

TONOPAH TOWN BOARD
MEETING MINUTES
FEBRUARY 22, 2017
Tonopah Convention Center
301 Brougner Avenue, Tonopah, NV 89049

Tonopah Town Board Chairman Duane Downing called the meeting to order on February 22, 2017 at 7:00 p.m. Also present were Vice-Chairman Don Kaminski, Clerk Jerry Elliston and Board Member Roni Link. Board Member Mike Sain was absent. Eight others were in attendance. Chairman Downing led in the Pledge of Allegiance.

The Town Board recessed to the Library Board of Trustees at 7:19 p.m. and reconvened as the Town Board at 7:37 p.m.

1. Public Comment

None.

2. Town Board Member's/Department Manager's/Nye County Commissioners Comments

Chairman Duane Downing noted that he would like to discuss the crosswalk lighting at the corner of Main Street and Air Force Road at a future meeting or workshop. Utility Manager Joe Westerlund explained that this issue will be addressed in 2019 when Main Street will be redone.

3. Review and approval of minutes, in context, from the regular meeting held February 8, 2017.

Don Kaminski motioned to approve the minutes, in context, from the regular meeting held February 8, 2017. Jerry Elliston seconded. No further discussion. Motion carried 4-0.

4. Discussion, deliberation and possible action to approve Use and Maintenance Agreement form, as amended.

Administrative Manager Chris Mulkerns explained that this item is a result of discussions held a few months ago. Clerk Jerry Elliston asked if the language under "20" was changed to not include "verbal" anymore which Ms. Mulkerns confirmed.

Jerry Elliston motioned to approve the Use and Maintenance Agreement form, as amended. Roni Link seconded. No further discussion. Motion carried 4-0.

5. Discussion, deliberation and possible action to approve use of Joe Friel Sports Complex by Nye County School District for the 2017 Baseball/Softball season.

Chris Mulkerns noted that Athletic Director Steve Stringer was unable to attend the meeting. John Klapper added that he was presenting this item on behalf of Tonopah High School to ask permission to use the baseball and softball fields for the 2017 season. He stressed that the coaches and students appreciate the work that has been done at Joe Friel Sports Complex. He stated that the fields are beautiful.

Chris Mulkerns pointed out that there is a difference in the agreement compared to prior years. Staff added the electricity cost per field which does not mean the Board has to charge the School District. She stated that they have paid \$2,400 per season every year.

Jerry Elliston asked whether they had provided proof of their liability insurance yet which Ms. Mulkerns confirmed. She added that a copy was provided in the backup for this item.

Jerry Elliston inquired who was responsible for the cleanup of the premises. Mr. Klapper explained that the school custodian takes care of this.

Duane Downing noted that he had a complaint about the batting cage as it is in need of repair. Joe Westerlund clarified that it was purchased through a grant by the Tonopah Little League and that he was not sure if the Town was allowed to remove it. He added that staff is aware of the problem and trying to resolve it.

Duane Downing asked John Klapper to inform Town staff if there was anything in need of repair.

Don Kaminski asked how the gopher situation has been. Joe Westerlund clarified that staff is continuously working with the pest control company to control the situation.

Joe Westerlund explained that the Town will be buying new tables and chairs for the park area to make it a nice facility.

Deputy Town Clerk Kat Galli asked for a decision on the amount to charge the School District. Duane Downing suggested keeping the same amount.

Don Kaminski motioned to approve the use of Joe Friel Sports Complex by Nye County School District for the 2017 baseball/softball season for the sum of \$2,400.00. Jerry Elliston seconded. No further discussion. Motion carried 4-0.

6. Discussion, deliberation and possible action to approve Rural Roundup 2018 Host Venue Proposal.

Administrative Manager Chris Mulkerns explained that the Town received the Request for Proposal (RFP) about two weeks ago, from Kari Frilot of TravelNevada. She clarified that the attached proposal is the Town's response to show TravelNevada that Tonopah can host the event. She emphasized that TravelNevada will grant the Town \$32,000 after the event, but the Town has to budget for it for Fiscal Year 2017/2018.

