they choose to integrate. LaDawn Lawson further stated she sent it to the City Attorney and they didn't see a problem with signing the agreement.
- f. Mayor Dana Holbrook stated he doesn't see any problem with signing the agreement but further integration will need additional approval.

**Vice Mayor Lincoln Litchfield made a motion to approve an Interlocal Agreement for access to the State of Nevada's Business Portal with the Nevada Secretary of State's Office pending review by the City Attorney's Office and all related matters. Councilperson Margaret Johnston 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 a Proclamation by the Carlin City Council, ordering a general election for the City of Carlin on November 6, 2018 for election at-large of the Mayor, to hold office for a period of four years and until his or her successor has been elected and qualified, as required by Article V, Section 5.010 of the Charter of the City of**

**Carlin and for election at-large of two City Councilpersons, to hold office for a period of four years and until his or her successors have been elected and qualified, as required by Article V, Section 5.010 of the Charter of the City of Carlin and for election at-large of one City Councilperson, to hold office for a period of two years and until His or her successor has been elected and qualified, as required by Article V, Section 5.0101 of the Charter of the City of Carlin, and all related matters thereto. (Possible Action Item).**

**Councilperson Pam Griswold made a motion to approve a Proclamation by the Carlin City Council, ordering a general election for the City of Carlin on November 6, 2018 for election at-large.**

**Councilperson Pam Griswold rescinded her motion. Councilperson Pam Griswold made a motion to approve the Proclamation as read by the Mayor. Vice Mayor Lincoln Litchfield 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 Resolution 2018-01, authorizing the City Clerk to provide notice for candidates to file for candidacy for the Carlin City General Election on November 6, 2018 and establishing the filing period as beginning at 8:00 am on Monday, March 5, 2018 and ending at 5:00 pm on Friday, March 16, 2018 and fixing and requiring a twenty-five dollar (\$25.00) USD filing fee from each candidate and all related matters thereto. (Possible Action Item).**

**Vice Mayor Lincoln Litchfield made a motion to approve Resolution 2018-01. Councilperson Pam Griswold seconded the motion. The motion passed.**

- 9. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of Resolution 2018-02, authorizing the City Clerk to cooperate with the Elko County Clerk in all matters pertaining to the election and to have all printing completed, publications made and ballots prepared as shall be proper and lawful and to reimburse the Elko County Clerk for any of these acts performed on behalf of the City of Carlin, and all matters related thereto. (Possible Action Item).**
  - a. Mayor Dana Holbrook asked LaDawn Lawson if she knew how much it would cost them yet. LaDawn Lawson stated the County Clerk thinks they will get enough reimbursement from the State that there wouldn't be much cost-sharing but there is no guarantee on that. LaDawn Lawson stated she and David Jones looked at the new machines and they are very different but she thinks they will be faster.**

**Councilperson Pam Griswold moved to approve Resolution 2018-02 as read into the record by the Mayor. 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 of the minutes from 1/10/2018, and all related matters. (Possible Action Item).**

**Councilperson Sabra Esparza made a motion to approve the City Council Meeting Minutes for January 10, 2018 and all related matters. Vice Mayor Lincoln Litchfield 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 of City expenditures for the period of 1/6/2018 to 1/19/2018 and all related matters. (Possible Action Item).**

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

**Vice Mayor Lincoln Litchfield made a motion to approve the City expenditures for the period's 1/6/2018 to 1/19/2018, and all related matters. Councilperson Margaret Johnston seconded the motion. Councilperson Sabra Esparza abstained. The motion passed.**

- 12. 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. Roger Curry, Assistant Fire Chief, stated he needed clarification on the revised job posting for the Fire Department position. Chief Curry asked what Grade 16 is. David Jones stated it is just a way to measure wages. Chief Curry asked if there would be benefits. David Jones stated it would include the basic benefits package. Chief Curry asked if it was an 80 hour pay period or less. David Jones stated it is an 80 hour pay period. Chief Curry asked if that is still part-time. David Jones stated it is still considered part-time because it was decreased from a 90 hour pay period.
- b. Councilperson Margaret Johnston stated the sesquicentennial committee is getting off the ground and the first meeting would be on January 30, 2018. Councilperson Margaret Johnston further stated the Historical Society is doing well and getting stuff going. Mayor Dana Holbrook stated he knows the Historical Society is also working on the C but because of the weather they are unable to move forward.
- c. Councilperson Pam Griswold stated she would like a new job posting for Wells Rural Electric so people know it is an 80 hour pay period. Mayor Dana Holbrook stated this is public comment.

**13. 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 7:27 p.m.**

**Approved:**

**Attest:**

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**Mayor Dana Holbrook**

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**City Clerk LaDawn Lawson**