



GARDNERVILLE TOWN BOARD

Meeting Minutes

Ken Miller, Chairman
Linda Slater, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Mary Wenner, Board Member

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Contact: Carol Louthan, Office Manager
Senior for any questions or additional
information. You may also view the
board packet online at the town's website.

Tuesday, October 1, 2013

4:30 p.m.

Gardnerville Town Hall

 **4:30 P.M. Chairman Miller called the meeting to order and made the Determination a Quorum is present.**

 **PLEDGE OF ALLEGIANCE- Mike Philips**

 **FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.**

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Chairman Miller advised it has been requested that item 8 be pulled due to the applicant's withdrawal of their application.

Motion Philips/Slater to approve the agenda with that change.

No public comment.

Motion carried unanimously.

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
September 3, 2013 Regular Board meeting, with public comment prior to Board action.**

Motion Higuera/Wenner to approve the previous minutes of September 3rd.

No public comment.

Motion carried unanimously.

 **PUBLIC INTEREST COMMENTS (No Action)**

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

Jeanne Lamb, Gardnerville resident, was wondering; Minden has resurfaced all the streets over there. You came through the Chichester area to do ours also, but mine is the last street in the area to be built in the estates and there are a lot of cracks that really need to be fixed.

Mr. Dallaire advised it is on the list.

Chairman Miller explained this is not on the agenda so we cannot make any comments at this time. But if you leave your name and phone number someone will get back to you.

No further public comment.

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

Motion Higuera/Slater to approve the consent calendar with item eight being removed.

1. **For Possible Action:** Correspondence
Read and noted.
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
Motion to accept.
3. **For Possible Action:** Approve September 2013 claims
Motion to approve.
4. **For possible action:** Approve the grant extension to December 2014 and contract modification for the Hellwinkel flood channel project and State of Nevada, State Lands Question 1 (Q1) funding in the amount of \$307,250, and authorize the town manager to sign the paperwork.
Motion to approve.
5. **For possible action:** Approve the Grant funding of the State of Nevada, Division of State Parks Land and Water Conservation Fund Project agreement for the Martin slough pond trails and amenities in the amount of \$53,654, and authorize the town manger to sign the paperwork.
Motion to approve.
6. **For possible action:** Approve the use of Heritage Park on June 17, 2014 by the Douglas County Historical Society to hold the Young Chautauqua Performance, and waive the customary \$100 use fee for this event.
Motion to approve.
7. **For possible action:** Approve the road closure of Douglas Ave at 1480 Douglas for the Trinity Lutheran Church Trunk or Treat public event and waive the customary \$100 dollar road closure fee.
Motion to approve.
8. **For possible action:** Approve the use of Heritage Park on November 10, 2013 by the Cross Fit Divergence, for a fitness completion / fundraiser for Cross Fit Walter Reed a wounded warrior project, and waive half the customary \$200 dollar use fee for this event.
(removed from calendar – no action taken.)

No public comment.

Motion carried unanimously.

ADMINISTRATIVE AGENDA

(Any agenda items pulled from the Consent Calendar will be heard at this point)

9.  **Not for Possible Action:** Presentation by Sondra Condron on history of the Eagle Gas station.

Sondra Condron works for Douglas County and wanted to let the board know about the history of the gas station. I am very pleased you decided to keep it. My folks moved here in 1958 from Cheyenne. When we moved to town my dad bought the gas station. It was a tiny station set next to the road with two tiny pumps. The Shell station distributor said if you go ahead and buy it then we will build you a brand new station in 1961. Dad bought the station and in 1961 the existing station was built. I am pretty sure I have quite a few pictures of the old station and the new station that I will be glad to give to you. As soon as he bought the station in 1958 two old time Gardnerville residents came to my dad and said we don't like newcomers and we will not buy gas from you until you have been here for 10 years. My dad said something like I don't need you anyway. I am the first gas station coming from the south and I am going to pick everybody up from LA and I'm going to get your kids. He hired some boys from Douglas High. The rules were any of the kids could work on their cars and use all of dad's tools as long as they put all the tools back where they were. So they all worked there. They bought gas there. We went to every football and basketball game. Dad had bets with most of the boys. It was always double or nothing. Milkshakes from the Frosty next door on winning or losing. There were times we owed thousands of milkshakes to these kids. Lots of good memories and if I can find some pictures to back that up I will do that. I am absolutely thrilled that you are keeping the station. As kids we all had to work there. So I spent every summer pumping gas. It was part of the criteria for me to drive my car. I had to learn how to change oil and change tires.

