

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

**April 13, 2022
7:00PM**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 7:00 p.m.

**Council Members Present: Mayor Dana Holbrook
Councilperson Margaret Johnston
Councilperson Cameron Kinney**

**Council Members Absent: Vice Mayor Lincoln Litchfield
Councilperson Pam Griswold**

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

**Public: Carlos Esparza, Carlin Public Works Director
Dee Primeaux, Carlin Courts
Josh Lieberman, Pine West Development
Tyler West, Pine West Development
Joseph Harless
Ken Rosencrans
Lyndsie Whigham
Denise Taylor
Linda Bingaman, Carlin Volunteer Fire Department Chief
Kevin McKinney, Carlin Chief of Police
Ellen Meshefski**

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.

**PUBLIC COMMENT MAY BE TAKEN DURING DISCUSSION OF
INDIVIDUAL AGENDA ITEMS.**

❖ None.

2. Realignment of Fir Street (For Possible Action):

- A) Review, discussion, and possible approval of the movement and realignment of Fir Street to allow Pine West Development to combine multiple parcels for possible development.
- a. Josh Lieberman, Pine West Development, stated it's been a little over a year since we last spoke through Zoom, so it's nice to see everybody in person. So, been working with Madison, we've been working with NDOT, we've been working with Assemblyman Ellison and with Cliff Eklund, and all the political powers to make this project happen. We continue to have pushback from local DOT in Elko County, but we're very confident that we'll be able to get this done with the town's support and all the additional public and working with other folks within NDOT. So, we are acquiring, so we have three parcels under contract. Josh referred to locations of the parcels. Josh stated Ken Rosencrans who owns Carlin Tire Center is also here because he's the one that's kind of most impacted when we started this project to work with him to make sure that this is a feasible project. Our meeting we had back at the end of January with NDOT in Carson City to kind of walk through this realignment, we've taken into account a lot of the comments that came from Jeff Lerud and Darin Tedford and the rest of their team. We've got as long of a single right turn lane to come into this site for all of the truck traffic. Ignore the internal movements. We've been working with TA Express is what's going to be going on this parcel, if we can get all of this realignment done; they're working with Reeve & Associates, and working through all of these. So, we're working design, I think one of the planners might have stopped in in the last couple of weeks to meet with you, so they're moving pretty quickly to try and get this done. So, the biggest issue is the realignment and this is kind of where we're repositioning Fir Street. Josh indicated plans for full movement, and converting an access into three-quarter movements, and stated there will no longer be left outs, which has always been a really dangerous movement coming out of there. So, this would be the new full movement of Fir Street. Nothing's really changed. The only thing that really changed is making this more of a three-quarter movement so there's no longer left turns coming out. Josh indicated where the left turns will be and stated this will make for a much safer stacking. He stated we're ready to move forward and referred to an image. He stated DOT's requesting that an action item happens with Council, so and then we can continue to move this process forward with DOT and the full traffic study that's being finalized by Reeve & Associates to get submitted and start the denial and variance and continue that process for the next six months with DOT.
- b. Mayor Holbrook asked Carlos, is there any issue from Public Works' standpoints?
- c. Carlos Esparza, Carlin Public Works Director, stated no. At this point, with the plans that we've seen, the tentative plans, we have no issues with that.
- d. Mayor Holbrook asked and Madison, have we received anything since you put out the agenda on anybody?
- e. Madison Aviles, Carlin City Manager, stated no, no public comments have been submitted.
- f. Councilperson Kinney asked so, the two bottom entrances on the Pilot side are going to be eliminated and then only one entrance is going to be there?
- g. Josh Lieberman, Pine West Development, stated we'd like to, but we can't control that.
- h. Councilperson Kinney stated because that's what it just like, when I was seeing the plans

