

PUBLIC MEETING NOTICE

The Carlin City Council, City of Carlin, State of Nevada, will conduct a Regular Meeting on **May 27, 2020** beginning at **7:00pm**. For more information on the available Live Stream and Public Comment opportunity, please see below.

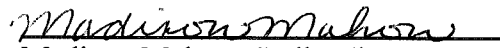
Attached, with this Notice, is the Agenda for the City Council Meeting. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to participate during the meeting. If special arrangements are necessary, please notify LaDawn Lawson, City Clerk, in writing at PO Box 787, Carlin, Nevada 89822 or by telephoning 775-754-6354.

In accordance with Federal law and U.S. Department of Agriculture policy, the City of Carlin is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

In accordance with Nevada Declaration of Emergency Directive 006 Section 3 and Section 4, Directive 016, and Directive 018 Section 23, this agenda has been posted in the following locations:

- City of Carlin Website
- State of Nevada Public Notice Website

In accordance with Nevada Declaration of Emergency 006, Section 2, Directive 016, and Directive 018 Section 23, this City Council Meeting will stream on Facebook Live on the City of Carlin Facebook Page: <http://www.facebook.com/CityofCarlin>. The City of Carlin will not monitor comments made during the live stream. If you would like to submit a statement to be read into the record, or receive supporting material electronically, please email them directly to City Manager Madison Mahon mmahon@cityofcarlin.com, or call City Hall at (775) 754-6354 **by Wednesday, May 27, 2020 at 5:00PM.**


Madison Mahon, Carlin City Manager

Agenda prepared by City Manager Madison Mahon.

Dated this 22nd day of May, 2020.

The City of Carlin is an equal opportunity employer and provider.

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

**May 27, 2020
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

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.**

2. Final Budget Fiscal Year 2020-2021 (For Possible Approval):

- A) **PUBLIC HEARING NOTICE** is hereby given that the Carlin City Council, Carlin, Nevada, will hold a public hearing at the Regular Meeting held on May 27, 2020, at 7:00 p.m., in the Carlin Municipal Court Meeting Room, 101 South Eighth Street, Carlin, Nevada. The purpose of this hearing is to review, discuss, and possibly approve the Tentative Budget as the Final Budget for Fiscal Year 2020-2021. All comments regarding this matter will be considered at the Public Hearing. At the conclusion of the Public Hearing the Council may move to close the hearing
- B) Review, discussion, and possible approval of the Tentative Budget as the Final Budget for the Fiscal Year 2020-2021, and all related matters. A copy of the proposed budget is on file and available for public inspection by contacting City Manager Madison Mahon.

3. Carlin Historical Society:

- A) Presentation from the Carlin Historical Society of their Annual Report and Strategic Plan for 2020-2025 (Non-Action Item);
- B) Review, discussion, and possible approval of a request to move the Mining Interpretive Signs from the Public Works Department to the Carlin Museum, and all related matters (For Possible Action).

4. Carlin Open Door Senior Center Annual Report (Non-Action Item):

- A) Presentation from the Carlin Open Door Senior Center on the FY 2019 Department Review and Plans for FY 2020.

5. Special Use Permit Methodist Church (For Possible Action):

- A) Review, discussion, and possible action to renew, condition, restrict, or discontinue the Special Use Permit for a metal storage container for the Carlin United Methodist Church located at 12th and Chestnut Street, Carlin, Nevada APN# 002-030-012, and all related matters.

6. Firefighter/EMT Job Description (For Possible Action):

- A) Review, discussion, and possible action on suggested edits for the Firefighter/EMT job description, and all related matters.

7. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for May 13, 2020, and Carlin City Council Special Meeting Minutes for April 1, 2020, and all other matters related thereto. Draft minutes can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

8. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 5/09/2020-05/22/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

9. 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.

10. Adjournment (For Possible Action)

Call to Order and Roll Call

Pledge of Allegiance

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- B) Review, discussion, and possible approval of a request to move the Mining Interpretive Signs from the Public Works Department to the Carlin Museum, and all related matters (For Possible Action).



City Council Agenda Request

City of Carlin

PO BOX 787

Carlin, NV 89822

Phone: 775-754-6354 Fax: 775-754-6912

Applicant/Responsible Party: Carlin Historical Society

Address: PO Box 14 718 Cedar St.

Email: carlinhistoricalsociety@gmail.com Telephone: 775-754-2287

Date of the Event (If Applicable): N/A

Location (If Applicable): N/A

Date of desired Council Meeting for consideration: _____

(Council meetings are usually held the 2nd and the 4th Wednesdays of the Month, unless otherwise scheduled.)

*Agenda request items **MUST** be submitted at least a minimum of TWO (2) weeks prior to the desired Council Meeting and may be placed on a subsequent future meeting agenda.

Agenda Item/Issue/Event: Carlin Historical Society Annual Report on activities, museum, and future plans.

Please answer the following so that the agenda accurately reflects the issue or concern you are bringing to the City Council:

1. Does your item require Action (vote) by the Council or is it informational only? Information only

2. Do you anticipate any financial or budgetary impact to the City from your agenda item? (If so, please explain and provide documentation of the impact) Not this year.

3. Have you addressed your issue operationally through one of the City Departments? If so, have you made contact with the appropriate Department Head or City Manager? N/A

4. Does your issue require Planning Commission action before going to the City Council? (If unsure, please check with the City Clerk's Office or City Manager) No

5. Have you provided copies of all materials, documents, maps, diagrams, etc. with this item for the Council to consider? (Submit to City Manager to be included in the Council's Agenda Packet) yes

*Other Comments/Notes regarding this item that might be of assistance to the Council in considering your item: _____

Office Use only

Received: This _____ day of _____, 20____. Receiving Officer: _____

Carlin Historical Society Activities

July 1, 2018 to June 30, 2019

July 4, 2018 – Opened first exhibit at Carlin Library entitled *Carlin Sesquicentennial: Celebrating 150 Years of History!* and Informational booth and raffle at Carlin's Old Fashioned Fourth of July Celebration in the City Park.

August 17-18, 2018 – Carlin Jail Fundraiser and Carlin Historical Society informational booth at the Carlin Show N' Shine at the City Park.

August 23, 2018 – Brown Bag Lunch presentation about the City of San Francisco train wreck presented by the Northeastern Nevada Museum in the Society's exhibit at the library.

September 22, 2018 – Field trip to Battle Mountain Cookhouse museum in conjunction with the Carlin Senior Center.

December 1, 2018 – Carlin's 150th Birthday Celebration in the exhibit at the Carlin Library.

May 14, 2019 – Hosted at Museum journalists from China who were creating a broadcast regarding the Chinese Railroad Workers and the Chinese Cemetery in Carlin.

May 18, 2019 – Open House and Book Sale in Museum building.

June 1, 2019 – E Clampus Vitus Elizabeth Pott's Historical Marker Dedication Ceremony on Museum grounds.

July 4, 2019 – Burying of Carlin Sesquicentennial Time Capsule on the Museum grounds and Opening of new exhibit entitled *Carlin 13: The Lost History of the Carlin Chinese*



CARLIN HISTORICAL SOCIETY

STRATEGIC PLAN

JANUARY 2020

TO

JANUARY 2025

Approved by the Board of Directors on

February 18, 2020

ABOUT THE CARLIN HISTORICAL SOCIETY

The Carlin Historical Society was founded in January 2013 by a group of local citizens who want to help preserve and share the history of Carlin, Nevada. The impetus for the organization's formation was the Sesquicentennial celebration of the town's founding and the demolition of a local historical building called the State Hotel. The organization officially incorporated and obtained non-profit status in April 2018.

On July 4, 2018, the Society opened its first historical exhibit in a room in the Carlin Library. The exhibit, entitled *Carlin Sesquicentennial: Celebrating 150 Years of History!*, was a great success. By March of 2019, the Carlin Historical Society finalized an agreement with the City of Carlin to lease a historic schoolhouse building for use as a museum. A second historical exhibit was opened on July 4, 2019, entitled *Carlin 13: The Lost History of the Carlin Chinese*. The new exhibit resulted in increased community support which allowed for continued development of the Carlin Museum. The Carlin Museum officially opened to the public on February 1, 2020.

This document consists of the Society's plans for the next five years and the steps the Society will take to reach those goals. The document was created by the Board of Directors, with member input, after several planning sessions and monthly meetings.

Some of the action steps in this plan are already underway but they have been included to communicate the overall plan and the expected outcomes. The Carlin Historical Society is committed to aggressively communicating our goals both internally and externally and to have planning, follow-through, and assessment be integral to our operations. We recognize that the plan is flexible as we are subject to external forces beyond our control. This strategic plan will be reviewed and updated annually or on an as needed basis.

CARLIN HISTORICAL SOCIETY

MISSION STATEMENT

The mission of the Carlin Historical Society is to discover, collect, preserve, research, interpret, disseminate, display, and promote the history of Carlin, Nevada and surrounding areas.

VISION STATEMENT

The Carlin Historical Society will actively develop and promote the Carlin Museum and grounds in order to expand its permanent collection, develop and expand its exhibits, and provide education outreach to the public in order to preserve the history of Carlin, Nevada and surrounding areas and to promote tourism in Carlin.

Major Themes and Goals

The Board of Directors and members of the Carlin Historical Society followed a SWOT Analysis format in which participants were asked to examine the Society's strengths and weaknesses while identifying potential opportunities and threats. The responses to these inquiries were compiled into common themes. The common themes identified included:

- 1) a need to develop and grow a steady income stream for the Society;**
- 2) a need to protect and develop the Museum's archive collection;**
- 3) a need to increase the visibility of the Museum and make improvements to the Museum building and grounds;**
- 4) a need to identify and develop a Museum theme and exhibit format; and**
- 5) a need to develop a community outreach plan for the Society.**

These five themes were used as the basis for the five themes of the plan. The Board of Directors and members then met and drafted "big picture" goals for each theme that will guide the day-to-day activities of the Society in the next 5 years.

These chapter headings and goals include:

Financial Growth

- a. Develop and implement a Grant Application System;
- b. develop partnerships with the business community;
- c. develop and cultivate endowments and donation sources; and
- d. identify assets and assess value of liquidation.

Collections Management

- a. Adopt a comprehensive Collections Management Policy;
- b. Complete a full inventory and meet goals for full catalogue records of collection; and
- c. Develop plan for storage of collection and implement improvements for storage area.

Building and Grounds Development

- a. Develop a plan for preservation, rehabilitation, and restoration of museum building and grounds with short-term and long-term financial needs; and
- b. Establish a plan for engaging the grounds as a part of the Museum experience.

Exhibition Development

- a. Develop and implement an exhibit plan for the Museum building and grounds with short-term and long-term financial needs;
- b. Develop the archive collection through community outreach and potential archive sources, such as other local museums.

External Relations

- a. Adopt a marketing plan for the Museum;
- b. Improve visibility of Museum through signage and development of exhibition space on the grounds of the Museum;
- c. Develop plans and partnerships that expand tourism outreach and collaboration with other museums and organizations in the area.

Goal 1: Financial Growth

Long-Range Vision

- By 2025, we will increase the revenue to \$25,000 per year.
- By 2025, we will increase annual private donations to \$5,000.
- By 2025, we will increase business donations to \$2,500.
- By 2025, we will have received and successfully implemented at least two monetary grants.
- By 2025, we will have liquidated all personal property assets worth monetary value.

Strategic Goal #1: Develop and implement a Grant Application System.

Outcomes:

1. Ability to track grants and optimize probability of success of obtaining grant funds.
2. Greater stability in revenue leading to the successful implementation of the Strategic Plan.
3. Ability to ensure for the long-range financial health of the Carlin Historical Society.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Create inventory of all possible sources of grant funding.	President and Treasurer	January 2021	\$0	<ul style="list-style-type: none">- Completed by Deadline- Accuracy and value of the information gathered
Review all grant requirements and create tickler system for grant application deadlines.	President and Treasurer	January 2021	\$0	<ul style="list-style-type: none">- Completed by Deadline- Accuracy and effectiveness of system
Continue to search for new grant opportunities.	Board of Directors	Ongoing	\$0	<ul style="list-style-type: none">- Add new grant opportunities to system annually
Seek grant application	Treasurer	Ongoing	\$0	<ul style="list-style-type: none">- Meet long term goal of

completion assistance from local community and Nevada Grant Office.				receipt of at least two grants by 2025
Seek out grant writing classes and/or trainings available at low-cost.	Treasurer	Ongoing	\$300 to \$1000.00	- Meet long term goal of receipt of at least two grants by 2025

Strategic Goal #2: Develop partnerships with the local business community and cultivate endowment and donation sources.

Outcomes:

1. Greater stability in earned income and donations leading to more effective implementation of Strategic Plan and better ability to plan for the future.
2. A unified development effort that will lead to more productive fundraising.
3. Ability to ensure for the long-range financial health of the Carlin Historical Society.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Create a list of potential community partners, donors, and possible revenue sources.	Secretary	July 2021	\$0	- Completed by Deadline - Accuracy and value of the information gathered
Draft of letter of support/sponsorship opportunities for potential business partners and donors.	Secretary	July 2021	\$0	- Completed by Deadline - Donations and sponsorship increase
Brainstorm and implement Building improvement sponsorship program.	Vice Presicent	July 2021	Unknown	- Completed by Deadline - Effectiveness of donation tool.

Strategic Goal #3: Identify assets for liquidation and liquidate.

Outcomes:

1. Create revenue from existing assets.
2. Further the preservation, rehabilitation, and restoration of schoolhouse building.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Create inventory of organization assets and determine which assets can be liquidated.	Vice President	August 2020	\$0	- Completed by Deadline
Determine resale value of liquid assets.	Vice President	January 2021	\$0	- Completed by Deadline.
Arrange for and execute sale of liquid assets.	Vice President	May 2021	\$0	- Completed by Deadline

Ongoing and Future Needs

The Carlin Historical Society recognizes the need for financial viability long into the future and the unique challenges of keeping a small museum running. Possible suggestions of revenue generation included renting office space and providing classes for a fee. Both ideas were considered impractical at the time of the creation of this Strategic Plan but should be revisited annually or as circumstances change.

