

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

**August 14, 2019  
7:00 pm**

**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**

**Council Members Absent:**

**Councilperson Cameron Kinney**

**Staff:**

**LaDawn Lawson, Carlin City Clerk  
Floyd Davey, Carlin Fire Fighter/EMT, Carlin Volunteer Fire and Ambulance Dept.  
Teri Feasel, Carlin Municipal Judge**

**Public:**

**Tasha Caple, Girl Scouts  
Bill Caple, Girl Scouts  
Al Mauer  
Jan Brizee  
Colleen Larks  
Bruce Cosens  
Mike Tangreen  
Kim Starr  
Ellen Meshefski  
Claudine Meierhoff  
Fred Montes de Oca**

**Pledge of Allegiance**

- 1. Comment by the General Public (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.

**Municipal Code:1-6-11: MANNER OF ADDRESSING BOARD; TIME LIMIT:**

Each person addressing the board shall first give his name and address for the records, and unless further time is granted by the presiding officer, shall limit his address to five (5) minutes. All remarks shall be addressed to the board as a body and not to any member thereof. No person, other than the mayor, the members of the board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question shall be asked except through the presiding officer. (Ord. 81, 9-10-1975, eff. 9-17-1975)

**PUBLIC COMMENT MAY BE TAKEN DURING DISCUSSION OF INDIVIDUAL AGENDA ITEMS.**

**Bruce Cosens stated it had been brought to his attention by visitors to the Chinese Garden that trash cans were overflowing and the restrooms need tending and supplies.**

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

**No Reports.**

- 3. City Manager Report (Non-Action Item):**

A) Update on TAP Project

**City Manager, Madison Mahon, reported she had a short update on the curb, gutter, and sidewalk project know as the TAP Grant on Chestnut Street. The bid process has been pushed back to December with a spring start she is working to see if we can get it pushed back closer to the date we wanted to start. There was a review meeting this week and she will follow-up with NDOT. There is more drainage issues in the project and NDOT will be providing a solution. The Mayor Dana Holbrook confirmed that he also had be informed of the drainage issues that need to be resolved before moving forth with the project.**

**(Non-Action Item)**

**4. Girl Scouts – Thank You (For Possible Action):**

- A) Review, discussion, and possible approval of the City of Carlin’s thank you letter addressed to Girl Scout Troop #225 and the Certificate of Appreciation for the 13 Girl Scouts in Troop #225 that participated in the clean-up.

**Mayor Holbrook read the following letter into record:**

*August 14, 2019*

*Dear Girl Scout Troop #225*

*Thank you to all of the Girl Scouts in Troop #225 that participated in cleaning up around the City of Carlin. We are very grateful and appreciative of your help picking up trash in the community. A special thanks to Scout Leader Christy Anderson and Tasha Caple for facilitating this group activity, and as well as Judge Teri Feasel for being involved with the project.*

*The City of Carlin is very lucky to have such dedicated and passionate leaders in the community. Thank you for donating your time and energy into making our streets clean and beautiful. I wish you the best in your future endeavors, and I appreciate your dedication to better the community here in Carlin.*

*Respectfully,*

*Mayor Dana Holbrook*

*City of Carlin*

**Councilperson Margaret Johnston made a motion to approve the thank you letter. Vice Mayor Lincoln Litchfield seconded the motion. Motion Carried.**

**5. Special Event Liquor License for the Carlin Open Door Senior Center (For Possible Action):**

- A) Review, discussion, and consideration of a Special Event Liquor License for the Carlin Open Door Senior Center for the Murder Mystery Fundraiser. The fundraiser is on September 21, 2019 at 6 p.m. Senior Center Director Ella Trujillo is the representative for the license.

