



GARDNERVILLE TOWN BOARD

Meeting Minutes

Ken Miller, Chairman
Cassandra Jones, Vice Chairwoman
Lloyd Higuera, Board Member
Linda Slater, Board Member
Mary Wenner, Board Member

1407 Highway 395 N.
Gardnerville, Nevada 89410
(p)775-782-7134 (f): 775-782-7135
www.gardnerville-nv.gov

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

Tuesday, November 7, 2017

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Pastor Rich Lammay, High Sierra Fellowship

4:30 P.M. Call to Order and Determination of a Quorum

PRESENT:

Cassandra Jones, Vice-Chairwoman
Lloyd Higuera
Linda Slater
Mary Wenner

Jennifer Yturbide, Town Attorney
Tom Dallaire, Town Manager
Geoff LaCost, Public Works Superintendent
Carol Louthan, Administrative Services Manager

ABSENT:

Ken Miller, Chairman

 **PLEDGE OF ALLEGIANCE – Linda Slater**

 **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.

 **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 Higuera/Wenner to approve the agenda.

No public comment.

Motion carried with Chairman Miller absent.

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**

- a. August 29, 2017 Special Board meeting
- b. October 5, 2017 Regular Board meeting;
with public comment prior to Board action.

Motion Slater/Wenner to approve the previous minutes of August 29, 2017 and October 5, 2017 meetings.

No public comment.

Motion carried with Chairman Miller absent.

 **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.
Approved.
3. **For Possible Action:** Approve October 2017 claims.
Approved.
4. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Carson Valley Chamber of Commerce for the 20th Annual Parade of Lights, December 2, 2017 starting at Heritage Park and ending in Minden Park, and a waiver of associated street closure fees by Town of Gardnerville. This event includes closures of the following Town maintained streets from 3:00 p.m. to 8:00 p.m.: Gilman, South Ezell Street and Eddy Street.
Recommend approval.
5. **For Possible Action:** Approve \$5,000 expenditure to Douglas County from the Town of Gardnerville for cost share on the \$27,000 project between the County and FIWI Communications LLC to design, install and configure a 100Mb licensed encrypted microwave link between the Town of Gardnerville Administrative Office and the existing wireless links on the Light Pole at Stodick Park.
Approved.

Motion Higuera/Slater to approve the consent calendar.

No public comment.

Motion carried with Chairman Miller absent.

ADMINISTRATIVE AGENDA

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

6.  **Not for Possible Action:** Presentation on Conner Ritchie's Eagle Scout Project on Gilman Island, including landscaping, and installing benches and trash receptacles along the Town Martin Slough Trail. Presentation by Conner Ritchie.

Connor Ritchie gave a power point presentation on his Eagle Scout Project. I received more help on the second phase. There were 13 volunteers for the second phase. I would like to thank the Town of Gardnerville, especially Tom and Geoff for their help. It has been a very good experience.

The board thanked Connor for his hard work.

7.  **For Possible Action:** Presentation on a campaign called "Planting the Promise" by the Partnership for Community Resources. Presentation by Daria Winslow

Ms. Daria Winslow is here representing the Partnership for Community Resources. We are a nonprofit located in Douglas County. Our campaign is called "Planting the Promise." It is part of red ribbon week, which is a national campaign to represent a drug free community. We have 25 red tulip bulbs and we are asking businesses and organizations in Douglas County to take ownership of 25 of these bulbs, plant them and in the spring when they bloom we have the banners that will go up with them. In your packet there should be an image of what the banners will look like. We could add your logo or our logo. We would like the town to participate in this campaign with us.

Mr. Higuera didn't think there would be any problem since there is a community garden.

Ms. Winslow asked that they be notified where the bulbs were planted so we can create a map in the spring where people can go around and see all the different areas that have agreed to be drug free.

Mr. LaCost asked how many bulbs are you looking to plant and are they going in a specific area?

Ms. Winslow ordered 2,000 bulbs. We ask for a minimum of 25. Some groups have taken up to 50. There is no specific area. We would just like to know the location so when we create the map people can walk by.

