

TONOPAH TOWN BOARD
MEETING MINUTES
SEPTEMBER 12, 2018
Tonopah Convention Center
301 Brougher Avenue, Tonopah, NV 89049

Tonopah Town Board Clerk Jerry Elliston called the meeting to order on September 12, 2018 at 6:02 p.m. Also present were Board Members Roni Link and Mike Sain. Vice-Chairman Don Kaminski appeared telephonically. Chairman Duane Downing was absent. Seven others were in attendance and two others appeared telephonically. Clerk Jerry Elliston led in the Pledge of Allegiance.

The Town Board recessed to the Library Board of Trustees at 6:43 p.m. and reconvened as the Town Board at 6:50 p.m.

1. Public Comment

Vice-Chairman Don Kaminski asked for a moment of silence for Chairman Duane Downing.

2. Announcements

None.

3. Town Board Members/Department Manager's/Nye County Commissioner's Comments

Clerk Jerry Elliston stated that he likes the pictures of the Information Center that were e-mailed. He added that he thinks it is looking good and that he likes the brochure racks. TPU Account Representative Becky Braska noted that the electronic kiosk is up and running, but does not have all the information on it yet. She added that she would like to have a price list approved by the Board to have additional information added by businesses. Mr. Elliston asked if Ms. Braska was able to program the kiosk from her desk. Ms. Braska replied that the kiosk is not connected to internet. She pointed out that there was a power glitch that rebooted the system so it stayed on the log-in screen. She suggested purchasing a backup battery.

Board Member Roni Link noted that she would like to see a 911 call box at the Information Center as it is centrally located.

Administrative Manager Chris Mulkerns pointed out that she talked to Chief Rob Elliott about a show and tell for the new rescue truck. Chief Elliott would like to host that during Fire Prevention Day that will be held October 13th. Ms. Mulkerns suggested dedicating the Information Center on the same day.

Board Member Roni Link asked what time the workshop to look into hiring a town manager will begin on October 12th. Ms. Mulkerns replied that she will get back to her with a time after contacting POOL/PACT.

4. Review and approval of minutes, in context, from the regular meeting held August 22, 2018.

Roni Link motioned to approve the minutes, in context, from the regular meeting held August 22, 2018. Mike Sain seconded. No further discussion. Motion carried 4-0.

5. Discussion, deliberation and possible action to approve:

- 1) Phase 1- Application for Nevada Humanities Mini-Grant in the amount of \$1,000.00 and request for \$1,000.00 grant match from Nevada Mining Association to develop walking tour for 2019 Jim Butler Days;
- 2) Phase 2- Application for Nevada Humanities Planning Grant in the amount of \$5,000.00 with a grant funding match of \$5,000.00 to help with training/planning in preparation for the 50th anniversary of Jim Butler Days in 2020.

Deputy Town Clerk Kat Galli pointed out that there was a typo in this item on the agenda (\$1,00.00) but all backup showed the amount correctly (\$1,000.00).

Executive Director of the Nevada Preservation Foundation Heidi Swank introduced herself and noted that the Nevada Preservation Foundation is in its fifth year. She stated that she had reached out to Tonopah residents to help with the Jim Butler Days celebrations. They developed the idea of creating a walking tour map for the 50th anniversary of Jim Butler Days in 2020. She added that she would be happy to go into more detail or answer any questions. Clerk Jerry Elliston replied that the backup was very thorough and that he thinks it is a great proposal. He asked what funds would be used to pay for this. Administrative Manager Chris Mulkerns answered that this could be paid out of room tax funds or professional fees.

Vice-Chairman Don Kaminski noted that he thinks the Town should be working with the Foundation on future projects.

Tonopah resident Joni Eastley stated that it was her pleasure to visit with Ms. Swank during Jim Butler Days this year. She emphasized that she is very supportive of this proposal and the program. She added that she would be available as a volunteer for this project. Ms. Eastley pointed out that she had a meeting with four representatives of the Main Street Project and would like to see Tonopah participate in the program. She noted that Tonopah could use the required annual contribution to continue the heritage tourism concept. Clerk Elliston stressed that the Town needs to develop long-term plans for all these projects. Ms. Eastley replied that there are a number of projects taking place on Main Street. She pointed out that it would be encouraging to restore the glory of Tonopah one building at a time.

