

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

**March 26, 2019
5:30 P.M.**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 5:30 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:

Lauren Landa, City Attorney
LaDawn Lawson, City Clerk
Teri Feasel, Municipal Court Judge
Dennis Fobes, Chief of Police
Carlos Esparza, Director of Public Works
Bernardo Sandoval, City Accountant
Ella Trujillo, Senior Center Director
Linda Bingaman, Fire Chief

Public:

Gayle Zomar
Brent Jacobson
Ellen Meshefski
Laura Eklund

Pledge of Allegiance

1. **Public Comment may be taken prior to any Action Being Taken by the Council: Possible review, discussion, consideration of application, and/or interview of the City Manager candidate, Geoffrey “Jeff” Herwig, for the position of Interim/Full Time Carlin City Manager, and all related matters. (Non - Action Item).**
 - a. Mayor Dana Holbrook stated they would be asking 20 questions during the interview and asked Vice Mayor Lincoln Litchfield to ask the questions.
 - b. Vice Mayor Lincoln Litchfield asked Jeff Herwig to tell them about his professional background.
 - c. Jeff Herwig described his work history including law enforcement, fire fighting, Air Force, United States Embassy work, and Public Administration.
 - d. Vice Mayor Lincoln Litchfield asked Jeff Herwig what he knows about their community.
 - e. Jeff Herwig stated everything he knows came from the internet and some time spent in the area fighting wild land fires. Jeff Herwig stated he has been reading the City Council meeting minutes to get caught up.
 - f. Vice Mayor Lincoln Litchfield asked what were some of Jeff Herwig’s professional goals and what steps he took to reach those goals.
 - g. Jeff Herwig answered the question by describing how he finished his education in Public Administration and that he believes his career with last for 10 more years.
 - h. Vice Mayor Lincoln Litchfield asked Jeff Herwig about his experience in rural communities including the challenges for City government and what a City Manager’s role is in meeting those challenges.
 - i. Jeff Herwig answered the question by explaining that he thinks the biggest problem is money and the City Manager’s challenge is finding those funds. Jeff Herwig further described some of the ways to get that money through grants and donations.
 - j. Vice Mayor Lincoln Litchfield stated that in a small city like Carlin the City Manager frequently performs tasks outside of the role of a Chief Executive such as answering phones and shopping for the City. Vice Mayor Lincoln Litchfield asked Jeff Herwig his thoughts about this.
 - k. Jeff Herwig stated those things just have to be done so he would do them.
 - l. Vice Mayor Lincoln Litchfield asked Jeff Herwig to describe an example of when someone went directly to a supervisor or a Council person on an issue involving him and how he handled it.
 - m. Jeff Herwig answered the question by describing a situation where money was spent on a project and a person wanted it spent differently. Jeff Herwig further described the situation and stated he handled it by sitting down to discuss it and that he believes everyone should try to follow the chain of command.
 - n. Vice Mayor Lincoln Litchfield asked Jeff Herwig to describe some long range objectives he developed in a prior job and how he went about achieving them.
 - o. Jeff Herwig answered the question by describing implementation of an IT project and trying to fund it.
 - p. Vice Mayor Lincoln Litchfield stated the next question is about leadership

