

The Special meeting of the McGill Town Council was held on February 5, 2019 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
Chris Maestes, Member
Ernie Rivera, Member

Also in attendance:

Delores Manchester, Secretary
Elizabeth Francis, WPC Finance Director
Raymond Maestes
Jeff Williams, JW Electric

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

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

PUBLIC COMMENT:

Council Chairman McVicars called for comments from the public.

There were no comments at this time.

STUDY/REVIEW OF MCGILL TOWN BUDGET NARRATIVE FOR FISCAL YEAR 2019/2020:

APPROVAL OF FISCAL YEAR 2019/2020 MCGILL TOWN BUDGET:

White Pine County Finance Director, Elizabeth Francis, addressed the Council noting that their secretary had already provided her with a copy of the McGill budget narrative, and she had provided her with the Budget Worksheet. Her Department installed a new computer system and new numbers for some of the departments have been a bit confusing.

Council Member Rivera explained that he feels there is a problem coming up that needs to be addressed during the budget planning process. He has been studying billings for repairs of street lights, and he feels that it may be less expensive if the Town Council made a project of purchasing all new LED lights for McGill, possibly work one section in McGill each year, until all the lights have been converted to LED.

Council Vice-Chairperson Ballandby agreed, noting that the street lights in McGill are very old and they are not holding up.

Council Chairman McVicars suggested riding through McGill at night to determine which lights are flickering on and off, and which lights are completely out. If this project moves forward, the Council will need to decide which area to work on first.

Jeff Williams, JW Electric, addressed the Council explaining that the McGill secretary contacted his secretary to explain Council Member Rivera's idea, and he has come up with an estimated cost of \$350 to convert each street light to LED, that cost would include all the necessary fixtures to be changed. When they change out the fixtures to LEDs, they could remove all working fixtures, store them to be used later when one of the older lights require repairs. He has come up with about 180 street lights that would require converting. Since he took over JW Electric, he has been attempting to learn which street lights are currently turned on and which had been disconnected several years ago.

The secretary explained that McGill Town Council employed the services of Basin Engineering to complete the new map of McGill, which included house numbers, working street lights, non working street lights, fire hydrants, etc. She is sure Basin Engineering would make him a copy of McGill's map.

Council Member Rivera suggested checking with Mt. Wheeler Power to see if they have any incentives, or lending options.

Finance Director Francis explained that McGill currently has \$139,000.00 in their fund balance (savings carried over from previous years). Dividing the 180 street lights to be converted to LEDs over a period of 3 years, would be 60 lights each year to be converted. As the work was completed, the Town Council would see savings in their monthly Mt. Wheeler Power billings. The cost to convert 60 street lights to LED would cost \$21,000 each year, plus the cost of labor. This is the time of year to pull funds from the fund balance. Also, she would have to check with the Auditor if there should be a special line item in the budget created to better enable tracking expenditures on this project. Once the labor costs are estimated, there is sufficient time to move those funds into the upcoming budget.

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

Finance Director Francis recalled that there had been a Town Council Member expressing concerns about the insurance coverage for the many street lights that had been struck and destroyed by passing motorists. The Insurance Company negotiated insurance settlements on each of the 5 street lights that had been hit. Payment did not cover all the costs, but it did cover most of the costs. Another option would have been to take the cases to small claims court, but it probably would have cost more what would have been gained. She checked with the Insurance Company, street lights are not covered under the policy, if the Council wishes to pay the additional fee, the street lights could have coverage.

Council Member Rivera noted that he did not agree, and he would note that McGill only saw the final figures, they did not receive a thorough report in which to make a decision.

Finance Director Francis noted for the record that the McGill Town Council's budget is significantly larger than any of the other towns in White Pine County.

