

NEVADA COMMISSION FOR CULTURAL CENTERS & HISTORIC PRESERVATION (CCCHP) GRANT APPLICATION

	NEVADA STATE HISTORIC PRESERVATION OFFICE	<i>SHPO Use Only</i>
Initials: <u>CC</u> Received: <u>5.2.24</u>		Postmarked: <u>4.30.24</u> Delivery Svc: <u>USPS</u>

APPLICATION COVER PAGE This unaltered form must be submitted as the cover page for the application. Do not staple or bind application documents.

Grant Cycle Year(s) 2024

Applicant Organization: City of Carlin
 EIN (Taxpayer Identification Number): 88-6000188
 Mailing Address: PO Box 787
 City: Carlin County: Elko ZIP: 89822
 Project Contact: Ella Trujillo Title: Volunteer
 Daytime Phone: 775-468-6130 Evening Phone: _____
 Fax: 775-754-6912 Email: etrujillo4672@gmail.com

Historic Property Name: Sacred Heart Catholic Church Date Built: 1910
 Property Owner Name and Address: City of Carlin, 151 S. 8th Street, Carlin, Nevada 89822
 Project Address: 923 Main Street
 City: Carlin County: Elko ZIP: 89822
 Property Insured: Yes; please enclose one copy of policy No; please explain: _____

Project Title: Old Church on Main
 Project Type: Rehabilitation/Construction Planning/Construction
 Architectural/Engineering Study/Construction

Project Synopsis (Brief):

For FY 22/23, the City of Carlin is currently utilizing CCCHP grant funds to develop a historic structure report, an architectural assessment of the building, and construction documents. The current grant funds will also be used for structural stabilization of the building, installation of a new temporary roof, and securing the exterior envelope from moisture prevention.

For this grant cycle, we are requesting funds for the restoration and reconstruction of the building's windows and testing for mold, asbestos, and lead paint.

Proposed Start Date: 12/1/2024

Proposed End Date: 5/31/2026

Project Budget Summary:	
Amount Requested:	<u>\$ 46,310.97</u>
Proposed Match:	
Cash:	<u>\$ 0.00</u>
In-Kind/Donations:	<u>\$ 1,500.00</u>
Total Project Budget:	<u>\$ 47,810.97</u>
If Applicable, Minimum Amount Requested	_____


Applicant's Authorized Signature*

Name: Margaret Johnston

Title: Vice-Mayor

Date: 4/29/2024

*Sign in blue or black ink. Application packets without original signatures will be considered incomplete.

NEVADA COMMISSION FOR CULTURAL
CENTERS & HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION

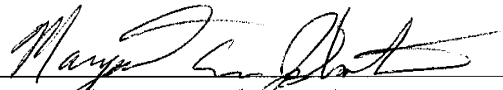


NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

APPLICATION COVER PAGE Cont.

Handbook Verification Form

- I HAVE READ THE CCCHP GRANT HANDBOOK, AND
- I HAVE COMPLETED THIS CCCHP GRANT APPLICATION, AND
- I CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Applicant's Authorized Signature*

Name: Margaret Johnston

Title: Vice-Mayor

Date: 4/29/2024

*Sign in blue or black ink. Application packets without original signatures will be considered incomplete.

NEVADA COMMISSION FOR CULTURAL
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GRANT APPLICATION




NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

APPLICATION COVER PAGE Cont.

Application Checklist

Directions: Assemble the application in the following order and initial in blue or black ink on the lines to confirm that each of the required components are included in the application package.


1. Cover Pages

 Application Cover Page


 Handbook Verification Form


 Application Checklist


2. Project Narrative


 A. Questions (No more than 5 pages)

B. Supplemental Material

 A paragraph (200 words maximum) describing the current or intended future use of the property and cultural center programming.


 County Assessor print out showing the current owner of the property with the APN number

 Photographs of all exterior elevations with views and all major rooms and project rooms, identified and keyed to a site plan


 Organization's information including:

- Articles of incorporation, mission statement, length of time established, and history
- A list of current board members
- Long-range plan including information on how frequently the plan is updated
- **If applicable:**
- A list of activities for the past fiscal year
- A detailed report on current CCCHP grant status as well as the outcome of previous CCCHP grants
- A current list (last three years) of all grants and additional funding, including amounts the organization has or will receive


3. Budget

 **Detailed Budget**


- Completed Budget Form
- Attached itemized lists and/or contractor quotes that break down labor and material costs

 **Audit**


- Most recent audit for the organization. If there is no audit, provide an explanation of why an audit was not completed and how bookkeeping is managed.

 **Insurance**

- Proof of insurance for the property or a justification for why there is no insurance

 **Resumes**

- All principal professionals involved in planning, design and management of the proposed project

 **Initial to confirm that the applicant understands that applications lacking any of the required information listed above are ineligible for review by the Commission.**

CCCHP FY 2024 Grant Application

Project Narrative

OLD CHURCH ON MAIN

HISTORIC RESTORATION PROJECT

CITY OF CARLIN



Project Description

The community of Carlin was founded in 1868 when the Central Pacific Railroad built the new transcontinental railroad through the valley. It was named for a U.S. Military Academy of West Point graduate, Brigadier General William Passmore Carlin, by railroad officials. Due to abundant water sources in the valley, Carlin was made the eastern terminus of the Humboldt Division of the new railroad and a roundhouse, extensive machine shops, and related buildings were constructed to help support the railroad. The other two nearest terminals for the railroad were Ogden, Utah and Sparks, Nevada. In the early 1900s, Carlin would boast the largest ice harvesting complex on the Pacific Coast. The town would remain an important location of the railroad industry for decades to come. Eventually, the invention of diesel engines, refrigerated cars, and the rise of the automobile made Carlin's railroad shops, roundhouse, and ice harvesting complex irrelevant. However, for more than half a century Carlin played an important role in the landscape of Nevada.

The Old Church on Main was built in 1910 and has long been a part of the visual landscape of Carlin and is probably the most recognized historical structure in the community. It is located on the east end of Main Street and faces the 10th Street railroad crossing. The 10th Street crossing is one of two primary railroad crossings in Carlin. The tracks split the town into northern and southern portions. It served as the church for the Catholic congregation of Carlin until 1978 when a new church was built north of the railroad tracks. The Old Church on Main is historically significant because it was one of the earliest Catholic Churches in rural northeastern Nevada and was dedicated as the Sacred Heart Church in 1912. According to the 1939 *Inventory of Church Archives of Nevada*, the Sacred Heart Church was established in 1897, when residents asked the Bishop of Salt Lake, Reverend Lawrence Scanlan, to build a church. At least one or two were built but burned down before the Old Church on Main was built.

On September 29, 1912, a large dedication ceremony was held for the “pretty church in the well known railway town of Carlin.” *The Evening Standard* of Ogden, Utah documented the occasion and wrote that “Sunday, September 29, will be long remembered as a red-letter day in the annals of the Catholic Church in the Sagebrush State.” On that day, Father Corcoran “complimented the Catholics of Carlin on their lavish generosity and extolled the noble sacrifices they had made in building such a handsome temple of worship and said it would ever remain a standing monument of their faith and religion. He looked forward to their church being the source of community of manifold graces and blessing from the high heaven.”

The newspaper article described the building as follows: “[t]he church is 39 feet long and 26 feet broad. It has a pretty sanctuary and the altar, designed by Father Corcoran, is reminiscent of the Church of the Catacombs. The interior is of pressed iron, the walls 16 feet high are of beautiful fleur-de-lis pattern and are painted a deep rose; they are surmounted by a molding in tan: the ceiling is a light pink. The communion rails, pews and confessional are stained and varnished. The altar is in white enamel.”

The edifice served the community as a place of worship and community hall for over sixty years. It was home to weddings, christenings, funerals, and many other significant events in the community. It represents the faith and love of the people of Carlin.

In 1978, Carlin's Catholic community built the new church due to the lack of interior space and parking at the old Church on Main. In 1988, the Catholic Diocese sold the Church to a private owner. It remained in private ownership until 2019 when it was seized by Elko County for unpaid property taxes and was to be sold at auction. Upon request by a large number of Carlin citizens, the City Council voted unanimously to request the building be sold to the City for the amount of the unpaid taxes. On May 15, 2019, representatives of the community attended the meeting of the Elko County Commissioners and formally made the request. The Elko County Commissioners voted to sell the property to the City of Carlin for the amount of \$3,696.00.

After purchasing the building from Elko County in 2019, the first step was to implement temporary measures to prevent further damage due to the poor condition of the roof by installing a tarpaulin over the leaking roof and securing the building entrances. In 2020, we applied for our first CCCHP grant and were awarded funding for the completion of a historic structure report, structural analysis, construction plans, and the replacement of the roof.

A historic structure report was begun but not completed due to the architectural firm's withdrawal from the project in 2023. The unfinished report of the first architect is included in the supplemental materials. However, as soon as possible a second architect was engaged to complete the project and it is anticipated that the historic structure report and structural analysis will be completed by May of 2024. The most current draft of the historic structure report and supporting documents of the second architect are included in the supplemental section of this application. The report includes information about the history of the Church, current condition, and outlines a scope of recommended work for the complete restoration of the building for use as a performing arts and event center. The report specifically addresses the current condition of the building's exterior and interior materials, features and finishes; structural systems; interior spaces; mechanical; electrical, and plumbing systems; and fire detection.

At this time, our current grant funding will likely be used to complete the following: stabilization of the building due to weakened structural members, weatherization of the building to prevent further deterioration due to moisture, including the securing of the exterior envelope of the building, and the installation of a temporary roof to prevent further damage.

In order to completely stabilize and secure the building from further damage we need to restore and/or replace the windows which is what we are currently requesting funding for. Additionally, during the field visits by the architect, it was noted that there may be issues with mold and other harmful environmental hazards. We are also requesting funding to have an environmental consultant test for environmental hazards.

The restoration of the building will be completed by licensed contractors under the supervision of a project manager, with ongoing guidance by CCCHP staff. Architectural services will be provided by Paul Cavin Architect and structural engineering by CFBR Structural Group LLC.

Building Use/Community Involvement

The Old Church on Main will be used as a Performing Arts and Events Center by community organizations, local residents, and the city of Carlin. The facility will be managed by the City of Carlin and its programs and activities will be managed jointly by the City of Carlin Parks and Recreation Department and the Carlin Historical Society.

The community has been involved in the project since its inception. Members of the community approached the City of Carlin about taking ownership of the building and then went before the Elko County Commissioners with a request to sell the property to the City of Carlin for a nominal amount. Community members meet monthly to oversee the restoration of the building and attend public meetings to advocate for the ongoing restoration of the building and its future as a performing arts center. The local community will continue to provide feedback and support for the project at the currently established monthly meetings to oversee the project. Additionally, we are in the process of developing a separate non-profit organization that is dedicated solely to the restoration and management of the Old Church on Main. We also currently plan to host at least four meetings at the local library to allow for feedback and participation by the community at large on the project in 2024/2025.

Currently, the building is not usable for any purpose in its current condition and extensive restoration is required to be able to use the building as a performing arts and event center. Once restoration is complete the building will be fully-equipped to operate as a performing arts and event facility. Performing arts and other types of cultural events make cities a destination for tourism. A healthy tourism industry also helps attract and retain businesses which can assist in the revitalization of cities and neighborhoods. Our community is small but is located in an ideal spot to attract tourists because of our location on Interstate 80 and its rich railroad history. Carlin does not currently have a facility dedicated specifically for performing arts or related art programs. The Old Church on Main will be a catalyst for more tourists to come to Carlin to take part in events and activities. Also, tourists in the area may learn of other events, such as festivals or tours, while they are close by and decide to stay longer.

Project Support/Financial

In July of 2019, when the building was first obtained it had been vacant for many years and was full of debris, trash, and junk. Local community members arranged to have the building cleaned out with donated labor from the Nevada Division of Forestry, materials and supplies donated by Newmont Gold Company, and dumpsters donated by Elko Sanitation Company. In August of 2019, a thorough cleaning of the building was completed with volunteers from Nevada Gold Mines and the doors were painted their original color with donated supplies by a local volunteer. Ongoing cleaning of the building was completed by various community volunteers during the following months which amounted to approximately 100 hours of labor. In 2021, community volunteers spent approximately 16 hours removing the boards from the windows and boards covering the ceiling of the main chapel. Community volunteers also spend approximately 24 hours each summer to pull weeds and maintain the grounds around the Church.

Additionally in 2021, the Carlin Historical Society, a local non-profit organization dedicated to the preservation of historical buildings in Carlin, began holding small fundraisers to raise money for the replacement of the windows in the building. The fundraisers and community donations have resulted in approximately \$3,500 dollars which have been used to purchase materials and supplies for volunteers to use for ongoing maintenance of the Old Church. Finally, the Carlin Historical Society has donated labor and materials to help maintain the Church, contributing approximately 80 hours of volunteer time for clean-up, maintenance, and logistical support for the restoration of the building.

We have not currently received any additional grants for the project but as soon as the historic preservation report, structural analysis, and construction documents are completed then we have plans to apply for additional grant funding. All other funding that we have received for the project includes in-kind services and community donations.

The Old Church on Main is currently owned by us and will continue to be maintained and operated by us at this time. Long-term sustainability as a government-owned building is viable but a community-based non-profit organization to oversee the Church is still desirable and we have encouraged the formation of such an organization by the community.

Despite some setbacks with the implementation of the planning for the restoration of the building, we believe by coordinating with the community and the Carlin Historical Society we can maintain a viable program in the future once the building is restored.

Planning

With any project, planning is an ongoing process. Our grant funding for FY 2021/2022 included the development of a plan for restoration and funding to obtain a professional historic structure report, structural analysis, and construction documents. Community members met monthly to participate in the planning process, with support and guidance from the City Council and city staff. For the next phase of the project, including the restoration of the windows, community volunteers will continue to participate in the project and help coordinate the work. However, the work will be overseen by a project manager. All previous planning deliverables are included in the supplemental section of the application.

Supplemental Material

Current and Intended Future Use

The interior of the building is not being used due to its current condition. However, the building grounds are being used annually for events, such as an archaeology dig for the local youth, which is sponsored by the Carlin Historical Society. The intended future use of the property is a performing arts and event center. The community intends to hold theatrical productions, musical performances, art exhibitions, craft fairs, community dinners, and meetings in the building. Potential future cultural center programs are limitless but these are some examples.

APN: 002-193-004

Mail Tax Statement to:
City of Carlin
Po Box 787
Carlin, NV 89822-0787

TREASURER'S QUITCLAIM DEED

THIS INDENTURE, made and entered into this 5th day of June, 2019, by and between CHERYL PAUL, duly elected, qualified and acting County Treasurer and Ex-Officio Tax Receiver for the County of Elko, State of Nevada, Party of the First Part, and the **CITY OF CARLIN**, a political subdivision of the State of Nevada, Party of the Second Part;

WHEREAS, Bryan Gors, appeared to be the then owners of the said property and the tax thereon was duly levied to them upon the assessment roll for the year 2016; that the taxes levied against said property were unpaid and became delinquent; that a Certificate authorizing the County Treasurer, Elko County, State of Nevada, to hold said property remained unredeemed for a period of two (2) years thereafter, and that the Tax Receiver, Elko County, State of Nevada, did thereupon execute and deliver to the County Treasurer of the said County and State, a deed to said property, the same to be held in trust for the use of the County of Elko, State of Nevada, and;

WHEREAS, at a regular meeting of the Elko County Commissioners of the County of Elko, State of Nevada, on the 15th day of May, 2019, the Board of County Commissioners entered its order directing CHERYL PAUL, County Treasurer and Ex-Officio Tax Receiver and as Trustee for the County of Elko, State of Nevada, to deliver the said property to the City of Carlin upon the payment of the taxes owed, and;

WHEREAS, the City of Carlin paid the taxes owed on the said property on the 28th of May, 2019;

NOW THEREFORE; in consideration of the premises and of the sum of \$3,661.32 and by virtue of the Statutes of the State of Nevada and pursuant to an Order of the said Board of County Commissioners, I, the undersigned county Treasurer and Ex-Officio Tax Receiver, and as Trustee aforesaid, do hereby remiss, release, and forever quitclaim, with no warranties or guarantees, and with no actual knowledge about the nature and extent of legal access to the below-described parcel, unto the Party of the Second Part, and to their heirs, executors, administrators and assigns forever, all of the right title and interest of the said County of Elko, State of Nevada and more particularly described as follows:

CARLIN CITY; PARCEL 1 FILE 122095; FORMERLY LOTS 2-5, BLOCK K AND A PORTION OF (BEING THE W1/2) OF LOT 1, BLOCK K

TO HAVE AND TO HOLD, the said premises unto the Party of the Second Part, and to their heirs, executors, administrators, and assign forever.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year first herein above written.

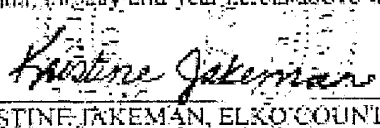
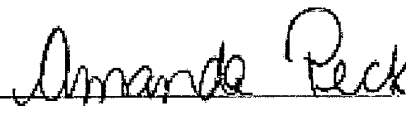


CHERYL PAUL, ELKO COUNTY TREASURER
AND EX-OFFICIO TAX RECEIVER

STATE OF NEVADA)
COUNTY OF ELKO)

On this 5th day of June, 2019, did personally appear before me, KRISTINE JAKEMAN, Clerk in and for the County of Elko, State of Nevada, CHERYL PAUL, the County Treasurer and Ex-Officio Tax Receiver, known to me to be the person and official named herein, and who executed the same freely and voluntarily and as such County Treasurer and Ex-Officio Tax Receiver and for the use and purposes herein above written.

IN WITNESS WHEREOF, I hereunto set my hand and affixed my Official Seal in the said County of Elko, State of Nevada, the day and year herein above written.

KRISTINE JAKEMAN, ELKO COUNTY CLERK



CITY OF CARLIN

151 S. 8th Street
PO Box 787
Carlin, Nevada 89822
775-754-6354
775-754-6912 FAX
www.cityofcarlin.com

Elko County Board of Commissioners
540 Court Street Suite 101
Elko, NV 89801

March 26, 2019

Elko County Commissioners,

Would you please consider removing parcel # 002-193-004, commonly known as 923 Main Street, Carlin, NV from the county tax auction and transferring ownership to the City of Carlin?

A historic church is on this parcel, one that is a landmark for many citizens of Carlin. Unfortunately many of the older historic buildings in Carlin have been lost and the City is interested in trying to preserve this property.

Thank you,

A handwritten signature in cursive script that reads "Dana Holbrook".

Mayor Holbrook

Official Record

Requested by
ELKO COUNTY TREASURER
Elko County - NV

State of Nevada
Declaration of Value

FOR RECORDERS' OPTIONAL USE ONLY
 Document/Instrument # _____
 Book: _____ Page: _____
 Date of Recording: _____
 Notes: _____

Fee: \$33.00

1. Assessor Parcel Number(s)
 a) 002-193-004 _____
 b) _____
 c) _____
 d) _____

2. Type of Property:
 a) Vacant Land b) Single Fam. Res.
 c) Condo/Twnhse d) 2-4 Plex
 e) Apt. Bldg. f) Comm'l/Ind'l
 g) Agricultural h) Mobile Home
 i) Other _____

3. Total Value/Sales Price of Property: \$ _____
 Deed in Lieu of Foreclosure Only (value of property) \$ _____
 Transfer Tax Value per NRS 375.010, Section 2: \$ _____
 Real Property Transfer Tax Due: \$ _____

4. If Exemption Claimed:
 a. Transfer Tax Exemption, per NRS 375.090, Section: 2 _____
 b. Explain Reason for Exemption: Civil Quitclaim deed to government entity

5. Partial Interest: Percentage being transferred: _____ %

The undersigned declares and acknowledges, under penalty of perjury, pursuant to NRS 375.060 and NRS 375.110, that the information provided is correct to the best of their information and belief, and can be supported by documentation if called upon to substantiate the information provided herein. Furthermore, the disallowance of any claimed exemption, or other determination of additional tax due, may result in a penalty of 10% of the tax due plus interest at 1% per month.

Pursuant to NRS 375.030, the Buyer and Seller shall be jointly and severally liable for any additional amount owed.

Signature [Handwritten Signature] Capacity Grantor
 Signature _____ Capacity _____

SELLER (GRANTOR) INFORMATION

BUYER (GRANTEE) INFORMATION

(REQUIRED)

(REQUIRED)

Print Name: Elko County Treasurer
 Address: 571 Idaho Street
 City: Elko
 State: NV Zip: 89801

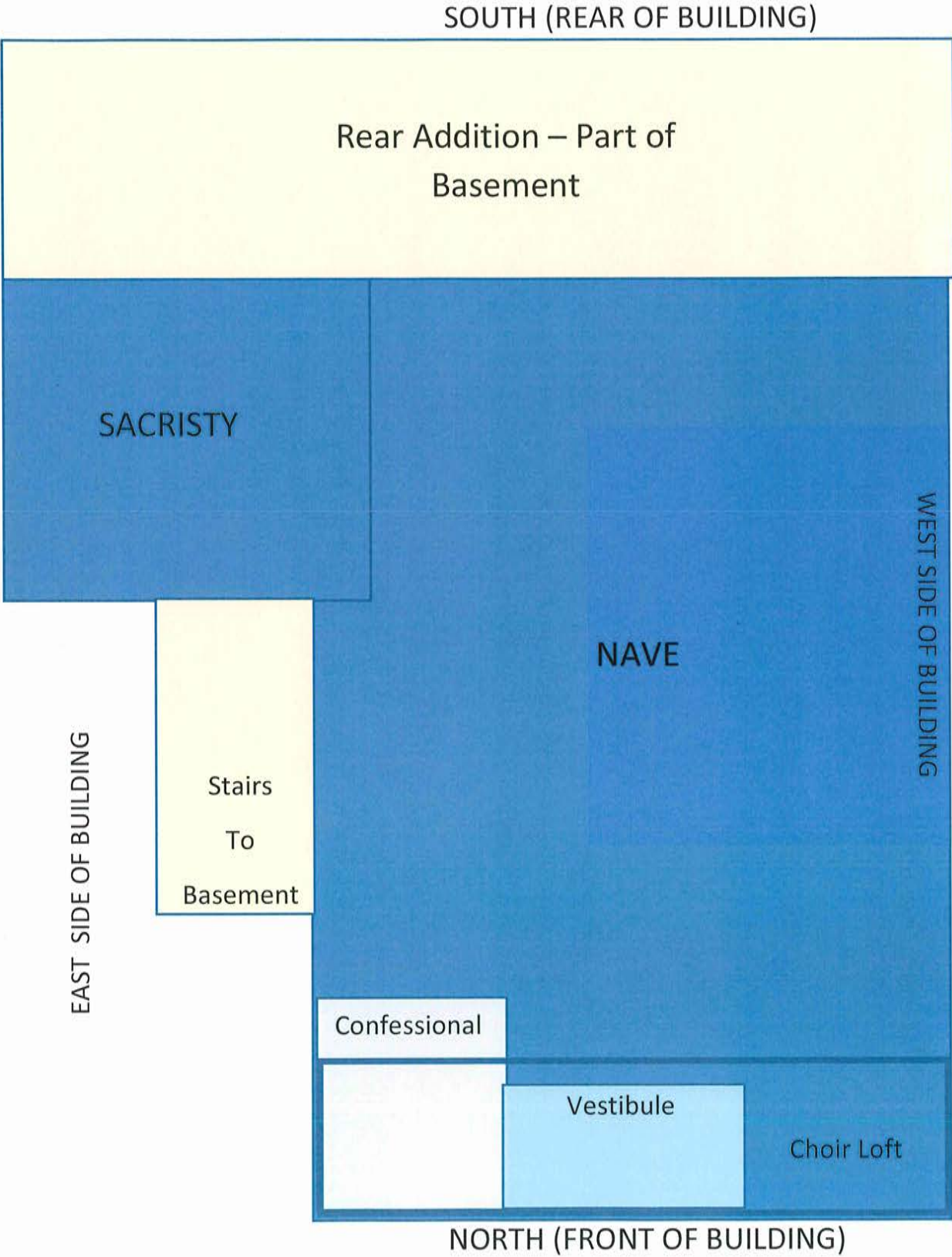
Print Name: City of Carlin
 Address: Po Box 787
 City: Carlin
 State: NV Zip: 89822

COMPANY REQUESTING RECORDING

(REQUIRED IF NOT THE SELLER OR BUYER)