Goal 2: Collections Management

Long-Range Vision

- By 2025, we will have 100% of the collection inventoried.
- By 2025, we will have developed a proactive acquisition program including adequate funds budgeted for collection care and conservation needs.

Strategic Goal #1: Adopt a comprehensive Collections Management Policy.

Outcomes:

1. High level of confidence within the community, particularly among potential donors, in the Museum's ability to care for donations.
2. Increase collection of Carlin Museum.
3. Ability for public to access archives for research with ease and confidence.
4. Consistent standard of care for the collection through clearly stated guidelines, policies, and procedures.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Finalize inventory identification system.	Registrar	10/1/20	\$0	- Completed by Deadline
Draft Collections Management Policy.	Registrar	6/30/21	\$0	- Completed by Deadline - Approved by Board of Directors
Seek our donations and acquisitions that align with the Museum purpose with the help of the community.	Board of Directors	Ongoing	\$0	- Archive collection growth is evident.

Strategic Goal #2: Complete a full collections inventory.

Outcomes:

1. High level of confidence within the community, particularly among potential donors, in the Museum's ability to care for donations.

2. Ability for public to access archives for research with ease and confidence.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Inventory all photographs and store for ease of access.	Board of Directors	Ongoing	\$0	Completed by Deadline of 2025
Inventory all artifacts and store according to museum quality standards.	Board of Directors	Ongoing	\$0	Completed by Deadline of 2025
Implement policy regarding how objects are acquired and deaccessioned.	Registrar	Ongoing	\$0	- Policy is followed in every instance.

Strategic Goal #3: Develop a plan for storage of collection and implement improvements to storage area.

Outcomes:

1. High level of confidence within the community, particularly among potential donors, in the Museum's ability to care for donations.
2. Ability for public to access archives for research with ease and confidence.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Finish putting up shelves in Archives	Board of Directors	10/1/20	\$0	Completed by Deadline
Purchase and install new air conditioning system for Archives/Storage Area	Board of Directors	6/30/21	\$500.00 to \$1000.00	Completed by Deadline
Arrange archives for ease of use, access, and possible growth.	Board of Directors	10/1/20	\$0	Completed by Deadline

Goal 3: Building and Grounds Development

Long-Range Vision

- By 2025, we will have a fully functioning building and grounds that are safe, secure, aesthetically pleasing, and well maintained with adequate funds budgeted for future maintenance needs.
- By 2025, we will complete improvements to the building so that it is safe, secure, aesthetically pleasing, and well maintained.
- By 2025, we will determine whether restoration of the Museum building exterior is possible. If yes, by 2025 we will have begun restoration of the exterior of the building.
- By 2025, we will determine whether restoration of the Museum building interior is desirable or counter-productive to use of the building as a museum.
- By 2025, we will have an established program of public events on the Museum grounds including regular classes, lectures, and educational workshops.

Strategic Goal #1: Develop a plan for preservation, rehabilitation, and restoration of museum building and grounds with short-term and long-term financial needs.

Outcomes:

1. Ability to anticipate future facility needs leading to project viability.
2. Improved ability to manage the Museum's long-term financial needs
3. Long-term, comprehensive plan for the Museum's building and grounds that will guide future improvements and fundraising efforts.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Develop a Master Plan detailing immediate building needs, as well as plans for future improvements and restoration work with associated cost projections.	Board of Directors	2/1/2021	\$0	<ul style="list-style-type: none">- Completed by Deadline- Quality, accuracy, and usefulness of information in document
Engage the services of an architect or	Board of Directors	1/1/2023	\$40,000	<ul style="list-style-type: none">- Completed by Deadline

general contractor to develop plan detailing restoration of building exterior				
				-

Strategic Goal #2: Complete improvements to the building in order to meet immediate needs of maintenance and preservation.

Outcomes:

1. Increased level of confidence within the community of the Society's mission and future viability of the Museum Project.
2. Increased transparency and clarity as it relates to the long-term development of the Museum building and grounds.
3. Increased level of fundraising through evidenced project completion.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Remodel Men's and Women's restrooms into one unisex restroom that meets ADA requirements.	Board of Directors	4/1,'2021	\$10,000	Completed by Deadline
Removal of walk-in freezer and breezeway connecting it to the building.	Board of Directors	6/1,'2025	\$1,000	Completed by Deadline
Renovation, wall repair, and painting of kitchen in Museum building.	Board of Directors	6/1,'2020	\$200.00	Completed by Deadline.
Painting of interior of building.	Board of Directors	6/1,'2021	\$500.00	Completed by Deadline
Installation of central air conditioning in Museum building.	Board of Directors	7/1,'2025	\$70,000	Completed by Deadline
Replacement of furnace with central heat.	Board of Directors	7/1,'2025	\$70,000	Completed by Deadline
Removal and replacement of light fixtures in Museum building.	Board of Directors	7/1,'2024	\$10,000	Completed by Deadline

Removal of old carpet and linoleum and refinishing/replacement of wood floors in Museum building.	Board of Directors	7/1/2024	\$20,000	Completed by Deadline

Ongoing and Future Needs

The Carlin Historical Society envisions a lot of improvements for the building which may be preservation, rehabilitation, or restoration based. However, absent immediate plans and possible outcomes from the currently proposed work we are currently unable to plan for those improvements. Such improvements include restoration of the interior to the original floor plan of the schoolhouse which would result in the removal of walls and other attached fixtures.

Strategic Goal #3: Establish a plan for improving the grounds as a part of the Museum experience.

Outcomes:

1. A more attractive exterior that will project the image of a vibrant, active Museum and drive attendance and use.
2. Increased visibility of the Museum and Society to the public resulting in increased funding and donations to the Collection.
3. Ability to make full use of the Museum's grounds as a valuable public space and community resource.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Develop a Master Plan for development of the Building grounds for use as an exhibit area.	Board of Directors	6/1/2022	\$0	Completed by Deadline
Install Museum Sign on corner of building grounds.	Board of Directors	9/1/2020	\$5,000	Completed by Deadline
Install Mining Interpretive Signs on building grounds.	Board of Directors	9/1/2020	\$1,000	Completed by Deadline
Install ore cart on corner of building grounds.	Board of Directors	9/1/2020	\$100.00	Completed by Deadline

Remove concrete ramp on front of building and repour sidewalks in front of building.	Board of Directors	4/1/2021	\$20,000	Completed by Deadline
Pour new sidewalk from front of building to rear of building.	Board of Directors	4/1/2022	\$10,000	Completed by Deadline
Install aluminum or wood wheelchair ramp at rear of building	Board of Directors	4/1/2021	\$2,000	Completed by Deadline
Paint exterior trim, cornices, and other decorative features in order to preserve and improve appearance of building.	Board of Directors	6/1/2021	\$5,000	Completed by Deadline
Remove and repour sidewalks on the rest of Cedar and 8 th Street.	Board of Directors	6/1/2024	\$10,000	Completed by Deadline
Repoint Building bricks, replace missing bricks, etc.	Board of Directors	6/1/2024	\$10,000	Completed by Deadline

Ongoing and Future Needs

The Carlin Historical Society envisions a lot of improvements for the building which may be preservation, rehabilitation, or restoration based. However, absent immediate plans and possible outcomes from the currently proposed work we are currently unable to plan for those improvements. Such improvements include landscaping, roof replacement, and restoration of the bell tower and widow's walk on the roof.

Goal 4: Exhibition Development

Long-Range Vision

- By 2025, we will have utilized all space available for exhibition in the both the interior and exterior of the grounds.
- By 2025, we will have solidified a reputation in the community for being museum worth seeing and for excellence in historical preservation.
- By 2025, we will be recognized as consistently offering differentiated programs and exhibitions that address the interests and needs of diverse audiences.

Strategic Goal #1: Develop and implement an exhibit plan for the Museum building and grounds with short-term and long-term financial needs.

Outcomes:

1. High quality exhibitions and programs, which will better carry out the Museum's mission.
2. New and unexpected opportunities to engage visitors and the community at large.
3. Better understanding and appreciation for the Museum and its collection among the diverse audiences we serve.
4. Increased revenue from program participation.
5. Overall increased attendance and use by the community especially with returning visitors.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Draft Exhibit Vision Plan based upon member and community feedback.	Board of Directors	1/1/2021	\$0	<ul style="list-style-type: none">- Completed by Deadline- Quality and usefulness of document.
Develop infrastructure for semi-permanent exhibition space in Main Gallery.	Board of Directors	6/1/2022	\$20,000 to \$50,000	<ul style="list-style-type: none">- Completed by Deadline.-
Brainstorm ideas to engage visitors and the	Board of Directors	Ongoing	\$0	<ul style="list-style-type: none">- Visitor attendance- Visitor Satisfaction

community at large.				- Community Reputation
Expand opportunities for adult and youth learners for classes, lectures, and hand-on activities	Board of Directors	Ongoing	Unknown	- Attendance - Participant Satisfaction - Community Awareness
Develop new, innovative, technology based exhibits and programs.	Board of Directors	Ongoing	\$3,000	- Attendance - Visitor Satisfaction - Positive community feedback - Quality of relationships with other institutions resulting from exhibitions
Develop offerings of school programs for educators.	Board of Directors	Ongoing	\$3,000	- Reception of local educators - Attendance - Feedback

Strategic Goal #2: Develop the archive collection through community outreach and potential archive sources, such as other museums.

Outcomes:

1. Increased audience loyalty and lasting enthusiasm and appreciation in the community for the Society and its mission.
2. Improved relations with the community and enhanced opportunities to form beneficial relationships.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Seek out donations and acquisitions from the community	Registrar	Ongoing	\$0	- Growth of collection.

through social media and website.				
Maintain a master list of artifacts for potential acquisition.	Board of Directors	Ongoing	\$0	
Maintain and develop relationships with other institutions.	Board of Directors	Ongoing	\$0	
Increase visibility to community and communicate needs of collection.	Board of Directors	Ongoing	\$0	- Growth of Collection

Goal 5: Visibility and External Relations

Long-Range Vision

- By 2025, we will increase onsite attendance to 500 annually.
- By 2025, we will be recognized for our positive impact on the community through tourism.
- By 2025, we will be recognized as an important partner in the museum and tourism industry of Elko County.

Strategic Goal #1: Adopt a marketing plan for the Museum.

Outcomes:

1. Improve community awareness of Society's mission and vision for the future of the Museum.
2. Increase visitors to the Museum and participation in programming.
3. Better engagement of the community, potential partners, and potential funders.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Draft marketing plan for Society and Museum.	Board of Directors	2/1/2021	\$0	- Completed by Deadline
Launch new marketing plan for Society and Museum.	Board of Directors	6/1/2021	\$300.00	- Completed by Deadline

Strategic Goal #2: Improve visibility of Museum through signage and development of exhibition space on the grounds of the Museum.

Outcomes:

1. Improve community awareness of Society's mission and vision for the future of the Museum.
2. Increase visitors to the Museum and participation in programming.
3. Better engagement of the community, potential partners, and potential funders.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Purchase and install Museum sign on the corner of Cedar and Eighth Street.	Board of Directors	6/1/2020	\$5,000	Completed by Deadline

Purchase and install directional signs in the City of Carlin to help guide visitors to the Museum.	Board of Directors	6/1/2020	\$150.00	Completed by Deadline
Install Mining Interpretive Signs flanking Museum building sign.	Board of Directors	9/1/2020	\$1,000	Completed by Deadline

Strategic Goal #3: Develop plans and partnerships that expand tourism outreach and collaboration with other museums, events, and organizations in the area.

Outcomes:

1. Increased awareness and attendance of the Society and Museum.
2. Strategic partnerships between the Society and other nearby organizations that expand the Museum's impact and influence as they relate to tourism.

Action Steps	Responsible Party	Due By	Cost	Performance Measure
Meet with leaders of other organizations in the area and identify opportunities for collaboration.	Board of Directors	Ongoing	\$0	<ul style="list-style-type: none"> - Consistency of meetings - Quality of Communication - Quality of relationships developed - Significance of collaborative efforts
Align marketing efforts and program development with the goals of expanding tourism and influence.	Board of Directors	Ongoing	\$0	<ul style="list-style-type: none"> - Increased attendance - Visitor Feedback
Take a leadership role in the community's efforts to	Board of Directors	Ongoing	\$0	<ul style="list-style-type: none"> - Increased recognition in the community

preserve local history through activism and community awareness.				of Society's mission
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CONCLUSION

As previously discussed, the Carlin Historical Society created this Strategic Plan in order to focus their efforts for the future of the organization and the Carlin Museum. The Carlin Historical Society desires to fulfill its mission but also recognizes the potential positive impact their activities could have on the community in which its members live and work. The town of Carlin is struggling to remain vibrant as time marches on. Increasing the tourism industry could help the community. To that end, the Carlin Historical Society will actively cultivate the use of its facilities both interior and exterior as a resource for its citizens through the continued expansion of its permanent collection, creative development and expansion of exhibitions and providing educational outreach to the public. The Carlin Historical Society will be proactive in developing its collections, staff, programs, and facilities, and in the continual expansion of its presence in the community



City Council Agenda Request

City of Carlin

PO BOX 787

Carlin, NV 89822

Phone: 775-754-6354 Fax: 775-754-6912

Applicant/Responsible Party: Carlin Historical Society

Address: PO Box 14

Email: carlinhistoricalsociety@gmail.com Telephone: 775-754-2287

Date of the Event (If Applicable): 7/4/2020

Location (If Applicable): 718 Cedar St.

Date of desired Council Meeting for consideration: ASAP (same meeting as annual report)
(Council meetings are usually held the 2nd and the 4th Wednesdays of the Month, unless otherwise scheduled.)

*Agenda request items **MUST** be submitted at least a minimum of TWO (2) weeks prior to the desired Council Meeting and may be placed on a subsequent future meeting agenda.

