

**CARLIN PARK & RECREATION BOARD
CITY OF CARLIN, STATE OF NEVADA
CARLIN MUNICIPAL COURT
151 S. 8th STREET
CARLIN, NEVADA**

Wednesday - February 15, 2023 – 7:00 p.m.

1. Call to Order, Roll Call, and Pledge of Allegiance

The meeting was called to order by Chairperson Ellen Meshefski at 7:30 p.m. Due to technical issues with the recording device, this meeting was delayed until a new recording device was found at 7:30 p.m.

Board Members Present: Chairperson, Ellen Meshefski
Vice Chairperson, Jody Hensley
Member Brent Jacobson
Member Andrea Andrews
Member Jeremiah Wilcox

Absent: Member Terrell Cole
Member Kelsie Jensen
Member Jamie Wilcox

Staff Present: Melinda Harris, Assistant City Clerk

Councilperson(s) Present: Council Liaison Denise Taylor & Councilperson Cameron Kinney

Public Present: None.

2. Comments by the General Public: Pursuant to NRS 241.020(2C) this time is devoted to comments by the general public and 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 and identified as an action item. (Non-Action Item)

- a. Councilperson Cameron Kinney stated I just wanted you to know that Denise Taylor will be your new liaison for the Park and Rec Board but that doesn't mean that I'm gone. I'm still a Council member. Don't feel like you can't reach out to me, but Denise will be your main source of contact and she will be at the meetings from here forward.
- b. Chairperson Ellen Meshefski stated Cameron thank you for everything, coming to our meetings, and being here and supporting us.

3. Review, discussion, and possible approval of items related to the Sugar Plum Village and all related matters. **Public Comment will be taken prior to any Action being taken by the Board. (For Possible Action)**
 - a. Chairperson Ellen Meshefski stated I think it was great. The hill looked beautiful. The Sugar Plum Night was wonderful.
 - b. Vice Chairperson Jody Hensley asked what can we do to open that Senior Center and use that facility?
 - c. Chairperson Ellen Meshefski stated I think it will happen next year.
 - d. Vice Chairperson Jody Hensley stated I think we're lacking because we had that facility; not we but the Community itself, the seniors. It was so much fun to have that space, and everybody gathered and visited, and it was wonderful. Not having it I feel like there's a tiny little something missing but having that fellowship that happened inside that building. If we could all get that back, I think it would be wonderful.
 - e. Chairperson Ellen Meshefski stated I think Lisa wants the City to utilize the building. I talked to her last week, and she says this is a beautiful building. We need to start using it more. The only thing I don't think Santa Claus will ever go back in there. He loves being where he's at.
 - f. Council Liaison Denise Taylor stated you didn't have your seniors out where they normally are because you don't have the Senior Center open. They basically leave because they don't have the camaraderie and they don't get to see the little kids.
 - g. Chairperson Ellen Meshefski stated I think that was something we wanted to talk about. We put everything down far away from the library and we didn't have tunnels to take people up because we were short-handed on help.
 - h. Board Member Brent Jacobson Meshefski stated we need to focus it more towards the garden, there's a learning thing.
 - i. Chairperson Ellen Meshefski stated I do think the new Senior Center Director, Lisa Skinner, wants to open it up.
 - j. **No action taken.**

4. Review, discussion, and possible approval of items and events budgets related to Park and Recreation that should be proposed or included in the 2023-2024 City Budget. **Public Comment will be taken prior to any Action being taken by the Board. (For Possible Action)**
 - a. Chairperson Ellen Meshefski stated Melinda gave us some wonderful numbers here do we all understand it and what's going on here?
 - b. Board Member Andrea Andrews asked what are the numbers 12-36-100?
 - c. Melinda Harris stated those are our expenditure numbers. That's basically our numbers to keep track of all of these. For example, if you bring back money from the Spook Walk, I enter it in 12-36-100 that's where it goes. If you guys spend money, I put it under 1240-100. If you have capital outlay, it goes on under 12-40-700.
 - d. Chairperson Ellen Meshefski stated the way I take it we are down money. If we brought in \$11,000 and our expenditures are \$15,000 for the year, right?
 - e. Melinda Harris stated yes but you guys also fundraised at the beginning of the year. Last June, you guys brought in \$6,000. It's just because the fiscal year starts in July and ends in June, so you

fundraised money that started in last fiscal year, so it came in before July 1st. It's not within these revenues. You'll send out letters for sponsorship, and you'll probably make up money towards the end of the year. That's just how it kind of lands unfortunately.

