



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, September 3, 2013

4:30 p.m.

Gardnerville Town Hall

 Chairman Miller called the meeting to order at 4:31 p.m. and made the determination a quorum was present.

PRESENT:

Ken Miller, Chairman
Linda Slater, Vice-Chairman
Lloyd Higuera
Mary Wenner

Mike Rowe, Town Counsel
Tom Dallaire, Town Manager/Engineer
Dorette Caldana, Main Street Gardnerville
Marie Nicholson, Office Assistant Sr.

ABSENT:

Mike Philips



PLEDGE OF ALLEGIANCE- Vice-Chairman Slater led the Pledge of Allegiance.



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.

Motion to approve 9/3/13 agenda by Lloyd Higuera, second by Mary Wenner. No public comment. Motion passed unanimously.



FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

August 6, 2013 Regular Board meeting, with public comment prior to Board action.

Motion to approve 8/6/13 minutes by Vice-Chairman Slater, second by Lloyd Higuera. Ken Miller commented that the last paragraph of Rose Cook's comments are confusing. If we added Tom Cook's last name in place of "he" it would be clearer.

Motion to approve with the amendment made by Chairman Miller by Vice-Chairman Slater, second by Lloyd Higuera. No public comment. Motion passed 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.

No 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.

- 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 August 2013 claims

Motion to approve.

- 4. For Possible Action: Recommend approval of a Douglas County Outdoor Festival Entertainment Event application for Carson Valley Sertoma Oktoberfest, September 22, 2013 from 12:00 p.m. to 4:30 p.m. Motion to recommend approval.**

Motion to approve consent calendar by Lloyd Higuera, second by Vice-Chairman Slater. No public comment. Motion passed unanimously.

ADMINISTRATIVE AGENDA

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

- 5.  Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for August 2013.**

Dorette Caldana presented for Paula Lochridge. We have \$26,000 in the revolving loan fund that will be returned if no applications are approved before the money is de-obligated. We have 3 applications in the process for approval. Hopefully we'll be able to loan some of this money out before it is de-obligated. We have \$22,000 in previous loan repayments that is still ours to loan out again. Tax exempt status has been filed. Our current tax exempt status expires 11/7/13 and there should be no problem getting that again. Legal counsel is finalizing our collection policy - we haven't had one in place for accounts in arrears; our concern is our 3rd letter which talks about liens and we can't lien businesses. Our first Volunteer Orientation is coming up 10/22/13; you are all invited. A lot of our volunteers work on 1 committee and don't know what goes on in other committees. 17 hanging flower baskets were donated in the memory of Worth Borda. This covered baskets that weren't sponsored this year and some of those donations will go toward next year's baskets. The August Wine Walk had nearly 300 people which is about average for attendance - 100 of those were new walkers. Our Annual Holiday Shopping Bazaar will be 11/9/13 at St. Galls. This morning's Morning Coffee meeting was fairly well attended despite the smoke in the air - about 15 people. The final Thirsty Third Thursday will be 9/19/13. Old Town Days are 9/14-9/15/13. The monthly Morning Coffee is 10/1/13 - all are welcome to attend; we'll be focusing on the Wine Walk season: what people liked, what they'd like to see improved. This will also be the topic of the Promotion Committee meeting on 10/2/13. The Fall Harvest Celebration in Heritage Park Gardens will be on 10/5/13. Cash mobs will resume again in October on 10/5/13. We will be working with the Historical Society on their Haunted Weekend starting 10/17-10/20/13.

Chairman Miller questioned the collection policy, discussed that we can't place a lien on a business, we thought we can only lien a property - that was Main Street's concern and so it's gone to legal. If it's under \$5,000 can it be handled by small claims to get a judgment against the individual that owns the business since some are sole proprietorships? Paula has already taken these questions to legal so we don't have answers yet - we should have answers by the next board meeting. Main Street Gardnerville didn't have any policy in place and needs to establish one. Small things like adopt-a-pots add up, and there several larger amounts outstanding for an ad campaign - these impact Main Street greatly. We want to get money up front in the future so we don't have this problem.