Ms. Mulkerns pointed out that the Town had budgeted to replace the carpet at the Convention Center in the current fiscal year and can budget for other replacements for the next fiscal year.

Ms. Mulkerns added that there could be breakout sessions at the Convention Center, Historic Library or Mizpah Hotel/Mizpah Club. Vice-Chairman Don Kaminski pointed out that the Mason's building might have room available.

Ms. Mulkerns stressed that the purpose of the proposal is to get the event. Once it is awarded the work starts. She noted that the Town needs hotel rooms, caterers, etc. She noted that the Town will have to put their own RFP out for some of this.

Clerk Jerry Elliston asked what expenses are included in the \$32,000. Ms. Mulkerns emphasized that this has to cover the Town's cost for the event, the venues, catering, etc. She stressed that if the Town's expense exceeds this amount, the Town would have to cover the additional cost. Mr. Elliston inquired out of what fund this would be paid for. Ms. Mulkerns explained that this would be paid for out of the room tax fund and stressed that she does not think that the Town cannot stay within budget.

Vice-Chairman Don Kaminski stressed that this is the Town's opportunity to showcase Tonopah and that the Town might get future revenue as a result of this. Chairman Duane Downing added that if the Town gets the audio/visual upgraded at the Convention Center, it will make the building more attractive for conventions. Utility Manager Joe Westerlund noted that he has contacted lots of suppliers already.

Don Kaminski asked if there are enough hotel rooms available in Tonopah to host the event which Ms. Mulkerns confirmed. Ms. Mulkerns added that if the "Sundowner" opened before the event, additional rooms would be available.

Jerry Elliston motioned to approve the Rural Roundup 2018 Host Venue Proposal in the amount of \$32,000.00. Roni Link seconded. No further discussion. Motion carried 4-0.

7. Discussion, deliberation and possible action to approve updated job descriptions for the Town of Tonopah/Tonopah Public Utilities.

Administrative Manager Chris Mulkerns explained that POOL/PACT recommends to update job descriptions every five years. She clarified that all employees read their job descriptions for review. She pointed out that anything that is underlined was added and that the red-line version shows what was added or changed. She noted that some language changes and formatting changes are recommended by POOL/PACT.

Don Kaminski motioned to approve the updated job descriptions for the town of Tonopah/Tonopah Public Utilities. Jerry Elliston seconded. No further discussion. Motion carried 4-0.

8. Discussion, deliberation and possible action to authorize purchasing or leasing Town of Tonopah/Tonopah Public Utilities new phone system for new offices.

Chris Mulkerns explained that Frontier originally said it was no problem to move the old phone system to the new offices. The they found out that the current system was purchased in 2004 and the company went out of business in 2010, therefore Frontier will not move the current system. Ms. Mulkerns noted that the quote for the new system is about \$12,000 cheaper than what the current system cost. She stressed that the offices will have the same amount of lines and phones. She added that TPU will have to keep one line at the old office for the SCADA system.

Ms. Mulkerns noted that a decision has to be made whether the Town wants to purchase or lease the new system. Vice-Chairman Don Kaminski asked if the Town/TPU will get the same service whether they buy or lease which Ms. Mulkerns confirmed. Ms. Mulkerns added that the advantage of a lease is that the Town/TPU can upgrade within the lease period. She pointed out that the Town has done so with their copy machine lease through Xerox. She added that there is only a minimal upgrade fee. Mr. Kaminski asked what staff recommended. Ms. Mulkerns noted that staff is fine either way. Jerry Elliston inquired what would be easier to budget for. Ms. Mulkerns clarified that the Town/TPU can budget however needed and can split the bill between the Town and TPU.

Don Kaminski asked whether TPU utility staff will stay at the old office which Ms. Mulkerns confirmed. She emphasized that they all have cell phones. TPU Account Representative Becky Braska noted that the old office will have one more line apart from the dedicated SCADA line.

Chris Mulkerns noted that there may be the possibility to have a conference line between the old and new offices. She emphasized that the Board and staff will have to talk about upgrading the SCADA system Fiscal Year 2018/2019 and possibly moving it to the new offices at that time. She noted Town maintenance staff is in the process of moving all their equipment and supplies to the bay area of the new offices.

