

CARLIN CITY COUNCIL  
CITY OF CARLIN, STATE OF NEVADA  
REGULAR MEETING  
CARLIN CITY HALL  
101 SOUTH EIGHTH STREET  
CARLIN, NEVADA  
April 14, 2010, 7:00 p.m.

**Call to Order and Roll Call:**

Mayor Cliff Eklund called the meeting of the City Council to order at 7:03 p.m.

1. Council Members Present: Mayor Cliff Eklund  
Vice Mayor Donnetta Skinner  
Councilperson Lee Griswold  
Councilperson Lincoln Litchfield  
Councilperson David Trujillo

Absent:

2. Administrative Staff: City Manager Glenn Trust, City Clerk LaDawn Lawson, Public Works Director Carlos Esparza  
3. Public Present: Anna Dean, A. B. Simpkins

**Pledge of Allegiance**

**I. Discussion and possible approval of a recommendation to award a contract for a Code Permits and Compliance Inspector, and all matters related thereto (Action Item)**

1. Mayor Cliff Eklund reported this position was approved to replace some of the duties of the City Engineer.
2. City Manager Glenn Trust reported the advertising had been done and two (2) responses were received, which were opened on April 8 with City Engineer Tom Ballew, Public Works Director Carlos Esparza and City Manager Glenn Trust were present. He stated that both responses were qualified and had the certifications necessary, but based on the proximity to Carlin and more experience; they recommend Bob Bratcher for the position. He stated upon approval, they would negotiate a contract that will be brought to the Council for review and approval.
3. Mayor Cliff Eklund inquired if a Council Member will be involved in the contract negotiations.
4. City Manager Glenn Trust stated that could be done.
5. Councilperson David Trujillo inquired if Mr. Bratcher understands the scope of the duties.
6. City Manager Glenn Trust stated, "Only what was advertised in the paper, but he did call the City and we did meet".
7. Vice Mayor Donnetta Skinner stated, "I do not like the idea. I do not want any more of our public employees living in Spring Creek. Our people do not like this and I do not like it either. If we are going to get somebody to work for the City of Carlin, they need to live in the City of Carlin and if we do not have anybody more than these people applying, we need to redo it. It is just not a good idea to choose another person who lives outside of our City. We are already taking flak from what we have already. The citizens are having a fit about it and I am not going to agree to it. I just do not think it is a good idea".
8. Councilperson Lincoln Litchfield inquired of Vice Mayor Donnetta Skinner if there is anyone who lives in Carlin who has the qualifications.
9. Vice Mayor Donnetta Skinner stated, "Actually, I think there are several who have these qualifications. I think a lot of people have not applied for it that really could apply for it. I think if somebody wants the job badly enough, they would move to Carlin. I think that is the whole idea, rather than for us to have somebody from another town. I think the whole idea to

replace Tom Ballew was to have somebody in our town who does not take money from our City. Let's keep them here".

10. Discussion was held on the advertising being done twice for approximately four (4) weeks.
11. Councilperson Lincoln Litchfield stated, "If it was advertised that long, and someone in Carlin wanted the job, they would have applied for it."
12. Councilperson David Trujillo stated, "I kind of agree with you, but we have accommodated Mr. Ballew for 30 years. I would ask if Mr. Bratcher's residence outside of the City would affect his job."
13. City Manager Glenn Trust stated, "While I understand the sentiment, my job is to find the best person for the job."
14. Vice Mayor Donnetta Skinner reiterated her position, stating that none of the people who work for the City of Elko live in Carlin and noting the advertisement could have been better and longer and posters could have been posted around Carlin.
15. Councilperson Lee Griswold stated, "This is a specialized job, I feel you have to take the best person for the job. I think that Carlin does not have anyone who is interested in it."
16. Mayor Cliff Eklund inquired how many days per week would the job entail.
17. City Manager Glenn Trust stated two (2) days per week – 5-6 hours a day.
18. Vice Mayor Donnetta Skinner inquired if the candidate would charge Carlin for gas.
19. Mayor Cliff Eklund stated, "I echo the sentiments of Vice Mayor Donnetta Skinner of the City hiring people residing in Carlin if we have qualified people who apply for the job. If this ran for four (4) weeks in the paper..."
20. Councilperson Lee Griswold stated the Council should vote on this.
21. Councilperson Lincoln Litchfield stated, "I agree we should hire people who live in Carlin, but if someone does not apply for the position, we cannot tie the hands of the City and prolong this. I think we should vote on this."
22. **Councilperson Lincoln Litchfield moved for approval of a recommendation to award a contract for a Code Permits and Compliance Inspector to Bob Bratcher, Contract Inspection Services, LLC, and all matters related thereto. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting against.**
23. Mayor Cliff Eklund recommended that at least one City Council Member be involved in the negotiations with Mr. Bratcher.