- that it's in our packet, it looked like that was what was going to happen.
- i. Josh Lieberman, Pine West Development, stated it was another option that we had tried to propose to DOT. Josh referred to a strip that DOT still owns out of all four of the quadrants. He stated it's still a platted parcel in the County, and Pilot is leasing that parcel. I mean it's between DOT and Pilot and their lease, and we've been told they're not going to do anything. It'd be nice if they did.
 - j. Councilperson Kinney stated it would then have, it would still have those two entrances, and then there would be one right in the middle of it from Fir Street?
 - k. Josh Lieberman, Pine West Development, referred to offsets and stated the nice part of this is we're getting rid of this full movement here, converting to three-quarter, adding turn lanes, being able to have a continuous movement, and then getting all the residential traffic into a better full movement, and getting stacking and abilities.
 - l. Councilperson Kinney stated and I think another option when you first started was to have an entrance into Khoury's.
 - m. Josh Lieberman, Pine West Development, stated correct. That throws DOT into a complete tailspin. All a sudden now we're taking the grocery store, Family Dollar, the cross-through, and it added a complete complexity with NDOT as well as elevations. The elevations trying to get into Khoury's. I mean they could look at it in the future and we could go back to NDOT, but those were the two biggest challenges to tie that into Khoury's.
 - n. Councilperson Kinney asked about part of the map, if the spot he indicated was a retaining wall or sidewalk.
 - o. Josh Lieberman, Pine West Development, stated they were right-of-way lines, with the road going through.
 - p. Councilperson Kinney asked so is there going to be sidewalk on this road?
 - q. Josh Lieberman, Pine West Development, stated yeah, we'll continue the sidewalks from where everything stopped from the improvements, and then we'll match those improvements all the way through.
 - r. Councilperson Kinney stated yeah, that's the only thing that's unfortunate right now about Family Dollar is there's no sidewalks going into the store. You have to walk on the street to actually get in the store. But that's not in your guys' control.
 - s. Josh Lieberman, Pine West Development, stated no, but we'll make sure with all the site planning that runs through for the TA Express and making sure those sidewalks and landscaping.
 - t. Councilperson Kinney wondered if one spot would be a divider, if it would be a concrete barrier.
 - u. Josh Lieberman, Pine West Development, stated that spot would be striping. He stated I'm not a hundred percent sure on the design and requirements. It'll be established, but striping is always preferred from a maintenance standpoint, especially with trucks. They like to roll over everything. Especially the triples that come through here.
 - v. Councilperson Kinney asked about a full turning lane.
 - w. Josh Lieberman, Pine West Development, confirmed it would be a full-turn lane to keep the continuous movement south.
 - x. Mayor Holbrook stated I guess in one way, not connecting into Khoury's, I sort of look at that as in a way that'll keep the traffic down going down Fir Street by not having people cutting around that way. Which is probably good because we don't want too much traffic going down into the housing; this sort of prevents that from going in there. Otherwise, I

- think we could get a lot of extra traffic trying to get into the grocery store with a lot of people going into here just to be in and back onto the freeway and stuff.
- y. Denise Taylor asked which side of Fir Street?
 - z. Josh Lieberman, Pine West Development, stated this is on the west side. He described the location in relation to Pilot and which properties in the area. He stated it's about four and a half acres.
 - aa. Denise Taylor asked and it's on this side of the freeway?
 - bb. Josh Lieberman, Pine West Development, stated on the south side of I-80.
 - cc. Denise Taylor asked so what are you doing there? You're putting a truck stop in?
 - dd. Josh Lieberman, Pine West Development, stated it's a TA Express Travel Centers of America. It's about a 9,700 square foot building. We're not 100% sure on which restaurants will be going in there, whether it's a Burger King or, but there's two or three various restaurants that they go in there with. There's no service, there's no repair facilities, there's no carwashes, there is scales; there's one scale, and islands for vehicles and diesel trucks. So, pretty similar to other TA Travel Centers.
 - ee. Denise Taylor stated so it's still going to put quite a bit of congestion at that exit. Correct?
 - ff. Mayor Holbrook indicated there would be some congestion.
 - gg. Josh Lieberman, Pine West Development, stated it adds turning movements, which is what we establish, is by putting in the turn lanes, so you keep the continuous movement.
 - hh. Denise Taylor asked any suggestion of lights there, to make it safer?
 - ii. Josh Lieberman, Pine West Development, stated good luck with NDOT. Not even close to warrants, unfortunately, so signal warrants right now for NDOT, we're not even close. I wish, but they're expensive, too. The nice part is, getting rid of where Fir Street is today and everybody trying to make that left to go back out, you're now going to have plenty of visibility, just with that hill. We had tried to get NDOT's approval to literally tear down this entire area. You know, we wanted to tear down, you know all of this burn that kind of goes around here and regrade everything, but it's enough trying to just get an access permit with them right now.
 - jj. Mayor Holbrook stated I think myself; I am in support of moving Fir Street.
 - kk. Councilperson Kinney stated I think that you guys are doing everything it sounds like possible, working with NDOT to make sure everything's the way it needs to be, so I'm in agreement.
 - ll. Mayor Holbrook stated we would just like to clarify, so this would be Pine West that would be paving this section of street?
 - mm. Josh Lieberman, Pine West Development, stated it would be all part of the development, probably some type of subdivision improvement agreement potentially with the town when we get to that. So, absolutely.

