

PUBLIC MEETING NOTICE

The Carlin City Council, City of Carlin, State of Nevada, will conduct a **Regular** meeting on **June 26, 2019**, at the Carlin Municipal Court Meeting Room, 101 South Eighth Street, Carlin, Nevada, 89822, and beginning at **7:00 pm**.

Attached, with this Notice, is the Agenda for the City Council Meeting. 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.

In accordance with Federal law and U.S. Department of Agriculture policy, the City of Carlin is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

Notice of the meeting was posted at the following Carlin locations:

- Carlin City Hall – 101 South Eighth Street
- Carlin Senior Citizen Center – 320 Chestnut Street
- Owen's Ace Hardware – 924 Bush Street
- Wells Rural Electric Company – 1322 Chestnut Street
- City of Carlin Website
- Public Works Shop – 810 Oak Street
- State of Nevada Public Notice Website



Madison Mahon, Carlin City Manager

Agenda prepared by Interim City Manager Kristin A. McQueary.

Posted on or before the 21st day of June, 2019.

The City of Carlin is an equal opportunity employer and provider.

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

**June 26, 2019
7:00 pm**

The public may address the Board on agenda items as they are reviewed, at the discretion of the presiding officer 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 Board must abide by the requirements of the Carlin Municipal Code 1-6-11, detailed at the Public Comment section of this agenda.

Note: The Mayor or Vice Mayor Reserves the Right to Change the Order of the Agenda. Additionally, the Council may, by majority vote, combine two or more agenda items for consideration or may remove any item from the agenda or delay consideration to a future City Council Agenda.

Call to Order and Roll Call

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.**

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

Mayor Dana Holbrook

Vice Mayor Lincoln Litchfield:

Council Member Margaret Johnston:

- * Reporting on Dedication of the Carlin 13 Memorial Plaque on July 4, 2019.
- * Reporting on Carlin Clean Up, June 8-16.

Council Member Pam Griswold

Council Member Cameron Kinney

- *Reporting on Ambulance billing meeting on June 17, 2019

3. Contract with full-time City Manager Madison Mahon (For Possible Action):

- A) Discussion and consideration of contract with Madison Mahon for full time Carlin City Manager position. The salary offered is \$50,960.00, with city benefits. The offer includes an increase of \$10,000 to base salary if the Manager lives within the City of Carlin.
- B) Swearing In of City Manager Madison Mahon.

4. Nevada Public Agency Insurance Pool/PACT (For Possible Action):

- A) Presentation by Wayne Carlson of the Pool/Pact on renewal of City insurance through the Pool, in conjunction with local agent Leah Gregory from Gregory Insurance.
- B) Acceptance and approval of renewal proposal from Nevada Public Agency Insurance Pool and approval from payment from the fiscal year 2019-2020 budget in the amount of \$83,546.07. The payment should be made out to Gregory Insurance.
- C) Discussion and consideration of adding the Old Catholic Church (APN 002-193-004; 923 Main Street) and Friends of the Library (APN 002-093-004; 372 8th Street). Pursuant to Leah Gregory, Gregory Insurance, there will be no additional cost to the City liability insurance at this time.

5. City of Carlin Priorities (For Possible Action):

Review, discussion and consideration of ranking City priorities to assist the new City Manager. This list is compiled from comments made by employees, residents, and elected officials.

- *NDF honor camp crew issue. Follow up meeting set Aug. 1, 2019,
- *Economic Development, next NNRDA meeting is July 24, 2019
- *Infrastructure improvements

Water and sewer capacity, roads, building maintenance including roofs

*Increase fees on enterprise funds to more completely recover costs and fund depreciation. The water, sewer, and ambulance fee schedules need to be updated.

* Technology upgrade – both hardware and software. New hardware and software is needed for financial reports, public records and public records management. Both Caselle and Microsoft Windows are no longer going to support the older versions used by the City of Carlin. This is a priority for City Management.

*Fire Department Building completion, including of telephone line relocation – letter from Carlin City Building Office Joe Lindsey

*Housing – the lack of newer and affordable housing is an issue for recruiting for both the City of Carlin and other employers like NDF

*Curb Appeal – Pride in City

*Review and update policies and procedures

*Team Building exercises for city employees and departments

*Project follow through – the Preliminary Engineering Report needs to be completed.

*Protocol for use of contracted professionals such as City Attorney, City Engineer.

*Ambulance Billing

*Code Enforcement

*Procuring grants for City projects

*Updating the Budget process

The interim City Manager suggests the Council select five priorities as a starting point for the new full-time City Manager.

6. Fire Department (For Possible Action):

A) Ambulance Billing update inclusive of new patient reporting program ImageTrend Elite, irismedical, and Nevada State Bank electronic lockbox.

B) Fire Department Building completion – steps to be taken, inclusive of moving telephone line. The City of Carlin has set aside \$250,000.00 in the fiscal 2019-2020 budget to go towards getting the building's certificate of occupancy. See letter dated Jan. 30, 2018, from Building Official Joe Lindsey. One suggestion is to go out to bid with alternative additives.

7. Code Compliance:

Report on code compliance “fix-it” tickets in conjunction with Carlin Clean Up.

8. Special Event Liquor License for the American Legion, Post #32 (For Possible Action):

Review, discussion and consideration of a Special Event Liquor License for the American Legion Post #32 for the 4th of July in the Carlin City Park. Commander Lincoln Litchfield will be the authorized representative. The American Legion intends on serving from 10 a.m. to 6 p.m.

9. Fiscal year 2018-2019 Budget, (For Possible Action):

- A) **Resolution 2019-03:** Review, discussion and consideration of City of Carlin Resolution 2019-03: A Resolution to Augment the Parks and Recreation Fund #2 For 2018-2019 Budget of the City of Carlin. The City received unanticipated resources in the amount of \$42,984.00. The appropriations shall be increased from \$83,723.00 to \$126,707.00.
- B) Resolution 2019-04, discussion and consideration of City of Carlin Resolution 2019-04: A Resolution Transferring Monies in the General Fund and Utility Fund at the End of the 2018-2019 Budget Year. The City proposes to transfer monies from the City Manager salaries and benefits, from the contingency and from the water system capital outlay funds to cover shortfalls in various departments.

10. APPROVAL of MINUTES (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes, for May 22, 2019, and all other matters related thereto. Draft minutes are available for public inspection at the Carlin Administration Building, 151 S. 8th Street, Carlin, Nevada.

11. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion and possible approval of City expenditures for the period 06/08/2019 to 06/21/2019, and all other matters related thereto. The expenditure list is available for public inspection at the Carlin Administration Building, 151 S. 8th Street, Carlin, Nevada.
- B) Review, discussion and possible approval of invoices from Farr West Engineering for 2019 Chip Seal project and the waterline replacement project for a total amount of \$23,575.35.

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.

13. Adjournment (For Possible Action):