- 6.  For Possible Action. Discussion on approval of reclassification of the Engineering Technician position (pay grade 39) to a Civil Engineer I, and modify the 2013/2014 budget by decreasing the professional engineering account by \$2,400 which will be used to increase the salaries account to fund the upgraded position of Civil Engineer 1 (pay grade 48), with public comment prior to board action.**

Tom Dallaire had to bring this back to the Board because Douglas County Human Resources wouldn't let him advertise this position without going to the County Commissioners. He had to reclassify this from an Engineering Tech to Engineer I and the County Commissioners had to approve it. The Douglas County Action Sheet is in the Board packet. Mary Wenner noted an addition error and the equations have been fixed to correct the error. Merit in weeks went to zero from 36. They won't get a merit pay increase in their first year. There would be nine months of the position remaining if we could hire on October 1, which is unlikely. We're going to shoot for a start date mid-October to end of October so they start before November. We'll have an extra month in there but there will be nine months of the budget cycle remaining and it will be a wash. We won't have to transfer any money. Tom will talk to finance about whether to change this or go ahead and transfer the money. Basically we'll have a \$900 additional expense that will be covered because we're not going to be hiring until mid-October.

Vice-Chairman Slater received a public comment via e-mail and feels it her obligation to read it into the town record; the author's name was not stated. She gave the following summary: The email questions that since we have a Town Manager/Engineer why are we hiring another Engineer? Economy has kept a lid on growth, does this

stagnant economy warrant another “high level” employee such as an Engineer position? Advancement has not been made in the Town of Gardnerville for several years now, you only keep up, as they say; will an Engineer position make a difference that the residents will see? Can you justify the work load’s increase for the new position over the last few years? Please ask yourselves these questions and get your answers before you vote. Vice-Chairman Slater stated that she may or may not disagree or agree but it’s her obligation to bring it forward.

Lloyd Higuera asked if they were aware that that was an existing position. Vice-Chairman Slater responded that they were and she brought it to their attention that this was voted upon last month as well and they still asked her to bring it forward. She tried her best to ask them to come, but as most public is, they didn’t really want to appear before you and voice their opinions. So it’s her obligation to bring it forward and she encourages it, anybody who wants it, give her a call.

Tom Dallaire stated that the Town Manager/Engineer position isn’t actually a formal position. He is a licensed Engineer. He is the Town Manager. We tried to get HR to combine the two positions but they would not do that. So it’s an extra duty, an additional duty that he doesn’t get paid for. He gets a salary and he is currently the Town Manager. As to advancement in the town, we’ve got numerous projects and maintenance projects coming up that there is no way that he could keep on top of it all. It will drag our maintenance out if that’s the way it’s going to be or he will end up spending a ton more time here than he already does in order to get those contracts out and to do inspections. Inspections are where we’re lacking. He is really missing Josh being able to go out and do those things. We don’t have a lot of development reviews, but there’s still one on his desk that’s due by Friday – it’s the last version of the Lepori /Golden Gate Petroleum project. It came in the beginning of last week and Tom needs to get that finished. The work load increase is not really an increase, it’s just trying to keep up, which would be helpful when we do have a work load increase potentially next summer.

Vice-Chairman Slater asked if Tom still has the engineer license that he maintains at his own expense that the town can use.

Tom Dallaire answered that the town pays for the Nevada license.

Vice-Chairman Slater asked if Tom would be reviewing the new engineer’s work?

Tom Dallaire replied that he would. His hope is that we get somebody that is coming out of college that can be an engineer. Engineer I doesn’t mean that they have to be a licensed engineer - if they are accepting of the pay grade that we’ve set, the admit level is the highest that we would be able to go. We set it at \$59,900 for the year. We have a small range to work with, depending on the experience of the individual that applies. This gives us the capability to go up that high if it’s a licensed individual. We are not going to expect them to stamp anything, Tom will still do that. But it’s not in anybody’s job description right now. That’s the problem.

Mary Wenner feels that we are lucky to have Tom as our Manager/Engineer because the other towns don’t and they have to pay outrageous fees to get that information.

Vice-Chairman Slater said that to contract out can be quite expensive.

Lloyd Higuera said that our work load is such that we could probably use 3 engineers.

Tom Dallaire said that with all the projects that go out, to keep up, the tech that we had doing plans and helping with contracts was working really well. But an engineering tech can’t review plans and that’s what Tom needs help doing. It’s time consuming and you have to have a couple hours of uninterrupted time to focus. There is always something to respond to. The engineer can review plans. The new position won’t be a supervisor - won’t do reviews, but can provide direction to field staff.

Chairman Miller knows it’s hard for Linda to speak for this individual, but his first question for them is – are they aware of the boundaries of Gardnerville? To him there’s been quite a bit of development going on at the end of the town of Gardnerville - Golden Gate Petroleum project, The Ranch at Gardnerville, Walmart was just finished not that long ago and it’s still ongoing. The letter reads like there’s nothing going on.