❖ **Councilperson Kinney moved to approve the movement and realignment of Fir Street to allow Pine West Development to combine multiple parcels for possible development. Councilperson Johnston seconded. Motion passed.**

3. Carlin Equestrian Park Committee Resignation (For Possible Action):

- A) Review, discussion, and possible acceptance of the resignation letter submitted by Vice Chairman Doug Hernandez on the Carlin Equestrian Park Committee.

- a. Councilperson Johnston stated unfortunately, Doug has moved to another job in another area, and we lost him off the Board. She stated he's been a really good volunteer and we appreciated him so much. But if anybody's looking to get on the Board, we have openings.

❖ **Councilperson Johnston moved to approve Doug Hernandez's resignation from the Carlin Equestrian Park Committee. Councilperson Kinney seconded. Motion passed.**

4. Purchase Order #55-22-0064 (For Possible Action):

A) Review, discussion, and possible approval of a purchase order to purchase Fire Service SCBAs in the amount of \$175,024.21, to be partially reimbursed by the approved FEMA grant obtained by the Fire Department in the amount of \$166,666.67.

- a. Linda Bingaman, Carlin Volunteer Fire Department Chief, stated I have put in for a grant for reimbursement for that as well. I received this, well, I found this today, that they have approved that, and so the funding will be coming. They've approved everything and said everything was good.
- b. Madison Aviles, Carlin City Manager, stated we did receive the funding. The \$166,666.67 has been received by the City.
- c. Linda Bingaman, Carlin Volunteer Fire Department Chief, stated so then all we're paying out is \$8,333.
- d. Councilperson Kinney stated there's plenty of room left in the budget for that.
- e. Linda Bingaman, Carlin Volunteer Fire Department Chief, stated we had put in for \$10,000, I think for maps, so we're good.
- f. Councilperson Kinney stated well, with what the budget update that we had, for what has already been spent, there's plenty money left for that \$8,000.

❖ **Councilperson Kinney moved to approve the Fire Service SCBAs purchase order in the amount of \$175,024.21. Councilperson Johnston seconded. Motion passed.**

5. Tentative Budget Fiscal Year 2022-2023 (For Possible Action):

A) Review, discussion, and possible approval of the Tentative Budget for FY 2023.

- a. Madison Aviles, Carlin City Manager, started by reviewing all of our revenues and expenditures for our fiscal year 2023 tentative budget. Overall, all of our revenues are up, and it's generally positive, so we've seen an increase in ad valorem taxes, consolidated taxes, motor fuel has picked back up. Most of our intergovernmental revenue and other sources of revenue are rising, which is good, and those are all based off of the final revenue projections that were released by the Department of Taxation late last month. And so those numbers have all been updated to reflect a good outlook for fiscal year 2023. I did listen to the last meeting and the changes reflected in this version of the tentative budget have been updated based off of the comments and concerns from the last meeting. So, to start going through some of our expenditures, Mayor, would you like me to go by department or by fund?
- b. Mayor Holbrook stated yeah, let's do the department.
- c. Madison Aviles, Carlin City Manager, stated so for our Courts, and I know we have Dee

here, we have a generally stagnant budget. One note, I'll make at the beginning of all these departmental budgets that are in, our benefits all decreased. You'll see varying amounts of a decreased benefits line, depending on the department. That was due to an error I fixed in our calculations. We were working in Workers' Compensation Insurance to the benefits calculation, and I've taken that out because that is supposed to be in our other expenses line item, our 10-79-230, so if you see some departments that had a decreased benefits budget, that is because we've reduced the scope of the Workers' Compensation Insurance within that formula. Back to the Court, we do have a mandatory audit this year for the Court, and so there was an increase in their accounting fees for \$5,500, and that covers their mandatory AOC audit this year. That is split with the County. And then, in our office expense line, you'll see several notes. These are for the Courtview Case Management System, JCG Recorder System, and the Ricoh copies. That's maintained from last year as well. There's been a slight increase because of the lease payment increase on Ricoh and the recorder system and the case management system. But, Dee, was there anything I missed for your budget?

