

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

**September 9, 2020
7:00 P.M.**

Call to Order and Roll Call:

The Carlin City Council meeting was called to order by Mayor Dana Holbrook at 7:00 p.m.

**Council Members Present: Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Pam Griswold
Councilperson Margaret Johnston by Telephone
Councilperson Cameron Kinney**

Council Members Absent: None.

**Staff: Madison Mahon, Carlin City Manager
LaDawn Lawson, Carlin City Clerk
Karen Carr-Brian, Carlin Police Department
Tim Monell, Carlin Police Officer, Carlin Police Department**

Public: None.

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.**

❖ None.

2. City Council and City Manager Updates (Non-Action Item):

A) Mayor Dana Holbrook: Update on dentist, and all related matters.

❖ Mayor Holbrook stated unfortunately our dental office will be closing everything that has happened made it so they just couldn't make a go of it here and they are going to focus on their Elko and Spring Creek offices. He stated that personally he will continue to support them in their other offices because they were very good dentists and very good people. He has heard that the Physical Therapist will be moving into that building and it will make a very nice place for the therapist. He would like to encourage everyone to utilize our businesses so they can stay in business.

B) Vice Mayor Lincoln Litchfield: Update on Planning Commission, NNRDA, Public Works, Fire Department, and all related matters.

❖ Vice Mayor Litchfield stated the Planning Commission did not have a quorum and so there is no report for them.

He stated that NNRDA's money for marketing was approved which is good because they are getting a lot of hits on their website, more than they ever have, which means that there are a lot of business looking at the Elko area for moving their businesses here or starting a business. One which is a company from Idaho which has two (2) facilities at this time they are hot springs baths and they are looking at possibly putting one here in Carlin. This is a positive for us.

He stated the SIDs that Councilperson Johnston and City Manager Madison Mahon participated in some time ago has a whole lot more meaning to us know than when it was originally done. There was a lot of forethought from NNRDA and those that were involved because now we can apply for grants that we were unable to apply for before, one of which is an ADA grant. We need to have a grant writer ready and when we write the grants, we need to have a well executable plan because that is what they look at primarily.

He stated Public Works are still working on sidewalks and they have three (3) more handicap ramps to do. They are waiting for a bid on the sidewalk in front of the Old Catholic Church to see if they are going to be able to move forward with that. Their main concern is the sewer system, they had some down time at the main lift station. The problem was grease in the trap, it was

animal fat, and then handi-wipes, even those that say they are flushable please do not flush them, they clog the lift station. It looks like they will be starting on the Chestnut project very soon and we are still looking for a replacement for Joe Lindsey, Carlin Building Inspector.

He stated Carlin Volunteer Fire and Ambulance is still working with Frontier to get the telephone pole moved and they have put out a challenge to anyone who would like to water fight with the Fire Department.

- ❖ Councilperson Griswold questioned when the project on Chestnut Street would be starting and she expressed her concerns for the children that walk to school from this area down that busy street.
- ❖ Councilperson Johnston stated they went out for bid August 26th.
- ❖ Councilperson Kinney stated that Joe Lindsey is going to come in once a week and who do you need to contact to setup an inspection?
- ❖ Vice Mayor Litchfield stated that yes Mr. Lindsey will still be coming to Carlin and if you need an inspection please contact Pubic Works for an appointment.

C) **City Manager:** CARES Act Funding Update, Union update, and all related matters.

- ❖ City Manager Madison Mahon stated she had placed a copy of her CARES Funding Packet for their review. First letter is the first half allocation fund expenditure plan that was submitted to the Governor's finance office about mid-August. This was for our first half CARES Act funding distribution. You can see they ask for why we need the funds, the estimated funds needed, and so on and so forth. This shows what we have spent year to-date, just in the first half distribution, which was March 1st to June 30th. The City of Carlin spent \$312,601.89 on COVID related expenses between those dates. She stated we will be able to utilize 100% of our first half allocation of funding and we did receive that check of \$207,914.00. There were two (2) options for the second half distribution the City could request a lump sum or a reimbursement, she has submitted for the lump sum model. She has not heard back from the regarding this request. The second letter is for the second half allocation and it explains why she believes we will need full 100% of the second half allocations. She estimates we will spend \$331,125.00 in COVID related expenses in the Fiscal Year 2021. That was based of the actual of the first half and she is hopeful that will come back positively from the State. The State did approve all of the previous fund reimbursement request other than the dumping fees for Public Works but it did not affect our lump sum amount. She stated the back pages are her excel spreadsheets.

She stated she had received a Notice of Intent to negotiate new agreement for the City of Carlin's Police Department with the Operating Engineers Local #3. This is just an update for the Council and cannot be discussed at this time. She has forwarded this letter to the City Attorney.

