

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

**February 27, 2019  
7:00 P.M.**

**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  
Councilperson Cameron Kinney

**Council Members Absent:**

Councilperson Pam Griswold

**Staff:**

LaDawn Lawson, City Clerk  
Dennis Fobes, Carlin Police Chief  
Mary Cain, Eide Bailly  
Chris P. Woster, Farr West Engineering  
Linda Bingaman, Volunteer Fire Department Chief  
Karen Carr-Brian, Carlin Police Department

**Public:**

Patty Whitlock  
Jim Bertolini  
William Dunbar  
James Brian  
Cliff Eklund  
Sabra Esparza  
Ella B. Trujillo  
D'Anne Wright

**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).**
    - a. County Commissioner Cliff Eklund stated a new tax on diesel fuel will give the County 1.9 million which would be distributed amongst the Cities and entities based on taxable valuation. Commissioner Eklund stated the amount was between \$35,000 and \$40,000 for Carlin. Commissioner Eklund stated they were also being lobbied for a marijuana dispensary at the 3% which equaled \$300,000 in tax that would be levied in 3 to 4 years based upon their sales in North Las Vegas divided by three.
    - b. Vice Mayor Lincoln Litchfield asked Commissioner Eklund if it was likely that flooding would be as bad this year as it was last.
    - c. Commissioner Eklund stated Montello was already flooded.
  2. **City Council Members Reports: (Non-Action Item).**
    - a. Mayor Dana Holbrook stated they had their first budget meeting with the department heads and it looks like most of them have a good handle on their budgets and what they are going to propose.
  3. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a Proclamation Declaring February 2019 as "National Radon Action Month in Carlin, Nevada" and all related matters. (For Possible Action).**
    - a. Mayor Dana Holbrook stated they did this last year because it is important to periodically check one's home for radon.
    - b. Councilperson Cameron Kinney asked where they could get the free tests in Carlin.
    - c. Ella Trujillo stated that last year she had seniors who wanted a test kit fill out a slip of paper and she sent them in and they sent the kits.
- Vice Mayor Lincoln Litchfield made a motion declaring February 2019 as "National Radon Action Month in Carlin, Nevada" and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.**
4. **Public Comment may be taken prior to any Action Being Taken by the Council: Review and discussion of a presentation offered by Jim Bertolini of the State Historical Preservation Office, requested Sabra Esparza Carlin Historical Society, regarding Certified Local Governments and a program that may other local cities are participating in and could be beneficial to the City of Carlin, and all related matters. (Non-Action Item).**
    - a. Jim Bertolini stated he is a Historian with the State Historic Preservation Office and he runs the Certified Local Government Program. Jim Bertolini stated it is a certification of local governments that have a desire

to sponsor historic preservation in their town. Jim Bertolini stated the idea is to revitalize historic buildings to get businesses back into them or to encourage tourism. Jim Bertolini reviewed several different programs that the State Historic Preservation Office has. Jim Bertolini stated they can help provide resources, guidance, and training. Jim Bertolini stated the primary benefit of becoming a CLG is dedicated grant funding to CLG's including 10% of the National Historic Preservation Fund. Jim Bertolini stated currently they only have four CLG's currently receiving those funds. Jim Bertolini stated they have spent the last two years revising the requirements for CLG's in order to make it easier to participate. Jim Bertolini stated to become a CLG they must first pass a historic preservation ordinance which does not have to be regulatory. Jim Bertolini stated they then must form a historic preservation commission which is a five member commission that is there to encourage preservation. Jim Bertolini stated the primary purpose of the grant funding is for planning, such as deciding which resources are worth saving and putting on the national register. Jim Bertolini stated it is possible to use the grants to do small bricks and mortar projects but it isn't encouraged. Jim Bertolini discussed the National Historic Register and what is required to list a building. Jim Bertolini stated that putting a building on the National Register does not change property rights nor is it regulatory in nature.

- b. Vice Mayor Lincoln Litchfield asked if historic materials have to be used when restoring a building.
- c. Jim Bertolini stated that should not be the case and the national preservation standards do not require such strict compliance. Jim Bertolini stated that such museum grade replacement is not the point of restoration.
- d. Mayor Dana Holbrook asked if the funding is available to private entities or just city-owned properties.
- e. Jim Bertolini stated money available to CLG's is only available for City owned buildings or buildings owned for non-profits.
- f. Bob Monger asked if going through this process would make it easier for other's to preserve historic buildings.
- g. Jim Bertolini stated the Commission could be a huge resource for private owners including the City getting grant money to do historical research on a building to put it on the national register.
- h. Councilperson Margaret Johnston stated that the owners on Main Street are tough to convince and asked what outreach is available.
- i. Jim Bertolini stated that they are restructuring but they have a lot of training resources available.
- j. Vice Mayor Litchfield asked if the City would be forming the five person commission.
- k. Jim Bertolini stated that they would be responsible for that.
- l. Ella B. Trujillo asked if they added a person with a history background to the Planning Commission could they fill the role of Historic Preservation

Commission.