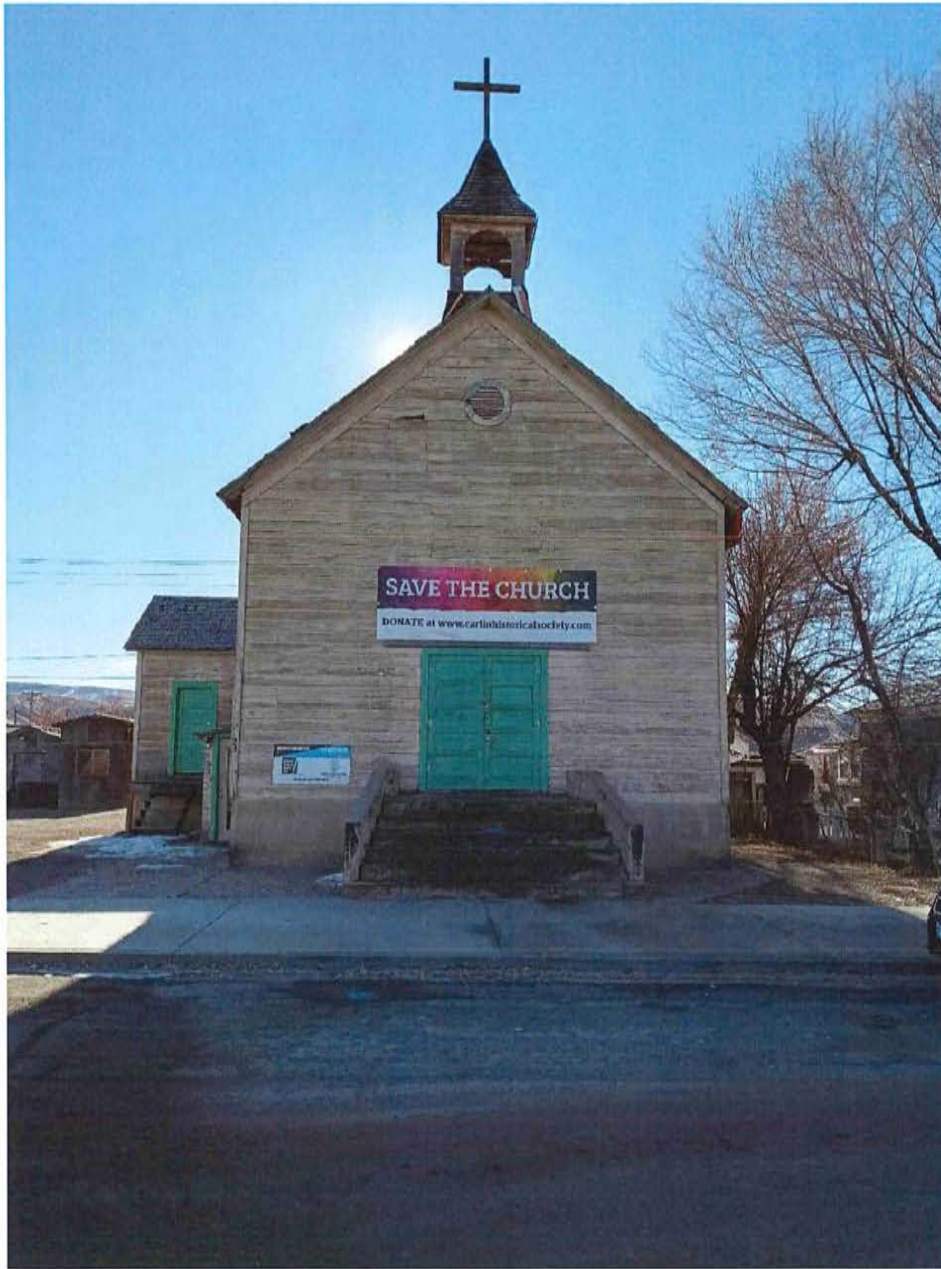
Print Name: _____ Escrow # _____
 Address: _____
 City: _____ State: _____ Zip: _____

GROUND FLOOR SITE PLAN



Exterior Elevations

Front of Building Facing North



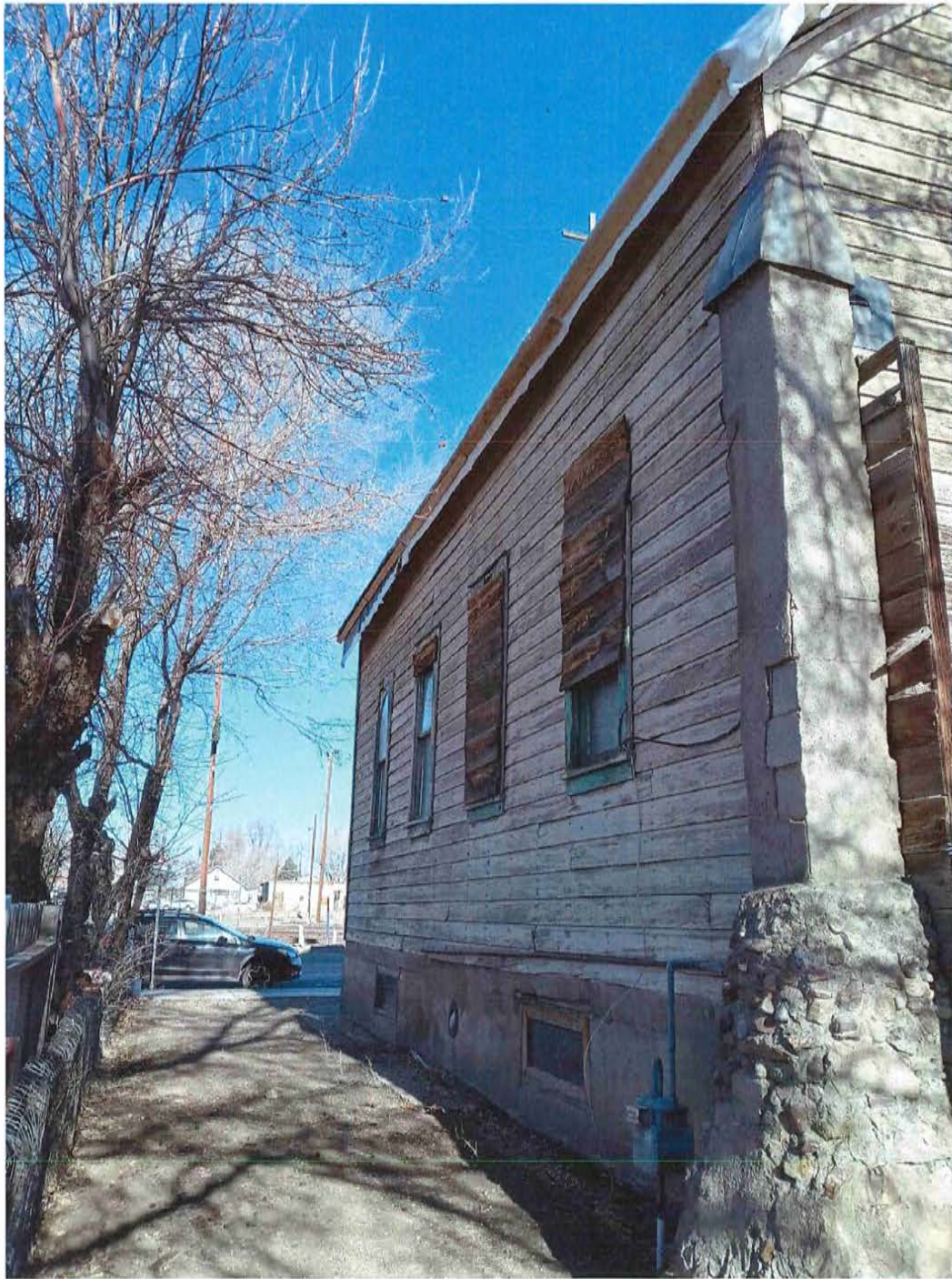
Side of Building Facing East



Rear of Building Facing South

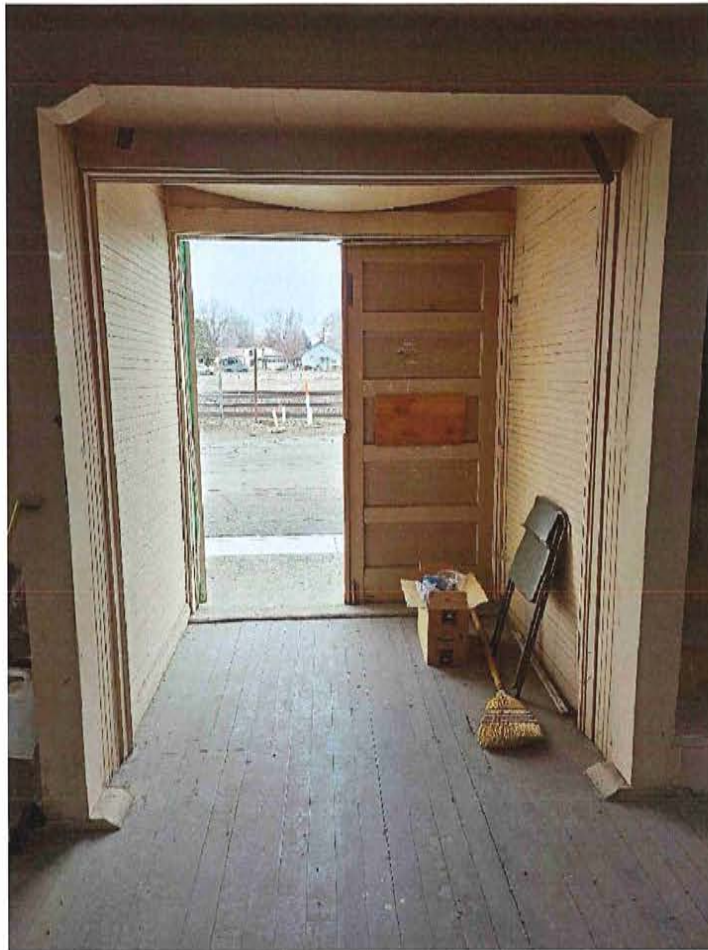


Side of Building Facing West



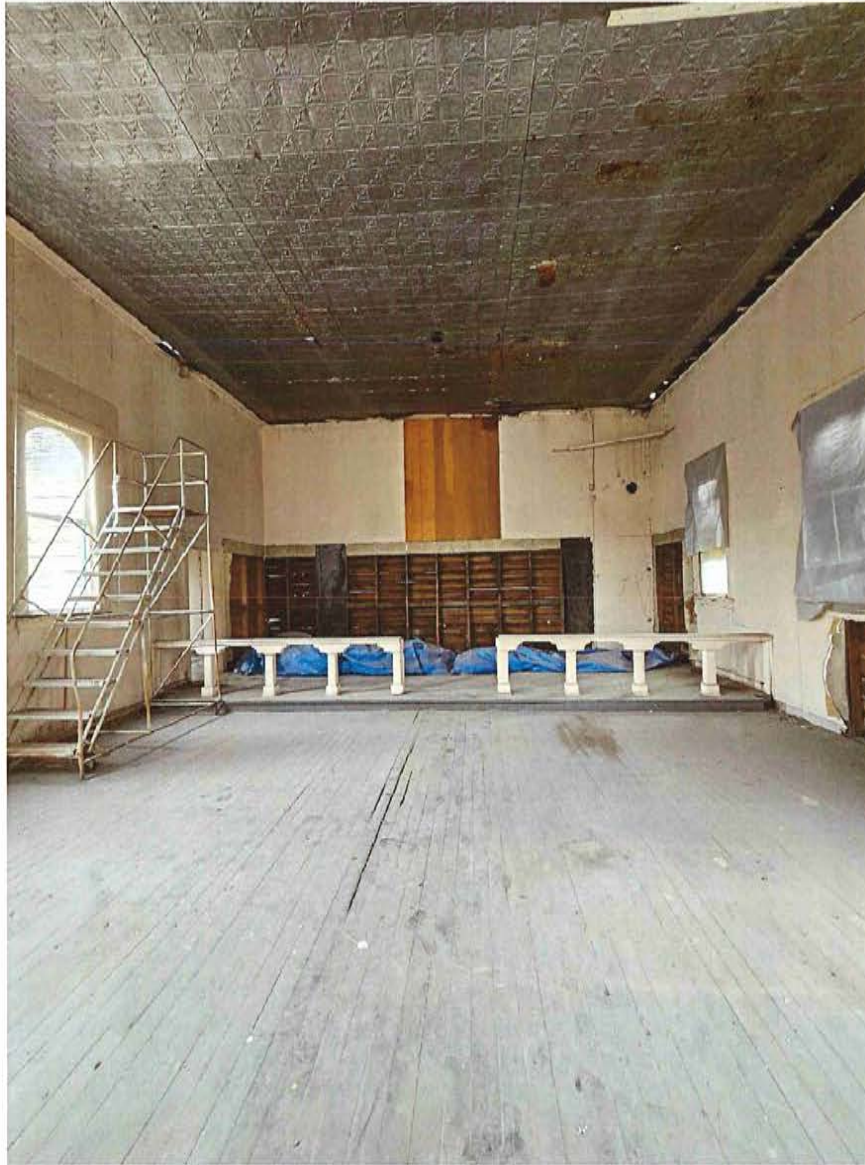
GROUND FLOOR SITE PLAN

VESTIBULE



GROUND FLOOR SITE PLAN

NAVE



GROUND FLOOR SITE PLAN

NAVE – LOOKING EAST



NAVE – LOOKING WEST



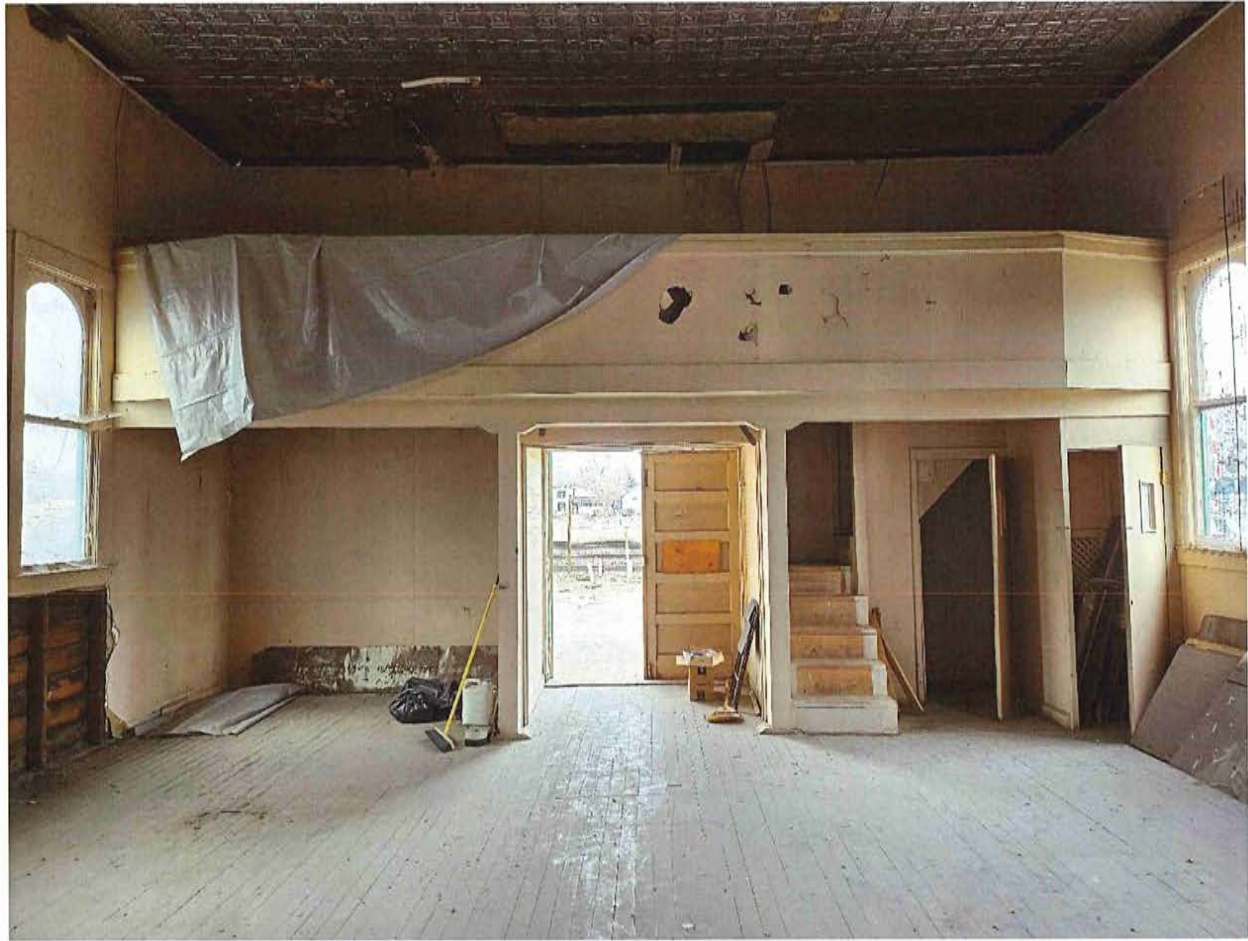
GROUND FLOOR SITE PLAN

CONFESSIONAL AND STAIRS TO CHOIR LOFT



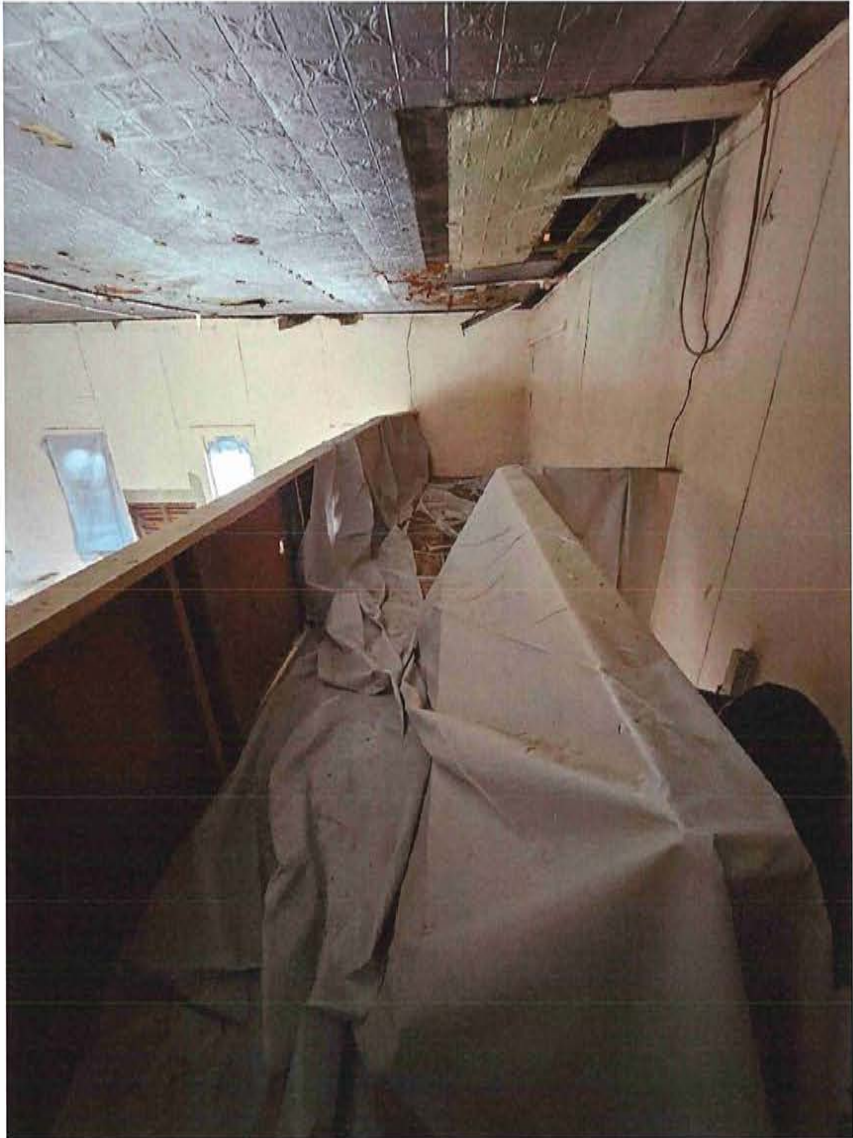
GROUND FLOOR SITE PLAN

CHOIR LOFT, VESTIBULE, AND CONFESSIONAL – LOOKING NORTH



GROUND FLOOR SITE PLAN

CHOIR LOFT



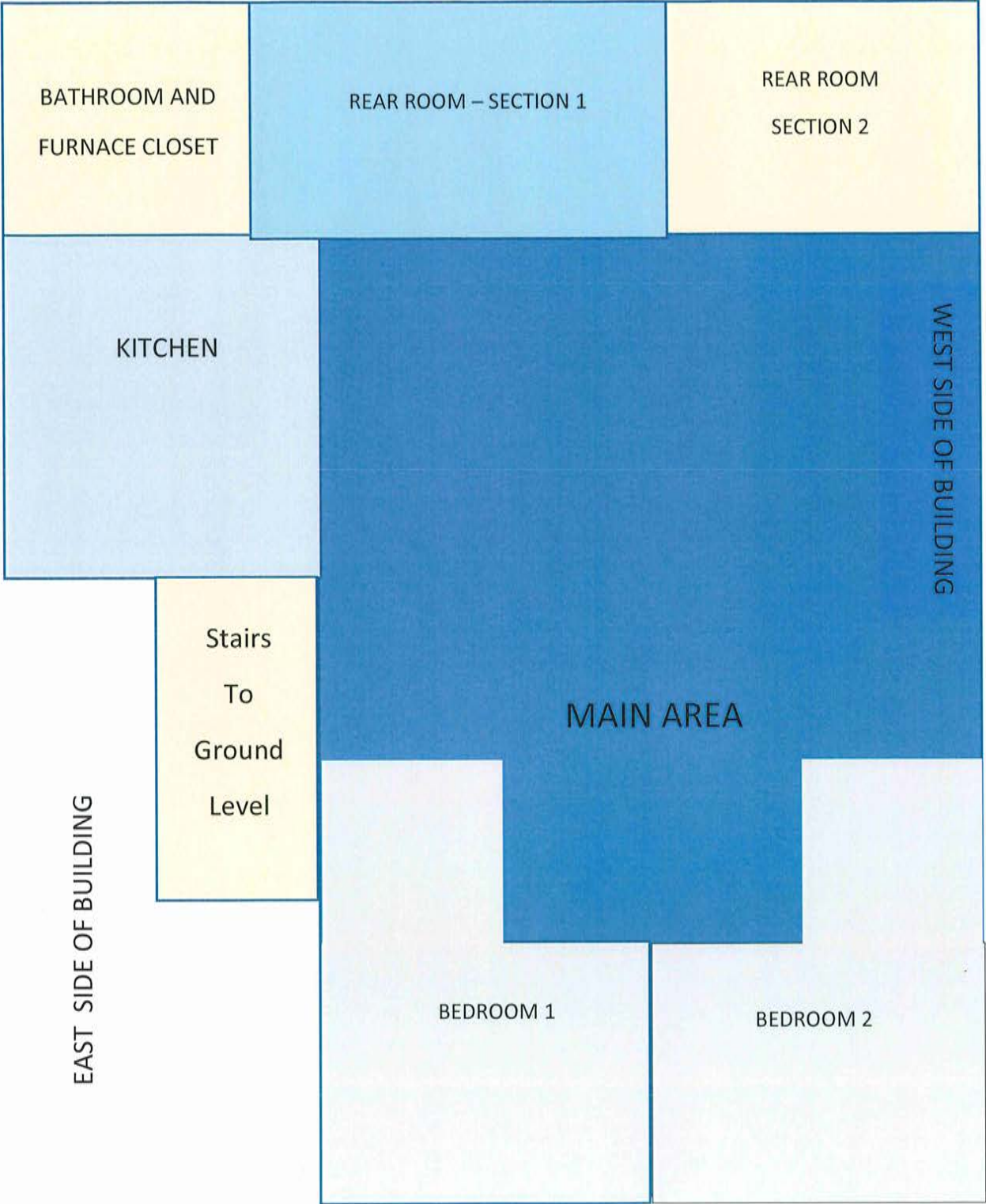
GROUND FLOOR SITE PLAN

SACRISTY



BASEMENT FLOOR SITE PLAN AND PHOTOGRAPHS

SOUTH (REAR OF BUILDING)



NORTH (FRONT OF BUILDING)