**II. Discussion and possible approval of a request from Mr. A.L. (Boomer) Simpkins and Mr. Steve Feasel for the City Council to send a letter to the Elko County Commission encouraging them to take action to have the owners of the mining equipment that has been left on Railroad property on Chestnut Street just east of the City Limit and have them remove the equipment, and all matters related thereto. (Action Item)**

1. Mayor Cliff Eklund reported he met with John Ellison who looked at the equipment and County Engineer Randy Brown called him for information on who owned the equipment. He explained that Mr. Brown sent out letters to the railroad and possible people who might be involved. He stated he was also called by Sherri Eklund Brown who reported the people who own this equipment have told Elko County they have a registered lease for that piece of property for the purpose of storing that equipment.
2. A.B. Simpkins stated he met with City Manager Glenn Trust and found that Thatcher Chemical has a lease with the railroad that they cannot sublet. He would suggest that the Council send a request to the Elko County Commissioners to "declare that a nuisance" to get the law involved.
3. Discussion was held on ownership, cutting the equipment up for scrap iron and potential legal work.
4. Mayor Cliff Eklund suggested the City Manager Glenn Trust contact Rob Stokes to determine what type of letter would be the most effective.

5. Vice Mayor Donnetta Skinner stated a letter should be sent to the people who own the land,
6. Mayor Cliff Eklund stated they could copy a letter to Pro-Ex in Edmonton. He explained that City Manager Lorry Lipparelli first contacted the company and it threatened a suit against Carlin.
7. City Manager Glenn Trust explained their position is that this is not in the City limits and Carlin has no jurisdiction to require them to do anything, as it is on County land.
8. Councilperson Lee Griswold inquired if Thatcher Chemical was the actual lessor.
9. Discussion was held on the County's currently putting pressure on Thatcher Chemical.
10. City Manager Glenn Trust stated in talking to the railroad, they confirmed the property could not be subleased and they were following up.
11. **Councilperson Lincoln Litchfield moved to approve the request from Mr. A.L. (Boomer) Simpkins and Mr. Steve Feasel and to direct the City Manager to seek guidance from Rob Stokes on the type of letter to be sent and where to send it concerning the mining equipment left on Railroad property on Chestnut Street just east of the City Limit and have them remove the equipment, and all matters related thereto. Vice Mayor Donnetta Skinner seconded the motion. The motion carried.**

**III. Discussion and possible approval of a request from Mr. A.L. (Boomer) Simpkins for the City Council to approve a donation from the City to the "Committee to Light the C", and all matters related thereto. (Action Item)**

1. A.B. Simpkins stated the "C" is going solar due to Tim Sirotek's efforts and they would need approximately \$5,000 to finish. He provided worksheets indicating the cement and building have been donated.
2. Councilperson Lincoln Litchfield explained Gary Konakis donated the solar panels.
3. **Councilperson Lincoln Litchfield moved for approval of a request from Mr. A.L. (Boomer) Simpkins for the City Council to approve a \$500.00 donation from the City to the "Committee to Light the C", and all matters related thereto. Councilperson David Trujillo seconded the motion. The motion carried.**

**IV. Review, discussion and possible approval of a Proclamation by the Carlin City Council ordering a general election for the City of Carlin on November 2, 2010 for election at-large of a Mayor and two city Councilpersons, all to hold office for a period of four years and until their successors have been elected and qualified, as required by Article V, Section 5.010 of the Charter of the City of Carlin and all matters related thereto. (Action Item)**

1. **Vice Mayor Donnetta Skinner moved for approval of a Proclamation by the Carlin City Council ordering a general election for the City of Carlin on November 2, 2010 for election at-large of a Mayor and two city Councilpersons, all to hold office for a period of four years and until their successors have been elected and qualified, as required by Article V, Section 5.010 of the Charter of the City of Carlin and all matters related thereto. Councilperson Lincoln Litchfield seconded the motion. The motion carried.**

