

TONOPAH TOWN BOARD
BUDGET WORKSHOP MINUTES
MARCH 31, 2017
Tonopah Historic Library
167 Central Street, Tonopah, NV 89049

Tonopah Town Board Chairman Duane Downing called the budget workshop to order on March 31, 2017 at 8:00 a.m. Also present were Vice-Chairman Don Kaminski, Clerk Jerry Elliston, and Board Members Roni Link and Mike Sain. Three others were in attendance. Chairman Downing led in the Pledge of Allegiance.

The Town Board recessed to the Library Board of Trustees at 10:20 a.m. and reconvened as the Town Board at 10:36 a.m.

The Town Board took a recess between 9:10 a.m. and 9:19 a.m. and between 10:09 a.m. and 10:20 a.m.

1. Public Comment

None.

2. Budget Workshop: All Town/Tonopah Public Utilities Departments/Funds for FY 2017/2018.

Administrative Manager Chris Mulkerns explained that backup is the tentative budget that needs to be submitted to the Department of Taxation (DTAX) by April 15th and the final budget needs to be submitted by June 1st. She added that there will be an item on the next agenda to set the date, time and place for the public hearing in May.

Ms. Mulkerns noted that she will go through the tentative budget with the Board so that they are more familiar with the document. She noted that the Town has nine governmental funds and two proprietary funds (the water and sewer fund). Ms. Mulkerns stated that all revenues numbers are based on projections from DTAX. She stressed that the Library District has not collected in the past what was projected so she would suggest budgeting about half of the projected number. She clarified that she will have to submit an explanation why the Board did not budget the full amount.

Backup Page 8: Proprietary and Nonexpendable Trust Funds

Ms. Mulkerns stressed that the water and sewer fund always look bad on paper but the Town always collect more than budgeted and expend less than budgeted. Vice-Chairman Don Kaminski asked if TPU is in debt which Ms. Mulkerns confirmed.

Backup Page 9: General Fund Revenues

Board Member Roni Link asked if the Town charges for every rescue runs. Ms. Mulkerns clarified that non-residents are charged and explained what the charges are.

Backup Page 11: Expenditures by Function and Activity

Chris Mulkerns pointed out that the Board approved Buyout A which resulted in higher numbers.

Backup Page 12: Expenditures by Function and Activity

Chris Mulkerns noted that the salaries for the Convention Center went up due to new position. She added additional funds to services and supplies so the Convention Center can be upgraded. Ms. Mulkerns explained that she raised the wages for the pool so the Town can hire a pool manager and be prepared in case minimum wage changes.

Backup Page 15: Mural Fund Tonopah

Chris Mulkerns explained that the Mural Fund is for expenses associated with murals and statues that the Town owns. Don Kaminski pointed out that the statue next the VFW Post needs repair and the plaque needs to be replaced. He added that the Post is applying for a grant to improve the property. Chris Mulkerns pointed out that the revenue in this fund is currently only generated through interest. She stressed that the Town used to collect "rent" from two billboards that were owned by the Tonopah Development Corporation (TDC). She noted that Bob Perchetti is in contact with Schat's Bakery in Bishop, California to do advertising again. She stated that the Town needs to replace their advertising which could be paid for out of this fund or the room tax fund as it is advertising the Tonopah Historic Mining Park. She emphasized that the Town has not spent any money from this fund in years.

Backup Page 16: Tourism Fund

Chris Mulkerns explained that this fund was created so the Town could collect money for events and pay for the expenses associated with these events. She noted that she budgeted \$32,000 for the Rural Roundup to be held in Tonopah in 2018. Clerk Jerry Elliston asked what happens if the Tourism/Event Coordinator suggests a new event and needs money to do so. Ms. Mulkerns stressed that travel is budgeted for. Board Member Mike Sain inquired whether the Town has display material for conventions. Deputy Town Clerk Kat Galli clarified that new material will be developed once the branding is completed and the new brochure is created.

Backup Pages 18/19: Public Safety Tax – Fire Department/Sheriff Department

Chris Mulkerns stated that Auditor Dan McArthur informed her that the Town will have to augment the current budget to accept what was just approved by the Board as there was no action taken before the beginning of the current fiscal year. Chairman Duane Downing emphasized that from this point forward everything will be good.

Backup Page 20: Capital Projects

Chris Mulkerns clarified that the "Donations" are payments for rescue runs. She stressed that the Town rarely gets paid even if the bill is send to collections.