BASEMENT FLOOR SITE PLAN AND PHOTOGRAPHS

Stairs to Basement

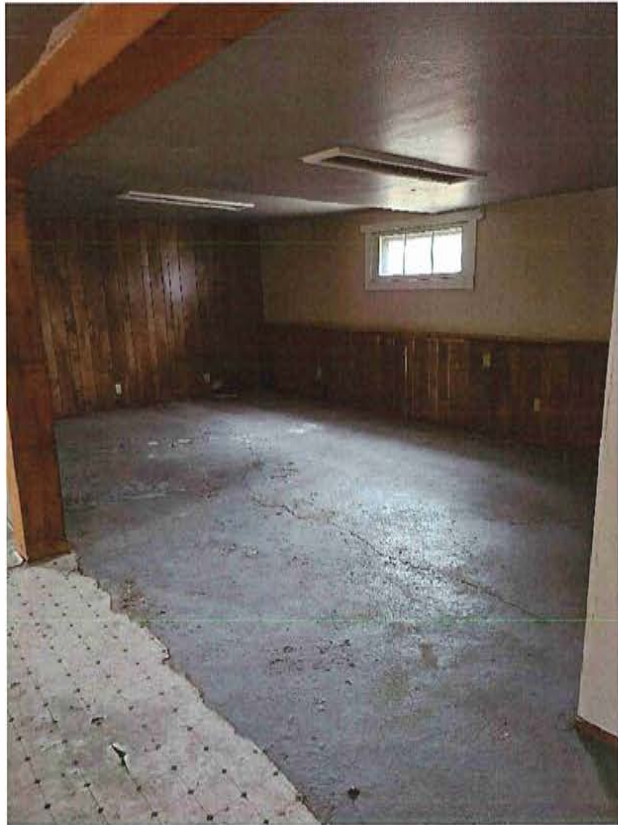


BASEMENT FLOOR SITE PLAN AND PHOTOGRAPHS

Main Area

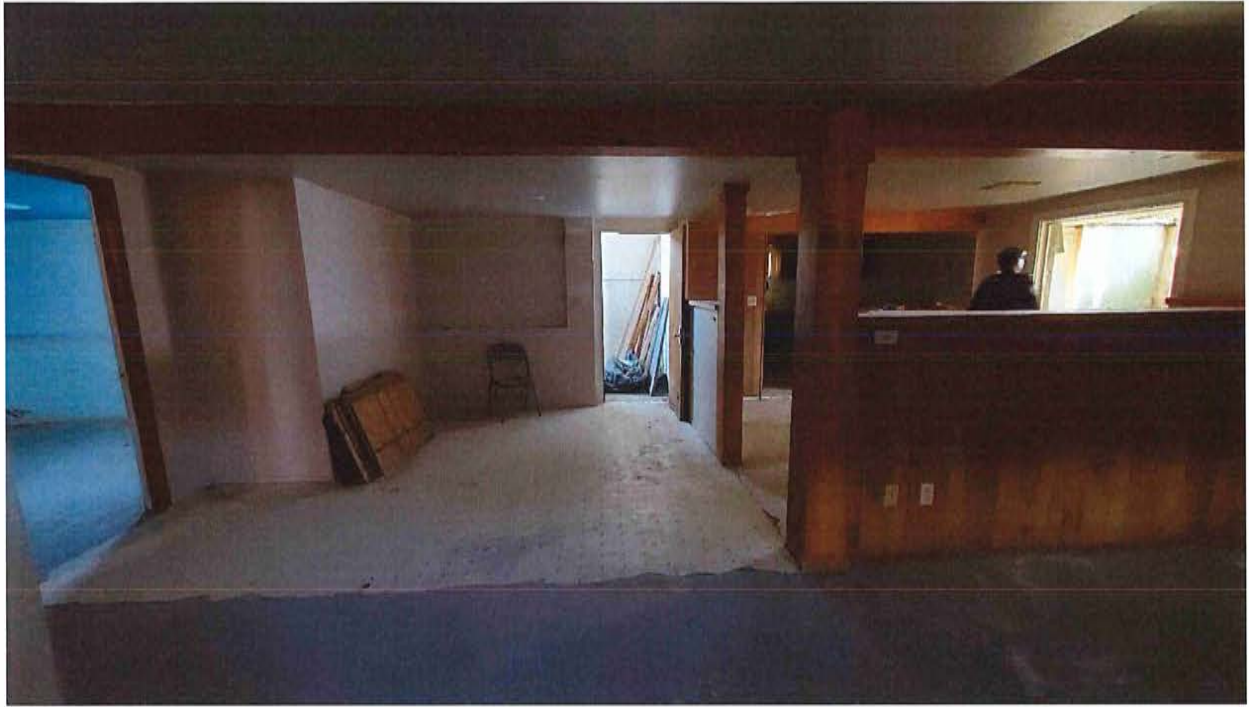


Main Area West Side



BASEMENT FLOOR SITE PLAN AND PHOTOGRAPHS

Main Area East Side



Entrances to Bedroom 1 and Bedroom 2



BASEMENT FLOOR SITE PLAN AND PHOTOGRAPHS

Bedroom 1



Bedroom 2



BASEMENT FLOOR SITE PLAN AND PHOTOGRAPHS

Kitchen

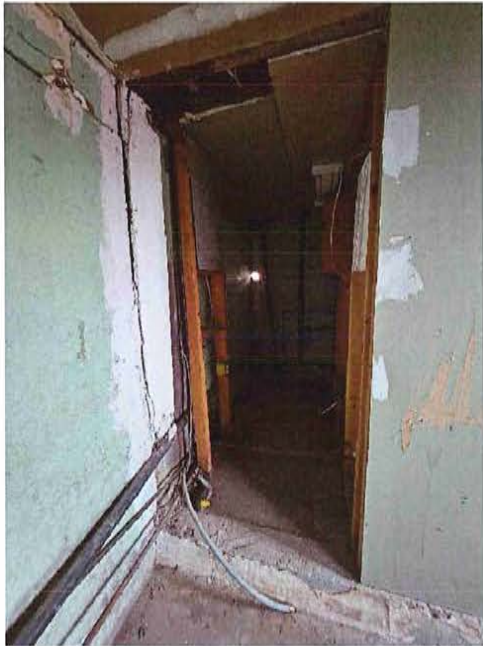


Bathroom and Furnace Closet Entrances



BASEMENT FLOOR SITE PLAN AND PHOTOGRAPHS

Furnace Closet

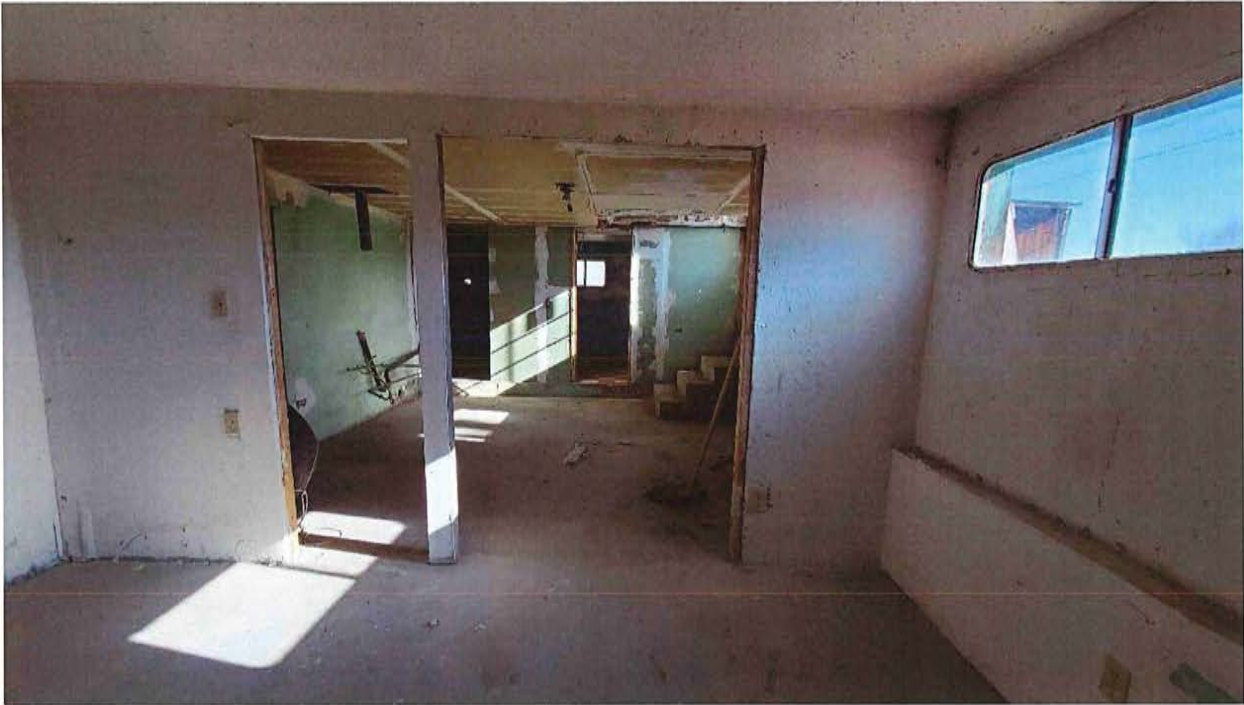


Bathroom



BASEMENT FLOOR SITE PLAN AND PHOTOGRAPHS

Rear Room – Section 1



Rear Room – Section 2



Organization Information

Carlin City Charter and History

Carlin is a small community located in northeast Nevada, 23 miles west of Elko and is situated along Interstate 80. Carlin's city limits encompass 9.0 square miles with a residential population of 2,851. The City's responsibilities and structure are outlined in the City Charter adopted in 1971. The developed portion of the City of Carlin covers roughly one-half square mile and is located near the center of the nine square miles which make up the jurisdictional area of the city. Approximately 75% of the land within the city limit lies north of the Humboldt River with the remaining 25% south of the River. Important tributaries to the Humboldt River which flow through the city are Maggie Creek and Mary's Creek. The two creeks generally serve as the east and west boundaries of the City.

Carlin has been a pioneering area throughout its history. It sits astride the California Trail and saw thousands of settlers pass through during the westward expansion. (Note - the Donner Party passed through the area on their way to California)

It was also a major part of the railroad pioneering expansion across the continent and for many years was a main stop on the Southern Pacific route, with maintenance shops, crew quarters and ice houses based in Carlin's railroad yard.

Today Carlin has entered a new pioneering era. It is significant as the gateway to the world's largest gold mines. Mining became a major employment base in the early 1960's with the development of the area commonly known as the Carlin Trend. The Carlin Trend boasts two of the largest open pit gold mines in the world, processing approximately 3 million ounces of ore annually. The Newmont Gold Quarry site is visible from the Interstate and the northern slopes of the City.

Within minutes of Major Shopping, Fine Dining, Gaming, Shows and all amenities, the City of Carlin has maintained a small town atmosphere and quality of life.

[Rev. 1/24/2019 3:44:37 PAC-2021]

CARLIN CITY CHARTER

CHAPTER 344, STATUTES OF NEVADA 1971

AN ACT incorporating the City of Carlin, in Elko County, Nevada, defining the boundaries thereof, and providing other matters properly relating thereto.

[Approved April 17, 1971]

ARTICLE I - Incorporation of City; General Powers; Boundaries; Annexations; City Offices

Section 1.010 Preamble: Legislative intent.

1. In order to provide for the orderly government of the City of Carlin and the general welfare of its citizens the Legislature hereby establishes this Charter for the government of the City of Carlin. It is expressly declared as the intent of the Legislature that all provisions of this Charter be liberally construed to carry out the express purposes of the Charter and that the specific mention of particular powers shall not be construed as limiting in any way the general powers necessary to carry out the purposes of the Charter.

2. Any powers expressly granted by this Charter are in addition to any powers granted to a city by the general law of this state. All provisions of Nevada Revised Statutes which are applicable generally to cities (not including, unless otherwise expressly mentioned in this Charter, chapter 265, 266 or 267 of NRS) which are not in conflict with the provisions of this Charter apply to the City of Carlin.

(Ch. 344, Stats. 1971 p. 603)

Sec. 1.020 Incorporation of City.

1. All persons who are inhabitants of that portion of the State of Nevada embraced within the limits set forth in section 1.030 shall constitute a political and corporate body by the name of "City of Carlin" and by that name they and their successors shall be known in law, have perpetual succession and may sue and be sued in all courts.

2. Whenever used throughout this Charter, "City" means the City of Carlin.

(Ch. 344, Stats. 1971 p. 603)

Sec. 1.030 Description of territory. The territory embraced in the City is that certain land situated in Elko County described as follows: Beginning at the Northeast corner of Section 23, T. 33 N., R. 52 E., M.D.B. & M., thence 3 miles West to the Northwest corner of Section 21, thence South 3 miles to the Southwest corner of Section 33, thence East 3 miles to the Southeast corner of Section 35, thence North 3 miles to the Northwest corner of Section 23, the place of beginning; all in T. 33 N., R. 52 E., M.D.B. & M.

(Ch. 344, Stats. 1971 p. 603)

Sec. 1.040 Annexations. The City may annex territory by following the procedure provided for the annexation of cities in those sections of chapter 268 of NRS, as amended from time to time, which apply to a county whose population is less than 700,000.

(Ch. 344, Stats. 1971 p. 603; A—Ch. 796, Stats. 1989 p. 1935; Ch. 253, Stats. 2011 p. 1317)

Sec. 1.050 Elective offices.

1. The elective officers of the City consist of:

- (a) A Mayor.
- (b) Four Council Members.

2. Such officers shall be elected as provided by this Charter.

(Ch. 344, Stats. 1971 p. 603)

Sec. 1.060 Elective offices: Vacancies. Except as otherwise provided in NRS 268.325:

1. A vacancy in the Board of Council Members or in the office of Mayor must be filled by a majority vote of the members of the Board of Council Members within 30 days after the occurrence of the vacancy. A person

may be selected to fill a prospective vacancy in the Board before the vacancy occurs. In such a case, each member of the Board, except any member whose term of office expires before the occurrence of the vacancy, may participate in any action taken by the Board pursuant to this section. The appointee must have the same qualifications as are required of the elective official.

2. No such appointment extends beyond the first Monday in January after the next municipal election, at which election the:

- (a) Office must be filled for the remaining unexpired term; or
- (b) Successor to the previously vacated seat will be selected,

as appropriate.

(Ch. 344, Stats. 1971 p. 603; A—Ch. 854, Stats. 1989 p. 2059; Ch. 515, Stats. 1997 p. 2449; Ch. 58, Stats. 2007 p. 141)

Sec. 1.070 Mayor and Council Members not to hold other office.

1. The Mayor and Council Members shall not:

(a) Hold any other elective office or employment with Elko County or the City, except as provided by law or as a member of a board or commission for which no compensation is received.

(b) Be elected or appointed to any office created by or the compensation for which was increased or fixed by the Board of Council Members until 1 year after the expiration of the term for which such person was elected.

2. Any person holding any office proscribed by subsection 1 shall automatically forfeit his or her office as Mayor or Council Member.

(Ch. 344, Stats. 1971 p. 604)

Sec. 1.080 Appointive offices.

1. The Board of Council Members of the City may appoint the following officers:

- (a) City Clerk.
- (b) City Treasurer.
- (c) Chief of Police.
- (d) City Engineer.
- (e) City Attorney.
- (f) City Auditor.
- (g) Municipal Judge, if the office of Justice of the Peace of Carlin Township ceases to exist.

2. The Board of Council Members shall establish such other offices as it may deem necessary.

(Ch. 344, Stats. 1971 p. 604)

Sec. 1.090 Appointive officers: Duties; salary. All appointive officers of the City shall:

1. Perform such duties as may be designated by the Board of Council Members.

2. Receive such salary as may be designated by the Board of Council Members.

(Ch. 344, Stats. 1971 p. 604)

Sec. 1.100 Officials' performance bond. The Board of Council Members may require from all officers and employees of the City constituted or appointed under this Charter, except Council Members, sufficient security for the faithful and honest performance of their respective duties.

(Ch. 344, Stats. 1971 p. 604)

Sec. 1.110 Oath of office. Every person elected or appointed to fill any office shall subscribe to the official oath as provided by the Board of Council Members. Every such person shall swear or affirm that he or she is not under any direct or indirect obligation to vote for, appoint or elect any person to any office, position or employment in the City government.

(Ch. 344, Stats. 1971 p. 604)

ARTICLE II - Legislative Department

Sec. 2.010 Board of Council Members: Qualifications; election; term of office; salary.

1. The legislative power of the City is vested in a Board of Council Members consisting of four Council Members and a Mayor.

2. The Mayor and Council Members must be:

- (a) Bona fide residents of the City for at least 2 years prior to their election.
- (b) Qualified electors within the City.

3. All Council Members, including the Mayor, must be voted upon by the registered voters of the City at large and, except as otherwise provided in section 5.010, shall serve for terms of 4 years.

4. The Mayor and Council Members first holding office under this Charter shall each receive a monthly salary of \$35 during the terms for which they were elected, selected or appointed. Thereafter, subject to the provisions of subsection 5 of section 2.090, the Mayor and Council Members shall receive a salary in an amount fixed by the Board of Council Members.

(Ch. 344, Stats. 1971 p. 604; A—Ch. 98, Stats. 1977 p. 203; Ch. 58, Stats. 2007 p. 142)

Sec. 2.020 Board of Council Members: Contracts. Members of the Board of Council Members may vote on any lease, contract or other agreement which extends beyond their terms of office.
(Ch. 344, Stats. 1971 p. 605)

Sec. 2.030 Board of Council Members: Duties concerning departments.

1. The Board of Council Members shall control and supervise the departments of the City and may establish such rules and regulations as may be necessary for the administration of such departments.
2. The Mayor shall designate from among the Board of Council Members members to act as:
 - (a) Superintendent of Public Safety.
 - (b) Superintendent of Streets and Public Works.
 - (c) Superintendent of Water and Utilities.
 - (d) Superintendent of Health and Sanitation.
3. The Mayor shall be known as the Superintendent of Finance and Revenue.
4. The duties of each department shall be designated by the Board of Council Members.
(Ch. 344, Stats. 1971 p. 605)

Sec. 2.040 Board of Council Members: Discipline of members, other persons; subpoena power.

1. The Board of Council Members may:
 - (a) Provide for the punishment of any member for disorderly conduct committed in its presence.
 - (b) Order the attendance of witnesses and the production of all papers relating to any business before the Board of Council Members.
2. If any person ordered to appear before the Board of Council Members fails to obey such order:
 - (a) The Board of Council Members or any member thereof may apply to the clerk of the district court for a subpoena commanding the attendance of the person before the Board of Council Members.
 - (b) Such clerk may issue the subpoena, and any peace officer may serve it.
 - (c) If the person upon whom the subpoena is served fails to obey it, the court may issue an order to show cause why such person should not be held in contempt of court and upon hearing of the matter may adjudge such person guilty of contempt and punish him or her accordingly.
(Ch. 344, Stats. 1971 p. 605)

Sec. 2.050 Meetings: Quorum.

1. The Board of Council Members shall hold at least one regular meeting each month, and by ordinance may provide for additional regular meetings.
2. Except as otherwise provided in NRS 241.0355, a majority of all members of the Board of Council Members constitutes a quorum to do business, but a lesser number may meet and recess from time to time, and compel the attendance of the absent members.
3. Except as otherwise provided by law, all sessions and all proceedings of the Board of Council Members must be public.
(Ch. 344, Stats. 1971 p. 606; A—Ch. 255, Stats. 2001 p. 1129)

Sec. 2.060 Meetings: Special.

1. Special meetings may be held on call of the Mayor or by a majority of the Board of Council Members, by giving a minimum of 6 hours' notice of such special meeting to each member of the Board of Council Members prior to the meeting.
2. At a special meeting:
 - (a) No contract involving the expenditure of money may be made or claim allowed unless notice of the meeting called to consider such action is posted at two public bulletin boards within the City at least 2 days before such meeting.
 - (b) No business may be transacted except such as has been stated in the call of the meeting.
 - (c) No ordinance may be passed except an emergency ordinance, or one specified in section 7.030.
(Ch. 344, Stats. 1971 p. 606)

Sec. 2.070 Meetings: Time and place; rules. The Board of Council Members may:

1. Fix the time and place of its meetings and judge the qualifications and election of its own members.
2. Adopt rules for the government of its members and proceedings.
(Ch. 344, Stats. 1971 p. 606)

Sec. 2.080 Oaths and affirmations. The Mayor, each Council Member and the City Clerk may administer oaths and affirmations relating to any business pertaining to the City before the Board of Council Members or to be considered by the Board of Council Members.
(Ch. 344, Stats. 1971 p. 606)

Sec. 2.090 Powers of Board of Council Members: Ordinances, resolutions and orders.

1. The Board of Council Members may make and pass all ordinances, resolutions and orders not repugnant to the Constitution of the United States or the State of Nevada, or to the provisions of Nevada Revised Statutes or of this Charter, necessary for the municipal government and the management of the affairs of the City, and for the execution of all the powers vested in the City.

2. When power is conferred upon the Board of Council Members to do and perform anything, and the manner of exercising such power is not specifically provided for, the Board of Council Members may provide by ordinance the manner and details necessary for the full exercise of such power.

3. The Board of Council Members may enforce ordinances by providing penalties not to exceed those established by the Legislature for misdemeanors.

4. The Board of Council Members shall have such powers, not in conflict with the express or implied provisions of this Charter, as are conferred generally by statute upon the governing bodies of cities organized under a special charter.

5. The Board of Council Members shall not pass any ordinance increasing or diminishing the salary of any elective officer during the term for which he or she is elected or appointed.

(Ch. 344, Stats. 1971 p. 606)

Sec. 2.100 Ordinances: Passage by bill; amendments; subject matter; title requirements.

1. No ordinance may be passed except by bill and by a majority vote of the whole Board of Council Members. The style of all ordinances shall be as follows: "The Board of Council Members of the City of Carlin does ordain:"

2. No ordinance shall contain more than one subject, which shall be briefly indicated in the title. Where the subject of the ordinance is not so expressed in the title, the ordinance is void as to the matter not expressed in the title.

3. Any ordinance which amends an existing ordinance shall set out in full the ordinance or sections thereof to be amended, and shall indicate matter to be omitted by enclosing it in brackets and shall indicate new matter by underscoring or by italics.

(Ch. 344, Stats. 1971 p. 607)

Sec. 2.110 Ordinances: Enactment procedure; emergency ordinances.

1. All proposed ordinances when first proposed must be read to the Board of Council Members by title and referred to a committee for consideration, after which an adequate number of copies of the proposed ordinance must be filed with the City Clerk for public distribution. Except as otherwise provided in subsection 3, notice of the filing must be posted at two public bulletin boards in the City at least 10 days before the adoption of the ordinance. The Board of Council Members shall adopt or reject the ordinance or an amendment thereto, within 30 days after the date of posting.

2. At the next regular meeting or adjourned meeting of the Board of Council Members following the proposal of an ordinance and its reference to committee, the committee shall report the ordinance back to the Board of Council Members. Thereafter, it must be read as first introduced, or as amended, and thereupon the proposed ordinance must be finally voted upon or action thereon postponed.

3. In cases of emergency or where the ordinance is of a kind specified in section 7.030, by unanimous consent of the Board of Council Members, final action may be taken immediately or at a special meeting called for that purpose, and no notice of the filing of the copies of the proposed ordinance with the City Clerk need be posted.

4. All ordinances must be signed by the Mayor, attested by the City Clerk and posted, together with the names of the Council Members voting for or against passage, at two public bulletin boards in the City for at least 1 week before the ordinance becomes effective. The Board of Council Members may, by majority vote, order the publication of the ordinance in full in a newspaper of general circulation within the City in lieu of posting.

5. The City Clerk shall record all ordinances in a book kept for that purpose, together with the affidavits of posting and publication by the publisher.

(Ch. 344, Stats. 1971 p. 607; A—Ch. 160, Stats. 1983 p. 367)

Sec. 2.120 Codification of ordinances; publication of Code.

1. The Board of Council Members may codify and publish a Code of its municipal ordinances in the form of a Municipal Code, which Code may, at the election of the Board of Council Members, have incorporated therein a copy of this Charter and such additional data as the Board of Council Members may prescribe. When such Code is published, two copies shall be filed with the Librarian at the Supreme Court Law Library.

2. The ordinances in the Code shall be arranged in appropriate chapters, articles and sections, excluding the titles, enacting clauses, signature of the Mayor, attestations and other formal parts.

3. The codification shall be adopted by an ordinance and shall not contain any substantive changes, modifications or alterations of existing ordinances; and the only title necessary for the ordinance shall be, "An ordinance for codifying and compiling the general ordinances of the City of Carlin."

4. The codification may be amended or extended by ordinance.

(Ch. 344, Stats. 1971 p. 607; A—Ch. 669, Stats. 1971 p. 2050; Ch. 344, Stats. 1973 p. 427)

Sec. 2.130 Powers of Board of Council Members: Public property, buildings.

