

The Regular meeting of the McGill Town Council was held on February 20, 2018 at the McGill Community/Senior Center located at the top of Avenue K at 6:00 P.M.

The following McGill Town Council Members were in attendance:

Andy McVicars, Chairman  
Roxane Ballandby, Vice-Chairperson  
Cynthia Angelopoulos, Member  
Ed Dubrutz, Member  
Ernie Rivera, Member

Also in attendance:

Delores Manchester, secretary  
Elizabeth Francis, WPC Finance Director  
Steve Stork, WPC Commissioner  
Stacy Laird, McGill Revitalization Assoc./Business Rep.  
Lee Garcia, McGill Fire Chief  
Brenda McConaha, Unique Treasurers  
Jeremiah Peterson, WPC Deputy Sheriff

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Council Chairman McVicars called the meeting to order at 6:00 P.M.

Council Member Angelopoulos led the assemblage in the Pledge of Allegiance.

PUBLIC COMMENT:

Council Chairman McVicars called for comments from the public.

There were no comments from the public at this time.

**BUDGET WORKSHOP**

POSSIBLE APPROVAL OF FISCAL YEAR 2018/2019 MCGILL TOWN BUDGET:

Elizabeth Francis, White Pine County Finance Director, addressed the Council providing them with an overview of McGill Town Council budget dating back to 2016. Explaining that, if McGill does not spend all their funds for the year, that money does not go away, it is placed in McGill's fund balance (savings). Department of Taxation has not provided her with the projected revenues for FY2018/2019 budget as of this date. McGill has used their remaining funds in their fund balance, in the past few years, to purchase a fire brush truck, and renovations to the Kinnear Library Building. The funds for the brush truck (\$100,000) has been held aside and payments are automatically being made. The funds set aside for the renovations to the Kinnear Library Building was set at \$100,000.00. White Pine Maintenance Department had been working on the Kinnear Library Building, whereby saving McGill labor costs, and there is \$63,096.00 remaining in that line item. There is a fairly new regulation, when funds are moved from the fund balance for a specific purchase, it needs to be handled during the budgeting process. If funds are required later in the year, the maximum amount that can be transferred is \$9,000.00. If McGill has a specific project for the coming year, she will need to receive that request during the budget workshop hearings.

The Council proceeded to go through the 4 departments in their budget, and set the final amount at approximately \$109,427.00.

WP Finance Director Francis explained that that figure is only an estimate, she will need to go through and set the new rates for Workman's Comp, Medicare premiums, and Social Security taxes for the McGill employees. The premium for the Master Insurance Policy will be slightly more than the previous year, and she will insert those numbers as soon as she receives them.

Council Vice-Chairperson Ballandby motioned to accept the tentative budget as estimated at \$109,427.00 – total amount subject to change.

Council Member Angelopoulos seconded the motion.

Motion was carried by unanimous vote.

WP Finance Director Francis assured the Council that she will have the final numbers prepared and available at the next McGill Town Council meeting.

**Budget Narrative for McGill Town – Fiscal Year 2018/2019 is attached to these minutes.**

The budget workshop adjourned at 7:09 P.M.

### **REGULAR TOWN COUNCIL MEETING**

Council Chairman McVicars called the Regular Town Council meeting to order at 7:11 P.M.

Council Member Angelopoulos led the assemblage, again, in the Pledge of Allegiance.

#### **PUBLIC COMMENT:**

Council Chairman McVicars called for comments from the public.

There were no comments from the public at this time.

#### **UPDATE/STATUS REPORT ON MCGILL HISTORICAL DRUG STORE MUSEUM:**

It was reported that the McGill Historical Drug Store Museum had requested to provide the Town Council with an update on their cleaning and cataloging of everything in the museum building. However; nobody was present at the meeting to give this update.

The Council directed the secretary to carry this matter on the next agenda.

#### **SCHEDULING DATE AND TIME FOR GRAND OPENING OF MCGILL'S NEWEST BUSINESS – UNIQUE TREASURES:**

Brenda McConaha, Unique Treasures, addressed the Council explaining that she recently opened a new store situated between Stacy's Hair Affair and the McGill Club (in the old Barber Shop). They will specialize in local made items for sale. They have selected their Grand Opening date for March 3, 2018 at 10:00 A.M.