Mr. LaCost has planted many tulips in Heritage Park. Unfortunately we have a huge squirrel infestation. But we could do the Waterloo islands. If you have a small type of advertising that might be a better option.

Ms. Winslow believed the signs would be about 8 1/2 by 11 with stakes. We can include your logo as well.

Vice-Chairwoman Jones asked if there was a cost besides taking responsibility for the bulbs?

Ms. Winslow answered just however much it cost for you to maintain them. Other than that we already have the bulbs and are ordering the signs. We are giving out the bulbs at our general partnership meeting this Thursday. However, we can come and drop them off.

Mr. LaCost has plenty of room on the Waterloo islands. I am trying to make it a boy scout project to take care of the flowers next year, which would include the tulips.

No public comment.

Motion Slater/Higuera to support the campaign called “Planting the Promise” by the Partnership of Community Resources. Motion carried with Chairman Miller absent.

8.  **For Possible Action: Discussion to award or deny town contract 2017-1615 (PWP DO 2017-235) Maintenance Yard Improvements and Sidewalk Extension to V & C Construction, in the amount of \$351,269, including Base Bid only with a provision for a 10% increase in the contractor’s price for testing and inspection. Discussion on the bid award and authorize the Town Manager to sign the contract documents. Committed funds for the project that were budgeted in the 2016/2017 budget account 611 (Health and Sanitation fund) in the amount of \$160,000 and use \$60,000 from 610 (Gardnerville General Fund), and authorize transfer of the truck purchase to capital projects in the amount of \$150,000 to be used on the project, and; with public comment prior to board action.**

Vice-Chairwoman Jones pointed out the bid itself is \$319,335.95 plus the 10% overage. I think it’s a little confusing because it appears to be the base plus 10%. The grammar implies that the 351 is the base. My point, at the recommendation of town counsel, is if there is a motion approving, that it should actually be the base statement \$319,335.95 and then the 10% accounts for the overage already. This is kind of a dual action item because it also reallocates funds from other accounts.

Mr. Dallaire could bring it back next month. I just wanted to get your direction. Is it okay? Are you okay to do this? We have been working on this project for six years. The base bid includes the wall, all the concrete, the lights installed. We are providing the lights and some brick. They will do some brick veneer. What is not included in the base bid is the wrought iron fence which we can put in next year’s budget. Right now we will be getting the wall, the storm drainage work and improving the storm drain on Toiyabe. We will be adding three more catch basins that will allow us to abandon the two that have caused problems. We need this done before we abandon the storm drain. It includes the extension of the electrical from the shop out to the lights at Kingslane. The \$351,269 is including 10% over.

Ms. Wenner asked if he is okay with not having a truck until next year.

Mr. LaCost explained the truck we ordered and received just last month is an older truck, but very similar to the same models that we have that have been very reliable. We have a strong fleet right now. We can do without the two additional changes in the fleet. We can do without it for six months but I would recommend in the next fiscal year we put that back in the budget.

Mrs. Slater felt being on Highway 395 it needs to look nice. Security is necessary over there.

Mr. Dallaire explained there will be \$60,000 from the barns. I am not done with the plans yet. Dube` is working on those. The structural is done, but I have to have the architectural plans done. I am meeting with him on Thursday to figure out where he is on the project. We are going to need at least the shop rebuilt so we can put some of the Christmas items in there.

Vice-Chairwoman Jones asked if this leaves any money for the barns?

Mr. Dallaire answered no. I talked with Michelle Leonis about the maintenance improvements. She was excited about this. She will participate on her property to do the driveway extension to their garage. They have always

parked on the side of the garage and then go in and get the truck. She is fine with it. It will also help protect her fence. I did a summary of what we are trying to move forward. I talked with Caroline in Finance to verify this is what we are rolling forward. We could divert more funds from 611. We could deplete those reserves. But sharing the cost seems logical because it is for the yard as well, not just the health and sanitation office.

Vice-Chairwoman Jones asked if they were going to use any of the bricks from the Pyrenees.

Mr. Dallaire has seven pallets of those bricks and we will get more from Mr. Gilbert.