- f. Chairperson Ellen Meshefski asked so we're okay then?
- g. Melinda Harris stated I believe so because last year in June, with all the sponsorships, you guys got \$6,000. My prediction is you should be good.
- h. Chairperson Ellen Meshefski stated we appreciate you bringing us numbers every time we have a meeting, Melinda.
- i. Melinda Harris stated I did want to say on your opening fund balance, that number on the top, that's what was in the account. On July 1, 2021, you had \$87,000 in there. On July 1, 2022, you had \$95,000 in there. That's the account that the city has that's under your guy's name. You just have to budget how much you think you're going to spend next fiscal year from July 2023 through June 2024. I believe last year it was \$20,000 in and \$20,000 out. Also, Denise with the splash pad Madison had found a grant that will do 50% of it, but we have to get the other 50%. I don't know if you guys would be willing to budget part of your opening fund balance in capital outlay to do part of it, but Denise is also looking into getting a realtor. I don't know if Denise wants to introduce it.
- j. Council Liaison Denise Taylor stated at my meeting last week from our Good Neighbor Committee, we do what we call quarter auction annually and in the meeting, I was asked if there's anything Carlin needs. They need to look at other areas, rather than just Spring Creek and Elko and what our outlying areas need. I told them that you guys were looking at a splash pad for Carlin and it's a big hit. They want a proposal, and it's very time sensitive because they're having meetings on what that decision is going to be. It's a fundraiser that they do when they present the funds to you. Last year we did the American Legion Post 2007 for \$34,000 for them to work towards their home because they have no place to be. The year before that we did \$36,000 for children advocacy. It's a large fundraiser we do. It's a lot of work for them but the night lasts about four hours. The committee has asked for a proposal as to why we need it, and what it will do for our community.
- k. Chairperson Ellen Meshefski asked when is your meeting?
- l. Council Liaison Denise Taylor stated it's needed ASAP and at our next meeting they are actually working through it. They're getting all the things from all the different people that want those funds, because people have heard of those funds, and they've heard of what we've done and now they're coming. They used to just pick one out so now they would like to know why we think we need a splash pad and what it's going to do to our property here and our community. How is it going to impact us?
- m. Chairperson Ellen Meshefski asked Denise is this something that we need to get with Madison?
- n. Council Liaison Denise Taylor stated you need to come up with some type of proposal of some sort to present? One thing that we have never done is do a grant application or something of that sort. That may be something that we move into for next year, but this year is still just tell us why it's important for you guys to have it. What's it going to do for our community? How's it going to impact our community?
- o. Vice Chairperson Jody Hensley asked can we email the proposal to you. Can we email it to somebody?
- p. Council Liaison Denise Taylor stated absolutely you can email it to the office.