- and relationships. Vice Mayor Lincoln Litchfield asked what he feels are critical components of a healthy and productive relationship between a City Manager and the City Council.
- q. Jeff Herwig stated it is open communication with earnest dialogue. Jeff Herwig further explained his philosophy.
 - r. Vice Mayor Lincoln Litchfield asked Jeff Herwig to describe his style of managing individuals who work for him.
 - s. Jeff Herwig answered the question by stating that he uses all types of management styles because there isn't just one that works for every situation. Jeff Herwig further explained his management style.
 - t. Vice Mayor Lincoln Litchfield asked Jeff Herwig to describe a situation where he was able to successfully convince a governing body or superior that a change was necessary and that his approach was the best option.
 - u. Jeff Herwig answered the question by explaining a time when he implemented an Employee Assistance Program.
 - v. Vice Mayor Lincoln Litchfield asked for an example when he had to make a difficult decision that was unpopular with staff and how he handled it.
 - w. Jeff Herwig described a situation where they changed how people got paid overtime.
 - x. Vice Mayor Lincoln Litchfield asked Jeff Herwig to tell them about his experience conducting performance evaluations and how he handles employees with performance and behavior problems.
 - y. Jeff Herwig answered the question by describing his experience with all the different types of employee evaluations that are used and the importance of tying employee evaluations to an increase of pay.
 - z. Vice Mayor Lincoln Litchfield asked Jeff Herwig to tell them about an occasion where he had to resolve a conflict between two colleagues.
 - aa. Jeff Herwig answered the question by explaining the importance of getting both sides to discuss the problem and finish it with a definitive action.
 - bb. Vice Mayor Lincoln Litchfield asked Jeff Herwig to tell them about his experience with budget management.
 - cc. Jeff Herwig answered the question by explaining he has handled a lot of different budgets and amounts of money. Jeff Herwig stated in Iraq he had 2,100 people working for him but he has also handled small staffs. Jeff Herwig further explained his experience with budgets.
 - dd. Vice Mayor Lincoln Litchfield asked Jeff Herwig to explain how he would go about developing a city-wide budget.
 - ee. Jeff Herwig explained how he would develop a budget. Jeff Herwig stated he has looked at Carlin's budget and he saw there was less revenue than expenses.
 - ff. Vice Mayor Lincoln Litchfield asked Jeff Herwig when he has prepared a budget does he communicate the effectiveness of services delivered.
 - gg. Jeff Herwig answered the question by explaining that in a town the size of Carlin he would hope it is evident.
 - hh. Vice Mayor Lincoln Litchfield asked Jeff Herwig to explain his experience applying for and obtaining grants and what grants he thinks Carlin should pursue.
 - ii. Jeff Herwig answered the question by explaining the different types of grants and that if he was chosen he would try to learn about all the grants that

- Nevada has available.
- jj. Vice Mayor Lincoln Litchfield asked Jeff Herwig to tell them about a significant contract or deal that he recently negotiated and the approach he took.
 - kk. Jeff Herwig answered the question by explaining an IT Project he helped to implement including getting vendors to compete for the City's business.
 - ll. Vice Mayor Lincoln Litchfield asked Jeff Herwig what he thinks are the most effective ways to inform and engage their communities regarding the resources, programs, and services it offers.
 - mm. Jeff Herwig stated the City website is a mainstay and social media when done correctly is also extremely effective.
 - nn. Vice Mayor Lincoln Litchfield asked how a community can know it has an effective City manager and how one should be evaluated.
 - oo. Jeff Herwig answered the question by explaining that if people rarely interact with the City manager then everything is working the way it should.
 - pp. Mayor Holbrook stated each Councilperson will now ask some specific questions.
 - qq. Councilperson Margaret Johnston asked Jeff Herwig what was the longest time he spent at any one job.
 - rr. Jeff Herwig stated he spent 7 years at a job.
 - ss. Councilperson Margaret Johnston asked if Jeff Herwig is prepared to wear many different hats.
 - tt. Jeff Herwig stated he is.
 - uu. Vice Mayor Litchfield asked Jeff Herwig how he would hold Department leaders accountable to the budget.
 - vv. Jeff Herwig explained about a software that tracks budgets which helps keep them on track and checking in with them on a regular basis is how he would do it.
 - ww. Mayor Dana Holbrook asked Jeff Herwig why he left a previous position because of politics.
 - xx. Jeff Herwig briefly described the situation and why he left the job.
 - yy. Mayor Holbrook asked Jeff Herwig if he was okay with not having admin staff at all.
 - zz. Jeff Herwig stated he was fine with it.
 - aaa. Councilperson Pam Griswold asked Jeff Herwig what he likes to do in his free time.
 - bbb. Jeff Herwig stated he likes to go on cruises and going on short trips in the local area with his wife.
 - ccc. Councilperson Cameron Kinney asked Jeff Herwig if he would be willing to relocate to Carlin.
 - ddd. Jeff Herwig stated he would but he realizes it would be a challenge to find housing.
 - eee. Mayor Dana Holbrook asked Jeff Herwig what questions he had.
 - fff. Jeff Herwig asked what they think is the number one issue facing Carlin.
 - ggg. Mayor Holbrook stated he thinks the number one issue is growth. Further discussion was held regarding the growth of Carlin with people and businesses.
 - hhh. Jeff Herwig asked about infrastructure issues.
 - iii. Mayor Dana Holbrook stated they definitely have some issues but they are not in dire straights.

