

TONOPAH TOWN BOARD  
BUDGET WORKSHOP MINUTES  
MARCH 2, 2018  
Tonopah Historic Library  
167 Central Street, Tonopah, NV 89049

Tonopah Town Board Chairman Duane Downing called the budget workshop to order on March 2, 2018 at 8:02 a.m. Also present were Vice-Chairman Don Kaminski, Clerk Jerry Elliston, and Board Member Mike Sain. Board Member Roni Link was absent. Six others were in attendance. Chairman Downing led in the Pledge of Allegiance.

The Town Board recessed to the Library Board of Trustees at 8:25 a.m. and reconvened as the Town Board at 9:45 a.m.

The Town Board took a recess between 9:45 a.m. and 9:58 a.m.

1. Public Comment

None.

2. Budget Workshop: All Town/ Tonopah Public Utilities Departments/ Funds for FY 2018/ 2019.

**Town Administration**

Administrative Manager Chris Mulkerns suggested to start with the Town Administration fund as Timaree Koscik was in attendance to present for the Tonopah Senior Center. Ms. Koscik stated that she was present as the Town Board has financially supported the Senior Center in the past two years. She thanked the Board for their support. She pointed out that Nye County has allotted more money for the program this fiscal year so they did not have to ask the Town for as many reimbursements. She added that she does not know what they will budget for the upcoming fiscal year. Chairman Duane Downing stated that Nye County is doing much better financially and that he hopes they will continue to allot more money for the Senior Center.

Ms. Koscik explained that part of the reimbursements is for wages and that they have a great staff. The new site manager Jessica is doing a great job and getting the word out about the services provided by the Senior Center. She added that the Senior Project Council is very active and contribute to big purchases. She pointed out that they have one major benefactor who contributes \$1,700 every month. She noted that Amargosa is no longer part of the program. Ms. Koscik stated that the Senior Center would very much appreciate the Board's continued support.

Clerk Jerry Elliston asked if there is something else the Town can do to help the program. Ms. Koscik clarified that the Division of Aging is very strict on what they can do and how they have to do it. She explained that Tonopah has a very large low income senior population. She pointed out that the transportation program is funded by DOT and that they do provide medical transportation. Ms. Mulkerns asked how one signs up for the program. Ms. Koscik stated that the person would have to get a hold of the office,

possibly five business days in advance. She added that they have to charge a fee for non-seniors. Vice-Chairman Don Kaminski asked what the definition of a senior is. Ms. Koscik clarified that seniors are people 60 years or older.

Duane Downing asked what was budgeted for the Senior Center in the past. Ms. Mulkerns noted that the Board budgeted for up to \$60,000, but the Senior Center never even used half of that. Chairman Downing suggested continuing to budget the same amount. He told Ms. Koscik to come before the Town Board if there is a special project they need financial help with. Clerk Elliston added that the Town could help spread the word about services. Ms. Mulkerns pointed out that all information could be linked on the Town website.

#### **Town Revenues (R-1 through R-4)**

Chris Mulkerns explained that these numbers are based on the preliminary numbers from the Department of Taxation. She pointed out that the property tax collections increased for the Town due to the annexation and that the collection for the Library therefore decreased. Ms. Mulkerns explained all numbers to the Board and pointed out that the Town currently already collected more property tax than budgeted for (R-1, Page 5). She suggested budgeting about \$160,000 for FY 18/19 as she would like to stay with a conservative budget. Chairman Downing agreed.

Ms. Mulkerns pointed out that the consolidated tax (R-2) has consistently increased in the past years. She suggested budgeting \$280,000 for FY 18/19. Chairman Downing proposed \$300,000 as the collections have been over \$300,000 for the past six years.

Ms. Mulkerns noted that R-3 shows a population increase. She stressed that she thinks it is still under what it really is.