- q. Chairperson Ellen Meshefski stated we probably need to have some kind of special meeting.
- r. Melinda Harris stated what you can do in the middle of this is do a direction to staff to work with Denise about the fundraising in your motion for the budget and then we'll start working on it. Madison's predicting the splash pad to be at about between purchasing it, engineering it and everything about \$200,000. She is thinking if we can get the grant, it will cover about \$100,000. We have to figure out where to get the remaining \$100,000.
- s. Vice Chairperson Jody Hensley stated if we do all of those things, I don't think we're not going to leave you a timeline to turn in for the quarter auction.
- t. Councilperson Cameron Kinney asked how much is left of the \$20,000 that you budgeted for this fiscal year?
- u. Board Member Jeremiah Wilcox stated about \$4,400.19 because the expenditures out, so far, this year have been \$15,509.
- v. Board Member Andrea Andrews stated we have to come up with \$4,400 until our expenditures are removed this year.
- w. Councilperson Cameron Kinney stated so you guys budgeted \$20,000 and you spent \$16,000.
- x. Board Member Andrea Andrews stated we only made \$11,600 so we haven't even made what we spent.
- y. Councilperson Cameron Kinney stated but regardless of what you've made, you can still spend that \$20,000 because that's in the budget. It comes out of your general or your \$90,000. You don't get to keep that money but because you budgeted \$20,000 you are allowed to spend \$20,000.
- z. Melinda Harris stated it would be loan out of your opening fund balance basically.
- aa. Board Member Andrea Andres asked if we don't make the \$20,000 back it comes from that account?
- bb. Councilperson Cameron Kinney stated right. You can still spend the \$4,000.
- cc. Council Liaison Denise Taylor stated there are other grant availabilities out there. I'm working with Madison to get information on that. So more than just one grant, would need to get other grants as well. We have to find ways to get that money.
- dd. Vice Chairperson Jody Hensley asked we're not allowed to just do an email or put an email together and send it without having direction? That's basically off the table for us this year.
- ee. Council Liaison Denise Taylor stated unless you do it in the budgeting process.
- ff. Chairperson Meshefski stated I know we didn't budget it. Can we do an emergency thing?
- gg. Councilperson Cameron Kinney stated because you didn't have it budgeted for this year, we would have to augment the budget. It can be a pain but when you have grants that come up that weren't foreseen in the last year, a lot of times it's easier to have that, I don't say excuse, but have something in place that says, hey, we spent that extra money, but this is why we didn't know about this grant until just recently. If we had known about it, we could have budgeted for it. It's an 80% match but that's the problem with it being a 50% match and looking at \$200,000. A lot of times they're match grants, and we still have to come up with that \$200,000 and then we get paid back the \$100,000 once we get awarded the grant. If you were able to get 100% covered, it would look even better, like if you were to somehow get that \$100,000 and get matched or get that 50% match and then be completely covered by fundraising or whatever else, that would look really good. If not, you could also put it in the budget to look for next year but then you would have to say we want to spend \$200,000. Like Denise said, you're going to

want a very comprehensive plan to bring to the Council members or to the Board to tell us why you want to spend \$200,000 on a project. So, even if you can't do it this year, you still want to look till next year, so you're not in the same situation you are in now. You're pre-planning for next year that if you do find another grant, you've already got that money set aside. You've already got the budget to do that.

- hh. Council Liaison Denise Taylor stated if they decide, in this budget, that they want to proceed with this granting to this budgeting process and they bring it to the Council, can they write that letter and put that money or funding, if they are granted the fundraising activities, into an equity account just directly for the splash pad even if we have to take it into a second year?
- ii. Melinda Harris stated when I did the Sesquicentennial, we had a specific line number and everything for that account. Any money that went into this or like that 12-36-100, we could assign a specific number for it that way it would sit in there and it would just depend on which fund it would be under. It's not impossible to have it sit in an account and have its own line item.
- jj. Board Member Andrea Andrews stated I get that we want to do this quarter auction. Are there stipulations on how long you have before you have to spend that money if they choose us?
- kk. Council Liaison Denise Taylor stated no, we set it aside.
- ll. Vice Chairperson Jody Hensley asked but is it too late for us to even apply for those funds this year because we have like three days to send you an email?
- mm. Melinda Harris stated if you guys make a motion in the budget, at this time, to direct staff to work with Denise, to send a letter/proposal, we could start working on it.
- nn. Councilperson Cameron Kinney stated I think there's a little bit of confusion because we have a grant that we're talking about and then the quarter auction that we're talking about. So, strictly with the grant it has to be budgeted ahead of time or it's something that would need to be matched 100%. If it's something that comes up that you haven't planned but for the quarter auction, that's something completely different and that's their thing that they do if they set that money aside for you guys until you're ready to spend it, that's another thing. I think maybe that's where the confusion is.
- oo. Council Liaison Denise Taylor stated the money won't be set aside in our accounts. That money will come directly to you. We will make sure that you have it and you set aside an account for that.
- pp. Councilperson Cameron Kinney stated in that case that's just money coming in just like any other fundraiser that you guys are doing right? You can do that. We're talking about budgeting so you can do that at any point. It doesn't necessarily have to be in budgeting if it's something that like look you've got this fundraiser and they're going to give us money and then we set that money aside in the account.
- qq. Board Member Andrea Andrews stated we can put in for the proposal for the quarter auction and then after that happens, if they choose us, we can look at grants and it doesn't have to be done in two weeks.
- rr. Chairperson Ellen Meshefski asked Denise if she minds working with Madison? Do you have time?
- ss. Council Liaison Denise Taylor stated I have already been working with Madison. Madison and I have already been emailing trying to figure out what we have to do that to make it so you guys can get funding.