Vice-Chairman Slater mentioned, on behalf of the board, we would love some of the pictures.

Mrs. Condron is retiring in nine days. So I will go through the box of pictures and see what I can find.

10.  **For Possible Action:** Review and approve the recommended redevelopment plan and direct staff to pursue potential funding sources for the Eagle Gas Station Site (APN 1320-33-402-075) at 1395 Highway

395 N., Town of Gardnerville, within the Main Street District, based on the public input at the September 7 public workshop and staff recommendations, and other matters properly related thereto, with public comment prior to board action.

Mr. Dallaire appreciated those who came to the workshop. We had about 30 people show up throughout the presentation. We had a survey to find out which option everyone liked. After the workshop was done we put a survey on the internet and they could download the presentation and take a two question survey. Might have to do a little better description of why we are doing the parking and the additional use in the future for that street. An information center is what the plans are. We ended up with seven comments. We had thirty five total participants in the online survey. Option three was chosen by 83%, option two 5%. Out of the 35 online participants we had 42% pick option two which was the restroom and parking and option three 54% was saving the gas station and utilizing that as a public restroom. We asked at the workshop and in the survey for five amenities. Survey online was pretty comparable to what was at the workshop. The results show a main street office and decorative benches, a bus stop, public restrooms, enhanced landscaping, decorative lighting, EV charging with solar power, gateway sign, informational kiosk, dog station and run.

Mr. Philips asked if there were comments on what we were going to do as far as changing the looks of it.

Mr. Dallaire shared there were two people who commented on the architectural features. My thought on that is right now there is a metal parapet on top. The roof slopes to the back of the parcel. We will just extend it and make it look similar to the buildings in Gardnerville. We haven't selected a color scheme yet. We will work on that next. My thought is brick accents and then wood panels similar to JT. The biggest thing is getting the gateway signage and work on little portions as funding is available. We are working with Douglas County on the CDBG building improvements and then possibly removing the fuel tanks. We did have a meeting with NDEP on site. They found three inches of water in the bottom of the tanks. We will be pumping that out. The cathodic protection system on the tanks has a history from the previous owner of not being in service when they show up to do their inspections, which hurts us on the petroleum fund side. We did have the state's consultant on site and he was noticing there are a lot of other contamination points. There will need to be some testing. NDEP is actually helping us to get the report done so we can proceed with removal of the tanks. The NDEP Brownsfield grant was approved. So we did get the \$10,000. We will probably have to remove the big trees in the background. There is a steel guardrail growing into the tree. The trees need to come down for safety. We do have a work plan. The grant applications are what we will be focusing on this month. We have a tentative submittal to Douglas County on October 17th for CDBG funds. Then they will submit it on the county's behalf to the state.

Public comment.

Jeanne Lamb thought the perspective view is wonderful. I would like to suggest the crosswalk be more bold in presentation. There are people walking back and forth all the time.

Mr. Dallaire mentioned in NDOT's TAP program we have four crosswalks in town that we have asked for funding to install strobe lights when there are pedestrians.

Mrs. Lamb noticed when traveling to the north, people went slow past all the businesses but when get to the curve they start to speed up and I am worried about the kids.

Mr. Higuera thought this will change quite a bit over the course of the years. You have a pretty solid plan to get it launched.

Mr. Dallaire is just looking for the Board to approve pursuing the funding and get the applications out. It is a worthy project and we can keep this moving forward.

No further public comment.

Motion Higuera/Slater to approve the redevelopment plan for the Eagle Gas station site and direct staff to pursue funding to implement the redevelopment plan. Motion carried.

11.  **For Possible Action:** Discussion on a land development application, LDA13-013, for Scott McCullough, Douglas County School District, for a tentative parcel map to divide 12.04 acres into two parcels, the smallest being 1.31 net acres in area. The subject property is located at 1290 Toler Lane and

within the PF (Public Facilities) zoning district and the Minden-Gardnerville Community Plan (APN: 1320-33-402-059), with public comment prior to board action.