Vice-Chairman Slater answered that they should be.

Tom Dallaire said that Eagle Gas is a handful at the moment. This will go to the County Commissioners on Thursday. Tom is requesting the \$2,400 which was the math error – he may have them reverse it, or get the approval

and not do the transfer, but have it as backup in case we need it in the future. The job announcement is ready to go, just can't run it until we get the county commissioners' approval. There is no problem with leaving the \$2,400 in, and it's in engineering. The engineering budgeted is never used for Tom's salary. It's strictly those we contract out – having the barns worked on; having the storm drain analyzed down by our shop; having the pad created and the sidewalk done. Denny's is an NHC in capital projects – the entire contract is already encumbered. There are also some other engineering projects in town where we could hire the analysis out if we needed to – block wall, structural design on Kingslane, have to use the LFRD wall design must be used per NDOT so we will hire that one out. Next fiscal year we'll have to come up with \$15,600 – the difference between what we had budgeted this year and what will have to be budgeted next year. That doesn't include any merit.

No public comment on this item.

Motion to approve by Mary Wenner, second by Lloyd Higuera. Motion passed unanimously.

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

Deborah Amens reported on last meeting's question about tickets and whether or not it was a reporting requirement for any tickets you might have received at the golf tournament. Anything that you're given as a gift that is over \$200 in a year's time you need to report, whether you used them or not. There's also an accumulation – if whoever gave you the tickets gave you a bunch of other things over the course of the year that total over \$200, then you need to report that and each one of those gifts. But if it's less than \$200 you do not need to report it. She found those tickets were not valued at more than \$75.00.

Sharkey's made a payment on the bankruptcy on Friday 8/30.

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

a. **For Possible Action: Discussion on minor design review for O'Reilly Auto Parts new signage and awning, with public comment prior to Board action.**

Mike Rowe wanted this item to be for possible action in case the Board or the public had any concerns or comments. Usually the Board doesn't see minor design review but Tom wanted to provide this informative information. Tom described the project, he wrote a letter to Lucille for approval.

The Board liked it, a huge improvement. Any investment in the town is good.

We asked them in the approval letter to clean up the back side of their building and trim some shrubs.

Chairman Miller called for public comment.

Lisa VanWagenen thinks it sounds great!

No further public comment.

Motion to approve by Lloyd Higuera, second by Vice-Chairman Slater. Motion passed unanimously.

 League conference is next week. Everyone is signed up to attend except Mike Philips. We put out a notice that there will be a quorum, but there is no business to discuss. We are covered for public comment for that and all the events at the end of the year. Office staff will help with the registration counter on Tuesday and Wednesday. We don't have a schedule of events yet, they are still working on it. We can't get into NLC site to see the new agenda. Tom will send it out when he gets the final version.

Chairman Miller will go to the Mayor's breakfast.

Tom Dallaire continued feedback from the County Manager on introduction on the card was incorporated, it reads a little better. Couldn't do the circa date on the ornaments, they were already in production. Carol did a good job

putting this thing together. Cards with ornaments inside will go out at a luncheon or dinner rather than at registration - a take away from the table. It's a nice gesture. Spouse cost was the cost that their getting from Mont Bleu for all the dinners and how much the event cost you to have food available. The increase was more than double.

Tom attended the County Bike Path Plan days. He helped with the north valley streets and talked about bike paths through Gardnerville. We'll keep the ones on Toler. Waterloo already has one. They aren't labeled properly. Most of the streets in the south half of the Carson Valley are wide enough to accommodate a bike lane. There are only 2 or 3 roads that would have to be widened to make a bike lane, the rest of them can be a narrower vehicle lane because they are 12'-16' wide and in the Ranchos 50'-60' wide. Road width varies quite a bit throughout the valley. The top priority listed in the plan would be a bikeway from Hwy 88 down County Rd. to the last stop sign, turn right and you end up in Gardnerville at Wildrose, on to Spruce, on to Douglas, on to State Route 756, on to the Ranchos. The section through County Road and Douglas will be a bike parkway, rather than a specific bike lane. Signage will label the area so drivers know that bicycles are welcome. State Route 756 will be expensive, Tom gave them a map of the valley showing all the irrigation boxes and crossings and showed them in the field. They understand it's an irrigated area, but they want to go ahead with the proposal. In other areas that weren't very wide, they made a bike lane on one side and share the road on the other. They are going to do some recommendations and put it back in the report. Tom will forward that to the Board when he gets it. Dirk hopes to have final document by the end of the year. Tom has copies of NDOT's plan.