- d. Dee Primeaux, Carlin Courts, stated no, that looks good. Sounds good.
- e. Madison Aviles, Carlin City Manager, stated moving on to the legislative budget, there were no changes here. There was a decrease in materials and supplies due to the previous budgeted amount for the laptops that were purchased last fiscal year. In the City Manager budget, this was the first full year I have had benefits, and so I've had to rework my benefits calculation and in the State forms, or in the excel sheet, there was actually a typo. So, it appeared to be 170% increase, but that is actually supposed to be \$45,000, not \$85,000. So that's been corrected in the State forms; it just still shows up in the excel sheet that we work internally on. In my budget under office expense, I did include an additional \$179 for our Zoom Pro account and \$170 for our Adobe Pro account, which may be transferred down to contracts, but that's where that money is reflected right now. Moving on to Administration, we did have a request for a possible summer student. Whether that's a paid or unpaid position, I did add \$4,000 into both the City Manager budget and the Administration budget to cover any possible out-of-pocket expenses relating to a summer student, so that could be removed if needed. Again, a decrease in benefits and a slight increase in office expense for sliders for our filing cabinets and for a laser printer to replace one of our laser printers in our front office. Stop me at any point if you have any questions. Moving on to Animal Control, there weren't a whole ton of changes here. We did see a decrease in capital outlay. That's due to the box that was budgeted for last year, and that department saw a 12% reduction overall in their budget. For the Police Department, that's where you see the most dramatic benefits decrease. Police and Fire have the highest percentage of insurance when it comes to Workers' Compensation, so that was a sizable amount to decrease out of benefits. Lower in the budget, so starting in computer supplies, there is the requested new computer and server, the CCTV Security to be split with the Court, digital cameras under evidence supplies, Evidence Destruction again from Clean Harbors this year. In dues and subscriptions, we have our Crimestar Contract and our Washoe County Lab Contract, and then as an addition to what was reviewed at the last meeting, \$8,000 was included in capital outlay for two electronic speed signs to be put on Chestnut upon approval. So those were the only changes.
- f. Councilperson Kinney asked so both signs would be on Chestnut?
- g. Madison Aviles, Carlin City Manager, stated or anywhere that the Council wants to put

them.

- h. Councilperson Kinney stated okay. I just saw the quote for the electric signs, and I believe it's for a 15-inch sign. The part number is EV15. And I just wonder if we could get away with doing a 12-inch sign, because in the quote there's like frequently asked questions, and it says what is the size sign recommended. It says for a speed limit of 40 miles per hour or under, an 11-inch or 12-inch sign is used. And then 40 to 55 miles per hour is 15-inch sign, and then 55 miles an hour and over is an 18-inch sign. I'm wondering if we could just save a little cost and just get a 12-inch sign instead of 15.
- i. Carlos Esparza, Carlin Public Works Director, stated that would work on a city street, but DOT has some strict requirements on sign size. That's why, if you notice, all the stop signs and speed limit signs on Chestnut are quite a bit bigger than we use in town. But we could look into that.
- j. Councilperson Kinney stated if the DOT requirements, that makes sense. I didn't realize that. And then the signs that are up there right now, the school zone signs, would they be placed like in that, on that sign?
- k. Kevin McKinney, Carlin Chief of Police, stated no that would be my assumption.
- l. Councilperson Kinney stated okay. So, would we be able to save another \$250 and get the AC power instead of the solar powered one?
- m. Carlos Esparza, Carlin Public Works Director, stated it depends on what, I'm not sure what size.
- n. Councilperson Kinney stated okay. That's just what's checked on there.
- o. Carlos Esparza, Carlin Public Works Director, stated because there are certain rules on the school zone signs that they have to list either the time of day or when lights are flashing for a school zone.
- p. Councilperson Kinney stated right, no, just how it's powered. Because right now it's checked as solar powered, and then it says the AC power is \$250 less. And there's already power going to those signs, correct?
- q. Carlos Esparza, Carlin Public Works Director, stated yeah, but I'm not a hundred percent sure that we'd be able to replace those signs. We may be able to put them in the vicinity of those signs, but I'd have to see which signs the Chief was looking at, to see if they would work.
- r. Councilperson Johnston stated my personal opinion on that, that's Chestnut Street, and we should have NDOT look at buying them instead of us. See if we can ask them for it.
- s. Mayor Holbrook stated I guess I know this was sort of brought up just a few weeks ago about actually doing these little flashing signs. There's also some discussion of maybe putting a couple down on Bush Street. Also, when I was on vacation last week, I actually saw in Dolan Springs they had one that looks just a regular 25 mile an hour sign, and it's just the outline with little white lights that flash if you're actually going over the speed limit, and so that one seemed like a good one. I think that when we're talking about a budget here, I think that some of this other stuff, I think we should just budget some money. We can go to NDOT, look at what if they can help us, but we budget \$8,000, it gives us two signs, and then look at some other options so we have a little more time to look at this. This is just something to look at. Maybe we can find three signs for the same amount or something, but there are other options and I know the Chief's only had a few weeks there to look, and also Carlos can look and everybody. But I would like to see that we go ahead and go with the \$8,000.