#### **Town Revenues and Expenditures (T)**

##### **T-1, Revenues**

Chris Mulkerns noted that she prepared a recommended budget for the Board to discuss. Chairman Downing noted that the room tax collections have stayed high even after SolarReserve finished construction. Deputy Town Clerk Kat Galli added that they are consistently increasing. Vice-Chairman Kaminski pointed out that tourism is doing well. Chairman Downing asked if the Board wants to increase the budgeted number. Ms. Mulkerns noted that she would not recommend budgeting higher than \$300,000. The Members agreed.

## **T-2, Expenditures**

Ms. Mulkerns explained that she prepared a budget request A and B to be prepared for possible buyouts of employees who might retire. She added that the Board had requested to see the budget numbers for a \$1/hour increase for all employees. She also prepared a budget request to include raising the insurance cap. She pointed out that while the budget request shows the Town going into the red, it would not do so in reality as the Town always budgets to collect less than they actually do and budgets to spend more than they actually do.

## **T-3, Town Administration**

Ms. Mulkerns explained that salaries include all of Deputy Town Clerk Kat Galli, 50% of Utility Manager Joe Westerlund and a third of herself. She added that the two employees for Project Magic are paid out of this fund, but the Town gets reimbursed for this expense. She pointed out that staff would like to budget for summer help out of this budget. While it would be a minimal expense, it would make a huge difference for Town Maintenance. She added that staff would like to have four helpers, one for the office and three for Town Maintenance.

Ms. Mulkerns stated that staff has looked into purchasing smart phones for everyone as TPU Account Representative Becky Braska could send work orders to the phones. Ms. Mulkerns noted that this would cost about \$50 per line. Ms. Galli pointed out that there would be no cost for the phones, only about \$100 per waterproof case.

## **T-4 Fire Department**

Ms. Mulkerns clarified that all utility bills for the new Town/TPU office were paid out of this fund so that staff could get an idea of realistic expenses for both locations (new office and TPU shop). She explained that the new budget would take all expenses out of the Fire Department fund and she therefore reduced all line items. Ms. Mulkerns noted that she would like to suggest increasing the volunteers' stipend. Vice-Chairman Kaminski agreed and stressed that they have not had an increase in years. He noted that he would like to suggest taking the \$12,000 from salaries and moving it to rescue run payments. Ms. Mulkerns pointed out that she would like to leave the salaries budget but increase the stipend from \$1,250/month to \$2,000/month. She noted that the difference could be taken from the utilities. The Board agreed.

## **T-5 Convention Center**

Ms. Mulkerns explained that management would like to hire a new employee for the Convention Center to shadow Diane Perchetti and learn her job. She emphasized that this would allow for her replacement when Ms. Perchetti retires. She noted that this position would be paid 50/50 out of Convention Center and Tonopah Historic Mining Park as the

employee would also work at the park. She pointed out that this employee could work with Tourism/Events Coordinator Shari Bombard on promotions and conventions.

Vice-Chairman Kaminski noted that the Convention Center used to have a full-time maintenance person and that it would be nice to have someone like the Library has in Scott Guthridge. Ms. Mulkerns replied that a regularly scheduled person does not make sense as there are busy times and then other weeks where there would not be enough work. She emphasized that it is difficult to find a qualified person who is willing to work only 10 hours a week.

Ms. Mulkerns pointed out that the phone budget was increased to accommodate a cell phone for staff. She added that the travel budget was increased in hopes that the Town receives the travel grant for Ms. Bombard. She noted that the operating supplies budget was dropped to \$15,000. Power was decreased to \$10,000 and propane was decreased to \$14,000.

Ms. Mulkerns stated that staff would like to refurbish the bar area. Vice-Chairman Kaminski noted that it would be nice to have an ice machine at the bar area. Ms. Mulkerns added that the Board will have to look into replacing the fire suppression system.

#### **T-6 Parks**

Ms. Mulkerns noted that the power budget was increased to \$2,000. The usage has been high due to the C.O.W. Bus Preschool.