**Vice Mayor Lincoln Litchfield made a motion to approve a Special Event Liquor License for the Carlin Open Door Senior Center for the Murder Mystery Fundraiser to take place on September 21, 2016, at 6 p.m. with Senior Center Director Ella Trujillo being the representative for the license. Councilperson Pam Griswold seconded the motion. Motion Carried.**

**6. 2019 Annual Indebtedness Report, 5-Year Capital Improvement Plan, Debt Management Policy, and Information on Chief Financial Officer (For Possible Action):**

- A) Review, discussion, and possible approval of the 2019 City of Carlin Indebtedness Report, 5-Year Capital Improvement Plan, Debt Management Policy, and Information on Chief Financial Officer.

**Councilperson Pam Griswold made a motion to approve the 2019 Annual Indebtedness Report, 5-Year Capital Improvement Plan, Debt Management Policy, and Information on Chief Financial Officer. Vice Mayor Lincoln Litchfield seconded the motion. Motion Carried.**

**7. Irismedical Ambulance Billing Contract (For Possible Action):**

- A) Review, discussion, and possible approval of a 3-year contract with Irismedical to provide ambulance billing services to the City of Carlin. A 1-year contract was previously approved, however, Irismedical has stated that a 1-year contract is not justifiable with the cost and amount of set-up that is required by Irismedical.

**Vice Mayor Lincoln Litchfield made a motion to approve a 3-year contract with Iris Medical to provide ambulance billing services to the City of Carlin. Councilperson Margaret Johnston seconded the motion. Motion Carried.**

**8. Old Catholic Church Restoration (For Possible Action):**

- A) Review, discussion, and consideration of directing City staff on how to pursue the possible restoration of the Old Catholic Church at 923 Main Street, APN 002-193-004. What is the expected use of the building? Should the City manage the project and any grants associated with restoration?

**Vice Mayor Lincoln Litchfield made a motion to direct staff to pursue indirect bids on the roof of the Old Catholic Church at 923 Main Street, to include the underlay, to dry it in, and cedar single shakes at this time. Councilperson Pam Griswold seconded the motion. Motion Carried.**

**9. APPROVAL of MINUTES (For Possible Action):**

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes, for June 26, 2019, July 10, 2019, and July 24, 2019, and all other matters related thereto. Draft minutes are available for public inspection at the Carlin Administration Building, 151 S. 8<sup>th</sup> Street, Carlin, Nevada.

**Vice Mayor Lincoln Litchfield made a motion to approve the Carlin City Council Regular Meeting Minutes, for June 26, 2019, July 10, 2019, and July 24, 2019, with one change to the minutes of July 24, 2019, last page, needs to change from Mayor Lincoln Litchfield to Vice Mayor. Councilperson Margaret Johnston seconded the motion. Motion Carried.**

**10. APPROVAL of Expenditures (For Possible Action):**

- A) Review, discussion and possible approval of City expenditures for the period 07/20/2019 to 08/09/2019, and all other matters related thereto. The expenditure list is available for public inspection at the Carlin Administration Building, 151 S. 8<sup>th</sup> Street, Carlin, Nevada.

**Vice Mayor Lincoln Litchfield made a motion to approve the City expenditures for the period 07/20/2019 to 08/09/2019 with the exception of the one for Sierra Nevada Construction Inc., Check No. 40038 in the amount of \$247,769.88. Councilperson Margaret Johnston seconded the motion. Motion Carried.**

- B) Review, discussion, and possible approval of the invoice from the Central Dispatch Administrative Authority for the EMS/Fire and Police quarter expense of \$24,575.36.

**Vice Mayor Lincoln Litchfield made a motion to approve the invoice from the Central Dispatch Administrative Authority for the EMS/Fire and Police quarter expense of \$24,575.36. Councilperson Margaret Johnston seconded the motion. Motion Carried.**

**11. PUBLIC COMMENTS: (Non-Action Item)**

- A) 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.


None

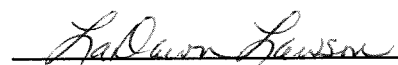
**12. Adjournment (For Possible Action):**

**Councilperson Margaret Johnston made a motion to adjourn. Councilperson Pam Griswold seconded the motion. Motion Carried. The meeting adjourned at 7:43 p.m.**

Approved:

Attest:

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

  
\_\_\_\_\_  
LaDawn Lawson, Carlin City Clerk