



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, December 5, 2017

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Ken Miller

4:30 P.M. Chairman Miller called the meeting to order and made the determination a quorum is present.

PRESENT:

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

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

PLEDGE OF ALLEGIANCE – Geoff LaCost led the flag salute.

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.

Mr. Bill Chernock, Carson Valley Chamber of Commerce, wanted to commend the town board and staff on the Kickoff event. It was spectacular. It's taken a number of years to build that and get people to understand what their park can do to create the whole. I think you got there. I know it's not easy. You put up with a lot of distractions, but our thanks to you for that event. More specifically we want to thank you for your continued support of the Parade of Lights. We have no shot at doing it without our major partners: Gardnerville, Minden and DCSSO. This year we faced a couple of challenges that we hadn't faced before and we had no shot at doing it without people like Tom and your staff stepping up and doing what is necessary. You should be proud of your contribution. What we have now is just as solid as it can be and weather permitting can only be better in the future. Thank you. The float awards went to Girl Scout Troop 371 for youth; 20-30 Club for nonprofit; Town of Minden broke your streak. People's choice award was the Mutant Car Misfits.

No further 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/Slater to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES, November 7, 2017 Regular Board meeting; with public comment prior to Board action.

Mrs. Slater has two corrections. Please note Kevin Verre V as in Victor, e-r-r-e, from Nevada Department of Transportation, rather than Berry. And the spelling of Bobson, B-o-b-z-i-e-n, rather than s-o-n.

Motion Higuera/Jones to approve the minutes with corrections.

No public comment.

Motion carried with Chairman Miller abstaining since he was not present.

 **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 November 2017 claims.**
Approved.
4. **For Possible Action. Approve the urban forestry annual work plan update.**
Approved.
5. **For Possible Action: Approve H & S write-offs.**
Approved.
6. **For Possible Action: Approve budget transfers.**
Approved.

Motion Wenner/Higuera to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried unanimously.

ADMINISTRATIVE AGENDA

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

7.  **For Possible Action: Discussion to approve, approve with modifications or deny a project review application for Chase Bank located South of Lampe Drive, East of Highway 395 at the current site of the Westerner Motel located on 1.06 acre parcel (APN:1220-04-501-011); with public comment prior to board action.**

Mr. Dallaire pointed out Chase Bank hasn't actually purchased the property yet. They are just doing their due diligence on this and seeing what kind of review comments come back between the town and county. The proposal is to put in a bank on the corner of Lampe Drive and Highway 395. The main concern is the drainage which goes off into the street or grass area at this time. They are not increasing the amount of drainage. We want them to treat the water before it goes into the public storm drain system. They do have an access coming from the site into Smith's. They are adding decorative brick. They have been to NDOT to review their highway access point and NDOT is not allowing them to move the entrance, but allowing them to use the existing entrance. We will see what happens.

Vice-Chairwoman Jones asked how tall the block wall will be.

Mr. Dallaire noted it is a six foot block wall. I suspect the county will make it look like what they are proposing.

Vice-Chairwoman Jones wouldn't want to see a big block wall if I was living in the apartments. This doesn't tell me what the wall will be finished to look like.

Mrs. Slater is concerned. The town has tried to limit driveways on Highway 395. The bank will have three entrances even though it is ingress only. Is there any way of working with them? They have access from the Lampe Drive side and also the one coming from Smith's. Is there any way we can eliminate that 395 entrance?

Ms. Wenner mentioned the cars back up there.

Mrs. Slater would like them to work with us on that.

Chairman Miller is concerned about the entrance from Smith's parking lot to make sure they have good visibility on both sides when they come out of the bank lot towards Smith's. The trees should be set back from the entrance there for a safety issue. They need good lighting also.

Mr. Dallaire asked if they wanted to condition eliminating the entrance.

Mrs. Slater would like to see that eliminated. It is not primarily going to be a visitor that will use it. I don't think they warrant three separate entrances. We've been trying to limit access on 395.

Ms. Wenner agreed it gets congested in that location.

Chairman Miller thought the bank will cause more access from other cars than what the Westerner does.

Mrs. Slater believed most people will be utilizing the front entrance. For convenience they will be coming from the Smith's center as well.

Vice-Chairwoman Jones is concerned with the left turn across traffic. One alternative would be instead of forcing it into a right turn only entrance, like they have at Minden Village, where that entrance exists but you can only take it from the lane of traffic that would be heading north on 395.