- tt. Chairperson Ellen Meshefski asked budget talks start when?
 - uu. Melinda Harris stated I think the first meeting is March 8th of budget talks or they may have a preliminary meeting next meeting and then March 8th is when they're starting to really do the budget talks.
 - vv. Chairperson Ellen Meshefski asked when is our next meeting?
 - ww. Melinda Harris stated the March 14th.
 - xx. Chairperson Ellen Meshefski stated that's after Council meets.
 - yy. Councilperson Cameron Kinney stated yes but that's not finalizing everything. You have a ways before we start finalizing the budget. He asked Melinda when does the final budget meeting happen?
 - zz. Melinda Harris stated I think the last meeting in March is the final meeting. I will clarify with Madison and send Ellen an email just to double check and make sure we're all on the same page.
 - aaa. Chairperson Ellen Meshefski stated why don't we do our one proposal but the rest of this, why don't we put it into our next meeting and you guys think if there's something else that we want to put in the budget.
 - bbb. Vice Chairperson Jody Hensley asked where are we with not overspending? I see how we've increased our spending over this year. Where was that so we can make sure of what we're asking them. So, if we spent \$12,000 in 2021-2022 and \$15,600 in 2022-2023.
 - ccc. Councilperson Cameron Kinney stated I think you just need to look at how many events you have left until June, and you have \$4,000 left until June. So, if you think that was an adequate amount because you increased by \$5,000 from the year before and so that's where that increase has come from you budgeted \$15,000 in 2019-2020 and then \$20,000 in 2021-2022. So, you have \$4,000 left if you think that would be adequate until June.
 - ddd. Council Liaison Denise Taylor stated the only expenses that you have found are with the 4th of July parade. If you're going to spend that money in June?
 - eee. Board Member Brent Jacobson stated it's a very small amount, it was \$260.00.
 - fff. Chairperson Ellen Meshefski stated If you can think of something that we really want to do this next year, bring it to the next meeting and we can change our amount or keep our amount. It just depends on what you guys think about.
 - ggg. Melinda Harris stated are you guys okay with me giving \$20,000 as an estimate to Madison?
 - hhh. Chairperson Ellen Meshefski stated yes, you can give her an estimate of that.
 - iii. Melinda Harris stated so when they start budget talks at least we'll have that.
- jjj. Board Member Jeremiah Wilcox made a motion to have the staff work with Denise Taylor for the quarter auction and \$20,000 as an estimated budget. Seconded by Board Member Andrea Andrews. Motion passed.***
5. Review, discussion, and possible approval of marketing for Park and Recreation Events for the 2023-2024 Fiscal Year and all related matters. **Public Comment will be taken prior to any Action being taken by the Board. (For Possible Action)**