1. The Board of Council Members may:
 - (a) Control the property of the corporation.
 - (b) Erect and maintain all buildings necessary for the use of the City.
 - (c) Purchase, receive, hold, sell, lease, convey and dispose of property, wherever situated, for the benefit of the City, improve and protect such property, and do all other things in relation thereto which natural persons might do.
2. The Board of Council Members may not, except as otherwise specifically provided by this Charter or any other law, mortgage, hypothecate or pledge any property of the City for any purpose.
(Ch. 344, Stats. 1971 p. 608)

Sec. 2.140 Powers of Board of Council Members: Eminent domain. The Board of Council Members may condemn property for the public use in the manner prescribed by chapter 37 of NRS, as amended from time to time.

(Ch. 344, Stats. 1971 p. 608)

Sec. 2.150 Powers of Board of Council Members: Licensing, regulation and prohibition of businesses, trades and professions.

1. The Board of Council Members may:
 - (a) Except as otherwise provided in NRS 598D.150 and 640C.100, regulate all businesses, trades and professions.
 - (b) Fix, impose and collect a license tax for revenue upon all businesses, trades and professions.
2. No person licensed by an agency of the State of Nevada to practice any trade or profession except gaming may be denied a license to conduct his or her profession.
3. The Board of Council Members may establish any equitable standard to be used in fixing license taxes required to be collected pursuant to this section.
(Ch. 344, Stats. 1971 p. 608; A—Ch. 465, Stats. 2003 p. 2897; Ch. 325, Stats. 2005 p. 1140)

Sec. 2.160 Powers of Board of Council Members: Police ordinances.

1. The Board of Council Members may enact and enforce such local police ordinances as are not in conflict with the general laws of the State of Nevada.
2. Any offense made a misdemeanor by the laws of the State of Nevada shall also be deemed to be a misdemeanor in the City whenever such offense is committed within the City.
(Ch. 344, Stats. 1971 p. 608)

Sec. 2.170 Powers of Board of Council Members: Fire protection; regulation of explosives, inflammable materials; fire codes and regulations. The Board of Council Members may:

1. Organize, regulate and maintain a Fire Department.
2. Provide for the appointment of a Fire Chief and prescribe his or her duties.
3. Regulate or prohibit the storage of any explosive, combustible or inflammable material in or transported through the City, and prescribe the distance from any residential or commercial area where it may be kept. Any ordinance adopted pursuant to this subsection that regulates places of employment where explosives are stored must be at least as stringent as the standards and procedures adopted by the Division of Industrial Relations of the Department of Business and Industry pursuant to NRS 618.890.
4. Establish, by ordinance, a fire code and other regulations necessary to carry out the purposes of this section.
(Ch. 344, Stats. 1971 p. 608; A—Ch. 391, Stats. 1999 p. 1860)

Sec. 2.180 Powers of Board of Council Members: Public health; Board of Health; regulations. The Board of Council Members may:

1. Provide for safeguarding public health in the City.
2. Create a Board of Health and prescribe the powers and duties of such Board.
3. Provide for the enforcement of all regulations and quarantines established by the Board of Health by imposing adequate penalties for violations thereof.
(Ch. 344, Stats. 1971 p. 609)

Sec. 2.190 Powers of Board of Council Members: Buildings; construction and maintenance regulations; building and safety codes. The Board of Council Members may:

1. Regulate all matters relating to the construction, maintenance and safety of buildings, structures and property within the City.
2. Adopt any building or safety code necessary to carry out the provisions of this section and establish such fees as may be necessary.
(Ch. 344, Stats. 1971 p. 609)

Sec. 2.200 Powers of Board of Council Members: Zoning and planning.

1. The Board of Council Members may:
 - (a) Divide the City into districts and regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land within such districts.
 - (b) Establish and adopt ordinances and regulations relating to the subdivision of land.
2. The Board of Council Members shall carry out the provisions of subsection 1 in the manner prescribed by chapter 278 of NRS, as amended from time to time.
(Ch. 344, Stats. 1971 p. 609)

Sec. 2.210 Powers of Board of Council Members: Rights-of-way, parks, public buildings and grounds and other public places. The Board of Council Members may:

1. Lay out, maintain, alter, improve or vacate all public rights-of-way in the City.
2. Regulate the use of public parks, buildings, grounds and rights-of-way and prevent the unlawful use thereof.
3. Require landowners to keep the adjacent streets, sidewalks and public parks, buildings and grounds free from encroachments or obstructions.
4. Regulate and prevent in all public places:
 - (a) The distribution and exhibition of handbills or signs.
 - (b) Any practice tending to annoy persons passing in such public places.
 - (c) Public demonstrations and processions.
5. Prevent riots or any act tending to promote riots in any public place.
(Ch. 344, Stats. 1971 p. 609)

Sec. 2.220 Powers of Board of Council Members: Golf course. The Board of Council Members may:

1. Acquire, establish and maintain any golf course, driving range, clubhouse, pro shop and other facility related thereto.
2. Cooperate with any nonprofit corporation or association formed under the laws of the State of Nevada for the purpose of engaging in such activities by:
 - (a) Donating, leasing or selling lands, buildings, improvements and personal property to such corporations or associations.
 - (b) Donating funds and acquiring membership in such corporations or associations.
(Ch. 344, Stats. 1971 p. 610)

Sec. 2.230 Powers of Board of Council Members: Traffic control. The Board of Council Members may, by ordinance, regulate:

1. Except as otherwise provided in NRS 707.375, all vehicular, pedestrian and other traffic within the City and provide generally for the public safety on public streets and rights-of-way.
2. The length of time for which vehicles may be parked upon the public streets and publicly owned parking lots.
(Ch. 344, Stats. 1971 p. 610; A—Ch. 237, Stats. 2003 p. 1252)

Sec. 2.240 Powers of Board of Council Members: Parking meters; off-street public parking facilities.

1. The Board of Council Members may acquire, install, maintain, operate and regulate parking meters at the curbs of the streets or upon publicly owned property made available for public parking. The parking fees to be charged for the use of the parking facilities regulated by parking meters must be fixed by the Board of Council Members.
2. Except as otherwise provided by this Charter, the Board of Council Members may acquire property within the City by any lawful means except eminent domain for the purpose of establishing off-street public parking facilities for vehicles. The Board of Council Members may, in bonds issued to acquire property for this purpose, pledge the on-street parking revenues, the general credit of the City, or both, to secure the payment of the principal and interest thereon.
(Ch. 344, Stats. 1971 p. 610; A—Ch. 482, Stats. 1981 p. 968)

Sec. 2.250 Powers of Board of Council Members: Railroads. The Board of Council Members may:

1. License, regulate or prohibit the location, construction or laying of tracks of any railroad or streetcar in any public right-of-way.
2. Grant franchises to any person or corporation to operate a railroad or streetcar upon public rights-of-way and adjacent property.
3. Declare a nuisance and require the removal of the tracks of any railroad or streetcar in any public right-of-way.
4. Condemn rights-of-way for any public purpose across any railroad right-of-way.
5. Prescribe the length of time any public right-of-way may be obstructed by trains standing or moving thereon.

6. Require railroad companies to fence their tracks and to construct cattle guards and crossings and to keep them in repair.

(Ch. 344, Stats. 1971 p. 610)

Sec. 2.260 Powers of Board of Council Members: Nuisances. The Board of Council Members may:

1. Determine by ordinance what shall be deemed nuisances.
2. Provide for the abatement, prevention and removal of such nuisances at the expense of the person creating, causing or committing such nuisances.
3. Provide that such expense of removal shall be a lien upon the property upon which the nuisance is located. Such lien shall:
 - (a) Be perfected by filing with the County Recorder a statement by the City Clerk of the amount of expenses due and unpaid and describing the property subject to the lien.
 - (b) Be coequal with the latest lien thereon to secure the payment of general taxes.
 - (c) Not be subject to extinguishment by the sale of any property on account of the nonpayment of general taxes.
 - (d) Be prior and superior to all liens, claims, encumbrances and titles other than the liens of assessments and general taxes.
4. Provide any other penalty or punishment of persons responsible for such nuisances.

(Ch. 344, Stats. 1971 p. 611)

Sec. 2.270 Powers of Board of Council Members: Animals and poultry. The Board of Council Members may:

1. Fix, impose and collect an annual per capita tax on all animals and provide for the capture and disposal of all animals on which the tax is not paid.
2. Regulate or prohibit the running at large and disposal of all kinds of animals and poultry.
3. Establish a pound, appoint a Poundkeeper and prescribe his or her duties.
4. Prohibit cruelty to animals.

(Ch. 344, Stats. 1971 p. 611)

Sec. 2.280 Powers of Board of Council Members: Abatement of noxious insects, rats and disease-bearing organisms. The Board of Council Members may take all steps necessary and proper for the extermination of noxious insects, rats and other disease-bearing organisms, either in the City or in territory outside the City but so situated that such insects, rats and disease-bearing organisms migrate or are carried into the City.

(Ch. 344, Stats. 1971 p. 611)

Sec. 2.290 Powers of Board of Council Members: Sanitary sewer facilities. The Board of Council Members may:

1. Provide for a sanitary sewer system or any part thereof, and obtain property therefor either within or without the City.
2. Sell any product or by-product thereof and acquire the appropriate outlets within or without the City and extend the sewer lines thereto.
3. Establish sewer fees and provide for the enforcement and collection thereof.

(Ch. 344, Stats. 1971 p. 611)

Sec. 2.300 Powers of Board of Council Members: Provision of utilities. The Board of Council Members may:

1. Provide, by contract, franchise or public enterprise, for any utility to be furnished to the City for the residents thereof.
2. Provide for the construction of any facility necessary for the provision of such utilities.
3. Fix the rate to be paid for any utility provided by public enterprise. Any charges due for services, facilities or commodities furnished by any utility owned by the City is a lien upon the property to which the service is rendered and shall be perfected by filing with the County Recorder of Elko County a statement by the City Clerk of the amount due and unpaid and describing the property subject to the lien. Each such lien shall:
 - (a) Be coequal with the latest lien thereon to secure the payment of general taxes.
 - (b) Not be subject to extinguishment by the sale of any property on account of the nonpayment of general taxes.
 - (c) Be prior and superior to all liens, claims, encumbrances and titles other than the liens of assessments and general taxes.

(Ch. 344, Stats. 1971 p. 611; A—Ch. 416, Stats. 2001 p. 2095)

Sec. 2.310 Powers of Board of Council Members: Cemeteries; acquisition and maintenance. The Board of Council Members may, by any lawful means, acquire and maintain property for public use as a cemetery.

(Ch. 344, Stats. 1971 p. 612)

ARTICLE III - Executive Department

Sec. 3.010 Mayor: Duties; Vice President.

1. The Mayor shall:
 - (a) Serve as a member and ex officio President of the Board of Council Members and preside over its meetings.
 - (b) Serve as the Chief Executive Officer of the City.
 - (c) Perform such emergency duties as may be necessary for the general health, welfare and safety of the City.
 - (d) Perform such other duties as may be prescribed by ordinance or by the provisions of Nevada Revised Statutes which apply to a mayor of a city organized under the provisions of a special charter.
 2. The Board of Council Members shall elect one of its members to be Vice President. Such person shall:
 - (a) Hold such office and title, without additional compensation, during the term for which he or she was elected.
 - (b) Perform the duties of Mayor during the absence or disability of the Mayor.
 - (c) Act as Mayor until the next municipal election if the office of Mayor becomes vacant.
- (Ch. 344, Stats. 1971 p. 612)

Sec. 3.020 City Clerk: Duties. The City Clerk shall:

1. Keep the corporate seal and all books and papers belonging to the City.
 2. Attend all meetings of the Board of Council Members and keep an accurate journal of its proceedings, including a record of all ordinances, bylaws and resolutions passed or adopted by it. After approval at each meeting of the Board of Council Members, the City Clerk shall attest the journal after it has been signed by the Mayor.
 3. Sign all warrants issued.
 4. Number and countersign all licenses issued by the City. All licenses shall be in a form devised by the City Clerk and approved by the Board of Council Members.
 5. Enter upon the journal the result of the vote of the Board of Council Members upon the passage of ordinances, or of any resolution appropriating money, abolishing licenses or increasing or decreasing the rates of licenses.
 6. Act as ex officio City Treasurer if so designated by the Board of Council Members.
 7. Perform such other duties as may be required by the Board of Council Members.
- (Ch. 344, Stats. 1971 p. 613)

Sec. 3.030 City Clerk's bond; performance bonds. The City Clerk shall be liable and accountable on his or her official bond for the performance of his or her duties under the provisions of this Charter, and the Board of Council Members may require from him or her such additional security as may be necessary from time to time.

(Ch. 344, Stats. 1971 p. 613)

Sec. 3.040 City Attorney: Qualifications; duties.

1. The City Attorney shall be a duly licensed member of the State Bar of Nevada but he or she need not be a resident of the City.
 2. The City Attorney shall be the Legal Officer of the City and shall perform such duties as may be designated by ordinance or otherwise directed by the Board of Council Members.
- (Ch. 344, Stats. 1971 p. 613)

Sec. 3.050 County Assessor to be ex officio City Assessor; duties.

1. The County Assessor of Elko County shall be ex officio City Assessor of the City. The County Assessor shall perform such duties for the City without additional compensation.
 2. Upon request of the ex officio City Assessor, the Board of Council Members may appoint and set the salary of a Deputy City Assessor to perform such duties relative to City assessments as may be deemed necessary.
- (Ch. 344, Stats. 1971 p. 613)

Sec. 3.060 Chief of Police: Police officers.

1. In case of an emergency or a vacancy in the Office of Chief of Police, the Board of Council Members may appoint the constable of Carlin Township (if such office exists) to act as Chief of Police, and may fix, allow and pay a reasonable compensation for such services.
 2. The Chief of Police may, subject to approval of the Board of Council Members, appoint and supervise such police officers as may be deemed necessary.
- (Ch. 344, Stats. 1971 p. 613)

Sec. 3.070 City officers: Duties restricted and altered. The Board of Council Members may prescribe by ordinance the powers and duties of all City officers, where such powers and duties have not been established

by this Charter, and may add to, alter or restrict such powers and duties.
(Ch. 344, Stats. 1971 p. 613)

Sec. 3.080 City officers: Absence from office. If any appointive officer removes his or her office from the City, or absents himself or herself therefrom for more than 30 days without leave of the Board of Council Members, his or her office shall be declared vacant by the Board of Council Members and the vacancy filled by appointment as provided in this Charter.

(Ch. 344, Stats. 1971 p. 614)

Sec. 3.090 City officers: Collection and disposition of moneys.

1. All taxes, fines, forfeitures or other moneys collected or recovered by any officer or person pursuant to the provisions of this Charter or of any valid ordinance of the city shall be paid by the officer or person collecting or receiving them to the City Clerk, who shall dispose of them in accordance with the ordinances, regulations and procedures established by the Board of Council Members.

2. The Board of Council Members may by proper legal action collect all moneys which are due and unpaid to the City or any office thereof, and the Board of Council Members may pay from the General Fund all fees and expenses necessarily incurred by it in connection with the collection of such moneys.

(Ch. 344, Stats. 1971 p. 614)

Sec. 3.100 Removal of officers. If any officer is adjudged guilty of misfeasance, nonfeasance or malfeasance in office, by a court of competent jurisdiction, the Board of Council Members may declare the office vacant and fill the vacancy so caused, as provided by law.

(Ch. 344, Stats. 1971 p. 614)

ARTICLE IV - Judicial Department

Sec. 4.020 Municipal Court: Justice of Peace of Carlin Township ex officio Municipal Judge; appointment of Municipal Judge.

1. The Municipal Court must be presided over by the Justice of the Peace of Carlin Township as ex officio Municipal Judge.

2. If the Office of Justice of the Peace of Carlin Township ceases to exist the Municipal Court shall be presided over by a Municipal Judge appointed by the Board of Council Members.

(Ch. 344, Stats. 1971 p. 614; A—Ch. 98, Stats. 1977 p. 203; Ch. 208, Stats. 1985 p. 673)

Sec. 4.030 Disposition of fines. All fines and forfeitures for the violation of ordinances shall be paid into the Treasury of the City in the manner to be prescribed by the Board of Council Members.

(Ch. 344, Stats. 1971 p. 614)

ARTICLE V - Elections

Sec. 5.010 General municipal elections.

1. On the Tuesday after the first Monday in June 2007, there must be elected by the qualified voters of the City, at a general election to be held for that purpose, two Council Members, both of whom hold office until their successors have been elected and qualified pursuant to subsection 3.

2. On the Tuesday after the first Monday in June 2007, there must be elected by the qualified voters of the City, at a general election to be held for that purpose, a Mayor and two Council Members, all of whom hold office until their successors have been elected and qualified pursuant to subsection 4.

3. On the Tuesday after the first Monday in November 2008, and at each successive interval of 4 years thereafter, there must be elected by the qualified voters of the City, at a general election to be held for that purpose, two Council Members, both of whom hold office for a period of 4 years and until their successors have been elected and qualified.

4. On the Tuesday after the first Monday in November 2010, and at each successive interval of 4 years thereafter, there must be elected by the qualified voters of the City, at a general election to be held for that purpose, a Mayor and two Council Members, all of whom hold office for a period of 4 years and until their successors have been elected and qualified.

(Ch. 344, Stats. 1971 p. 615; A—Ch. 58, Stats. 2007 p. 142)

Sec. 5.015 Filing of declarations of candidacy.

1. A candidate to be voted for at the general election must file a declaration of candidacy with the City Clerk as provided by the election laws of this State. The City Clerk shall charge and collect from the candidate and the candidate must pay to the City Clerk, at the time of filing the declaration of candidacy, a filing fee in an amount fixed by the City Council by ordinance or resolution.

2. If, due to the death or ineligibility of or withdrawal by a candidate, a vacancy occurs in a nomination after the close of filing and any applicable period for withdrawal of candidacy, the candidate's name must remain

on the ballot for the general election and, if elected, a vacancy exists.

(Added—Ch. 493, Stats. 2009 p. 2937; A—Ch. 501, Stats. 2011 p. 3310)

Sec. 5.020 Applicability of state election laws; elections under Board of Council Members' control; voting precincts.

1. All elections held under this Charter must be governed by:

(a) The provisions of NRS 293.5772 to 293.5887, inclusive, which supersede and preempt any conflicting provisions of this Charter; and

(b) All other provisions of the election laws of this State, so far as those laws can be made applicable and are not inconsistent with the provisions of this Charter.

2. The conduct of all municipal elections shall be under the control of the Board of Council Members. For the conduct of municipal elections, for the prevention of fraud in such elections, and for the recount of ballots in cases of doubt or fraud, the Board of Council Members shall adopt by ordinance all regulations which it considers desirable and consistent with law and this Charter.

3. There shall be but one voting precinct in the City. All elective officers shall be elected by the voters of the City at large.

(Ch. 344, Stats. 1971 p. 615; A—Ch. 619, Stats. 2019 p. 4132)

Sec. 5.030 Qualifications, registration of voters.

1. Every person who resides within the City at the time of holding any municipal election, and whose name appears upon the official register of voters in and for the City, is entitled to vote at each municipal election, and for all officers to be voted for and on all questions that may be submitted to the people at any such elections, except as otherwise provided in this article.

2. Nothing in this Charter shall be so construed as to deny or abridge the power of the Board of Council Members to provide for supplemental registration.

(Ch. 344, Stats. 1971 p. 615)

Sec. 5.040 Names on ballots.

1. The full names of all candidates, except those who have withdrawn, died or become ineligible before the close of filing and any applicable period for withdrawal of candidacy, must be printed on the official ballots without party designation or symbol.

2. If two or more candidates have the same surname or surnames so similar as to be likely to cause confusion and:

(a) None of them is an incumbent, their middle names or middle initials, if any, must be included in their names as printed on the ballot; or

(b) One of them is an incumbent, the name of the incumbent must be listed first and must be printed in bold type.

(Added—Ch. 493, Stats. 2009 p. 2937)

Sec. 5.050 Ballots for ordinances and Charter amendments. An ordinance or Charter amendment to be voted on in the City shall be presented for voting by ballot title. The ballot title of a measure may differ from its legal title and shall be a clear, concise statement describing the substance of the measure without argument or prejudice. Below the ballot title shall appear the following question: "Shall the above described (ordinance) (amendment) be adopted?" The ballot or voting machine or device shall be so marked as to indicate clearly in what manner the voter may cast his or her vote, either for or against the ordinance or amendment.

(Ch. 344, Stats. 1971 p. 616; A—Ch. 669, Stats. 1971 p. 2051)

Sec. 5.060 Availability of lists of registered voters. If, for any purpose relating to a municipal election or to candidates or issues involved in such an election, any organization, group or person requests a list of registered voters of the City, the department, office or agency which has custody of the official register of voters shall, except as otherwise provided in NRS 293.5002 and 293.558, either permit the organization, group or person to copy the voters' names and addresses from the official register of voters or furnish such a list.

(Ch. 344, Stats. 1971 p. 616; A—Ch. 581, Stats. 2001 p. 2971; Ch. 470, Stats. 2005 p. 2303)

Sec. 5.070 Watchers and challengers. A candidate is entitled upon written application to the election authorities at least 5 days before the election to appoint two persons to represent him or her as watchers and challengers at each polling place where voters may cast their ballots for him or her. A person so appointed has all the rights and privileges prescribed by watchers and challengers under the election laws of this state. The watchers and challengers may exercise their rights throughout the voting and until the ballots have been counted.

(Ch. 344, Stats. 1971 p. 616)

Sec. 5.080 Voting machines. The Board of Council Members may provide for the use of mechanical or other devices for voting or counting the votes not inconsistent with law or regulations of the Secretary of State.

(Ch. 344, Stats. 1971 p. 616)

Sec. 5.090 Election returns; canvass; certificates of election; entry of officers upon duties; tie vote procedure.

1. The election returns from any municipal election shall be filed with the City Clerk, who shall immediately place such returns in a safe or vault, and no person is permitted to handle, inspect or in any manner interfere with such returns until canvassed by the Board of Council Members.

2. The Board of Council Members shall meet within the time set forth in NRS 293C.387 after any election and canvass the returns and declare the result. The election returns must then be sealed and kept by the City Clerk for 6 months, and no person shall have access thereto except on order of a court of competent jurisdiction or by order of the Board of Council Members.

3. The City Clerk, under his or her hand and official seal, shall issue to each person declared to be elected a certificate of election. The officers so elected shall qualify and enter upon the discharge of their respective duties on the first Monday in:

(a) July next following their election for those officers elected in June 2007.

(b) January next following their election for those officers elected in November 2008 and November of every even-numbered year thereafter.

4. If any election should result in a tie, the Board of Council Members shall summon the candidates who received the tie vote and determine the tie by lot. The Clerk shall then issue to the winner a certificate of election.

(Ch. 344, Stats. 1971 p. 616; A—Ch. 58, Stats. 2007 p. 143; Ch. 185, Stats. 2007 p. 628; Ch. 619, Stats. 2019 p. 4133)

Sec. 5.100 Contest of election. A contested election for any municipal office shall be determined according to the law of the State regulating proceedings in contested elections in political subdivisions.

(Ch. 344, Stats. 1971 p. 616)

ARTICLE VI - Local Improvements

Sec. 6.010 Local improvement law. The Board of Council Members, on behalf of the City and in its name, without any election, may from time to time acquire, improve, equip, operate and maintain, convert to or authorize:

1. Curb and gutter projects;
2. Drainage projects;
3. Off-street parking projects;
4. Overpass projects;
5. Park projects;
6. Sanitary sewer projects;
7. Security walls;
8. Sidewalk projects;
9. Storm sewer projects;
10. Street projects;
11. Underground electric and communication facilities;
12. Underpass projects;
13. Water projects; and
14. Any combination of such projects.

(Ch. 344, Stats. 1971 p. 617; A—Ch. 306, Stats. 1973 p. 381; Ch. 361, Stats. 1983 p. 872; Ch. 416, Stats. 2001 p. 2095)

Sec. 6.020 Local improvement law: Collateral powers. The Board of Council Members on behalf of the City for the purpose of defraying all the costs of acquiring, improving or converting to any project authorized by section 6.010, or any portion of the cost thereof not to be defrayed with moneys otherwise available therefor, is vested with the powers granted to municipalities by chapters 271 and 704A of NRS, as amended from time to time.

(Ch. 344, Stats. 1971 p. 617; A—Ch. 306, Stats. 1973 p. 382)

ARTICLE VII - Local Bonds and Franchises

Sec. 7.010 Debt limit.

1. The City shall not incur an indebtedness in excess of 20 percent of the total assessed valuation of the taxable property within the boundaries of the City.

2. In determining any debt limitation under this section, there shall not be counted as indebtedness:

(a) Any revenue bonds, unless the full faith and credit of the City is also pledged to their payment.

(b) Any special assessment bonds, although a deficiency in the proceeds of the assessments is required to be paid from the General Fund to the City.