**V. Review Discussion and possible approval of Resolutions 2010-06, 2010-07, 2010-08, 2010-09, 2010-10 and 2010-11 ordering the City's general election on November 2, 2010 and establishing the offices to be elected and the terms for each, the registration period for voters, the conditions, time and dates of filing for candidacy in the election and authorizing the City Clerk to cooperate with the County Clerk in all matters pertaining to the election and affirming that voters who are unable to read election materials or mark a ballot may be assisted by a person of their choice within the limits of NRS 293C.282, and all matters related thereto. (Action Item)**

1. City Manager Glenn Trust read the following Excerpt into the Minutes:

**EXCERPT FROM MINUTES OF THE APRIL 14, 2010  
CITY OF CARLIN MEETING OF THE CITY OF CARLIN  
RE: GENERAL ELECTION TO BE HELD NOVEMBER 2, 2010**

**WHEREAS**, the attention of the Council was called to the fact that under the provision of Article V, Section 5.010 of the Charter of the City of Carlin, a general election shall be held on November 2, 2010, for the election of the following City Officials: Mayor and two Councilpersons who shall hold office for a period of four (4) years, until the 2014.

Thereupon, after a full discussion of the matter and a reference to the Charter provisions and provisions of the NRS Chapter 293C, the following resolutions were, on motion duly made and seconded, unanimously passed and adopted as follows:

- SEE ATTACHED RESOLUTION NO. 2010-06 - A Resolution that a General Election is Hereby Called and Ordered for November 2, 2010, for the City of Carlin for the Election of the Following Officers: Mayor and two Councilpersons who shall hold office for a period of four years, until the first Tuesday in November 2014 election and until their respective successor has been qualified and entered upon the discharge of their respective duties upon the 1<sup>st</sup> Monday of January, 2015.
- SEE ATTACHED RESOLUTION NO. 2010-07 - Resolution that Registration for said Election shall Close on the Third Tuesday Preceding said Election, i.e., October 12, 2010, at 9:00 o'clock p.m., and that Notice of Registration and the Close of Registration for such Election be given by Publication thereof at less once a week for the period of four consecutive weeks prior to said date of closing and registration a newspaper published in said County of Elko, namely, The Elko Daily Free Press.
- SEE ATTACHED RESOLUTION NO. 2010-08 – Resolution that Notice of Close of Voters Registration for said Election on November 2, 2010, be given by the City Clerk as provided for in the Resolution.
- SEE ATTACHED RESOLUTION NO. 2010-09 – Resolution that Notice of Time for Candidates to File Declaration for Candidacy for Carlin City General Election on November 2, 2010, be given by the City Clerk as provided for in the Resolution.
- SEE ATTACHED RESOLUTION NO. 2010-10 – Resolution that the City Clerk is authorized and instructed to cooperate with the County Clerk of the County of Elko in all matters pertaining to said registration and election, and to have all necessary printing done, publications made, ballots prepared, etc., as shall be proper and lawful under the circumstances.
- SEE ATTACHED RESOLUTION NO. 2010-11 – Resolution any Registered Voter who by reason of physical disability or inability to read or write English or who is unable to read election materials or mark a ballot or use any voting device may be assisted by a person of the voter's, choice, with exception as set forth in NRS 293C.282.
- 1. Vice Mayor Donnetta Skinner moved for approval of Resolutions 2010-06, 2010-07, 2010-08, 2010-09, 2010-10 and 2010-11 ordering the City's general election on November 2, 2010 and establishing the offices to be elected and the terms for each, the registration period for voters, the conditions, time and dates of filing for candidacy in the election and authorizing the City Clerk to cooperate with the County Clerk in all matters pertaining to the election and affirming that voters who are unable to read election materials or mark a ballot may be assisted by a person of their choice within the limits of NRS 293C.282, and all matters related thereto, amending the motion to include the titles as read. Councilperson Lincoln Litchfield seconded the motion. The motion carried.**