Don Kaminski motioned to authorize the Town of Tonopah/Tonopah Public Utilities to lease the new phone system for the new offices, as discussed. Roni Link seconded. No further discussion. Motion carried 4-0.

9. Discussion, deliberation and possible action on Department Staff Reports

a) Town Administration: Town Collections for the Month of January 2017

Deputy Town Clerk Kat Galli noted that her town collections (see backup) used to be part of correspondence and are now part of her monthly staff report.

b) Convention Center: Usage for the Month of January 2017

Administrative Manager Chris Mulkerns explained that Diane Perchetti's monthly report (see backup) is now part of her staff report.

c) Parks: Playground Equipment

Chris Mulkerns noted that the playground equipment at Joe Friel Sports complex and Harvey Park was completely installed. She added that Town employee Shari Bombard has said lots of children were playing on the equipment when she was there with her family. Chairman Duane Downing stressed that he had received lots of great feedback and everyone is enthusiastic.

d) Joe Friel Sports Complex: Opening for Season

Jerry Elliston suggested having the High School video production class film the exercise path to promote it. Chris Mulkerns noted that she will talk to Shari Bombard about this. Joe Westerlund added that there is another exercise trail at Harvey Park and that he would like to have a plaque thanking those who helped establish the trail.

e) Events: Ghost Walk on April 8, 2017

Chris Mulkerns stated that the Ghost Walk will take place on April 8, 2017 and is being advertised around Town and in the Nevada Magazine.

Jerry Elliston suggested having an Open House for everyone to see the new playground equipment. Joe Westerlund noted that he had planned on having a dedication with a barbeque. He added that the Rotary Club of Tonopah usually has a Town cleanup day in the spring and had about 60 participants last year. Chris Mulkerns stated that that might be a perfect day to host an Open House.

f) Tonopah Public Utilities: System update

Utility Manager Joe Westerlund stated that he will start submitting notes to the Board to summarize what has been going on that month (see backup). He noted that the one year service of the generators was performed by Nevada energy Systems. He added that the jetter truck needs to be repaired. He stressed that the repairs would be very costly and pointed out that the truck had been loaned out in the past to Beatty and that there were some issues as to how the equipment was run which broke parts. As this

happened twice, Beatty will now only be able to borrow the truck if TPU staff operates it and Beatty pays for their time. The Board Members agreed. Mr. Westerlund explained that this would be paid out of the short-lived assets fund.

Jerry Elliston stated that he likes having a written report from Mr. Westerlund.

Don Kaminski asked about the hostel. Chris Mulkerns explained that the Mizpah Hotel is renovating the old brewery building behind the hotel to turn it into a hostel. There will be five rooms for women and five rooms for men with two bathrooms. She noted that she is waiting to hear from the engineer to determine the needed ERU's (Equivalent Residential Units). Joe Westerlund added that they plan to open in three months. Ms. Mulkerns stated that according to plans, the Mizpah Hotel will then start to renovate the Belvada.

10. Correspondence

Northern Nye County Hospital District Meeting Agenda, February 16, 2017
Letter from Shari Bombard to SolarReserve, February 10, 2017
State of Nevada Popular Annual Financial Report for Fiscal Year ended June 30, 2016
Nye County BOCC Meeting Agenda, February 21, 2017
Letter to Department of Taxation, February 7, 2017
Room Tax Grant Project Completion Report: TMS Booster Club, February 13, 2017
Mock Disaster Day Flyer, March 5, 2017

Chris Mulkerns referred to the letter to the Department of Taxation and noted that the Town has to describe the corrective plan. She added that she has been in contact with the Department of Taxation regarding the Sheriff Public Safety Sales Tax and the Town will most likely be found out of compliance again this fiscal year. She noted that she will invite Fire Chief Rob Elliott and Sheriff Sharon Wehrly to the second meeting in March for them to present their spending plans and for the Town Board to approve them. Jerry Elliston asked if they can come later to which Ms. Mulkerns replied that the budget has to be filed. She added that the Town will have to do a quarterly report to the Department of Taxation about the PST funds from now on. Duane Downing emphasized that the law is very specific on what the funds can be used for.