(c) Any short-term securities issued in anticipation of and payable from property taxes levied for the current fiscal year.

(Ch. 344, Stats. 1971 p. 617)

Sec. 7.020 Acquisition, operation, sale or lease of municipal utilities. The City may, in the manner and for the purposes provided in this Charter and Nevada Revised Statutes as they apply to special charter cities, grant franchises and acquire in any manner any public utility, and hold, manage and operate it, either alone or jointly, with any level of government or instrumentality or subdivision thereof.

(Ch. 344, Stats. 1971 p. 617; A—Ch. 25, Stats. 1977 p. 54; Ch. 416, Stats. 2001 p. 2096)

Sec. 7.030 Borrowing money.

1. Subject to the limitations imposed by this article, the City may borrow money for any corporate purpose, including without limitation any purpose expressly authorized by this Charter or by Nevada Revised Statutes for a city, and for such purpose may issue bonds or other securities. The Local Government Securities Law, as amended from time to time, applies to all securities so issued, except for securities issued under section 6.020.

2. Any property tax levied to pay the principal of or interest on such indebtedness must be levied upon all taxable property within the City, as provided in NRS 350.590 to 350.602, inclusive.

3. Any ordinance pertaining to the sale or issuance of bonds or other securities, including without limitation securities issued under section 6.020, may be adopted in the same manner as is provided for cases of emergency. A declaration by the Board of Council Members in any ordinance that it is of this kind is conclusive in the absence of fraud or gross abuse of discretion.

(Ch. 344, Stats. 1971 p. 618; A—Ch. 482, Stats. 1981 p. 968)

ARTICLE VIII - Revenue

Sec. 8.010 Municipal taxes.

1. The Board of Council Members shall annually, at the time prescribed by law for levying taxes for State and County purposes, levy a tax not exceeding 3 percent upon the assessed value of all real and personal property within the City, except as otherwise provided in the Local Government Securities Law and the Consolidated Local Improvements Law, as amended from time to time. The taxes so levied shall be collected at the same time and in the same manner and by the same officers, exercising the same functions, as prescribed in the laws of the State of Nevada for collection of State and County taxes. The revenue laws of the State shall, in every respect not inconsistent with the provisions of this Charter, be applicable to the levying, assessing and collecting of the municipal taxes.

2. In the matter of the equalization of assessments, the rights of the City and the inhabitants thereof shall be protected in the same manner and to the same extent by the action of the County Board of Equalization as are the State and County.

3. All forms and blanks used in levying, assessing and collecting the revenues of the State and counties shall, with such alterations or additions as may be necessary, be used in levying, assessing, and collecting the revenues of the City. The Board of Council Members shall enact all such ordinances as it may deem necessary and not inconsistent with this Charter and the laws of the State for the prompt, convenient and economical collecting of the revenue.

(Ch. 344, Stats. 1971 p. 618)

Sec. 8.020 Revenue ordinances. The Board of Council Members shall have full power to pass and enact all ordinances necessary to carry into effect the revenue laws in the City and to enlarge, fix and determine the powers and duties of all officers in relation thereto.

(Ch. 344, Stats. 1971 p. 619)

ARTICLE IX - Miscellaneous Provisions

Sec. 9.010 Severability of provisions. If any portion of this Charter is held to be unconstitutional or invalid for any reason by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Charter. The Legislature hereby declares that it would have passed the Charter and each portion thereof, irrespective of the portion which may be deemed unconstitutional or otherwise invalid.

(Ch. 344, Stats. 1971 p. 619)

Sec. 9.020 Effect of enactment of Charter.

1. All rights and property of every kind and description which were vested in the incorporated town of Carlin prior to the enactment of this Charter shall be vested in the City of Carlin on the effective date of this Charter. No right or liability, either in favor of or against such corporation existing at the time of becoming incorporated under this Charter, and no action or prosecution shall be affected by such change, but it shall stand and progress as if no change had been made.

2. Whenever a different remedy is given by this Charter, which may properly be made applicable to any right existing at the time of such incorporated town so becoming incorporated under this Charter, such remedy

shall be cumulative to the remedy before provided, and used accordingly.

3. All ordinances and resolutions in effect in the incorporated town prior to the effective date of this Charter shall, unless in conflict with the provisions of this Charter, continue in full force and effect until amended or repealed.

4. The enactment of this Charter shall not be construed to repeal or in any way affect or modify:

- (a) Any special, local or temporary law.
- (b) Any law or ordinance making an appropriation.
- (c) Any ordinance affecting any bond issue or by which any bond issue may have been authorized.
- (d) The running of the statute of limitations in force at the time this Charter becomes effective.
- (e) Any bond of any public officer.

5. The provisions of that certain act of the 56th Session of the Legislature entitled "An Act relating to the Town of Carlin; providing for the improvement and equipment of its sanitary sewer system; providing for the issuance of bonds and other securities, constituting general obligations, to defray wholly or in part the cost of the improvement and equipment of such facilities and appurtenances; providing for the payment of such securities, the security therefor, and other details in connection therewith; otherwise providing powers, rights, privileges, immunities, liabilities, duties, disabilities and other details in connection with the district, such facilities, such securities, the taxes and other revenues for their payment, their proceeds, other moneys, and pledges and liens pertaining thereto, including, without limitation, by reference to the Local Government Securities Law; and providing other matters properly relating thereto," shall apply to the City of Carlin in all respects as if the Legislature had therein specifically authorized the City of Carlin to improve and equip its sanitary sewer system and to issue general obligation securities therefor as provided in such act for the incorporated town of Carlin.

(Ch. 344, Stats. 1971 p. 619)

List of Current Board Members

Mayor Dana Holbrook

Vice-Mayor Margaret Johnston

Councilperson Cameron Kinney

Councilperson Denise Taylor

Councilperson Lyndsie Whigham

Long-Range Plan

Carlin's Master Plan was created in 2013 and updated in 2022. A copy of the most recent document was emailed to SHPO staff on April 30, 2024 because of the size of the document.

List of Activities for Past year

Tom Tomera Memorial Branding, June 24, 2023

Carlin's 4th of July Celebration, July 4, 2023

Carlin Sho N' Shine & Art in the Park, August 18-19, 2023

Carlin Ranch Hand Rodeo, August 18-19, 2023

Spook Walk, October 22, 2023

Christmas Village and Sugarplum Square, December 2, 2023

Report on current CCCHP grant status

The City of Carlin is currently managing and administering our first CCCHP grant for FY 2021/2022 in the amount of \$144,766.42. The scope of work for the grant includes completion of a historic structures report, structural engineering report, and architectural assistance. Due to the resignation of the architectural firm that was hired to complete the reports, we requested and were granted an extension of time to complete the project. We have engaged the services of Kautz Environmental for the historic structure report and Paul Cavin Architect LLC for the structural engineering report and architectural assistance. A final draft of both reports is expected by May 15, 2024. After review of the reports by SHPO staff, the next step is to complete the construction documents for the building based upon the report recommendations. After the construction documents are prepared, we will go through the bid process to engage the services of a contract to complete the recommended work. Our current project completion date is December 6, 2024 with a final report due by January 6, 2025.

List of Current Grants

Nevada Division of Forestry - \$7,600.00 - Carlin Fire Department

Aging and Disability Services Nutrition and Transportation Grants - \$53,484.17 – Carlin Senior Center

NEVADA COMMISSION FOR CULTURAL
CENTERS & HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

APPLICATION BUDGET

APPLICANT: City of Carlin

1. Personnel: CCCHP Grant funds cannot be used to compensate personnel. Match is limited to work related to the grant project.

	Position Title	Hours	Hourly Rate (HR)	Does HR include fringe benefits?	% of HR that is fringe benefit	Amount of fringe benefit	Match (Non-CCCHP Grant)
a.							\$ 0.00
b.							\$ 0.00
c.							\$ 0.00
d.							\$ 0.00
e.							\$ 0.00
f.							\$ 0.00
g.							\$ 0.00
h.							\$ 0.00
i.							\$ 0.00
j.							\$ 0.00
						Sub-total:	\$ 0.00

2. Travel: CCCHP Grant funds only cover travel for contracted service providers. This can be companies or individuals. Travel expenses must follow U.S. General Service Administration (GSA) rates.

	Contracted service provider	Match	CCCHP Grant	Total Amount
a.				\$ 0.00
b.				\$ 0.00
c.				\$ 0.00
d.				\$ 0.00
e.				\$ 0.00
f.				\$ 0.00
g.				\$ 0.00
h.				\$ 0.00
i.				\$ 0.00
j.				\$ 0.00
Sub-total:		\$ 0.00	\$ 0.00	\$ 0.00

**NEVADA COMMISSION FOR CULTURAL
CENTERS & HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION**



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

APPLICATION BUDGET Cont.

APPLICANT: City of Carlin

4. Operating: List estimated operating expenses relating to the proposed project.

Note: CCCHP Grant funds cannot be used for administrative costs.

	# of	Rate	Flat Rate	Match	CCCHP Grant	Total Amount
a.	Photocopying					\$ 0.00
b.	Film and Processing					\$ 0.00
c.	Maps					\$ 0.00
d.	Postage					\$ 0.00
e.	Telephone					\$ 0.00
f.	Utilities					\$ 0.00
g.	Supplies (specify)					\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
h.	Other (specify)					\$ 0.00
						\$ 0.00
						\$ 0.00
				Sub-total:	\$ 0.00	\$ 0.00

5. Other (please specify or attach detailed budget):

	Rate	Match	CCCHP Grant	Total Amount
a.				\$ 0.00
b.				\$ 0.00
c.				\$ 0.00
d.				\$ 0.00
e.				\$ 0.00
f.				\$ 0.00
g.				\$ 0.00
h.				\$ 0.00
i.				\$ 0.00
			Sub-total	\$ 0.00

**NEVADA COMMISSION FOR CULTURAL
CENTERS & HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION**



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

APPLICATION BUDGET Cont.

APPLICANT: City of Carlin

6. Section #1- 5 Subtotals:

		Match	CCCHP Grant	Total Amounts
1.	Personnel	\$ 0.00		\$ 0.00
2.	Travel	\$ 0.00	\$ 0.00	\$ 0.00
3.	Contractual Services	\$ 1,500.00	\$ 46,310.97	\$ 47,810.97
4.	Operating	\$ 0.00	\$ 0.00	\$ 0.00
5.	Other	\$ 0.00	\$ 0.00	\$ 0.00
	Sub-total	\$ 1,500.00	\$ 46,310.97	\$ 47,810.97

7. Requested CCCHP Grant Total: \$ 46,310.97

8. Potential Match: \$ 1,500.00

9. Proposed Project Costs Grand Total: \$ 47,810.97

Note: For assistance with completing the budget, please refer to the CCCHP Grant Handbook.

Topics

- Match
- Procurement of Goods, Services, & Contracts

Forms

- Value of Donated Material
- Value of Donated Equipment
- Value of Donated Labor

GLASS DOCTOR - ELKO
1111 WATER ST.
ELKO NV 89801
(775)778-0611 Fax:(775)738-1153
Tax# 45-3370732

Quote: 7831

Date: 02/20/2024

Scheduled: 02/22/2024 10:30

Customer

CITY OF CARLIN ELLA
 923 MAIN STREET
 CARLIN NV 89822

H (775)468-6130

Csr: PAULA Tech: AARON PO CHURCH Terms: C.O.D

Tax ID:001-TX-1002561949-91 Pref Time:10:30 - 12:00

<u>Qty</u>	<u>Part / Description</u>		<u>Material</u>	<u>Labor</u>	<u>Item Total</u>
1.00	WINDOWS - Cedar, with Low E double Pane		21,510.97	0.00	21,510.97
1.00	LABOR - 3 weeks, 2 techs, @ \$ 150 per hour - 80 hours a week for 3 weeks	0.00	0.00	24,000.00	24,000.00

Notes: Quote is for fixed (picture) windows in the basement - Sliders will change the cost of material and labor

Thank you for choosing Glass Doctor

Signature _____

<u>Material</u>	<u>Labor</u>	<u>Tax</u>	<u>Total</u>	<u>Deductible</u>	<u>Payments</u>	<u>Balance</u>
21,510.97	24,000.00	1,527.28	47,038.25	0.00	0.00	47,038.25



Heirloom Windows

2511 S 600 W
Crawfordsville, IN 47933
1.765.376.3880

Here is our estimate based on those measurements. I hope you had a blessed Easter and Holy Week!

Look forward to hearing from you,

Bill Hepburn
heirloomwindows.com
765.376.3880 Cell/Office
765.866.8124 Home

Location	Qty	Type	Wide	High	Lites	Total	Units	Y	Jamb	Stat	IG	R	A	Std / TDL	Geo/Dia	Geo	Y	Options					Munt	Slider	
																		SashCost	{+/-}	Jamb	Glass	Fixed			Door
Upper Windows	7	DH	30	78.5	2	10477	1497		Hang	Lux				Std				486	40	0	0	0	0	40	0
Basement East	1	DH	49.625	18.25	3	950	950		Hang	Lux				Std				212	60	0	0	0	0	60	0
Bathroom East	1	DH	28.75	18	2	950	950		Hang	Lux				Std				127	40	0	0	0	0	40	0
Kitchen East	1	DH	47.75	17.75	3	950	950		Hang	Lux				Std				200	60	0	0	0	0	60	0
Basement West	2	DH	49.75	20	3	1900	950		Hang	Lux				Std				229	60	0	0	0	0	60	0
Basement West 2	1	DH	49.75	20	2	950	950		Hang	Lux				Std				229	40	0	0	0	0	40	0
Basement South	2	DH	47.625	17.375		1900	950		Hang	Lux								197	0	0	0	0	0	0	0
		DH	31	78		2982	1491		Hang	Lux								497	0	0	0	0	0	0	0
		DH	31	78		0	1491		Hang	Lux				Std				497	0	0	0	0	0	0	0
		DH	31	38.33		0	950		Hang	Lux				Std				258	0	0	0	0	0	0	0
		DH	36	80		0	1749		Hang	Lux				Std				583	0	0	0	0	0	0	0
		DH	35.25	36.33		0	950		Hang	Lux								277	0	0	0	0	0	0	0
		DH	37	38.33		0	950		Hang	Lux				Std				303	0	0	0	0	0	0	0
		DH	35	38.33		0	950		Hang	Lux				Std				288	0	0	0	0	0	0	0
		Fix	35.75	35		0	950		Hang	Lux				Std				271	25	0	0	-75	0	0	100
		DH	35.73	83		0	1798		Hang	Lux				Std				599	0	0	0	0	0	0	0
		DH	25.75	83.75		0	1352		Hang	Lux				Std				451	0	0	0	0	0	0	0
		DH	32.75	84.75		0	1695		Hang	Lux				Std				565	0	0	0	0	0	0	0
		DH	25.25	84.75		0	1344		Hang	Lux				Std				448	0	0	0	0	0	0	0
		Fix	35.75	35		0	950		Hang	Lux				Std				271	25	0	0	-75	0	0	100
		DH	35.75	83		0	1799		Hang	Lux				Std				600	0	0	0	0	0	0	0
		DH	36	85		0	1852		Hang	Lux				Std				617	0	0	0	0	0	0	0
		DH	36	85		0	1852		Hang	Lux				Std				617	0	0	0	0	0	0	0
		DH	30	66		0	1237		Hang	Lux				Std				412	0	0	0	0	0	0	0
		Fix	33.75	45.75		0	1006		Hang	Lux				Std				327	25	0	0	-75	0	0	100
		DH	34	38.33		0	950		Hang	Lux				Std				281	0	0	0	0	0	0	0
		DH	34	38.33		0	950		Hang	Lux				Std				281	0	0	0	0	0	0	0
		DH	34	38.33		0	950		Hang	Lux				Std				281	0	0	0	0	0	0	0
		Fix	46	46		0	1337		Hang	Lux				Std				437	25	0	0	-75	0	0	100
		DH	33.75	46		0	986		Hang	Lux				Std				329	0	0	0	0	0	0	0
		Fix	22	56		0	950		Hang	Lux				Std				269	25	0	0	-75	0	0	100
		DH	34	58		0	1228		Hang	Lux				Std				409	0	0	0	0	0	0	0
		DH	36	77		0	1687		Hang	Lux				Std				562	0	0	0	0	0	0	0

15

500 Tooling \$50 per Jamb \$50 for Weather Stripping \$50 per springs
21559

\$ 7,330 Materials
 \$ 14,229 Labor/OH/Profit
 \$ - Crating \$ crate x \$250/ each
 \$ 21,559
 \$ 12,935 Deposit without OS
 \$ 8,624 Balance without OS
 \$ 21,559
 \$ - ocean Shipping
 \$ 21,559
 \$ 12,935 Deposit with OS
 \$ 8,624 Balance with OS
 \$ 21,559 Total with OS
 \$ 2,156 Cue Deposit
 \$ 21,559 Cost with out jambs if priced.
 \$ - Cost of Jambs



AllPro Work Authorization

Date:4/24/24

This agreement is between Client (Owner or Owners representative):

Client Name: **City of Carlin**

Address: 820 Oak St, Carlin, Nevada

And AllPro Environmental Services (AllPro), whose address is 748 S. Meadows Pkwy, A-9, #125, Reno, NV 89521. In consideration of the mutual covenants, agreements, representations, warranties contained herein, the parties agree as follows:

Scope of Work:

Signing of this Authorization authorizes AllPro to complete the services as described below in consideration of the mutual terms and conditions set forth on this the Authorization and the attached General Conditions, GC-001

SCOPE OF SERVICES: AllPro will perform the services indicated below:

- Interior Asbestos Survey, Lead Based Paint (LBP) Survey and Mold Assessment with a drafted floor plan layout at the following location:

Carlin's Old Church on Main Street

Total \$2,300.00

Client is retaining services of AllPro for the contracted amount of **\$ 2,300.00** . Initials _____

Client understands that sampling for asbestos, lead or mold may include the removal of small amounts of building materials from the areas of concern. AllPro will not be held responsible for the repairs of these sample areas. These samples are mandatory in determining the presence of hazardous substances. Initials _____

Client understands payments not received within 30 days are subject to 10% APR and all collection costs (Court costs and legal fees). Initials _____

Client Signature _____ Date _____

ALLPRO ENVIRONMENTAL SERVICES

General Conditions – 001

Right of Entry

Client warrants to AllPro Environmental Services (AllPro) that it has full legal right to authorize AllPro's entry upon the real property where AllPro's services are to be performed ("Site" herein) and upon all property, if any, required for ingress and egress to the Site.

Client authorizes AllPro to enter upon the Site and such adjoining property as is necessary to allow AllPro to perform its services. Client understands that sampling for asbestos, lead or mold may include the removal of small amounts of building materials from the areas of concern. AllPro will not be held responsible for the repairs of these sample areas. These samples are mandatory in determining the presence of hazardous substances.

Information Supplied by Client

Client warrants the accuracy of any information supplied by it to AllPro, acknowledges that AllPro will not verify the accuracy of such information, and agrees that AllPro is entitled to rely upon any such information.

Client shall immediately notify AllPro in writing of any data, information or knowledge in the possession of or known to Client relating to conditions existing at the Site and shall provide AllPro with the location, size and depth of any and all underground tanks, piping or structures existing upon the Site.

Client shall defend, indemnify and save harmless AllPro, its officers, agents and employees from and against any and all claims, costs, suits and damages, including attorneys' fees, arising out of errors, omissions and inaccuracies in documents and information provided to AllPro by Client.

Ownership of Data and Documents; Samples

All reports, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by AllPro shall remain the sole property of AllPro.

Client shall have the right to the use of all data, recommendations, proposals, reports, design criteria and similar information provided to it by AllPro ("information" herein); provided, however, that the information shall not be used or relied upon by any party other than Client, save and except as may be required by the design and licensing requirements of the project for which the information is provided; further, such use shall be limited to the particular site and project for which the information is provided. To the extent Client utilizes AllPro's information by providing or making the same available to any third party (a) Client agrees to give written notice to any such third party that it may not utilize or rely on any aspect of AllPro's information and (b) Client agrees to defend, indemnify and hold AllPro harmless against any and all claims, demands, costs, losses, damages and expenses, including attorneys' fees, that may be asserted against or sought from AllPro by any such third party.

Client's right to the use of the information is expressly conditioned upon Client's prompt payment to AllPro of all sums due under the Client/AllPro agreement. In the event of Client's nonpayment or partial payment of said amounts, Client agrees that it shall not use any of the information for any purpose whatsoever and shall return the same to AllPro within 2 business days upon demand.

AllPro will retain all samples or other materials obtained in the course of performing its services for a period of thirty (30) days. Thereafter, further storage or transfer of samples to Client may be made at Client's expense upon written request from Client to AllPro received by AllPro prior to the expiration of the 30-day period.

AllPro shall retain permanent records relating to the AllPro services for a period of five (5) years following submittal of AllPro's report, during which period the records will be made available to Client upon reasonable notice given by Client and upon payment to AllPro of an amount sufficient to reimburse AllPro for its necessary and reasonable expenses in making said records available.

Standard of Care and Professional Responsibility

Client acknowledges that the services to be performed by AllPro involve the use of tests, calculations, analyses and procedures which are in a constant state of development, improvement and refinement and that, as such, improvements, changes in methods, and modifications of procedures have been made in the past, are now being made, and are expected to continue to be made in the future.

The services to be provided by AllPro pursuant to the agreement to which these General Conditions are a part shall be provided in accordance with generally accepted professional engineering, environmental, and geologic practice in the area where these services are to be rendered and at the time that services are rendered. Client acknowledges that the present standard in the engineering and environmental professions does not include, and AllPro does not extend to Client, a guarantee of perfection of the work contemplated hereby; further, that even in the exercise of normal and reasonable care, errors or omissions may from time to time occur. Except as expressly set forth in these General Conditions, no other warranty, express or implied, is extended by AllPro.

AllPro shall have no duty to supervise, coordinate or otherwise be involved in the performance of services or work by any third-party consultant, contractor or subcontractor.

Indemnity of Client and Limitation of Liability

AllPro shall indemnify Client, its officers, directors, agents or employees from any claim, demand or liability arising from personal injury or property loss or damage caused by the sole negligence or willful misconduct of AllPro.

Anything to the contrary in the agreement to which these General Conditions are attached or in these General Conditions notwithstanding, AllPro's liability shall be limited to the lesser of the fees charged to Client by AllPro for the services performed for Client, or the sum of one thousand dollars. Client may, at its option, increase the maximum amount for which AllPro shall be liable by payment of an additional fee. Client acknowledges and agrees that its recovery, if any, shall be satisfied, in the first instance, from the proceeds of AllPro's insurance, and to the extent of any deficiency in the available insurance proceeds, then and only then, by AllPro. Client acknowledges that AllPro has agreed to charge Client a reduced fee for services in exchange for the above limitation of liability and that said reduction in fees is consideration for said limitation.

Client shall defend and save harmless AllPro, its officers, directors, agents and employees from all liability, claims and demands, including expenses of suit and reasonable attorneys' fees arising from personal injuries, including disease and death, property loss or damage, injury to others (including personnel of Client, AllPro or subcontractors performing work hereunder), and air or ground pollution or environmental impairment arising out of or in any manner connected with or related to the performance of AllPro's services, except where there is a judicial determination that such injury, loss or damage shall have been caused by the sole negligence or willful misconduct of AllPro. Client acknowledges that AllPro has charged Client a reduced

fee for services to be performed by it in exchange for this hold harmless and that the reduction in fees is consideration for said hold harmless provision.

AllPro will not be liable for consequential damages of any kind, nature, or description.

Client's Responsibilities

Client shall immediately provide AllPro with full information in writing as to Client's requirements for the services to be provided by AllPro and shall designate in writing within five (5) days of the effective date of the agreement to which these General Conditions are a part, a representative to act on Client's behalf in conjunction with the services to be provided hereunder. Client shall promptly review all documents, reports, data and recommendations submitted by AllPro and shall communicate with AllPro concerning such reviews for the purpose of avoiding delay in the performance of the services to be rendered by AllPro.

Client shall notify any third party who may perform on the Site of the standard of care being undertaken by AllPro pursuant hereto and of the limitations of liability contained herein. Client shall require as a condition to the performance of any such third-party a like indemnity and limitation of liability on their part against AllPro.

Disputes

AllPro shall have the right to bring a legal action in a state or federal court against Client for any sums due or alleged to be due to it or for services rendered. Except for this right, AllPro and Client agree that as an express condition to the right of either party to bring a legal action against the other, they shall first submit any dispute to mediation by a neutral person acceptable to both parties.

Each party shall bear its own attorneys' fees, costs and other expenses, except that each party shall be responsible and pay for one-half of the costs and expenses of the mediator.

