

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

**March 24, 2021  
7:00PM**

**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**

**Councilperson Margaret Johnston called the meeting of the Carlin City Council to order at 7:00 p.m.**

**Council Members Present: Mayor Dana Holbrook by telephone  
Councilperson Margaret Johnston  
Councilperson Cameron Kinney**

**Council Members Absent: Vice Mayor Lincoln Litchfield and Councilperson Pam Griswold**

**Staff: Madison Mahon, Carlin City Manager  
LaDawn Lawson, Carlin City Clerk  
Carlos Esparza, Carlin Public Works Director**

**Public: Fred Montes de Oca  
Jan Brizee, Planning Board  
Logan Jensen, Farr West Engineering  
Tyler West, Pine West Development  
Josh Lieberman, Pine West Development  
Colleen Lafferty, Nevada Division of Forestry  
Kenneth Harroun, Nevada Division of Forestry  
Mary Cain, Eide Bailly**

**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.**

❖ **No public comment.**

2. **Movement of Fir Street (Non-Action Item):**

A) Review and discussion of a proposal from Pine West Development to relocate a portion of Fir Street to allow multiple parcels in the area to be combined for possible future development, and all related matters.

- City Manager Madison Mahon stated she had met with Pine West Development last week, and they wanted to put forth an agenda item that was not for action but for consideration. Just for the Council to review, they are trying to put a proposal to merge several parcels together up by I-80. They wanted to get the Council's opinions, and comments, on this project without taking any actions. They are also talking to NDOT regarding right-of-way on the road and they are talking to local business owners in the area.
- Mayor Holbrook asked what was the time frame they are looking at doing this?
- City Manager Mahon stated she had not received a timeline from them, she had suggested they contact and work with NDOT on the right-of-way and that could take a long time, but she doesn't have a timeline at this time.
- Josh Lieberman, with Pine West Development, thanked the Council for having them on and his partner Tyler West is also on the call. He stated they had signed letters of intent on all three properties and they are trading documents to get those under contract. As far as the adjoining property owners and where our discussion is at with those individuals, Ken Rosencrans is out-of-town and was unable to join the Council meeting tonight, but he was able to join me when I met with Ms. Mahon last week, kind of discussed this realignment Mr.

Rosencrans would be the most severely impacted business of this potential realignment. So, we agreed to terms with his support and some additional lay-in as you can see, he was not sure everyone had a chance to view the drawing of this, and he offered to share his screen if that would help. He has also talked and spoken with members of the Khoury's family this would provide an additional access to the northern portion of their property. Which would align with access to the southern portion which would allow for approximately a 4.2 or 3 acre commercially developable parcel there. We presented this plan with the realignment to Rhonda at NDOT and my business partner Tyler and I have had a couple of conversations and traded a couple of e-mails regarding this project. Rhonda is kind of running this through a couple of her colleagues for their review and of course they have concerns with the realignment would then create an off-set in traffic moving and patterns. Definitely plenty of right-of-way out here that NDOT controls so we have looked at this as an ability to create additional stacking, create a larger movement of traffic for the residential components as well as for Khoury's Market the way they have to exit today by a shared access out of Family Dollar which causes a lot of conflicts there when you get more than three (3) cars trying to exit and you get a car wanting to come into Family Dollar, they can't get in because you have multiple cars there so he spoke to Sam Khoury today who finally was able to look at the plans and see that they would be able to provide two-way traffic movement for customers to exit out of the north and then would be able to create multiple lanes of movement for Fir Street which we believe would elevate a lot of the traffic and leave a large amount of Fir Street for the residential area further away from the Interstate kind of providing a little bit of a buffer for the residents back there. Just wanted to provide this to everyone not sure who had seen the drawing but we are definitely looking forward to comments we can address.

- Councilperson Johnston asked Public Works Director Carlos Esparza if he had looked at this project.
- Carlin Esparza, Public Work Director, stated yes, in principle he thinks it is a good idea but once some actual plans are submitted there maybe some additional requirements. At face value he likes the idea and it does open up a lot more commercial property in that area to be developed in the long run.
- Councilperson Kinney inquired as to the potential business that would be in this area of moving the street?
- Josh Lieberman stated at this time they have several retail commercial candidates that we work with in the Western US that like this area of northern Nevada and like the town of Carlin and like the opportunity. Depending on the mix of tenants we do anything from drive-ins to restaurants to car washes but we wouldn't be doing any type of auto parts or repairs on this facility as part of our agreement with Mr. Rosencrans, he didn't want any competing businesses. We will do convenient stores, gas stations, about anything retail auto orientated that is being done today, that is kind of our focus within the retail spectrum. From a timing stand point Mayor, he would expect to be in a position to break ground not this year but hopefully this time next year we would hopefully be in a position to start doing some work out here. Part of our agreement with Mr.