The secretary reported that she had been contacted by the White Pine Chamber Director, Wayne Cameron. They have expressed an interest in attending the Grand Opening and they will be listing McGill's Unique Treasures at a business in Reno, as specializing in Nevada made merchandise.

#### **5 YEAR RENEWAL OF DOMAIN AND HOSTING FOR THE MCGILL WEB PAGE:**

The secretary explained that she received the 5 year renewal for the domain name and 5 year renewal for the website hosting.

Council Member Dubrutz motioned to renew the McGill domain name and website hosting for the next 5 years. Council Vice-Chairperson Ballandby seconded the motion.

Motion was carried by unanimous vote.

#### **AUTHORIZATION TO PURCHASE NEW EASTER BUNNY OUTFIT:**

Council Member Angelopoulos explained that she would like to purchase a new Easter Bunny outfit. She had found one for \$60, but it has been sold out, so she is not sure how much the other Bunny outfit will cost.

Lee Garcia, McGill Fire Chief, addressed the Council explaining that the WP Fire District has agreed to purchase the school Fire promotional materials, so he is offering to purchase the Easter Bunny outfit from the McGill Fire Department budget. He would also offer to pay for the New Santa suit out of his budget.

Council Member Dubrutz motioned to authorize the purchase of the new McGill Easter Bunny outfit, cost not to exceed \$100.00.

Council Member Angelopoulos seconded the motion.

Motion was carried by a unanimous vote.

WPC Finance Director Francis reminded the secretary to make the necessary transfer of funds from the Fire Department into the Public Works Miscellaneous before she pays the bill.

The Council directed the secretary to place the purchase of a new Santa Suit on the next agenda.

STATUS REPORT ON RENOVATIONS TO KINNEAR LIBRARY BUILDING:

Council Chairman McVicars reported that he inspected the renovations at the Kinnear Library Building this afternoon. The County Maintenance crew has all the framing completed, most of the insulation installed, and the kitchen has been cleared out. There are still some major expenses, such as the heating and cooling system, flooring, walls, etc. He is not sure if this project will be completed this year, but they are making great progress.

It was the consensus of the Council to carry this matter on the agenda.

APPROVAL OF MINUTES:

Council Vice-Chairperson Ballandby motioned to approve the McGill Town Council minutes dated January 16, 2018.

Council Member Angelopoulos seconded the motion.

Council Member Rivera abstained from voting.

Motion was carried by a majority vote.

CORRESPONDENCE:

The following correspondence sent or received since the previous meeting was listed as follows:

1. E-mail from IonoWeb requesting renewal of 5 year domain renewal & hosting (including quarterly billings).
2. E-mail from WPC Clerk regarding illegal dumping.
3. E-mail from WPC Public Works Director asking Town Council to keep Kinnear Library renovations in the McGill budget.
4. E-mail from WPC Public Works Director regarding illegal dumping.
5. Neighborhood Watch monthly report.
6. E-mail forwarded to Town Council regarding possible wood chip heating for Veterans Initiative (former Safety Industries Building).
7. McGill Ruth Sewer & Water District agenda.
8. Deposit in the amount of \$132.00 from Kinnear Library/Cultural Center for internet in-lieu of rent.
9. Secretary monthly report.
10. Copy of letter from WPC Clerk accepting the resignation of Bob Winder from the Town Council
11. Copy of a letter to Ernie Rivera confirming his appointment to the McGill Town Council.
12. Memo to WPC Sheriff, Scott Henroid, regarding unsightly yards.
13. Letter to Brenda McConaha welcoming her new Unique Treasurers business to the community.
14. Letter to the WPC Board of County Commissioners regarding the abatement of dangerous buildings at #23 & #25 Avenue C.
15. Letter to the WPC Board of County Commissioners regarding requesting that McGill Town Council be placed on the "findings of facts" list to be notified of billboard approvals/alley abandonments/road abandonments.

APPROVAL OF BILLS/AUTHORIZATION TO PURCHASE:

The following bills were read into the record:

Bradley's Bestway Market (Neighborhood Watch refreshments)	\$ 3.09
JW Electric (repair of street light #5)	\$3,690.40
Ian & Elizabeth Bulloch (IonoWeb (WebPage maint./5 year domain/5 year domain Hosting & mag.)	\$ 919.40
OPI (monthly copy machine contract)	\$ 29.99
Bradley's Bestway Market (cleaning supplies)	\$ 55.67

Council Member Angelopoulos motioned to approve the bills as read.

