



GARDNERVILLE TOWN BOARD

Meeting Minutes

Linda Slater, Chairman
Lloyd Higuera, Vice Chairman
Mary Wenner, Board Member
Mike Philips, Board Member
Ken Miller, 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, May 6, 2014

4:30 p.m.

Gardnerville Town Hall

Chairman Slater called the meeting to order and made the determination a quorum is present.

PLEDGE OF ALLEGIANCE- Mary Wenner led the flag salute.

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/Miller to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

April 2, 2014 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Wenner to approve the minutes of April 2, 2014.

No public comment.

Upon call for the vote, motion carried.

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.

Motion Higuera/Miller to approve the consent calendar.

- For Possible Action: Correspondence**
Read and noted.
- For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**
Accepted.
- For Possible Action: Approve April 2014 claims**
Approved.
- For Possible Action: Approve budget transfers for Fiscal Year 2013/2014.**
Approved.
- For Possible Action: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Douglas County Senior Services for the 14th Annual Big Mama's Show & Shine, May 10, 2014 at Lampe Park.**
Recommend approval.
- For Possible Action: Accept the Tree City USA Award for 2013.**
Accepted.
- For Possible Action: Recommend approval of Douglas County Outdoor Festival Entertainment Event**

**Application for the 104th Annual Carson Valley Days Festival scheduled for June 13 through 15, 2014, sponsored by Carson Valley Active 20-30 Club #85.
Recommend approval.**

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)

8.  **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for April 2014.**

Ms. Lochridge reported the board has finally approved their annual report and action plans. The planning is under way for the Freedom 5K Fun Run/Walk and Yankee Doodle Chalk Artfest. We have a lot of great partners involved: American Cancer Society, Carson Valley Lions Club, Carson Valley Arts Council, East Fork Gallery and Shop Small Northern Nevada. There is also a kids' zone this year organized by the American Cancer Society. We held a wine walk training event. We had a small turnout but we videotaped it and we will be sharing that with our businesses. The first wine walk is next Thursday. We currently have about 30 businesses signed up. We will be trying something different. We have KBUL 98.1 coming out and doing a live remote. We are hoping there will be a lot more excitement. They also reach out to the areas we have been trying to draw from. The Historian Inn is offering a special staycation package to the people who want to stay in town overnight. We are working with legal counsel regarding the mural project. We are in the process of finalizing our timeline for the light pole street banners. We do have some new businesses in the district: One Studio, Angler's Edge, Lone Tree Frame Co. and Bling for the King is a new business that will be moving in sometime in June. I did hear of four more businesses that are moving into our district but I haven't gotten that confirmed yet. We are filling up some of the vacancies. We could use volunteers at our events.

9.  **For Possible Action: Approve a town event application by Shop Small Northern Nevada LLC for a monthly business/vendor event scheduled for Saturday, May 24; Friday, June 13 and Saturday, June 14; Saturday, July 12; and Saturday, August 9, 2014 at Heritage Park from 8:00 a.m. to 4:30 p.m. considered to be a Class IV use under the park use policy.; with public comment prior to Board action.**

Mr. Dallaire brought this back to the board because Jennifer Cantley had an event last month and would like to have more. She thought it was extremely successful. It turned out the weekend she wanted was Carson Valley Days weekend. She came to the annual bar meeting about the Friday night. She was hoping to have a band on Friday night but the bars already have theirs approved at Buckaroos. The vendor part of it will move forward. They still need to work out the details. This is the first time we have had an event in the park over Carson Valley Days. I wanted to make sure you were okay with having it there. She will also be doing an event on Pep Circle at the end of the month.

Ms. Wenner attended the last event. They had some nice things.

Chairman Slater thought it might be nice to have more people back there on the weekend just to keep a presence.

Mr. Dallaire advised we do have all the paperwork. I brought it back to approve all the dates. You only approved one date last time.

No public comment.

Motion Wenner/Philips to approve the requested dates for the use of Heritage Park. Motion carried unanimously.

10.  **For Possible Action: Discussion on a Major Variance review for raising the Smith's sign one foot (1') ten inches (10") and adding the fuel price signs and logo to the existing sign, located between Jack in the Box, 1345 Highway 395 and Taco Bell, 1343 Highway 395; located on APN 1220-04-501-012; with public comment prior to Board action.**

Mr. Dallaire pointed out page10-3 shows what Smith's was proposing at the design review stage. We approved

that review. Douglas County had some issues in the review so the picture you have in front of you is what Douglas County approved. The gas prices are digital numbers similar to Golden Gate Petroleum. Diesel will have a black background with the green lights. They want to have the black with white as their brand colors and not the red anymore. We did go out and look at the sign. It does have a black border around the Taco Bell and Jack in the Box sign. The Jack in the Box sign has a black background. In my letter I told them we wanted the platinum and red to match what was at the design review but the county made them change it.

No public comment.

Motion Higuera/Philips to approve a major variance for raising the Smith's sign one foot 10" and adding the fuel price signs and logos to the existing sign located between Jack in the Box, 1345 Highway 395 and Taco Bell, at 1343 Highway 395, APN 1220-04-501-012.

Mr. Dallaire asked if the motion was with or without the color?

