

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

**April 26, 2018
6:00 P.M.**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 6:00 p.m.

Council Members Present:

Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Margaret Johnston
Councilperson Pam Griswold

Council Members Absent:

None

Staff:

LaDawn Lawson, City Clerk
Ella B. Trujillo, Senior Center Executive Director
Linda Bingaman, Fire Department Chief
Lyndsie Whigham, Public Works Administrative Assistant

Public:

Eric Milavsky, Pool/Pact HR
Stacy Norbed, Pool/Pact HR
Cameron Kinney
Patricia L. Whitlock
Tom Bingaman

Pledge of Allegiance

1. **Comment by the General Public:** 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. (Non - Action Item).

There were no comments by the general public.

2. **Public Comment may be taken prior to any Action Being Taken by the Council: The Carlin City Council will review and discuss potential changes to the job description for the position of Carlin City Manager and take any action it deems appropriate and all related matters thereto. (For Possible Action).**
 - a. Eric Milavsky stated he would start with item 3 to take them through the big picture and then go back and focus on some of the specific items. Eric Milavsky stated he is with Pool/Pact Human Resources and that Pool/Pact is the insurance pool for the City of Carlin and other public entities in the state. Eric Milavsky stated in addition to providing insurance coverage they also have a non-profit human resources arm and they provide recruitment services. Eric Milavsky stated their services will be free except for direct costs such as advertising and background checks. Eric Milavsky stated they will first update the job description so it accurately captures what the Council wants. Eric Milavsky stated once the job description is ready they will determine how to focus the notice of vacancy and the recruitment plan explains the process. Eric Milavsky stated most notice will be done online but also in the Elko Daily Free Press. Eric Milavsky stated he does not think the cost of the recruitment will exceed \$3,000.00. Eric Milavsky further stated the window of time the position is posted will be 30 days and it should be up by May 1st. Eric Milavsky further stated he will keep them updated throughout that 30 day window. Eric Milavsky stated he will not do a deep dive into the applications until the job is closed and he will then screen the applications according to criteria they give him. Eric Milavsky stated he put together a preliminary screening tool but they can change it as they desire. Eric Milavsky stated the experiences and qualifications are assigned points but they can be changed. Eric Milavsky stated after they screen the applicants they will hopefully have 5 or 6 good applicants that they can present to the Council. Eric Milavsky stated interviews would be in an open meeting and they would help prepare the questions with the Council's feedback. Eric Milavsky stated they will check the references and the Council will receive redacted applications for their review. Eric Milavsky stated he hopes they can begin interviews in July. Eric Milavsky stated they will not attempt to influence their choice in any way and their job is to guide the Council through the process. Eric Milavsky stated that is the big picture and asked if there were any questions.
 - b. LaDawn Lawson stated the paperwork reads \$4,000.00 in direct costs. Eric Milavsky stated they will not be billed for their services and the direct costs will be advertising and back ground checks. Eric

Milvasky stated they can do background checks on all the applicants but he thinks it is better to do it after the interviews in order to reduce costs. LaDawn Lawson further stated there was some content that needed to be changed to the City of Carlin. Eric Milvasky noted the changes.

- c. Eric Milvasky stated they would start with the job description, then the recruitment brochure and finally the screening grid. Eric Milvasky stated the job description did not have to be finished that night but asked if they had a chance to review it. Mayor Holbrook stated he likes it. Councilperson Pam Griswold stated she also likes it.
- d. Councilperson Pam Griswold asked if they could put something in the job description about marketing Carlin. Eric Milvasky stated he would work on some language in there with regards to being a liaison with various sources of funding.
- e. Mayor Holbrook stated he would like to see the 5 years of leadership in the public sector be preferred not required. Lyndsie Whigham stated she feels the details they have in the job description are very different from the City Code's description of the job. Lyndsie Whigham stated she feels if they used the word preferred instead of required they may be okay. LaDawn Lawson stated the City Code is not the same thing as the job description. Eric Milvasky stated the Code says that the Council could change the job description of the City Manager. Councilperson Margaret Johnston stated she feels using the word preferred is better because experience is important too.
- f. Vice Mayor Lincoln Litchfield stated he does not feel like a bachelor's degree should be optional. Mayor Dana Holbrook stated that it is possible that there is a City Manager out there with a lot of experience that never obtained a bachelor's degree. Councilperson Margaret Johnston asked Eric Milvasky what he thought. Eric Milvasky stated they will open up the candidate pool more with the word preferred but they also take the risk of getting those who are highly under qualified. Mayor Holbrook asked if they could just assign point values to no degree, bachelors, and masters. Eric Milvasky said they could.
- g. Eric Milvasky stated the changes they have so far discussed were adding marketing Carlin, changing bachelor's from required to preferred, and preferred on the 5 years of leadership.
- h. LaDawn Lawson asked if they could include more about human resources experience because the City Manager does deal with a lot of human resource issues. Eric Milvasky stated he would look at the language about human resources experience. LaDawn Lawson also pointed out some clerical errors on various pages.

