

CARLIN PLANNING COMMISSION
City of Carlin, State of Nevada
Carlin City Council
101 S. Eight Street
Carlin, Nevada

Wednesday, January 4, 2023 – 7:00 P.M. Carlin City Hall

1. Call to Order and Roll.

Khatlyn Micheli called the meeting of the Carlin Planning Commission to order at 7:02 p.m.

Members Present: Khatlyn Micheli, Vice Chairperson
Jan Brizee, Board Member
Liza Micheli, Board Member Via the phone
Glenn Dolan, Jr., Board Member

Members Absent: Karla Jones, Chairperson
Cammy Meierhoff, Board Member

Staff Present: Tawsha Fladland, and Melinda Harris Assistant City Clerks

Councilperson: Cameron Kinney, Council Liaison

2. Public Comment – This time is devoted to comments by the public and discussion to 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. Pursuant to NRS 241.020.
(Non-Action Item)

- Melinda Harris stated I got information about that open meeting on ethics training. It is next Wednesday, January 11th. It's going to be at 5:30 but it all may change. Madison is going to confirm it tomorrow.
- Vice Chairperson Khatlyn Micheli stated once you get that confirmed, would you send that out in an email. I appreciate it and details basically. It's not a meeting for the Planning Board. It's 5:30 and the Regular Council meeting is at 7:00.

3. Review, discussion, and possible approval of appointing Lincoln Litchfield to the Carlin Planning Commission. (For Possible Action)

- Melinda Harris stated technically he's still on the Council because we haven't sworn anybody in yet.
- Council Liaison Cameron Kinney stated that's what I'm wondering about because they can't be on the Planning Commission and the Council at the same time, so can they be appointed right now or do we wait?

- Board Member Jan Brizee stated this would have to go to Council first. Are you, next week, going to install the new members?
 - Council Liaison Cameron Kinney stated I was just wondering can you guys appoint him as he still sits on the Council?
 - Board Member Jan Brizee stated we can't appoint him until you guys do so. We're sending this to you. It will come back to us in February, I think.
 - Melinda Harris stated this is just approving his letter of intent and wanting to be on the Planning Board.
 - Vice Chairperson Khatlyn Micheli stated approving his intent and then you guys will say, yeah, you guys can have him and then it comes back to us before we finalize it for him being on here.
 - Council Liaison Cameron Kinney stated you might want to just add that to the motion that this is approval of his intent. That will be forwarded to the Council. I know that it always comes to us anyway, but just because of the special circumstances, where he is already on Council.
- ❖ **Board Member Jan Brizee made a motion that we send Lincoln Litchfield's letter of appointment to the Carlin Planning Commission to the City Council for their approval and inclusion in our February meeting. Seconded by Vice Chairperson, Khatlyn Micheli. Motion passed.**
4. **Review, discussion, and possible approval of the December 7, 2022, Planning Board Minutes, and all related matters. (For Possible Action)**
- Board Member Jan Brizee stated on page 2 there is a bullet point that starts with Council Liaison Cameron Kinney. The very last four words don't make sense "...so that you can see that you that".
 - Tawsha Fladland stated I think it means "it could be in the packet already, so you can see that" and maybe it needs to stop there?
 - Council Liaison Cameron Kinney stated it should read..."it could be in the packet already, so that you can see it."
 - Board Member Jan Brizee stated on page 4 – the bullet point, the bottom of the page that starts Chairperson Jones stated the name of the County needs to be corrected to Elko County rather than Elk County.
 - Board Member Jan Brizee stated on page 6 – the bottom bullet point that starts with Vice Chairperson Micheli stated she can do it until.... it needs to be "can't" instead of can.
- ❖ **Vice Chairperson Khatlyn Micheli made a motion to approve the December 7th, 2022, Planning Board minutes with corrections as stated. Board Member Jan Brizee seconded. Motion passed.**
5. **Review, discussion, and possible approval of creating a catalog of community facilities owned/managed by the City. According to Master Plan Action Step C.7. (For Possible Action)**