- jjj. Jeff Herwig asked about internet service because his wife needs it for her work. Further discussion was held regarding the services available.

No Action Taken. Mayor Dana Holbrook called for a recess at 6:42 p.m. The meeting was reconvened at 6:57 p.m. Mayor Holbrook stated the quorum has not changed.

2. Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the City of Carlin's Tentative Budget for fiscal year 2019 – 2020, and all related matters. (For Possible Action).

- a. Bernardo Sandoval stated the goal was to be budget neutral but there are certain things that are not. Bernardo Sandoval stated he made no changes to what was requested by the Department Heads.
- b. Mayor Dana Holbrook stated this is their tentative budget and it can change. Mayor Holbrook stated that just because the money is budgeted it does not mean they get to spend it all without approval.
- c. Teri Feasel reviewed the Municipal Court budget including changes and her plans for capital outlay of improvements to the front part of the building, possible remodeling of the court room, and looking at repairing the heating and cooling system.
- d. Ella Trujillo reviewed the Senior Center budget including how she creates her budget and capital outlay of painting and outsourcing the vehicle maintenance. Further discussion was held regarding the maintenance of the Senior Center vehicles.
- e. Dennis Fobes reviewed the Police Department budget including animal control, police department, including paying to update their policies and procedures, and capital outlay for the next new police vehicle. Discussion was held regarding how much longer the vehicle used by the Animal Control officer will last

Vice Mayor Lincoln Litchfield left the meeting.

- f. Ellen Meshefski reviewed the budget for the Parks and Recreation Board including capital outlay in the amount of \$60,000.00 to purchase a building. Ellen Meshefski stated the money they have now cannot be used to purchase a building which is why they are budgeting for capital outlay funds. Discussion was held regarding whether or not the building can be purchased.
- g. Mayor Dana Holbrook stated he would feel comfortable budgeting \$30,000 in order to maintain a building that they obtain. The item was changed from \$60,000 to \$30,000.
- h. Laura Eklund reviewed the proposed budget for the Equestrian Park including capital outlay for the warm-up arena, stripping chute and loading chute, additional panels, and ticket booths for the entry ways. Discussion was held regarding requiring them to raise the projected

revenues before they spend the money that is budgeted. Further discussion was held regarding fund raising efforts.

- i. LaDawn Lawson reviewed the proposed budget for Administration including capital outlay for a vehicle for the City Manager and Admin. staff. Further discussion was held regarding purchasing a vehicle for the City Manager and Administration Office. LaDawn Lawson stated if they purchase a vehicle for the City Manager she would still like to keep the \$25,000 so she can put a safe on the back of the City Hall so she has a place to store all of her permanent files. LaDawn Lawson then reviewed the 10-79 numbers for contracts such as the alarm system, software subscriptions, copier rentals, minute transcription, Sterling codifiers, and others. LaDawn Lawson stated she would also like to include costs for a cleaning service for her office. Further discussion was held regarding the cleaning of her building.

Mayor Dana Holbrook called for a recess at 7:59 p.m. Mayor Dana Holbrook reconvened the meeting for 8:01 p.m.