Vice Mayor Lincoln Litchfield made a motion to approve the City Manager job description as provided by Pool/Pact, with discussed changes. Councilperson Pam Griswold seconded the motion. The motion passed.

3. **Public Comment may be taken prior to any Action Being Taken by the Council: The Carlin City Council will review and discuss a recruitment plan for the position of Carlin City Manager, expenditures for the recruitment, and recruiting criteria, and take any action it deems appropriate and all related matters thereto. (For Possible Action).**

- a. Eric Milvasky stated they would start with the advertising brochure. Councilperson Pam Griswold stated she had one request to remove the moose because Carlin does not have moose. Eric Milvasky stated he would change it. Vice Mayor Lincoln Litchfield requested that Sabra's name be removed from it. Eric Milvasky stated he would change it. Eric Milvasky stated it would be posted on the City's website and all other postings would go back to that. Vice Mayor Litchfield asked if they would be able to put the new councilperson's name on the brochure. Eric Milvasky stated yes.
- b. Eric Milvasky asked if they had any other changes. Councilperson Johnston stated they have more than just the one creek and they are exactly halfway between Utah and Reno. Councilperson Griswold stated they are halfway between Salt Lake City and Reno. Councilperson Griswold stated the map with the star looks like they are Salt Lake City. Eric Milvasky stated he would look for something else. Mayor Holbrook asked for the changes to the education and experience they discussed earlier.
- c. Mayor Holbrook asked about the salary range. Eric Milvasky stated he did some comparables with Ely, Yerington, and West Wendover. Eric Milvasky stated Ely and Yerington were in the 80s and West Wendover was in the six figures. Eric Milvasky stated he feels their current salary of 60 is on the low side and that he thinks they should go to 80. Mayor Holbrook asked if they could implement bonuses or incentives with the salary that would have criteria, for example the number of grants or number of businesses that open up in town. Eric Milvasky stated he did not know of any reason they could not. Eric Milvasky stated they could negotiate that into the employment package down the line. Eric Milvasky asked if David had that in his contract. Mayor Holbrook stated no. Councilperson Johnston suggested just putting a salary that is dependent upon experience. Eric Milvasky stated they could do a bottom and top. Mayor Holbrook stated he thought 70,000 with possible bonuses would work and they will have to give the new employee that if that is what they put. Councilperson Griswold stated they could put 70,000 DOE plus incentive packages plus excellent benefits. Councilperson Johnston asked about comparing Wells. Ella Trujillo stated she thinks Wells is the most comparable. LaDawn Lawson stated that you have to remember their city manager has been there a long time. Linda Bingaman stated Lovelock would be another good one to look at. Councilperson Griswold stated she is comfortable with 70,000 a year, incentives available, plus extra benefits. Lyndsie Whigham stated she

feels 70,000 is high if they are opening up for recommended or preferred and asked if they have to put a number. Mayor Holbrook stated that if they do not find anyone that is a good deal at 70,000 then they will go back out with a different offer. Mayor Holbrook stated that if they decide to go with someone with less qualifications then they can reduce it because of the depending on experience but they are trying to attract someone qualified which is why they are offering the higher wage.