Jerry Elliston motioned to approve the Phase 1 Nevada Humanities Grant Application and request \$1,000.00 grant match from Nevada Mining Association, and approve Phase 2 Grant Application and grant match of \$5,000.00 from the Tonopah Town Budget. Roni Link seconded. No further discussion. Motion carried 4-0.

6. Discussion, deliberation and possible action to approve amendments to job description -- Tourism/Events Coordinator.

Clerk Jerry Elliston stated that he likes that the position was taken from exempt to non-exempt. He asked whether “journey” was the right word for the level of the position. Administrative Manager Chris Mulkerns clarified that this expression was suggested by POOL/PACT as the position went from exempt to non-exempt and is therefore no longer a supervisory level position. She added that while the position might still be supervising staff on and off, it would not be continuously. Mr. Elliston replied that he is okay with the terminology if that is what POOL/PACT suggested. Ms. Mulkerns noted that she will find out if there is a better fitting expression.

Mr. Elliston asked if the job will be posted right away if the job description is approved so that the Town can hire someone right away. Ms. Mulkerns explained that Vice-Chairman Don Kaminski had asked to have it posted internally. Ms. Mulkerns suggested posting internally first and then posting it for the public, if it is not filled internally. Vice-Chairman Kaminski agreed and added that he would rather have it posted internally first. He added that the Board should get with Ms. Mulkerns to decide the benefits and salary as that was a problem before.

Roni Link motioned to approve the amendments to the job description, with the understanding that the word “journey” be delineated or identified more readily, for the Tourism/Events Coordinator. Mike Sain seconded. No further discussion. Motion carried 4-0.

7. Discussion, deliberation and possible action to approve scope of work for Convention Center parking lot design.

Administrative Manager Chris Mulkerns noted that this item was tabled at last meeting and is therefore back on this agenda. Clerk Jerry Elliston stated that he has been involved in this matter since the last meeting. He said that the way he reads this proposal is to do a layout of the parking lot. He stressed that he thinks that until the Town figures out what the plan is with the parking lot, they should postpone having a layout and look at this at a later date. Mr. Elliston added that he thinks the property should be surveyed and then be designed by an engineer. He noted that the Town should save the money until they know what they want and how much the construction cost will be.

Board Member Mike Sain asked what the next step would be. Mr. Elliston replied that if the Town hires a contractor, they can provide a proposal for the construction. He stressed that it is his experience that there are people who know more about this. Mr. Sain asked whether the project is to repave and stripe the lots. Mr. Elliston emphasized that paving is a big project and very expensive. He pointed out that there are other options for more reasonable prices.

Ms. Mulkerns explained that the proposal is for a design for the best way to lay out the parking lot. She pointed out that this design could be used by the contractor.

Vice-Chairman Don Kaminski suggested contacting the Nye County Road Department before starting any work. Ms. Mulkerns pointed out that the parking lot is in flood zone. She clarified that the Town would have to ask for RFP's (Request for Proposals) and then go out to bid. She added that if the Town Board does not want to move forward with this scope of work, they should consider including the Union Plaza Parking Lot improvements in the RFP to possibly reduce cost. Mr. Elliston noted that he thinks the Town needs engineered drawings so that they can go out to bid.

Mr. Kaminski pointed out that the Town should contact the doctor's office and Clines (owners of the Belvada) to see if they can contribute to the project as they will be using the parking lot as well. Ms. Mulkerns emphasized that the Town does not charge any businesses for use of any of the Town parking lots. She stressed that if the Town asks businesses to contribute to the cost, they cannot tell them not to use it when there are large events. Utility Manager Joe Westerlund noted that staff discussed this issue but pointed out that the Town has not approached other businesses adjoining Town parking lots to contribute to cost. He explained that he contacted the doctor's office who said that cost would be a huge issue for them but that they would be willing to give up their portion of the parking lot in exchange for signage for their office to reserve a certain number of spots. He added that they would like to be informed and might possibly hire the contractor to do their parking lot on the other side of their building.

Ms. Mulkerns pointed out that the property was surveyed today but that she has not heard yet.