Agenda Item/Issue/Event: Mining Interpretive Signs - Request to direct staff to move signs to lot next to museum so they can be installed. (We want them in by July 4th)

Please answer the following so that the agenda accurately reflects the issue or concern you are bringing to the City Council:

1. Does your item require Action (vote) by the Council or is it informational only? Action Item

2. Do you anticipate any financial or budgetary impact to the City from your agenda item? (If so, please explain and provide documentation of the impact) staff equipment + labor costs

3. Have you addressed your issue operationally through one of the City Departments? If so, have you made contact with the appropriate Department Head or City Manager? yes

4. Does your issue require Planning Commission action before going to the City Council? (If unsure, please check with the City Clerk's Office or City Manager) No

5. Have you provided copies of all materials, documents, maps, diagrams, etc. with this item for the Council to consider? (Submit to City Manager to be included in the Council's Agenda Packet) The signs will face outward toward the street along Cedar & Eighth.

*Other Comments/Notes regarding this item that might be of assistance to the Council in considering your item: There are funds available for installation.

Office Use only

Received: This _____ day of _____, 20____. Receiving Officer: _____

4. Carlin Open Door Senior Center Annual Report (Non-Action Item):

- A) Presentation from the Carlin Open Door Senior Center on the FY 2019 Department Review and Plans for FY 2020.



City Council Agenda Request

City of Carlin
PO BOX 787
Carlin, NV 89822

Phone: 775-754-6354 Fax: 775-754-6912

Applicant/Responsible Party: Carlin Senior Center - Ella Trujillo

Address: 320 Chestnut St.

Email: etrujillo@cityofcarlin.com Telephone: 775-754-6466

Date of the Event (If Applicable): _____

Location (If Applicable): _____

Date of desired Council Meeting for consideration: 4/22/2020

(Council meetings are usually held the 2nd and the 4th Wednesdays of the Month, unless otherwise scheduled.)

*Agenda request items **MUST** be submitted at least a minimum of TWO (2) weeks prior to the desired Council Meeting and may be placed on a subsequent future meeting agenda.

Agenda Item/Issue/Event: FY 2019 Department Review and plans for FY 2020

Please answer the following so that the agenda accurately reflects the issue or concern you are bringing to the City Council:

1. Does your item require Action (vote) by the Council or is it informational only? Info only

2. Do you anticipate any financial or budgetary impact to the City from your agenda item? (If so, please explain and provide documentation of the impact) No

3. Have you addressed your issue operationally through one of the City Departments? If so, have you made contact with the appropriate Department Head or City Manager? yes

4. Does your issue require Planning Commission action before going to the City Council? (If unsure, please check with the City Clerk's Office or City Manager) No

5. Have you provided copies of all materials, documents, maps, diagrams, etc. with this item for the Council to consider? (Submit to City Manager to be included in the Council's Agenda Packet) yes

*Other Comments/Notes regarding this item that might be of assistance to the Council in considering your item: _____

Office Use only

Received: This _____ day of _____, 20____, Receiving Officer: _____

FY 2019

Outreach/Resource Education Activities

1. October 3, 2018 – Parkinson's Support Group Informational Session
2. December 18, 2019 – Community Light Tour of Carlin and Judging
3. December 14, 2019 – Open House – School Christmas Choir Concert
4. January 3, 2019 - – AARP Driver Safety Class – Open to public/advertised
5. January 23, 2019 – Open House – Volunteer Appreciation Luncheon
6. March 5, 2019 – Legal Aid Visit
7. April 10, 2019 – Nevada Attorney General's Office Scams and Fraud Presentation
8. May 4, 2019 – Field Trip to Nevada State Old-Time Fiddler's Contest
9. May 7, 2019 – Field Trip to Elko Museum for Documentary on Transcontinental Railroad
10. May 23, 2019 – Square Dancing Class
11. June 19, 2019 – Emergency Preparedness Class
12. July 4, 2019 – Outreach – Carlin's Old Fashioned Fourth of July in Park
13. August 15, 2019 – 3rd Annual Murder Mystery Party for Seniors
14. September 25, 2019 – Fire Safety and Fire Extinguisher Training

Fundraising Activities

1. July 4, 2019 – Cake Walk
2. November 17, 2018 – Turkey Shoot and Thanksgiving Bingo
3. December 1, 2018 – Sugarplum Square Bake Sale
4. February 9, 2019 – Sweetheart Bingo
5. September 21, 2019 – Murder Mystery Dinner
6. Aluminum Can Recycling Program – Year Round

Nutrition Education

1. December 2018 – Stress Management
2. January 2019 – Enjoy Food From Many Cultures
3. February 2019 – Make Celebrations fund, healthy, and active
4. May 2019 – Surviving Seasonal Allergies
5. August 2019 – Health Living: Is a Keto Diet For You?

Shelf Stable Meals

1. July 2018 - Delivered

Congregate Targeting Plan

	80 Clients FY 2016	86 Clients FY 2017	101 Clients FY 2018	117 Clients FY 2019	FY 2020
October	414	432	451	530	551
November	388	413	423	444	492
December	464	429	394	430	483
January	415	432	468	444	450
February	454	413	422	454	
March	496	472	449	455	
April	449	500	513	550	
May	504	477	514	578	
June	469	403	475	475	
July	455	440	467	490	
August	455	558	556	506	
September	516	445	443	442	
TOTAL	5479	5414	5575	5798	

Fiscal Year 2019 Target Plan Analysis - We projected service to 93 clients and delivery of 5,500 meals. We exceeded both with 117 clients and 5,798 meals.

Homebound Targeting Plan

	49 Clients FY 2016	25 Clients FY 2017	28 Clients FY 2018	38 Clients FY 2019	FY 2020
October	620	511	460	537	408
November	493	516	433	518	455
December	596	529	527	485	499
January	541	552	508	489	482
February	612	516	501	519	522
March	728	598	538	515	409
April	522	511	522	431	
May	561	577	563	412	
June	469	525	592	346	
July	566	478	458	337	
August	458	547	503	400	
September	472	525	422	346	
TOTAL	6638	6385	6027	5335	

Fiscal Year 2019 Target Plan Analysis - We projected service to 28 clients and delivery of 6,200 meals. We exceeded the number of clients at 38 but we fell short of the number of meals. This was due largely to the death of many of our homebound clients during the year. We have increased outreach to try to find new clients that may benefit from the program .

Transportation Targeting Plan

	11 Riders FY 2016	13 Riders FY 2017	18 Riders FY 2018	37 Riders FY 2019	FY 2020
July	85	120	71	98	106
August	33	113	125	95	119
September	56	147	90	131	75
October	75	125	118	156	150
November	68	98	92	70	117
December	28	117	103	110	118
January	55	78	87	115	118
February	45	78	90	97	125
March	31	67	106	110	
April	Unknown	77	108	98	
May	145	90	116	194	
June	120	93	93	93	
TOTAL	741	1203	1199	1367	

Fiscal Year 2019 Target Plan Analysis - We projected service to 15 clients and delivery of 1,100 meals. We exceeded the number of clients at 37 and the number of rides at 1,367.

Carlin Senior Center

Annual Survey Results

There were a total of 60 surveys returned. (2018 - 50) (2017 - 30)

Question 1: How often do you eat lunch at the Senior Center?

Nineteen respondents said they eat at the Center every day, seventeen said they come for lunch 1 to 3 times a week, another seventeen said they only come sometimes, and seven said they come for lunch rarely.

2018 - Twenty respondents said they attend the Senior Center for lunch 1 -3 times a week. Nineteen said they only come sometimes and nine said they attend the Senior Center every day for lunch. There was one person who did not respond to the question.

Question 2: Do you come for more for the food or the social interaction?

Forty-seven of the respondents said they come for the food and social interaction, seven said they come only for the social interaction, and five said they come only for the food. There was one person who did not respond.

2018 - Twenty-five respondents stated they come to the Senior Center for both the food and the social interaction. Fourteen stated they come for the social interaction only and ten stated they come for the food only.

In 2017, eleven said they came for the food, eight for the social interaction, and eleven for both. This indicates a shift in the reason why people come to the Senior Center.

Question 3: On a scale from 1 to 5, what would you rate the quality of food at your last visit?

Twenty-seven respondents said they would rate the food at a 5, fourteen said they would rate the food at a 4 and thirteen at a 3. Three said they would rate the food at 2 and one said they would rate it at 1.

2018 - Twenty-three respondents said they would rate the food at a 5. Fifteen said they would rate it at 4. Thirteen rated it at a 3 and one rated it at a 2.

2017 - fifteen rated it at a 3, six at 4, 1 at 2, and eight at a five. This indicates that the quality of food has improved in the opinion those who come to eat.

Question 4: If you do not come for lunch, why not?

Twenty respondents said they do not come because they have other plans, eighteen did not answer the question, nine said they do not come because they do not like what is being served, seven said they are too busy, two said they do not like the atmosphere, and four others answered "other" which included living in Elko, getting homebound meals, or working.

2018 - Twenty-four respondents stated they do not come to lunch because they have other plans. Eleven stated they are too busy and one stated because of the atmosphere. Eight gave a different reason altogether and six did not respond to the question.

Question 5: Would you like more social activities at the Senior Center?

Thirty respondents stated no and nineteen stated yes. Eleven did not answer the question.

Twenty-five stated they do want more social activities and twenty-one stated they do not. Four did not respond.

Question 6: Have you recently used the Senior Center bus for transportation?

Forty-nine respondents stated no and eleven said yes.

Question 7: If no, why not?

Twenty-one stated they drive themselves, four stated they do not need transportation, two stated their spouse drives them, one said they live close by, and one cited the steps on the bus as why they do not use the service.

2018 - Seventeen stated they do not ride the bus because they drive their own car. Most did not respond to the question.

Question 8: Do you think you might start using the bus in the future? (New Question)

Thirty-four stated no and twenty-three stated yes. Three did not answer.

Question 9: Are you interested in riding the bus for social activities such as movies in Elko? (New Question)

Thirty-two stated no, twenty-three stated yes, and five did not answer.

5. Special Use Permit Methodist Church (For Possible Action):

- A) Review, discussion, and possible action to renew, condition, restrict, or discontinue the Special Use Permit for a metal storage container for the Carlin United Methodist Church located at 12th and Chestnut Street, Carlin, Nevada APN# 002-030-012, and all related matters.

CITY OF CARLIN
101 South 8th Street, Box 787
Carlin, Nevada 89822
775-754-6354

APPLICATION FOR

SPECIAL USE PERMIT

TO THE PLANNING BOARD

OF THE CITY OF CARLIN

Property
Owner: Carlin United Methodist Church

File Number: _____

Date Filed: 9-16-08

Fee
Paid: \$50.00 Credit Card

Hearing Date (Council): 10-8-08

Final Decision: _____

PROPERTY OWNER'S NAME: Carlin United Methodist Church

MAILING ADDRESS: PO Box ²⁴⁶~~876~~ Carlin, NV 89822

PHYSICAL ADDRESS: 802 Hamilton St., Carlin, NV 89822

PHONE #: _____ (HOME) 775-754-6439 (BUSINESS) _____ (FAX) _____

1. Application is hereby made for a special use permit for a parcel of land in the City of Carlin more particularly described as follows:

12th + Chestnut Sts. Parcel number 002-030-012

2. General description outlining reason for request: Storage unit for the

Church. We request a special use permit to place a steel container on the vacant church property to store items in that we collect for our yard sale fund raising project. We also plan to eventually construct a thrift store + the storage unit would be used for that.

We feel this use is allowed under Carlin City Code 3-3-2 "Accessory Uses Customarily incidental to a permitted use."

3. A \$50.00 fee associated with the special use permit will be paid by the property owner.

POSTED

PAID

SEP 16 2008

SEP 16 2008

City of Carlin

upd c.c.

4. No use permit shall be authorized unless it is determined the proposed use meets the following requirements:

- (A) The specific site is an appropriate location for such use:
- (B) Will not be injurious or dangerous to the public health, or hazardous to the public safety, because of undue traffic congestion, danger of fire or other reasons;
- (C) Will not produce noise, vibration, dust, smoke, odor, heat or glare observable at the lot lines in amounts objectionable or detrimental to the normal use of adjacent property: and
- (D) If located in a neighborhood residence, or rural residence or farming district, or in an Intermediate Residence District, will not be injurious to the character or amenities thereof, because of it's design or appearance.

5. The application will be heard by the Carlin City Council. Where, in the opinion of the Carlin City Council such authorization or exception is granted, appropriate conditions and safeguards shall be imposed and made part of the permit.

DATED this 16th Day of September, 20 08.

Dei Feasel on behalf of
PROPERTY OWNER SIGNATURE Trustees

ATTEST:

Kristi Maysell
CITY CLERK OR ASSISTANT CITY CLERK

6. Firefighter/EMT Job Description (For Possible Action):

- A) Review, discussion, and possible action on suggested edits for the Firefighter/EMT job description, and all related matters.

City of Carlin

FULL TIME

FIREFIGHTER / EMERGENCY MEDICAL TECHNICIAN (EMT)

OPEN/COMPETITIVE

This position will be responsible for performing a variety of driving and related activities including but not limited to the following, the primary duty of this position is Emergency Response to fires and medical emergency functions in the Fire/Ambulance Department of the City of Carlin. Additionally, the position assists in the management of the daily operational functions including scheduling of vehicle and equipment maintenance, training of City staff and volunteer firefighters when assigned, scheduling of any necessary additional training, maintenance of Fire Department records, management of City assigned Fire Department and Ambulance programs, assisting in budget preparation and other work as assigned. The successful candidate will be required to interact with the public in person, on the phone as well as via fax and email. Please refer to the Job Description for a complete scope of this position.

Strong communication skills are a positive attribute. The successful candidate will have the ability to communicate effectively and work in a spirit of cooperation with employees, elected officials, department heads, other employees and the general public and other government agencies. The successful candidate should possess basic computer skills including but not limited to Outlook Express, Microsoft Office, and Word.

The successful candidate shall have a valid Nevada Class B Commercial Driver's License, with Tanker and Air Brake Endorsements. Must have a current State of Nevada Basic Emergency Medical Technician Certification and have an Advanced Emergency Medical Technician Certification within 6 months of hire and State of Nevada Ambulance Attendants License and pass a background check and the ability to maintain these certifications thru the tenure of employment.

This is a non-exempt position and the starting salary is a Grade 20 Step 1, plus an excellent benefits package. Full time equates to 90 hours worked per pay period.