- j. Carlos Esparza reviewed his proposed budget for Public Works including street department and cemetery. Carlos Esparza stated he is asking for money to help hire some seasonal help for park maintenance this year and capital outlay money for the new dug outs and back stop. Carlos Esparza further reviewed his budget for the building fund including doubling the amount so they can replace the roof on the old police department and getting the repairs done on the Court House. Carlos Esparza stated he also wanted to try to hire an assistant for the building inspector so when they lose Joe Lindsey they will not have a gap. Carlos Esparza reviewed his budget for water and sewer. Carlos Esparza stated he has budgeted \$250,000.00 for capital outlay in case some new businesses come in and they need to do some expansions on water lines and sewer. Further discussion was held regarding the TAP Grant and whether or not it needed to be budgeted for.
- k. Councilperson Margaret Johnston asked where they are at in separating out the utility funds as requested by the USDA. LaDawn Lawson stated they are working on it.
- l. Linda Bingaman reviewed the proposed budget for the Fire Department including budgeting for Floyd's PERS, increased communications costs, and for capital outlay they need money for a match on gear such as turn outs. Further discussion was held regarding the equipment needed. Linda Bingaman asked about money for the fire house.
- m. Bernardo Sandoval stated that money would be in the capital projects fund. Bernardo Sandoval stated they have allocated \$350,000 which \$100,000 is given to the police and fire department and that is meant to be built up over time so they have money to spend. Bernardo Sandoval said the numbers were based on historical spending.
- n. Councilperson Cameron Kinney stated he would really like to see the fire

- department finished.
- o. Councilperson Margaret Johnston stated there is equipment sitting out rotting and it needs to be done.
 - p. Further discussion was held regarding increasing the amount of capital outlay for the fire department. Mayor Holbrook asked the spending to be increased to \$250,000 for completion of the fire house.
 - q. Mayor Holbrook reviewed the City Manager's budget including the money for the new vehicle and possibly moving the City Manager's office to the Court House.
 - r. Bernardo Sandoval recommended increasing the benefits for the City Manager because it is low.
 - s. Councilperson Margaret Johnston asked if they have any money allocated for curbs and sidewalks improvements. Further discussion was held regarding how to pay for curb, gutter, and sidewalk including the grant Wells used to redo some of their streets.
 - t. Mayor Holbrook reviewed the legislative budget and they said they are trying to keep it flat. Mayor Holbrook asked if there are any other questions.
 - u. Carlos Esparza asked how far into the red are they.
 - v. Bernardo Sandoval stated they are overspent by about a million dollars. Bernardo Sandoval stated that is based upon projected revenue which can always change especially with the merger of Barrick and Newmont.
 - w. Mayor Holbrook stated they budgeted for projects but that is why they need to review them as the year progresses to make sure they should proceed with the project because it may be coming out of their savings account.
 - x. Further discussion was held regarding various revenue line items including scrap metal and rewards.

Councilperson Pam Griswold made a motion to approve the tentative budget with corrections. Councilperson Cameron Kinney seconded the motion. The motion passed.

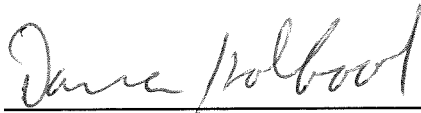
3. **Public Comment maybe taken prior to any Discussion Being Taken by the Council: Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non - Action Item).**
- a. Ellen Meshefski stated they did put in an offer on the old post office for \$25,000.00 but they do not have \$25,000.00 so they are working on plans to get the building someday. Ellen Meshefski further stated that they would like to help with Parks and Rec. to get the backstop fixed at the park.

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

Councilperson Cameron Kinney made a motion to adjourn. Councilperson Margaret Johnston seconded the motion. Mayor Dana Holbrook adjourned the meeting at 8:55 p.m.

Approved:

Attest:



Mayor Dana Holbrook



City Clerk LaDawn Lawson