

**CARLIN PLANNING COMMISSION**  
**City of Carlin, State of Nevada**  
**Special Meeting**  
**Carlin City Hall**  
**101 S. Eighth Street**  
**Carlin, Nevada**  
**October 21, 2020 at 7:00 p.m.**

1. Call to Order and Roll Call:
  - a. Members Present: Chairperson Karla Jones, Vice Chairperson Jan Brizee, Anna Claudine Meierhoff, Khatlyn Micheli, and Council Liaison Cameron Kinney.
  - b. Members Absent: Isabella Bender, William Bender
  - c. Public Present: None.
2. Public Comment: This time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised at this time until the matter has been included on a successive agenda and identified as an action item. Pursuant to NRS 241.020. (Non-Action Item)
  - a. Chairperson Karla Jones stated that in City Council will not meet on November 11, 2020, due to Veterans Day, so they may use the third Wednesday, November 18, 2020, so we may not be able to have a date to make up the meeting if we do not have a quorum for the first Wednesday of November. The City Council will decide on their November meetings
3. Review, discussion, and possible approval of the Minutes for the September 16, 2020 Planning Board Meeting, and all related matters. **(For Possible Action)**
  - a. *Vice Chairperson Jan Brizee made a Motion to approve the Minutes for the September 16, 2020 Planning Board Meeting. Anna Claudine Meierhoff seconded. Motion passed.*
4. Review, discussion and possible approval of the proposed Carlin Master Plan and all related matters. **(For Possible Action)**
  - a. Vice Chairperson Jan Brizee stated that the gentleman from UNR who was coming to town to give a presentation to the Board, came immediately the next Wednesday and nobody let us (the Planning Board) know.
  - b. Cameron Kinney stated that it was on the agenda for the City Council meeting.
  - c. Karla Jones stated that the Planning Board was not invited.
  - d. Melinda Harris stated that she was not aware that the City Council meeting was going to be the following Wednesday.
  - e. Karla Jones asked Cameron Kinney if he remembered that meeting.
  - f. Cameron Kinney stated that he did remember it and he forgot that the Planning Board had wanted to be invited. He stated that he did have the presentation in his email.

- g. Melinda Harris stated that the presentation should be available in the City Council meeting video on the City of Carlin Facebook page.
- h. Cameron Kinney emailed the PowerPoint presentation by Fred Steinmen to Chairperson Karla Jones to use the projector and laptop to review the presentation.
- i. Chairperson Karla Jones began going through the presentation slide by slide.
- j. Vice Chairperson Jan Brizee stated that at this point she wants to get a contractor to work on the Master Plan. That is what they did last time.
- k. Vice Chairperson Jan Brizee stated that this is an economic development strategy that needs to be fully integrated into our Master Plan.
- l. Chairperson Karla Jones stated that we could add it as an appendix.
- m. Vice Chairperson Jan Brizee stated that we could add it as an appendix, but within the other sections of the Master Plan, when it talks about infrastructure, we need to say per this plan by 2024 we will replace infrastructure, by 2023 we will identify one housing project. There are things in here that need to be put in other sections. I don't know that this Board meeting one hour once a month is capable of doing it justice.
- n. Chairperson Karla Jones stated that when they paid for the last Master Plan, it took them an entire year to do. She added that she is for whatever you guys (the Planning Board) want to do. If you guys want to try to fix the Master Plan and add bits and pieces of that. I don't know if we will get it done in a timely fashion, or do we make a motion to send it to Council to see if they have the funds to do it?
- o. Vice Chairperson Jan Brizee asked if City Manager, Madison Mahon, could be at our next meeting? Jan Brizee stated that she didn't see anything happening until next year anyways with the conflicts going on at the Senior Center taking up much of Madison's time through December. Jan Brizee stated that she would like to table it until January and ask that Madison comes to our January meeting.
- p. *Vice Chairperson Jan Brizee made a Motion to table the decisions on the Carlin Master Plan until our January meeting and at that time invite Madison to come and discuss with us as well regarding our actions about possibly contracting for a new Master Plan. Anna Claudine Meierhoff seconded. Motion passed.*

**5. Public Comment** – This time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised at this time until the matter has been included on a successive agenda and identified as an action item. Pursuant to NRS 241.020. **(Non-Action Item)**

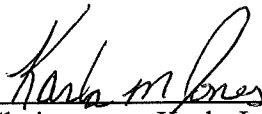
- a. Chairperson Karla Jones stated that they used to meet from 6-8 pm, but haven't been able to have two-hour meetings because of work schedules.
- b. Vice Chairperson Jan Brizee stated that the Benders' house is for sale and asked if they are moving?
- c. Chairperson Karla Jones stated she assumed that they were moving and that is why Isabella Bender did not take the Vice Chair again.

- d. Vice Chairperson Jan Brizee stated that will leave us with three openings.
- e. Melinda Harris stated that she has a letter of interest turned in to be approved at the next meeting.
- f. Chairperson Karla Jones stated that she asked Ellen Meshefski about the senior ropes that they get for community service and that if they joined the Board, could they get community service hours for that? She stated Ellen is looking into it.
- g. Khatlyn Micheli asked if they could have the last position as a student ambassador position? And that way it wouldn't have to be the same person coming every month. And it would be basically someone from the high school showing up, would that be a possibility at all?
- h. Vice Chairperson Jan Brizee stated that they would have to be sworn in, so she doesn't know.
- i. Chairperson Karla Jones stated that this is the only Board required by statute to be a seven-member board and we can't go any lower, but we have a letter of interest, so that will be nice.
- j. Khatlyn Micheli asked what the age requirement is?
- k. Melinda Harris stated that the code only says that they have to be a bona fide resident of Carlin.

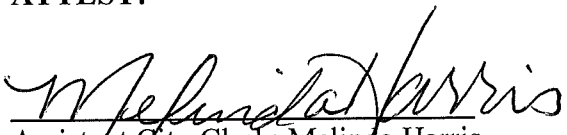
**6. Adjournment. (For Possible Action)**

- a. Khatlyn Micheli made a Motion to adjourn the meeting at 7:28 p.m. Jan Brizee seconded. Motion passed.

**APPROVED:**

  
\_\_\_\_\_  
Chairperson: Karla Jones

**ATTEST:**

  
\_\_\_\_\_  
Assistant City Clerk: Melinda Harris

1/6/2021  
\_\_\_\_\_  
**Date Approved**