The applicants with the highest qualifications as determined by the screening process will be invited to one or more interviews which may include written examinations, skill tests, one or more oral presentation exercises, situational responses, or a combination of assessment exercises. To be considered for this position, a cover letter and a City of Carlin employment application must be completed and returned to the Human Resources Department no later than **5:00PM Insert Date Here**. For application materials, visit our website at www.cityofcarlin.com or call

(775) 754-6354.

The City of Carlin is an Equal Opportunity Employer and Provider

CITY OF CARLIN

Position Description

**Title: Firefighter /
Emergency Medical Technician (EMT)**
Reports to: Fire Chief
Department: Fire/Ambulance

Status: Non-Exempt
Location: Fire Department
Job Description Update: 06/24/2013

Pay Grade: 20

General Purpose of Position:

The primary duty of this position is Emergency Response to fires and medical emergency functions in the Fire/Ambulance Department of the City of Carlin. Additionally, the position assists in the management of the daily operational functions under the direction of the Fire Department Chief including scheduling of vehicle and equipment maintenance, training of city staff and volunteer firefighters when assigned, scheduling of any necessary additional training, maintenance of Fire Department records, management of Fire Chief assigned Fire Department and Ambulance programs, assisting in budget preparation and other work as assigned.

Essential Duties and Functions: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

- Responds to fires and medical calls as a Firefighter / EMT, performing all duties as required on the fire ground to mitigate the emergency, assists victims and renders emergency medical care pursuant to the scope of training
- Responsible for the care and proper operation of all Fire/Ambulance vehicles and performs routine maintenance and arranges and schedules other comprehensive maintenance as required
- Operates all firefighting equipment, including extrication equipment, and SCBA
- Prepares and presents legible and concise information in written and/or oral form to the Fire Chief, Assistant Fire Chiefs, Courts and other law enforcement agencies
- Assembles, sorts and tallies information for reports for local, state and federal governmental agencies
- Cooperates and provides information to County, State and Federal Fire agencies as appropriate on issues involving the Carlin Volunteer Fire Department
- Testifies in court proceedings as required

- Tracks inventory, departmental supplies and materials and ensures that needed items are ordered in a timely fashion and that they are received once ordered
- Attends regular and mandatory training sessions as required
- Assists in preparation of budgets
- Performs billing for Ambulance services and arranges for payments and collections when necessary
- Prepares purchase orders for Fire Department Services and Supplies and ensures compliance with the City's Expense Management and Purchasing Control policy
- Performs administrative and support duties and related functions in assembling and maintaining records and reports from rough data and hand-written drafts.
- Maintains records and filing systems, administrative files and computerized records and back up for the Fire /Ambulance Department
- Initiates and seeks grants funding and assists Fire Chief in researching and preparing grant requests for Fire/Ambulance equipment, personnel and vehicles
- Assists and participates in all community related projects as directed by the Fire Chief.
- Operates radio as needed and acts as a local dispatcher as needed, answers telephone calls and relays factual information to the officers
- Interacts professionally with visitors and callers and personally assists them or directs them to the appropriate department or individual for assistance.
- Assist with the management of the Carlin Ambulance Membership Program, including recruitment of members, receivables, payables, inventories and all other aspects of the program

Other Duties:

As assigned by the Fire Chief or City Administration chain of command

Qualifications for Employment:

Knowledge and Abilities:

Knowledge of

- Fire/ambulance policies and practices
- Basic principles of accounts payable and receivables

- Inventory control processes and record keeping
- Office procedures, filing systems, confidentiality requirements

Ability to

- Pass a background investigation
- Possess an EMT Intermediate certification
- Use designated computer software

Required Certifications and Licenses:

- Must have a current State of Nevada Basic EMT certification, entry level firefighter certifications, and hazard material operations certification
- A valid CDL Class B with tanker and air brake endorsements, Nevada driver's license and ability to maintain same.

Training & Experience

- Must have earned a high school diploma or equivalent
- Minimum of 1 year successful experience in medical billing and collections
- Minimum of 1 year experience in general office functions, communications and records management, or any equivalent combination of training, education and/or experience, which demonstrates an understanding of and ability to manage general office functions, public administration, communications and records

Tools and Equipment Used:

- Fire/Ambulance vehicle
- Emergency first aid equipment, e.g. defibrillator, monitors, etc.
- Fire radio, pager, cell telephone
- Personal computer, including word processing and spreadsheets
- Telephone with modem capabilities, fax machine, typewriter, 10-key calculator and Copy machine.

Physical and Mental Requirements:

- The employee must frequently lift or move objects weighing up to 50 pounds and occasionally lift and/or move objects up to 100 pounds.
- Employee must be able to answer and talk on a telephone and interface with the public, law enforcement personnel, city officials and other staff.
- Position requires bending, reaching, squatting, and stretching.
- Position may be required to sit at a desk for prolonged periods of time.
- Position must be able to communicate over the fire radio.
- Position may be subjected to loud noises such as sirens in close proximity and must be able to communicate under such conditions.
- Position may have to perform tasks effectively while subjected to smoke, fumes, chemicals, extreme heat from fire and or spraying water from hoses in all weather conditions.
- Position must be able to deal with and administer emergency assistance to individuals who are in extreme distress, are severely burned or otherwise injured or with dead victims.
- Position may be subjected to exposure to communicable diseases and blood borne pathogens.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Employee Signature/Date

Fire Chief Signature/Date

City Manager/Date

7. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for May 13, 2020, and Carlin City Council Special Meeting Minutes for April 1, 2020, and all other matters related thereto. Draft minutes can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

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

**May 13, 2020
7:00 PM**

Call to Order and Roll Call

Mayor Dana Holbrook called the regular session 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**

Council Members Absent: None.

**Staff: Madison Mahon, Carlin City Manager
LaDawn Lawson, Carlin City Clerk
Lt. Kevin McKinney, Acting Carlin Police Chief**

**Public: Ashley Reed, Shear Savagery
Sophia Macias, Shear Savagery**

The General Public was able to live stream the meeting on Facebook Live on the City of Carlin Facebook Page: <http://www.facebook.com/CityofCarlin>.

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.

- Carlin City Manager Madison Mahon stated she had not received any public comment but she had an update on the waterline. On Saturday there was a waterline break that was reported around 5:00 or 6:00 p.m. and we were able to get it repaired around 1:00 a.m. in the morning.
- Mayor Dana Holbrook stated he was aware of the waterline break and it was a pretty major break on Saturday afternoon. He received a call around 10:00 p.m. that they were going to need to go to the tanks and shut the water off. The Mayor thanked Public Works for their efforts in getting the water on.

2. Interlocal Contract for Law Enforcement Services (For Possible Action):

A) Review, discussion, and possible approval of the interlocal contract for temporary law enforcement services with Elko County, and all related matters. The interlocal contract is for the temporary term of supervisory services for the Carlin Police Department through August 19, 2020.

- City Manager Madison Mahon stated the last Council action on the interlocal contract for law enforcement services was that the City Council authorized Lauren Landa, City Attorney, and the County to work together to develop a contract for temporary law enforcement services by the County. Brandon and Lauren finished the interlocal contract and it went through a few phases of revisions and this is our draft and final contract. If you go through it is the standard contract that we agreed on, the term is from February to August so it is back dated to when we started the agreement with the County. The very last page Exhibit A outlines the dollar amount we would agree to in order for the interlocal agreement to be approved.
- Vice Mayor Lincoln Litchfield stated it has been a pleasure to work with Lt. McKinney and they meet before each council meeting to go over certain things. It is a pleasure working with him and it is a win, win for the City.
- Councilperson Cameron Kinney inquired if during this time we would be looking for a permanent Chief?
- City Manager Madison Mahon stated the last meeting we had with the hiring freeze the Council voted to allow law enforcement and essential personnel excluded from the hiring freeze. We are still working on the job description for the Police Chief position and she now has access to the National Chief's Association through Lt. McKinney so we are working on

- posting it so we will be doing the screening for that position.
- Councilperson Margaret Johnston asked City Manager Madison Mahon to highlight for the citizens what she has been working on in the PD.
 - City Manager Madison Mahon stated she had not been working on things nearly as much as Lt. McKinney. She stated he has completely renovated our evidence storage space along with help from the County evidence technicians. She stated she has seen Lt. McKinney working on day and night to improve our evidence storage and department. She has seen leaps and bounds of improvement in the department since Lt. McKinney has come here.
 - Councilperson Margaret Johnston stated you have been working on policies and procedures as well.
 - City Manager Madison Mahon stated yes, she sees dozens of policies and procedures from Lt. McKinney every week and he is doing a fantastic job updating our policies which they needed. Our policies were really outdated and she appreciates all he is doing for the city.
 - Mayor Dana Holbrook stated he is definitely in agreement with this contract it is definitely needed and he appreciates Lt. McKinney stepping in.

❖ **Motion:**

Vice Mayor Lincoln Litchfield made a motion to approve an interlocal contract for temporary law enforcement services with Elko County. The interlocal contract is for the temporary term of supervisory services for the Carlin Police Department from February 19, 2020 to August 19, 2020. Councilperson Cameron Kinney seconded the motion. Motion Passed.

3. Shear Savagery Re-Opening Plan (For Possible Action):

A) Review, discussion, and possible action for City Council support of Shear Savagery's plan to reopen, and all related matters.

- Sophia Macias stated the salons were allowed to open in Phase I. She stated they decided to do one to one contact which means per employee in the salon you are allowed one client. That means no waiting room, no clients sitting and waiting. We are asking people to wear masks and we are going to wear masks. We felt this is appropriate because we need to be so close to our clients. We were closed for about eight (8) weeks but now we have the State Board's permission to reopen in Phase I. We cannot do anything on the face. We are asking clients to wear masks but they do not have to. If they do not have a mask and would like one (1) we have some to offer them. We are doing the one on one client per employee and no walk-in clients it will be by appointment only. We will be allowing 30 distancing minutes between each client to sanitize more. We have an entrance and an exit that are separate to direct traffic better. All our clients that are 60 years and older we are offering morning appointments before anyone else comes in. The State Board thought that was a good idea just because this is a high-risk group. We

also had the State Board come in and do a full inspection of our building and that was done today and we passed. We plan to do everything the State requires and more.

- Mayor Dana Holbrook thanked them for coming with this plan and being proactive.
- Sophia Macias thanked the Council for their support.

❖ **No Action was taken.**

- Mayor Dana Holbrook stated for the record we have just been watching and waiting while we try to fix some technical difficulties and we have not had any discussion on the agenda or taken any action. We had just finished up with Agenda Item #3 when the video went down, and now we are on Agenda #4.

4. Employee Health Insurance Renewal (For Possible Action):

- A) Review, discussion, and possible action to select a new employee health insurance plan or renew the current employee health insurance plan with Sierra Health and Life of Nevada, and all related matters.
- B) Review, discussion, and possible approval of a contribution to City of Carlin employee Health Savings Accounts in the amount of \$2,000 or less, and all related matters. The contribution would be available for employees that opt to enroll or stay enrolled in the available HSA employee health plan.

- Mayor Dana Holbrook combined Agenda Item 4, A and B.

❖ **Motion:**

Vice Mayor Lincoln Litchfield made a motion to approve for the employee health insurance plan to stay with Sierra Health and Life of Nevada and the City of Carlin will contribute to the employee Health Savings Accounts in the amount of \$2,000. Councilperson Cameron Kinney seconded the motion. Motion Passed.

5. Union Match (For Possible Action):

- A) Review, discussion, and possible approval of a 1% wage match for Non-Union Employees to match the 1% wage increase of the Union Employees for the City of Carlin, and all related matters.

❖ **Motion:**

Councilperson Cameron Kinney moved to approve the 1% wage match for Non-Union Employees to match the 1% wage increase of the Union Employees for the City of Carlin. Councilperson Pam Griswold seconded the motion. Motion Passed.

6. City Event Schedule (For Possible Action):

- A) Consideration and possible action to defer or cancel future City-sponsored events due to COVID-19, and all related matters.

❖ **No Action was taken.**

7. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for March 11, 2020 and April 22, 2020, and the Emergency Meeting Minutes for April 8, 2020, and all other matters related thereto. Draft minutes can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

❖ **Councilperson Cameron Kinney moved to approve the Carlin City Council Regular Meeting Minutes for March 11, 2020, and April 22, 2020, and the Emergency Meeting Minutes for April 8, 2020. Councilperson Margaret Johnston seconded the motion. Motion Passed.**

8. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 4/18/2020-05/08/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

❖ **Councilperson Cameron Kinney moved to approve the City expenditures for the period of 4/18/2020 – 05/08/2020. Vice Mayor Lincoln Litchfield seconded the motion. Motion Passed.**

9. 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.

- Lt. McKinney stated Monday they offered a Police Officer the vacant position and he will be starting May 26, 2020. He is post certified and will not need to go to the Academy. We hope to complete his field training by the 1st of September which is good news. Karen Carr-Brian is working on a Grant Application which is due May 29th. It is a grant to help upgrade radio communications. The current radio system that we possess is out dated and you cannot purchase them anymore and parts are pretty sketchy. He is hoping to have it completed and ready for their review and approval on May 27, 2020.
- Mayor Dana Holbrook inquired about the body cams.
- Lt. McKinney stated the body cams and tasers have been received, programmed and distributed.
- Lt. McKinney stated they had some complaints regarding one of the bars being open in violation of COVID-19. We have made a report

and filed with the District Attorney for review. We did not take direct enforcement action. We have done an investigation and turned in the report.

- Councilperson Cameron Kinney inquired if the bar had opened prior to Phase I rolling out.
- Lt. McKinney stated no.
- Councilperson Cameron Kinney inquired if the bar served food.
- Lt. McKinney stated yes.
- Vice Mayor Lincoln Litchfield stated just as a reminder May 25th is Memorial Day 7:00 a.m. we will be meeting at the American Legion Post to take the flags up to the Cemetery. He is not expecting the Boy Scouts to be available this year so he would welcome any and all help.
- Councilperson Cameron Kinney stated he would like to remind everyone to please get on and complete the 2020 Census. It is funding for our City.
- Councilperson Margaret Johnston stated it is only nine (9) questions.