John McCormick noted that he is the general manager of the Mizpah Hotel. He pointed out that the Clines, owners of the Mizpah Hotel and Belvada, are more than willing to discuss sharing the cost for the parking lot. He emphasized that the use of the parking lot is important for the Belvada. He stated that he is looking forward to meeting and having discussions. Mr. McCormick explained that they are hoping to open in the spring and were wondering if the parking lot would be done by then. Mr. Elliston replied that the cost for this project is not included in this year's budget. Ms. Mulkerns clarified that it is included in the capital projects budget but would take up the majority of the budget. Mr. Elliston suggested moving forward with some steps of the project. Ms. Mulkerns pointed out that this agenda item was only for a scope of work for design, other decisions cannot be made. Mr. McCormick asked to be contacted when the Town has numbers and is ready for discussions. Mr. Elliston stressed that there are no contractors in Tonopah that can do that kind of work. He added that he hopes the Town gets a bid from someone who is doing other jobs in Town so that the cost can be reduced.

Board Member Roni Link asked Mr. McCormick if they have considered tearing down the building next to the Belvada for additional parking. Mr. McCormick replied that they have plans for that building such as housing their infrastructure and having other businesses in there. Mr. Sain asked if they purchased the empty lot next to the Belvada which Mr. McCormick denied.

This item died for lack of motion.

8. Discussion, deliberation and possible action to approve going out to bid for 2018 Reliner Project to include advertisement for bids and bid documents.

Utility Manager Joe Westerlund explained that the backup for this item lists the addresses as identified as problem areas. Vice-Chairman Don Kaminski stated that he likes Mr. Westerlund's way of showing the number of call-outs for the different areas. Mr. Westerlund added that he tracks the call-outs in different colors on a map so that he knows whether they happened before or after the first reliner project. He stressed that there has not been a single callout in those areas in the two years since the first reliner project. He pointed out that another area had seventeen call-outs in about 1.5 years. He stated that the first reliner project worked and that he is very impressed with the results. He listed about five addresses that are causing problems. He is hoping to be able to include the school district area. The pipes are so full of roots that they would have to pipe-burst the area as relining would not work. He explained the process. Mr. Westerlund noted that if this project cannot be done this time, it will be on the list for the next time. He pointed out that everything is ready to start. Clerk Jerry Elliston stressed that he thinks this is an excellent program and that Mr. Westerlund's record-keeping is amazing. He added that he thinks Mr. Westerlund really understands the system and its needs and it is very impressive what he is doing. Mr. Kaminski added that he believes every penny invested into these projects is money well spent.

Roni Link motioned to approve going out to bid for 2018 Reliner Project to include advertisement for bids and bid documents. Mike Sain seconded. No further discussion. Motion carried 4-0.

9. Discussion, deliberation and possible action to affirm the advertisement for bids for Tonopah Public Utilities Flow Meter Replacement Furnish and Install Project.

Administrative Manager Chris Mulkerns explained that this item is to affirm the advertisement that was published the week before. She stressed that this project was discussed and approved during prior meetings.

Roni Link motioned to affirm the advertisement for bids for Tonopah Public Utilities Flow Meter Replacement Furnish and Install Project. Mike Sain seconded. No further discussion. Motion carried 4-0.

10. Discussion, deliberation and possible action on Department Budget Reports.

Clerk Jerry Elliston asked what the bill from "Wesco" was for. Utility Manager Joe Westerlund replied that the invoice was for the VFD that went out at Booster 2. Administrative Manager Chris Mulkerns explained that the expense was paid for out of Town Administration Insurance as that is where the Town budgets for the deductible to be paid for.

Mr. Elliston asked if the invoice from Perchetti Roofing & Construction was a final bill which Deputy Town Clerk Kat Galli confirmed.

Vice-Chairman Don Kaminski asked about the room tax payments from National 9 Inn. Ms. Mulkerns clarified that the new owner paid everything that was owed by the previous owner. She added that the Town will send a letter to the National 9 Inn and Tonopah Motel that staff will come to do an inspection to clarify their claim that they have exempt rooms. Board Member Roni Link asked what it means to have exempt rooms. Ms. Mulkerns explained that rooms with a kitchenette are exempt from the room tax requirements.