Ms. Mulkerns stated that implementing a dog park would be a capital project, but it would possibly need water and power. She added that management has looked into buying smaller playground equipment to add to the existing equipment, especially at Liberty Park. Vice-Chairman Kaminski asked if staff had looked into purchasing soft ground. Ms. Mulkerns clarified that the soft ground costs more than the equipment and that POOL/PACT feels the equipment is safe the way it is. Ms. Galli added that the Town has had no safety complaints, only compliments on how amazing the new equipment is. Chairman Downing noted that the only improvement he would like to see for the playground equipment is shade structures. Ms. Mulkerns pointed out that it will be a problem to find something that is wind rated for Tonopah. Joe Westerlund noted that this could be a possible project for the future.

#### **T-7 Joe Friel Sports Complex/Ballfields**

Ms. Mulkerns noted that the wind stops need to be replaced and that staff would like to buy new ones in school colors.

### **T-8 Rodeo Grounds/Fairgrounds**

Ms. Mulkerns pointed out that the only change is raising the water budget due to the way the reimbursements by the Rodeo Club are handled. Vice-Chairman Kaminski asked if new lights will be installed at the rodeo grounds which Ms. Mulkerns confirmed. Mr. Westerlund added that NV Energy donated new poles and that staff is currently waiting for a quote for the lights and the installation. Ms. Mulkerns stated that staff is also looking into a secure payment box for the corrals.

### **T-9 Pool**

Ms. Mulkerns stated that the salary budget was increased due to the lifeguards getting raises for certifications. Mr. Westerlund pointed out that there might be a furnace problem, but that he is hoping that it is only a minor problem.

### **T-10 Mining Park**

Ms. Mulkerns pointed out that 50% of the Convention Center Assistant would be paid out of this budget. She explained that this person would work at both places as there would not be enough work at the Convention Center in the beginning. She added that the travel budget was increased to accommodate the possible grant for travel for Ms. Bombard. The phone budget was increased to accommodate the cell phone cost.

Ms. Mulkerns explained that the Grizzly/Silver Top trestle is in bad shape and in need of repair. She noted that she would like to take the \$25,000 from the Community Foundation of Western Nevada and move it into the Mining Park Capital Projects Fund for this purpose.

### **T-11 Maintenance**

Ms. Mulkerns stated that the phone budget was increased to accommodate the smart phones. The water budget was increased to an even number. The equipment budget was decreased to \$40,000 as this year's budget included the purchase of the bucket truck.

### **T-1 through T-11**

Ms. Mulkerns noted that the Board needs to make a decision which salary option they want to move forward with so she can prepare the numbers. Chairman Downing stated that he is leaning towards no increase of \$1/hour or an increase in the insurance cap. The other Members agreed.

Ms. Mulkerns asked if the Board agrees with hiring a new assistant for the Convention Center which they all confirmed.

### **W-1 TPU – Water Fund, Administration**

Ms. Mulkerns explained that the salaries budget is a third of her salary. She noted that an advertising line item was added to pay for the consumer confidence report publication. She pointed out that the phone budget was increased.

### **W-2 TPU – Water Fund, Operations**

Ms. Mulkerns stated that the salary budget includes 50% of Mr. Westerlund's salary and two staff members. The phone budget was increased.

### **W-3 TPU – Water Fund, Wells/ Transmissions/ Distribution**

Ms. Mulkerns pointed out that she budgeted to have the cleaning of the wells on a schedule. Mr. Westerlund explained that this will avoid massive build-ups. Ms. Mulkerns stated that there were no changes to the transmissions budget and that the equipment repair and maintenance budget for distribution was increased to \$20,000.

Mr. Westerlund pointed out that certain expenses cannot be planned for as some replacements are needed due to destruction. He noted that some people turn themselves in when they break a meter or run into a hydrant, but mostly that it for TPU to replace.

Street light outages were discussed. Chairman Downing suggested linking information on the website that informs people that how they can report an outage.