10. Adjournment (For Possible Action)

- ❖ **Councilperson Cameron Kinney moved to adjourn the regular session of the Carlin City Council meeting. Vice Mayor Lincoln Litchfield seconded the motion. Motion Passed. Mayor Dana Holbrook adjourned the meeting at 7 :50 p.m.**

Approved:

Attest:

Mayor Dana Holbrook

LaDawn Lawson, Carlin City Clerk

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

**April 1, 2020
5:30PM**

Call to Order and Roll Call

Vice Mayor Lincoln Litchfield called the Special Session of the Carlin City Council to order at 5:36 p.m.

**Council Members Present: Vice Mayor Lincoln Litchfield
Councilperson Pam Griswold
Councilperson Margaret Johnston by telephone/Arrived at
5:42 p.m.
Councilperson Cameron Kinney**

Council Members Absent: Mayor Dana Holbrook

**Staff: Madison Mahon, Carlin City Manager
LaDawn Lawson, Carlin City Clerk
Teri Feasel, Carlin Municipal Court
Lt. Kevin McKinney, Acting Carlin Police Chief
Carlos Esparza, Carlin Public Works Director
Ella Trujillo, Carlin Senior Center Director**

Public: General public was not present in person.

The General Public was able to live stream the meeting by viewing it on social media on a Facebook link.

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.

- Vice Mayor Lincoln Litchfield read a letter from Don and Keely Johnston into the record:

“As Carlin Residents:

I would like to ask the Council about the Barrick down.

They are starting on it as we speak. They are bringing in people from all around the country.

We as a small town with a lot of elderly people are concerned with this, the virus has not been spread so to speak in our small community. This might really have an effect, are these workers being screened or tested before they come here? They are coming from Las Vegas and south like Alabama, Carolina, many places that are very high with the virus. As a county with very few infected, we need to be concerned. These people will be in and out of all the stores, and motels, and hotels! This includes Elko too! So, with this being said why has this not been postponed till the lockdown is over, are they as a Goldmine more important than the people of Elko County or this community?”

- Vice Mayor Lincoln Litchfield suggest that we do as the President has asked us to do, do what our Governor has asked us to do, do what the City is doing, if you don’t have to be out and about stay home.

2. Tentative Budget FY 2020-2021 (For Possible Action):

A) Review, discussion, and possible action on the FY 2020-2021 Tentative Budget, and all related matters.

- Madison Mahon, Carlin City Manager presented the following proposed 2020-2021 Budget to the Council.

**CITY OF CARLIN
2020-2021 PROPOSED BUDGET**

2020 2021 PROPOSED BUDGET

description	budget		Diff's	% increase	Description
	FY 2020/2021	2019 vs 2020	(-decrease)		
GENERAL FUND					
AD VALOREM TAXES Budget					
TAX - AD VALOREM	-	453,622	18,376	4.22%	
TOTAL AD VALOREM TAXES		453,622	18,376	4.22%	
LICENSES AND PERMITS					

City of Carlin
Carlin City Council Meeting Minutes

April 1, 2020

FEES - FRANCHISE	12,000	(1,500)	-11.11%
LICENSES - BUSINESS	15,000	(3,500)	-18.92%
LICENSES - LIQUOR	5,000	-	
LICENSES - LOCAL GAMIN	8,000	-	
LICENSES - ANIMAL	2,000	-	
PERMITS - BUILDING	10,000	(5,000)	-33.33%
PERMITS - WORK	1,000	-	
PERMITS - OTHER	-	(1,000)	-100.00%

TOTAL LICENSES AND PERMITS	53,000	(11,000)	-17.19%
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INTERGOVERNMENTAL REVENUE

TAX- CONSOLIDATED	1,800,000	(150,000)	-7.69%
TAX - MOTOR VEHICLE FU	50,000	(5,000)	-9.09%
TAX - CITY PORTION ROA	-	-	
TAX - COUNTY GAMING	8,000	-	
REGIONAL STREETS & HIG	-	-	

TOTAL INTERGOVERNMENTAL REVENUE	1,858,000	(155,000)	-7.70%
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CHARGES FOR SERVICES

FEES - AMBULANCE	10,000	(5,000)	-33.33%
AMBULANCE SUPPLIES	-	(5,000)	-100.00%
FD CONTRACT SERVICES	-	-	
PUBLIC DEFENDER	-	-	
FACILITY USER FEES	-	-	
HAZMAT/FIRE ALARM FE	-	-	
SMALL CLAIMS FD	-	-	

TOTAL CHARGES FOR SERVICES	10,000	(10,000)	-50.00%
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FINES AND FORFEITURES

FINES & FEES - ANIMAL	3,000	(1,500)	-33.33%
FINES & FEES - COURT	12,000	(4,500)	-27.27%
FINES & FEES -OTHER	-	-	

TOTAL FINES AND FORFEITURES	15,000	(6,000)	-28.57%
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OTHER REVENUE

INTEREST INCOME	3,000	(1,500)	-33.33%
LEASES & CONTRACTS	10,000	(8,000)	-44.44%
SENIOR CENTER BUILDIN	-	-	
SERVICES & SALES	500	-	
CITY DUMPSTER USAGE F	4,000	-	
RECYCLING REVENUE	-	(1,000)	-100.00%
RETURNED CHECK FEES	-	(1,000)	-100.00%
CARLIN AWARDS AND CL	-	-	
CASH OVER/SHORT	-	-	
MISC OTHER REVENUE	1,000	(4,500)	-81.82%
P&RB-CAR SHOW/ART IN	-	-	

TOTAL OTHER REVENUE	18,500	(16,000)	-46.38%
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OTHER FINANCING SOURCES

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
CONTRIBUTIONS-GRANT	-	-		
SALE OF FIXED ASSETS	-	-		
TRANSFER FROM OTHER	-			
TRANSFER FROM OTHER	-	(7,500)	-100.00%	
TOTAL OTHER FINANCING SOURCES	-	(17,500)	-100.00%	
TOTAL FUND REVENUE Budget	2,408,122	(197,124)	-7.57%	
GENERAL FUND EXPENSES				
MUNICOURT				
SALARIES AND WAGES	35,000	-		
EMPLOYEE BENEFITS	15,400	900	6.21%	
PUBLIC DEFENDER	500	-		
ACCOUNTING FEES	-	-		
EQUIPMENT REPAIRS	500	200	66.67%	
TRAVEL & TRAINING	600	100	20.00%	
OFFICE EXPENSE	3,000	-		
MATERIALS AND SUPPLIE	1,200	200	20.00%	
CAPITAL OUTLAY	8,000	500	6.67%	
TOTAL MUNICOURT	64,200	1,900	3.05%	
LEGISLATIVE				
SALARIES AND WAGES	14,500	-		
EMPLOYEE BENEFITS	7,000	-		
TRAVEL & TRAINING	3,000	-		
OFFICE EXPENSES	500	-		
MATERIALS & SUPPLIES	2,500	2,400	2400.00%	*Laptops
TOTAL LEGISLATIVE	27,500	2,400	9.56%	
CITY MANAGER				
SALARIES AND WAGES	65,000	(15,000)	-18.75%	
EMPLOYEE BENEFITS	25,000	(10,000)	-28.57%	
EQUIPMENT REPAIRS	-	-		
AUTO EXPENSE	1,500	-		
TRAVEL & TRAINING	1,500	-		
OFFICE EXPENSE	1,000	-		
MATERIALS & SUPPLIES	500	(500)	-50.00%	
CAPITAL OUTLAY	-	(35,000)	-100.00%	
TOTAL CITY MANAGER	94,500	(60,500)	-39.03%	
ADMINISTRATION				
SALARIES AND WAGES	157,000	6,500	4.32%	*Plus \$18,382 for position request
EMPLOYEE BENEFITS	82,000	(4,000)	-4.65%	*Plus \$10,307 for position request
EQUIPMENT REPAIRS	5,500	(1,000)	-15.38%	
TELEPHONE	4,700	-		
TRAVEL & TRAINING	4,000	1,000	33.33%	
OFFICE EXPENSE	3,000	-		
SMALL CLAIM FEES	150	-		
MATERIALS & SUPPLIES	3,700	-		
CAPITAL OUTLAY	50,000	25,000	100.00%	*Safe for building
TOTAL ADMINISTRATION	310,050	27,500	9.73%	
ANIMAL CONTROL				
SALARIES AND WAGES	36,000	1,000	2.86%	
EMPLOYEE BENEFITS	23,000	-		
UNIFORM	1,000	1,000		

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
AUTO EXPENSE	-	-		
TRAVEL & TRAINING	-	-		
OFFICE EXPENSE	-	-		
MATERIALS & SUPPLIES	1,500	1,000	100.00%	*New heater for pound
ANIMAL SUPPLIES	500	-		
CAPITAL OUTLAY	-	-		
TOTAL ANIMAL CONTROL	62,000	2,500	4.20%	

POLICE DEPARTMENT

SALARIES AND WAGES	400,000	(5,000)	-1.23%	
PHYSICALS	2,500	2,250		
EMPLOYEE BENEFITS	269,000	(26,000)	-8.81%	
UNIFORM ALLOWANCE	8,000	-		
OTHER AUTO EXPENSE	10,000	-		
BLOOD DRAWS	5,000	(1,000)	-16.67%	
COMMUNICATIONS	74,000	942	1.29%	
TELEPHONE	6,000	500	9.09%	
CELLULAR SERVICE	-	-		
TRAVEL	2,000	-		
TRAINING	6,000	1,000	20.00%	
OFFICE SUPPLIES	2,500	-		
COMPUTER SUPPLIES	1,500	-		
MATERIALS & SUPPLIES	2,500	-		
AMMO & RANGE SUPPLI	3,000	(1,000)	-25.00%	
INVESTIGATIVE EXPENSE	1,750	-		
EVIDENCE SUPPLIES	1,000	500	100.00%	
DUES & SUBSCRIPTIONS	8,350	-		
CAPITAL OUTLAY	50,000	12,000	31.58%	
TOTAL POLICE DEPARTMENT	853,100	(15,588)	-1.79%	

FIRE DEPARTMENT & AMBULANCE

SALARIES AND WAGES	60,000	-		
PHYSICALS	7,000	-		
EMPLOYEE BENEFITS	40,000	-		
UNIFORMS	5,000	-		
EQUIPMENT REPAIRS	10,000	-		
AUTO EXPENSE	15,000	-		
COMMUNICATIONS	34,500	-		
TELEPHONE	4,000	-		
TRAVEL & TRAINING	10,000	-		
OFFICE EXPENSE	5,000	-		
SMALL CLAIM FEES	-	(250)	-100.00%	
MATERIALS & SUPPLIES	8,000	-		
AMBULANCE SUPPLIES	15,000	-		
FIREWORKS	3,000	-		
AMBULANCE PERSONNEL	3,000	-		
CAPITAL OUTLAY	76,000	(3,000)	-3.80%	*Cap Outlay: Wildland PPE, Fire Shelters Turnouts, SBCAs and Bottles, Radios,
TOTAL FIRE DEPARTMENT & AMBULANCE	295,500	(3,250)	-1.09%	

STREETS

SALARIES AND WAGES	46,000	500	1.10%
PHYSICALS	-	-	
EMPLOYEE BENEFITS	28,000	2,200	8.53%
SNOW REMOVAL	5,000	(2,000)	-28.57%
EQUIPMENT REPAIRS	30,000	-	
STREET REPAIRS	100,000	-	

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
AUTO EXPENSE	10,000	-		
TELEPHONE	1,500	500	50.00%	
TRAVEL & TRAINING	5,000	(1,000)	-16.67%	
UNIFORMS	2,000	-		
MATERIALS & SUPPLIES	30,000	-		*Cap Outlay: Road in Industrial Park,
CAPITAL OUTLAY	230,000	(120,000)	-34.29%	NGM half of Poplar
TOTAL STREETS	487,500	(119,800)	-19.73%	

HEALTH DEPARTMENT

MOSQUITO ABATEMENT	21,000	-		
TOTAL HEALTH DEPARTMENT	21,000	-	0.00%	

CEMETERY

SALARIES AND WAGES	39,000	500	1.30%	
PHYSICALS	-	-		
EMPLOYEE BENEFITS	18,500	(4,700)	-20.26%	
EQUIPMENT REPAIRS	4,000	-		
MATERIALS & SUPPLIES	4,000	-		
TOTAL CEMETERY	65,500	(4,200)	-6.03%	

PARKS

SALARIES AND WAGES	-	(20,000)	-100.00%	
PHYSICALS	-	-		
EMPLOYEE BENEFITS	-	(13,000)	-100.00%	
EQUIPMENT REPAIRS	5,000	(5,000)	-50.00%	
MATERIALS & SUPPLIES	13,000	-		
CAPITAL OUTLAY	65,000	35,000	116.67%	*Lawn Mower
PARK IMP FROM FUND 2	-	(10,000)	-100.00%	
TOTAL PARKS	83,000	(13,000)	-13.54%	

LIBRARY

TELEPHONE	2,700	-		
TOTAL LIBRARY	2,700	-	0.00%	

OTHER EXPENSES

RETIREE BENEFITS	25,000	-		
WORKERS COMPENSATIO	9,000	-		
LEGAL FEES	100,000	75,000	300.00%	
LEGAL NOTICES	3,000	(500)	-14.29%	
ACCOUNTING FEES	90,000	-		
ENGINEERING FEES	100,000	-		
ELECTION FEES	2,500	500	25.00%	
CONTRACT FEES	65,000	5,000	8.33%	*Additional \$5000 codifiers Title 3
BUILDING INSPECTION	75,000	10,000	15.38%	*Full time position + Benefits
POSTAGE	6,600	3,600	120.00%	*Housing Survey, Title 3
DRUG TESTING	1,500	-		
AUTO EXPENSE	-	-		
BUILDING MAINTENANCE	100,000	60,000	150.00%	*HVAC, Steps to PD, Handicap ramp
LIABILITY INSURANCE	43,000	-		Court Entry (paneling), flooring in PD
LEAGUE OF CITIES	1,500	-		
OFFICE EXPENSE	500	-		
NATURAL GAS	10,000	-		
ELECTRICITY	41,000	-		
FUEL EXPENSE	35,000	-		
CAPITAL OUTLAY	-	-		
ECEDA CONTRIBUTION	3,000	-		