Rosencrans is that any access would not have to be impacted so we wouldn't be able to close the old Fir Street until the new access for everybody to move. Timing issues is something we handle all the time.

- Councilperson Kinney inquired was Mr. Rosencrans the owner of the tire shop, correct?
- Josh Lieberman stated that was correct, Mr. Rosencrans' property is identified as parcel B, and he owns everything to the west, and then with the road realignment we have created almost a 1/3 of an acre, that we would be handling a replat to combine all those properties into a single tax parcel for him as well, and it would create just under an acre and also provide some more parking areas for him to have the ability get some of those triple trailers through the property and be a little more convenient for him. Spent a lot of time on the property with him to really understand what we needed to do to make this work for him.
- Fred Montes de Oca asked which way are they planning on moving Fir Street, to the south?
- Madison Mahon, Carlin City Manager, stated yes, so the proposal is to align the street with the border of the Khoury's parking lot just south of the existing street.
- Fred Montes de Oca stated so that would remain Fir just further south?
- Madison Mahon, Carlin City Manager stated further south and where it currently connects into the residential area.
- Josh Lieberman reviews the map showing where Khoury's Market is located and they would need to remove two parking spaces, and then they would need to figure out what to do to stay within code, this would create a two-way access point for them which would line up to create both access points and one lining up with Mr. Rosencrans. We plan for full curb and gutter more or less a continuation of the curb and gutter that ends today. He then showed them the old Fir Street and where it would end and of course they are still working with NDOT, they don't like having these movements with Fir Street across as well as this down here. We are waiting on additional comments but this would be the new Fir Street down here, which would then create multiple stacking lines for north bound and south bound to be able to divide those movements. This is the current access as you can see, if you are coming into Khoury's Market this is the only access point to come in, this would really help the access between Khoury's Market and Family Dollar.
- Fred Montes de Oca stated then there would be two accesses to Khoury's?
- Josh Lieberman stated the northern parcel, we have three different sellers across these parcels, and this is the old Fir Street, so this would be one new parcel we would need to create which would be 4.3 acres, roughly. The Rosencrans parcel would then be .95 acres, he currently has two separate parcels so we would be able to create one for him, and the we would deed this entire new road, which would be improved and built to the City's specifications and deed all this portion to the City.
- Fred Montes de Oca stated you would not have any entrance or street closer to Highway 80?
- Josh Lieberman stated they are proposing that today so, we would like to keep the improvements that are already there on the old Fir Street. He pulled up

another image of the city that they had flown over and taken a photo of, he stated they would like to keep the existing improvements, they would like to keep this and the new shared access would be here. NDOT is concerned with the offset with Pilot, so we are waiting for direction but there is enough right-of-way that NDOT owns that we hope we can create additional stacking lines or turning lanes or whatever those additional improvements are to meet those standards, we are just waiting to hear back from Rhonda and then we will commence on a TIA and get back with Madison as well.

- Fred Montes de Oca stated you wouldn't have no entrances on top where the fence line is going west.
- Josh Lieberman stated no that is all NDOT right-of-way to the fence.
- Madison Mahon, Carlin City Manager, stated that would never happen because it is too close to the freeway access.
- Councilperson Kinney stated he thought it was a good idea and thanked Mr. Lieberman for the presentation.
- Mayor Holbrook stated he liked the idea and thought it would be win, win for everyone.
- Councilperson Johnston stated she thought it would be a real improvement for the traffic congestion there and she thanked Mr. Lieberman for the presentation.

❖ **Non-Action Item.**

**3. Farr West Task Order 4 (For Possible Action):**

- A) Review, discussion, and possible approval of Task Order 4, Sewer System Evaluation Survey, presented by Farr West Engineering, and all related matters.