- t. Kevin McKinney, Carlin Chief of Police, stated and just so you're aware, that was just the initial, you know, just looking it up to see what they cost, to get a cost estimate. That's not the final decision as to which sign, we would get or whether, you know. I've also made contact with the Office of Traffic Safety at NDOT regarding this as well, so I'm working with them to try and get maybe additional signage or grant monies to do that or getting them to actually, like Councilwoman Johnston said, get NDOT to actually put the signs up on Chestnut. Nothing's been finalized at this point.
- u. Mayor Holbrook asked so, does everybody seem like we put something in there and then we come back to it after, later down the road? Okay.
- v. Madison Aviles, Carlin City Manager, stated overall that department saw a 3% decrease overall in budget, with the majority of that in benefits, but it did make up for some of the cost increases for these additional projects. The Fire Department saw an 8% decrease overall in budget. We do have additional cost in our auto expense, and that's for an increased cost of repairing vehicles and equipment, excuse me, for equipment repairs, not auto expense. Also, in the office expense line item for increased licensing and certification costs, that totals \$3,753.50 for fiscal year '23. There is also an increase under fireworks for two fireworks shows at \$3,500 each, as well as capital outlay for turnouts and two new computers, two desktop computers for the station. Streets, our 10-60-line items. We did see an increase overall in this budget with rising costs primarily due to materials. So, we have rising costs in snow removal and in equipment repairs, as well as auto expense. We did see telephone, our telephone bills have been rising, and so there are increases throughout the budget in our phone budget. There are additional costs for uniforms with our Vogue contract. There is a solar crosswalk sign included in this budget in materials and supplies. That is a separate electronic solar sign for the east side of Chestnut, the new crosswalk installed by NDOT. And then in here is our substantial capital outlay. This is just under 1.2 million. This would include 1st Street, 2nd Street, Poplar, Railroad, and the addition of the new sander.
- w. Mayor Holbrook asked Carlos, I believe we had a discussion on the sander. Have you had any more thought on that? You had talked about trying to set the flatbed up with the smaller one and a plow on that?
- x. Carlos Esparza, Carlin Public Works Director, stated yeah, we've looked at that in the past and I mean, it's definitely an avenue that we could go down, but I think we're going to still be in the same ballpark price by the time you add the plow. And I did have money in there for a flatbed for that one time which would be the only pickup that we have that would be able to support that.
- y. Mayor Holbrook stated so that would be something that if we have it in the budget, you can look into?
- z. Carlos Esparza, Carlin Public Works Director, stated yeah, we can look at it. I can bring, when it comes time to purchase, I can bring two proposals to you and work and decide which route you would like us to go.
- aa. Mayor Holbrook stated okay, thank you.
- bb. Madison Aviles, Carlin City Manager, stated mosquito abatement didn't see a change in budget, and that brings us to cemetery. Overall, we saw 4% increase in budget, and this was primarily due to equipment repairs and materials and supplies, and rising costs. In our Parks Department, we have one, two major projects that are a part of our capital outlay here. We have curb, gutter, and sidewalk on Hamilton for the new Fire Station, as well as