- a. Melinda Harris stated this is for me to get information from you guys on what you want marketed. Unfortunately, one of my applications was due today to the Elko County Park and Recreation Board for their budgeting stuff. So, I put in with them for everything Elko., Global Media Network and Yesco with the electronic billboards but I still have a grant. I'm looking at applying for marketing and we can use that to market outside of 100 miles from Carlin. Is there anything you guys can think of that you want explicitly or have any ideas?
- b. Chairperson Ellen Meshefski stated I think we need a reader board that we all can use. The one up there at the Senior Center is nice and nobody looks at it and we can't use it. I don't think Facebook is doing it. I don't think people are on Facebook anymore.
- c. Council Liaison Denise Taylor stated it depends what you're putting on Facebook. It's all about content. You have to have the content there to keep the people there.
- d. Councilperson Cameron Kinney stated I think what you need is if you have a page that you're advertising on, you have to continuously advertise throughout the entire year and everything that you're doing. Otherwise, people will look at it once and then they'll kind of get bored and they'll move one and won't come back.
- e. Council Liaison Denise Taylor stated and it's not about who's following you. It's about what they see, and I need to go back there to find that.
- f. Board Member Brent Jacobson stated so having gone through that, you see what Ellen does? I have two questions for you and an answer. So, should this be any different and everything that goes on their gets shared over and over. I'm gonna be honest with you, as a member, I don't want to see it anymore sometimes. It gets shared over and over and over so is that hurting us?
- g. Council Liaison Denise Taylor stated but as a member when you need something and you don't want to see it all the time, where are you going to go if you really want to know.
- h. Board Member Brent Jacobson stated Ellen posts it, she works hard at it. Is she doing the right things?
- i. Council Liaison Denise Taylor stated absolutely.
- j. Councilperson Cameron Kinney stated I think what she is saying is, it's working more than you think.
- k. Chairperson Ellen Meshefski stated on Facebook at the top of our page, you can put your flyers under files so if you make your flyers at the beginning of the year of every event that we do for that year, we can pick it all out. You can push your flyers there and people can go to the file section to find them during that time.
- l. Councilperson Kinney stated you guys can post all the events on the Carlin City website as well?
- m. Melinda Harris stated I used to be really good about posting all the events, but I haven't been lately. I can start posting them again.
- n. Chairperson Ellen Meshefski stated Brent started looking for a reader board for us.
- o. Melinda Harris stated the Fire Department used to have a reader board that they kept over by Frontier. I don't know what happened to it.
- p. Chairperson Meshefski stated it cost lots of money to get it fixed. It was perfect and that was a prime spot.
- q. Councilperson Kinney stated I don't see why you couldn't post that link under it because there's a news link from our homepage and there's like five things on there right now.

- r. Board Member Wilcox stated I think one of the things that we're missing is making sure that, like even in Elko, Elko puts out there from their page about things that are going on in Spring Creek and in the neighboring towns. I don't think I've ever seen them post anything for Carlin.
- s. Chairperson Ellen Meshefski I have seen the Elko Chamber share our events.
- t. Councilperson Cameron Kinney asked Melinda do you do everything on the website?
- u. Melinda Harris stated it's either me or Madison. We go through Revize and we're actually working on re-doing the website. We have a contract with Revize that after five years they would do a free redesign on our website but between Madison and myself, we are the ones that update it.
- v. Councilperson Cameron Kinney asked if it's just providing a platform that you can go on the interface?
- w. Melinda Harris stated yes.
- x. Councilperson Cameron Kinney asked what is the redo that they're talking about?
- y. Melinda Harris stated basically just refacing it. I'm making some recommendations like on the news portion. I want it to slide back and forth so you can see more than the first three stories because that's the hard part. People don't know that there's more than those three stories. So the grant is more like getting the marketing for events so I could get Facebook advertising. I was trying to look at getting a billboard and one in Winnemucca? for like the car show and maybe split it with the Equestrian Park. Just for that one big weekend that we have with events at the same time, and I was thinking about doing that, but we could use it for Facebook advertising. You could get a magazine article, like Travel Nevada, where people are interested in Nevada, and they're getting this magazine and see these really cool events that are going on. Also, trying to think what else – magazines, print, posters. It just has to be advertised outside of 100 miles.
- z. Chairperson Ellen Meshefski stated we've gotten into some of those magazines, like when they had the car show in Reno. We used to get into those magazines for hot August nights. We paid a couple of times to get into some of their advertising they had.
- aa. Melinda Harris stated I just want to know what you guys want to do as far as advertising goes or if you have different ideas than I do.
- bb. Council Liaison Denise Taylor asked where does the reader board come out of? Does that come out of capital expenditures?
- cc. Councilperson Cameron Kinney stated it would have to be in capital outlay. I think that's why we do advertising and use other billboards that are already existing because it costs to do our own reader board.
- dd. Board Member Brent Jacobson stated what we've been looking at is as simple as a highway one that has like three lines you could put on the event and the date, and it wouldn't be fancy, but it would be something. Everything else is pretty prohibitive. They have an old line that it sits on. We find a spot where we have a gathering place and sit it there, but they come a couple of ways. They either have a generator on board or most commonly solar power. Then you just plug in a laptop, tell it what you want it to say and program it.
- ee. Councilperson Cameron Kinney stated I was thinking like a reader board that you could see from the highway. Something big and extravagant.
- ff. Board Member Brent Jacobson stated that would be awesome but even a small multi-colored or really fancy reader board. They get expensive fast.
- gg. Councilperson Cameron Kinney stated you gotta look at the lifespan of that as well.