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
TRANSFER TO DEBT SERV	-	-		
TRANSFER TO SENIOR CE	70,000			
TRANSFER TO CAPITAL P	300,000	(50,000)	-14.29%	
UNEMPLOYMENT EXPEN	2,500	2,500		
TRANSFER TO GRANT FU	-	-		
CONTINGENCY	70,000	-		
MISCELLANEOUS	-	-		
TOTAL OTHER EXPENSES	1,154,100	106,100	10.12%	
TOTAL FUND EXPENDITURES	3,520,650	(75,908)	-2.11%	
NET REVENUE OVER EX GENERAL FUND	(1,112,528)	(121,216)	12.23%	

GRANTS FUND
REVENUE

OPENING FUND BALANCE	-	-		
POLICE GRANT	-	-		
ADMINISTRATIVE GRANT	-	-		
SENIOR CENTER GRANT	130,000	-		
PUBLIC WORKS	-	-		
FIRE DEPT GRANT	-	-		
BROWNFIELDS HAZMAT	-	-		
BROWNFIELDS PETRO GR	-	-		
TRANSFER FROM OTHER	-	-		
TOTAL REVENUE	130,000	-	0.00%	

EXPENDITURES

POLICE GRANT EXP	-	-		
ADMINISTRATIVE GRANT	-	-		
SENIOR CENTER GRANTS	130,000	-		
PUBLIC WORKS	-	-		
FIRE DEPT GRANT	-	-		
CAPITAL OUTLAY	-	-		
BROWNFIELDS HAZMAT	-	-		
BROWNFIELDS PETROLEU	-	-		
TOTAL EXPENDITURES	130,000	-	0.00%	
NET REVENUE OVER EX GRANTS FUND	-	-		

PARKS & RECS FUND
REVENUE

OPENING FUND BALANCE	-	-		
REVENUES - GENERAL EV	15,000	-		
GRANTS AND DONATION	-	-		
TRANSFERS FROM OTHER	-	-		
TOTAL REVENUE	15,000	-	0.00%	

PARKS & RECS FUND
EXPENDITURES

EXPENDITURES - GENERA	21,000	6,000	40.00%	*Event Budget \$15,000, Christmas
MATERIALS AND SUPPLIES	-	-		lights & pipe \$5000, Spook Walk
MISCELLANEOUS	-	-		Props \$1000
CAPITAL OUTLAY	5,000	(25,000)	-83.33%	*Conex Box
TOTAL EXPENDITURES	26,000	(19,000)	-42.22%	
NET REVENUE OVER EX PARKS & RECS FUND	(11,000)	19,000	-63.33%	

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
EQUESTRIAN CENTER FUND				
REVENUE				
OPENING FUND BALANCE	-	-		
CARLIN EQUESTRIAN CEN	30,000	(10,000)	-25.00%	
STATE GRANT REVENUE	-	-		
TRANSFERS FROM OTHER	15,000	(5,000)	-25.00%	
TOTAL FUND REVENUE	45,000	(15,000)	-25.00%	
EXPENDITURES				
CARLIN EQUESTRIAN CEN	25,000	(5,000)	-16.67%	*Cap Outlay: *Bar 10k, Sand 5k,
CAPITAL OUTLAY	20,000	(5,000)	-20.00%	Panels 2.5k, Repairs 2.5k
TOTAL FUND EXPENDITURES	45,000	(10,000)	-18.18%	
NET REVENUE OVER EXEQUESTRIAN CENTER FU	-	(5,000)	-100.00%	
METER FUND				
REVENUE				
METER DEPOSITS	-	-		
OTHER REVENUE & ADJU	-	-		
TOTAL REVENUE	-	-	0.00%	
EXPENDITURES				
MATERIALS & SUPPLIES	-	-		
DEPOSIT REFUNDS	-	-		
TOTAL EXPENDITURES	-	-	0.00%	
NET REVENUE OVER EX METER FUND	-	-		
PARKS & RECREATION FUND				
REVENUE				
OPENING FUND BALANCE	-	-		
TAX - LODGING 9%-PARK	15,000	(24,500)	-62.03%	
ROOM TAX 1% - STATE &	2,000	(3,000)	-60.00%	
TAX - LODGING 2%-CIVIC	3,500	(5,000)	-58.82%	
TOTAL REVENUE	20,500	(32,500)	-61.32%	
EXPENDITURES				
STATE/COUNTY PORTION	2,000	(3,000)	-60.00%	
TRANSFER TO CAP OUTL	15,000	(15,000)	-50.00%	*\$15k to Equestrian Park
TOTAL EXPENDITURES	17,000	(18,000)	-51.43%	
NET REVENUE OVER EX PARKS & RECREATION FU	3,500	(14,500)	-80.56%	
CAPITAL PROJECTS FUND				
REVENUE				
OPENING FUND BALANCE	-	-		
TAX - CAPITAL PROJECTS	20,000	(10,000)	-33.33%	
MISCELLANEOUS REVENU	-	(5,000)	-100.00%	
MISCELLANEOUS REVENU	-	-		
TOTAL REVENUE	20,000	(15,000)	-42.86%	
OTHER FINANCING SOURCES				
TRANSFER FROM OTHER	300,000	300,000		
TRANS GEN FUND-ADMI	-	(150,000)	-100.00%	
TRANS GEN FUND-POL C	-	-		

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
TRANS GEN FUND-FD CA	-	(100,000)	-100.00%	
TOTAL OTHER FINANCING SOURCES	300,000	(50,000)	-14.29%	
TOTAL FUND REVENUE Budget	320,000	(65,000)	-16.88%	
EXPENDITURES				
ADMIN CAP PRO	-	-		
ADMIN FD CAP PRO	300,000	250,000	500.00%	
STREETS CAP PROJ	-			
TOTAL EXPENDITURES	300,000	(300,000)	-100.00%	
NET REVENUE OVER EXCAPITAL PROJECTS FUND	20,000	(65,000)	-76.47%	
DEBT SERVICE FUND				
REVENUE				
OPENING FUND BALANCE	-	-		
TRANSFER FROM GENER	-	-		
TOTAL REVENUE	-	-		
EXPENDITURES				
PRINCIPAL PAYMENTS	6,628	268	4.21%	
INTEREST EXPENSE	5,472	(268)	-4.67%	
TOTAL EXPENDITURES	12,100			
NET REVENUE OVER EXDEBT SERVICE FUND	(12,100)			
UTILITY FUND				
REVENUE				
OPENING FUND BALANCE	-	-		
WATER - UTILITY FEES	400,000	(5,000)	-1.23%	
WATER - CONNECTION F	-	(1,000)	-100.00%	
WATER - MATERIAL SALE	-	(1,000)	-100.00%	
WATER - CAP IMPROVEM	1,000	-		
WATER - SALES	5,000	(5,000)	-50.00%	
GARBAGE - LANDFILL FEE	240,000	-		
SEWER - UTILITY FEES	320,000	(5,000)	-1.54%	
SEWER - CONNECTION FE	1,000	-		
SEWER - CAP IMPROVEM	-	(1,000)	-100.00%	
SEWER - USE CHARGE	-	-		
TOTAL REVENUE	967,000	(18,000)	-1.83%	
INTERGOVERNMENTAL REVENUE				
USDA WATER BOND	-	-		
WATER BOND INTEREST	-	-		
TOTAL INTERGOVERNMENTAL REVENUE	-	-		
OTHER REVENUE				
INTEREST INCOME	-	-		
STREET LIGHTS - UTILITY	25,000	(2,500)	-9.09%	
PENALTIES	18,000	(500)	-2.70%	
PUBLIC WORKS SERVICES	500	(500)	-50.00%	
TOTAL OTHER REVENUE	43,500	(3,500)	-7.45%	
TOTAL FUND REVENUE	1,010,500	(21,500)	-2.08%	

UTILITY FUND

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
WATER DEPARTMENT				
SALARIES AND WAGES	158,000	(47,000)	-22.93%	
PHYSICALS	-	-		
EMPLOYEE BENEFITS	77,000	(22,000)	-22.22%	
EQUIPMENT REPAIRS	20,000	-		
TELEPHONE	5,000	1,500	42.86%	
TRAVEL & TRAINING	4,000	-		
UNIFORMS	2,400	100	4.35%	
OFFICE EXPENSE	5,000	-		
MATERIALS & SUPPLIES	35,000	-		
TESTING - WATER	13,000	500	4.00%	
CAPITAL OUTLAY	100,000	100,000		
TOTAL WATER DEPARTMENT	419,400	33,100	8.57%	
GARBAGE DEPARTMENT				
LANDFILL EXPENSE	88,500	-		
TOTAL GARBAGE DEPARTMENT	88,500	-	0.00%	
SEWER DEPARTMENT				
SALARIES AND WAGES	135,000	(11,500)	-7.85%	
PHYSICALS	-	-		
EMPLOYEE BENEFITS	51,000	(28,000)	-35.44%	
EQUIPMENT REPAIRS	20,000	-		
TELEPHONE	2,000	-		
TRAVEL & TRAINING	3,000	-		
UNIFORMS	1,800	-		
OFFICE EXPENSE	3,500	-		
MATERIALS & SUPPLIES	40,000	-		
TESTING - SEWER	13,000	500	4.00%	
CAPITAL OUTLAY	100,000	100,000		*Sewer repair
TOTAL SEWER DEPARTMENT	369,300	61,000	19.79%	
OTHER EXPENSES				
LEGAL FEES	20,000	10,000	100.00%	
ACCOUNTING FEES	45,000	-		
ENGINEERING FEES	50,000	-		
CONTRACT FEES	1,000	-		
POSTAGE	14,000	-		
BUILDING MAINTENANCE	2,000	-		
LIABILITY INSURANCE	43,000	-		
NATURAL GAS	2,500	-		
ELECTRICITY	73,000	-		
FUEL EXPENSE	35,000	-		
DEPRECIATION EXPENSE	160,000	-		
INTEREST EXPENSE	-	-		
PRINCIPAL PAYMENTS	-	-		
PRINCIPAL PAYMENTS	-	-		
TOTAL OTHER EXPENSES	445,500	10,000	2.30%	
TOTAL FUND EXPENDITURES	1,322,700	4,100	0.34%	
NET REVENUE OVER EX UTILITY FUND	(312,200)	(25,600)	13.72%	

FUND 54
REVENUE

**CITY OF CARLIN
2020-2021 PROPOSED BUDGET**

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
OPENING FUND BALANCE	-	-		
FORFEITURES	10,000	-		
TOTAL REVENUE	10,000	-	0.00%	

EXPENDITURES

POLICE FUND EXPENSE	2,000	-		
CAPITAL OUTLAY - POLIC	-	(10,000)	-100.00%	
REFUNDS	10,000	-		
TOTAL EXPENDITURES	12,000	(10,000)	-45.45%	
NET REVENUE OVER EXFUND 54	(2,000)	10,000	-83.33%	

**ADMINISTRATIVE ASSESSMENT FUND
REVENUE**

OPENING FUND BALANCE	-	-		
ADMIN FEES STATE	7,000	(1,000)	-12.50%	
ADMIN FEE COUNTY JUV	400	(100)	-20.00%	
ADMIN FEES CITY	1,400	(600)	-30.00%	
ADMIN FEE STATE GENER	1,000	(500)	-33.33%	
ADMIN FEES - COURT PR	1,400	(100)	-6.67%	
TOTAL REVENUE	11,200	(2,300)	-17.04%	

EXPENDITURES

STATE ADMIN FEE	7,500	(1,000)	-11.76%	
ADMIN FEES COUNTY JU	400	(100)	-20.00%	
ADMIN FEES CITY EXPENS	-	-		
ADMIN FEE STATE GENER	1,100	(400)	-26.67%	
ADMIN FEE STATE COURT	1,500	(500)	-25.00%	
TOTAL EXPENDITURES	10,500	(2,000)	-16.00%	
NET REVENUE OVER EXADMINISTRATIVE ASSESS	700	(300)	-30.00%	

**MUNICIPAL COURT BUILDING FUND
REVENUE**

OPENING FUND BALANCE	-	-		
BUILDING FUND ASSESSM	2,500	-		
ADMIN FEE	-	-		
TOTAL REVENUE	2,500	-	0.00%	

EXPENDITURES

TRANSFERS TO OTHER FUNDS		(7,500)	-100.00%	
TOTAL EXPENDITURES	-	500	6.67%	
NET REVENUE OVER EX MUNICIPAL COURT BUILD	2,500	7,500	-150.00%	

**CEMETERY CARE FUND
REVENUE**

OPENING FUND BALANCE	-	-		
CEMETERY CARE CONTRI	3,000	-		
INTEREST INCOME	100	-		
TOTAL REVENUE	3,100	-	0.00%	

**SENIOR CITIZEN CENTER FUND
REVENUE**

OPENING FUND BALANCE	-	-		
FEDERAL REVENUE - C1	20,000	-		

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
FEDERAL REVENUE - C2	20,000	-		
FEDERAL REVENUE - 3B	15,000	-		
REQUIRED MATCH - C1	4,000	-		
REQUIRED MATCH - C2	4,000	1,000	33.33%	
REQUIRED MATCH - 3B	4,000	2,000	100.00%	
PROGRAM INCOME - C1	25,000	5,000	25.00%	
PROGRAM INCOME - C2	5,000	-		
PROGRAM INCOME - 3B	300	50	20.00%	
CASH NON-MATCH - C1	50,000	(20,000)	-28.57%	
CASH NON-MATCH - C2	40,000	(10,000)	-20.00%	
CASH NON-MATCH - 3B	30,000	-		
USDA FOOD - C1	-	-		
USDA FOOD - C2	-	-		
USDA CASH - C1	5,000	-		
USDA CASH - C2	5,000	2,000	66.67%	
MISCELLANEOUS - C1	-	(500)	-100.00%	
OTHER INCOME	2,500			
CONTRIBUTIONS	2,500	2,500		
TRANSFER FROM GENER	70,000			
TOTAL REVENUE	302,300	(17,950)	-5.60%	