- an addition of the lawnmower, and so that has not changed since the last time this has been brought before the Council.
- cc. Councilperson Johnston asked that is on Hamilton Street, or is that on the new?
 - dd. Carlos Esparza, Carlin Public Works Director, stated no, that would be on Hamilton Street, in front of the park between 1st and B Street. So, the curb, gutter, and sidewalk for the Fire Department was in the capital outlay for streets.
 - ee. Councilperson Johnston stated so I'm not seeing that. Is that in front of the old Firehouse, or down the block?
 - ff. Carlos Esparza, Carlin Public Works Director, stated no, this is in front of the park. So, this would be the Hamilton side of the park.
 - gg. Councilperson Johnston stated so it'd be entries into the parking areas for the ballpark, along there?
 - hh. Carlos Esparza, Carlin Public Works Director, stated yes, right down Hamilton. The hope would be not only for having curb, gutter, and sidewalk, you know, aesthetics of it, but we could get some proper angled parking in there and, well, we all know what a congested area it can be when there's games and events at the park.
 - ii. Joseph Harless asked about getting bathrooms by the ballpark, too.
 - jj. Carlos Esparza, Carlin Public Works Director, stated there's an issue there with the sewer line being very shallow. We've looked at it in the past, probably about 20 years ago when actually that concession stand was built. It was before I was employed here, but I was on the Board at that time, and there were issues with drainage to that sewer line right there. But I mean, I'm sure with enough money it could be addressed.
 - kk. Madison Aviles, Carlin City Manager, stated and the curb, gutter, and sidewalk for the Fire Station, we'll get to that later in the budget. This telephone for the library, we did see a slight increase, an 8% increase. We've seen higher telephone costs throughout the budget. And this brings us to the end of the general fund. These are all of our other expenses, 10-79 numbers. So, we saw a variety of increases. We did adjust engineering fees and legal fees to reflect a possible increase in engineering fees and a slight decrease in legal fees to make up for that increase in engineering fees. And that's consistent based on our actuals over the last three fiscal years. In the contract fees, we do have a couple of different additions. So, we have the potential for \$50 a month for electronic documentation, so an electronic Cloud storage for City Council meetings, agendas, minutes, so those can all be hosted electronically, as well as an annual subscription cost for a proposed code enforcement software. And that would bring together both the Building Department and the Code Enforcers Office. And those would be housed within our contract fees. There weren't very many other changes until we get down to liability insurance. We did adjust liability insurance both in the general fund and in the utility fund. We'll get to the utility fund in a second, but with the way that we are breaking out our bills to be reflective of the true cost of water, sewer, garbage, and street lights, we took 50% of the liability insurance, applied that to the general fund, and then did the appropriate percentage per water, sewer, street lights, and landfill for the utility fund. So that's why there's a slight change in that line item. For fuel expense, we did see, we are expecting an increase in fuel, so we do have an 11% increase budgeted, as well as a 10% increase in electricity, and those are both based off of our actuals over the past three fiscal years.
 - ll. Mayor Holbrook asked do we think 10% is going to be accurate?
 - mm. Madison Aviles, Carlin City Manager, stated based off of our previous spending, I think

so. In fiscal year '19 we spent just under \$25,000. Fiscal year '20 we spent just under \$23,000, and in fiscal year 2021, we spent \$25,000. We had budgeted \$45,000 and so that leaves us some room for any unexpected increases. But that would increase our budget for this fiscal year to \$50,000. So far this year, so our actuals up until March 11th, that's a good portion past 50% through the fiscal year, we've spent just under \$21,000. So, we are seeing an increased cost in fuel even this year, but I think the \$50,000 should cover any ongoing fuel expenses. You'll see we have a couple transfers, transfers to our Senior Center, transfers to our capital projects fund and the utility fund. We are doing the \$600,000 instead of the \$500,000 that was noted at the meeting last time for the new Fire Station bid. And apart from that we don't really have any changes in the 10-79 numbers if anyone has any questions.

nn. Councilperson Johnston asked the Senior Center, what's that for?