### **W-4 TPU – Water Fund**

Ms. Mulkerns explained that this page shows the loan payments to USDA. She added that TPU is required to have reserve funds. She pointed out that the rate per 1,000 gallons increases every July 1<sup>st</sup> by 10 cents to pay for these loans, if the Board decides to continue the increase. She pointed out that the resolution requires the Board to make a decision at budget time. Chairman Downing stated that he believes this should be continued until TPU is in the black again. The other Members agreed.

### **TPU Proposed Capital Projects**

Mr. Westerlund noted that the capital projects for TPU include two pressure stations in Sierra Vista and Project G-5 per TPU's Master Plan which will increase the pressure to the apartment complex, Burger King, and others. He noted that he hopes to get grants or loans for this project. He added that the valve in Sierra Vista needs to be looked at as it has been closed for years and should be open. He pointed out that the cleaning of the wells was already brought up earlier. He stated that he would like a radio read vehicle that is solely for driving around in Town to read meters. This would keep the equipment safe. He pointed out that he does not think it will cost \$15,000, but he estimated high. Mr. Westerlund explained that a ditch will have to be filled at the Ararat Tank. He stressed

that he would like to get all the smaller projects done in the next year and possibly leave the G-5 Project for when there is funding for it.

### **S-1 TPU – Sewer Fund, Administration**

Ms. Mulkerns explained that this fund includes a third of her salary and all of Account Representative Becky Braska's salary. She added that the budget for electricity was decreased.

### **S-2 TPU – Sewer Fund, Operations**

Ms. Mulkerns stated that two TPU staff members are paid out of this fund. She added that the phone budget was increased and that the power budget was increased as the bills for the TPU Shop used to be paid out of the administration fund but should now be paid out of operations.

### **S-2 TPU – Sewer Fund, Treatment Plant**

Mr. Westerlund noted that the budget for power was increased and that TPU possibly has to replace the aerators.

### **S-3 TPU – Sewer Fund**

Ms. Mulkerns pointed out that TPU does not have debt on the sewer side anymore. She noted that TPU charges for the dumping of portable toilet waste.

Mr. Westerlund showed the Board the map on which he keeps track of sewer problems in Tonopah. He explained that the map shows where most of the problems used to be before the relining of some of the sewer lines. He clarified that he uses different colors to represent when the problems occurred. He emphasized that the sewer relining eliminates a lot of the call-outs for TPU and also preserves the equipment.

Ms. Mulkerns explained that there is a resolution in place that authorizes a 50-cent increase every July 1<sup>st</sup> and that the Board needs to decide every year whether they want to continue that increase. Chairman Downing pointed out that there are still a lot of projects to be completed and that he feels the increase is still necessary to continue the improvements until all projects are completed.

Ms. Mulkerns noted that the Board budgets to collect \$500 for reclaimed water but TPU has yet to get a customer.

Clerk Elliston asked how increases are given to employees. Ms. Mulkerns clarified that all new employees have a review process after six months and that all other employees have an opportunity for an increase annually. She added that TPU employees receive increases based on their certifications. She pointed out that Town Maintenance personnel

can get certified as a pool operator, etc. Vice-Chairman Kaminski asked if there is an opportunity for administration personnel to get an increase. Ms. Mulkerns stated that she would not discourage them. Board Member Mike Sain asked if there are many training opportunities for administrative staff. Ms. Mulkerns explained that she would like to have someone get trained on the human resources matters so she could be replaced one day.

Clerk Elliston inquired if there is a regular cost of living increase. Mr. Westerlund clarified that there is not. Ms. Mulkerns noted that when employees get longevity pay, they typically do not get step increases anymore. Mr. Westerlund pointed out that management gave two employees an increase even though they were at the 4-year mark. Ms. Mulkerns explained that it is budgeted to give longevity pay and two step increases annually. Clerk Elliston noted that he finds it surprising that the Town/TPU does not budget for cost of living increased. He added that when the \$2/hour raise was given to all employees, their salaries were brought to a point that made them comparable to other jobs, but he feels the Town/TPU needs to make sure to stay ahead of the game going forward.