Mr. Dallaire introduced the applicant, Scott McCullough; and surveyor, Matt Bernard, R.O. Anderson Engineering. There were a few issues staff brought forward, one of which was the easements to the site utilizing the existing driveway. If the existing driveways are going to be used there should be an easement. Lucille has given me her draft report. It wasn't approved by Mimi yet so I didn't include it in the packets. But it does address those issues and concerns. When I met with Ken about this there is a concern about additional parking being necessary once the parcel map is done. If anyone moved in there they have to get a minor design review or design review along with that process to do any tenant improvements on the building. Right now it is slated for warehouse.

Mr. Matt Bernard, RO Anderson Engineering, stated this building had run its course for being classrooms. The school district has an asset they need to find something to do with. Parking and access we thought about and tried to configure it. We did leave the parking alley all the way around the rectangle we created with the school district staying in ownership of all of that as opposed to easements. When it comes to parking who knows what will be there. Until a design review comes forward it is hard to say how much parking is required. The school district is under parked.

Vice-Chairman Slater asked how many parking spaces are associated with it.

Mr. Bernard answered the way it is right now there is very little, if any, three or four on the street.

Chairman Miller asked if the school would look at a reciprocal parking agreement.

Mr. Bernard thought they would. It depends on the use.

Chairman Miller's concern is if that facility is used for another youth type service, that you would have to have room for pickup and drop off. With just the three spaces on the street that is tough.

Mr. McCullough felt they would have to address those issues when the entity comes forward. The school district is willing to entertain that at the time we have the use that comes up.

Vice-Chairman Slater believed they are kicking the can down the road on the parking.

Mr. McCullough would say deferring.

Mr. Higuera thought by limiting the parking you are limiting the amount of people that would have interest in the building.

Mr. Bernard explained if a higher use comes along then a design review would occur and they would have to meet the code requirements for parking. Another use would have to be approved.

Chairman Miller realizes that. It's close to a school and a natural thing would be something youth could use.

Mr. Philips felt this is more of a school district issue than the town.

Vice-Chairman Slater is not fond of the concept. You are kicking the can down the road and inviting the front landscaping to be torn out, paved over and not leaving the potential buyer any other sources for parking.

Mr. McCullough believed there was sufficient space in the back to handle the parking.

Mr. Bernard added it is PF zoning. That building is already calculated into the parking. The site right now functions as a public facility with those square footages accounted for in the parking if a reciprocal agreement is put in place.

Chairman Miller thought the owner of the land is limiting themselves who they can sell the land to.

Public comment.

Mr. Dirk Goering, Douglas County Planning, wanted to let them know one of the conditions of approval is for reciprocal parking and access agreement. They will have to record that prior to the final map.

No further public comment.

Motion Higuera/Wenner to approve a land development application LDA 13-013 for Scott McCullough, Douglas County School District, for a tentative parcel map to divide 12.04 acres into two parcels, the smallest being 1.31 net acres in area. The subject property is located at 290 Toler Lane and within the PF (Public Facilities) zoning district and the Minden/Gardnerville community plan, APN 1320-33-402-059, with the conditions contained in the staff report. Motion carried unanimously.

12.  **For Possible Action:** Presentation and discussion to accept the Valley Vision Plan and direction to staff to develop a joint resolution between Towns of Gardnerville and Minden and Douglas County to be approved at a later date, to confirm the principles within the plan and to commit to the identification of funds for the plans for future implementation, with public comment prior to board action.

Eric Roverud, landscape architect and sometimes planner has been working with the county, local business leaders and citizens on a project called the Valley Vision. Mr. Roverud gave a power point presentation to the board.

Chairman Miller called for public comment.

Steve Mokrohisky, County Manager, offered his support. The County Board of Commissioners will be taking up this presentation. We are requesting the same action from them on Thursday. We have been very supportive of this effort and pursued similar efforts in the south shore of Lake Tahoe. It has led to the development of the south shore area plan which was adopted unanimously by the TRPA governing board last week. Douglas County was the first local agency to have an adopted area plan because of the vision we created. You saw some of the pictures of the work that was recently completed in the town of Genoa. That started with a vision. That vision was critical to have the residents and businesses articulate what they wanted to see. They didn't want to completely change Genoa. They just wanted to see a more pedestrian friendly mixed use trail access from the bed base into the retail operation. Eight new businesses have moved into Genoa over the past year and a half to two years. You have already started doing many things in Gardnerville. You are far ahead of where the town of Minden is and a lot of other areas throughout Douglas County, with undergrounding power poles, landscaping improvements, Eagle Gas, the outstanding Main Street Gardnerville program that the county continues to support financially. You have led in the effort. You were doing the Eagle Gas station at the same time we were doing the Valley Vision. I think it adds nicely and it is good timing. You've probably heard about Bently Enterprises and the investments the private sector is now looking at making. That is in the town of Minden. But I don't see the boundaries between Minden and Gardnerville. We are all one community and we need to work together. The process you went through with Eagle Gas was outstanding; the extent to which you gathered public input, listened to the community and brought that forward. I think the result is wonderful. I will commit from the county we will work with you as you finalize the funding for that and where you have a gap in funding if there is anything the county can do to step forward to help get you across the finish line we will do that. These kind of improvements are not just for the town of Gardnerville. This really is about the entire community.