In the event that legal action is required, the prevailing party shall be entitled to recover all of its costs incurred in connection therewith including, without limitation, staff time, court costs, attorneys' fees, consultant and expert witness fees and any other related expenses. In this regard, in order to make the prevailing party whole, the parties acknowledge and agree that the prevailing party shall be entitled to recover all of its costs incurred in connection with the legal action and shall not be limited to "reasonable attorneys' fees" as defined in any statute or rule of court.

The obligations, responsibilities, warranties and liabilities of the parties shall be solely those expressly set forth herein. Remedies and limitations of liability shall apply regardless of whether an action is brought in contract, or is based on either party's negligence, or another theory of law. All of the rights, remedies, obligations, terms, conditions and limitations of liability stated herein shall extend collectively to and be binding upon the parties' partners, joint ventures, licensors, successors, assigns, insurers, and affiliates. Client and AllPro agree that any legal action with respect to the services to be performed under these General Conditions shall be brought against the parties, and not against individual officers, employees or former employees of the parties. All legal actions by either party against the other for breach of these General Conditions or for the failure to perform in accordance with the applicable standard of care, however framed, that are essentially based upon such breach or failure shall be barred two (2) years from the time claimant knew or should have known of its right to make a claim, but, in any event, not later than four (4) years from substantial completion of AllPro's services.

Schedules

Unless otherwise specified in the agreement, AllPro shall be obligated to perform within a reasonable period of time. AllPro shall not be responsible for delays in the completion of its services created by reason of any unforeseeable cause or causes beyond the control and/or without the fault or negligence of AllPro, including but not restricted to acts of God or the public enemy, acts of the Government of the United States or of the several states, or any foreign country, or any of them acting in their sovereign capacity, acts of other contractors with Client, fire, floods, epidemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

Should completion of any portion of the services to be rendered by AllPro be delayed beyond the estimated date of completion for any reason which is beyond the control of or without default or negligence of AllPro, then and in that event Client and AllPro shall mutually agree on the terms and conditions upon which the services may be continued or terminated.

Invoices

If Client fails to make payment within thirty (30) days after receipt of an invoice, then Client shall pay an additional monthly service charge of one and four percent (10%) on all such amounts outstanding. The additional charge shall not apply to any disputed portion of any invoice resolved in favor of Client. In the event Client fails to pay any undisputed amount to AllPro when due, AllPro may immediately cease work until said payment together with a service charge at the rate of 10% per month, as specified above, from the due date has been received. Further, AllPro may, at its sole option and discretion, refuse to perform any further work irrespective of payment from Client. In the event that all or any portion of the 10% service charge provided for herein is deemed to be an interest charge, then and in that event said interest charge shall be limited to the maximum amount legally allowed by law.

Insurance

AllPro represents that it now carries and will continue to carry during the term of the contract to which these General Conditions are a part, General Liability Insurance and Professional Liability insurance and that, if requested, AllPro shall provide to Client certificates as evidence of the aforementioned insurance.

Severability

If any provision of these General Conditions is finally determined to be contrary to, prohibited by, or invalid under applicable laws or regulations, such provision will be renegotiated so as to give effect to the intent of the parties to the maximum possible extent. Such determination and renegotiation shall not affect or invalidate the remaining provisions or these General Conditions.

Governing Law

These General Conditions shall be governed by and construed under the laws of the State of Nevada.

Audit

The 2023 Audit for the City of Carlin was emailed to SHPO staff on April 30, 2024 because of the size of the document.

NEVADA PUBLIC AGENCY INSURANCE POOL
CERTIFICATE OF PARTICIPATION
issued to

Carlin, City of

The Nevada Public Agency Insurance Pool (hereinafter NPAIP) certifies that the above-mentioned entity is a participating Member of NPAIP for the period beginning July 1, 2023 expiring July 1, 2024.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement and Bylaws of NPAIP and the coverage forms issued by NPAIP.

The following coverage forms apply to NPAIP and its Members:

Nevada Public Agency Insurance Pool Coverage Form: # NPAIP20232024

The lines of coverage and key limits of liability afforded to NPAIP members, subject to the coverage application and subject to additional sublimits as stated in the NPAIP Coverage Form, are summarized as follows:

Property/Crime/Equipment Breakdown

Blanket Limit per schedule of locations	\$ 300,000,000 per loss
Sublimit for earthquake coverage	\$ 150,000,000 annual aggregate
Sublimit for flood coverage	\$ 150,000,000 annual aggregate
Sublimit for flood coverage zone A	\$ 25,000,000 annual aggregate
Sublimit for Equipment Breakdown, Boiler & Machinery	\$ 100,000,000 each accident
Sublimit for Money & Securities including Dishonesty	\$ 500,000 each loss


Casualty

Bodily Injury, Property Damage, Personal Injury, Employment Based Benefits Administration, Law Enforcement Activities, and Wrongful Acts	\$10,000,000 per event \$10,000,000 annual aggregate
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Certain sublimits apply. All sublimits are a part of and not in addition to the Limits of Liability.

Participating member's Maintenance Deductible of **\$500** for each and every loss and/or claim and/or event.

This certificate is not a contract of insurance and does not bind NPAIP as such. The coverages provided will be governed by the terms and conditions of NPAIP Coverage Form and by the Interlocal Cooperative Agreement and Bylaws of NPAIP; and all claims, questions or disputes will be settled by reference to the same.


Wayne E. Carlson, MBA, CPCU, ARM
Executive Director

Paul Cavin Architect LLC

Paul Cavin, AIA NCARB
Principal, Paul Cavin Architect LLC

Architect, Owner, Principal in Charge



Paul Cavin is a Northern Nevada native who grew up in Carson City, Nevada. Upon graduation from Carson High School, Paul left the region to start and complete his architectural education. Paul returned to Northern Nevada in 2004 where he finished his architectural training and started his own firm in 2013. Paul has over 29 years of experience in the architectural profession, beginning in 1995. Since returning to Northern Nevada, Paul has performed a multitude of projects ranging from very small remodel projects, to large and complex remodels, and new buildings and structures. Paul is familiar and competent with different project delivery methods including: Construction Manager at Risk (CMAR), Design-Bid-Build, Design-Build, and Design-Assist.

Education: Bachelor of Science, Architecture 1998 University of Nevada, Las Vegas
Master of Architecture 2004 University of New Mexico

Career

Experience: 3/2013 - Present Paul Cavin Architect LLC - Reno, Nevada
1/06 - 3/13 Hershonow + Klippenstein Architects - Reno, Nevada
6/04 - 1/06 Blakely, Johnson, & Ghusein, Inc. - Reno, Nevada
2/03 - 6/04 ASCG Inc. - Albuquerque, New Mexico
7/98 - 2/03 Dekker/Perich/Sabatini - Albuquerque, New Mexico
9/95 - 6/98 JMA Architecture Studios - Las Vegas, Nevada

Licensure: State of Nevada #6284 NCARB Certificate #66385

Professional Affiliations: National Council of Architectural Registration Boards
American Institute of Architects (AIA) #38310017

Paul Cavin Architect LLC

Arlee Fisher, AIA

Project Architect

Project Architect, Associate, Paul Cavin Architect LLC



Arlee Fisher grew up in Las Vegas, Nevada and moved to Reno for her undergraduate education. After working in university administration, she returned to school to pursue her passion for architecture. Since then, she has had a wide range of architecture and design experience. She has worked on residential projects in Seattle and Phoenix and higher education projects in Philadelphia. Since returning to Reno, Arlee has worked on healthcare, residential, and public works projects. She loves design and enjoys working with teams to develop thoughtful and successful projects.

Education: Bachelor of Science in Business Administration 1994 University of Nevada, Reno
Master of Architecture 2004 University of Pennsylvania

Career

Experience: 10/21 - Present Paul Cavin Architect LLC - Reno, Nevada
2019 - 2021 Arlee Fisher Architecture - Reno, Nevada
2012 - 2019 VA Sierra Nevada Health Care System - Reno, Nevada
2006 - 2012 H+K Architects - Reno, Nevada
2005 - 2006 Wendell Burnette Architects - Phoenix, Arizona
2002 - 2005 Bohlin Cywinski Jackson – Seattle, WA and Philadelphia, PA

Licensure: State of Nevada #7377

Professional Affiliations: American Institute of Architects (AIA) #38835951

ZoAnn M. Campana, M.P.S.
Kautz Environmental Consultants, Inc.
1140 Financial Blvd., Suite 100
Reno, NV 89502
Phone: (775) 829-4411; Fax: (775) 829-6161; zcampana@kecnv.com

Education:

- Tulane University, Master of Preservation Studies, 2014
- University of Nevada, Reno, B.A., English Language and Linguistics, 2008

Professional History:

- Kautz Environmental Consultants, Inc., Reno, Nevada, 2016 – Present.
Architectural Historian.
- City of Reno Planning Department, Reno, Nevada, 2015-2016.
Community Development Assistant.
- Nevada State Historic Preservation Office, Carson City, Nevada, 2014-2016.
Architectural History Contractor.
- Self-Employed, Reno, Nevada, 2014-2016.
Independent Architectural History and Historic Preservation Consultant.

Professional Experience:

ZoAnn M. Campana is an architectural historian with experience in the public and private sector of historic preservation practice. ZoAnn received a Bachelor of Arts in English language and linguistics with a minor in cultural anthropology from the University of Nevada, Reno (2009) and a Master of Preservation Studies from the Tulane University School of Architecture (2014). Her practicum comprised an intensive architectural survey of the 171-acre Newlands Heights neighborhood in Reno, Nevada.

ZoAnn has worked as an architectural historian and historic preservation consultant for the Nevada State Historic Preservation Office, the City of Reno, and a variety of private entities. As a consultant, she has authored historic structure reports, conducted architectural surveys and historic contexts in advance of redevelopment projects, written National Register nominations, composed Section 106 reports, and provided treatment recommendations for historic resources. Additionally, ZoAnn has experience as an architectural reviewer with the SHPO's Review and Compliance department, providing comments and concurrence for Section 106 reports, Section 110 reports, and other technical documents.

ZoAnn is skilled at composing architectural and historic contexts by employing archives, collections, and repositories to uncover primary and secondary source material. She is equally interested and versed in high-style and vernacular architecture in urban and rural settings.

Professional Qualifications:

ZoAnn currently meets the qualification standards in the following areas:

Qualification

Architectural Historian
Historian

Certifying Body

Secretary of the Interior Professional Qualification Standards
Secretary of the Interior Professional Qualification Standards

Projects and Reports:

ZoAnn has substantial experience researching, recording, and evaluating residential and commercial resources in Nevada. She has authored numerous historical and architectural reports, including Section 106 inventories, historic and architectural contexts, National Register nominations, historic markers, and historic structure reports. They are listed below in chronological order.

ZoAnn M. Campana

2023 *Where the Living is Easy: An Architectural Survey of the Charleston Heights Neighborhood in Las Vegas, Nevada.* Submitted to the City of Las Vegas, Nevada and the Nevada State Historic Preservation Office.

Ore to Lore in Goldfield. Story Map for Gemfield Mine Mitigation Online resource, <https://storymaps.arcgis.com/stories/77ffef06b4444842b05f239bf8154236>. (Co-authored with Travis Hansen and Gina Wetzel.)

Mitigation of the Florence-Newmont Industrial District, Esmeralda County, Nevada. Submitted to the Bureau of Land Management, Tonopah Field Office, Tonopah, Nevada. (Co-authored with Travis Hansen and Barbara Harmon.)

Preservation Plan for Winnemucca, Nevada. Submitted to the City of Winnemucca, Nevada and the Nevada State Historic Preservation Office.

A Class III Inventory for Monitoring Wells near Wadsworth, Nevada. Submitted to the Bureau of Indian Affairs Western Regional Office and the Pyramid Lake Paiute Tribe Tribal Historic Preservation Office.

Addendum to the Architectural Inventory for Millennial NV, LLC's Wildcat Exploration Plan of Operations, Pershing County, Nevada. Submitted to the Bureau of Land Management, Humboldt River Field Office, Winnemucca, Nevada. (Co-authored with Jason Spidell.)

Architectural Resource Assessment Form for 201 E. William Street, Carson City, Nevada. Submitted to the Carson City Historical Resources Commission, Carson City, Nevada.

2022 *St. Thomas Aquinas Cathedral Complex National Register Nomination, NRIS #100007430.* On file at the Nevada State Historic Preservation Office, Carson City, Nevada.

Architectural Inventory of Millennial NV, LLC's Wildcat Exploration Plan of Operations, Pershing County, Nevada. Submitted to the Bureau of Land Management, Humboldt River Field Office, Winnemucca, Nevada.

Las Vegas High School Campus Historic District National Register Nomination, NRIS #100007431. On file at the Nevada State Historic Preservation Office, Carson City, Nevada.

Letter Report: Frisch House Conditions Assessment, Documentation, and National Register of Historic Places Evaluation. Evaluation submitted to the Nevada State Historic Preservation Office. Carson City, Nevada.

Architectural Inventory for the Transmission Line Associated with the Fish Lake Valley Geothermal Project, Esmeralda County, Nevada. Submitted to the Bureau of Land Management, Tonopah Field Office, Tonopah, Nevada.

A Cultural Resources Inventory of the Nishikida Laundry Building at 1403 U.S. Highway 395 North, Gardnerville, Douglas County, Nevada. Submitted to the Nevada Division of Environmental Protection, Carson City, Nevada.

Architectural Inventory for the Open Mountain Energy Geothermal Project, Esmeralda County, Nevada. Submitted to the Bureau of Land Management, Tonopah Field Office, Tonopah, Nevada.

Architectural Mitigation of 26Wa5728 Ditch for Reach 3 of the Pleasant Valley Interceptor in Washoe County, Nevada. Submitted to the Washoe County Community Services Department, Reno, Nevada.

Flourishing Like a Green Bay Tree: A Cultural Resources Inventory of the Sutro Townsite, Lyon County, Nevada. Submitted to the Nevada Division of Environmental Protection, Carson City, Nevada. (Co-authored with Jason Spidell.)

Section 106 Submittal for the Boulder City Senior Center Project in Boulder City, Clark County, Nevada. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

Architectural Inventory for State Route 140, Humboldt County, Nevada. Submitted to the Nevada Department of Transportation, Carson City, Nevada.

Architectural Inventory for the Star Peak Geothermal Project, Pershing County, Nevada. Submitted to the Bureau of Land Management, Winnemucca District Office, Winnemucca, Nevada.

Architectural Inventory for Sandia's North Steptoe Valley Magnetotelluric Project, White Pine County, Nevada. Submitted to the Bureau of Land Management, Ely District Office, Ely, Nevada.

Statement of Eligibility and Appropriateness for City of Las Vegas Historic Designation for the Doyle at 418 W. Mesquite Avenue. Submitted to the City of Las Vegas Historic Preservation Commission, Las Vegas, Nevada.

City of Las Vegas Historic Resource Catalog Edits and Survey Update. Submitted to the City of Las Vegas, Nevada.

Cultural Resource Inventory for a Proposed Expansion of the Southern Nevada Veteran's Memorial Cemetery, Clark County, Nevada. Submitted to the Nevada State Public Works Division, Carson City, Nevada. (Co-authored by Barbi Harmon and Richard Cromwell.)

2021 *Historic Context for Suffrage and Women's Rights in Nevada.* Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada. (Co-authored by Alicia Barber.)

A Resource Recovery Report for 687 Lakeview Boulevard, Zephyr Cove, Douglas County, Nevada. Submitted to the Tahoe Regional Planning Agency, Stateline, Nevada.

Section 106 Submittal for the Lend-A-Hand Project in Boulder City, Clark County, Nevada. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

Section 106 Submittal for the Bridge Counseling Project in Las Vegas, Clark County, Nevada. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

A Resource Recovery Plan for 746 Lincoln Highway, Zephyr Cove, Douglas County, Nevada. Submitted to the Tahoe Regional Planning Agency, Stateline, Nevada.

Mitigation Documentation for the Lincoln Hall Window Replacement Project at the University of Nevada, Reno Campus, Reno, Washoe County, Nevada. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

Section 106 Submittal for the Nevada Partnership for Homeless Youth Project in Las Vegas, Clark County, Nevada. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

Section 106 Submittal for the Hastings House Project in Las Vegas, Clark County, Nevada. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

Cultural Resources Inventory Report for the Massey Cabin, 1260 S. Twin Road, Twin Lakes, Mono County, California. Submitted to the U.S. Forest Service, Humboldt-Toiyabe National Forest, Bridgeport Ranger District, Bridgeport, California. (Co-authored by Kristina Wiggins.)

An Architectural Inventory for the Daybreak Housing Development Project, Washoe County, Nevada. Submitted to the U.S. Army Corps of Engineers Sacramento District, Reno, Nevada.

Architectural Inventory for the Proposed Widening of State Route 306 from Interstate 80 to Beowawe, Eureka County, Nevada. Submitted to the Nevada Department of Transportation, Carson City, Nevada.

An Architectural Inventory West of the Stead Airport, Washoe County, Nevada. Submitted to the Reno-Tahoe Airport Authority, Reno, Nevada.

Architectural Inventory for the Ormat Nevada, Inc. Gerlach Geothermal Development Project Washoe County, Nevada. Submitted to the Bureau of Land Management, Humboldt River Office, Winnemucca, Nevada.

Architectural Inventory for a Housing Development Near Steamboat Springs, Washoe County, Nevada. Submitted to the U.S. Army Corps of Engineers Sacramento District Office, Reno, Nevada.

Cultural Resource Inventory for the Steamboat 212 Line from Sky Tavern to Relay Peak, Washoe County, Nevada. Submitted to the U.S. Forest Service, Humboldt-Toiyabe National Forest, Carson Ranger District, Carson City, Nevada. (Co-authored by Kristina Wiggins.)

An Addendum Treatment Plan for the Gemfield Mine Project, Esmeralda County, Nevada. Submitted to the Bureau of Land Management, Tonopah Field Office, Tonopah, Nevada. (Co-authored by Travis Hansen and Barbi Harmon.)

A Cultural Resources Inventory for the Talus Way Crossing Project, Reno, Washoe County, Nevada. Submitted to the U.S. Army Corps of Engineers, Sacramento District Office, Reno, Nevada. (Co-authored by Travis Hansen, Jason Spidell, and Robert Kautz.)

Addendum Number 2: Additional Cultural Resource Inventory for the Painted Rock Mine Project, Douglas County, Nevada. Submitted to the Bureau of Land Management, Sierra Front Field Office, Carson City, Nevada. (Co-authored by Travis Hansen and Jason Spidell.)

2020 *Trinity Episcopal Cathedral National Register Nomination, NRIS #100005599.* On file at the Nevada State Historic Preservation Office, Carson City, Nevada.

An Architectural Inventory and Effects Assessment for Nevada Vanadium's Proposed Gibellini Mine Project, Eureka County, Nevada. Submitted to the Bureau of Land Management, Mount Lewis Field Office, Battle Mountain, Nevada.

An Architectural Inventory for the Caldera Exploration Project, Nye County, Nevada. Submitted to the U.S. Forest Service Austin-Tonopah Ranger District, Tonopah, Nevada.

Documentation of Three Physician's Residences on the Northern Nevada Adult Mental Health Services Campus in Sparks, Nevada. Submitted to the Nevada State Public Works Department, Carson City, Nevada.

An Indirect Effects Assessment for Architectural Resources Potentially Impacted by Expansion at the Reward Mine in Nye County, Nevada. Submitted to the Bureau of Land Management, Pahrump Field Office, Las Vegas, Nevada.

A Cultural Resources Inventory of Nine Acres for the Riverbend Open Space Area Project in Washoe County, Nevada. Submitted to Washoe County Regional Parks and Open Space, Reno, Nevada. (Co-authored by Kristina Wiggins.).

Architectural Inventory and Evaluation for the Ormat Don Campbell Facility, Mineral County, Nevada. Submitted to the Bureau of Land Management, Carson City District, Carson City Nevada.

A Cultural Resources Inventory of 80 Acres for a Residential Development Project, Humboldt County, Nevada. Submitted to the Bureau of Indian Affairs, Western Regional Office, Phoenix, Arizona. (Co-authored by Travis Hansen, B.S. and Jason Spidell, B.A.).

Cultural Resources Inventory for the Extension of Nevada Pacific Parkway, Fernley, Lyon County, Nevada. Prepared for McGinley & Associates, Reno, Nevada.

Cultural Resources Inventory for the Ruby Vista Ranch Road Right-of-Way, Elko County, Nevada. Submitted to the Bureau of Land Management, Tuscarora Field Office, Elko, Nevada.

Historic Structure Report for Trinity Episcopal Church, Reno, Nevada. Submitted to Trinity Episcopal Church, Reno, Nevada.

Historic Properties Treatment Plan for the New York Canyon Project 120kV Transmission Line, Pershing County, Nevada. Submitted to the Bureau of Land Management, Winnemucca District Office, Winnemucca, Nevada.

2019 *As Long as We Have a Cold War: An Architectural Inventory of Two Civil Defense Buildings at 6665 W. Gary Avenue, Clark County, Nevada.* Submitted to the Clark County School District, Henderson, Nevada.

The Most Select of Residence Districts: Documentation of Nine Historic Homes in the University Heights Tract, Reno, Washoe County, Nevada. Submitted to the Nevada State Public Works Division, Carson City, Nevada.

Huffaker Springs, Historic Marker. Developed text and assisted with renderings for Reno-area archaeological site consisting of architectural ruins dating to Nevada's Territorial period.

Section 106 Survey for the St. Teresa of Avila Asbestos Abatement and Roof Replacement Project, Carson City, Nevada. Submitted to the State of Nevada Division of Environmental Protection, Carson City, Nevada.

Architectural Survey of Five Blocks Along the Truckee River Canyon Near Patrick, Washoe County, Nevada. Submitted to the U.S. Bureau of Reclamation, Sacramento District, Sacramento, California.

Re-evaluation of 10002 Jibboom Street for National Register and Local Historic District Eligibility and Assessment of Proposed Project Effects, Truckee, Nevada County, California. Submitted to the Town of Truckee Planning Department, Truckee, California.

An Architectural Inventory of 133 Acres for the Wastewater Pipeline Project near Dayton, Nevada. Submitted to the State of Nevada Division of Environmental Protection, Carson City, Nevada.

An Architectural Inventory and Effects Assessment for Nevada Vanadium's Proposed Gibellini Mine Project, Eureka County, Nevada. Submitted to the Bureau of Land Management, Mount Lewis Field Office, Battle Mountain, Nevada.

An Architectural Inventory and Evaluation of the Poinsettia Cinnabar Camp, Mineral County, Nevada. Submitted to the Bureau of Land Management, Stillwater Field Office, Carson City, Nevada.

Letter Report: Re-evaluation of 10199 West River Street for National Register and Local Historic District Eligibility and Assessment of Proposed Project Effects, Truckee, Nevada County, California. Submitted to the Town of Truckee Planning Department, Truckee, California.

An Architectural Inventory and Evaluation for the Ormat Don Campbell Facility, Mineral County, Nevada. Submitted to the Bureau of Land Management, Stillwater Field Office, Carson City, Nevada.

Class III Inventory of 345 Acres for the Ft. Cady Boric Acid Project, San Bernardino County, California. Submitted to the Bureau of Land Management, Barstow Field Office, Barstow, Nevada. (Co-authored by Jason Spidell and Robert Kautz, Ph.D.).

An Architectural Inventory for the Alum Geothermal Project, Esmeralda County, Nevada. Submitted to the Bureau of Land Management, Tonopah Field Office, Tonopah, Nevada.

2018 *Modern in Every Respect: Historic and Architectural Contexts for the J.D. Smith School Replacement Project, North Las Vegas, Clark County, Nevada.* Submitted to the Clark County School District, Henderson, Nevada.

Nevada State Hospital, Historic Marker. Created a historical narrative for Nevada State Historical Marker #274 based on research collected while creating Historic and Architectural Contexts for the Nevada State Hospital in Sparks, Nevada (report listed below).

For the Comfort of the Unfortunate: Historic and Architectural Contexts for the Nevada State Hospital, Sparks, Washoe County, Nevada. Submitted to the Nevada State Public Works Division, Carson City, Nevada. (Co-authored by Lauren Culleton, B.A.).

A Resource Recovery Plan for Dobbins Hall at the Zephyr Point Presbyterian Conference Center, Zephyr Cove, Douglas County, Nevada. Submitted to the Tahoe Regional Planning Agency, Stateline, Nevada.

An Architectural Indirect Effects Assessment for the Scruffy Oz Mine Project, Lander County, Nevada. Submitted to the Bureau of Land Management, Mount Lewis Field Office, Battle Mountain, Nevada.

Architectural Assessment of Effects to Historic Properties Posed by the Shasta Mine Project, Lander County, Nevada. Submitted to the Bureau of Land Management, Mount Lewis Field Office, Battle Mountain, Nevada.