The McGill Town Council proceeded to review their budget and came up with a tentative budget for Fiscal Year 2019/2020as follows:

**McGILL TOWN – FISCAL YEAR 2019/2020
BUDGET NARRATIVE**

McGill Town – General Governmental Fund – 280-150

Line Number	Line Item	Description of Proposed Expense	FY2017/2018	FY2018/2019
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 @ \$150 per month. Janitorial services – position created 3 years ago @ \$10 per hour for up to 10 hours per month (not to exceed \$100 per month).	\$1,800.00 \$1,200.00	\$1,800.00 \$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 I will not require minute books this year, but I WOULD LIKE YOU TO BUDGET FOR A NEW COPY MACHINE FOR THE OFFICE. There are no longer any parts. Presently we pay \$29.99 for monthly maintenance, but as the copier gets older, OPI could raise the monthly fee.	\$1550.00	Estimate \$3,000.00 Plus maintenance Contract (move to line #52143)
52301	Telephone at Senior Center	Telephone and internet services. \$33.00 per month is reimbursed by the Kinnear Library in lieu of rent. Those funds are deposited into McGill's misc. revenue account.	\$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 (might increase if you decide to insure street light poles)	\$3565.00	\$3565.00

52915	Contract Services	This item was moved to salaries and wages.	-0-	-0-
52143	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	\$3000.00

Total for General Fund - \$ 15,779.00

McGill Town – Public Safety – 280- 300

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. This line item is now closed	-0-	\$-0-
52137	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. Line item now closed.	-0-	\$ -0-
52401	Miscellaneous	This line item was created to cover expenses that do not fall under specific departments (line to be closed)	\$100.00	\$ -0-
54106	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. It had previously been suggested that security cameras be placed around town for surveillance of possible vandalism to businesses, parks, etc.	\$500.00	\$600.00
52502	Auto repair and maintenance	Most repairs were to be provided through the Fire District and/or EMS. The EMS/Fire Department may wish to restore the 1945 Red Cross Ambulance	-0-	\$1500.00
52143	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		
59102	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 an interest only line item.	\$1642.00	\$1,183.00

Total for Public Safety \$3,883.00

McGill Town – Public Works – 280- 400

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. JW now holds the inventory	\$4000.00	\$8000.00
52606	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. We are now requesting JW to provide a complete inventory of all street lights repaired. Several years ago McGill disconnected several street lights because of the high electrical expense. This past year a few of those lights have been reconnected.	\$7800.00	\$12000.00
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.. If any donations are received, they are placed in our revenue line item account.	\$12200.00	\$13000.00

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. Would like to keep this line item open in the event we need additional maps printed.	\$200.00	\$200.00
54112	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
52143	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. Do not know if you wish to include security cameras facing the parks.	\$65927.00	\$42400.00

Total for Public Works - \$85,000.00

McGill Town – Parks and Recreation – 280-402

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. Line now closed.	-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
52606	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
52143	Equipment under \$5,000	Any equipment requests that will cost under \$5,000	\$11000.00	\$9000.00
53101	Equipment over \$5,000	Any equipment costing more than \$5,000 –	\$ -0-	-0-
54118	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 REWARD	\$1,000.00	\$ 1,000.00 Carried forward
54119	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. This line item has also been used for the purchase of bulletin boards and/or billboards. Town entrance signs and/or grant matching funds. If the neon welcome signs are purchased, a new line item will need to be created for capital outlay #55110 and interest #59102	\$250.00 *** Signs estimated at \$35,000 each	\$ 1,000.00 -0-

Total for Parks \$51,606

Finance Director Francis explained that she has not received the final numbers from the State of Nevada on how much McGill will receive from Local Gaming Licenses, Intergovernmental Revenue, Consolidated Tax CTX, and

Miscellaneous Receipts. As stated earlier, she still has time for the Town Council to consider moving funds for the street lights to be converted to LEDs, and to consider if they wish to pay for additional insurance on street lights.

Council Member Angelopoulos motioned to accept the tentative McGill Town Council budget for Fiscal year 2019/2020 as estimated.

Council Vice-Chairperson Ballandby seconded the motion.

Motion was carried by a unanimous vote.

PUBLIC COMMENT:

Council Chairman McVicars called for any further comments from the public.
There were no further comments.

MEETING ADJOURNED:

There being no further business or comments to come before the McGill Town Council, the special budget workshop meeting adjourned at 7:58 P.M.