

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

**September 8, 2021
7:00PM**

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 Margaret Johnston (by phone)**

**Council Members Absent: Councilperson Pam Griswold
Councilperson Cameron Kinney**

**Staff: Madison Mahon, Carlin City Manager
LaDawn Lawson, Carlin City Clerk**

**Public: Kevin McKinney, Carlin Chief of Police
Hillary Gates, Carlin Police Officer**

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.**

- a. Madison Mahon, Carlin City Manager, stated I received two certificates from Councilperson Johnston this week and I just want to read them into the record. The first one is from House of Representatives, Representative Karen Kwan; she represents District 34 in Utah, and her letter says dear Mayor Holbrook, Vice Mayor Litchfield, and Carlin City Council people, as a descendent of a Transcontinental Chinese Railroad worker, I would like to express my profound appreciation for the passion, support, and contributions you and all the citizens of Carlin have given over the past 25 years to bring the Carlin 13 home to their rightful resting place among the other honored citizens of Carlin. This year I am especially grateful for your efforts and the opportunity to follow in my brother's legacy in joining you all for the special Labor Day dedication of a plaque memorializing those 13 early pioneers. Your generous support has greatly helped us spread the word of the forgotten contributions of these early Chinese workers in the American West. Like the Carlin 13, your warm acceptance has helped us all know how much each and every one of us is welcome in this country. Sincerely, Karen Kwan, Representative from Utah House District 34 Minority. So, that is our first letter I'd like to read, and we also have a certificate of appreciation for the citizens of Carlin for your unwavering support and enduring with the return of the Carlin 13, Carlin's Chinese pioneers, to their rightful home. And that is signed by Margaret Yee, the Chairperson of CRWDA.
- b. Kevin McKinney stated I want to introduce you to Hillary Gates. She is our newest officer. I thought she should be introduced. We're excited to have her. Right now, she's going through firearms training; we've got to get her back because they're doing the night shoot tonight, but I thought you needed to meet her, and if you had any questions.
- c. Mayor Holbrook stated it's good to meet you and we're very excited. It's good to have a name and a face.
- d. Vice Mayor Litchfield asked what got you involved with law enforcement?
- e. Hillary Gates stated to be honest, my brother used to be a Sheriff in Nashville and I just wanted to do it so I started going to school for it.
- f. Vice Mayor Litchfield stated it's an honorable profession.

❖ **Non-action item. No action taken.**

2. City Manager Annual Review (For Possible Action):

- A) Review, discussion, and possible approval of the annual performance review and step increase for City Manager Madison Mahon.
 - a. Mayor Holbrook stated I am very happy to say that you got a very good evaluation. Everybody seemed, is very excited with what you have going on, and I'm happy with it. Any other comments, questions? Do you have any questions on it?
 - b. Madison Mahon, Carlin City Manager, stated the only thing I wanted to say was that I appreciated everyone taking the time to make thoughtful responses and putting forth the things that you have enjoyed seeing over the past year or two years and things that you'd

like me to look forward to. One of the things I'll continue to do is in our next coming meetings, I'll make sure to set out another agenda item for looking at priorities moving forward. I think looking at the priorities that the Council's set out in the last two years, I think we've made good progress on, but I want to continue trying to push it forward and create new priorities and keep accomplishing them. But I appreciate everybody's comments, critiques, everything that was included in the review.

- c. Vice Mayor Litchfield stated you know what I appreciate, Madison, is with any job, any position, and stuff like that, you have a baseline of what has to be the criteria for the position, and by the statement you just made, it just shows that you take that baseline, and then you add to the baseline. But you don't ever take away from the baseline. You continue to add to it, and it's phenomenal to me, knowing that you can do all this and continue doing it running the city and stuff like that as City Manager. I'm very impressed and I appreciate that because it's a hard thing to do and you're tackling it perfectly.
- d. Madison Mahon, Carlin City Manager, stated I really appreciate that. I know I was an unconventional pick for the Council two years ago, but I appreciate the opportunity, and that's what I want to continue to do, is continue to do more for Carlin.
- e. Vice Mayor Litchfield stated well, I was one of the ones that absolutely was apprehensive on it, and you've proven me wrong, so I appreciate that. I like to be proven wrong, especially on something like that, so yeah, just continue doing the great job you're doing.
- f. Mayor Holbrook stated I can second that. I'm glad you proved me wrong, too.
- g. Councilperson Johnston stated keep up the good work. You've always done a good job. We appreciate you.

❖ **Vice Mayor Litchfield made a motion to approve the annual performance review and step increase for the City Manager Madison Mahon. Councilperson Johnston seconded. Motion passed.**

3. Planning Commission Appointment (For Possible Action)

A) Review, discussion, and possible approval of the appointment of Glenn Dolan to the Carlin Planning Commission.