Chairman Miller asked if they will have any other signage except what is on the building?

Mrs. Jones read monument signage is under separate permit.

No public comment.

Motion Jones to approve subject to the additional conditions that the finish on the block wall be consistent with the finish on the building; that visibility be maintained with the plantings at the entrance connected to the Smith's parking lot.

Without a second the motion will not be considered. Motion falls to the floor.

Motion Wenner/Slater to approve with the modifications, including the modification of not having an entrance on 395 and the other two conditions: the block wall the same as the building and site visibility at Smith's. Motion carried unanimously.

8.  **For Possible Action:** Discussion to approve, approve with modifications or deny a project review application to modify SIP #00757 on behalf of Heybourne Meadows, LLC to expand the previously approved wetland/habitat pond from 3 acres to 5 acres, the project is located on the Town's 30.49 acre open space parcel (APN 1320-32-614-002); with public comment prior to board action.

Mr. Dallaire reviewed the previous plan in 2013 was a three acre pond. What is being proposed today is a five acre pond. The county closed the permit so it will be a modification to the existing permit that is open for Phases 2c and 2d. There is an agreement from 2007 with the developer that they would be able to create 10 acres of wetland total on the open space property that would benefit their project. This is 5 of the 10. It is a 23 to 24 feet deep hole with a pathway around the edge and ground water elevation is four to five feet. I have given him some conditions in the staff report. Basically mosquito abatement is looking for a concrete surface on the boat ramp, a pathway that goes around the entire pond and then there is a fence proposed that we would like them to remove and add some trees instead. There will be an aeration system. Mosquito abatement has a boat they use for fighting mosquitos. The water should be a lot cleaner than what we have because we don't have an aerator at the Gilman ponds. This will be twice as deep as those ponds.

Mrs. Slater asked what the primary use is of the pond.

Mr. Dallaire answered our use is just a hole in the ground with ground water. We would stock it with fish if the temperature is right and they will allow it. I'm hoping with the depth of the pond they will stock it.

Mrs. Slater thought it was an attractive place to have, but it needs a purpose other than just a body of water. You would want people use it. We want the people that live across the road to be able to enjoy it. You certainly don't want it to be a stagnant place for mosquitos to breed.

Mr. Dallaire believed having access around the ponds gives mosquito abatement the access they need.

Vice-Chairwoman Jones asked where the 12 foot walking path connects to the future trail path.

Mr. Dallaire answered it doesn't right now. I don't think this is the actual alignment of the path. We can connect it in once we get the path, which is supposed to be in 2018.

Vice-Chairwoman Jones asked to assume that doesn't happen. Is there a way to connect it to the existing sidewalk on Snaffle Bit. Otherwise we have a pond with the walking path around it. But if the projected future trail doesn't happen for a while, there's no way to get to the 12 foot sidewalk.

Mr. Dallaire thought they will fill in the existing ditch so we would have access on this side of the area. I would rather have the access come down and come off the trail. Maybe we could shorten it up. Maybe the Martin Slough trail could tie into it and use this as a feature and come off of that to save some money. We don't need all the parallel trails in that section. I think this will be a great asset to the town in the future.

Mr. Rob Anderson, on behalf of Heybourne Meadows, explained they need additional material to complete Phase 2E. We're anticipating a similar increase in Phase 3. Our client is pursuing 2E right now. We have the design complete. We just received the drawings from NV Energy. This was the concept from 2006, to create some wetland mitigation areas, wetland areas that could be expanded and enhanced.

Ms. Wenner asked if Mr. Anderson sees the pond getting any bigger with the extension of Heybourne Meadows?

Mr. Anderson did not believe so. Right now I think that is it.

Mrs. Slater asked for liability purposes would this be the town's responsibility.

Mr. Dallaire answered yes.

Mr. Anderson's understanding is it will be suitable for pedestrians, but also the town's truck to get around and service as well as mosquito abatement. That perimeter trail will be sufficient to drive on. The concept in 2006 was there was a wetland banking agreement. I was involved in the discussions with Jim Park at the time. There is a wetland banking process you can go through with the corp. of engineers. The concept was if they could create a wetland bank with minimal effort, generate some fill, that they would receive that benefit. If that wetland bank obligated them to maintain it in some fashion, they would do so. That was the concept. We have not contemplated pursuing a wetland bank. It would only be for the shallow area. My estimation is any area inside of that will be open water which the corp. of engineers does not consider wetland.

