

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

**May 22, 2019
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 Pam Griswold
Councilperson Margaret Johnston
Councilperson Cameron Kinney

Council Members Absent:

None

Staff:

LaDawn Lawson, City Clerk
Roger Curry, Assistant Fire Department Chief
Kristin McQueary, City Manager
Linda Bingaman, Fire Department Chief

Public:

Peggy Gibson
Charles Gibson
Jared Martin
Chris P. Woster
Sabra Esparza
D'Anne Wright
Gayle Zomar
Bob Monger
David M. Brickwood
Cliff Eklund

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. **Sabra Esparza returned the keys for the library room.**
 - b. **David M. Brickwood stated he is unable to get health assistance.**

2. **City Council Members Reports: (Non-Action Item).**
 - a. Vice Mayor Lincoln Litchfield gave an update on Title 3.
 - b. Councilperson Margaret Johnston gave a report on repairs to the police department, returning the offices to where they originally were, beautification committee's first meeting, clean-up week, clean-up kick-off BBQ, the plaque that is being dedicated to the Chinese on July 4th at 9:00, and the banquet that she and Li Chin attended in Salt Lake City.

3. **Old Catholic Church (For Possible Action):**

Review and possible approval of payment of delinquent taxes and fees in an amount of \$3,696.32 for the purchase of the Old Catholic Church parcel APN #002-193-004, more commonly known as 923 Main Street, City of Carlin, from Elko County and/or the Elko County Treasurer's Trust, as approved by the Elko County Commission on May 15, 2019. The City of Carlin requested the transfer in part for historic preservation.

Vice Mayor Lincoln Litchfield made a motion to approve the purchase of the Old Catholic Church parcel APN #002-193-004, more commonly known as 923 Main Street, Carlin, Nevada, in the amount of \$3,696.32 from Elko County and/or the Elko County Treasurer's Trust, as approved by the Elko County Commission. Councilperson Margaret Johnston seconded the motion. The motion passed.

4. **City Manager (For Possible Action):**

- A) Approval of contract between the City of Carlin and Kristin A. McQueary, and all other matters related thereto.

Vice Mayor Lincoln Litchfield made a motion to approve the contract between the City of Carlin and Kristin A. McQueary, with the aforementioned changes, and all related matters. Councilperson Pam Griswold seconded the motion. The motion passed.

- B) Report and recommendation on city manager candidates, Madison Mahon, Geoffrey Herweg, and Phillip Robinette. Possible action to make offer to one

of the candidates or to re-advertise the position.

Vice Mayor Lincoln Litchfield made a motion to pursue Madison Mahon for position of full-time city manager. Councilperson Margaret Johnston seconded the motion. Councilperson Pam Griswold voted no. The motion passed.

- C) Review and discussion of possible updating of City of Carlin Policy 2008-03, Expense and Purchasing Management Control. This policy was approved in 2008. It requires that expenditures of more than \$500 be submitted to the City Manager on a Purchase Order for prior approval.

No Action Taken.

5. FINAL BUDGET FISCAL YEAR 2019-2020 (For Possible Action):

- A) 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 22, 2019, 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 Tentative Budget as the Final Budget for Fiscal year 2019-2020. All comments regarding this matter will be considered at the Public Hearing. At the conclusion of the Public Hearing the Council may move to close the hearing.

Councilperson Cameron Kinney made a motion to close the hearing at 7:53 p.m. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed.

- B) Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion, and possible approval of the Tentative Budget as the Final Budget for Fiscal Year 2019-2020 and all other matters related thereto. A copy of the proposed budget is on file and available for public inspection at the Carlin Administration Building, 151 S. 8th Street, Carlin, Nevada.

Councilperson Cameron Kinney made a motion to approve the Tentative Budget as the Final Budget for Fiscal Year 2019-2020 and all related matters. Councilperson Pam Griswold seconded the motion. The motion passed.

6. AMBULANCE BILLING (For Possible Action).

Review, discussion and possible approval and selection of an Ambulance Billing

Company to do the Carlin Volunteer Fire and Ambulance billing for the City of Carlin. The company selected for consideration is Medical Management Services, Inc., dba irismedical Billing. This was carried over from May 8, 2019, to look into cost of electronic lockboxes for protected health information, and all other matters related thereto.

Vice Mayor Lincoln Litchfield made a motion to approve an agreement between the City of Carlin and Carlin Volunteer Fire ambulance billing with Iris Medical, a Utah corporation, to do a one year contract with them and the lock box to be determined and the stipulations of the contract to be agreed upon with Linda Bingaman, Kristin McQueary, and Councilperson Cameron Kinney. Councilperson Margaret Johnston seconded the motion. The motion passed.

