

**Affidavit
Certification of Public Posting**

The undersigned certifies that the public notice for the Carlin Park & Recreation Meeting to be held on Tuesday, February 9, 2016 at Carlin City Hall was posted on Thursday, February 4, 2016 at the following locations within the City of Carlin:

- **Carlin City Hall – 101 South Eighth Street**
- **Carlin Senior Citizen Center – 320 Chestnut Street**
- **Owen’s Ace Hardware – 924 Bush Street**
- **Scott’s Market – 552 Sixth Street**
- **Wells Rural Electric Company – 1322 Chestnut Street**
- **Carlin Library – 320 Memory Lane**
- **Carlin Public Works-810 Oak Street**
- **Cityofcarlin.com**
- **Nevada Public Notices Website**

Heather Trujillo

Heather Trujillo
(Signature)

02/04/2016
(Date)

Heather Trujillo
Witness Name)

Heather Trujillo
(Signature)

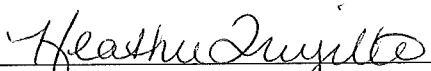
02/04/2016
(Date)

PUBLIC MEETING NOTICE

The Carlin Park and Recreation Board, City of Carlin, State of Nevada, will meet on Tuesday, February 9th, 2016 at the Carlin City Hall Meeting Room, 101 S. 8th Street, Carlin, Nevada, beginning at 7:00 p.m.

This Notice posted pursuant to N.R.S. 241.020 as amended by the 2005 Legislature. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, please notify LaDawn Lawson, City Clerk, in writing at PO Box 787, Carlin, Nevada 89822 or by telephoning 775-754-6354. Notice of the meeting is posted at the following Carlin locations:

Carlin City Hall, 101 South Eighth Street
Carlin Branch Library, 330 Memory Lane
Carlin Senior Citizen Center, 320 Chestnut Street
Owen's Ace Hardware, 924 Bush Street
Scott's Foodtown, 522 Sixth Street
Wells Rural Electric Company, 1322 Chestnut Street
Carlin Public Works, 810 Oak Street



Heather Trujillo Assistant City Clerk

Dated the 4th of February, 2016

**CARLIN PARK & RECREATION BOARD
CITY OF CARLIN, STATE OF NEVADA
101 SOUTH EIGHTH STREET
CARLIN, NEVADA**

Tuesday – February 9, 2016 - 7:00 p.m.

Note: The Chairman or Vice-Chairman Reserves the Right To Change the Order of the Agenda, Combine Two or More Agenda Items For Consideration, and May Remove an Item From the Agenda or Delay Discussions at any Time.

The public may address the Commission on agenda items as they are being reviewed or during the time reviewed, or during the time reserved for comments by the General Public, after being recognized by the presiding officer. The public and all persons addressing the Commission must abide by the requirements of the Carlin Municipal Code 1-6-11, detailed at the end of the agenda.

Call to Order and Roll Call

1. Comment by the General Public: Pursuant to NRS 241.020(2C) this time is devoted to comments by the general public and 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 and identified as an action item.
(Non-Action Item)
2. Discussion and possible approval of offering a scholarship for 1 person to attend Safeserve class. **Public Comment will be taken prior to any Action Being Taken by the Board: (For Possible Action)**
3. Discussion of items and Event budgets related to Park & Recreation that should be proposed or included in the 2015-2016 City Budget. **Public Comment will be taken prior to any Action Being Taken by the Board: (For Possible Action)**
4. Discussion and possible approval of all matters related to the 2016 Sho 'N' Shine Event. **Public Comment will be taken prior to any Action Being Taken by the Board: (For Possible Action)**
5. Discussion and possible approval of the minutes for September 15, 2015. **Public Comment will be taken prior to any Action Being Taken by the Board: (For Possible Action)**
6. Members Reports. **(Non-Action Item)**

7. Comments by the General Public: Pursuant to NRS 241.020(2C) this time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda and identified as an action item. (**Non-Action Item**)
8. Adjournment

Carlin Municipal Code: 1-6-11. Manner of Addressing Commission; Time Limit: Each person addressing the Commission 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 commission as a body and not to any member thereof. No person, other than the Chairperson, the member of the commission, and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the commission, without the permission of the presiding officer. No question shall be asked a commission member except through the presiding officer. (Ord. 81, 9-10-1975, eff 9-17-1975)

**CARLIN PARK & RECREATION BOARD
CITY OF CARLIN
STATE OF NEVADA
REGULAR MEETING
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
February 9, 2016 7:00 p.m.**

Call to Order and Roll Call:

- a. The meeting was called to order by Chairperson Ellen Meshefski at 7:06 p.m.
- b. Board Members Present: Chairperson Ellen Meshefski
Vice Chairperson Jody Hensley
Member Jon Gift
Member Brent Jacobson
- Absent: Member Angie Demars
 Member Brandon Kitts
 Member Kris Robinson
- c. Staff Present: Heather Trujillo, Assistant City Clerk, Councilperson Pam Griswold
- d. Citizens Present: Brenda Claiborn, Phyllis Kafton

I. Comments by the General Public - Pursuant to NRS 241.020(2C), this time is devoted to comments by the Public and discussion regarding those comments. No action may be taken upon a matter raised at this time until the matter has been included on a successive agenda and identified as an action item. (Non-Action Item)

- 1. Chairperson Ellen Meshefski introduced Phyllis Kafton who is interested in joining the Board and Brenda Claiborn is the manager of the Yorkshire Villa and she is involved in Elko and would like to get involved in Carlin. She also thanked Councilperson Pam Griswold for representing the Council at their meetings.