Street sealing at Stodick Estates – Tom notified the H & S contractors that they need to get the street cleaned up before our guys come through for a final clean-up on 9/12/13. Kustom Koatings will split the work area into 2 areas. It was under \$20,000 so Tom didn't bring it to the Board to approve, he just sent it to the Gilsonite guys to have them do it. They will notify the entire neighborhood on Wednesday. We'll sweep as best we can. The tree canopy has grown out this summer and that impedes the sweeper. We need to send notices to residents to trim trees. They have an HOA and Tom will contact them and try to do a presentation.

WalMart is done with their minor issues. We got our pump back. Everything is in order and working fine. They replaced dead shrubs. Our guys are fixing the leaky sprinklers and making sure they work right. Our guys are fixing things since their guys have pulled out. The County is ready to issue them their certificate. Erik is finishing up one issue – the groundwater infiltrating into the pond. We won't be able to deal with that until next year.

New Beginnings continues to build behind Heritage Bank. Everything seems to be moving along there.

Tom Dallaire is going to be at the conference. He is on a panel to do a presentation on how local government continue to construct and maintain the infrastructure needed to provide services to their constituents with limited resources.

Chairman Miller asked if that included Main Street.

Tom Dallaire could add Main Street and Main Street volunteers. We are also going to add the Eagle Scout projects, and we'll cover pavement maintenance and micro-surfacing. Tom thinks that was successful out in Chichester so far. We aren't seeing any more cracks yet. Tom is figuring what else can be done – we have \$33,000 coming up. Tom is going to start working on those plans next. We can do all of Phase I and maybe one more bulb or two off of Marion Russell. We will start on Edlesborough. It probably won't be for another year but the people seem to understand. Staff will be crack filling again. They are going to paint out in old town this week. All the red should be done. We got one complaint from Sunset Park. We didn't paint all of the radii. You are not supposed to paint on the radii per state statutes. Staff did paint the return over by the mailboxes because the softball guys park over there. Residents are worried about emergency vehicles accessing their development. Staff may paint the other return red for emergency vehicles, but nobody was parking on the turn. He doesn't think we need to paint all the returns on all the streets in that area – it's a lot of work and unnecessary in his opinion. They'll work on the stop bars on west side of Hwy 395 this week.

There was an internet webinar on pavement treatment types coming from ADA on what they consider as maintenance – the chip seals, fog seals, scrub seals, and slurry seals are all maintenance items where you don't have to upgrade your sidewalks. If you do an alteration: cape seals, micro-fills, micro-surfacing or thin overlays, you are supposed to update the roads. If we do micro-surfacing per the Federal Highways Administration they are taking that as an alteration and you have to upgrade your handicap ramps to 1991 standards or more. So we are covered there because Chichester complies with the 1991 standards. Where we don't have sidewalks we need to start working on those, get them in the transition plan and add ramps. Hussman, where there were sidewalks but no returns, we've already taken care of those. We've got everything handled now. It's just a matter of getting new sidewalk in where

pedestrian access is missing, and getting handicap ramps installed. That will be identified in the transition plan, then we might be able to get away with not doing it. Before only potholes were considered maintenance.

Vice-Chairman Slater announced there will be a new gas station at Smiths between Thanksgiving and Christmas. A design review should come forward on that. It will probably be behind Taco Bell. They want to compete with Wal Mart.

Local Government Summit is happening on Friday, 9/13/13 in addition to the conference. Tom is planning on going. Logman is also doing a meeting on 9/10 that Tom will attend.

Chairman Miller mentioned a number of attendees for the Nevada League of Cities conference coming by auto. Will we have the accessibility of Edgewood Parking for the reception?

Vice-Chairman Slater believed they would. There will probably be some sort of transportation to cut down on the number of cars.

Tom Dallaire had looked into buses quite a while back and the Reno Air Races are the same weekend so all the buses are taken. Worst case scenario there will be vans or the Go Blue bus may be used.

Motion to adjourn at 5:26 p.m. by Lloyd Higuera, second by Mary Wenner. Motion passed unanimously.

Old Town Days is coming up. Eagle Gas Station Workshop is on Saturday. Board members please be there and be available to talk with the people.

The Board appreciated Boy Scout, Nathan Van Wagenen, who attended the board meeting with his family.

Respectfully submitted,

Ken Miller
Chairman

Tom Dallaire
Town Manager