3. Public Comment

Tonopah resident Horace Carlyle noted that he believes there is a disconnect between the Fire Department and EMS. He pointed out that a workshop was held on public safety in July of 2016. Mr. Carlyle stated that he has approached Commissioner Koenig and County Manager Sutton about the creation of a county fire district. He stressed that he believes the Town Board needs to get involved in this matter. He emphasized that he is on a fixed income but would be willing to pay into a fire district as it would be worth the money. He added that it has to be structured and has to support Tonopah's needs.

2. Budget Workshop; All Town/ Tonopah Public Utilities Departments/ Funds for FY 2018/ 2019.

Chris Mulkerns noted that the Board approved supporting the Central Nevada Historical Society in an amount up to \$25,000 to help with the operating cost for the Central Nevada Museum. She noted that they could not be present for the workshop but wanted the Board to know that they very much appreciate their support. She explained that they have not been given their budget for FY 18/19 from Nye County yet but would like to continue the support of up to \$25,000. She pointed out that they have not asked for a lot of reimbursements yet. The Board agreed to continue the support of up to \$25,000.

4. Adjourn

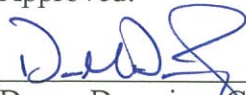
The meeting adjourned at 12:28 p.m.



Minutes transcribed by:

  
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Kat Galli, Deputy Town Clerk

Approved:

  
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Duane Downing, Chairman

  
\_\_\_\_\_  
Don Kaminski, Vice-Chairman

  
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Jerry W. Elliston, Clerk

  
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Rhonda S. Link, Member

  
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Michael Sain, Member



TONOPAH LIBRARY BOARD OF TRUSTEES  
BUDGET WORKSHOP MINUTES  
MARCH 2, 2018  
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 2, 2018 at 8:25 a.m. Also present were Vice-Chairman Mike Sain and Trustees Duane Downing and Jerry Elliston. Clerk Roni Link was absent. Six others were in attendance.

1. Public Comment

None.

2. Budget Workshop: All Tonopah Public Library Funds for FY 2018/2019.

**Page 1**

Administrative Manager Chris Mulkerns explained that the budget recommendation is based on past revenues and expenditures and numbers from the Department of Taxation (DTAX). She pointed out that the projected ending fund balance does not include capital projects or a contribution to the Community Foundation of Western Nevada.

**Page 2**

Ms. Mulkerns noted that these numbers are the preliminary numbers from DTAX for property tax revenues prior to the abatement.

**Page 2.5**

Ms. Mulkerns pointed out that the abatement reduced the estimated property tax to be collected in the current fiscal year. She anticipates the same for the upcoming fiscal year. Trustee Duane Downing noted that it appears the District will collect what was budgeted. Ms. Mulkerns explained that DTAX wants everyone to budget what they project and that entities have to explain why they do not use their numbers.

**Page 3**

Ms. Mulkerns explained that the District typically budgets \$2,000 for consolidated tax but it has been consistent for the past years. Trustee Downing suggested budgeting \$3,000.

**Capital Projects**

Acting Librarian Dianne Ryals noted that she does not have any budget numbers for capital projects or bigger expenses as she has not obtained quotes yet or made contact with an architect. She pointed out that there has been some destruction on the property due to kids skating or homeless people staying on the property. She stated that she would

like to fence in the Library property and lock it at night so that nobody can be on the property when the Library is not open.

Ms. Ryals explained that the Library needs gutters and snow breaks but that she does not know what to get as the building might be extended. Trustee Downing pointed out that there are companies that will custom build them. Ms. Ryals emphasized that everything needs to be planned carefully as the Library building might be extended in the near future. She added that a breezeway needs to be installed between the Library and Historic Library. Ms. Mulkerns stated that the Town is looking into gutters for the office building and that the Library and Town could possibly save money.

Chairman Don Kaminski stated that a master plan for the Library is needed so that the Board knows what it will look like and what they want done. Ms. Ryals added that once it is decided what to use the Library for, staff can contact an architect. Ms. Mulkerns suggested asking Aptus, the architect firm that is currently working for the Town on the Convention Center renovations.