II. Discussion and possible approval of offering a scholarship for 1 person to attend Servesafe class. (Possible Action Item)

- 1. Chairperson Ellen Meshefski reported Lila Sexton was the Servesafe person last year'.
- 2. Brenda Claiborn inquired what it is.
- 3. Vice Chairperson Jody Hensley stated the Servesafe is a class on how to keep food safe for public use. In order to use the concession stands and get permits, they have to have Servesafe education. Through the process last year we found that none of the things they own are legal for commercial use. Right now for anything the Park & Rec or Little League, etc, they cannot serve food without this education.
- 4. Councilperson Pam Griswold inquired if one person is enough.
- 5. Chairperson Ellen Meshefski reported that Vice Chairperson Jody Hensley would like to take it and Member Brent Jacobson is interested also.
- 6. Member Brent Jacobson stated he would be taking the class and would pay for it himself, because he is going to pursue other food events.
- 7. Vice Chairperson Jody Hensley stated the board only needs one license, just one person is enough to manage what we need. However, anyone who goes in to manage a concession stand would be overseen by her.
- 8. Chairperson Ellen Meshefski stated if Vice Chairperson Jody Hensley might be out of town for an event, so it would be good to have two people.

9. Councilperson Pam Griswold stated there is discussion about Park & Rec being involved with the Western Heritage Festival.
10. Vice Chairperson Jody Hensley reported if vendors come from outside the community, they all have to have their own licenses and be listed with the Health Department.
11. Phyllis Kafton stated everyone at the Pizza Factory are taking that class.
12. Vice Chairperson Jody Hensley stated ServeSafe hits the concessions stands but they only started enforcement last year when they found out about it.
13. Heather Trujillo explained that although Park & Rec is paying for this class, the person taking the class is personally responsible. It is not the City; they would not be in a capacity of working for the City. The City is not in the food business, so they are hoping the person will volunteer their time in exchange for the education. The Board has funds for training. "We are supposed to present a plan to the Health Inspector and we need to get that from Public Works Director Carlos Esparza".
14. Vice Chairperson Jody Hensley stated last year the health inspector told her that she could not open the concessions in the shape they were without any plan to get the buildings up to standard.
15. Member Jon Gift stated Public Works Director Carlos Esparza told him that they have purchased the things for the concession stand, as well as a new refrigerator and freezer for Little League.
16. Vice Chairperson Jody Hensley stated they have to have a plan.
17. Heather Trujillo stated he does not have a plan on paper because she asked for one with a timeframe.
18. Member Jon Gift stated he would talk Public Works Director Carlos Esparza about this.
19. **Member Jon Gift moved for approval of a scholarship for Vice Chairperson Jody Hensley to attend Servesafe Food Protection Manager Certification Examination. Member Brent Jacobson seconded the motion. The motion carried.**

III. Discussion items and Event budgets related to Park & Recreation that should be proposed or included in the 2015-2016 City Budget. (Non-Action Item)

1. Heather Trujillo stated this was on the agenda so the members could start thinking about it.
2. Councilperson Pam Griswold discussed the proposition that the members would possibly want to have a fund dedicated to the Park & Rec Board composed of the funds made from events, which exceed the \$10,000 seed money given by the City to them.
3. Chairperson Ellen Meshefski stated originally they were given \$15,000, but when they made more, the funds were reduced to the \$10,000.
4. Councilperson Pam Griswold stated it would be something they specifically ask during the budget process that if they make a profit, that money would return to a fund created for the board. This way it would constantly build the fund for them to buy or pay for things they need.
5. Heather Trujillo discussed there are things that are purchased out of the profits. They bought more tents last year.
6. Councilperson Pam Griswold stated some of the funds, especially donations, should not be in the general fund.
7. Member Jon Gift suggested they invite City Manager David Jones to the next meeting.
8. Member Brent Jacobson stated they had City Manager David Jones last year who discussed this over a period of several meetings.
9. Heather Trujillo stated the Board made a profit of \$4,600.00.