3. Chief of Police Hiring

A) Update on visits with candidates (Non-Action Item);

- ❖ Mayor Holbrook stated he and City Manager Madison Mahon made some phone calls and visited with the candidates and he will now turn this over to Madison Mahon.
- ❖ Madison Mahon, City Manager, stated she doesn't want to get too in depth with this item because she does not have the waivers in place for each candidate. This is just an update and later a direction to me of how you would like to proceed. She and the Mayor spoke to the individuals and it went really well. They spoke over the phone and in-person. They feel there are a couple of good candidates and they we would like to move forward with the two (2) candidates. These candidates would have to come before the Council in a public meeting.
- ❖ See Item 3 B.

B) Review, discussion, and possible direction to staff to proceed on hiring a Chief of Police, including possible approval of any potential travel costs incurred, and all related matters (For Possible Action).

- ❖ At this time Mayor Holbrook combined Item 3, A and B.
- ❖ Mayor Holbrook stated after he and City Manager had spoken to the candidates, they felt there were two (2) candidates that should be brought before the Council for full interviews.
- ❖ Councilperson Griswold inquired as to where these candidates were from?
- ❖ Mayor Holbrook responded that one is out-of-state and one is local.
- ❖ Councilperson Griswold inquired how far out-of-state?
- ❖ Madison Mahon, City Manager, responded by saying on the east coast and it would be a flight.
- ❖ Councilperson Griswold asked if they had asked the candidate for the east coast if they were willing to travel with all the restrictions that are being implemented at this time. Were they willing to come out or would they be more comfortable with a video conference?
- ❖ Madison Mahon, City Manager, stated this individual did not have any issues with travel. There are some limitations to the job like passing the Nevada Post Physical.
- ❖ Councilperson Griswold stated she would like to see both in-person especially one being from the east coast. She has done that going from Reno to the east Coast is such a big difference and depending on what size of town they are in on the east coast they need to see what we are like and what we have to offer and the two communities.
- ❖ Councilperson Johnston stated she felt that with the COVID she feels it would be safer to do a zoom interview and would be cheaper for the City.

- ❖ Mayor Holbrook stated we have done some zoom interviews and he feels zoom would be good for this interview and we could put somethings to have them come to Carlin. If the Council is interested in that person, we can then bring them out to see the community.
- ❖ Councilperson Griswold stated her fear is that if they are selected and they come out and see the location and say they don't want the job.
- ❖ Vice Mayor Litchfield stated he thought zoom would be a good option and he would like to get this Police Department staff with someone that plans to be here for the long term as quickly as possible. He feels they have been in the flex long enough and if you tried to get a flight it might be months before they could get here.
- ❖ Mayor Holbrook would like to know if the Council would like to do this in a special meeting.
- ❖ Councilperson Griswold stated she would like to see it get done as soon as possible, if we are going to do it by zoom let's do a special meeting and get it over with and move forward. The Police Department needs to get back to normal and they need to know who they are working for and with.
- ❖ Vice Mayor Litchfield inquired how strongly the Mayor and City Manager felt about the individual from back east?
- ❖ Mayor Holbrook stated he felt the Council definitely needs to interview this individual.
- ❖ Councilperson Griswold stated she feels as the Council that they need to interview both candidates.

Motion:

Councilperson Kinney moved to direct staff to proceed on interviewing for the Chief of Police position in a special meeting not incurring any cost to the City as the meeting for one of the individuals would be over zoom. Vice Mayor Litchfield seconded the motion. Motion Passed.

4. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for July 22, 2020, and August 12, 2020, and all other matters related thereto. Draft minutes are available for public inspection by emailing City Manager Madison Mahon.

Motion:

Vice Mayor Litchfield made a motion to approve the Carlin City Council Regular Meeting Minutes for July 22, 2020, and August 12, 2020, with noted changes. Councilperson Kinney seconded the motion. Motion Passed.

5. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 08/22/2020-09/04/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon.

Motion:

Vice Mayor Litchfield made a motion to approve City expenditures for the period of 08/22/2020-09/04/2020. Councilperson Griswold seconded the motion. Motion Passed.

6. 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.

- ❖ Councilperson Johnston stated the work down on Main Street looks really good from the pictures she has seen and to tell Carlos thank you.
- ❖ Mayor Holbrook stated he and the City Manager had a visit with Lt. Governor Marshall, she requested that the City of Carlin and all the people of Carlin do your census.
- ❖ Councilperson Griswold asked what City of Carlin's percentage was?
- ❖ Madison Mahon, City Manager, stated last week we just passed 40%, she would guess about 45%.
- ❖ Vice Mayor Litchfield inquired if anyone knew if they had started going door to door?
- ❖ No one has seen any door to door workers.
- ❖ Councilperson Griswold asked if we could do an incentive to get people to do the census?
- ❖ Mayor Holbrook stated he thought word of mouth was the best way and we only have until the end of the month.
- ❖ Councilperson Johnston stated we need to clarify to everyone that if they are in our town, they need to fill out a census for us.

7. Adjournment (For Possible Action):

Motion:

Councilperson Kinney moved to adjourn the meeting of the Carlin City Council Meeting. Vice Mayor Litchfield seconded the motion. Motion Passed. Mayor Holbrook adjourned the meeting at 7:26 p.m.

Approved:



Mayor Dana Holbrook

Attest:



LaDawn Lawson, Carlin City Clerk