- d. Eric Milvasky stated the changes he has so far are 70K, depending on experience, with possible bonuses and extra benefits, adding halfway between Salt Lake and Reno, a different picture than the moose, adding three creeks, changing it to 27 employees, changing picture of Ely, removing Councilperson Esparza's name, and the employment application will be added, and it will correspond to the changes in the job description.
- e. Eric Milvasky stated they could do the scoring grid next and it would reflect all the changes they made previously. Vice Mayor Lincoln Litchfield asked if they could give a bachelor's degree 5 points and the master's degree 15 points so it would get it up to 100 points. Mayor Holbrook felt that 15 points seemed a little high for a master's degree. Vice Mayor Litchfield stated that he knows how much work it takes. Mayor Holbrook stated he knows but that is time they are not in the field getting experience. Vice Mayor Litchfield stated he worked and went to school. Councilperson Griswold suggested 5 and 10. Mayor Holbrook stated that will not get them to the 100. Mayor Holbrook stated that if you have a master's then you already have 5 with the bachelor's so if a masters is 10 that puts you at 15 anyway.
- f. Linda Bingaman asked if there is anything about being a fit for the community. Eric Milvasky stated the screening grid just lets them know who gets an interview and the fit will be determined at the interviews. LaDawn Lawson stated previously they had some people who were interviewed who when they found out they wouldn't have any staff they were no longer interested and another stated he didn't want to live in Carlin because of the school system. Eric Milvasky asked if there is a residency requirement for the position. Councilperson Griswold stated there isn't. Lyndsie Whigham stated that the code says that the city manager must get permission from the Council to live somewhere else. Councilperson Johnston stated that the right person would want to be involved and have their heart here. Eric Milvasky stated that the Code states that at the time of employment the Council can give permission to live elsewhere. Eric Milvasky said if they feel strongly about it either way they can add something. Mayor Holbrook and the Council agreed that the ideal candidate would want to live in Carlin.
- g. Mayor Holbrook stated that on the screening grid they have 3 points for each year of experience and he would like to be able to rate it on an

individual job excluding the first three years because he doesn't want someone who had 20 different positions in 20 years. Mayor Holbrook stated he wants to reward them for longevity at one position. Stacy Norbed suggested having it so 1 -3 years gets 3 points, 5 – 7 years gets 5 points, and so on. Eric Milvasky stated he thinks they are saying they want to reward loyalty in a certain job. Mayor Holbrook stated that if someone keeps changing jobs it is possible that they may not be any good at it. Eric Milvasky stated these are highly nuanced things and that they may want to save those questions for the interview. Eric Milvasky stated that they could give points for longevity at one job. Vice Mayor Litchfield stated that giving them extra points for 5 years at the same job would be good. Councilperson Johnston stated that most employees stay at a job for only 3 years. Eric Milvasky stated they could give a longevity bonus for 5 or more years in a chief executive level position. The Council agreed.

- h. Eric Milvasky stated the recruitment plan takes them through basically what he went through earlier verbally but it does give them more detail about where they will be posting the job. Mayor Holbrook asked if there are any other ideas for recruitment from the Council and the public present. There were no comments.
- i. LaDawn Lawson asked if they would be doing the background checks prior to interviews. Eric Milvasky said they could do it before or after, with a conditional offer pending the background check. Eric Milvasky stated it would save them some money if they could do it after the interviews. The Council agreed.
- j. Councilperson Johnston stated she had asked the Department Heads for some advice about what they wanted the City Manager to do and she presented this to the Council. Mayor Holbrook stated that they probably should have reviewed it under Agenda item #2. Eric Milvasky stated if she sends it to him that he would look at it and they could discuss it at the next meeting. Eric Milvasky further stated that they always have the interviews.

Vice Mayor Lincoln Litchfield made a motion to approve the recruitment plan, for the position of Carlin City Manager, as proposed by Pool/Pact, with the sum of up to \$4,000 in expenditures for recruitment, recruitment criteria, background checks, to take any action deemed appropriate, with changes to include a starting salary of \$70,000, and all other noted changes. Councilperson Margaret Johnston seconded the motion. The motion passed.

- 4. **Public Comment may be taken prior to any Action Being Taken by the Council: The Carlin City Council will review and discuss options for retention of employee(s) or independent contractor(s) to assist with Carlin City Management in a temporary capacity while the Carlin City manager position is unfilled, and the Carlin City Council will take any action it deems appropriate and all related matter thereto. (For Possible Action).**