She noted that staff hopes to have the carpet and wainscoting at the Convention Center replaced in the current fiscal year. The new audio/visual system will probably be purchased in the next fiscal year. She added that Utility Manager Joe Westerlund will have quotes for the upgrade of the bathrooms soon. Ms. Mulkerns pointed out that the installation of the audio/visual system will take four to five days and needs to be without interruption. She noted that it will cost around \$62,000.

Don Kaminski asked if the Town will have enough money to purchase a new rescue truck for the Fire Department. Ms. Mulkerns explained that the Town would have to go out to bid. She pointed out that the Fire Department has about \$220,000 available, but the truck they want costs \$380,000. She noted that she received a comparison for \$270,000 from Goldfield from Susan Dudley who also got grant funds through FEMA. Mr. Kaminski stated that he agrees the Town should try to get grant funds to pay for the rescue truck. Ms. Mulkerns emphasized that the grant and bid process takes at least seven months which is how long it takes to have a truck built.

Deputy Town Clerk Kat Galli emphasized that most grant systems are easy to use. She noted that she sometimes spends multiple days researching for and writing a grant for about \$1,700. She pointed out that the POOL/PACT grant application for the playground equipment was fast and simple and brought the Town over \$75,000. She stressed that applying for a grant for a new rescue truck will definitely be worth staff time. Duane Downing noted that it is great news to hear that the grant was awarded as he thought it would take the Town many years to upgrade all playgrounds.

Chris Mulkerns stated that the carpet at the new offices was finished today and that the phones are ready. She added that the Conservation Crew is scheduled for April 10th to move the office which will be closed that day. She noted that the Rotary Club of Tonopah has a Rotarians at Work Day on April 29th to clean up downtown Tonopah in cooperation with other clubs. She pointed out that it would be great to have a BBQ at the new offices that day or at Joe Friel Sports Complex in June. Duane Downing proposed the 4th of July. Joe Westerlund added that it is planned to get new tables and chairs for the coaches' room so that Tonopah can host tournaments.

Backup Page 21: Special Capital Projects

Chris Mulkerns explained that the revenue is part of the ad valorem tax. She clarified that she will not know the number until the Town receives the audit. She emphasized that if this fund is not spent, it could be taken by the State. She noted that money from this fund was used in the past to pay the architect fees for plans for the Convention Center and Belvada. She suggested to start thinking about what to spend the money on. Duane Downing asked if this money could be spent on the Convention Center which Ms. Mulkerns confirmed.

Backup Page 22: Mining Park Capital Projects

Joe Westerlund stated that he believes the Town needs to be proactive with repairs of the Silver Top headframe at the Tonopah Historic Mining Park so that a headframe is not lost. Chris Mulkerns added that it could be possible to have it stabilized. She noted that the Foundation will have a meeting in April and the Town could discuss with the trustees what the Town can do to help. Jerry Elliston asked what the Foundation owns. Chris Mulkerns clarified that the Town owns the land and the buildings and the Foundation owns the artifacts, runs the gift shop and organizes the exhibits. The Town collects the revenue from tours and pays the tour guides. Mr. Elliston inquired whether the Foundation reports to the Town. Ms. Mulkerns stated that she can ask them for a report.

The Board asked staff to bring the repairs of the Silver Top headframe up with the Foundation.

Backup Pages 23 and 24: Utility – Water Fund

Joe Westerlund explained that the drives on the boosters have a 10-year lifespan but are now 13 years old. They have been checked by an electrician but need to be changed out. He stressed that they are \$10,000-\$15,000 each and the Town owns four boosters. He added that the pressure stations work, but parts are not working properly. Somebody long time ago operated them improperly. Chris Mulkerns emphasized that all these projects were listed in the master plan and are what Engineer Paul Winkelman recommended to get fixed or replaced. Mr. Westerlund noted that two new 8-inch pressure reducers are needed, but the company that made the current ones is out of business now. Duane Downing stated that this seems to be a common problem. Mr. Westerlund emphasized that the company he wants to use has been in business for 100 years. He added that it will cost about \$20,000 to replace those. He noted that he still needs to get a quote for new lids.

Mr. Westerlund stated that five tanks will be checked in August which will cost about \$6,000-\$7,000 total. He explained that the tanks will be checked every four years after that so they can be done at the same time so the Town does not have to pay travel each time. He pointed out that the tanks are checked by divers who will perform repairs if needed.