11. Correspondence

Credit Card Statements for July 2018 for Chris Mulkerns, Dianne Ryals, Joe Westerlund, and Shari Bombard

Nye County Board of County Commissioners Meeting Summary, August 21, 2018

Round Mountain Town Board Meeting Agenda, August 28, 2018

Letter from United States Environmental Protection Agency re: Clean-up and Demolition of Former Nye County Public Works Buildings 1 and 2, August 15, 2018

Nye County Board of County Commissioners Meeting Agenda, September 4, 2018

E-mail from Kat Galli re: Reimbursement from TravelNevada for Nine Grants, August 29, 2018

E-mail from Tim Sutton re: Weekly Updates, September 1, 2018

Beatty Town Advisory Board Meeting, September 10, 2018

Letter from DeLee Law Offices, LLC re: Public Records Request, August 24, 2018

Round Mountain Town Board Meeting Agenda, September 11, 2018

NDOT Media Release re: U.S. Highway 6 Road Restrictions, September 5, 2018

Round Mountain Town Board Meeting Cancellation, September 11, 2018

E-mail from Shari Bombard re: Rural Roundup Executive Summary, September 10, 2018

Tonopah Room Tax Report for the Month of July 2018, Collected August 2018

E-mail from Kat Galli re: Pictures of Information Center and Electronic Kiosk, September 11, 2018

Letter from Department of Energy re: Section 106 National Historic Preservation Act Consultation and Request for Public Comment, August 31, 2018

TravelNevada Press Release: TravelNevada Hires New Rural Programs Manager, Promotes Sales Manager, September 4, 2018

12. Approval of vouchers for payment.

The Board reviewed and signed the vouchers. Roni Link motioned to approve the vouchers as presented for payment. Mike Sain seconded. No further discussion. Motion carried 4-0.

13. Announcements

Board Member Roni Link noted that she heard the water system had a drop in pressure the previous week and that she was curious to find out what happened as she heard a lot of rumors. Utility Manager Joe Westerlund clarified that a water line was hit by Mastec so it needed to be replaced. She stressed that the few affected businesses were notified three weeks in advance but the notification was circulated online. Ms. Link pointed out that everyone who went into the post office saw the notice and panicked. She emphasized that she did not think the public realized what it meant. Mr. Westerlund replied that TPU will make sure the notice is more specific next time. TPU Account Representative Becky Braska added that she explained it to everyone.

Ms. Link stated that a full-time MA (Medical Assistant) was hired by Renown a few months back and that the volunteers for EMS are coming together and that there is more coverage.

14. Public Comment

Tonopah resident Cindy Kaminski stated that Tonopah is a small town and that she called the Town/TPU Offices on Tuesday between 2:30 p.m. and 2:40 p.m. and got the answering machine. She stressed that she thinks Tonopah is a small enough Town that staff can answer the phone. She added that the Town and TPU have two different numbers. She noted that she understands staff is busy but that she is very frustrated if she has to call back a few times to get an answer to an easy question. She feels that the service to the public needs to be looked at.

Deputy Town Clerk Kat Galli stated that she understands Ms. Kaminski's concerns as she knows there are other entities with long messages on the answering machine so she understands the frustration. She clarified that when staff does not answer either one of the lines it is because they are either on the phone, forwarding a call, or listening to the answering machine. She added that if one line is busy, the call will go to the other line. If TPU Account Representative Becky Braska does not answer her line because she is already on the phone, Ms. Galli will pick up the call, but if the caller needs Ms. Braska, she will have to forward the call to Ms. Braska's answering machine. She emphasized that staff will always pick up the phone if they are at their desk. She pointed out that she cannot always get to the phone in time if she is not at her desk. Ms. Galli pointed out that the only time she will intentionally not answer the phone is when she is with a customer at the office. She noted that she thinks it is not fair to the customer to continuously interrupt what they are discussing by taking care of whoever is on the phone.

Administrative Manager Chris Mulkerns suggested looking into adding more rings before the answering machine picks up. Ms. Braska added that she can add that customers can get back to the main menu if they did not reach anyone at the number they chose.

Ms. Kaminski questioned why the lines are being forwarded to the other line. Ms. Galli clarified that she and Ms. Braska will help customers with their questions unless it is something they cannot take care of as the information is only on one or the other computer. Clerk Jerry Elliston asked whether it would be possible to choose whoever is available earlier. Ms. Braska replied that she will look into it. Mr. Elliston asked if the Town needs an additional line. Ms. Kaminski noted that having additional lines would be beneficial to report emergencies. Ms. Mulkerns suggested changing the message on the answering machine. She stressed that she is not sure adding another line will fix the frustration. Ms. Kaminski noted that she just wanted to say that personalized service is very important in this day and age.