A Resource Recovery Plan for 191 Foothill Drive, Zephyr Cove, Douglas County, Nevada. Submitted to the Tahoe Regional Planning Agency, Stateline, Nevada.

Letter of Effect for the Sepulveda and Whittier Narrows Dam Projects, Los Angeles, California. Submitted to the U.S. Army Corps of Engineers, Los Angeles District, Los Angeles, California.

An Architectural Indirect Effects Assessment for the Gemfield Mine, Esmeralda County, Nevada. Submitted to the Bureau of Land Management, Tonopah Field Office, Tonopah, Nevada. (Co-authored by Peter Mires, Ph.D.).

Architectural Analysis of Direct and Indirect Effects for the Prospect Mine, Eureka. Submitted to the Bureau of Land Management, Mount Lewis Field Office, Battle Mountain, Nevada.

Documentation of Five Historic Homes in the University Gateway District, Reno, Washoe County, Nevada. Submitted to the University of Nevada, Reno.

Luxury Living at Moderate Rentals: Historic and Architectural Contexts for the Meadows Village Area, Las Vegas, Clark County, Nevada. Submitted to the City of Las Vegas.

In the Bruneau Country: Documentation of the Stowell Ranch in Elko County, Nevada. Submitted to the Nevada Department of Wildlife, Elko, Nevada.

Addendum Letter Report: Evaluation of the Pier/Boathouse at 416 Bitler's Road, Zephyr Cove, Douglas County, Nevada (SPK-2017-00972). Submitted to the U.S. Army Corps of Engineers, Sacramento District, Reno, Nevada.

2017 *Beautiful Little Edifice: A Historic Structure Report for St. Paul's Episcopal Church, Virginia City, Nevada.* Submitted to the Western Missionary Museum Corporation, Las Vegas, Nevada.

An Architectural Indirect Effects Analysis for the Mineral Ridge Mine Expansion, Esmeralda County, Nevada. Submitted to the Bureau of Land Management, Tonopah Field Office, Tonopah, Nevada.

Historic Preservation Certification Application, Part 1 – Evaluation of Significance for the Nevada Packing Company Tank House. Part 1 of Historic Tax Credit application submitted to and certified by the National Park Service.

The Nevada Pack: A Historical Report for 750 E. 5th Street, Reno, Nevada. Submitted to Patti and Milledge Hart, Danville, California.

Plan to Treat Adverse Effects to Architectural Historic Properties for the Proposed Gold Bar Mine Development, Eureka County, Nevada. Submitted to the Bureau of Land Management, Mount Lewis Field Office, Battle Mountain, Nevada.

This Is It! Architectural Documentation of Three Parcels in the South Meadows, Reno, Washoe County, Nevada. Submitted to the City of Reno Community Development Department, Reno, Nevada.

An Architectural Assessment of Indirect Effects for the Gold Bar Mine, Eureka County, Nevada. Submitted to the Bureau of Land Management, Mount Lewis Field Office, Battle Mountain, Nevada.

Photodocumentation of the Baltimore Gardens and Cleveland Gardens Apartments in Las Vegas, Clark County, Nevada. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

An Architectural Inventory for the Prospect Mine, Eureka County, Nevada. Submitted to the Bureau of Land Management, Mount Lewis Field Office, Battle Mountain, Nevada.

Section 106 Consultation for the Rehabilitation of Baltimore and Cleveland Gardens Apartments in Las Vegas, Clark County, Nevada. Assisted the client with Section 106 consultation and development of a Memorandum of Agreement for a HUD-funded low-income housing rehabilitation project.

Documentation of Seven Homes on North Center Street, Reno, Washoe County, Nevada. Submitted to the University of Nevada, Reno.

2016 *Letter Report: Local District Evaluation of 10167 West River Street in Truckee, California.* Submitted to Brian Heim, Kings Beach, California.

An Architectural Survey of 26 Resources within the West 2nd District Project Footprint. Submitted to the Don G. Clark Group, Reno, Nevada.

Newlands Heights Historic District. National Register nomination. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

An Architectural Survey of 14 Resources on Lot 4, Block 8 ½, Reno, Washoe County, Nevada. Submitted to Landmark Properties/LCD Acquisitions LLC, Atlanta, Georgia.

An Historic Context and Survey Report for Historic Parks in Reno, Nevada. Submitted to the City of Reno Community Development Department, Reno, Nevada.

Survey of the Gateway District in Reno, Nevada. Submitted to the City of Reno Community Development Department for Review by City Council, Reno, Nevada.

An Historic Context and Survey Report for Idlewild Park in Reno, Nevada. Submitted to the City of Reno Public Works Department and the Nevada Department of Transportation, Reno, Nevada (NDOT Project WA16-012).

Contributed to Section 106 Report for NDOT's I-580 Project in Washoe Valley: Architectural survey and evaluation of the Marlette Lake Water System and Lakeview House.

2015 *Downtown Fallon Commercial Corridor Architectural Survey Report.* Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

Newlands Heights Historic District Architectural Survey. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

2014 Jim Bertolini, ZoAnn M. Campana, Elizabeth Dickey, Mike Drews, and Jennifer Riddle. *Nevada State Prison.* National Register nomination. Submitted to the Nevada State Historic Preservation Office, Carson City, Nevada.

Professional Affiliations and Positions:

City of Reno Historical Resources Commission.

Commissioner, May 2017 – August 2019.

Vice-Chairperson, March 2018 – February 2019.

Chairperson, March 2019 – August 2019.

Historic Reno Preservation Society.

Member, Editorial Board for *Footprints* publication, 2016 – Present.

Member, Board of Directors, July 2015 – June 2021.

Vice-President, Board of Directors, June 2018 – June 2021.

Preserve Nevada.

Member, Board of Directors, April 2018 – Present.

Tulane University School of Architecture.

Adjunct Faculty, History of American Architecture Course, 2023 – Present.

University of Nevada, Reno – Anthropology Department.

Adjunct Faculty, World Architecture Course, 2017 – 2022.

Publications:

Beautiful Little Edifice: St. Paul's Episcopal Church of Virginia City, 1876-2019. *Nevada Historical Society Quarterly* 62(1-2), Spring/Summer 2019. Nevada Historical Society, Reno.

Architectural Elements – One Brick at a Time. *FootPrints* 21(4), Fall 2018. Historic Reno Preservation Society, Reno.

Architectural Elements – The Arch. *FootPrints* 21(3), Summer 2018. Historic Reno Preservation Society, Reno.

Architectural Elements – Going Through the Roof. *FootPrints* 20(4), Fall 2017. Historic Reno Preservation Society, Reno.

Architectural Elements – The Column. *FootPrints* 20(3), Summer 2017. Historic Reno Preservation Society, Reno.

The Barengo Homes – Lost Corner? *FootPrints* 21(1), Winter 2018. Historic Reno Preservation Society, Reno.

Newlands Historic District Listed in Register. *FootPrints* 20(2), Spring 2017. Historic Reno Preservation Society, Reno.

Newlands Possible New Historic District. *FootPrints* 18(3), Summer 2015. Historic Reno Preservation Society, Reno.

A Public Waiting Place: A Brief History of Reno's Greyhound Bus Station. *FootPrints* 19(4), Fall 2016. Historic Reno Preservation Society, Reno.

Saying Goodbye to Boarding House Row. *FootPrints* 19(3), Summer 2016. Historic Reno Preservation Society, Reno.

Presentations and Tours:

2021 The Nevada Pack: A History of Reno's Early Meatpacking Industry.
Neighborhood Story for the Historic Reno Preservation Society, Reno, Nevada, July 2021.

2020 Historic High Rises in Reno. Neighborhood Story for the Historic Reno Preservation Society,
Reno, Nevada, July 2020.

Parsons/Mills Architecture. Neighborhood Story for the Historic Reno Preservation Society,
Reno, Nevada, July 2020.

2019 Frederic J. DeLongchamps Residential Architecture Tour.
Historic Reno Preservation Society, Reno, Nevada, July 2019.

Mansions on the Bluff Waking Tour.
Historic Reno Preservation Society, Reno, Nevada, June and July 2019.

Stories from the Mansions on the Bluff. Presentation to the Chase International Luxury Real
Estate Team. June 2019.

Reno MoMo: Modern Architecture in Reno.
Historic Reno Preservation Society, Reno, Nevada, April 2019.

Edwards Parsons and Russell Mills Residential Architecture Tour.
Historic Reno Preservation Society, Reno, Nevada, May 2019.

2018 The Nevada Pack: A History of Reno's Early Meatpacking Industry.
Historic Reno Preservation Society, Reno, Nevada, April 2018.

Edwards Parsons and Russell Mills Residential Architecture Tour.
Historic Reno Preservation Society, Reno, Nevada, June 2018.

Frederic J. DeLongchamps Residential Architecture Tour.
Historic Reno Preservation Society, Reno, Nevada, July 2018.

Mansions on the Bluff Waking Tour.
Historic Reno Preservation Society, Reno, Nevada, June and July 2018.

2017 Newlands Heights Historic District.
Historic Reno Preservation Society, Reno, Nevada, April 2017.

Frederic J. DeLongchamps Residential Architecture Tour.
Historic Reno Preservation Society, Reno, Nevada, June 2017.

Mansions on the Bluff Waking Tour.
Historic Reno Preservation Society, Reno, Nevada, June and July 2017.

2016 Newlands Heights Neighborhood Tour.
Nevada Art Educators Conference, Reno, Nevada, October 2016.

Continuing Education:

2019 *Reenergize Reno: Sustainable Historic Preservation Workshop*. Presented by Ralph DiNola of the New Buildings Institute and Carl Elefante, FAIA, FAPT, LEED AP.

2018 *Section 106: Innovative Mitigation Measures, a Discussion and Lessons Learned*. Presented by Walter Gallas, Jeff Hintz, Tricia Sandhal, and Katherine Slick at the National Alliance of Preservation Commissions FORUM.

The New Normal: Grappling with Rehabilitation of Mid-20th Century Buildings. Presented by Kristen McSparran and Elizabeth Rosin at the National Alliance of Preservation Commissions FORUM.

The Las Vegas African American Community Field Session. Presented by Claytee White during the National Council on Public History Annual Meeting.

Heritage Conservation in Latin@ Communities. Presented by Yolanda Chávez Leyva, Sehila Mota Casper, and Sarah Zenaída Gould during the National Council on Public History Annual Meeting.

Rewiring Old Power Lines: The Challenge of Entrenched Narratives. Presented by Shae Adams, Kaitlin Lloyd, Tim Roberts, Nick Sacco, and Will Stoutamire during the National Council on Public History Annual Meeting.

2017 *Using the Historic Tax Credit for Affordable Housing*. Presented by the U.S. Department of Housing and Urban Development (HUD).

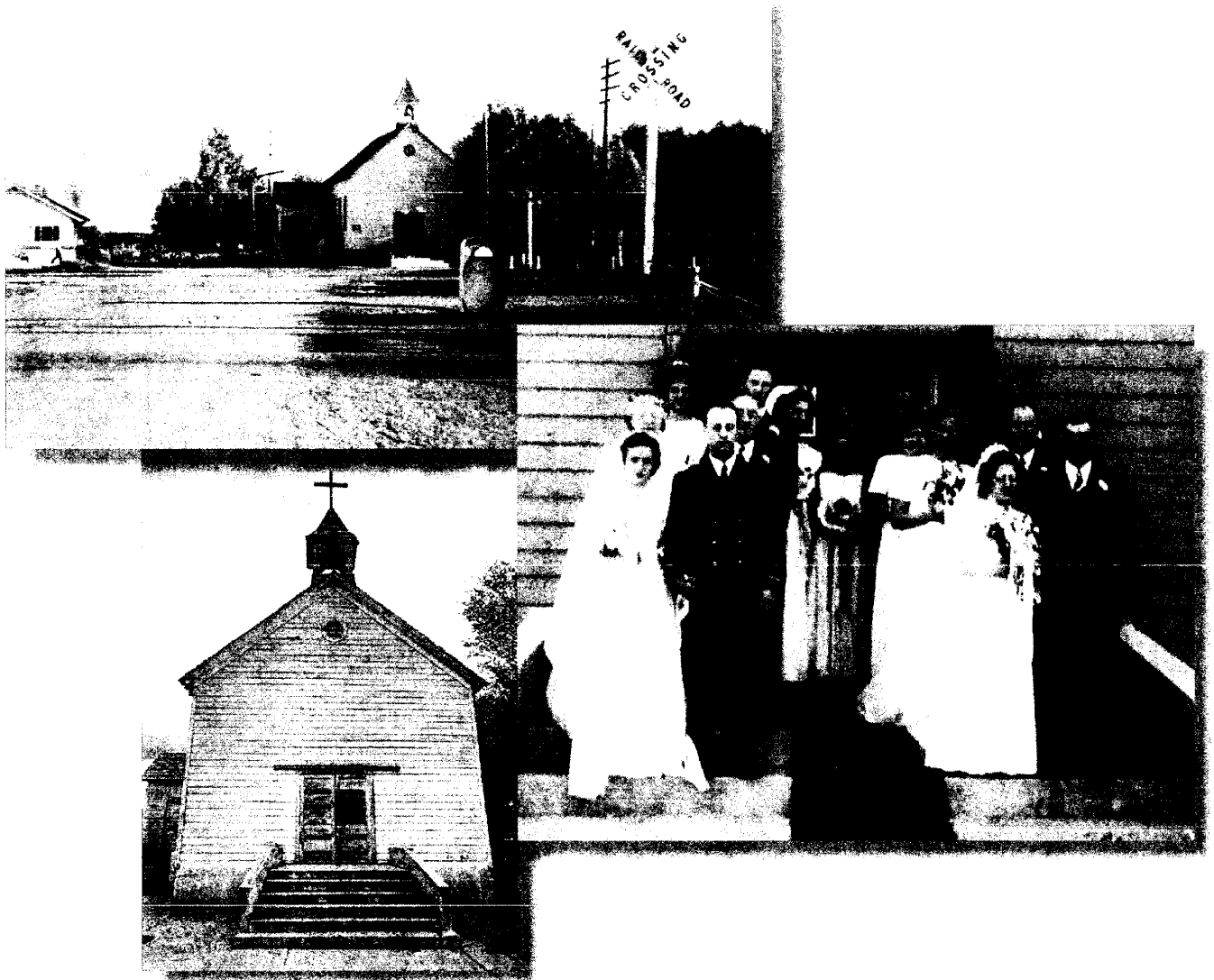
CAMP Training. Presented by the National Alliance of Preservation Commissions.

2016 *National Register of Historic Places Multiple Property Nomination Form Training*. Presented by the Nevada State Historic Preservation Office.

2013 *Disaster Preparedness and Response Workshop*. Presented by the National Center for Preservation Training and Technology, Natchitoches, LA.

Observations and Recommendations Report – ROUGH DRAFT

City of Carlin Carlin Church



March 28, 2024

Paul Cavin Architect LLC

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Architectural Site Plan Diagram
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DESIGN TEAM AND PARTICIPANTS

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CARLIN HISTORICAL SOCIETY

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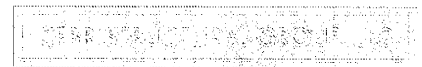
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STRUCTURAL ENGINEERING

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5425 Louie Lane, Suite 2C
Reno, Nevada 89511
Phone: (775) 470-1365
Contact: Chris Roper, PE/SE
e-mail: chris@cfbrgroup.com
Project Manager: Trevor Kattelman
e-mail: trevor@cfbrgroup.com



EXECUTIVE SUMMARY

The City of Carlin is interested in preserving the rich history of Carlin, Nevada. To support this, they hope to renovate and refurbish the historic Carlin Church, located at 923 Main Street, for continued use as a public events space. The intent of this Observations and Recommendations Report is to help guide planning, design, construction documentation, and construction efforts for the Carlin Church Renovation project in response to recommendations by the Nevada State Historic Preservation Office. It will further guide development, planning, improvements, decisions, operations, and phasing efforts of the proposed renovation and related improvements.

Observations and Recommendations efforts began with Paul Cavin Architect LLC early in 2024 with the review of drawings and documents provided by the City of Carlin representative (Richard Braithwaite). On March 7, 2024, the design team traveled to Carlin to investigate, and field verify the existing building. During this initial site visit, members of the City of Carlin and the Carlin Historical Society were at hand to provide additional information.

The Observations and Recommendations Report efforts started shortly after the field visit in March and are ongoing.

Upon completion of the Observations and Recommendations Report the design team will prepare a proposal for the next phases of the project. Milestones for project development within the next phase may include Programming, Conceptual Design, Schematic Design, Design Development, Construction Documents, Plan Review, Bidding Documents, and Construction Administration.



OBSERVATIONS AND RECOMMENDATIONS REPORT – SCOPE OF WORK

The Observations and Recommendations efforts will incorporate previous and continued work related to the Carlin Church. This includes studies conducted by Kautz Environmental Consultants, Inc., and recommendations by the Nevada State Historic Preservation Office. These efforts will also include an analysis of the building's structural system, life safety systems, ADA accessibility, envelope, mechanical, plumbing, and HVAC systems. The design team will make recommendations for future improvements to each of these systems as needed.

1. Prepare an Observations and Recommendations report to include:
 - a. Seismic analysis and wind study, including the masonry walls, roof, and foundation.
 - b. Assessment of the current structural deficiencies, if any, including any requirements for a future roof replacement.
 - c. Condition assessment of historical features, including bell tower, windows, siding, doors, flooring, and millwork.
 - d. Architectural analysis regarding re-use/programming, functionality, and architectural integrity.
 - e. Recommendations for seismic stabilization.
 - f. Recommendations for roof structure reinforcement, if necessary.
 - g. Recommendations for best method of roof replacement.
 - h. Recommendations for rehabilitation of historic features.
 - i. One site visit.

2. Deliverables for the Observations and Recommendations Report:
 - a. Observations and Recommendations Report Draft to include the items listed above.
 - b. Observations and Recommendations Report Final to include the items listed above and incorporate input from City of Carlin and Carlin Historical Society.
 - c. Associated diagrams (site plan, floor plans, other technical drawings as needed)

ARCHITECTURAL OBSERVATIONS AND ANALYSIS

The Carlin Church is a single-story wood framed building. Two separate additions are evident at the south side of the building: 1) a wood framed addition at the basement level; and 2) a lean-to storage space on the main level. An extensive amount of work will need to be done to bring it up to current building codes. Among others, this includes accessibility, weather tightness, plumbing facilities, and fire protection.

The overall condition of the Church is very poor and a danger to occupants. The most significant concerns are identified in the structural component of this report. Additionally, there is extensive water damage that suggests the potential presence of mold. Surface materials appear to be at risk of collapsing onto occupants below. There is also a probability of hazardous materials and animal infestation.

BUILDING CODES

Building Authorities Having Jurisdiction (AHJ):

City of Carlin / Building Department
P.O. Box 340
810 Oak Street
Carlin, Nevada 89822

State Fire Marshal
107 Jacobson Way
Carson City, Nevada 89701
(775) 684-7500

Current Applicable Building Codes for Improvements and Accessibility (March 2024):

- 2018 International Building Code (IBC)
- 2018 Uniform Mechanical Code (UMC)
- 2018 Uniform Plumbing Code (UPC)
- 2018 Northern Nevada Amendments
- 2009 ICC A117.1-2009 Accessibility Standards
- 2018 International Fire Code (IFC)
- 2018 Northern Nevada International Fire Code Amendments
- 2018 International Energy Conservation Code with Amendments and ASHRAE/IESNA Standards 90.1
- 2018 International Fuel Gas Code Chapters 1-8 and Appendix A
- International Wildland-Urban Interface Code Chapter 5
- 2018 National Fire Protection Association (NFPA) 54 and 2017 NFPA 58 Code
- 2017 International Electric Code

Project Data and Design Criteria:

Address:	923 Main Street Carlin, Nevada 89822 Elko County
APN:	002-193-004
Land Use:	400 General Commercial
Acres:	0.2000 acres

Number of Stories:	One story with a basement and mezzanine (choir loft)	
Existing Construction Type:	VB	
Existing Occupancy Groups:	Assembly Group A-3, Community Halls, Assembly without fixed seats Residential R-2	
Occupant Load:	160	
Required Number of Exits:	Assembly - 2 Residential - 1	
Allowable Height:	75 ft	
Allowable Area:	Non - Fire Sprinklered 19,000 square feet Fire Sprinklered 57,000 square feet	
Existing Area:	Basement 1,855 gross square feet Main level 1,226 gross square feet <u>Mezzanine 164 gross square feet</u> Total 3,245 gross square feet	
Fire Separations:	None existing.	Yes, for restoration.
Fire Sprinklers:	None existing.	Not required by code, but recommended for restoration.
Fire Alarm:	None existing.	Yes, for restoration.

Plumbing Fixture Analysis – Preliminary

Projected Occupant Load:	160	
Required Plumbing Fixtures:		
Assembly Occupancy (160)		
Water Closets (1/125M, 1/65F):	1M/2F	
Lavatories (1/200):	1	
Total Building		
Drinking Fountains (1/500):	1	
Mop Sink:	1	
Total Required:		
Water Closets:	3	
Lavatories:	1	
Drinking Fountains:	1	
Mop Sink:	1	

OVERALL ARCHITECTURAL PROJECT GOALS

- Holistic Planning:
- Involve all current users and the community.
 - Plan for the current functions of the Carlin Church.
 - Think of the future functions of the Carlin Church.
 - Reflect on the past functions of the building and how they may inform current decision making.
 - Involve a complete design team to evaluate the existing building (Architectural, Structural, Mechanical, Plumbing, Electrical, and Communications) for recommendations for improvements to the building.

Last another century:

- Building material choices, systems, finishes, and products should be durable and robust.
- Maintenance and service schedules and intervals should be performed as required.

Respect the historical context:

- Restore the historical integrity as much as possible.
- Reconfigure spaces to the original configuration as much as possible.
- Re-use historic materials and products where possible.
- Find original materials and products and incorporate them into the design.
- Create spaces within the building that display the history of the building.

Upgrade to current building codes:

- The existing building(s) should follow the current International Building Codes.
- The building should be made accessible for persons with disabilities utilizing the ANSI A117.1-2009 Accessibility Standards.
- The ADA Standards for Accessible design should be considered but understood that ANSI takes precedence per IBC as the minimum requirements for accessible design.
- It is acceptable to exceed code requirements.

INTERIOR ENVIRONMENT CONSIDERATIONS

Complete interior remodel:

- Utilize modern materials and finishes where appropriate.
- Restore historic materials and finishes where appropriate.

Clean, neat, and efficient layout of walls and spaces:

- Incorporate input from the stakeholders and users as to daily functions and operations.

Double pane windows for all windows:

- Work with SHPO and window manufacturers for a more thermal efficient window system while also respecting the historic integrity of the existing windows.

Update roofing and flashing:

- The existing roofing needs replacement.
- Verify that flashing details are adequate and installed to last the lifetime of the roof.

For an improved environment, spaces should have views to the outside and/or daylight where possible.

CONDITION ASSESSMENT

Bell Tower

Systems Observed:

- The bell tower is constructed with wood framing, trim and roof shingles.

Conditions Observed:

- Observations from the ground suggest that the wood has deteriorated and is missing in places.

Recommendations:

- The tower should be deconstructed and reconstructed with salvaged original components, supplemented with new, like materials where necessary.

Windows

Systems Observed:

- Original windows are single pane, wood framed, double-hung windows.

Conditions Observed:

- The windows are in varying conditions. Some are boarded over with either wood or plexiglass. Most do not have glass.

Recommendations:

- Reuse salvaged materials as viable.
- Remove and replace the windows with newly built wood windows to match the original in dimension and detail.
- Utilize insulated glazing panels for higher thermal performance.

Doors

Systems Observed:

- The main level doors are 5-panel stile and rail doors.
- The basement interior doors do not appear to have historic value.

Conditions Observed:

- The main level doors have panels missing and damaged.

Recommendations:

- The main level doors should be removed, refurbished, repaired and reused.
- Reuse other salvaged materials as viable.
- Replace doors that do not have historical value.

Exterior Siding

Systems Observed:

- The siding for the original structure is a custom profile, shiplap siding approximately 8" x 10'-0".
- There is not a water / vapor barrier nor exterior insulation.

Conditions Observed:

- The boards are in varying condition. Some are warped or chipped and unusable. Some appear to be in fair condition and possibly re-usable.

Recommendations:

- Most boards seem viable for restoration, repair and reuse. Custom boards could be milled to accommodate where boards are damaged beyond repair.
- Exterior sheathing, water barrier and insulation should be included in the exterior wall assembly.

Roofing

Systems Observed:

- There is no current roofing on the main structure. It is currently protected by plastic sheeting and tire ballasts.
- The east side extension has wood shingle roof on the north face. The southern side has asphalt shingles.
- The protruding basement roof at the south side of the building has a combination of wood shingle and roll roofing.