We just got an announcement from NDOT that the Martin Slough trail grant that we applied for was approved. This is a \$615,000 grant from NDOT. There is a \$100,000,00 commitment from the private sector for the Ranch at Gardnerville for a portion of that and Douglas County has committed anywhere between 25 and \$50,000 for that. That adds to both the town of Gardnerville's trail connection and our entire community. So I want to thank you for taking this into consideration. It is really critical for the towns of Minden, Gardnerville and the county to come together to formalize our commitment to these principles. The concepts will change and evolve over time. But the principles and ideas are critical. It is important that we as public agencies lead in that effort both in our verbal and written commitment to implementing these principles and in our efforts to try and fund those to show the private sector that we in the public sector are committed to that.

Ms. Wenner asked if that would affect our citizens in any way with their tax rate, corroborating with Minden and the County.

Mr. Mokrohisky answered absolutely not. The action that is being requested is to direct your manager to work with me and the Minden town manager, if my board and the Minden board direct that. Then we will work together, draft a joint resolution, which would just say we are going to partner. We will work to contribute available resources towards funding those improvements. I think we can get to the point of talking about specific CIP projects and how that process would go with funding different efforts. It may be matching funds for NDOT, reconstruction of the roads, more landscaping in the corridor or undergrounding power poles in Minden. We're not talking about an increase in

taxes or a change in governing structure. This is an informal partnership that would be formalized through a joint resolution.

Mrs. Lamb asked if there are future plans to have the gigantic trucks that go through town sidetrack them.

Mr. Mokrohisky believed Eric touched on that in his presentation. It is contemplated as a potential in the future. I think ultimately that may come. But there are a lot of things we can do. We still have a difficult challenge in getting pedestrians across the highway. We do ultimately think there needs to be some calming of the traffic, additional landscape amenities and a redirection of the truck traffic would help. But that is a larger discussion that is a component of this vision and will be further debated in the future.

Mrs. Lamb shared some of the gigantic trucks are coming through Chichester Estates.

Vice-Chairman Slater appreciates the county wanting to be a partner with us.

Mr. Mokrohisky believed the Board of Commissioners will look closely at the action you take here before they take their action. Thank you for your consideration.

My name is Cassandra Jones. I am an attorney here in town. I live around the corner from this building. The one question I had is: where is the town of Genoa in this resolution. I see this as a joint resolution between Minden, Gardnerville and Douglas County. We have other governing agencies like the GID's, but they don't quite have the same impact if someone were to develop a piece of property and we were looking at visual protection. But the town of Genoa does. So is there going to be a request for Genoa to participate in this joint resolution?

Mr. Mokrohisky stated there was no effort to exclude the town of Genoa. While the vision plan encompasses the entire Carson Valley there is a primary focus on the 395 main street corridor. We need to start with the main players in that effort. The plan is not complete. It will continue to evolve. We will continue to look for partners. The town of Genoa has come a long way. We have been able, in partnership with the town of Genoa, to do what we want to do in the main street corridor. It was a little easier. It was a smaller area. You don't have a five lane state highway and it was in a redevelopment area. So we had funds available to make that happen. That's really why we focused on Douglas County and the towns of Minden and Gardnerville. We will be working with others as we move forward.

Ms. Wenner asked if that would make main street Minden and Gardnerville a redevelopment area.

Mr. Mokrohisky has not contemplated that. We are looking at funding this through our own funding mechanisms. We will look throughout the course of this year and as we go into budget next year to allocate some funds into an account that would go towards these types of improvements. That's what we're asking of you as you go you're your budget process for next year that you consider contributing towards those improvements as you already are here.