- Melinda Harris stated I brought my laptop to help with this. I know it's kind of a blank page, but I figured we could all work on it together.
- Council Liaison Cameron Kinney stated the agenda items says possible approval of creating a catalog.
- Board Member Jan Brizee stated C.7. lists Madison Aviles, Carlos Esparza, and Tawsha Fladland. It does not list us as a board. So, are we authorizing Madison, Carlos, and Tawsha to do it or what? What are the expectations here?
- Melinda Harris stated in our thing and that's why it says Tawsha Fladland and Planning because she is the Planning Board secretary so most of the stuff that she does, comes from us. Any planning board stuff will be directed towards her to work on or work on with you guys. I figured this would be something we could work on here.
- Board Member Jan Brizee stated I don't have a problem with doing it. I just want to make sure that we are the appropriate body to do that.
- Tawsha Fladland stated it's part of the Master Plan that we have. The names that are on there are basically the city employees per say in the office that they can delegate it, I guess for a lack of better words. I'm still learning also what it all means, but it's just something they've put together and they're trying to better everything.
- Board Member Jan Brizee stated I don't have a problem doing this at all, but we are at a disadvantage because we don't know what the city owns. I can name this building City Hall; the police station across there in the Senior Center. What else do we own? I know we own more than four things. There's the church that's five, the Old Catholic Church. What else do we own?
- Vice Chairperson Khatlyn Micheli stated it might be better for us to receive stuff from the city and then review it or add to it, rather than us starting with the bones of it and that way they can get some more of the finer details. Yeah, we can hit those high points, but we can't go into better details on it because of all technicalities. What we can do is just pull the county records and just do a general parcel search on everything for the City of Carlin, what it owns and then break it out by APN and give a description as to what that parcel is. That's probably going to be the best way to do it and be most inclusive and that way we will get every individual piece of property that the city has. So, I think whoever does, that would be fine, but that would give us a complete list, addresses, and everything that we can use.
- Board Member Jan Brizee asked, "do we own the library?"
- Council Liaison Cameron Kinney stated the library is owned by the county library.
- Melinda Harris stated I believe the city owns the building, but the library runs the library.
- Council Liaison Cameron Kinney stated I think that's right because they had to get approval from us to change the internet service provider. So, it's owned by the City of Carlin, but it's run by the county. Also, the agenda item talks about approving creating catalog so technically, you can't really based on the agenda item. You can't create the catalog because this is just the approving creating catalog. The next agenda item would need to say creating the catalog.
- Melinda Harris asked how would you want me to word this differently for future work?
- Board Member Jan Brizee stated flip one-page back Cameron. That's C.7 looks like she's printed directly from that.