- a. Madison Mahon, Carlin City Manager, stated unfortunately the Planning Commission was unable to reach a quorum the other night to approve Mr. Dolan's appointment to the Planning Commission before recommending the appointment to the City Council. But I'd like to ask for the possible approval of Mr. Dolan after his request to join in order to help their board better operate with more members.
- b. Vice Mayor Litchfield stated the Planning Commission is a hard board to get volunteers for because it's not out in the limelight. It's not like the Equestrian Center or not like the Parks and Rec, where they're out there amongst people and stuff like that. The Planning Commission actually does the nuts and bolts of the City work for planning, for the City growth and stuff like that. So anytime that someone applies to sit on that board, I think it's a very noble thing to do, to sit on the Planning Commission.

❖ **Vice Mayor Litchfield made a motion to approve the appointment of Glenn Dolan to the Carlin Planning Commission. Councilperson Johnston seconded. Motion passed.**

4. USDA Rural Development Loan Application (For Possible Action):

- A) Review, discussion, and possible approval of the USDA Rural Development Loan Application for the Phase 2 Transmission Main Project, for a project total of \$4,123,000.
- a. Madison Mahon, Carlin City Manager, stated this agenda item we might be seeing again on the 22nd. This is the second time I've presented the USDA Rural Development Loan Application to the City Council for possible approval. The first time this was put in front of the Council, it was an authorization to apply. This is the approval of that application. So, this application is a result of many, many hours, and I'd really like to thank Lucas Tipton with Farr West. He has really put a lot of time and effort into making sure that our loan application looks the way it does. So, this loan application, again, is for the Phase 2 Transmission Main Project as a part of our PER and defined by the City Council back in October of last year. This was our number one main priority project that we wanted to pursue funding for, and that was also part of our capital improvement plan, both last year and this year. So, the project total is still at the \$4.123 million and in your packets, you'll see the completed application. Again, this agenda item, we may have to come back for another set of approvals after USDA reviews the application if there needs to be any changes made, but I'd still like to recommend the review and possible approval tonight for this application.
 - b. Mayor Holbrook stated and this is just the application, so if we apply and even if they approve it, we wouldn't actually get this loan until it comes before us again to accept the loan that we have for this project.
 - c. Madison Mahon, Carlin City Manager, stated correct. I called USDA and they confirmed that we are still not bound in accepting this; this is just the approval of the application. So, we have a couple more steps after this in order to actually secure that funding.
 - d. Vice Mayor Litchfield asked there underneath the asterisk, number 12 funding opportunity number is blank, title is blank, and then underneath the mayor his title is blank, and the phone number is blank, but it's highlighted. Do those need to be filled in?
 - e. Madison Mahon, Carlin City Manager, stated I don't believe so, to walk you through a little bit, when I was on the online application, when I correctly completed a section, it would highlight the section as green and I wasn't allowed to move on to the next section without accurately completing the first. So, everything as it stands is correct, but I'll look into number 12 and see why it's not populating.
 - f. Vice Mayor Litchfield stated yeah, it's funding opportunity number. I just know whenever I fill out something that's got an asterisk at it, it's a mandatory thing. So other than that, it looks fine.
 - g. Mayor Holbrook stated yeah, and doing everything online anymore is sort of, this was interesting.
 - h. Councilperson Johnston stated I've got a question on the population. Let me see if I can find what page it is; I can't. It says 2,370 on the total population under existing.
 - i. Madison Mahon, Carlin City Manager, stated I believe we are required to use, so I

believe our 2,700, if you're referring to the 2,700, we frequently use, I believe that's based off of what they call the American Community Survey numbers; that was last done in 2017. I believe USDA requires us to use the 2010 Census numbers rather than the new ACS data. So, I think that's where the discrepancy comes from.

- ❖ **Vice Mayor Litchfield made a motion to approve the USDA Rural Development Loan Application for the Phase 2 Transmission Main Project, for a project total of \$4,123,000. Councilperson Johnston seconded. Motion passed.**

5. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 08/21/2021-09/03/2021, and all related matters. The expenditure list is available for public inspection at City Hall, 151 S 8th Street, Carlin Nevada.

- ❖ **Vice Mayor Litchfield made a motion to approve the City expenditures for the period of 08/21/2021-09/03/2021. Councilperson Johnston seconded. Motion passed.**

6. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for June 23, 2021, and all other matters related thereto. Draft minutes are available for public inspection at City Hall, 151 S 8th Street, Carlin, Nevada.

- ❖ **Vice Mayor Litchfield made a motion to approve the Carlin City Council Regular Meeting Minutes for June 23, 2021. Councilperson Johnston seconded. Motion passed.**

7. 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.

- a. Vice Mayor Litchfield stated that there's going to be a 9-11 ceremony in Elko. We didn't have enough participation to do one right here in Carlin. So, I'm going to participate in the one over in Elko on 9-11, so if anyone's interested, come on over and join us. This is 20 years since this has happened, so it's, be careful out there.
- b. Councilperson Johnston stated it's hard to imagine it's been 20 years.

- ❖ **Non-action item. No action taken.**

8. Adjournment (For Possible Action):

- ❖ **Vice Mayor Litchfield moved to adjourn. Councilperson Johnston**


seconded. Motion passed. Mayor Holbrook adjourned the City Council Meeting at 7:17 p.m.

Approved:



Mayor Dana Holbrook

Attest:



LaDawn Lawson, Carlin City Clerk