Mr. Westerlund noted that TPU's cable truck is in such bad condition that it will not pass inspection. He suggested adding an extension arm to another truck instead of replacing the truck.

Mr. Westerlund added that he would like to purchase radio meter reads. Chris Mulkerns stressed that there is a federal grant that TPU will apply for that could cover up to \$300,000.

Backup Page 25: Utility – Sewer Fund

Joe Westerlund stated that the relining project will cost about \$300,000 in the current and also in the next fiscal year. He noted that the pipes were filmed so that all problems are known. He pointed out that fixing the clay pipe will be the priority. He added that there are a lot of issues, but emphasized that he is not sure the clay pipe will be able to handle the construction on Main Street. He stated that he would like to have all lines on Main Street relined which would cost \$700,000 but would have a 100-year warranty.

Mr. Westerlund stated that the jetter truck is back and that the Town of Beatty will buy their own trailer. Beatty told Mr. Westerlund that per USDA the Town has to loan out the jetter truck to them. He emphasized that the Town will, but will charge Beatty for staff time and travel cost.

Don Kaminski asked what it would cost the Town if a major project started at the airport. Joe Westerlund explained that 75% of all man holes have collapsed and as the pump station has not been used since 1979, it would have to be replaced. He added that all lines

are shut off as they would have to be redone. He emphasized that it would cost millions. Chris Mulkerns added that the Town would have to have a development agreement to where they help to pay for those upgrades. She stressed that the new federal budget eliminates all rural funds.

Backup Page 27: Indebtedness

Chris Mulkerns explained that this shows original amounts of the loans. Both loans had a 40-year term. The chart shows when they were issued, when the final payment date is and what the interest rate is.

Backup Pages 31/32: Schedule of Existing Contracts/Schedule of Privatization Contracts

Chris Mulkerns pointed out that this is a new page in the reporting to show who the Town has contracts with. She added that the Town does not have any private contracts.

Backup: inHANCE

Chris Mulkerns explained that Harris Computer Systems who TPU has their billing system from is offering an online billing system where customers would be able to see their water bill online. She noted that in order to have this installed and to receive the annual support, it would cost about \$3,500 to start and an additional \$150 every year after that. Joe Westerlund pointed out that this system can be set up to give customers alerts if they have high usage and a possible leak. Ms. Mulkerns clarified that about 165 customers currently pay online every month out of about 1,200 billed customers. She emphasized that this would add an additional \$1 per transaction that could be put on the customer to pay. Kat Galli asked if customers could be billed online so that Town would save the cost for the postcards and postage. Ms. Mulkerns stated that this is possible and that that more details are under "Notification Service". Duane Downing inquired whether this is something that staff wants. Ms. Mulkerns answered that she believes this is needed in the long run. She stressed that the Town needs to pass the \$1 fee on to the customer so that the Town does not have to absorb up to \$1,200 a month if all customers used that service.

3. Public Comment

None.

4. Budget Workshop: All Town/Tonopah Public Utilities Departments/Funds for FY 2017/2018.

Joe Westerlund suggested the Town looking into purchasing the property next to Pocket Park. Chris Mulkerns clarified that the owner wants \$250,000 for it. She noted that it was proposed in the past to have an amphitheater downtown. Mr. Westerlund noted that he is still getting quotes for a visitor center. He added that it would be good to have something else in walking distance. He noted that there might be fuel tanks buried on that property. Chris Mulkerns pointed out that the Town could get grants through Brownsfield to remove those.

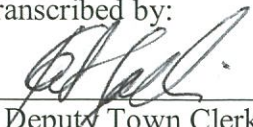
Jerry Elliston asked what the Board can tell people who ask what the Town is doing with the additional tax revenue from the annexed Town District. Duane Downing stated that a lot of the money goes towards the Hospital District because the Town gave a portion of their tax up for the District. The Town now recaptures this money for the Town to continue the services. Chris Mulkerns stressed that the Town should make sure they know how much they will collect before any decisions are made. Mr. Downing emphasized that the Town has updated the parks and rodéo grounds, installed new playground equipment, is supporting the senior center and museum, etc. Ms. Mulkerns suggested the Board show the difference in property tax collections and show specifically those projects that were paid for with this additional money. Roni Link proposed having a dog park. Chris Mulkerns noted that staff member Becky Braska is working on that project already.