oo. Madison Aviles, Carlin City Manager, stated that is to cover any deficit in revenue and expenditures for the Senior Center fund. So, when we get down to the 73 funds, they can either pull from their opening fund balance or from a transfer from the general fund. And so right now, I believe we don't have a transfer for our Senior Center, and that normally depends on the how much revenue they're bringing in based off of and in relation to their expenses. So, if the general fund has to supplement any of that loss. Okay, down to grants, we don't, we have the \$50,000 budgeted for the Senior Center grant. That's in anticipation of any possible grants. There were some unexpected COVID grants this year, and so to help prevent an augmentation, we can budget for \$50,000 for any possible COVID-related grants or unexpected grants that we would receive for the Senior Center. In the Parks and Rec fund, we do have, for the revenues for their general events, they put down \$20,000 and are requesting \$20,000 in expenditures. Ellen, do you want to speak to Parks and Rec at all?

pp. Ellen Meshefski stated we upped it a little bit. You guys have always given us \$15,000 but with everything rising and the costs going up, and it's our 30th year for our car show, we want to do some extra stuff, so we're asking to raise it \$5,000 to help offset our costs for our events that we're going to do.

qq. Madison Aviles, Carlin City Manager, stated similarly with the Equestrian Park, they have requested \$35,000 for their expenditures, and that would include the bar improvements, the concrete slab, concessions for the concession trailer, panels for the second arena, and the main area repairs. Totaling the \$35,000. Down to our meter fund, there are no changes. Those are for our meter deposits. For the Parks and Recreation fund, we do have our lodging tax. We did see, we kept those flat, though we do expect to see some improvement to that this year, hopefully, and so the transfer to capital outlay Parks, that's \$50,000 to be transferred to assist with Parks-related expenses in our general fund. So that would go towards maintaining and improving our parks out of that fund. Down to the capital projects fund, this is where the Fire Station bid comes out of. So, you'll see the \$600,000 transfer reflected there, and that is in admin Fire Department capital projects. Into debt service, we expect to do a \$12,100 principal and interest payment this year. In order to meet some of our financial requirements, we may also have to do a transfer from the general fund into the revenue for the debt service fund to maintain one-years' worth of debt service payments. So, there might be an addition to a debt service fund transfer in our final budget. That brings us to the utility fund. We do see a slight decrease in our total revenue. This is for, includes utility fees, connection fees, material sales, capital improvement fees, and landfill

fees. We did see a substantial decrease in our landfill fees due to the decrease in our garbage fee. Down to other revenue, those all stayed flat, and in our Water Department, there were a number of changes. So, this was the first full fiscal year that we could see our split reflected on a financial statement, and so we found quite a few errors in how we were budgeting and how we can better budget for fiscal year '23 based off of the new split. So, you'll see a lot of notes that say budget correction due to utility split. There was a, the liability insurance, we did correct that. So, while there are rising costs, we split the liability insurance for the percentage, so I believe waters at 38%, sewers at 41%, street lights are at 3%, and garbage is at 18%. So, the total amount of any PO that we'd get that needs to be allocated to water, sewer, street lights, and garbage, like an engineering bill, for example, we split it out per that percentage. And so that's reflected in all of these numbers. You'll see the greatest budget in the water and sewer funds, and lesser budgets in the garbage and street light funds. There were just some rising costs, again, with our Vogue contract and materials and supplies, and then additional corrections, based on the split. In our garbage, we saw a couple of budget corrections, just due to utility split, but no major capital improvement expenses. In sewer, we had two budget corrections due to the split, and no major changes. And in street lights, additional budget corrections but no major capital outlay or changes there. Skipping down, we didn't see any changes in the administrative assessment fund, nothing in the Municipal Court Building fund, in the cemetery care fund, and then down to the Senior Citizen Center fund, our 73 funds, we did see a slight decrease in revenue. This is primarily based off of some of the Federal and State grants that we have been receiving, but that's a more conservative approach to the revenue. We expect, hopefully, we have exceeded revenues, expected revenues, in prior budget years. And then the C1, C2, and B3 budgets, that's our homebound, congregate, and transportation budgets, all saw pretty much a net zero increase. So, we did have a 1% increase in congregate dining with an increased, hopefully an increased congregate population dining in, but a decrease in our homebound and our transportation budgets. And that is the whole budget.

- rr. Councilperson Johnston stated I think they've done a really good job with the budget. I think the departments have done a really good job keeping things under tack and going on the right direction. I think you guys have done good this year. Really good. I appreciate you guys working hard at it.