- a. Stacy Norbed stated she believes they want direction on whether they can get an employee or an independent contractor. Mayor Holbrook stated that is correct and that none of the employees he has asked about serving as an interim were interested.
- b. Stacy Norbed stated that they recommend that the person be an employee and not an independent contractor because there is a six factor test to determine if a person is an employee or an independent contractor. Stacy Norbed stated the six factor test includes whether the person is an integral part of the relationship, the permanency of the relationship, whether the person provides their own equipment and office space, the amount of decision making control, whether they have the opportunity for profit or loss, and whether they have a separate business license. Stacy Norbed stated that most individuals they found would not be considered an independent contractor under that test.
- c. Vice Mayor Litchfield stated he feels they need to have someone that the department heads can be guided by and there needs to be some sort of accountability.
- d. Mayor Holbrook stated they will not be through the budget process before David leaves.
- e. Eric Milvasky asked if they have any current employees that would be willing to fill the role temporarily. Mayor Holbrook stated he does not know of anyone and he has also thought of having David Jones do some hours here and there.
- f. Councilperson Margaret Johnston stated she had read that it isn't a good idea to have an employee do it and she doesn't see an employee being able to get up to speed in time.
- g. Councilperson Pam Griswold stated she is not in favor of an interim and she thinks an interim can cause more problems than they solve. Councilperson Griswold stated unless they can find someone with city manager experience it would be a waste of time.
- h. Councilperson Margaret Johnston stated that another thing she read about was having other local cities help out. Councilperson Pam Griswold stated that other cities are losing people too. Councilperson Johnston stated the assistant manager in Elko has a conflict of interest but their biggest hurdle is the budget.
- i. Linda Bingaman stated that previously they had an employee go work with another City to help finish the budget or have an accountant help finish the budget. Councilperson Johnston asked LaDawn Lawson for her opinion.
- j. LaDawn Lawson stated that they had Eide Bailly come in to do the budget before and there is a lot that needs to be done by the end of June. LaDawn Lawson stated that having someone come in would be a big help. Councilperson Johnston asked if she remembered how much it cost. LaDawn Lawson stated that it was costly. Linda Bingaman stated it is costly but they are not paying a city manager so

it doesn't make a big difference.

- k. Mayor Holbrook stated that hiring a CPA would be on the subsequent agenda and he does not think it is a good idea to just bring in somebody and expect them to be able to do the job. Councilperson Griswold stated she thinks they look at professional services rather than hiring an interim manager.
- l. Ella Trujillo stated as the only department head that has not gone through an absence of a city manager she respectfully requests that if they choose not to hire an interim that they give clear instructions to the Department Heads how to handle all personnel matters, where they are supposed to go, how we can get stuff done, and so on. Ella Trujillo stated she would like clear instructions on what they can do and what they can't do, Mayor Holbrook stated that they will do so.
- m. Councilperson Griswold stated there are a few people that are in the process of being hired but there has to be an offer letter sent out. Councilperson Griswold asked if the letter could be drafted by the department head and then signed by the mayor. Eric Milvasky stated that he thinks so but they should check the bylaws and charter. Eric Milvasky stated that he heard a suggestion that Pool/Pact does it but they are merely consultants.
- n. Lyndsie Whigham asked if the interim manager must have the same qualifications as the city manager. Eric Milvasky stated not necessarily so. Mayor Holbrook agreed.
- o. Linda Bingaman stated that when she started as mayor they did not have a city manager and then they had some interims in between others and they always had someone assigned as a personnel manager and she took that on with assistance from Pool/Pact. LaDawn Lawson stated that the Police Chief did it during one interim period.
- p. Mayor Holbrook asked if they are going to take action or just let it die. Councilperson Griswold stated she would prefer to make a motion that they are taking no action
- q. Ella Trujillo asked how long it would take to set it up with Eide Bailly to get help with the final budget. LaDawn Lawson stated it would not take long.

Councilperson Pam Griswold made a motion to put the personnel question for city manager, interim city manager, or professional services off until the next City Council meeting. Councilperson Margaret Johnston seconded the motion. The motion passed.

- 5. **Public Comment maybe taken prior to any Discussion Being Taken by the Council: Comment by the General Public: 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.
(Non - Action Item).**

- a. Ella Trujillo stated that she would like to invite everyone to the Historical Society meeting tomorrow at 3 p.m. to work on the historical timeline for the exhibit for Carlin's 150th birthday and that they need help with the period of the 70s and 80s. Ella Trujillo further stated that they will have a dedication ceremony and the automatic door openers are installed and they work. Ella Trujillo stated the dedication ceremony for the Lew Eklund memorial and the blessing of the new doors will be on May 18th at 1 p.m. and there would be refreshments to follow.
- b. Councilperson Griswold asked if there would be a time capsule for the 150th birthday. Lyndsie Whigham stated they have talked about it but no final decisions have been made.

**6. Adjournment.
(Possible Action Item)**

Councilperson Pam Griswold made a motion to adjourn. Vice Mayor Litchfield seconded the motion. Mayor Dana Holbrook adjourned the meeting at 7:25 p.m.

Approved:

Attest:



Mayor Dana Holbrook



City Clerk LaDawn Lawson