- Council Liaison Cameron Kinney stated what I'm saying is the agenda item reads review, discussion and also approval of creating a catalog of Community facilities owned and managed by the City. If you were going to work on it, it would need to say review, discussion, and creation of a catalog of Community facilities right now.
- Vice Chairperson Khatlyn Micheli stated approval of the actual catalog itself for us to make adjustments to it.
- Board Member Jan Brizee stated we're drafting it from square one.
- Vice Chairperson Khatlyn Micheli stated if we start getting into the creation, that's getting really iffy on saying, oh, we're going to make a motion on the creation of something, and that's getting into a lot of very specific details within that. That way if you're going into the approval of a motion, a motion to approve the actual catalog that gives us space to make edits within the catalog itself, and whether it be a completely empty catalog, similar to how we deal with all the title line information.
- Council Liaison Cameron Kinney stated I'm just saying right now you can't according to the agenda item. If somebody was to look at this because it's public record and has to be released ahead of time so that people know what's going on. According to the way this reads, people would say technically you are just approving the creation of a catalog not actually creating.
- Vice Chairperson Khatlyn Micheli stated I was just saying for the future, for when we actually get to putting it out. So today the most we can do is approve that yes, we can create this catalog. I stand by my recommendation of starting with the parcel search through the county's assessor's office to do so.
- Board Member Jan Brizee asked, "do you want me to read my list. I don't know what all we own."
- Vice Chairperson Khatlyn Micheli stated I think that would be more into the actual creation of it rather than just what we can cover under the tax. So, eventually when it gets back to us on this, then we'll add all that in.
- Vice Chairperson Khatlyn Micheli asked for a motion and stated we're approving the ability just to make the catalog itself. We're not taking any action with the catalog.
- Melinda Harris asked do you want to table until the next meeting?
- Vice Chairperson Khatlyn Micheli stated I'm perfectly fine with tabling it.
- Council Liaison Cameron Kinney stated if you table it then it comes back as the same agenda.
- Tawsha Fladland stated I can modify it and table it.
- Council Liaison Cameron Kinney stated you could also just approve the creation of the catalog.
- Vice Chairperson Khatlyn Micheli stated we can modify the motion and strike out the words. We can strike out the approval creating and go into the approval of a possible one and then table it and maintain it as an ongoing motion to be seen at a later date and keep working on it until it's finalized.
- Council Liaison Cameron Kinney stated I just think that seems a little more complicated than it needs to be.

- Board Member Jan Brizee stated Melinda has a page that she's pulled up with that one Madison said use this.
 - Melinda Harris stated no I pulled that up so we can get a start on it and then we can continue working. It's just a blank page with a couple tables on it.
 - Vice Chairperson Khatlyn Micheli stated it really comes down to how much you guys want to work on it tonight, because if we don't really want to work on it tonight, we can just approve the motion and be done with it and have a new motion brought up at the next meeting, saying that we're actually working on this or we can modify this and change it and have it ongoing as we do with title nine stuff.
 - Council Liaison Cameron Kinney stated you can't modify the agenda item.
 - Vice Chairperson Khatlyn Micheli stated no we can modify the motion made.
 - Council Liaison Cameron Kinney stated you wouldn't modify it, you would just make a motion.
 - Vice Chairperson Khatlyn Micheli stated you can modify the motion made. Instead of saying how we have it on the agenda, as we usually do.
 - Board Member Glenn Dolan, Jr. stated why don't we just approve it and then just save the rest for the next meeting.
 - Board Member Jan Brizee stated I don't know what motion to make. Do I approve a possible catalog of community facilities to be completed by the City Manager and Public Works Director? Or do we want to fill this out with what we know off hand and direct them to fill in the description according to the assessor page?
 - Vice Chairperson Khatlyn Micheli stated technically, with the way it's currently worded, unless we change the motion on it, then we can't really fill anything out on it, with Cameron's interpretation on it.
 - Council Liaison Cameron Kinney stated my suggestion is to approve the creation of a catalog for community facilities all by the city and then later on it comes back. Melinda can create another agenda item for a future meeting or something that contains about creating it or working on the actual catalog that has been approved to be. That's my recommendation.
- ❖ **Board Member Jan Brizee made a motion to approve the creation of a catalog of community filled facilities owned and managed by the city according to Master Plan Action Step C7. Seconded by Board Member Glenn Dolan, Jr. Motion passed.**
6. **Public Comment** – This time is devoted to comments by the general public and discussion to 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. Pursuant to NRS 241.020. **(Non-Action Item)**
- Council Liaison Cameron Kinney stated the City Council meeting is next week on January 11, 2023. We haven't gotten the agenda yet. There should be an agenda item on there for our new members being sworn in.

7. Adjournment. (For Possible Action)

- ❖ Vice Chairperson Khatlyn Micheli moved to adjourn at 7:22 p.m. Seconded by Board Member Liza Micheli. Motion passed. Vice Chairperson Khatlyn Micheli adjourned the meeting.

Approved:

Attest:



Karla Jones, Chairperson



Tawsha Fladland, Assistant City Clerk