- VI. **Review, discussion and possible approval of job descriptions and classification for certain City employees and all matters related thereto. (Action Item)**
1. City Manager Glenn Trust stated he is proposing the reclassification of three (3) employees', positions; Executive Director of the Senior Center, Fire Department Operations Coordinator from Fire Department Administrative Assistant and Public Work Administrative Manager from Public Works Administrative Assistant. He proposed the Senior Center position be enhanced and designated as a Department Head with the submitted job description of April 1, 2010, be approved, which includes duties, such as management of staff and preparing/managing budgets not included in the prior job description.
  2. Councilperson David Trujillo stated the Public Works position is included in the bargaining agreement and there might be a problem of them giving tacit approval.
  3. City Manager Glenn Trust stated under the Operating Engineers agreement administrative and management positions are not included.
  4. Councilperson David Trujillo confirmed this would be a change from clerical to management.
  5. Vice Mayor Donnetta Skinner expressed her disagreement with the Fire Department and Public Works positions.
  6. Discussion was held on voting on each of three positions separately.
  7. Mayor Cliff Eklund stated if the Executive Director is moved to a Department Head position, it should be an appointed position because all of the Department Heads are currently appointed positions. He stated, "If we are going to create this, then we should include it in the City Charter".
  8. Councilperson Lee Griswold expressed his approval of the position reclassification.
  9. Councilperson David Trujillo expressed his disapproval.
  10. Councilperson Lincoln Litchfield expressed his approval.
  11. **Councilperson Lincoln Litchfield moved approval of job descriptions and classification and pay grade adjustment of Grade 17 effective July 1, 2010 for the Executive Director of the Senior Center, a non-appointed position, and all matters related thereto. Councilperson Lee Griswold seconded the motion. The motion carried with Councilperson David Trujillo voting against.**
  13. City Manager Glenn Trust explained the additional duties assumed by the Fire Department Administrative Assistant and proposed a reclassification of the position to Coordinator.
  14. Vice Mayor Donnetta Skinner expressed her disagreement with the proposal.
  15. Discussion was held on the ambulance billing as part of the job.
  16. Councilperson Lincoln Litchfield expressed his approval.
  17. Discussion was held on the pay grade issue.
  18. Anna Dean suggested they consider the budget and creating higher pay at this time when the state and county are losing funds. She stated, "I don't think you should be spending any more money because everyone's wages are going to end up being frozen. Until the economy starts turning around, I don't think this year is the year to do it. I cannot see any more money being spent".
  19. Councilperson David Trujillo agreed.
  20. Mayor Cliff Eklund stated. "Anna Dean makes a good point. Carlin is sitting in a unique position in relation to the rest of the state. Depending on what the state does to the mining community might depend on how many jobs go away in this community. All of us have experienced what happens when the government gets too restrictive on the mining. It dropped the price of gold. I would hate to give anyone a raise and have to lay them off tomorrow. That's my concern. These people deserve it".
  21. Public Works Director Carlos Esparza discussed the position and workload at Public Works, which has increased 50%.
  22. Councilperson Lincoln Litchfield stated they should revisit the Fire Department position-

23. **Vice Mayor Donnetta Skinner moved for approval of the job description, reclassification and pay grade adjustment of Grade 16 effective July 1, 2010 for the Fire Department Coordinator position. The motion died due to lack of a second.**
24. **Councilperson Lee Griswold moved for approval of the job description, reclassification and pay grade adjustment to Grade 17 effective July 1, 2010 for the Fire Department Coordinator position. Councilperson Lincoln Litchfield seconded the motion. The motion failed with Vice Mayor Donnetta Skinner, Councilperson David Trujillo and Mayor Cliff Eklund voting against.**
25. **Vice Mayor Donnetta Skinner moved for approval of the job description, reclassification and pay grade adjustment to Grade 16 effective July 1, 2010 for the Public Works Administrative Manager. Councilperson Lincoln Litchfield seconded the motion. The motion carried with Councilperson David Trujillo voting against.**
26. City Clerk LaDawn Lawson stated the Fire Department position has evolved with more duties added and specific skills required.
27. Further discussion was held on the Fire Department position.
28. **Councilperson Lincoln Litchfield moved for approval of the job description, reclassification and pay grade adjustment of Grade 16 effective July 1, 2010 for the Fire Department Operation Coordinator position. Vice Mayor Donnetta Skinner seconded the motion. The motion carried.**

**VII. Review, discussion and possible approval of the City of Carlin Pay Grades and Steps chart, dated April 14, 2010 for all City Employees, and all matters related thereto. (Action Item)**