❖ **Councilperson Kinney moved to approve the Tentative Budget for fiscal year 2023. Councilperson Johnston seconded. Motion passed.**

6. First Reading of Ordinance No. 250, Amending Carlin City Code Title 9, Chapter 4 (For Possible Action):

A) Review, discussion, and first reading of Ordinance No. 250, Title: An Ordinance Amending Title 9, Chapter 4 of the Carlin City Code Entitled "Water Regulations" by Amending Section 9-4-34 Entitled "Water Sewer Schedule" so that all such fees can be set by resolution of the City Council.

- a. Mayor Holbrook stated this is just moving forward on water rates and stuff, and setting it so that it'll come forth as a resolution.

❖ **Councilperson Kinney moved to forward the second reading of Ordinance No. 250,**

Title: An Ordinance Amending Title 9, Chapter 4 of the Carlin City Code Entitled “Water Regulations” by Amending Section 9-4-34 Entitled “Water Sewer Schedule” so that all such fees can be set by resolution of the City Council. Councilperson Johnston seconded. Motion passed.

7. First Reading of Ordinance No. 251, Amending Carlin City Code Title 10, Chapter 3 (For Possible Action):

A) Review, discussion, and first reading of Ordinance No. 251, Title: An Ordinance Amending Title 10, Chapter 3 of the Carlin City Code Entitled “Sewer Regulations” by Amending Section 10-3-36 Entitled “Fixture Unit Table,” so that all such fees can be set by resolution of the City Council.

❖ **Councilperson Kinney moved to forward the second reading of Ordinance No. 251, Title: An Ordinance Amending Title 10, Chapter 3 of the Carlin City Code Entitled “Sewer Regulations” by Amending Section 10-3-36 Entitled “Fixture Unit Table,” so that all such fees can be set by resolution of the City Council. Councilperson Johnston seconded. Motion passed.**

8. APPROVAL of Expenditures (For Possible Action):

A) Review, discussion, and possible approval of City expenditures for the period of 03/19/2022-04/08/2022, and all related matters. The expenditure list is available for public inspection at City Hall, 151 S 8th Street, Carlin Nevada.

a. Councilperson Kinney stated I just want to state that the report dates on the report state 03/24/2022 to 04/08/2022 but that’s just how the report is ran.

❖ **Councilperson Kinney moved to approve the expenditures for the period of 03/19/2022-04/08/2022. Councilperson Johnston seconded. Motion passed.**

9. APPROVAL of Minutes (For Possible Action):

A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for August 25, 2021 and January 26, 2022, and all other matters related thereto. Draft minutes are available for public inspection at City Hall, 151 S 8th Street, Carlin, Nevada.

❖ **Councilperson Kinney moved to approve the Regular Meeting Minutes for August 25, 2021, and January 26, 2022. Councilperson Johnston seconded. Motion passed.**

10. PUBLIC COMMENTS: (Non-Action Item)

A) Pursuant to NRS 241.020(2)(D)(3) (I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

- a. Linda Bingaman, Carlin Volunteer Fire Department Chief, stated just a little informational thing to let you guys know that your crew has been very busy today. We've had six ambulance calls. Today. Just during the day. Oh, I'm sorry; I missed one. Seven.
- b. Mayor Holbrook referred to the fuel budget.
- c. Linda Bingaman, Carlin Volunteer Fire Department Chief, stated I was going to say, yeah, we might need more in fuel. Because they were all transports.
- d. Councilperson Johnston stated I would like to also bring up, we've had some robberies in town lately, and I think we need to be aware as citizens. Keep your eyes open. If you see things, call it in. If you see somebody where they shouldn't be, call it in. Our citizens need to step it up. I think we need to do a little bit more neighborhood watch, get some of that going. You guys have the eyes and ears on the street. Those guys could use as much help as they can out there, so please do your due diligence. Look around. Watch out for each other.

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

11. Adjournment (For Possible Action):

❖ **Councilperson Kinney moved to adjourn at 7:51 p.m. Councilperson Johnston seconded. Motion passed. Mayor Holbrook adjourned the meeting.**

Approved:

Attest:



Mayor Dana Holbrook



LaDawn Lawson, Carlin City Clerk