

The Regular meeting of the McGill Town Council was held on March 19, 2013 at the McGill Community/Senior Center located at the top of Avenue K at 7:00 P.M.

The following Council Members were in attendance:

Bob Winder, Chairman  
Roxane Ballandby, Vice-Chairperson  
Ed Dubrutz, Member  
Sheri Mishler, Member

Absent Council Member:

Mike Borovansky, Member

Also in attendance:

Delores Manchester, Secretary/Town Clerk  
Bill Miller, WPC Road Superintendent  
Woody Robinson, Parks Manager  
Stacy Laird, McGill Revitalization Assoc. & Business Rep.  
Mike Coster, County Commissioner Liaison  
Elizabeth Bulloch  
Iasn Bulloch  
Holly Augare, MCAC  
Debra Asay, MCAC  
Bonny Pridemore MCAC

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Council Chairman Winder called the meeting to order at 7:00 P.M.

PUBLIC COMMENT:

Council Chairman Winder called for comments from the public.

The secretary reported that she just received a donation to the McGill Volunteer Fire Department from Phyllis Johnson. She will deliver the donation check to the Fire Department and mail the usual thank you card.

Bill Miller, WPC Road Superintendent, addressed the Council requesting to move the street reports earlier in this meeting so he can provide the McGill Town Council with a status report on the roads in White Pine County and McGill. The County Maintenance Supervisor, Bill Calderwood, relayed McGill's concerns after the previous Council meeting. To answer McGill's concerns – he has spoken with the District Attorney about the exposed rebar and deteriorating curb and gutter on Avenue J. The District Attorney is presently researching who has the

responsibility. He did have his crew cut the exposed rebar so there would not be any injuries. To answer Council Member Dubrutz's concerns about the streets in McGill. He has identified the pot holes and they will be patching as soon as the weather warms, as the temperatures need to be above 63 degrees for the cold mix asphalt. The streets by Fourth Street and Avenues G & H, he will need to coordinate with Nevada Department of Transportation, as those washed out areas are within their road right of way. White Pine County has close to 2,000 miles of roads, 1,000 of those miles are maintained, 125 miles are paved roads. A few years ago they did some slurry seal and crack seal work in McGill and the other towns in WPC. His department spends a considerable amount of money making sure the streets are looking good in McGill. There is an area on Avenue A that was patched last spring, they will let that pound down, and later will repair the patch better. Avenues A & G on First and Second Streets will be worked on that will bring the valley gutters up, this is due to years of paving the streets. The drainage in McGill has posed problems through the years, and there have been times when they have had to tear up someone's yard to complete repairs.

McGill Parks Manager, Woody Robinson, addressed the Council noting that there is an area above the bleachers at the Ball Park that has washed out due to recent activity.

Road Superintendent Miller explained that he will work with the School District regarding this matter. He is aware that Mt. Wheeler Power has done some work in the area, but they may not be finished.

The Secretary noted that she worked for WPC for many years, during those years she has worked with several Road Supervisors, then for a short period of time the Road and Maintenance Department were combined into a Public Works Department, now everything has returned to the way the departments used to be run. She would like to compliment Road Superintendent Miller for the excellent job he and his staff is doing – whenever she calls the office and requests work, the staff is efficient and courteous, the work is completed in a short time, and she receives a timely response from them.

Road Superintendent Miller assured the Council that he will forward their comments and compliments to his crew. Noting that he feels it is his crew that makes up his department.

#### REPORT ON SNPLMA GRANT PROJECTS:

The secretary explained that she provided the Council with a memo that Mr. Biren Patel of McGinley & Associates would be in town to remove the transformers from the Ball Park and they wished to inspect the Kinnear Library. She provided them with a copy of the information about future renovation grants for the building. She met with them so they could conduct their tour of the Kinnear Library building. She did notice that they had 3 large drums in their pickup truck with placards so she assumed they have collected some of the transformers. They did conduct their tour and they took several pictures of the inside, outside of the building, and the basement. They explained to her that this was only a preliminary inspection, later after acquiring

grant funding, they will return to take samples and then initiate the removal any hazardous materials such as: lead base paint, asbestos, hazardous glue materials, etc. There will be several phases before McGill can seek grant funding; 1) preliminary inspection for hazardous materials, 2) removal of hazardous materials, 3) grant application. The representatives of McGinley & Associates explained that they usually run across possible grant funding sources while researching, they assured her that they would provide her with the list of funding sources. She did request a copy of their preliminary report. While in the building, she noticed there is a leak in the roof at the east/south corner and part of the ceiling is falling in.

Road Superintendent Miller explained that a copy of that report should go to Maintenance Supervisor Calderwood. He will let him know that McGill would like a copy. He can also let Maintenance Super Calderwood know about the leading roof.

The Council directed their secretary to follow this request up in writing.