- m. Jim Bertolini stated they could use an existing commission with a modified position.
- n. Ella B. Trujillo asked if Jim could explain what the commission's responsibilities are.
- o. Jim Bertolini stated it depends on what the Council wants the commission to do but at a bare minimum it could be education or applying for grants. Jim Bertolini further stated some of the commissions do have a regulatory role that includes looking at building permits and zoning.
- p. Councilperson Margaret Johnston asked how old a building has to be.
- q. Jim Bertolini stated generally it is over 50 years but they still have to reflect their history and not have too many modifications.
- r. Councilperson Johnston asked what the match is on the grants.
- s. Jim Bertolini stated they are usually 60/40 but the 40% can be in-kind.
- t. Vice Mayor Lincoln Litchfield stated he would prefer the Planning Commission not serve as the Historical Commission because they have too much on their plate.

**No Action Taken.**

**5. Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a Lease Agreement and/or Independent Contractor Agreement between the City of Carlin and the Carlin Historical Society and all related matters. (For Possible Action).**

- a. Mayor Holbrook stated that it appears to be closely worded to what they desired.
- b. Sabra Esparza stated she is here with Ella Trujillo and Bob Monger, both historical society members. Sabra Esparza stated they do not have any further comments on the contract.
- c. Mayor Holbrook stated on Section 2 there was a question of the lease term extension.
- d. Councilperson Cameron Kinney stated they had agreed it would be an additional lease term of 5 years.
- e. Mayor Holbrook asked if they want to require extension with council approval.
- f. Councilperson Kinney stated he thought they had discussed having it renew automatically. Everyone agreed.
- g. Councilperson Kinney stated there also needed to be final changes to Section 2.4. Councilperson Kinney also stated there was a question of utility charges.
- h. Mayor Holbrook stated they had agreed to do it for two years.
- i. Councilperson Kinney stated he thought they had discussed doing garbage as well.
- j. Ella B. Trujillo stated she doesn't remember discussing garbage but in her opinion she doesn't think it is necessary for them to pay for because they might have a dumpster.

- k. Councilperson Cameron Kinney stated the insurance requirement should also be changed to the commencement of the lease.
- l. Ella B. Trujillo stated there was also a question of how long they want them to come before the Council to get permission to make more than \$5,000 in improvements.
- m. Vice Mayor Litchfield stated he would like it to be for the term of the lease. Everyone agreed.

**Vice Mayor Lincoln Litchfield made a motion to approve, with the following corrections of the lease agreement, with a term of 5 years, with an extension lease of five years which would be automatically renewed unless changes to the lease were requested, on 2.4 we would remove from that paragraph Landlord releases payment to the Tenants for costs incurred for improvements pursuant to section 7.4 therein, and Landlord must release reimbursement payments on or before the date of expiration of termination, utilities will be paid for a term of two years, they will not pay for the garbage, remove on 7.4 the words first three years and add the word term of the lease, and then on 8.1 at all times from the first day of the lease commencement removing the words of this, and all the corrections that are already in the agreement. Councilperson Margaret Johnston seconded the motion. The motion passed.**

**6. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a request by William Dunbar, ECV Chapter 1881, to place a historical plaque about Elizabeth Potts at the corner of Cedar Street and 8<sup>th</sup> Street in Carlin, Nevada, and all related matters. (Non-Action Item).**

- a. William Dunbar stated he lives in Carlin and he is the current President of the E Clampus Vitus. William Dunbar stated they are a fraternal organization started in the gold rush days and the organization was revived in the 1930's to help in communities. William Dunbar stated they are a non-profit that works to preserve history and help in the community. William Dunbar stated they have plaques in the City Park and out in Carlin Canyon. William Dunbar stated they would like to put a plaque at the same location as the new museum.
- b. Vice Mayor Litchfield asked where they would like to put the plaques.
- c. William Dunbar stated they are flexible on the location and they would like to seal the relationship between them and the Carlin Historical Society. William Dunbar stated they cannot give money but they can donate manpower.
- d. Mayor Holbrook stated he likes what they are doing but they usually like to see what it will look like and exactly where it is going to go. Mayor Holbrook stated he thinks he should get with the Historical Society beforehand.
- e. William Dunbar stated traditionally their plaques are bronze and in the shape of Nevada. William Dunbar explained some of the other plaques

they have done.