7. PUBLIC WORKS (For Possible Action):

A) Review, discussion and possible award of the lowest, responsive, responsible bidder for the 2019 Carlin Chip Seal Project, PWP No. EL-2019-139. Project engineer Farr West Engineering opened the bids on May 6, 2019. The three bidders were Sierra Nevada Construction; MKD Construction; and Harney Rock and Paving. Sierra Nevada Construction is the apparent low bidder at \$198,007.00.

Vice Mayor Lincoln Litchfield made a motion to approve the reward of the contract for the 2019 Carlin Chip Seal Project, PWP No. EL-2019-139 to Sierra Nevada Construction in the amount of \$198,007.00. Councilperson Margaret Johnston seconded the motion. The motion passed.

B) (For Information Only): Elko Sanitation is switching to automated trucks in Carlin to increase efficiency. Elko Sanitation representative Jared Martin will explain the proposed changes and answer any questions.

Jared Martin explained the proposed changes and answered questions.

No Action Taken.

8. HUMAN RESOURCES (For Possible Action):

Review, discussion, and possible approval of the amount of contribution by the City of Carlin to the Health Savings Accounts per employee in an amount of \$2,000.00 or less, and all other matters related thereto. The City of Carlin users Connect Your Care's Health Savings Account. This benefit is connected to the health insurance plan offered by the City of Carlin.

Vice Mayor Lincoln Litchfield made a motion to approve the amount of contribution by the City of Carlin to the health savings accounts per employees that are on the HSA in the amount of \$2,000.00 per year to use with your Connect Your Care health savings account. Councilperson Pam Griswold seconded the motion. The motion passed.

9. PUBLIC HEARING (For Possible Action):

NOTICE is hereby given that the Carlin City Council, Carlin, Nevada, will hold a public hearing at the Regular Meeting held on May 22, 2019, 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 Special User Permit request filed by Larry D. Foster for storage of equipment on Parcel #002-100-009, commonly known as 1024 Bush Street, Carlin, Nevada. The parcel is zoned commercial in Fire Zone 1. A Special User Permit request may be granted by the Carlin City Council pursuant to Carlin City Code Title 3, Chapter 2, Section 6. All comments regarding this matter will be considered at the Public Hearing. At the conclusion of the Public Hearing the Carlin City Council may motion to close the hearing.

Mayor Dana Holbrook opened the Public Hearing at 8:43 p.m. All comments regarding the matter were heard. Vice Mayor Lincoln Litchfield made a motion to close the Public Hearing at 8:57 p.m.

SPECIAL USE PERMIT (For Possible Action): Review, discussion, and possible approval of a Request by Larry D. Foster for a special use permit for storage of equipment on Parcel #002-100-009, more commonly known as 1024 Bush Street, in the City of Carlin, County of Elko, State of Nevada, and other matters related thereto. The City of Carlin Building Official recommends the installation of a six (6) foot chain-link privacy fence across the front of the property.

Vice Mayor Lincoln Litchfield made a motion to approve a special use permit request for storage of equipment on Parcel #002-100-009, more commonly known as 1024 Bush Street, in the City of Carlin, County of Elko, State of Nevada, with the stipulation that a six-foot privacy chain-link fence is constructed across the front of the property from the west side of the building on Bush street to the corner of his property within 4 months. Councilperson Cameron Kinney seconded the motion. The motion passed.

10. APPROVAL OF MINUTES (For Possible Action):

A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes, for April 10, 2019, and all other matters related thereto.

Councilperson Cameron Kinney made a motion to approve the Carlin City Council Regular Meeting Minutes, for April 10, 2019.

Councilperson Margaret Johnston seconded the motion.

- B)** Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes, for April 24, 2019, and all other matters related thereto.

Councilperson Cameron Kinney made a motion to approve the Carlin City Council Regular Meeting Minutes, for April 24, 2019. Councilperson Margaret Johnston seconded the motion.

11. APPROVAL of Expenditures (For Possible Action):

Review, discussion, and possible approval of City expenditures for the period of 05/04/2019 to 05/17/2019, and all other matters related thereto.

Councilperson Cameron Kinney made a motion to approve City expenditures for the period of 05/04/2019 to 05/17/2019, and all related matters. Councilperson Pam Griswold seconded the motion. The motion passed.

12. PUBLIC COMMENTS: (Non-Action Item)

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.

- a. Public Comment was given by Elko County Commissioner Cliff Eklund regarding the Catholic Church.**
- b. Public Comment was given by City Manager Kristin McQueary regarding the Northeast Nevada Regional Development Authority meeting, the Internet Project, the Mining Expo and the Joint Venture's reduction in workforce, etc.**

13. Adjournment. (For Possible Action):

Councilperson Cameron Kinney made a motion to adjourn. Councilperson Margaret Johnston seconded the motion. Mayor Dana Holbrook adjourned the meeting at 9:10 p.m.

Approved:



Mayor Dana Holbrook

Attest:



City Clerk LaDawn Lawson