IV. Discussion and possible approval of all matters related to the 2016 Sho 'N' Shine Event. (Possible Action Item)

1. Chairperson Ellen Meshefski stated the letters need to be sent. She recommended they add Modified Trucks 70s and 80s, as well as Adult and Youth "Automobilia" peddle cars, which is a big draw at other car shows. In Battle Mountain there were 20 entries in each of these categories. The dash plaques and magnets were sent out late. Heather Trujillo is going to put together the forms and they will be sent out. She inquired if they wanted to keep the trophies as they were.
2. Member Jon Gift stated he liked them.
3. Member Brent Jacobson agreed.
4. Chairperson Ellen Meshefski stated she would get with Member Angie DeMars to get these ordered. The sponsors were successful and thanked Member Brent Jacobson and agreed to keep the funds the same.
5. Member Brent Jacobson stated they should keep the goal of 7.
6. Vice Chairperson Jody Hensley stated a lot of new supplies are needed for the bags.
7. Chairperson Ellen Meshefski stated the bags were good and they did not have to pay for them.
8. Heather Trujillo stated they need to give suggestions, ideas really help.
9. Chairperson Ellen Meshefski noted they had stickers last year from Newmont. She also suggested little Maguire's and microfiber cloths.
10. Vice Chairperson Jody Hensley stated they need to get dice again because they were popular. She wondered about a microfiber cloth that says Sho 'N Shine.
11. Councilperson Pam Griswold requested the number of cars that came last year.
12. Brenda Claiborn agreed that having a fact sheet is beneficial for her 40 rooms.
13. Discussion was held on having those at all the hotels and motels.
14. Member Brent Jacobson stated they could again thank the sponsors with the letter that is sent out.
15. Vice Chairperson Jody Hensley inquired if he is doing the breakfast?
16. Member Brent Jacobson replied affirmatively.
17. Member Jon Gift stated there will be a full fledged pit stop this year.
18. Vice Chairperson Jody Hensley stated they need to purchase a new commercial coffee pot. She suggested getting it from Farmer's and someone asking them about the cost.
19. Chairperson Ellen Meshefski stated they probably need to get two as the Friends of the Library need to have one.
20. Member Jon Gift stated discussed a new backboard for the burnout.
21. **Member Jon Gift moved for approval to add three car classes, Modified Trucks 70s and 80s, and Adult and Youth Automobilia to the Sho N Shine 2016. Member Brent Jacobson seconded. The motion carried unanimously.**

V. Discussion and possible approval of Minutes for September 15, 2015. (Possible Action Item)

1. Member Jon Gift pointed out page 2, line 31, should read "cut"; Page 3 line 9 should read they "did have games this year"; page 3 20 should read "pit stop contest; page 4 3. Should read concerns "me"; Page 4, 9 bouncy house "for" water and delete "and dry"; page 5, 9 should read beer "Crawl".
2. Member Brent Jacobson noted an error on page 2, 29 "to those who clean up their cubby".
2. Kris Robinson arrived at 8:00 p.m.
3. **Vice Chairperson Jody Hensley moved for approval of Minutes for September 15, 2015 as corrected. Member Jon Gift seconded the motion. The motion carried.**

VI. Members Report (Non-Action Item)

1. Member Jon Gift reported the new scoreboard is in. He inquired if Councilperson Pam Griswold would inquire about how much it would cost to put an outlet box on the power pole

closer to the Christmas lights. He stated some of the Christmas things were damaged and possibly they could get some people from the Honor Camp to fix them.

2. Councilperson Pam Griswold agreed.
3. Member Jon Gift reported Ellen Meshefski was named Female Volunteer of the Year for Elko County.
4. Member Brent Jacobson stated that he has been on the Board for one full year and "what a great year for events. Everything done this year was a success and he is glad to be on the board.
5. Member Kris Robinson had no report.
6. Vice Chairperson Jody Hensley reported ball season is coming with sign-ups for T-Ball and Little League. She is considering a raffle for Little League and one for the concession stand.
7. Councilperson Pam Griswold stated they should check with Nevada Cattlemen's.
8. Chairperson Ellen Meshefski stated the hills were beautiful at Christmas with the storefronts. She thanked the Honor Camp and Public Works for their help during the storm. She said every night the event grew. Parks & Rec took first place at the parade. All of the Friends of the Library events are under Park & Rec. She discussed the future wine walk. Jerry Gunnell is holding guitar classes at the library meeting room.

VII. Comments by the General Public: Pursuant to NRS 241.020(2C) this time is devoted to comments by the general public and 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 and identified as an action item. (Non-Action Item)

1. None.

VIII. Adjournment.

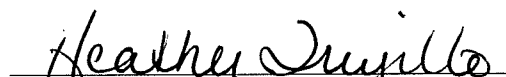
1. The meeting adjourned at 8:17 p.m. Vice Chairperson Jody Hensley moved to adjourn the meeting and Member Brent Jacobson seconded the motion. The motion carried.

APPROVED:



Ellen Meshefski, Chairman

ATTEST:



Heather Trujillo, Assistant City Clerk