C1 - CONGREGATE

SALARIES AND WAGES	64,000	5,000	8.47%
EMPLOYEE BENEFITS	50,000	4,000	8.70%
AUTO EXPENSE	-	-	
FACILITY	1,000	-	
BUILDING MAINTENANCE	5,000	-	
TELEPHONE	2,800	(200)	-6.67%
TRAINING	1,200	200	20.00%
MATERIALS & SUPPLIES	4,000	-	
USDA FOOD	9,000	-	
EQUIPMENT REPAIR/PUR	7,500	500	7.14%
RAW FOOD	30,000	-	
OTHER EXPENSE	2,500	-	
TOTAL C1 - CONGREGATE	177,000	9,500	5.67%

C2 - HOMEBOUND

SALARIES AND WAGES	40,000	3,000	8.11%
EMPLOYEE BENEFITS	36,000	3,000	9.09%
AUTO EXPENSE	-	-	
FACILITY	300	(200)	-40.00%
BUILDING MAINTENANCE	3,000	-	
TRAINING	1,200	400	50.00%
MATERIALS & SUPPLIES	7,500	1,500	25.00%
USDA FOOD	-	-	
EQUIPMENT REPAIR/PUR	3,000	-	
RAW FOOD	20,000	-	
TOTAL C2 - HOMEBOUND	111,000	7,700	7.45%

3B - TRANSPORTATION

SALARIES AND WAGES	24,000	2,000	9.09%
EMPLOYEE BENEFITS	17,000	2,000	13.33%
AUTO EXPENSE	300	-	
FACILITY	300	-	
TRAINING	800	-	
MATERIALS & SUPPLIES	100	-	

CITY OF CARLIN
2020-2021 PROPOSED BUDGET

description	budget FY 2020/2021	Diff's 2019 vs 2020	% increase (-decrease)	Description
EQUIPMENT REPAIR/PUR	6,000	(4,000)	-40.00%	
TOTAL 3B - TRANSPORTATION	48,500	-	0.00%	
TOTAL FUND EXPENDITURES	336,500	17,200	5.39%	
NET REVENUE OVER EX SENIOR CITIZEN CENTER	(34,200)	35,150	-3700.00%	
GRAND TOTAL	ALL FUNDS	(1,454,228)	(230,226)	

Suggestions were made to increase Other Financing Sources, Transfer for other funds, from \$5,000 to \$15,000. In the General Fund Other Expenses, Postage, it was suggested to increase from \$3,000 to \$6,000. The Water Department Fund, Capital Outlay, was suggested to be increased from zero to \$100,000.

Motion: No Action Taken.

3. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Special Meeting Minutes for February 19, 2020, and Carlin City Council Regular Meeting Minutes for February 26, 2020. Draft minutes can be requested by emailing City Manager Madison Mahon, mmahon@cityofcarlin.com or calling Carlin City Hall at (775) 754-6354.

Motion:

Councilperson Cameron Kinney moved to approve the Carlin City Council Special Meeting Minutes for February 19, 2020, and Carlin City Council Regular Meeting Minutes for February 26, 2020. Councilperson Margaret Johnston seconded the motion. Motion Carried.

4. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 03/07/2020-03/20/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon, mmahon@cityofcarlin.com, or calling Carlin City Hall at (775) 754-6354.

Motion:

Councilperson Cameron Kinney moved to approve the City expenditures for the period of 03/07/2020 to 03/20/2020. Councilperson Pam Griswold seconded the motion. Motion Carried

5. 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.

- Councilperson Margaret Johnston stated she had looked at the Census today Carlin is at 3.3% that have taken the census that is way low everybody needs to do the census. You can do it online, it is ~~nine~~ (9) questions and takes about five (5) minutes. Please encourage everyone to take the census.
- Councilperson Cameron Kinney inquired as to when it opened.
- Vice Mayor Lincoln Litchfield stated it has been open and you could have done it but today is the day that everyone under your household counts.
- Councilperson Cameron Kinney asked if the 3.3% is the percentage of what has currently been done?
- Councilperson Margaret Johnston stated yes that is what has been turned in. The City of Wells is 1.7% so we are beating them. We all need to do our census.
- Councilperson Cameron Kinney explained he wasn't sure if that was what was projected to be completed or if that was actually what was completed.
- Vice Mayor Lincoln Litchfield stated it sounds like a very low number but he feels a lot of people are waiting until the April 1st date. A lot of people think they couldn't complete it before April 1st, so he feels a lot will be completed.
- Judge Teri Feasel stated the questions on the questionnaire say as of April 1st who is living in this house.
- Vice Mayor Lincoln Litchfield reminded the candidates for the City General Election to do their Campaign and Finance Report by the 15th.
- Councilperson Margaret Johnston stated City Manager Madison Mahon had reminded them as well and thanked her for that. She also asked everyone to stay home. She stated she has seen parties going on with a bunch of people and she just cringed when she saw these activities. Please don't take this lightly, we are coming up, but nowhere near the curve for our area. There has not been enough testing to know where this is at, so stay home, stay safe, use your PPE, and stay six (6) feet apart.
- Vice Mayor Lincoln Litchfield thanked City Manager Madison Mahon for the two (2) handouts on their tables from Governor Sisolak extending our stay a home order to follow the federal guidelines that the President put out until April 30. If it is not essential stay at home, this is a very deadly virus and if you don't need to go out, stay at home.

6. Adjournment (For Possible Action):

Motion:

Councilperson Cameron Kinney moved to adjourn the Special Session of the Carlin City Council. Councilperson Margaret Johnston seconded the motion. Motion Carried. Vice Mayor Lincoln Litchfield adjourned the meeting at 6:58 p.m.

Approved:

Attest:

Vice Mayor Lincoln Litchfield

LaDawn Lawson, Carlin City Clerk

DRAFT

8. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 5/09/2020-05/22/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

Payment Approval Report - With Description
Report dates: 5/9/2020-5/22/2020

CITY OF CARLIN

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-22710								
3183	Internal Revenue Services	042720-05102	fical/ss	10-22710 FICA PAYABLE	05/14/2020	1,452.14	.00	
Total 10-22710:								
						1,452.14	.00	
10-22720								
3183	Internal Revenue Services	042720-05102	withholding	10-22720 FEDERAL WITHHOLDING PA	05/14/2020	4,330.46	.00	
Total 10-22720:								
						4,330.46	.00	
10-22750								
3007	WELLS FARGO BANK BY MAIL	PR0426201	Retirement Police Pay Period: 4/	10-22750 RETIREMENT PAYABLE	05/12/2020	2,734.21	2,734.21	05/13/2020
3007	WELLS FARGO BANK BY MAIL	PR0426201	Retire Reg - Employee Pd Pay P	10-22750 RETIREMENT PAYABLE	05/12/2020	1,013.51	1,013.51	05/13/2020
3007	WELLS FARGO BANK BY MAIL	PR0426201	Retire Reg - Employee Pd Pay P	10-22750 RETIREMENT PAYABLE	05/12/2020	1,013.51	1,013.51	05/13/2020
3007	WELLS FARGO BANK BY MAIL	PR0426201	Retire Reg Employer Paid Pay P	10-22750 RETIREMENT PAYABLE	05/12/2020	7,533.79	7,533.79	05/13/2020
Total 10-22750:								
						12,295.02	12,295.02	
10-22755								
1793	GREAT AMERICAN FINANCIAL	PR0426201	457 Pay Period: 4/26/2020	10-22755 457 PAYABLE	05/12/2020	100.00	.00	
Total 10-22755:								
						100.00	.00	
10-22760								
2193	METLIFE SMALL BUSINESS CE	PR0426201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	05/12/2020	130.36	.00	
2193	METLIFE SMALL BUSINESS CE	PR0426201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	05/12/2020	1.23	.00	
3544	SIERRA HEALTH AND LIFE	PR0426201	Health Ins. Pay Period: 4/26/2020	10-22760 HEALTH INSURANCE PAYAB	05/12/2020	715.63	.00	
2969	VISION SERVICE PLAN, NV	PR0426201	Vision Ins Pay Period: 4/26/2020	10-22760 HEALTH INSURANCE PAYAB	05/12/2020	25.39	.00	
Total 10-22760:								
						872.61	.00	
10-22770								
1053	AMERICAN FAMILY LIFE ASSUR	PR0426201	AFLAC Pre-tax Pay Period: 4/26/	10-22770 INSURANCE PAYABLE	05/12/2020	81.14	.00	
1053	AMERICAN FAMILY LIFE ASSUR	PR0426201	AFLAC/Tax Pay Period: 4/26/202	10-22770 INSURANCE PAYABLE	05/12/2020	55.11	.00	
3557	CONNECTYOURCARE	PR0426201	ConnectYourCare HSA Pay Perio	10-22770 INSURANCE PAYABLE	05/12/2020	350.00	350.00	05/14/2020

Payment Approval Report - With Description
Report dates: 5/9/2020-5/22/2020

CITY OF CARLIN

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-22770:								
						486.25	350.00	
10-22790								
2283	NEVADA STATE TREASURER	PR0426201	CHILD SUPPORT FEE	Misc-Chil 10-22790	MISC DEDUCTIONS PAYABL	05/12/2020	2.00	.00
2395	Operating Engineers L U #3	PR0426201	Union Dues	Union Dues Pay Per 10-22790	MISC DEDUCTIONS PAYABL	05/12/2020	70.50	70.50
3644	OREGON CHILD SUPPORT PRO	PR0426201	TILLMAN - 41000000275793 C	10-22790	MISC DEDUCTIONS PAYABL	05/12/2020	323.07	323.07
2755	State Coll & Disb Unit-SCADU	PR0426201	DAVEY, FLOYD 497248100A Chil	10-22790	MISC DEDUCTIONS PAYABL	05/12/2020	334.40	334.40
Total 10-22790:								
						729.97	727.97	
10-43-580								
2281	NEVADA STATE BANK	041620	unr training-cancelled	10-43-580	TRAVEL & TRAINING	04/16/2020	285.00-	.00
Total 10-43-580:								
						285.00-	.00	
10-43-610								
2281	NEVADA STATE BANK	BBY01-805698	return microphone	10-43-610	MATERIALS & SUPPLIES	03/23/2020	79.99-	.00
Total 10-43-610:								
						79.99-	.00	
10-44-610								
2281	NEVADA STATE BANK	111-6420263-2	tablet	10-44-610	MATERIALS & SUPPLIES	04/17/2020	329.42	.00
2281	NEVADA STATE BANK	111-7930669-9	tripod mount for camera	10-44-610	MATERIALS & SUPPLIES	04/20/2020	45.86	.00
2281	NEVADA STATE BANK	18359144	zoom upgrades	10-44-610	MATERIALS & SUPPLIES	04/30/2020	104.99	.00
2281	NEVADA STATE BANK	BBY01-805820	adaptor	10-44-610	MATERIALS & SUPPLIES	04/17/2020	39.98	.00
Total 10-44-610:								
						520.25	.00	
10-45-430								
3445	Executech Utah, Inc.	81632	monthly contract	10-45-430	EQUIPMENT REPAIRS	05/11/2020	230.00	.00
Total 10-45-430:								
						230.00	.00	
10-45-535								
1731	FRONTIER COMMUNICATIONS	05012020	CITY Hall Fax	10-45-535	TELEPHONE	05/01/2020	144.26	.00
1731	FRONTIER COMMUNICATIONS	05012020	CITY HALL	10-45-535	TELEPHONE	05/01/2020	263.93	.00
Total 10-45-535:								
						408.19	.00	

Payment Approval Report - With Description
Report dates: 5/9/2020-5/22/2020

CITY OF CARLIN

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-45-610								
2281	NEVADA STATE BANK	1222610	amazon water cooler	10-45-610 MATERIALS & SUPPLIES	05/12/2020	130.80	.00	
2281	NEVADA STATE BANK	2941056	amazon pens	10-45-610 MATERIALS & SUPPLIES	05/12/2020	18.49	.00	
Total 10-45-610:							149.09	.00
10-54-270								
2281	NEVADA STATE BANK	15703390	officer equipment galls	10-54-270 UNIFORM ALLOWANCE	04/27/2020	345.08	.00	
2281	NEVADA STATE BANK	20104-01105	dry cleaning	10-54-270 UNIFORM ALLOWANCE	04/14/2020	5.26	.00	
2281	NEVADA STATE BANK	20104-01106	dry cleaning	10-54-270 UNIFORM ALLOWANCE	04/14/2020	13.83	.00	
2281	NEVADA STATE BANK	20104-02101	dry cleaning	10-54-270 UNIFORM ALLOWANCE	04/14/2020	7.08	.00	
Total 10-54-270:							371.25	.00
10-54-435								
1660	FAIRMONT SUPPLY COMPANY	5293845-00	filters unit #230	10-54-435 OTHER AUTO EXPENSE	05/06/2020	20.27	.00	
1660	FAIRMONT SUPPLY COMPANY	5293846-00	filters unit #231	10-54-435 OTHER AUTO EXPENSE	05/07/2020	20.27	.00	
1660	FAIRMONT SUPPLY COMPANY	5294020-00	brakes, bearings, unit 227	10-54-435 OTHER AUTO EXPENSE	05/08/2020	492.41	.00	
1660	FAIRMONT SUPPLY COMPANY	5294437-00	filters unit#231	10-54-435 OTHER AUTO EXPENSE	05/14/2020	20.27	.00	
1660	FAIRMONT SUPPLY COMPANY	5294532-00	filters #227	10-54-435 OTHER AUTO EXPENSE	05/15/2020	25.51	.00	
1660	FAIRMONT SUPPLY COMPANY	5294663-00	filters #229	10-54-435 OTHER AUTO EXPENSE	05/18/2020	20.27	.00	
2281	NEVADA STATE BANK	112-5656909-1	pd truck bed hard covers	10-54-435 OTHER AUTO EXPENSE	04/01/2020	1,947.00	.00	
Total 10-54-435:							2,546.00	.00
10-54-515								
2313	NORTHEASTERN NEVADA REGI	11B336	BLOOD DRAW	10-54-515 BLOOD DRAWS	04/10/2020	150.00	.00	
Total 10-54-515:							150.00	.00
10-54-535								
1731	FRONTIER COMMUNICATIONS	05012020	police department fax	10-54-535 TELEPHONE	05/01/2020	135.33	.00	
1731	FRONTIER COMMUNICATIONS	05012020	police department	10-54-535 TELEPHONE	05/01/2020	379.16	.00	
Total 10-54-535:							514.49	.00
10-54-581								
2281	NEVADA STATE BANK	425340-01	online training	10-54-581 TRAINING	05/13/2020	100.00	.00	
2281	NEVADA STATE BANK	425341-01	online training	10-54-581 TRAINING	05/13/2020	100.00	.00	