Council Vice-Chairperson Ballandby seconded the motion.

Motion was carried by a unanimous vote.

NUISANCE ABATEMENTS:

Council Member Angelopoulos noted that the Neighborhood Watch discussed the home at #30 Avenue B that is filled with a lot of trash. Also the home located at First Street and Avenue F has a lot of trash strung around the yard.

Deputy Sheriff, Jeremiah Peterson, addressed the Council explaining that the Neighborhood Watch Coordinator e-mailed him those addresses. They are currently being investigated.

ANIMALS AT LARGE/VICIOUS DOGS:

It was reported there is a small wire haired grey and black dog running at large in the area of First Street. Nobody seems to know where this dog lives.

Deputy Peterson assured the Council that he would forward this concern on to the Animal Control Officer.

PARK MAINTENANCE:

Council Member Dubrutz recalled the previous discussions about the “Back Flow Devices” that were to be installed at the McGill parks. McGill had concerns that the “Back Flow Devices” were part of the infrastructure and not regular maintenance to the parks (\$11,000.00 – Ball Park \$4,000; Avenue K Park \$2,000; First & Avenue K \$1,000; and Circle Park \$4,000). The Council had previously discussed those devices during the previous year’s budget session. McGill has not received an answer to their questions yet, and he would like to discuss it further.

Council Member Dubrutz requested this matter be placed on the next agenda.

FINANCIAL REPORT:

The secretary reported that McGill is presently 58% into the budget year, with 35% of their revenues coming in. Presently McGill is 31% spent.

FIRE/EMT REPORTS:

McGill Fire Chief, Lee Garcia, reported that during the month of December the McGill Volunteer Fire Department responded to 12 calls and assisted White Pine Air. January they responded to 7 calls, and so far in February, they have responded to 5 calls.

STREET LIGHTS:

Council Vice-Chairperson Ballandby inquired if the secretary had obtained copies of past billings for the repair of street lights. Noting, that it may be easier to contact JW Electric for those copies.

The secretary assured her that she would contact JW Electric.

STREETS & STREET SIGNS:

Council Member Dubrutz noted there are some branches blocking clear view of some of McGill street signs.

The Council directed the secretary to prepare a memo to the Public Works Director asking that the next time his Road Crew is in McGill, that they view the signs and remove any branches that may be blocking clear view.

NEIGHBORHOOD WATCH PROGRAM:

It was reported that Deputy Sheriff, Jeremiah Peterson, will be giving a presentation at the Kinnear Library/Cultural Center Wednesday, February 21<sup>st</sup> to the First grade class.

YOUTH/COMMUNITY ACTIVITIES:

Council Member Angelopoulos reported that she has ordered the candy for Easter, and she will be ordering the eggs.

BUSINESS PLAN/McGILL MERCHANTS REPORTS:

Nothing new to report.

KINNEAR LIBRARY/CULTURAL CENTER REPORT:

It had been reported that several people have seen students sitting at the picnic table on the front porch of the Senior/Community Center, doing their homework in the evenings and on the weekends.

McGILL REVIATLIZATION ASSOCIATION:

Stacy Laird, MRA, reported that their organization will be working on planning for the arrival of the Easter Bunny.

McGILL VOLUNTEER FIRE DEPARTMENT WOMEN'S AUXILIARY:

Brenda McConaha, Auxiliary, reported that they will be helping on the planning for the arrival of the Easter Bunny.

PUBLIC COMMENT:

Council Chairman McVicars called for any further comments.

Council Member Angelopoulos reported that, last week, a man fell over the cement car stops located in the Post Office parking lot. The Post Office sent a worker to repair and paint the car stops and the handicapped parking emblem.

MEETING ADJOURNED:

There being no further comments or business to be brought before the McGill Town Council, the meeting adjourned at 8:12 P.M.