No public comment.

Motion Higuera/Slater to award town contract 2017-1615 PWP DO 2017-235 maintenance yard improvements and sidewalk extension to V & C Construction, in the amount of \$319,335. with a provision for a 10 percent increase of the contractor's price for testing and inspection and authorizing changes to the budget to be approved at the next meeting to cover the cost of the project. Motion carried with Chairman Miller absent.

9.  **For Possible Action:** Discussion to approve, approve with modifications, or deny the request from RO Anderson to accept maintenance of a portion of SIP 0057 for the final extension of Lasso Lane, including asphalt concrete paving, curb, gutter, sidewalk, storm drainage catch basin and outlet pipe, riparian pad, and new street light, within road right of way of Phase 2D of the Ranch at Gardnerville, recently renamed Heybourne Meadows, Phase 2D; with public comment prior to board action.

Mr. Dallaire went out there last night. The street light is working. The rip rap is still not done. I don't know if it got done today. The only thing he has left is the rip rap on our list of things to do. Contingent on that getting finished we can sign off on it.

Mr. Rob Anderson, on behalf of Heybourne Meadows LLC, is agreeable to all of Tom's recommendations and at this time we would like your approval and subsequent letter accepting the improvements as constructed. We fully expect the developer will ultimately sell these lots. Phase 2C has been sold. Phase 2D I expect to sell relatively quickly. We hope next spring to come to you with Phase 2E.

No further public comment.

Motion Higuera/Wenner to approve the request from RO Anderson to accept maintenance of a portion of SIP 0057 for the final extension of Lasso Lane, including asphalt concrete paving, curb gutter, sidewalk, storm drainage, catch basin and outlet pipe, riparian pad and new street light within the road right of way of Phase 2D of the Ranch at Gardnerville recently renamed Heybourne Meadows Phase 2D. Motion carried with Chairman Miller absent.

10.  **For Possible Action:** Discussion to approve, approve with modifications, or deny the Town Social Media Policy; with public comment prior to board action.

Attorney Yturbide went back to determine whether or not the county had intended the town to fall within that. They really didn't. They were talking about the county. Carol and I met and Carol took a stab at changing it and I reviewed it. I asked her to present in your packet the marked up version so you could see what changes had been made and then if all of those changes were accepted she has the social media policy behind it. So we've come back to you with that policy for your consideration. You don't have one currently. I believe Carol went to a meeting and workshop where they suggested that one be put in place and that's how it came to be.

Mrs. Wenner asked how long and who keeps track of the social media.

Attorney Yturbide thought the company that keeps the information holds it for as long as it is required. I don't know offhand the amount of time. But you do have people review your social policy. Carol is the person who is in charge of looking through.

Mrs. Slater thought it could be reviewed at different times. If something comes up we would have the ability to modify it.

Vice-Chairwoman Jones found a few typos. In the non-redline version in section 6, duties of designated administrators, paragraph A, the formatting is off. And between paragraph B there is no paragraph C and there is an extra space. Section 6 there is no C. It just skips C. On the first page of the policy Douglas County still appears in the first paragraph under purpose. And we have the same numbering problem paragraph 2e is missing. I can see where there is formatting and there are hard returns that shouldn't be there. The most glaring is that Douglas County needs to be deleted from paragraph 1. So formatting staff can do without us, but I am actually asking two words to be removed. That has to be incorporated in the final motion.

No public comment.

Motion Wenner/Slater to approve the modifications for the town's social medial policy with the changes Cassandra mentioned. Motion carried with Chairman Miller absent.

11.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for October 2017.**

Attorney Ytrurbide attended meetings. The last meeting I did the power point presentation on the open meeting law. I also worked on the social media policy; had discussions and meetings regarding an employment matter; the truck purchase and getting the truck here; also the public works project that we just discussed. I wasn't able to attend the earlier workshop. I was in court. I did review the power point presentation for the annual meeting and prepared the agenda for today and have answered other questions from staff.