No further public comment.

Motion Slater/Higuera to accept the Valley Vision plan and direct staff to develop a joint resolution between towns of Gardnerville and Minden and Douglas County to be approved at a later date to confirm the principles within the plan and to commit to the identification of funds for plans for future implementation. Motion carried unanimously.

13.  Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for September 2013.

Ms. Lochridge reported there was an item on our USDA revolving loan fund. We had a couple of applications that were out but they didn't come in and get approved by the September 30th deadline. So we did lose out on that additional \$26,000 to loan out to businesses in the district. But we do have over \$22,000 in repayment that is in our account that we can continue to loan out. Yesterday we got approval from the Nevada Department of Agriculture, the Specialty Crop Block Grant program. We don't have the official paperwork yet. We had requested \$5,000. We are hoping we get that or maybe a little extra. The State of Nevada Department of Taxation renewed our tax exempt status. We are good until 2018. We have our wine walk season, which is officially ended. We are in the process of getting as much information as we can. We had a great meeting this morning; our monthly morning coffee meeting at Sharkey's. We had 17 or 18 people attend that meeting. Also we have surveys out. We should have a complete report on not only this season, but the five seasons previously, at our next board meeting and for the Town Board as

well. Labyrinth dedication is coming up. The funds that we received from the NCOT grant have been put to good use. Our volunteers have been working really hard on that project. They have a fall harvest festival going on this Saturday with a special dedication to the labyrinth at 2:00 p.m. If you can make it we'd love to see you there.

Chairman Miller mentioned there will be lemonade.

Mrs. Sandmeier advised there will be zucchini bread, pumpkin cookies and carrot muffins from the garden.

Mrs. Lochridge continued, the holiday shopping bazaar is doing very well. We only have four spots left. This will be the third annual. We are beginning to do volunteer orientations every quarter. We want to get everybody more educated on what Main Street Gardnerville is all about.

Mr. Philips asked how the garden did this year.

Mrs. Sandmeier answered there was quite a bit of food went out there until the very end. The deer found us and started jumping the fences. We will have to address that issue next year. The boy scouts are going to do a special recognition of them and the food closet with the total number of pounds that was contributed to the food closet. That will be at 12:30. The pumpkins did not do very well this year.

Mrs. Lochridge reported the flower baskets are down. We just sent out a press release to our media contacts thanking all of the businesses and individuals that adopted and sponsored the flower baskets, the town and students. Carson Valley Times picked it up right away. I'm hoping the Record Courier does too soon.

Vice-Chairman Slater asked about the contributions received when Worth Borda passed away, how will they be utilized.

Mrs. Lochridge answered with those funds we were able to put them towards the remaining baskets from this season. There are only a couple that will carry over for next season. This is the first season, thanks to her and her wishes, that we totally had every single basket sponsored.

Vice-Chairman Slater stated the people she has spoken with have been so happy with the flowers this year and they wanted to make sure kudos go to whoever is watering or making sure they are maintained.

Mrs. Lochridge responded we have a seasonal employee that has a background in this and he spotted anything that was going wrong.

14.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for September 2013.**

Mrs. Amens reported not a lot going on, which from an attorney's standpoint is probably a good thing other than monitoring Sharkey's. Other than that I don't have anything.

Chairman Miller asked before Carol Sandmeier leaves, there is a model of the Hellwinkel barn on the back table that I made that I brought in tonight.

15.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for September 2013.**

Mr. Dallaire had a meeting with Smith's engineer. They are moving forward with a minor design review. This is an amenity to the supermarket. They are proposing a five bay gas station. The small entrance is the concern we are watching off of Waterloo, probably a right turn in, right turn out only. That will have to be pushed back further than where they show it on the plan. There are no dimensions on the plan. The property for Jack in the Box and Taco Bell both extend into Smith's building about four spaces from the island in the little drive aisle. So they will utilize from the property line out on the first two rows of parking. The row up against Waterloo will be gone and then they will utilize the first row of parking. So basically there are three aisles of parking that will go away. They are over parked and they are showing they will still be over parked with the gas station by about six stalls.

Chairman Miller's concern is the entrance to the Scolari's area.

