

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

**June 23, 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

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 7:00 p.m.

**Council Members Present: Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Pam Griswold
Councilperson Margaret Johnston
Councilperson Cameron Kinney by Telephone**

Council Members Absent: None.

**Staff: Madison Mahon, Carlin City Manager
LaDawn Lawson, Carlin City Clerk
Jeanne Linn, Carlin Senior Center Director
Linda Bingaman, Carlin Volunteer Fire and Ambulance Chief**

**Public: Tom Bingaman, Carlin Volunteer Fire and Ambulance
Danyelle Keller, Carlin Volunteer Fire and Ambulance
Allie Landrith, Carlin Volunteer Fire and Ambulance**

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.

❖ **There was no Public Comment at this time.**

2. City Manager Update: 2020-2021 Fiscal Year Budget Update (Non-Action Item)

- ❖ Carlin City Manager Mahon stated as a quick overview of the Financial Statements ending this fiscal year 2021. We are looking great; we are not going to do any Augmentations of the budget. We have consulted with Bernardo Sandoval the City Consultant, and everything looks good. We do have higher than anticipated revenues in Room Tax which would than mean higher than anticipated expenditures, but we believe this will not be an issue and will not need an augmentation. That is our only outlier in the Financial Statements. Other than that, all our departments are looking good. Then she asked for specific questions. This was more to let you know no augmentations and we are in a good spot and so far, so good.
- ❖ Mayor Holbrook thanked the Department Heads for watching their budgets and asked for any other comments.
- ❖ Vice Mayor Litchfield thanked everyone.
- ❖ Councilperson Griswold asked when you started getting the expenditures from the Departments and you are signing them is it working?
- ❖ Carlin City Manager Mahon stated yes, it is working great, the City's Purchasing Policy has Department Head authorization under \$500 and anything over \$500 they must first get a requisition and that has been working really well. Because she can question it and it gives another layer of review, and she can look at things like there is sales tax on the invoice and you need to go back and get it removed, or why is it necessary and don't we already have one of these, so that has been working really well because she has been able to catch a couple of things through that layer of the purchasing policy and the limits are appropriate where they are set at.
- ❖ Mayor Holbrook asked if there were any other comments seeing none, he

moved to Agenda Item #3.

❖ **Non-Action Items.**

3. Agreement for Professional Services by J.D. Long (For Possible Action):

- A) Review, discussion, and possible approval of an agreement for professional services by J.D. Long for the engineering and design of Phase 1 of the new Carlin Fire Station.

❖ **Motion:**

Vice Mayor Litchfield moved to approve an agreement for professional services by J.D. Long for the engineering and design of Phase I of the new Carlin Fire Station with a change in the agreement from May 25 to June 23, 2021, and a change in typo on Item Number 3, with a cap of \$15,000 for professional services. Councilperson Johnston seconded the motion. Motion Carried.

4. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for April 28, 2021, and all other matters related thereto. Draft minutes are available for public inspection at City Hall, 151 S 8th Street, Carlin, Nevada.

❖ **Motion:**

Vice Mayor Litchfield made a motion to approve the Carlin City Council Regular Meeting Minutes for April 28, 2021. Councilperson Griswold seconded the motion. Motion Carried.

5. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 06/05/2021-06/18/2021, and all related matters. The expenditure list is available for public inspection at City Hall, 151 S 8th Street, Carlin Nevada.

❖ **Motion:**

Vice Mayor Litchfield made a motion to approve the city expenditures for the period of 06/05/2021 – 06/18/2021. Councilperson Griswold seconded the motion. Motion Carried.

6. 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.

- ❖ Linda Bingaman Carlin Volunteer Fire and Ambulance Chief stated she thought they were going to be on the agenda for possible action. But they are back to talk about a camp. They have been to Public Works and have the

Agreement to fill out for the use of the park and she asked if there would be a leniency

- ❖ as far as the \$150 a day usage fee. They plan on being there Friday, Saturday, and Sunday, and for the power and stuff. They know they will have to get insurance and we will get that taken care of, we are hoping we can have the bathrooms and the barbecue for that time period. So do you want us to come back again and if we do it will be the week of?
- ❖ Vice Mayor Litchfield asked is this for training of our personnel, correct?
- ❖ Chief Bingaman stated yes and for our Junior Fire Fighters.
- ❖ Mayor Holbrook stated he believed on something like this that they can talk to Carlos Esparza, Public Works Director, and the Carlin City Manager.
- ❖ Carlin City Manager Mahon stated that at the last meeting Chief Bingaman had mentioned something about it, but details had not been worked out yet and so she wasn't sure of the final plans.
- ❖ Chief Bingaman stated it was her fault she didn't get back with the City Manager.
- ❖ Carlin City Manager Mahon stated she feels this can be worked out between Carlos Esparza, Public Works Director, and herself, and Chief Bingaman.
- ❖ Mayor Holbrook stated he feels that is the avenue to go through.
- ❖ Chief Bingaman stated what they plan on doing is having the kids come in on Friday afternoon and we will do some training then, as well as dinner, and a meet and greet. We plan to do a some exercises that night just fun type of games, and they will camp out in the park Friday night. Saturday they will train all day. Then, have a barbecue and then Sunday back at it, staying at the park Saturday night, and Sunday we will get up and doing training in the morning and try to do a family barbecue with the kids on Sunday afternoon.
- ❖ Vice Mayor Litchfield asked is Chief Bingaman planned to have any of the juniors do any of the instruction?
- ❖ Chief Bingaman stated no they will not be doing any of the instruction, but they will be mentoring each other.
- ❖ Councilperson Griswold asked the ages and if they all were from Carlin?
- ❖ Chief Bingaman stated 14 to 18, and no we have some from Elko and some from Carlin. Some of the Sheriff's Deputies cadets that do that are going to come over to do this.
- ❖ Councilperson Griswold asked how many kids do you think you will have?
- ❖ Chief Bingaman stated 12 to 15 probably.
- ❖ Carlin City Manager Mahon introduced the new Carlin Senior Center Director Jeanne Linn.


❖ **Non-Action Item.**

7. Adjournment (For Possible Action):

- ❖ **Motion :**
Vice Mayor Lichfield moved to adjourn the meeting of the Carlin City Council at 7:18 p.m. Councilperson Johnston seconded the motion. Motion

**Carried. Mayor Holbrook adjourned the meeting of the Carlin City Council
at 7:18.**

Approved:


Mayor Dana Holbrook

Attest:


LaDawn Lawson, Carlin City Clerk