12.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for October 2017.**

Mr. Dallaire asked if there were any questions. Item 8 is the Plan for Prosperity. We had mentioned with the urban service boundary we talked about updating the Plan for Prosperity. They weren't supporting us moving the urban boundary. They want us to go through the process with the Plan for Prosperity update and have that plan show where the boundary will be. It will take a few months. The bill on that is \$160,000 for both plans for Minden and Gardnerville. We would go about doing it regionally. It would run about \$80,000 each. The last one was about \$75,000. The scope of work is attached and it would be the Minden-Gardnerville Plan for Prosperity 2040. It is on page 12-4 number 8. What Jennifer and I came up with are items we want to work on that determine the future boundaries for both towns. I think we have ours identified up until north of Chichester and the Ranch. Then David Park needs to be involved to explain what he is planning on doing. Our hope is we can go to the community, find out what the issues are and then go back to the developers and see how we fix the issues. I talked to Butch Peri and he is excited about this process. I think the rest of the landowners will be as well. This will change the master plan and if they want to change what we have identified then they will have to go back through the master plan process. We will lose the receiving area part of it. We need to make sure once the town reaches its limits that we are sustainable and not losing money maintaining all the infrastructure. I have been talking to other consultants and getting a feel for how to go about this. We need to look at this valley wide. We need to make sure the county gets a clear picture of what we are trying to do. I think once we get the plan done it will help their process as a landowner. They have been at the table the whole time and are committed to this type of work. We are looking at transportation, trails, agricultural, bike plans, drainage, regional flood improvements, recreation, complete streets and incorporating public art. We also need to address the housing need. We will go over two budget cycles with the cost. It would be about \$40,000 this year and \$40,000 next year. Bruce Race did the original plan. He is very interested in doing both towns together. We need to get the transportation plan a little more indepth. There are still some questions on his scope of work and who is in charge of what.

Vice-Chairwoman Jones noted the scope says county facilities, but it doesn't mention facilities you would need as the community builds out. It isn't technically a county facility, like a school, post office or a maintenance yard. So government facilities might be a better term.

Mr. Dallaire and Jennifer (Minden town manager) drafted a version and she thought about it and made it simpler, more straight forward and shorter. We sent that off to Terry White and Todd Carlini. I will make sure they are involved in this process and have a seat at the table along with business owners and residents. Getting a citizen advisory committee put together is what we will need to do. We can do an invitation and send it out to some of the key businesses in town making sure they participate.

Vice-Chairwoman Jones asked if the scope of services would also include looking at existing infrastructure or existing zoning. How do we take old homes and revitalize them? There are not that many deep pockets capable of rejuvenating some of these buildings. So how do we take the small houses that are falling down and maybe there is a small business that wants to buy it and fix it up. Will this plan include revitalizing?

Mr. Dallaire will include what we had before.

Vice-Chairwoman Jones felt it's not so much vacant parcels, but we should be looking at more than just how do we develop vacant land. We should be looking at how do we develop land that isn't vacant but isn't being used to its best potential. Maybe that's because the building is old or zoned wrong. I'd hate to have a discussion that only focuses on how do we keep building outward without also talking about how do we invest in

Vice-Chairwoman Jones said not so much vacant parcels or work force but we should be looking at more than vacant land. I would hate to have a discussion that only encompasses how we keep building outwards.

Mr. Higuera believed we've known for a while we want to update the plan.

Mr. Dallaire was hoping to go about it a different way.

Ms. Wenner agrees we need to get the projects finished before we go on to the next project.

Mr. Dallaire pointed out Kingslane is going to be coming. I sent an email to Dean last Thursday. I haven't heard back from him. It's time to sit in his office. We have three opportunities for community workshops. We will have a separate meeting with the property owners after the initial workshop. We don't want to lose the 395 corridor as the commercial core. We can't wait for the developer to come up with what they want. I am hoping we can get Heather Ferris from the county assigned to this.

Mrs. Slater likes the concept. I don't want projects to be pushed aside and made this as a priority. The things you listed here A through H become the town's priority first and foremost. I don't want the Plan for Prosperity to be shoved out of the entire picture but I just don't want it to be the priority. These other items have been set aside because of monetary issues.