Mr. Dallaire stated there are four entrances into Smith's already. This would be a fifth one. It's a deal breaker if it's not allowed. Douglas County went out and looked at it and they were looking at doing a median between the two on Waterloo. This would be the third median. The League of Cities had a good conference. Thank you for all the support in attending. (addressing the comment to Mrs. Lamb) Minden didn't actually repave the streets. It is a seal they spray on. If you go over to Stodick Estates we did that entire development plus finished off the end of Gardnerville up by Minden where Minden sprayed as well.

Mrs. Lamb asked about the cracks.

Mr. Dallaire explained Chichester is unique in that it creates big cracks. As soon as maintenance staff gets finished with the parks before they winterize them they are going to be crack sealing.

Vice-Chairman Slater added there are so many different areas to try to keep happy and up to date. It is a never ending battle.

Mr. Dallaire continued his report: New Beginnings is wrapping up the site work. Dink is doing the landscaping out there. The end of Crestmore is done and they still have to do the street light improvements. Then those will be coming to the Board for dedication and approval. Dink is doing a good job with the landscaping. I like the park-like detention pond facility. If you have a chance drive by and make sure it is okay. There is a lot of open space still in there. It will be easier for staff to maintain the shrubbery on the trail.

Chairman Miller stated in front New Beginnings, Heritage Bank cleared off their lot yesterday. The property behind the car wash has been cleared also and is being developed with a project we might see later.

Mr. Dallaire received an email from Lisa Noonan. At the candy dance I met with Dave Fogerson from East Fork and he was in a safety meeting discussing safe routes to school and asked me to get in contact with Lisa. We have an appointment next week to discuss safe routes to school. Two years ago I asked the school district for their approval in the crosswalk strobe lights at Mill, Mission, High School and Kingslane. Holly Luna gave us a letter and we never really discussed the safe routes to school. There is a lot of grant funding for safe routes to school. We will be discussing that.

Ms. Wenner mentioned there is another area going from Chichester to the middle school in the morning. They are going across Gilman anywhere they want.

Mr. Dallaire advised after school they go on the north side of the pond and walk on the property to the north. With the amenities we will also have a crosswalk on this side of Chichester Drive at the bridge. I am hoping that will help.

Mrs. Lamb asked if they could institute a bicycle license where in order to ride your bike on the street you have to take a bicycle test and know the rules.

Mr. Dallaire answered that would be a state program. NDOT is working on a bike plan.

Mrs. Lamb has noticed that a lot of older men don't signal and don't stop.

Mr. Dallaire stated the last thing is about the turnarounds at the end of dead-end streets at the Ranch at Gardnerville. They had a solution the fire department and Rob Anderson came up with. Minden did not approve that due to the use of their future driveway. Rob drew up a hammerhead and if we did it per the fire code it would have to be a 100 foot wide T at the end of the street. East Fork approved the design as shown in the packet. We were thinking that would suffice for the backup area. I just wanted to make sure you are okay with that concept. It is a little different but the hammerhead did not look good or a bulb. Lots 158 and 159 have the potential of having a driveway off the street and would be the only access for this section of road.

16.  For Possible Action: Discussion on the town manager's work plan and goals with public comment prior to board action.

Mr. Dallaire reported this is something they discussed during his review. It's not just goals. It is a work plan. I had received a few things from Cheryl Gonzales before she left. We can change this. It is not cut in stone. But I wanted to find out what you are looking for from me. I took the projects from the CIP plan. There is a section as far as personal goals, career goals and board priorities from the strategic planning session. I had the certified public

official on there. That was last year. I actually received it at the NACO conference. Continuing education is ongoing. Emergency response training, I actually have the certificate but I need to expand that a little more.

Ms. Wenner asked if on the emergency response training is for the board also.

Mr. Dallaire answered it is online. I can invite you to the training. They just had training this last month. Basically in those kinds of situations, Todd Carlini will be the guy in charge and dictate what he needs help with and if we have any equipment that can help him, then he would call us in.

Ms. Wenner asked if the board has a plan if anything happens.

Mr. Dallaire answered the county has an emergency management plan.

Mr. Philips asked if we have the stuff necessary to contain a spill

Mr. Dallaire answered, yes, they do.

Mr. Higuera asked if Tom was looking for direction. It struck me that we have two things mixed together. I would like to see you have your goals broken out in a separate format. I see as goals on this particular list: the Hellwinkle channel, pedestrian path, Eagle Gas station, trail upgrade. All that would be set up as goals. Things like budget, open meeting law and all the monthly things are important. I'd like to see those broken out into the town manager's duties. That's mostly what this is; your day-to-day what we expect you to be doing in your free time.