❖ **Motion:**

**Councilperson Kinney moved to table the approval of Task Order 4, Sewer System Evaluation Survey, presented by Farr West, until our next City Council Meeting after further review of other options. Mayor Holbrook seconded the motion. Councilperson Johnston voted aye also. Motion Carried.**

**4. City of Carlin Audit FY20-21:**

- A) Review and discussion of auditing firm proposals for the completion of the Fiscal Year 2020-2021 Audit (Non-Action Item);

- Madison Mahon, Carlin City Manager, stated we have Mary Cain from Eide Bailly on the zoom call and she will be presenting her proposal.
- Mary Cain with Eide Bailly stated that they had done the Financial Statement Audit in the past. Per your request through Madison, we were asked to prepare a cost proposal for you 2022-2023 Audit. She believes that was forwarded to each of the Council. We did not expect or did she put in any increase in fee. In fact, the 2021 year will be the seventh year the maximum fee has been the same without any increase in it. This is the maximum we will charge and yearly hour wise things have gotten better every year. Things have definitely improved and

with Bernardo Sandoval's help and if we can continue to get hours down in the audit and our actual time comes in less, we will charge you less. This is just the maximum amount we can charge you. There is a line in there that talks about the single audit, you have not ever been required to have a single audit in the past, after talking to Madison it sounds like you won't for the 2021 year even with the CARES Funding. But she wanted the Council and Madison to be aware that anytime you have federal funding, the CARES Funding, any grants passed to you from the State that are Federally funded, \$750,000 more you will be required to have a single audit, which is a compliance grant, and she wanted to make sure that they had those fees in there, because they are in addition to the Financial Statement Audit fee. She stated once they knew that we would need a Compliance Audit they would discuss it with us prior to every starting the audit so you would know about it ahead of time. She wanted to make sure that information was there so we would have it going forward. She had brought it up once before with Madison because of the water and sewer grants, and any USDA Grants would fall under that, so sometimes those are big projects that have to have that Compliance Audit. So, she wanted that information out there for the Council. She stated they have really enjoyed working with the City. She has enjoyed coming out there each year and she looks forward to it and enjoys it. They appreciate the relationship with the City, the long-term relationship and hope to continue to work with you long into the future. If you have any questions about the cost proposal, she would be happy to answer them.

- Mayor Holbrook stated he didn't have any questions he has worked with them over the year and he is fairly comfortable with them.
- Councilperson Kinney inquired about the other proposal.
- City Manager Mahon stated if there are no more questions for Mary, we can move on to the second proposal. The second proposal was submitted by Arrighi, Blake & Associates, based in Yerington, Nevada. The contact is Joan that submitted the proposal for all the needed services for the City of Carlin. She was unable to be on the phone tonight she had another meeting that was already scheduled. The proposal includes everything the Council should need but City Manager Mahon will answer any question.
- Councilperson Johnston asked if there were any questions in the audience?
- Fred Montes de Oca asked if she was a local auditor?
- Councilperson Johnston stated that Mary was from Elko with Eide Bailly and the other proposal was from Yerington.
- Mary Cain stated all of the staff lives in Elko and the office is also in Elko.
- Councilperson Johnston inquired as to how many years has Mary been the City's auditor?
- Mary Cain stated probably 20 plus years. Bob Heguy of the firm was the auditor prior to her joining the staff and she has been the auditor for nine plus years.
- Mayor Holbrook commented that both proposals were fairly similar. There is not a real difference in cost.
- City Manager Mahon stated the cost proposal from Arrighi, Blake & Associates, the year end contract is \$52,000 for a fiscal year audit with a \$15,000 single audit. As Mary mentioned the threshold for a single audit is

\$750,000, at this time City Manager Mahon can't speculate if we will need a single audit, we have already received \$400,000 in federal funds so depending on what the America Rescue Act delivers we may or may not be needing a single audit, Mary's single audit proposal is \$54,100.

- Councilperson Kinney stated it is a \$2,100 difference. The big difference would be if we were to ever need a single audit. There is a lot of difference there.
- Mayor Holbrook stated he would lean a little bit to moving in another direction we have had to put off the State a couple of time in the last few years. We have had to ask for extensions and he would lean to trying a different auditor so we wouldn't have to get the extensions.
- Mary Cain stated she knows in prior years there has been various issues beyond control of the auditors and beyond control of the City. The 2019 Audit was on time and this year's audit because of COVID restrictions was the reason for the extensions this year. She does not foresee the need of an extension in 2021 unless there are some unforeseen circumstances that happen.
- Councilperson Johnston stated she would like to see more auditors looked at beside just two. She knows there were a couple of companies looking at us a few years back. Maybe if we could put it out.
- City Manager Mahon stated of all the companies she was recommended to reach out to, Mary and Arrighi, Blake & Associates were the only ones to respond. She would be happy to go out again but the City need to make a decision on who their auditor will be before March 30, 2021.