Ms. Ryals noted that she met with one internet provider and that their quote was very high. Ms. Mulkerns suggested countering the quote with an affordable price. Deputy Town Clerk Kat Galli noted that there are a few internet providers operating in Tonopah and that they are only slightly higher than the current provider but they offer faster speed.

Trustee Jerry Elliston proposed looking into what libraries will look like in the future before planning any extensions. Ms. Ryals pointed out that libraries will change drastically as they turn more into a technology or community center with activities such as virtual reality and pottery, and other after school programs for computers and crafts.

Ms. Mulkerns pointed out that the Library currently has a budget of \$5,000 for phone and internet and usually only uses about half. She suggested getting quotes from other providers so that the internet can be upgraded.

Ms. Mulkerns noted that the Library could pay for the trash cans, gutters, and shelving out of the regular budget, such as equipment. Trustee Downing asked if there is enough money in the professional fees budget to pay Aptus Architecture which Ms. Mulkerns confirmed. Trustee Downing stated that he thinks some money should be added into the capital projects fund so that some projects can get done. Ms. Mulkerns pointed out that the breezeway between the two buildings should be addressed first. Trustee Downing proposed budgeting \$25,000 for capital projects. All trustees agreed. Ms. Mulkerns noted that the Library usually makes a contribution of \$5,000 to the Community Foundation of Western Nevada. She pointed out that the fund is almost back at the original amount.

Ms. Ryals asked if she could get a credit card for all the Library purchases that cannot be made without one and also for traveling to training and conferences. Ms. Mulkerns explained that she can get one through Nye County.

Trustee Downing asked if the Board wants to budget \$50,000 for capital projects. Trustee Elliston noted that he would like to see the fencing done this year as it is a safety issue. Trustee Downing proposed budgeting a transfer of \$10,000 into the Community fund. Trustee Elliston asked if the travel budget has enough funds to accommodate the necessary training and attending conferences to find out what libraries will need in the future. Ms. Ryals noted that the budget is sufficient.

Ms. Mulkerns pointed out that the Board needs to make a decision on whether they want to give all employees a raise. She suggested doing so under the Town agenda so that it is fair.

Chairman Kaminski asked if the Library will have a disadvantage if it does not budget what DTAX says. Ms. Mulkerns explained that there will not be a disadvantage, but that she will have to explain why they are not using their numbers.

Ms. Mulkerns pointed out that the budget for salaries includes the usual raises for all employees and possible extra hours. She added that the budgets for postage and propane were increased. She explained that the insurance rate will increase due to the purchase of the adjacent property. She stated that she will change the budget request to reflect what was discussed today.

Trustee Downing asked if it was budgeted to transfer \$55,000 to the Foundation in the current fiscal year which Ms. Mulkerns confirmed. Ms. Mulkerns clarified that the transfer has not taken place yet. Chairman Kaminski asked to have the fund explained. Trustee Downing noted that the money was donated to the Library many years ago and the fund was depleted. He added that the Board chose to bring the fund back to its original amount so that the Library can collect revenues through the interest. He noted that it was originally around \$250,000. Ms. Mulkerns pointed out that the money could be used for Library expenses or even scholarships for locals. Trustee Downing stated that he would love to see the fund at \$1,000,000 as it could then make \$40,000-\$50,000 a year in interest. Chairman Kaminski asked if the Library is currently earning interest which Ms. Mulkerns confirmed.

Chairman Kaminski suggested having a workshop to plan what the Library will be like in the future.

3. Public Comment

None.

4. Adjourn

The meeting adjourned at 9:45 a.m.

Minutes transcribed by:

  
\_\_\_\_\_  
Kat Galli, Deputy Town Clerk

Approved:

  
\_\_\_\_\_  
Don Kaminski, Chairman

  
\_\_\_\_\_  
Michael Sain, Vice-Chairman

  
\_\_\_\_\_  
Rhonda S. Link, Clerk

  
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Duane Downing, Trustee

  
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Jerry Elliston, Trustee