- f. Sabra Esparza stated that if they want to table it so they can discuss it with him at their meeting which is the third Thursday at 5:30 p.m. at the Senior Center that he was more than welcome to come.

**Vice Mayor Lincoln Litchfield made a motion to table the item until the March 27<sup>th</sup> Meeting. Councilperson Cameron Kinney seconded the motion. The motion passed.**

- 7. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a letter of support for GET My Ride Public Transit Program requested by Abigail Wheeler Elko County Transit Coordinator to be sent to the Nevada Department of Transportation and all related matters. (For Possible Action).**

**Councilperson Cameron Kinney made a motion to approve a letter of support for GET My Ride Public Transit Program requested by Abigail Wheeler Elko County Transit Coordinator to be sent to the Nevada Department of Transportation and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed.**

- 8. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a recommendation to reappoint LaDawn Lawson as Carlin City Clerk and Carlin City Treasurer, to serve at the will of the Council and all related matters. (For Possible Action).**

- a. Councilperson Margaret Johnston asked LaDawn Lawson how many years she has served in the position.
- b. LaDawn Lawson stated she believes she started in 2004.
- c. Councilperson Margaret Johnston stated she does not like reviewing these appointments right before budgeting and she also thinks it would be important to have the job descriptions for each position in the packet so they all know what the person is supposed to be doing.
- d. Mayor Holbrook stated he thinks a job description would be a good thing but he does feel that LaDawn has been doing her job for quite a few years and overall her audit is pretty darn good and he feels she is meeting the requirements at this time. Mayor Holbrook stated that doesn't mean that everyone can't always find ways to improve. Mayor Holbrook stated he is in favor of LaDawn continuing.
- e. Councilperson Kinney asked Councilperson Johnston if she would like to have the descriptions now or in the future.
- f. Councilperson Margaret Johnston stated she would like them now.
- g. Councilperson Kinney asked if there is a time limit on this and whether they have to reappoint now.
- h. LaDawn Lawson stated she believes there is a resolution in the code book that says they have to reappoint at the second meeting in February but she

- can't remember exactly.
- i. Linda Bingaman stated it used to be that new people came on in July and they did it after they had a chance to get to know people. Linda Bingaman stated the election changed to January but this never changed.
  - j. Mayor Holbrook stated he thinks it is the Council's responsibility to review the job descriptions on their own before the meeting.
  - k. LaDawn Lawson stated she believes her job description has not be updated in some time.

**Vice Mayor Lincoln Litchfield made a motion to reappoint LaDawn Lawson as Carlin City Clerk and Carlin City Treasurer, to serve as the will of the Council and all related matters. Councilperson Cameron Kinney seconded the motion. The motion passed.**

9. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a recommendation to reappoint Dennis Fobes as the Chief of Police of the City of Carlin, to serve at the will of the Council and all related matters. (For Possible Action).**
  - a. Vice Mayor Litchfield stated he sees three employees of the Police Department present and he would like to hear from them.
  - b. Karen Carr-Brian stated that considering the extra effort and the extra work of patrolling that he has had to take on she thinks he is doing a great job.
  - c. Vice Mayor Litchfield stated he knows that Dennis attended another training that they asked him to.
  - d. Chief Dennis Fobes stated he did attend that training.
  - e. Mayor Holbrook stated he knows he is always harping on more training and there is more to be had.
  - f. Chief Dennis Fobes stated with the lack of officers in the last year he has not had time for extra training.
  - g. Councilperson Margaret Johnston asked how much training he does with his officers on the City ordinances.
  - h. Chief Dennis Fobes stated he does not do a lot because that is the Code Enforcement Officer's job.
  - i. Councilperson Margaret Johnston stated that is part of the police officer's job as well. Councilperson Johnston asked Chief Fobes if he thinks he is pushing hard enough to make sure the town stays cleaned up.
  - j. Chief Fobes stated that since they have had a code enforcement officer it has picked up a lot and it is not a high priority for a police officer who is trying to prevent crime.
  - k. Councilperson Johnston asked Chief Fobes if he thinks he does enough to encourage his employees.
  - l. Chief Fobes stated he will admit that he does sometimes have a bad attitude because he is incredibly stressed out with the pressures he is currently under. Chief Fobes stated he cannot always be upbeat.
  - m. Councilperson Johnston asked Chief Fobes to describe his job as Chief.