Don Kaminski stated that he would like to talk about staff salaries. He pointed out that he has been doing some research. He noted that Ms. Mulkerns does not receive the same salary as Mr. Westerlund and that he would like to give her a \$2/hour raise because she does all the budgeting and administration. Duane Downing stressed that the Town Manager position is budgeted for. Jerry Elliston added that the Board needs to evaluate the situation. Mr. Downing proposed evaluating the pay scale. Mr. Elliston asked if the other Board Members felt that a Town Manager is needed. He stressed that the Tourism Coordinator will take over a lot of those responsibilities. Ms. Mulkerns stated that she appreciates the sentiment. She explained that when former Town Manager James Eason left, the decision was made that some of his duties were divided amongst other employees and all employees received a raise. She added that she and Mr. Westerlund were brought up to a manager level, but were at different levels at the time and received the same increase. Mr. Kaminski pointed out that Ms. Mulkerns cannot get any certifications to get raises. Ms. Mulkerns stated that she could take public administration certification classes. She suggested asking POOL/PACT for a wage analysis for all job descriptions. Duane Downing added that a wage/benefit analysis should be conducted.

5. Adjourn

The budget workshop adjourned at 11:24 a.m.

Minutes transcribed by:



Kat Galli, Deputy Town Clerk

Approved:

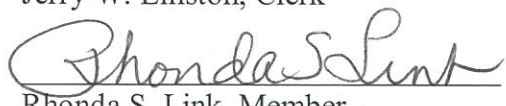
Duane Downing, Chairman



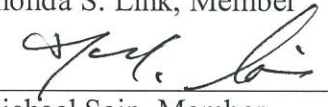
Don Kaminski, Vice-Chairman



Jerry W. Elliston, Clerk



Rhonda S. Link, Member



Michael Sain, Member

TONOPAHA LIBRARY BOARD OF TRUSTEES
BUDGET WORKSHOP MINUTES
MARCH 31, 2017
Tonopah Historic Library
167 Central Street, Tonopah, NV 89049

Tonopah Library Board of Trustees Chairman Don Kaminski called the budget workshop to order on March 31, 2017 at 10:20 a.m. Also present were Vice-Chairman Mike Sain, Clerk Roni Link, and Trustees Duane Downing and Jerry Elliston. Three others were in attendance.

1. Public Comment

None.

2. Budget Workshop: All Tonopah Public Library funds for FY 2017/2018.

Backup Page 4: Full Time Equivalent Employees by Function

Administrative Manager Chris Mulkerns explained that the Library only has two full time positions if you count the three staff members and one maintenance position.

Backup Page 4: Property Tax Revenue Reconciliation

Ms. Mulkerns pointed out that the Library District will be collecting less property tax revenue due to the Town's annexation of a larger taxing district. She stressed that the Library always budgets to collect less than anticipated and budgets to spend more than they usually do.

Chris Mulkerns stated that the Tentative Budget will be approved at the next Board Meeting to be held on April 12, 2017.

Trustee Duane Downing stated that he thinks the Board should look into purchasing the adjoining property. Chairman Don Kaminski noted that he talked to the owners already. Chris Mulkerns pointed out that the property would have to be appraised and that the Board would have to justify paying over the value of the property. Mr. Downing emphasized that it is easy to justify buying the only adjoining property. Ms. Mulkerns asked if the Board wants staff to contact the owners as it should not appear that one Board Member is negotiating outside of a public meeting.

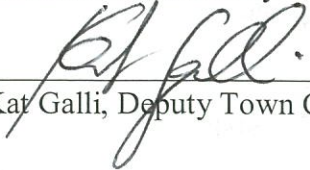
3. Public Comment

None.

4. Adjourn

The meeting adjourned at 10:36 a.m.

Minutes transcribed by:

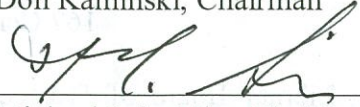


Kat Galli, Deputy Town Clerk

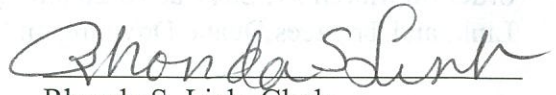
Approved:



Don Kaminski, Chairman



Michael Sain, Vice-Chairman



Rhonda S. Link, Clerk

Duane Downing, Trustee



Jerry Elliston, Trustee