11. Vouchers

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


12. Public Comment

Becky Braska noted that the Town hosted a blood drive and had a good turnout.

13. Adjourn

The meeting adjourned at 8:18 p.m.

Minutes transcribed by:



Kat Galli, Deputy Town Clerk

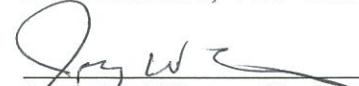
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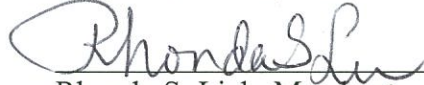
Duane Downing, Chairman



Don Kaminski, Vice-Chairman



Jerry W. Elliston, Clerk



Rhonda S. Link, Member



Michael Sain, Member

TONOPAH LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 22, 2017
Tonopah Convention Center
301 Brougner Avenue, Tonopah, NV 89049

Tonopah Library Board of Trustees Chairman Don Kaminski called the meeting to order on February 8, 2017 at 7:19 p.m. Also present were Clerk Roni Link and Trustees Duane Downing and Jerry Elliston. Vice-Chairman Mike Sain was absent. Eight others were in attendance.

1. Public Comment

None.

2. Library Board Member's/Department Manager's Comments

None.

3. Review and approval of minutes, in context, from the regular meeting held February 8, 2017.

Jerry Elliston motioned to approve the minutes, in context, from the regular meeting held February 8, 2017. Roni Link seconded. No further discussion. Motion carried 4-0.

4. Discussion, deliberation and possible action to approve updated job descriptions for the Library.

Administrative Manager Chris Mulkerns explained that there are only two job descriptions for the Library. She noted that the main updates were language and formatting recommended per POOL/PACT. She noted that when someone applies for a job and they get hired, they sign the job description to show they knew the requirements.

Duane Downing motioned to approve the updated job descriptions for the Library. Roni Link seconded. No further discussion. Motion carried 4-0.

5. Discussion, deliberation and possible action regarding Library Staff Reports

a) Library: Revenues/Fines, Cards

b) Historic Library: Rental/Usage

Dianne Ryals noted that she did not prepare a written report. She stated that the Historic Library has been reserved for a few events. Chris Mulkerns added that "Donuts with the DA" and "Coffee with the Commissioners" that are held every quarter in Pahrump will now also be held in Tonopah. She stressed that the Town has been advertising it. Duane Downing noted that he is glad to see these events taking place in Tonopah. Ms. Ryals emphasized that several groups have inquired about renting the Historic Library. He suggested revising the rental agreement to say "no

alcohol allowed". Jerry Elliston proposed having an ad in the local newspaper to promote the rental of the building. Roni Link suggested having a 360° video to show on the Town website and Facebook page.

6. Correspondence

None.

7. Approval of vouchers for payment

Jerry Elliston inquired whether the amazon bills were all for purchased books. Dianne Ryals explained that she has to spend \$1,000 a month on books and that she struggles to reach this amount sometimes as she does not have room for that many books. Duane Downing suggested purchasing rare books once a year and having them on display at the Historic Library. Ms. Ryals stressed that she is running out of space in the Historic Library as well. Mr. Elliston asked if patrons can request a certain book which Ms. Ryals confirmed. She emphasized that she appreciates when patrons request books so that she knows what they want to read.

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

8. Public Comment

None.

9. Adjourn

The meeting adjourned at 7:37 p.m.

Minutes transcribed by:



Kat Galli, Deputy Town Clerk

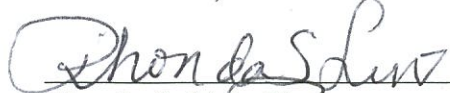
Approved:




Don Kaminski, Chairman



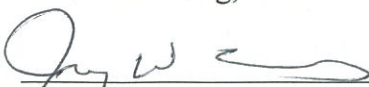
Michael Sain, Vice-Chairman



Rhonda S. Link, Clerk



Duane Downing, Trustee



Jerry Elliston, Trustee