Mr. Dallaire got this format from a conversation with Linda a while ago. It was about the task, what it would be, when it would be done.

Vice-Chairman Slater pulled the evaluation from last year and you had good goals. Your goals have three elements: purpose, measurable and attainable. The ones that you put in the evaluation last year were fine. This year it's all over the place. I think if you broke it down, my ideas were along with Lloyd's: the Hellwinkle channel, Eagle Gas station, town hall and maintenance facilities. Then include in that your personal job and career goals. You have to be able to attain them in one year. We as board members, we made the mistake of not having the new goals available at the time of your evaluation. That won't happen again on our part. I just think it would be easier for you. Pick three or four goals out of the list that we can measure and elaborate on. You can add more if you want. Eagle Gas as an example: what are you going to accomplish within that one-year time frame. That's what I'm interested in seeing so I can measure at the end of that year where you are in that system. It has to be attainable.

Mr. Philips would not want him to pin himself down on that because there are too many unknowns in something like that.

Vice-Chairman Slater suggested picking another goal then. You have to be able to measure it. You have to know where Tom is in the process next year.

Ms. Wenner felt possibly they should not use the capital improvement projects at all.

Vice-Chairman Slater suggested sticking to something that is attainable within the year.

Mr. Philips agreed. Don't leave yourself open to failure.

Vice-Chairman Slater didn't think he should put items that are going to be grant related.

Mr. Dallaire suggested maybe the application itself is a goal.

Chairman Miller stated some of these are ongoing maintenance. That would not be a goal. Some of the others like the Hellwinkle channel and Eagle Gas depend on grants. The success of getting those grants should not be measured by us. Tom doesn't have any control over that other than the actual application. As far as the work accomplished towards that project, that should be measured.

Mr. Dallaire understands. But I did ask Steve (county manager) about his goals for 13/14. He emailed his goals to me. I am just not sure with the goals, there just wasn't much discussed last year. On page 3 personal and job career goals I have: take classes to finish the Public Official certificate requirements; which I did. Continuing

education; that was on last year's as well; emergency response training, but I didn't take all of the classes that I could have. Become more organized; this is one that just came up.

Chairman Miller felt with Josh leaving and not having that position filled it creates more of a backlog for you. It will probably be January or February before you get caught up with a new employee coming on.

Vice-Chairman Slater asked if he would go over these and come up with three goals, or more if you like, and your personal job and career goals as you had last year.

Mr. Dallaire will add the transition plan.

Vice-Chairman Slater suggested Mr. Dallaire ask each time you put a goal down: Does it have a purpose? Is it measureable? Is it attainable within a one-year cycle?

Mr. Higuera thought we really need to do this in May when the evaluation is done.

Mr. Dallaire started this in February.

Chairman Miller felt one of the problems with Tom's review is it is in budget time. We get built up in the budget and so does he. It's hard for us to keep focus on something like this.

Mr. Philips didn't want Tom to set too many goals for himself so you can actually complete what you set for yourself.

Vice-Chairman Slater suggested one of the goals be the town hall and maintenance facility where you were going to fix the stucco and repaint. That's something that is measurable and attainable. Rather than bring these back to the board members at another meeting, could he just email them to us and if we had any comments we could just correspond with Tom?

Mrs. Amens advised rather than providing comments back as a group you would send individual comments.

Chairman Miller reviewed Tom will email board members about what the goals might be and then any comments we have make in next month's meeting, not by email back.

Ms. Amens advised they can make their suggestions back to Tom in case you have a revision or question. But don't copy the whole group. Then overall comments once he has a final plan at the meeting.

Vice-Chairman Slater mentioned cross training some of the staff. Just be more specific as to who on staff, no names, just positions.

Ms. Wenner thought Tom's work schedule is big enough without goals being huge too.

Mr. Philips thought Tom keeps them informed on projects and how they are moving along. So we know how you are doing anyway.

Mrs. Lamb commented Mr. Dallaire does a fantastic job.

No action taken.

Motion Higuera/Wenner to adjourn at 6:30 pm. Motion carried unanimously.

Respectfully submitted,

Ken Miller
Chairman

Tom Dallaire
Town Manager