

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

**March 27, 2019
6:00 P.M.**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 6:00 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:

LaDawn Lawson, City Clerk
Ella Trujillo, Senior Center Director

Public:

Gayle Zomar
D'Anne Wright

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, Philip B. Robinette, for the position of Interim/Full Time Carlin City Manager, and all related matters. (Non - Action Item).**
 - a. Mayor Dana Holbrook had everyone introduce themselves.
 - b. Vice Mayor Lincoln Litchfield explained he would be asking the interview questions. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to tell them about his professional background.
 - c. Philip B. Robinette described his work history including law enforcement,

- United States Army, and writing grants.
- d. Vice Mayor Lincoln Litchfield asked Philip B. Robinette what he knows about their community in Nevada.
 - e. Philip B. Robinette stated he has driven through their town on Interstate 80 several times.
 - f. Vice Mayor Lincoln Litchfield asked what were some of Philip B. Robinette's future professional goals and what steps he plans to meet those goals.
 - g. Philip B. Robinette answered the question by explaining his efforts to take classes and writing grants all in the effort to become a city manager.
 - h. Vice Mayor Lincoln Litchfield asked Philip B. Robinette 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. Philip B. Robinette answered the question by explaining he thinks bringing in more revenue is difficult and when he looked at their town he saw only two hotels and no McDonalds. Philip B. Robinette stated they need to bring in more businesses.
 - 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 Philip B. Robinette his thoughts about this.
 - k. Philip B. Robinette stated he doesn't have a problem with that and as a Police Chief he has driven a snow plow before because it had to be done.
 - l. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to describe an example of when someone went directly to a supervisor or a Council person on an issue involving him and how he dealt with it.
 - m. Philip B. Robinette answered the question by describing a situation where a fellow employee had a problem with him because he had written him up. Philip B. Robinette said he talked to him about it and told him they need to work on their problems in-house and not go to a Councilperson as per the policy. Philip B. Robinette stated he has always had an open-door policy.
 - n. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to describe some long range objectives he developed in a prior job and how he went about achieving them.
 - o. Philip B. Robinette answered the question by describing a grant he wrote for sidewalks but the Council members decided they did not want it.
 - p. Vice Mayor Lincoln Litchfield stated the next question is about leadership and relationships. Vice Mayor Lincoln Litchfield asked what Philip B. Robinette feels are critical components of a healthy and productive relationship between a City Manager and the City Council.
 - q. Philip B. Robinette answered the question by explaining he thinks the City manager and City Council need to be on the same page so he can work towards their goals.
 - r. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to describe his style of managing individuals who are under him
 - s. Philip B. Robinette answered the question by describing his management style including listening to everyone's ideas.
 - t. Vice Mayor Lincoln Litchfield asked Philip B. Robinette 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. Philip B. Robinette answered the question by explaining a time when he had to convince his employees and his supervisors to accept computers as a necessity and a help instead of a burden.
 - 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. Philip B. Robinette described a situation where he had to cut employee overtime hours.
 - x. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to tell them about his experience conducting performance evaluations and how he handles employees with performance and behavior problems.
 - y. Philip B. Robinette answered the question by describing his experience with his first evaluation as an employee and stated he thinks you must do honest evaluations.
 - z. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to tell them about an occasion where he had to resolve a conflict between two colleagues.
 - aa. Philip B. Robinette answered the question by explaining having to change a work schedule so two employees did not see each other.
 - bb. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to tell them about his experience with budget management.
 - cc. Philip B. Robinette answered the question by explaining he has never gone over one of his budgets and the unpredictability of budgets, such as worker's compensation, is something one must always take into account.
 - dd. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to explain how he would go about developing a city-wide budget.
 - ee. Philip B. Robinette explained how he would develop a budget by starting with the department that costs him the most money and so on.
 - ff. Vice Mayor Lincoln Litchfield asked Philip B. Robinette when he has prepared a budget does he communicate the effectiveness of services delivered.
 - gg. Philip B. Robinette answered the question by explaining that using the local newspaper to convey information about spending and how things are going and customer satisfaction surveys would be ways they could communicate effectiveness.
 - hh. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to explain his experience applying for and obtaining grants and what grants he thinks Carlin should pursue.
 - ii. Philip B. Robinette answered the question by explaining some of the grants he thinks would work for their city including Department of Transportation and HUD.
 - jj. Vice Mayor Lincoln Litchfield asked Philip B. Robinette to tell them about a significant contract or deal that he recently negotiated and the approach he took.
 - kk. Philip B. Robinette answered the question by explaining that for a Food Bank he is working on getting grant money for he has spent a lot of time working with others to make it happen. Philip B. Robinette further described a project where he tried to get an industrial park built.
 - ll. Vice Mayor Lincoln Litchfield asked Philip B. Robinette what he thinks are

- the most effective ways to inform and engage their communities regarding the resources, programs, and services it offers.
- mm. Philip B. Robinette answered the question by explaining he is an open-door person and explaining what is going on so they know what the outcomes are going to be is important to him.
 - nn. Vice Mayor Lincoln Litchfield asked how a community can know it has an effective City manager and how one should be evaluated.
 - oo. Philip B. Robinette answered the question by explaining if good things are happening then they have a good city manager.
 - pp. Vice Mayor Lincoln Litchfield stated they will now ask their own specific questions and his question is how he would hold the Department heads accountable to their budgets.
 - qq. Philip B. Robinette stated he would hold them accountable when he completes their performance evaluations.
 - rr. Councilperson Margaret Johnston asked Philip B. Robinette what was the longest time he spent at any one job.
 - ss. Philip B. Robinette stated he stayed with the military until he retired which was almost 20 years.
 - tt. Mayor Holbrook asked Philip B. Robinette if he was okay with not having administrative staff at all.
 - uu. Philip B. Robinette said he doesn't have a problem with that.
 - vv. Councilperson Pam Griswold asked Philip B. Robinette what he likes to do in his free time.
 - ww. Philip B. Robinette stated he likes to travel and he loves jeopardy.
 - xx. Councilperson Cameron Kinney asked Philip B. Robinette if he would be willing to relocate.
 - yy. Philip B. Robinette stated he would.
 - zz. Mayor Dana Holbrook asked Philip B. Robinette what questions he had.
 - aaa. Philip B. Robinette explained he thinks they have a great opportunity to grow with businesses given their location on the interstate.
 - bbb. Mayor Holbrook asked if there were any more questions and explained how the rest of the interview process would go.

No Action Taken.

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

Vice Mayor Lincoln Litchfield made a motion to adjourn. Councilperson Cameron Kinney seconded the motion. Mayor Dana Holbrook adjourned the meeting at 6:56 p.m.

Approved:

Attest:



Mayor Dana Holbrook



City Clerk LaDawn Lawson