Payment Approval Report - With Description
Report dates: 5/9/2020-5/22/2020

CITY OF CARLIN

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-54-581:								
						200.00	.00	
10-54-600								
1273	CARLIN ACE HARDWARE	6349-20-PD	door stop	10-54-600 OFFICE SUPPLIES	05/14/2020	7.99	.00	
2281	NEVADA STATE BANK	7306572851-1	sanitizers	10-54-600 OFFICE SUPPLIES	03/31/2020	55.05	.00	
2281	NEVADA STATE BANK	840-5890-0301	postage	10-54-600 OFFICE SUPPLIES	05/04/2020	1.40	.00	
2565	RUBY MOUNTAIN NATURAL SP	72421R	dispenser rental	10-54-600 OFFICE SUPPLIES	04/25/2020	13.00	.00	
Total 10-54-600:								
						77.44	.00	
10-54-605								
2281	NEVADA STATE BANK	76772005300	avg computer software	10-54-605 COMPUTER SUPPLIES	05/05/2020	99.99	.00	
Total 10-54-605:								
						99.99	.00	
10-54-610								
1273	CARLIN ACE HARDWARE	6344-20-PD	office supplies	10-54-610 MATERIALS & SUPPLIES	05/07/2020	32.16	.00	
1875	HOME DEPOT	3320020815	evidence room supplies	10-54-610 MATERIALS & SUPPLIES	05/08/2020	321.42	.00	
2281	NEVADA STATE BANK	BBY01-805938	arlo camera for interview room	10-54-610 MATERIALS & SUPPLIES	05/07/2020	169.99	.00	
Total 10-54-610:								
						523.57	.00	
10-54-616								
2281	NEVADA STATE BANK	2004031	psyc test	10-54-616 INVESTIGATIVE EXPENSE	05/06/2020	135.00	.00	
2281	NEVADA STATE BANK	332290-20200	investigative account	10-54-616 INVESTIGATIVE EXPENSE	04/01/2020	100.00	.00	
2281	NEVADA STATE BANK	332290-20200	investigative account	10-54-616 INVESTIGATIVE EXPENSE	05/01/2020	100.00	.00	
Total 10-54-616:								
						335.00	.00	
10-54-617								
2281	NEVADA STATE BANK	111-7930669-9	pd surveillance cameras	10-54-617 EVIDENCE SUPPLIES	04/20/2020	169.99	.00	
Total 10-54-617:								
						169.99	.00	
10-55-435								
1660	FAIRMONT SUPPLY COMPANY	5293954-00	filters unit 2616	10-55-435 AUTO EXPENSE	05/07/2020	81.15	.00	
1937	INTERSTATE BATTERY SYSTEM	33154192	BATTERY RESCUE #89	10-55-435 AUTO EXPENSE	05/18/2020	225.90	.00	
Total 10-55-435:								
						307.05	.00	

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10-55-535								
1731	FRONTIER COMMUNICATIONS	05012020	fire department	10-55-535 TELEPHONE	05/01/2020	168.12	.00	
	Total 10-55-535:					168.12	.00	
10-60-430								
1385	CNH CAPITAL PRODUCTIVITY P 20MAY		Late fee	10-60-430 EQUIPMENT REPAIRS	04/05/2020	25.00	.00	
1385	CNH CAPITAL PRODUCTIVITY P 20MAY		FINANCE CHARGE	10-60-430 EQUIPMENT REPAIRS	04/05/2020	8.59	.00	
2281	NEVADA STATE BANK	2011112800	agri supply drive line	10-60-430 EQUIPMENT REPAIRS	04/20/2020	209.76	.00	
2281	NEVADA STATE BANK	66428	access truck parts valve kit	10-60-430 EQUIPMENT REPAIRS	04/20/2020	269.20	.00	
2281	NEVADA STATE BANK	EW124430	steiner tractor-clutch kit	10-60-430 EQUIPMENT REPAIRS	04/20/2020	535.49	.00	
	Total 10-60-430:					1,048.04	.00	
10-60-435								
1660	FAIRMONT SUPPLY COMPANY	5294378-00	shock absorbers	10-60-435 AUTO EXPENSE	05/13/2020	282.72	.00	
	Total 10-60-435:					282.72	.00	
10-64-610								
1875	HOME DEPOT	8024955	trimmer & plants	10-64-610 MATERIALS & SUPPLIES	05/19/2020	325.46	.00	
1925	INTERMOUNTAIN FARMERS AS	1013403595	Gate	10-64-610 MATERIALS & SUPPLIES	05/06/2020	169.99	.00	
2281	NEVADA STATE BANK	100175078	carrot top veterans memorial flags	10-64-610 MATERIALS & SUPPLIES	05/01/2020	296.86	.00	
	Total 10-64-610:					792.31	.00	
10-65-610								
2203	MID-AMERICAN RESEARCH CH	695240	can liners	10-65-610 MATERIALS & SUPPLIES	04/17/2020	189.00	.00	
2825	TERRY'S PUMPIN & POTTIES IN	52148	april 2020 monthly rental	10-65-610 MATERIALS & SUPPLIES	04/24/2020	87.50	.00	
	Total 10-65-610:					276.50	.00	
10-66-535								
1731	FRONTIER COMMUNICATIONS	05012020	LIBrary	10-66-535 TELEPHONE	05/01/2020	241.71	.00	
	Total 10-66-535:					241.71	.00	
10-79-340								
1595	ELKO COUNTY COMPTROLLER	INTERLOCAL	Interlocal Agreement for Law Enfo	10-79-340 CONTRACT FEES	05/20/2020	6,000.00	.00	

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Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-79-340:								
						6,000.00	.00	
10-79-350								
2475	PITNEY BOWES GLOBAL FINAN	27526301	POSTAGE COSTS	10-79-350 BUILDING INSPECTION	08/01/2019	79.99	.00	
2475	PITNEY BOWES GLOBAL FINAN	APR20	POSTAGE rental	10-79-350 BUILDING INSPECTION	05/05/2020	250.95	.00	
Total 10-79-350:								
						330.94	.00	
10-79-380								
3281	A1 ALCOHOL & DRUG COLLECT	149286	pre hire drug screen	10-79-380 DRUG TESTING	05/05/2020	45.00	.00	
Total 10-79-380:								
						45.00	.00	
10-79-445								
1875	HOME DEPOT	3022161	plexi Glass	10-79-445 BUILDING MAINTENANCE	04/24/2020	412.38	.00	
1875	HOME DEPOT	30657	plexi Glass	10-79-445 BUILDING MAINTENANCE	04/30/2020	234.55	.00	
1875	HOME DEPOT	5016	security light	10-79-445 BUILDING MAINTENANCE	05/05/2020	39.97	.00	
1875	HOME DEPOT	9013727	building maintenance supplies	10-79-445 BUILDING MAINTENANCE	04/28/2020	45.92	.00	
2203	MID-AMERICAN RESEARCH CH	695240	foam cleaner	10-79-445 BUILDING MAINTENANCE	04/17/2020	388.00	.00	
Total 10-79-445:								
						1,120.82	.00	
10-79-621								
2731	SOUTHWEST GAS CORPORATI	050120-1	718 cedar st	10-79-621 NATURAL GAS	05/01/2020	89.67	.00	
Total 10-79-621:								
						89.67	.00	
10-79-622								
3009	WELLS RURAL ELECTRIC CO.	05042020	facilities	10-79-622 ELECTRICITY	05/04/2020	3,110.00	.00	
Total 10-79-622:								
						3,110.00	.00	
10-79-626								
3275	THOMAS PETROLEUM, LLC	2277692	diesel	10-79-626 FUEL EXPENSE	05/08/2020	468.16	.00	
Total 10-79-626:								
						468.16	.00	
50-71-430								
3443	I&E ELECTRIC, INC	6234	repairs on main water well	50-71-430 EQUIPMENT REPAIRS	05/14/2020	500.00	.00	
3443	I&E ELECTRIC, INC	6259	replaced plc processor for scada	50-71-430 EQUIPMENT REPAIRS	05/14/2020	345.00	.00	

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Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 50-71-430:								
						845.00	.00	
50-71-535								
1731	FRONTIER COMMUNICATIONS	05012020	public works	50-71-535 TELEPHONE	05/01/2020	377.84	.00	
1731	FRONTIER COMMUNICATIONS	05012020	public works shop	50-71-535 TELEPHONE	05/01/2020	198.16	.00	
1731	FRONTIER COMMUNICATIONS	05012020	bulk water	50-71-535 TELEPHONE	05/01/2020	115.98	.00	
Total 50-71-535:								
						691.98	.00	
50-71-600								
3443	I&E ELECTRIC, INC	4150-2020	internet access for scada	50-71-600 OFFICE EXPENSE	05/14/2020	171.50	.00	
Total 50-71-600:								
						171.50	.00	
50-71-610								
3377	THATCHER COMPANY OF NEVA	1494095	chlorine	50-71-610 MATERIALS & SUPPLIES	05/05/2020	2,512.80	.00	
3377	THATCHER COMPANY OF NEVA	1494098	drum deposit	50-71-610 MATERIALS & SUPPLIES	05/05/2020	600.00	.00	
3015	WESTERN NEVADA SUPPLY CO	27985112	old invoice for hydrant	50-71-610 MATERIALS & SUPPLIES	11/11/2019	2,525.36	.00	
3015	WESTERN NEVADA SUPPLY CO	28316005	water box stock parts	50-71-610 MATERIALS & SUPPLIES	05/13/2020	98.16	.00	
3015	WESTERN NEVADA SUPPLY CO	28316014	water box stock parts	50-71-610 MATERIALS & SUPPLIES	05/14/2020	321.94	.00	
Total 50-71-610:								
						4,858.26	.00	
50-71-660								
1345	CHARLES CHESTER PLUMBING	W033124	bulk water blackflow testing	50-71-660 TESTING - WATER	04/28/2020	265.00	.00	
Total 50-71-660:								
						265.00	.00	
50-73-430								
1669	FASTENAL	NVELK103120	nuts & bolts	50-73-430 EQUIPMENT REPAIRS	04/30/2020	25.51	.00	
3443	I&E ELECTRIC, INC	6259	replace plc processor for scada	50-73-430 EQUIPMENT REPAIRS	05/14/2020	345.00	.00	
Total 50-73-430:								
						370.51	.00	
50-73-535								
3155	AT&T Mobility	20APR	pw cellphone	50-73-535 TELEPHONE	04/24/2020	199.75	.00	
Total 50-73-535:								
						199.75	.00	

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Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
60-40-652								
1803	ELKO COUNTY TREASURER	APRIL20	Juvenile Admin Assessments	60-40-652 ADMIN FEES COUNTY JUV	05/11/2019	26.00	.00	
	Total 60-40-652:					26.00	.00	
60-40-654								
2765	STATE OF NEVADA	APRIL2020	STATE GENERAL FUND Admin F	60-40-654 ADMIN FEE STATE GENER	05/11/2020	65.00	.00	
	Total 60-40-654:					65.00	.00	
60-40-655								
2765	STATE OF NEVADA	APRIL2020	STATE COURT PROGRAM FEES	60-40-655 ADMIN FEE STATE COURT	05/11/2020	91.00	.00	
	Total 60-40-655:					91.00	.00	
73-81-535								
1731	FRONTIER COMMUNICATIONS	05012020	SENIOR CENTER	73-81-535 TELEPHONE	05/01/2020	214.50	.00	
	Total 73-81-535:					214.50	.00	
73-81-610								
1755	GEM STATE PAPER & SUPPLY	2009728-01	lysol wipes	73-81-610 MATERIALS & SUPPLIES	05/14/2020	50.56	.00	
2281	NEVADA STATE BANK	5953033	amazon office supplies	73-81-610 MATERIALS & SUPPLIES	04/20/2020	61.62	.00	
2281	NEVADA STATE BANK	8637016	amazon copy paper cardstock	73-81-610 MATERIALS & SUPPLIES	04/24/2020	52.96	.00	
	Total 73-81-610:					165.14	.00	
73-81-630								
2281	NEVADA STATE BANK	1021825	amazon thermometer	73-81-630 EQUIPMENT REPAIR/PURC	05/13/2020	93.94	.00	
	Total 73-81-630:					93.94	.00	
73-81-650								
3612	KHOURY'S FRESH MARKET CA	01-417691	raw food	73-81-650 RAW FOOD	04/30/2020	65.07	.00	
3612	KHOURY'S FRESH MARKET CA	01-428212	raw food	73-81-650 RAW FOOD	05/11/2020	80.67	.00	
3612	KHOURY'S FRESH MARKET CA	01-429243	raw food	73-81-650 RAW FOOD	05/12/2020	13.65	.00	
3612	KHOURY'S FRESH MARKET CA	01-434185	raw food	73-81-650 RAW FOOD	05/18/2020	13.09	.00	
3525	LONE WOLF COMMERCIAL APP	6228	air make up system/ dishwasher r	73-81-650 RAW FOOD	05/11/2020	292.00	.00	
2281	NEVADA STATE BANK	003135	walmart	73-81-650 RAW FOOD	05/03/2020	104.26	.00	
2281	NEVADA STATE BANK	003701	albertsons	73-81-650 RAW FOOD	05/03/2020	84.40	.00	
2281	NEVADA STATE BANK	018201	walmart	73-81-650 RAW FOOD	04/18/2020	26.16	.00	

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73-83-440 3155 AT&T Mobility		20APR	sc cellphone	73-83-440 FACILITY	04/24/2020	20.96	.00	
Total 73-83-440:							20.96	.00
Grand Totals:							134,608.21	13,372.99

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

9. 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.

10. Adjournment (For Possible Action)