Mrs. Slater asked if the developer wants to take additional dirt out of there are we obligated to expand this from five acres to anything larger at this point in time.

Mr. Dallaire explained it can be up to 10.

Mrs. Slater asked if they could put in if it does expand you are also going to have to come back and revisit the aeration because right now it's for five acres.

Mr. Dallaire clarified the aeration system is good for up to two acres. So when they propose the next time we will have conditions they will have to come back again.

Attorney Yturbide asked if they have done any signage. If you remove fencing, are you considering some kind of signage?

Mr. Dallaire agreed we will need some signage.

Vice-Chairwoman Jones suggested not just “no swimming,” but “no ice skating.” When you get to the landscaping plan, bear in mind how you can create little nooks, meditative spots.

No public comment.

Motion Higuera/Slater to approve a project review application to modify #SIP 00757 on behalf of Heybourne Meadows LLC to expand the previously approved wetland habitat pond from three acres to five acres. The project is located on the town’s 30.49 acre open space parcel APN 1320-32-614-002. Motion carried unanimously.

9.  **For Possible Action:** Discussion to approve, approve with modifications or deny the RACESTUDIO scope of work for the concurrent update of the towns’ of Gardnerville and Minden Plans for Prosperity over the 2018 year at a combined cost of \$158,700; approving up to \$80,000 from the Town of Gardnerville, (\$32,000 during this Fiscal Year 2017/2018 budget and \$48,000 in next year’s 2018/2019 budget) and authorize the town manager to sign the contract with Minden partnering on this update; with public comment prior to board action.

Mr. Dallaire asked if there were any comments on the scope of work.

Ms. Wenner commented at the commissioner’s meeting they talked about the citizen’s advisory committee but it sounded like they had already picked one.

Mr. Dallaire didn’t know of anything they’ve done. This is just for our area. I can get some money out of the Valley Vision. I think there is about \$40,000 from us.

No public comment.

Motion Higuera to approve the Race Studios scope of work for the concurrent update of the towns of Gardnerville and Minden Plans for Prosperity over the 2018 year at a combined cost of \$158,700, approving up to \$80,000 from the Town of Gardnerville: \$32,000 during the fiscal year 2017/2018 budget and \$48,000 in next year’s 2018/2019 budget, and authorize the town manager to sign the contract with Minden partnering on this update.

Mrs. Jones added with reference to the comments I made when we talked about the boundary line adjustment, I second that. Motion carried unanimously.

10.  **For Possible Action:** Discussion and direction to town manager concerning Resolution 2017R-088 (ref. DA 17-028) updating the Douglas County Master Plan, including various proposed changes and additions to Elements relevant to the Town of Gardnerville, currently scheduled on the December 4, 2017 Special Meeting Agenda for adoption by the Board of County Commissioners, with public comment prior to board action.

Mr. Dallaire didn’t get the town portion of the land use element in there. If you want to push this off until next month you will have some time to look at it. You had made some adjustments to the housing element. I understand they took what they wanted and left a lot of things out there for us to catch. I went through it again, but the housing element, there are a lot of questions and I can see how the county commissioners were a little upset with this. The county commissioners were having issues with this, but does the board have any major concerns with any of these elements? Do you want more time? They got into a contract with Nevada Rural Housing. They have an agreement and are supposed to be moving forward but the county put it on hold for the master plan. They used some of the data. They added a lot of data to it but apparently it didn’t meet the county commissioners’ standards or expectations. According to this report, we have 2705 dwelling units, 933 up from 2001. The conversation is do we want to have the lower income housing in the valley? If so, how are they going to do it? They shouldn’t be asking under policy 3.1, support developments that include affordable housing and reduce development and building permit fees as well as reduce water and sewer fees. We shouldn’t be doing this on the government. Those kinds of policies are questionable. Encourage property owners to rezone parcels as MFR or MUC within the urban service areas of Douglas County. Is it all parcels or just commercial parcels? They did approve the commercial parcel part. I gave you each a plan for the town.

Vice-Chairwoman Jones stated the commissioners didn't talk about Gardnerville.

Mr. Dallaire mentioned they have three more special meetings.

Vice-Chairwoman Jones is in favor of continuing this until next month so when we get to the point where they are talking about Gardnerville we can pop in.