Mr. Dallaire explained he plan is something that will take some time to do. From what we heard today the master plan isn't until December of next year.

Ms. Wenner heard Mimi say June.

Mr. Dallaire shared Minden's board is excited about the plan and combining with us. Their meeting is tomorrow. In the time I need to get these connections made and everyone on board I needed to make you aware of the scope of work. In the document it has their budget. It has the time schedules.

Vice-Chairwoman Jones mentioned it will take time. If part of this is underlying the development department coming back and saying adjusting your urban service boundaries means you need to tell us what you intend to do, where you want to be 20 years from now. By the time we get back to asking for a master plan amendment for an adjustment to the urban service boundaries we better have built community consensus. That is not just an important process to the Plan for Prosperity, it is important to the ultimate goal of moving out the urban service boundary.

Mr. Dallaire will bring it back with a formal proposal. We are looking at a September end date just in time to get it submitted. The last process was about the same time frame. I will bring it back next month. Let me know if you have any concerns. I gave you the presentation I made on Main Street at the Nevada League of Cities conference. We did listen to Dean Heller at the conference. He had a lot of comments where they are going in the government. I think Main Street presentation went well.

13.  Not For Possible Action: Discussion on the Board members activities and liaison committee reports including but not limited to: Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.

Ms. Wenner has no updates.

Mrs. Slater attended the Nevada League of Cities and Municipalities conference. We started the opening ceremonies and general session off with Mr. Matt Jones as the motivational speaker. He is a three time cancer survivor. The man was totally awesome. If that didn't inspire you nothing would. There were many fine speakers and they addressed a wide range of issues that our communities face today. The workshops provided insight into the issues that affect all of our communities. There was ample time after the presentations to ask questions and get answers. I did make contact with Kevin Verre, Department of Transportation. He gave a presentation and we were all kind of sitting there. My husband Randy happened to bring up the fact it seems like the state is quite consumed with the connectivity with major freeways coming from Arizona and the huge big issues that affect the large city overall.

They seem to be neglecting the needs in the small towns and cities. So I talked with Mr. Verre later and he works with Lee Bonner. I told him we used to get results. But since we haven't had that contact, it seems like we can't even get the safety issues approved. These projects have been out there for years. You cannot continue to neglect the small towns and GID's. I gave him Tom's number.

Mr. Dallaire has received a call. We are supposed to talk on Thursday. I wrote all the notes down you and I talked about. It's just getting connected with him.

Mrs. Slater advised after Randy spoke up to David Bobzien from the City of Sparks then everybody else said that's an extremely valid point. Even Sparks can't get anything done. They are neglecting all the middle and lower. So he promised to get back and take care of it.

Mr. Dallaire mentioned at the end of the month NDOT is coming to discuss their annual projects.

Mrs. Slater had a board of directors meeting and selected our new officers for 2018. I was voted in to represent the at large towns and GID's for the third and final term. The conference was well attended. If it goes right Winnemucca is the next venue.

Mr. Higuera reported he did not attend the Main Street meeting. The big item on their agenda was the state application. The board was working as a collective group to put the finishing touches on with Debbi. Debbi has filed it with the state. I thought the application came out very nice. They did a very good job. We are filed and on our way to the state main street program. We were grandfathered in but they wanted us to go through all of the process.

Mr. Dallaire thought there are still some numbers they need to gather. But the CDBG staff was having issues with everybody coming up with vacancy rates, square footage of buildings. I am working with Eric on a collector app that Main Street should be able to use.

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

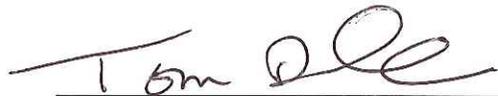
Mr. LaCost talked with Connie from Minden Main Street and they are still having their Turkey Trot. She asked permission, and I granted it, if they could run down part of Spruce and up Wildrose. There are no road closures.

Mr. Dallaire reminded everyone the Christmas Kickoff is 5:00 p.m.

Meeting adjourned at 5:52 p.m.



Cassandra Jones
Vice-Chairwoman



Tom Dallaire
Town Manager