#### APPROVAL OF PERSONNEL ACTION FORM FOR RETURN OF SEASONAL PARKS EMPLOYEE:

The secretary provided the Council with a personnel action form for the return of the seasonal parks employee. Stating that she will need to know his return date and if the Council was planning on increasing his salary this year. She also learned that Doug Thornburg will not be returning this season, so she will need to have his personnel action form approved.

Council Vice-Chairperson Ballandby motioned to provide Parks Manager, Woody Robinson, with a \$1 salary increase from \$14 per hour to \$15 per hour. The motion includes him to return for his seasonal employment in April. He will be part time during April and May depending on weather conditions, full time during June, July, August, and return to part time in September depending on weather conditions.

Council Member Dubrutz seconded the motion.

Motion was carried by a unanimous vote of the quorum present.

#### AUTHORIZATION TO ADVERTISE FOR SEASONAL PART TIME PARKS ASSISTANT GROUNDS KEEPER:

The secretary explained that the Council will need to formally remove Douglas Thornberg from the payroll. Also, she has been in communication with the new WPC Human Resource Kathy Ricci. Previously, Vern left the advertising, collecting of applications, and correspondence up to her; however, Ms. Ricci stated that she would prefer to schedule the position with Nevada Job Connect, place the ad in the newspaper, collect the application, and then provide the Council with copies. As the McGill secretary, she will prepare the letters to the persons the Council opts to interview, the letters of denial, and the letter of selection and then provide her with copies.

Tonight, she needs to know what dates the Council would like to advertise and what date they would like to conduct the interviews.

Council Member Dubrutz inquired why McGill is being eliminated from this process.

The Secretary explained that Ms. Ricci is new and she is striving to have uniformity in her office. Ms. Ricci wants McGill, Ruth, and Lund employees to be handled in the same manner. She knows this person very well and plans on providing assistance wherever possible.

Council Vice-Chairperson Ballandby motioned to remove Douglas Thornberg from the payroll.

Council Member Dubrutz seconded the motion.

Motion was carried by a unanimous vote of the quorum present.

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Council Member Dubrutz motioned to authorize the WPC HR Director and the McGill Secretary to begin the process of advertising for a seasonal part time assistant grounds keeper.

Council Vice-Chairperson Ballandby seconded the motion.

Motion was carried by a unanimous vote of the quorum present.

#### STATUS REPORT ON JOB DESCRIPTION FOR PART TIME JANITORIAL EMPLOYEE:

The secretary reported that she has spoken with Human Resource Ricci about this new position the Council will be creating. She and Ms. Ricci will work together in preparing the job description. She is assuming that the HR Director will want this job description to be consistent with the Ruth Janitor. She is asking the Council what are some of the tasks the Council is looking for.

The Council stated the following:

- ✓ \$10.00 per hour
- ✓ 10 hours per month with possible additional hours (prior approval from the Council) depending on special projects
- ✓ Sweep, mop, and occasionally wax the floors in the main meeting room, kitchen, hall, and bathrooms
- ✓ Dust any furniture
- ✓ Wash windows when needed
- ✓ Wash walls if needed
- ✓ Clean and straighten kitchen, including washing any dishes left behind
- ✓ Clean bathrooms, including toilets and sinks

The Council agreed to have the secretary bring the draft job description back to the Council for review. It was further noted that the rules for renting the Senior/Community Center will remain the same, and the Council would like to consider revising the rental agreement.

#### STATUS REPORT ON THE ACQUISITION OF FLAG OF SEAL FOR MCGILL:

The secretary explained that Council Member Dubrutz requested that she begin working on acquiring a new US Flag, Nevada State Flag, and a McGill Flag for the Council Meeting Chambers. She contacted the County Clerk's Office to see who made the White Pine County Flag so she could order from the same company, but they were unable to locate the file. She then dug through her files and found the template for the White Pine County Flag, Council Member Dubrutz had her prepare correspondence to the WPC Clerk and provided her with a copy of the template. This will be useful in the event they change companies that provide them with their letterhead.

She has found a company in Georgia who makes flags from logos or designs. She has prepared the purchase order request in the amount of \$914.55 to purchase a US Flag, Nevada Flag, and make a McGill Flag. This order will be complete with poles. Before she can request the purchase order be approved, she will need direction from the Town Council where to code the expenditure from and where to transfer money to cover this expense.

The Council Member Mishler motioned to transfer \$1,000 from line item #280-504-53922 (parks project earmark) into line item #280-502-53203 (McGill promotional materials).

Council Member Dubrutz seconded the motion.

Motion was carried by a unanimous vote of the quorum present.