Mr. Dallaire would like to get the comments to them this month if we can. I was hoping you'd have some time to review the elements.

Vice-Chairwoman Jones asked if you have specific elements you want us to go through, you could send that.

Mrs. Slater thought you've done a marvelous job on keeping on top of it. Maybe it would be good if we postponed any decisions until next month, which would give you ample time to go back through this, bring those items to the attention of the board you feel are necessary.

Mr. Dallaire asked if there were any comments on the elements to date.

The board did not have any comments tonight.

No action taken.

11.  **For Possible Action: Discussion to approve, approve with modifications or deny policy number 21.5 entitled Extra Trash Collection Days; with public comment prior to board action.**

Mr. Dallaire had some issues during the extra trash days and couldn't find a policy on what we actually do take for extra trash. Carol put this together and came up with a laundry list that we take or don't take. What kind of service do we want to provide to our customers and how much are we going to be asking of the guys.

Mrs. Slater pointed out we have the facility south of town where residents can take certain things out to be recycled. You need to remember what you are in the business to do. Anything else needs to go out there by the resident.

Mr. Dallaire shared it is not just on extra trash days. We have problems with the apartments. Somebody moves out, furniture gets left. The problem is we are filling our trucks up and we don't have room for all this stuff. We do two extra trash days a year. What kinds of things are you wanting our guys to pick up or expecting them to pick up?

Vice-Chairwoman Jones felt six extra 32 gallon bags. This is a fair measurement as long it's not hazardous waste. I think the six 32-gallon bags weighing not more than 50 pounds is a fair standard.

Mr. Miller felt with the larger furniture we are looking at possibly injuries to our workers and that costs money down the road. I think those should be excluded.

Mrs. Slater noted we are in the business to collect trash, not household goods.

Vice-Chairwoman Jones suggested residents get the extra dumpster for a week if they have more.

Mrs. Slater stated it is the residents' responsibility to properly dispose.

Chairman Miller believed there is quite a list of unacceptable items. I think that is warranted.

Ms. Wenner asked to add lawnmowers to unacceptable.

Chairman Miller added anything with a motor with possible gas in it is a hazard.

Mrs. Slater would like to add paints.

Chairman Miller pointed out you can go to Home Depot and get packets that you pour into the can to harden so it can be dumped properly.

Mrs. Wenner asked if paint is hard you can throw it away?

Chairman Miller answered yes. You can also leave it out to let it harden. No liquids.

Mr. LaCost thought the couches are relatively easy but then there are hide-a-beds. We need to be consistent on what we pick up.

Mr. Dallaire asked if the board liked the six bag maximum.

Board agreed.

Mr. Dallaire mentioned the extra leaf bags we give out are getting low.

Mrs. Slater's neighbor had 14 bags. That only took care of maybe 2/3rds of his back yard.

Mr. LaCost mentioned there are some super users that have 50, 60, 70 bags.

Mrs. Slater shared the alternative is to tell them to take it to the town facility. Is that creating additional work for the men to tell the residents to take it there rather than limit the leaf bags?

Mr. Dallaire felt the orange bags are an easier way to know they have been into the office, and the customer has been told that no garbage should go in the bags. If they throw out black bags we don't know what is in it. We will need to order more bags. Are there any other things that you think we should add or should remove from the list?

Vice-Chairwoman Jones suggested furniture exceeding 50 pounds in weight.

Mr. Dallaire will bring it back next month with the revisions. We will add furniture weighing 50 pounds or more.

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

Attorney Yturbide reported other than the typical review and attending meetings I worked with Tom on some public works projects and discussions related to those. We were just going over a Southwest Gas & NDOT agreement for the change in utilities for Kingslane. There was some research related to disclosure statements. I just received a letter from the county auditors. They are doing an audit of financial statements. They want me to respond to a letter by Friday to the auditors. Essentially they want to know if we have any litigation pending since June or any threatened litigation. I discussed with both Tom and Carol and sent them copies of that letter. I don't think we have any. It has to be something over \$20,000 for an individual claim. But I can talk with Tom about that and get it out by Friday. Other than that there hasn't been much more.

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

Mr. Dallaire asked if they had any questions.

Chairman Miller suggested on item F, sidewalk at the French, rather than getting with the bars, I think we need to get with the local businesses on this project instead of listing it as bars. What do you have on the curb?