**McGILL TOWN – FISCAL YEAR 2018/2019  
BUDGET NARRATIVE**

**McGill Town – General Governmental Fund – 280-501**

Line Number	Line Item	Description of Proposed Expense	FY2016/2017	FY2017/2018
51101	Salaries & Wages	This was previously listed as contract services for the secretary/town clerk. Effective July 2012 it was required to set this as salaries with standard deductions. <b>Janitorial services</b> – position created 3 years ago @ \$10 per hour for up to 10 hours per month (not to exceed \$100 per month).	\$1,800.00	\$1,800.00
			\$1,200.00	\$1,200.00
51203	PACT	Workmen's comp (calculated by WPC Finance)	\$708.00	\$ WP Finance fill in
51206	Medicare	Medicare Premiums (calculated by WPC Finance)	\$44.00	\$ WP Finance fill in
51208	Social Security	Social Security taxes (calculated by WPC Finance)	\$112.00	\$ WP Finance fill in

52103	Operating Supplies and expenses	Consumable office supplies (paper, ink cartridges, postage, envelopes, thank you cards @ \$350.00) copy machine monthly contract @ \$29.99 per month=\$360 Quarterly web site maintenance estimated @ \$135=\$340.00. Minute Book @ \$250.00 X 2 = \$500.00	\$1550.00	\$1550.00
52301	Telephone at Senior Center	Telephone and internet services. \$33.00 per month is reimbursed by the Kinnear Library in lieu of rent.	\$2800.00	\$3300.00
52303	Water and Sewer	Water and sewer service for Senior Center Building and yard. Bills are mailed directly to WPC Finance	\$500.00	\$500.00
52803	Master Policy insurance	Liability insurance premiums, are distributed by WPC Finance Office	\$3565.00	\$3565.00
52915	Contract Services	This item was moved to salaries and wages.	-0-	-0-
53904	Equipment under \$5,000	This line item was originally set when we paid rent at the Senior Center, for rental of the meeting chambers, a few years ago. In the event there a need to purchase new equipment, I am asking if the Council place some funds in this line item if something should break.	\$500.00	\$500.00

**Total for General Fund - \$**

**McGill Town – Public Works – 280-502**

Line Number	Line Item	Description of proposed expenses	FY 2016/2017	FY 2017/2018
52103	Operating supplies and expenses	Purchase of annual street light inventory. Inventory used to be stored in brick shed.	\$4000.00	\$4000.00
52210	Facility repair and maintenance	Contract with JW Electric for labor and use of bucket truck. Bill only as needed. Policy is 5 lights out before call out.	\$7800.00	\$10000.00
52210-142	Kinnear Library	This had been a new line item created for the renovations to the Kinnear Library Building. Line closed. New line number issued.		-0-
52302	Electricity	Uncontrolled expenses. Mt. Wheeler Power mails monthly bills to the Finance to avoid late charges.	\$16700.00	\$22200.00

52401	Miscellaneous	This is McGill's party fund to cover expenses associated with Easter, Christmas, Labor Day, Fireworks if requested, community business support, entrance signing, etc.. <b>If any donations are received, they are placed in our revenue account.</b>	\$12200.00	\$12200.00
52915	Contract Services Survey and mapping	Contract is with Basin Engineering. McGill maps are continually needed to be updated. Past projects included parks master plan, house numbering project, fire hydrants, street light numbering project, etc.	\$200.00	\$200.00
53203	Promotional Materials	This fund was created by the suggestion of the WP Chamber. It covers annual dues, walking tour maps, and any other promotional materials.	\$200.00	\$200.00
53904	Equip under \$5,000	This was a new line item created for the replacement of street lights that had been hit and are covered under insurance. So far 5 lights have been hit, there is 1 insurance claim still open. It takes several months before the insurance cases are resolved.	\$9034.39	-0-
57140-142	Kinnear Library Building Capital Improvement	New line item – Town Hall/Kinnear Library renovations \$100,000.00 had been set aside with the remaining amount carried forward from the previous year	\$65927.00	\$63096.10

**Total for Public Works - \$**

**McGill Town – Public Safety – 280-503**

Line Number	Line Item	Description of Proposed expense	FY 2016/2017	FY 2017/2018
52103	Operating supplies and expenses	General repairs and/or improvements to the EMS building. <b>This line item is now closed</b>	-0-	\$-0-
52120	Fire Dept. supplies	Most funding for equipment is provided for by the WPC Fire District. Past expenses have covered fire training materials, volunteer safety equipment, jaws of life, fire prevention week promotional materials, etc.	\$600.00	\$600.00
52121	EMT supplies	Past expenses have covered the purchase of the 1945 ambulance to be used for parades, heavy winter jackets, safety gear, or any needed items they request. <b>Line item now closed.</b>	-0-	\$ -0-
52401	Miscellaneous	This line item was created to cover expenses that do not fall under specific departments	\$100.00	\$100.00