1. City Manager Glenn Trust stated that pay grades not being consistent were an audit issue. He noted the Auditors provided a list of what they would like to have addressed and this item is the result. He noted all of the pay grade listings are current with the exception of an adjustment of the Senior Center Assistant Cook's pay grade from 5 to 7 consistent with the drivers' pay grade and adjusting the Head Cook's pay grade from 10 to 11. He stated, if approved, they would be placed in the employees files as the approved grades and steps and would provide the necessary back up for the auditors.
2. **Councilperson Lincoln Litchfield moved for approval of the City of Carlin Pay Grades and Steps chart, dated April 14, 2010 for all City Employees, and all matters related thereto. Vice Mayor Donnetta Skinner seconded the motion. The motion carried.**

**VIII. Review, discussion and possible approval of the City of Carlin's Fiscal Year 2010-2011 Tentative Budget for submission to the Nevada Department of Taxation, and all matters related thereto. (Action Item)**

1. City Manager Glenn Trust stated the budget as presented is what the Council approved previously and the adjustments for the Fire Department have been made. He stated the revenue was adjusted slightly due to the revenue projections received in the past week, but there are only small differences. He noted the first page is a transmittal letter for the Tentative Budget and stated the Hearing for the Final Budget is scheduled on May 18<sup>th</sup> at 5:30 p.m. He reported the property tax revenue has been holding this year.
2. **Councilperson Lincoln Litchfield moved for approval of the City of Carlin's Fiscal Year 2010-2011 Tentative Budget for submission to the Nevada Department of Taxation, and all matters related thereto. Councilperson Lee Griswold seconded the motion. The motion carried.**

**IX. Review discussion and possible approval of City Council Regular Meeting Minutes for March 10, 2010 and all matters related thereto. (Action Item)**

1. **Councilperson Lincoln Litchfield moved for approval of City Council Regular Meeting Minutes for March 10, 2010, and all matters related thereto. Councilperson David**

**Trujillo seconded the motion. The motion carried with Vice Mayor Donnetta Skinner abstaining.**

**VIII. Review, discussion and possible approval of payments for the period March 24, 2010 through April 14, 2010, and all matters related thereto. (Action Item)**

1. **Vice Mayor Donnetta Skinner moved for approval of payments for the period March 24, 2010 through April 14, 2010, and all matters related thereto. Councilperson Lee Griswold seconded the motion. The motion carried with Councilperson Lincoln Litchfield abstaining from One-Stop Auto Parts.**

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

1. Councilperson David Trujillo reported he attended the Rural Roundup for tourism, which was informative, and the next year will be in Mesquite, Nevada.
2. Councilperson Lincoln Litchfield stated his appreciation to City Manager Glenn Trust and Public Works Director Carlos Esparza for taking the signs down at the old development area. He also complimented the Police Department. He reported the Planning Commission has finished a chapter that they created and put a lot of effort into it, also complimenting Commission Secretary Kristi Moffett for her assistance.
3. Vice Mayor Donnetta Skinner reported they are going to put trees at the Equestrian Park at 2:00 p.m. on May 23. She stated the Nevada Department of Health awarded the Senior Center a grade of 100% and the inspector was pleased with the kitchen. She stated the Vans are in Carson City and noted her pride in what Public Works Director Carlos Esparza has done at the cemetery. She reported A.B. Simpkins took a horse trailer, gathered the cans and took them to be recycled and received \$320.00. She stated there is a yard sale at the Senior Center on May 15.
4. Councilperson Lee Griswold reported he missed the Fair & Recreation Board meeting and congratulated Public Works Director Carlos Esparza on his efforts on the streets.
5. Councilperson David Trujillo stated he offered “kudos” also on how the streets look.
6. Mayor Cliff Eklund stated the new truck is in Salt Lake City and Public Works Director Carlos Esparza will pick it up. He reported the wind blew the roof off the concession stand at the Equestrian Park.

**X. City Clerk’s Report**

1. City Clerk LaDawn Lawson had no report.

**XI. City Manager’s Report (Non-Action Item)**

1. City Manager Glenn Trust had no report.

**XII. 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)**

1. None.

**XIII. Adjournment. (Action Item)**

**The meeting was adjourned at 8:34 p.m.**

**APPROVED:**

---

**CLIFF EKLUND, MAYOR**

**ATTEST:**

---

**LADAWN LAWSON, CITY CLERK**