Mr. Dallaire reported I contacted Kevin Verre. Kingslane was submitted to the NDOT office in Reno. We have been working with Carson for the last eight years. We sent to get our temporary permit from the NDOT office in Reno. It came back with 4½ pages of comments. I sent it to Kevin and Lee Bonner. Dean Morton called me back after that. Kevin got on Dean to be a little more responsive. So he has offered to take that project over and do it as an NDOT project. But it would be on their schedule. He wanted to do the project summer of 2018. That is in the middle of the irrigation season. The downstream users aren't going to allow that. That's the only way they can get water. You have to build it now or next winter. He wanted to make the project smaller by moving the crosswalk portion back to the

crosswalks project and wouldn't do the irrigation improvements now. So I have Lumos revising the plans. We are looking at trying to reduce that. The lighting is an issue. That was a requirement from NDOT. We changed it and added a pipe. The project needs to be under \$250,000. Kingslane wants to do a new sign out front that they want to provide. Kevin and I haven't actually talked. The nature trail improvements Zack started yesterday. They are putting in the ramps and next week they will put up the structures and then I will have him work on the trail after that. We should be done by the end of the month. I have a meeting with the grant administrator tomorrow and I will go over where we are with that project. I am hoping to do the signage instead of the parking area. We are on track to get that done.

14.  **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 reported Brian Fitzgerald didn't have a lot to update other than to make sure everyone knows the CV Arts Council has a web page. They would like you all to be friends on Facebook with them. They have a calendar of events going on. They have a gingerbread house decorating contest coming up.

Mrs. Slater reported Nevada League of Cities had a teleconference in November. I was unable to attend. The issue is still the regulations that the Department of Taxation will use to govern the tax collected from the sale of marijuana and distribution. The deadlines were extended for input from all parties. There is another teleconference coming up. I believe it's in a week. The regulations at this point in time do not have any bearing on Douglas County or the town of Gardnerville.

Mr. Higuera reported Main Street Gardnerville is the first in Nevada to be in the Main Street Nevada program. National Main Street will be in town for training sessions for two days in January. Debbi has a schedule if you want to meet these folks. You are also invited to any of the training sessions. Main Street Gardnerville's membership is up again. It's at 57 right now. And Shop Small went very well. They had 25 participants.

Chairman Miller mentioned Peter Wallisch has left the state director position.

Mr. Dallaire advised Jean Barrett is taking over. Main Street is in the GOED office.

15.  **For Possible Action: Discussion and election of Chair and Vice Chair of the Gardnerville Town Board for the calendar year 2018.**

- a. **Election of Gardnerville Town Board Chairman for the 2018 calendar year; with public comment prior to Board action.**

Motion Slater/Higuera to appoint Cassandra Jones as chairman.

Mrs. Jones reminded everyone she is running in the election. There is no ethical conflict for me to be chairman while running. I am prepared so I am honored and ready to take on the responsibility.

No public comment.

Upon call for the vote, motion carried.

- b.  **Election of Gardnerville Town Board Vice-Chairman for the 2018 calendar year; with public comment prior to Board action.**

Motion Higuera/Wenner to nominate Linda Slater for Vice-Chairman.

Mrs. Slater would love it.

No public comment.

Upon call for the vote, motion carried.

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

Heidi Saucedo asked if Mrs. Jones was a nay vote on the Chase Bank.

Vice-Chairwoman Jones answered no, I was not. I did vote yeah on that one.

Mr. Dallaire presented Chairman Miller with a gold gavel for his year as chairman.

Chairman Miller has enjoyed this year. It's just part of the fun of being on this board.

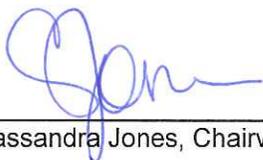
Mr. Higuera received an email, the advisory boards are doing something different, rather than having people turn in a piece of paper and making the picks, they are going to interview everybody and appoint on Monday January 8, Tuesday, January 9 and Wednesday, January 10 between 6 -8 pm.

No further public comment.

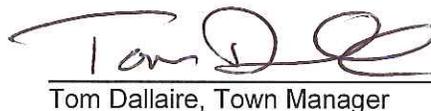
Christmas potluck December 15th.

Meeting adjourned at 6:30 p.m.

Respectfully Submitted,



Cassandra Jones, Chairwoman



Tom Dallaire, Town Manager