Conditions Observed:

- The main roof is currently protected by plastic sheeting and tire ballasts.
- All roofs need replacement.

Recommendations:

- Roofing should be replaced with a modern roofing system, to include : shingles, ice and water shield, sheathing, flashing, etc.

Flooring

Systems Observed:

- The flooring in the main area is wood plank.
- The flooring in the east protrusion is plywood.
- The basement has areas with sheet flooring and areas with ceramic tile, but is mostly concrete slab.

Conditions Observed:

- The wood plank in the main floor appears to be in good condition.
- The plywood in the east protrusion is not a viable finish floor.
- The basement flooring is not viable for continued use.

Recommendations:

- Salvage and refinish the wood plank flooring. Supplement with new product to match existing where necessary.
- Removed damaged plywood subfloor and replace with new subfloor and new wood plank flooring to match existing adjacent.
- Remove basement flooring and install new flooring according to new use.

Millwork

Systems Observed:

- There is a small amount of millwork detail at the separation between stage and pew area.
- Some baseboards are visible, but it is not certain that they are original.
- There is some millwork at the mezzanine.

Conditions Observed:

- The visible millwork is not very damaged.

Recommendations:

- Millwork having a particular value could be salvaged for reuse.

Metal Ceiling and Metal Wall Treatment

Systems Observed:

- Metal ceilings
- Metal interior wall finishes

Conditions Observed:

- There are numerous ceiling panels that have areas of rust damage and holes.
- The metal wall panels were covered with wall board and have obvious missing areas.

Recommendations:

- Panels from the wall or ceiling that can be salvaged could be adapted for reuse in a different way or supplemented with newly made panels to match.

STRUCTURAL OBSERVATIONS AND ANALYSIS

SCOPE OF STRUCTURAL OBSERVATIONS AND RECOMMENDATIONS

Structural observations and recommendations herein are for the original main church building. A kitchen addition on the east side of the building and a residential addition on the south side of the building also exist but are not specifically addressed. The structural scope of review was as follows:

- Review and evaluate the building structure (walls, floor, roof and foundations) and provide an outline of identified structural deficiencies. The review is intended to serve as initial observations only, to the degree that recommendations for subsequent design and/or repair work can be made where appropriate. The intent of the review is NOT to cover all conditions and/or structural elements in detail. The review was performed in the field and was visual only, non-destructive in nature, and limited to readily accessible and visible areas.
- Provide an ASCE 41-17 Tier 1 evaluation of the building as an analysis of resistance to lateral (seismic and wind) loading.
- Provide structural recommendations where deemed to be warranted by the review, i.e. seismic stabilization, roof structure reinforcement, and bell tower.

The structural review and recommendations for this project are based on the following:

Structural Codes & Standards:

- 2018 IBC & 2018 IEBC (Building Codes)
- ASCE 7-16 (Structural Load Standard)
- ASCE 41-16 (Seismic Evaluation Standard)

Structural Design Criteria:

- Structural Risk Category: II (Normal Occupancies)
- Floor Live Load: L = 100 psf (Assembly)

- Ground Snow Load: $P_g = 30$ psf
- Roof Snow Load: $S = 30$ psf
- Basic Wind Speed: $V = 115$ mph
- Wind Exposure: C
- Wind Enclosure Classification: $GC_{pi} = \pm 0.18$ (Enclosed)
- Reference ASCE 41 Tier 1 Evaluation for Seismic Parameters

FOUNDATIONS

Systems Observed:

- The building has a partially buried basement with a concrete slab-on-grade floor, and concrete foundation walls around the perimeter. Foundations are assumed to be concrete strip footings below the basement walls and concrete spread footings (or thickened slab footings) below interior columns of the basement.

Conditions Observed:

- The concrete slab-on-grade and concrete foundation walls generally appear to be in good condition with no significant signs of distress like cracking that would indicate issues like settlement at foundations, etc.

Recommendations:

- None at present.

FLOORS

Main Floor over Basement

Systems Observed:

- Floor sheathing could not be seen but the floor is assumed to be hardwood flooring over 1x plank flooring. Floor joists were measured at 2x8, with spacing assumed to be 16" o.c. to 24" o.c. Floor joists span from exterior basement walls to an interior post-and-beam line at the center of the basement. The post-and-beam line in the basement is assumed to be 6x10 beams running over 6x6 posts.

Conditions Observed:

- The floor system generally seemed to be in good condition, although much of the floor and ceilings below were saturated and wet due to roof leaks, etc.

Recommendations:

- Finishes at the floor level (flooring above and ceilings below) should be removed to allow for more thorough investigations, and these finish materials would likely need to be removed and replaced anyway due to water damage.
- The floor may need all new plywood sheathing depending on the existing sheathing that is present, and the condition of any existing sheathing.
- Under modern building codes, a church is an "Assembly" occupancy and would require floors to be designed for a 100 psf live load. The existing floor framing does not have adequate capacity to support loads of this magnitude, so all existing floor framing would likely need to be doubled up and/or reinforced to support higher loads.

Elevated Balcony over Main Floor

Systems Observed:

- Floor sheathing is 1x straight plank flooring. Floor joists are 4x4 to 24" o.c. Floor joists span from the front building wall to an interior post-and-beam line at the edge of the balcony. The post-and-beam line supporting the free edge of the balcony appears to be 4x8 beams running over 4x6 posts each side of the entry hallway.

Conditions Observed:

- The floor system seemed to be soft and bouncy and it was saturated and wet due to roof leaks, etc.

Recommendations:

- Finishes at the floor level (flooring above and ceilings below) should be removed to allow for more thorough investigations, and these finish materials would likely need to be removed and replaced anyway due to water damage.
- The floor may need all new plywood sheathing depending on the existing sheathing that is present, and the condition of any existing sheathing.

- Under modern building codes, a church is an “Assembly” occupancy and would require floors to be designed for a 100 psf live load. The existing floor framing does not have adequate capacity to support loads of this magnitude, so all existing floor framing would likely need to be doubled up and/or reinforced to support higher loads.

WALLS

Systems Observed:

- Church walls are framed with 16' tall 2x4 @ 24" o.c. studs. The exterior sheathing is simply horizontal 1x shiplap siding and there is no moisture barrier present in the wall assembly. Interior wall finishes are missing on large portions of the walls or are sheetrock and/or paneling material where finish exists.

Conditions Observed:

- The walls are in extremely poor condition and are possibly unsafe. Wall framing was completely saturated and wet due to lack of any true waterproofing. The wall framing is also inadequately sized by any modern measure and is incapable of providing a reasonable measure of structural support for modern code required loads like snow, wind or seismic.

Recommendations:

- The walls should be completely removed and re-framed with new construction due to poor conditions and inadequate structural capacities. Attempting to salvage the walls in their current state may not be feasible or reasonable due to the amount of framing, connections, etc. that would be required.

ROOF

Systems Observed:

- The roof is a simple gabled roof with wood shingles over gapped straight 1x planks over 2x4 rafters at 24" o.c. The rafters frame from the walls up to the ridge where a vertical 1x6 member then extends down to horizontal 2x6 @ 24" o.c. rafters at the ceiling level. Diagonal 1x6 members also occur each side @ 48" o.c. to create a truss of sorts at alternating roof / ceiling rafters. Embossed architectural ceiling panels are applied to the underside of the ceiling rafters.

Conditions Observed:

- The roof is in severe disrepair and is unsafe. A significant number of shingles are gone such that water has simply rained down through the roof, saturating all the building structure below. The roof and ceiling rafters are sagging significantly and permanently deformed. The roof framing is incapable of providing a reasonable measure of structural support for modern code required loads like snow, wind or seismic. The topside of the ceiling also appears to be covered by a layer of rodent feces.

Recommendations:

- The roof structure should be completely removed and re-framed with new construction due to poor conditions and inadequate structural capacities. Attempting to salvage the roof in its current state may not be feasible or reasonable due to the permanent deformation in existing framing and the amount of framing, connections, etc. that would be required.

BELL TOWER

Systems Observed:

- The bell tower appears to be framed with 2x4 vertical members that attach to the ceiling and roof rafters and extend up through the roof to frame out the structure of the bell tower.

Conditions Observed:

- Conditions appear to be like those noted at the roof.

Recommendations:

- None at present, other than to note the bell tower would likely need to be completely removed and re-framed with new construction along with the roof.

LATERAL FORCE RESISTING SYSTEMS (WIND & SEISMIC)

Roof Diaphragm

Systems Observed

- The roof diaphragm consists of the gapped straight 1x planks over roof rafters and the double top plates of supporting wood walls typically serve as the chords for the diaphragm. The roof diaphragm braces the tops of walls and transfers lateral loads from wind and seismic to resisting elements like the shear walls below.

Conditions Observed

- Conditions appear to be like those noted at the roof, connections between members appear to be minimal with no uplift clip connections present, and preliminary analysis indicates the diaphragm does not have adequate capacity to resist wind or seismic loads.

Recommendations

- The roof structure should be completely removed and re-framed with new construction due to poor conditions and inadequate structural capacities. Attempting to salvage the roof in its current state may not be feasible or reasonable due to the amount of framing, connections, etc. that would be required.

Shear Walls

Systems Observed

- The shear walls consist of the horizontal 1x shiplap plank siding over wall studs. Shear walls stabilize the building and resist lateral loads from wind and seismic.

Conditions Observed

- Conditions appear to be like those noted at the walls, connections between members appear to be minimal with no hold-downs or sill anchors present, and preliminary analysis indicates the shear walls do not have adequate capacity to resist wind or seismic loads.

Recommendations

- The walls should be completely removed and re-framed with new construction due to poor conditions and inadequate structural capacities. Attempting to salvage the walls in their current state may not be feasible or reasonable due to the amount of framing, connections, etc. that would be required.

Wind Analysis

Major elements of the main wind force resisting system for the building (roof diaphragm and shear walls) were analyzed for wind loads as prescribed by the current building code. Wind loading on this building generally governs over seismic loading due to the height of the building and the lightweight wood framed nature (low seismic mass) of the building. Analysis indicates the existing roof diaphragm and shear walls, even if in good condition, do not have adequate capacity to resist current code required loads. As mentioned above, the walls and roof of the building would likely need to be completely removed and re-framed with new construction, at which point they could be designed and detailed to meet modern building code requirements.

It should also be noted that the loads prescribed by modern building codes seek to maintain reasonable margins of safety against structural collapse under severe events. Older buildings not designed to meet modern standards that are still standing are often doing so without reasonable margins of safety against collapse; this appears to be the case with the Church building.

ASCE 41 Seismic Evaluation

The building was evaluated for seismic loads in accordance with ASCE 41 and that evaluation is provided separately for reference. As indicated above, wind loading for the building generally governs over seismic. However, the seismic evaluation still provides some good insights on seismic related structural concerns for the building. Key seismic concerns and recommendations from the evaluation are as follows:

- The building does not contain a complete, well-defined load path, particularly structural connections, that serve to transfer inertial forces associated with the mass of the building to the foundation. Examples of missing connections include a lack of clips at the roof, and sill anchors and hold-downs at shear walls. These deficiencies are of particular concern due to the tall height of the building, which means it is subject to increased overturning forces. A significant number of new connections would need to be installed at the existing building to help tie elements together and adequately resist and transfer lateral loads.
- As mentioned above, the roof diaphragm and shear walls are inadequate in many respects and would realistically need to be completely removed and replaced with new construction.

MECHANICAL AND PLUMBING OBSERVATIONS AND ANALYSIS

Codes and Applicable Standards

- International Building Code (IBC) 2018
- Uniform Mechanical Code (UMC) 2018
- Uniform Plumbing Code (UPC) 2018
- International Fire code (IFC) 2018
- National Fire Codes (NFPA Standards), current editions as referenced
- 2018 International Energy Conservation Code / ASHRAE/IESNA Standards 90.1-2016
- ASHRAE Chapter 30, HVAC Systems and Applications
- ASHRAE 62.1, Ventilation for Acceptable Indoor Air Quality
- Nevada State Fire Marshal's Regulations
- Americans with Disabilities Act
- Local Codes and Ordinances as may be applicable

DESIGN CRITERIA

Detailed room by room heating and cooling load analysis will be done during the Design Development phase utilizing Carrier's Hourly Analysis Program software. The following design criteria will be utilized:

- Location: Carlin, NV
- Latitude: 40.7 N
- Elevation: 5,000 feet

Outside Air Conditions

- Summer: 100°F DB / 61°F WB
- Winter: -10°F DB

Interior Design Conditions

- Exhibits: 72°F DB, Summer
68°F DB, Winter
- Offices: 72°F DB, Summer
68°F DB, Winter
- Breakroom/Lounge: 74°F DB, Summer
72°F DB, Winter
- Mechanical Spaces: 80°F DB, Summer
65°F DB, Winter

Air Filtration

- Wildfire smoke and particulates: MERV-9A pre-filters, carbon-impregnated MERV -13A secondary filters (optional).

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Existing Mechanical Conditions

Systems Observed:

- Mechanical Systems for HVAC

Conditions Observed:

- There is no evidence of mechanical systems on first floor level.
- There is evidence of gas fireplaces in basement.

Recommendations:

- Provide new mechanical systems throughout.

PLUMBING

Systems and Conditions Observed:

- Utilities enter the building from the east side.
- There is a site water meter located on the west side of the building.
- Hose bibbs are located on both sides of the south side of the building. Both look nonoperational.
- There is no evidence of mechanical systems on first floor level.
- There is evidence of gas fireplaces in basement.
- There is no evidence of plumbing systems on first floor level.
- Kitchen and bathroom fixtures are present on the east side of the basement.
- There is evidence of a removed water heater in the basement.

Recommendations:

- Provide new plumbing systems throughout.

FIRE PROTECTION

Systems and Conditions Observed:

- There is an existing fire hydrant location in the alley behind the church approximately 100' away.

Recommendations:

- City fire line may run in the alley.

ELECTRICAL AND COMMUNICATIONS OBSERVATIONS AND ANALYSIS

This assessment is of the existing Carlin Church facility located 923 Main St, Carlin, NV. Visual observation and as-built documentation were used in this assessment. The site was visited and assessed on March 7, 2024.

ELECTRICAL

Applicable Codes / Standards / Ordinances

- National Electric Code (NEC) 2017
- International Fire Code (IFC) 2018
- International Energy Conservation Code (IECC) 2018 & ASHRAE/IESNA Standards 90.1
- International Building Code (IBC) 2018
- National Electric Safety Code
- Illuminating Engineering Society of North America (IESNA)
- Nevada State Fire Marshal's Regulations
- Americans with Disabilities Act
- Local Codes and Ordinances as may be applicable
- Northern Nevada 2018 ICC Adopted Amendments
- NFPA 1600
- NFPA 1221
- NFPA 70E

Primary Service – Normal Electrical System Power supply

Systems Observed:

- Electrical Utility Service to the building is provided by an existing Wells Rural Electrical Company pole mounted transformer located on the south side of the site.

Conditions Observed:

- There is no meter in the meter socket.
- Meter Main combination equipment appears to be rusted out.
- Missing and outdated breakers.
- Exposed bussing.

Recommendations:

- Removal of existing meter main combination and replacement based on local utility standards.
- Coordinate with local utility company if existing transformer and wire is sized appropriately for demand.

Branch wiring

Systems Observed:

- Branch wiring is limited.

Conditions Observed:

- There is limited to no branch wiring on the ground floor.
- Main branch panel in the basement has been gutted and no longer in use.
- Receptacles in the basement are not labeled with panelboard and circuit serving them and are outdated.

Recommendations:

- Remove all existing wiring, devices, and raceway on both floors.
- Installation of new main branch panel.
- Redesign of receptacle layout and other electrical equipment connections based on room designation.

Emergency Systems – Power

Systems and Conditions Observed:

- There are no emergency systems in this facility.

Recommendations:

- Emergency egress lighting is required, with an update of lighting either an inverter or integral battery backup system must be provided.
- All other emergency power will be designated as optional standby.

Site / Exterior and building mounted lighting

Systems and Conditions Observed:

- There are no exterior light fixtures.

Recommendations:

- Provide wall mounted for emergency egress and supplemental for general illuminance and security.
- Coordinate fixture selection to be historically relevant where possible.

Site / Exterior and building mounted lighting controls

Systems and Conditions Observed:

- There are no exterior lighting controls.

Recommendations:

- 2018 IECC that is the currently adopted code for exterior lighting for new exterior lighting requires in addition to a time clock and a photocell; automatic part night dimming or motion sensing.
- For wall mounted exterior lighting the exception for safety may be utilized and no part night dimming or motion sensing is required.

Interior Lighting

Systems Observed:

- Interior light fixtures.

Conditions Observed:

- Ground floor has little to no lighting.
- Basement has outdated fluorescent downlight and strip lights.
- Could not confirm if existing lighting works due to missing branch circuiting.

Recommendations:

- Redesign of lighting layout based on room designation.
- All new fixtures are recommended to be solid state (LED) to take advantage of the inherent resilience and energy efficiency as well as most LED products are easily dimmable allowing greater flexibility and user friendliness than other lamp technologies.
- Will coordinate fixture selection to be historically relevant where possible.
- A centralized lighting inverter or integral battery pack will be utilized for emergency egress lighting requirements.

Interior Lighting Controls

Systems and Conditions Observed:

- Existing lighting controls installed are manual local wall controls.

Recommendations:

- Spaces shall have automatic controls and dimming capabilities based on 2018 IECC code and standards.
- All new lighting controls are to be designed per designated space.

Lightning Protection System (LPS)

Systems and Conditions Observed:

- A LPS was not observed.

Recommendations:

- Provide a new LPS.

COMMUNICATIONS

Communications Codes and Standards:

A new communications system would be designed in accordance with the following codes and standards:

- ANSI/TIA-568.0-D: Generic Telecommunications Cabling for Customer Premises.
- ANSI/TIA-568.1-D: Commercial Building Telecommunications Infrastructure Standard.
- ANSI/TIA-568.2-D: Balanced Twisted-Pair Telecommunications Cabling And Components Standards.
- ANSI/TIA-568.3-D: Optical Fiber Cabling and Component Standard.
- ANSI/TIA-569-D: Telecommunications Pathways and Spaces.
- ANSI/TIA-606-C: Administration Standard for Telecommunications Infrastructure.
- ANSI/TIA-607-C: Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises.
- ANSI/TIA-758-B: Customer-Owned Outside Plant Telecommunications Infrastructure Standard.
- ANSI TIA-526-7: Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant.
- ANSI/NFPA-70, 2017 -- National Electrical Code (NEC).
- Underwriter's Laboratories, Inc. (UL).
- Federal Communications Commission (FCC).
- Americans with Disabilities Act (ADA).

Communications Service Provider Connections:

Systems and Conditions Observed:

- Aerial communication service is provided from the south side of the site.

Recommendations:

- Coordinate with telecom service company if service is applicable.

Communication Equipment Room:

Systems and Conditions Observed:

- There is no dedicated space for data equipment.

Recommendations:

- A dedicated space for communication equipment should be provided.

Interior Communications Pathways

Systems and Conditions Observed:

- There are no interior communications.

Recommendations:

- Design of data layout based on room designation.

Backbone Cabling

Systems and Conditions Observed:

- There are no backbone communications.

Recommendations:

- Design of data layout based on room designation.

Communications Horizontal Cabling:

Systems and Conditions Observed:

- There are no horizontal communications.

Recommendations:

- Design of data layout based on room designation.

Grounding and Bonding

Systems and Conditions Observed:

- There is no grounding of communications.

Recommendations:

- Grounding of communications after installation.

Audio Visual Systems

Systems and Conditions Observed:

- There is no audio-visual system.

Recommendations:

- Design of audio-visual layout based on room designation.

Radio Signal Booster System

Systems and Conditions Observed:

- A radio booster signal system was not apparent.

Recommendations:

- A radio booster signal system consisting of donor antennas, building distribution amplifiers, in-building antennas and associated cabling will need to be verified and provided as needed to provide 2-way radio coverage throughout the facility.

SUMMARY OF RECOMMENDATIONS

This list will be provided in the final report once all recommendations have been determined.

DESIGN PROCESS

Subsequent design efforts for a complete project are proposed to be performed in 3 phases:

- Phase 1: Programming and Conceptual Design
- Phase 2: Schematic Design, Design Development, Construction Documents, and Agency Review
- Phase 3: Bidding Assistance and Construction Administration

Programming and Conceptual Design:

1. Kick-off meeting with the City of Carlin representative to include the entire design team.
 - a. Identification of requirements, documents, processes, schedules, and scope of work to complete Programming, Design, and Construction Documents.
 - b. Discussion to define needed spaces, adjacencies, circulation, etc.
 - c. Discussion of the process of design relative to the project at hand.
 - d. Additional field investigations, measurements, photo documentation, etc. while in Carlin.
 - i. Field investigations are visual only and not through the means of special equipment or technical devices.
2. Second meeting with the City of Carlin representative will be to present initial findings and information from the kick-off meeting and site investigations.
 - a. The second meeting may be twofold:
 - i. Meeting with City of Carlin representative first.
 - ii. Then meet with the general public to discuss community needs and wants for the building.
 - iii. This process of meetings will be determined with the City of Carlin representative prior to performing the meetings.
 - b. This second meeting will only include the Architect from the design team, it may include other design members via conference call, Zoom, or other telecommunications.
 - c. Topics for discussion may include:
 - i. Historic features to be restored and saved.
 - ii. Building additions/future expansion.
 - iii. Additional information for needed spaces, adjacencies, circulation, etc. for each department.
 - iv. Utility upgrades.
 - v. Findings from kick-off meeting field investigations.
 - vi. Public use, expectations, wants, needs, for the building.
 - vii. Other topics as coordinated with the stakeholders and design team.
3. Prepare a Programming Document that may include:
 - a. Architectural Narrative
 - b. Structural Narrative
 - c. Mechanical Narrative
 - d. Electrical Narrative
 - e. Define current design criteria
 - f. Interior Programming requirements for each room and space may include:
 - i. Architectural
 - ii. Mechanical/Plumbing
 - iii. Electrical
 - iv. Security
 - v. Telecommunications
 - vi. Other
 - g. Spatial relationships, adjacencies, site plan diagrams, and floor plan diagrams.
 - h. Identify a scope of work for each discipline for future improvements to the building and site.
4. Deliverables for Programming and Conceptual Design:
 - a. Programming Report Draft
 - b. Programming Report Final
 - c. Associated diagrams (site plan and floor plans)
 - d. Scope of work for a comprehensive design for Phase 2 and Phase 3

Schematic Design, Design Development, Construction Documents, and Agency Review:

1. Schematic Design:
 - a. Kick-Off meeting to discuss and review project requirements and programming.
 - b. Surveying.
 - c. Drawings.
 - d. Needed Technical Specifications identified.
 - e. Product information sheets.
 - f. Schematic Design presentation and coordination meeting with Stakeholders and the Design Team.
2. Design Development:
 - a. Drawings.
 - b. Technical Specifications continued Development.
 - c. Product information sheets.
 - d. Design Development presentation and coordination meeting with Stakeholders and the Design Team.
3. 50% Construction Documents:
 - a. Drawings.
 - b. Technical Specifications within a Project Manual.
 - c. 50% Construction Documents Internal Submittal, Coordination, and Review.
4. 100% Construction Documents / Plan Review Submittal – stamped and signed:
 - a. Drawings – stamped and signed.
 - b. Technical Specifications within a Project Manual – stamped and signed.
 - c. 100% Construction Documents submittal for Building Department and Fire District plan review.
 - d. Respond to Building Department and Fire District plan review comments.

Bidding Assistance:

1. Assist with procurement of PWP number.
2. Prepare and Issue Bid Documents:
 - a. Drawings and Project Manual issued for bid to include comments/revisions from the plan review process.
3. Assist with bid advertisements.
4. Conduct a pre-bid meeting.
5. Address bid RFIs.
6. Issue bid addenda and addenda items.
7. Conduct the bid opening.
8. Make recommendations for Contractor selection.
9. Issue Intent to Award letter.

Construction Administration:

1. Assist with Owner-Contractor Agreement.
2. Issue Notice to Proceed letter.
3. Attend Owner/Architect/Contractor (OAC) meetings on a weekly basis for the construction duration of 12 months. Attendance at OAC meetings will be on site and/or via web hosted software.
4. On-site viewing at the construction site during OAC meetings.
5. Address Contractor RFIs.
6. Review of product submittals.
7. Review of shop drawings.
8. Issue Clarifications and/or Supplemental information as needed.
9. Review Change Orders and Change Order Requests.
10. Perform Final Job Walk and issue a "punch list".

APPENDIX

These will be provided in the final report.

**Church Site Plan Diagram
Church Floor Plan Diagrams
Church Exterior Elevations**