52465	Neighborhood Watch	Neighborhood Watch is a sub-committee set up to assist the Sheriff's Office with patrol, general operating supplies, and/or needed materials they request. <b>It had previously been suggested that security cameras be placed around town for surveillance of possible vandalism to businesses, parks, etc.</b>	\$500.00	\$500.00
52502	Auto repair and maintenance	Most repairs were to be provided through the Fire District and/or EMS. <b>The EMS/Fire Department may wish to initiate repairs to the 1945 Red Cross Ambulance</b>	-0-	\$-0-
52904	Equipment under \$5,000	This has been budgeted to request any costs of smaller new equipment that may be needed in relation to emergency equipment.	-0-	-0-
55110 or 53901	Capital outlay	McGill has always supported their emergency services. Current project is Brush Truck – funds have been set aside to make annual payments. Interest is listed below		
55111	Capital outlay interest	If a large purchase is made on the installment plan, the item will have to go out for bid for the purchase and the financing. Once approved, the interest is shown as a separate line item (In 2016 McGill set aside \$100,000 for loan from county) This is interest only.	\$1642.00	\$1,492.00

**Total for Public Safety \$**

**McGill Town – Parks and Recreation – 280-504 – WE NEED TO DISCUSS DEDICATING 40% FOR THE Ball Park**

Line Number	Line Item	Description of Proposed expenses	FY 2016/2017	FY 2017/2018
51101	Salaries & Wages	Salary for seasonal employee @ \$16.00 per hour Plus salary for seasonal assistant @ \$10 per hour	\$21500.00	\$21500.00
51102	Overtime	Used one time last year. <b>Line now closed.</b>	-0-	\$-0-
51203	PACT	Workmen's comp (calculated by WPC Finance)	\$885.00	\$ WP Finance fill in
51206	Medicare	Required expense (calculated by WPC Finance)	\$326.00	\$ WP Finance fill in
50208	Social Security	Required expense (calculated by WPC Finance)	\$1395.00	\$ WP Finance fill in
52103	Operating supplies and expenses	General supplies and materials for upgrades.	\$3000.00	\$3000.00

52210	Facility repairs and maintenance	Repair of sprinklers, machinery, mower, fences, curbs, etc.	\$3200.00	\$3200.00
52303	Water and Sewer	Uncontrolled expenses – Town Council requested that the bills be mailed to Finance Department to avoid late charges.	\$6500.00	\$7000.00
52304	Disposal Service	Uncontrolled expenses – Town Council requested that the bills be mailed to Finance Department to avoid late charges.	\$800.00	\$800.00
52501	Auto Gas & Oil	Fuel to operate park vehicles and equipment. These expenses are through the county shop or Pony Express Service Mart	\$1500.00	\$1500.00
52502	Auto repair	Repair and service of truck, lawn mower, etc.	\$1000.00	\$1000.00
52904	Equipment under \$5,000	Any equipment requests that will cost under \$5,000	\$11000.00	\$11000.00
53901	Equipment over \$5,000	Any equipment costing more than \$5,000	\$ -0-	-0-
53922	Parks Project or Earmark Fund	This line item was set up for special projects. Prior projects included building a road, plastic tables, benches, BBQ, sprinkling systems. This line item may also be used for matching funds for any grants received. Also <b>REWARD</b>	\$1,000.00	\$ 1,000.00 Carried forward
53925	Town Beautification	This line item was originally set up to begin making both entrances to McGill to make McGill more attractive to travelers and/or tree planting projects (matching funds for tree grant). This line item has also been used for the purchase of bulletin boards and/or billboards. Town entrance signs and/or grant matching funds. <b>If the neon welcome signs are purchased, a new line item will need to be created for capital outlay #55110 and interest #55111</b>	\$250.00  *** Signs estimated at \$35,000 each	\$ 250.00  -0-

**Total for Parks \$**