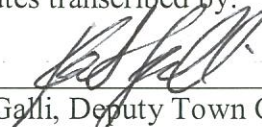
Utility Manager Joe Westerlund stated that he is in and out of the office all the time and watch staff interact with customers. He noted that the Town/TPU has great customer service staff and that the customers love them. He added that he thinks this is a phone issue, not a customer service problem. Mr. Elliston agreed and added that he thinks the Town needs to look into how to fix the phone problem.

Roni Link noted that one of the firemen suggested that the Town put a board up in the bay that has a display for the calls. She added that she had asked for a PA system for the building so that calls are heard in the building. She noted that if there was a reader board they could all see what is going on. Ms. Braska asked how the calls would be displayed and whether it would be linked to the County system. Mr. Elliston suggested they come before the Board with a proposal of what they need. He added that anyone in town who has a proposal should bring it to the Town Board.

15. Adjourn.

The meeting adjourned at 7:24 p.m.

Minutes transcribed by:



Kat Galli, Deputy Town Clerk

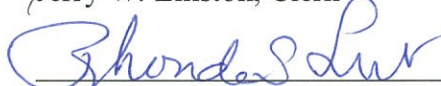
Approved:

Duane Downing, Chairman

Don Kaminski, Vice-Chairman



Jerry W. Elliston, Clerk



Rhonda S. Link, Member



Michael Sain, Member

TONOPAH LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
SEPTEMBER 12, 2018
Tonopah Convention Center
301 Brougner Avenue, Tonopah, NV 89049

Tonopah Library Board of Trustees Vice-Chairman Mike Sain called the meeting to order on September 12, 2018 at 6:43 p.m. Also present were Clerk Roni Link and Trustee Jerry Elliston. Chairman Don Kaminski appeared telephonically. Trustee Duane Downing was absent. Seven others were in attendance and two others appeared telephonically

1. Public Comment

None.

2. Announcements

None.

3. Library Board Member's/Manager's Comments

Chairman Don Kaminski asked if staff had heard from the architect. Administrative Manager Chris Mulkerns replied that he sent a draft to her and Acting Librarian Dianne Ryals to provide comments. She noted that an item will be placed on the next agenda.

4. Review and approval of minutes, in context, from the regular meeting held August 22, 2018.

Jerry Elliston motioned to approve the minutes, in context, from the regular meeting held August 22, 2018. Roni Link seconded. No further discussion. Motion carried 4-0.

5. Discussion, deliberation and possible decision to authorize moving forward with the Phase II Site Investigation at 155 Central Street property.

Administrative Manager Chris Mulkerns stated that Phase I was already completed and everything is ready to start Phase II. She explained that Phase II will be examining the problems found during Phase I a little closer and will come back with comments on what to do with those problems. She added that there are grants available for such projects.

Chairman Don Kaminski asked if this investigation is done through Nye County. Ms. Mulkerns clarified that it is done through their contract with BEC Environmental. Mr. Kaminski thanked Nye County. Trustee Jerry Elliston asked if Phase II is an action plan. Ms. Mulkerns replied that if anything is found that is in need of mitigation, the plan would show it. The Library can then decide what to do and could either apply for grant funding or low-interest loans.

Roni Link motioned to authorize moving forward with the Phase II Site Investigation at 155 Central Street property. Jerry Elliston seconded. No further discussion. Motion carried 4-0.

6. Discussion, deliberation and possible action on the Library Budget Report.

No questions or comments.

7. Correspondence

None.

8. Approval of vouchers for payment.

The Board reviewed and signed the vouchers. Roni Link motioned to approve the vouchers as presented for payment. Jerry Elliston seconded. No further discussion. Motion carried 4-0.

9. Announcements

None.

10. Public Comment

None.

11. Adjourn.

The meeting adjourned at 6:50 p.m.

Minutes transcribed by:



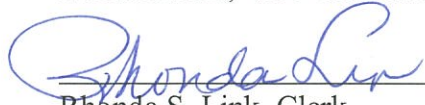
Kat Galli, Deputy Town Clerk

Approved:

Don Kaminski, Chairman

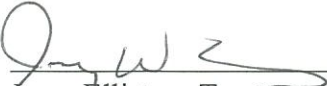


Michael Sain, Vice-Chairman



Rhonda S. Link, Clerk

Duane Downing, Trustee



Jerry Elliston, Trustee