❖ **Non-Action Item.**

- B) Review, discussion, and possible approval and selection of a City Auditor for the City of Carlin, and authorization of auditors in said firm to act as deputy city auditors, to serve at the will of the Council, and all related matters. (For Possible Action)

❖ **Motion:**

**Councilperson Kinney moved to approve the selection of Eide Bailly for the City Auditor for the City of Carlin and authorize them to act as a deputy to the City and to serve at the will of the Council. Councilperson Margaret Johnston seconded the motion. Mayor Holbrook voted aye. Motion Carried.**

**5. Interlocal Contract with NDF (For Possible Action):**

- A) Review, discussion, and possible approval of an interlocal contract for use of a Nevada Division of Forestry van, to transport Community Trustee Crews, and all related matters.

❖ **Motion:**

**Councilperson Kinney moved to table the interlocal contract for use of the Nevada Division of Forestry van to transport Community Trustee Crews until a further meeting. Councilperson Johnston seconded the motion. Mayor Holbrook voted aye. Motion Carried.**

**6. Revocable Agreement with Granite Construction (For Possible Action):**

- A) Review, discussion, and possible approval of an amended Revocable License Agreement with Granite Construction for the use of City property on Chestnut Street, and all related matters.

❖ **Motion:**

**Councilperson Kinney moved to approve the amended Revocable License Agreement with Granite Construction and the City of Carlin for the use of City Property on Chestnut Street. Mayor Holbrook seconded the motion. Councilperson Johnston voted aye. Motion Carried.**

**7. Agenda Request for Electric Fence (For Possible Action):**

- A) Review, discussion, and possible approval of a request from J & M Misfit Ranch for use of an electric fence located at 1200 East Main Street, Carlin, Nevada, and all related matters.

❖ **No Action Taken.**

**8. APPROVAL of Expenditures (For Possible Action):**

- A) Review, discussion, and possible approval of City expenditures for the period of 03/06/2021-03/19/2021, and all related matters. The expenditure list is available for public inspection at City Hall, 151 S 8<sup>th</sup> Street, Carlin Nevada.

❖ **Motion:**

**Councilperson Kinney moved to approve the expenditures for the period of 03/06/2021 to 03-19-2021 and all related matters. Mayor Holbrook seconded the motion. Councilperson Johnston voted aye. Motion Carried.**

**9. 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.

- Jan Brizee stated that the Planning Board still has two (2) openings and we are looking for someone from the Community who would be interested in serving on the Planning Board. We may have a possible third (3) opening as one of our members will be moving. It is critical that we fill these positions and would really like somebody from our online audience to call City Manager Madison Mahon, or call the City Offices and talk to them about possibly getting on this Planning Commission Board. We are desperate for members.



- Councilperson Johnston stated we had held the first shot Clinic in Carlin for the COVID Vaccinations. It went really smooth, the Fire Department helped and gave some of the shots, it was held up to the Senior Center and they vaccinated 54 people. She wanted to thank everyone that help for doing such a good job and she wanted to thank all of those who came and received their shot.
- Fred Montes de Oca asked what shot they had at the Senior Center that day.
- Councilperson Johnston replied it was the Johnson & Johnson and some Moderna vaccines.
- Lt. Kenneth Harroun, Division of Forestry, Camp Manager, Carlin Conservation Camp, just wanted to make sure he made himself available to the City Council if they had any questions or concerns about the CT program, now we have it started. Is there anything he can work on; he would like to know?
- Councilperson Johnston stated she is glad they are back it has been a hardship through the winter without having them and they have been doing good work and really appreciate the alley cleanup that has been going on.

**10. Adjournment (For Possible Action):**

❖ **Motion :**

**Councilperson Kinney moved to adjourn at 7:49 p.m. Mayor Holbrook seconded the motion. Councilperson Johnston voted aye also, and she adjourned the meeting of the Carlin City Council.**

**Approved:**

**Attest:**

  
\_\_\_\_\_  
**Councilperson Margaret Johnston**

  
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**LaDawn Lawson, Carlin City Clerk**