- n. Chief Fobes stated he has to be a policy maker, make sure his guys have everything they need to do their job, make sure they are doing their job, review reports, tickets, take public complaints against the officers, and report to the City Manager when they have one.
- o. Vice Mayor Litchfield ask if they have to have the body cams.
- p. Chief Fobes stated it is state law that they have them.
- q. Councilperson Johnston stated that Chief Fobes worked hard to get a grant for the body cameras before they even were required to have them.

**Vice Mayor Lincoln Litchfield made a motion to approve the reappointment of Dennis Fobes as the Chief of Police of the City of Carlin, to serve at the will of the Council and all related matters. Councilperson Cameron Kinney seconded the motion. The motion passed.**

10. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a recommendation to reappoint Linda Bingaman as Carlin City Fire Chief, per City Code Title 7.3.2.-(B), to serve at the will of the Council and all related matters. (For Possible Action).**
- a. Vice Mayor Lincoln Litchfield stated that he knows when he was over the fire department they voted every five years for a new Fire Chief and asked when would that be happening again.
  - b. Chief Linda Bingaman stated it was done in 2015 so they would have one again next year.
  - c. Councilperson Margaret Johnston asked Linda what she thinks her duties are as a volunteer fire chief.
  - d. Chief Linda Bingaman stated her duties are no different than a paid chief and she is responsible for the department members, adequate training and knowledge of the members, responsible for responding, and making sure she is taking care of everyone under her and keeping them motivated.
  - e. Councilperson Johnston asked how the ambulance billing is going.
  - f. Chief Linda Bingaman stated they are working on it and she thinks they have all their billing in so it can be billed by REMSA. Chief Bingaman stated she wasn't privy to the arranging so she isn't sure.
  - g. Councilperson Kinney stated he knows they are doing a lot of training and he thinks they are doing a really good job despite the problems with the billing but like they said earlier there is always room for improvement.
  - h. LaDawn Lawson stated they are starting to get some bills paid and she did get a copy of the agreement with REMSA and they will go over it with her.
  - i. Chief Linda Bingaman stated their billing prices have not been changed in years and they will be bringing that before Council soon to try to get it updated.
  - j. Vice Mayor Litchfield stated he thinks both Chief Fobes and Chief Bingaman are doing a good job as reflected by their staff's performance.



**Councilperson Cameron Kinney made a motion to reappoint Linda Bingaman as Carlin City Fire Chief, per City Code Title 7.3.2.-(B), to serve at the will of the Council and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.**

11. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a recommendation to reappoint Teri Gage and Mary Cain, of Eide Bailly, as 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).**
  - a. Councilperson Margaret Johnston asked Mary Cain what they do for the City.
  - b. Mary Cain stated they are hired by the City to come do a financial audit for them every year, including testing inquiries in the financial information to make sure that they are materially correct. Mary Cain stated that sometimes they give recommendations and findings.

**Councilperson Cameron Kinney made a motion to approve reappointment of Teri Gage and Mary Cain, of Eide Bailly, as 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. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed.**

12. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a recommendation to reappoint Farr West Engineering as City Engineers for the City of Carlin, to serve at the will of the Council and all related matters. (For Possible Action).**
  - a. Councilperson Margaret Johnston asked for their duties.
  - b. Chris Woster stated they are a first resource for the Public Works director when making decisions regarding infrastructure and they are assisting them with the Preliminary Engineering Report that gives them a starting point to plan for the future.

**Vice Mayor Lincoln Litchfield made a motion to reappoint Farr West Engineering as City Engineers for the City of Carlin, to serve at the will of the Council. Councilperson Margaret Johnston seconded the motion. The motion passed.**

**Councilperson Margaret Johnston stated she wanted to tell all the Department Heads they just reappointed that they do appreciate them but they are going to try to continue to find places to improve.**

13. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of City expenditures for the period 02/09/2019 to 02/22/2019, and all related matters. (For Possible**

Action).

Vice Mayor Lincoln Litchfield made a motion to approve the City expenditures for the period of 02/09/2019 to 02/22/2019. Councilperson Cameron Kinney seconded the motion. The motion passed.

14. 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).

There were no comments by the General Public.

15. Adjournment.  
(Possible Action Item)

Councilperson Cameron Kinney made a motion to adjourn. Councilperson Margaret Johnston seconded the motion. Mayor Dana Holbrook adjourned the meeting at 8:17 p.m.

Approved:

Attest:

  
\_\_\_\_\_  
Mayor Dana Holbrook

  
\_\_\_\_\_  
City Clerk LaDawn Lawson