The Council then instructed the secretary to place the order for the McGill Flag as follows:

- Cream or white flag
- Copper colored fringe
- Blue clouds
- Dark grey on the middle smokestack
- Black on the 2 smaller smokestacks
- Black lettering for McGill Nevada and the letters on the train boxcars
- Yellow boxcars
- Orange caboose
- Copper ore in the boxcars
- Green wreath and green grass
- Brown mountains
- Black birds

#### APPROVAL OF MINUTES:

McGill Town Council minutes dated March 19, 2013



(monthly service charge for copy machine)	
V & S Variety	61.03
(Easter supplies)	
Cave Valley Engraving	75.00
(Plaque thanking Jerry Morrill for years of service)	
Sheri Mishler	119.82
(reimbursement for Easter)	

Council Member Dubrutz motioned to approve the bills as read.

Council Vice-Chairperson Ballandby seconded the motion.

Council Member Mishler abstained from voting on the voucher in the amount of \$119.82 made out to her for reimbursement for Easter supplies.

Motion was carried by a majority vote of the quorum present.

#### NUISANCE ABATEMENTS:

Stacy Laird, McGill Business Representative reported that she turned in a list of unlicensed vehicles, and the addresses where they are parked, to Deputy Sheriff Alan Pederson.

#### ANIMALS AT LARGE:

Council Member Dubrutz reported that when he went out to his garage (north end of town) there were 2 very vicious pit bulls that came into his garage. The dogs were very threatening and if he was armed, he would have defended himself. One pit bull was black and white and the other one was tan and white. The dogs are vicious and running at large.

The Council directed their secretary to prepare correspondence to the Sheriff's Office, with a courtesy copy to the Animal Control Officer, asking if they could watch for these 2 pit bulls.

#### PARK MAINTENANCE:

Parks Manager Robinson reported that he has been in communication with the girl scouts about possible location of the garden. The location they selected south of the Ball Park does not have a water supply. The only place with enough water supply would be the hill facing the highway.

Council Member Mishler noted that the Council was under the impression they had already spoken with him about this and that the area had been selected. The Council did not give the group enough money to build a terrace for the garden. She would suggest another location, or possibly put the garden in someone's yard.

Parks Manager Robinson reported that the transformers have been removed from the Ball Park. Some of them have been temporarily placed south of the Ball Park until they transport. The blocks by the Fire Station were knocked over during one of the snow removals. He will begin stacking them back. The gophers are already digging their mounds and he will begin trapping them again.

#### FINANCIAL REPORT:

The secretary reported that McGill is now 67% into their budget year. Revenues are at 50% with 67% of their funds spent.

#### EMT ASSOCIATION:

No report given.

#### STREET LIGHTS:

Council Chairman Winder reported that he now has 5 lights reported that are out. He will place this repair order.

#### STREETS & STREET SIGNS:

Council Member Dubrutz that he has been working with Road Superintendent on the road and signs. All is under control.

#### FIRE DEPARTMENT:

It was reported that Lee Garcia was elected to serve as the McGill Fire Chief.

#### NEIGHBORHOOD WATCH PROGRAM:

The secretary reported, in the absence of Council Member Borovansky, that there were 11 person in attendance at the last Neighborhood Watch meeting. Deputy Pederson showed a graphic video of what to look for and how to respond when someone is trying for a mass shooting. He also reported that White Pine County has been conducting training sessions on their response in the event someone has started shooting at a location, such as a school in the area.

#### CULTURAL CENTER REPORT:

Council Vice-Chairperson Ballandby reported that use at the Library and Cultural Center activities have been down, with the exception of the Senior Day activities.

#### McGILL REVITALIZATION COMMITTEE:

McGill Town Council minutes dated March 19, 2013

Stacy Laird, McGill Revitalization Association, reported that their activities have been low, but they do have a luncheon meeting set for this Saturday.

YOUTH/COMMUNITY ACTIVITIES:

Holly Augare, McGill Activities Committee, conducted a sub sale to help collect funds for Easter, Labor Day band, and other activities. They did not overspend the amount the Council authorized for Easter. They will continue to hold fundraisers throughout the year to put toward the Labor Day band.

Debra Asay, McGill Activities Committee, addressed the Council stating that they will be scheduling an amazing race in McGill. There will be 9 different reporting stations, they will have to complete challenges, and they hope the Council will help with the prize.

BUSINESS PLAN/McGILL MERCHANTS REPORTS:

Stacy Laird, Business Rep, explained that A-1 Variety is now offering air conditioning, heating, and small appliance repair service through their store.

Ian Bulloch, McGill Coffee Shop, reported that they do not have a set opening date yet. They are targeting fall of this year. They will be working with the White Pine County Building about the necessary renovations to be building before they can open.

PUBLIC COMMENT:

Council Chairman Winder called for any additional comments from the audience.

There was no additional comments.

MEETING ADJOURNED:

There being no further comments or questions to be brought before the McGill Town Council, the meeting adjourned at 8:16 P.M.