- hh. Melinda Harris stated they used to have that one across the way from Chevron, but I don't know if since they sold the land, the guy just cut it off or what happened.
 - ii. Councilperson Cameron Kinney stated that's what happened, they cut it off and they're looking to put the new fuel station there. They own that land now and Chevron didn't talk to them at all about renewing the lease or anything, so they just shut it off.
 - jj. Councilperson Cameron Kinney stated if you want to do that, get quotes and that would be something good to bring back to the next meeting for the budgeting. This is how much it's going to cost me to add this to our budget.
 - kk. Vice Chairperson Jody Hensley stated I think they want to donate it to us for a tax write-off.
- II. No Action Taken.**

6. Review, discussion, and possible approval of the Minutes for September 13, 2022, October 11, 2022, and November 15, 2022 and all related matters. **Public Comment will be taken prior to any Action being taken by the Board. (For Possible Action)**

- a. ***Board Member Jeremiah Wilcox made a motion to accept the minutes as laid out here for September 13, 2022, October 11, 2022, and November 15, 2022. Seconded by Board Member Brent Jacobson. Motion passed.***

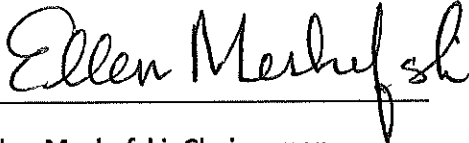
7. Comments by the General Public: Pursuant to NRS 241.020(2C) this time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda and identified as an action item. **(Non-Action Item).**

- a. Melinda Harris stated I have an agenda request from Madison. Jan Brizee is working with the Nevada Committee for Suicide Prevention, and they're wondering if you guys would want to co-sponsor? That's going to be on the next agenda. I just want you guys to think of ideas. If you want to do it or not. If you do want to do it, what kind of ideas you might want to do, like possibly food, or whatever you might think go with it, but I just want you guys to think about it. They are trying to have a meeting on a Thursday in April or May.
- b. Chairperson Ellen Meshefski stated it is safe. Jan has invited the Reno people to come over here. It's kind of like that safe talk. It's for suicide prevention. Jan was able to get them to come over and she just wants to know if we would like to be a co-sponsor? Madison said we could be co-sponsors. We could help.
- c. Melinda Harris stated Madison said it's going to go on the next meeting's agenda, and I just wanted to give you guys a heads up. You can think and brainstorm some ideas.
- d. Chairperson Ellen Meshefski stated I think that's something that needs to be done.

8. Adjournment

- a. ***Board Member Brent Jacobson made a motion to adjourn the meeting at 8:18 p.m. Seconded by Board Member Jeremiah Wilcox. Motion passed.***

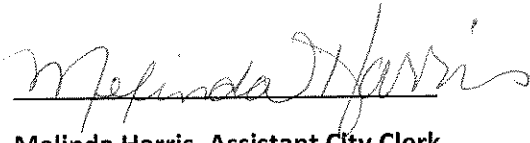
Approved:



A handwritten signature in cursive script that reads "Ellen Meshefski". The signature is written over a horizontal line.

Ellen Meshefski, Chairperson

Attest:



A handwritten signature in cursive script that reads "Melinda Harris". The signature is written over a horizontal line.

Melinda Harris, Assistant City Clerk