Higuera/Philips added to the motion to approve the black color. Motion carried unanimously.

11.  **For Possible Action:** Discussion to approve amending the contract with Sierra Nevada Construction for a volume adjustment in asphalt due to the varying pavement depth in an amount not to exceed \$10,000, as specified in Change Order #1 within the 2014 Chichester Crack Repair contract #2014-05; with public comment prior to Board action.

Mr. Dallaire just resolved this yesterday afternoon late. The quantities we determined came out to about \$5,200. We had \$3,000 before. We did use \$3300 on the compaction of the asphalt and the dirt densities. So we do have a contract consultant doing that work. The \$10,000 more than covers it. But you can authorize it as \$6,000 and it will be fine. They will be coming back May 14th or 15th to finish it up. We will put out flyers to the residents. There are 23 cracks left, five of which have already been sawcut.

Ms. Wenner asked which streets.

Mr. Dallaire believed Falstaff, Winwood and Harvest.

Mr. Lacost added Hastings, Granborough and Westminster.

Mr. Dallaire added everything will be done except for Cardiff in Chichester. Staff will be going back and doing the small cracks that need filling. We don't have another project in Chichester until fiscal year 17/18. Then we will finish Cardiff and do all the cracks on Charlotte and Larson.

Mr. Miller mentioned the repair works looks good.

Mr. Dallaire believed they did a great job. Now we need to put the traffic counters out there.

No public comment.

Motion Higuera/Wenner to approve amending the contract with Sierra Nevada Construction for a volume adjustment in asphalt due to the varying pavement depth in an amount not to exceed \$6,000 as specified in Change Order #1 within the 2014 Chichester crack repair contract #2014-05. Motion carried unanimously.

12.  **For Possible Action:** Discussion on the possible purchase of a used 2008 Ford truck cab and chassis with transmission mounted PTO to be purchased from Douglas Disposal for use as a replacement cab and chassis for the town's 3 yard dump truck, amending the current 614 fund 2013-2014 fiscal year's budget; with public comment prior to Board action.

Mr. Dallaire reported this truck is available from Douglas Disposal. They had to increase the size of their truck and decided to buy a new unit. There is about \$3,000 worth of work that needs to be done by Ford. DDI will reduce the price by the \$3,000. They are asking \$14,000 and they would sell it for \$11,000. We have a truck planned for fiscal year 14/15 at \$32,000. In order to buy a brand new truck it would be about \$59,000. We can take the body off the old truck, put it on the new one and just do the controls. This one will last quite a long time. It has 132,000 miles on it. I wasn't able to get Chris Oakden down here from the Douglas County maintenance yard to verify it would fit. I am still waiting for confirmation.

Mr. Philips felt it would be a no go if it doesn't fit.

Chairman Slater called for public comment.

Mr. Linderman thought it sounded good.

No further public comment.

Motion Higuera/Miller to approve the purchase of a used 2008 Ford truck cab and chassis with transmission mounted PTO from Douglas Disposal for use as a replacement cab and chassis for the town's 3 yard dump truck and amending the current 614 fund for 2013/2014 fiscal year's budget. Motion carried unanimously.

13.  **For Possible Action:** Discussion on providing direction to staff in developing an acquisition plan and funding strategy for the acquisition of the 5.08 acres of commercial zoned property adjacent to Heritage Park (APN: 1320-33-310-004) located within the Town of Gardnerville service area for expansion and enhancement of Heritage Park and use during current town events by increase public parking and public event area; with public comment prior to board action.

Mr. Dallaire, realizing how many events we have had so far this year, and still have more coming, wanted to know if the board is okay with looking at or pursuing either one of the parcels on Gilman to increase the parking capability. It is not for sale currently. The last time it was listed it was \$375,000. I didn't want to talk to them if you weren't thinking it would be a good move on the town's part. The corner towards the Ranch would be utilized for the fireworks display. We have to have that radius for that event for a safety zone. We use the property for Old Town Days. We use it for parking at all the events. It is a pretty big asset to the park itself. We do have Chichester but even with that parking it fills up during the movie. I have a meeting at the state lands department to talk about Hellwinkel on Thursday at 2:00 p.m. and I want to talk to parks to see if land acquisition can be funded or partially funded. We do have the \$122,000 a year that we have been paying on the street lights in town. We could take a portion of that and create a payment plan.

Mr. Philips asked where you might look for the money.

Mr. Dallaire mentioned Linda had a question earlier about the taxes. Right now vacant that site has \$3,535 in tax revenue for the county. \$645 of that comes to the town. It is a commercial zone within a flood plain. There is no floodway. The Heritage Park Garden is adjacent to it.

Mr. Philips thought it would be worth looking into.

Vice-Chairman Higuera felt it was a logical expansion.

Mr. Dallaire would have to go through the appraisal process just to make sure the asking price is not over the value. We use this parcel at every event.

Mr. Miller mentioned we maintain that property as far as weed control.

Mr. Dallaire stated staff sprayed pre-emergent in preparation for the dog show this summer. We do not want goatheads in there. We used it for staging for the rocks.

Mr. Miller saw a Century 21 sign down from that parcel or north of it.

Mr. Dallaire has seen it for years. My worry is someone will buy it and build. The Plan for Prosperity shows a commercial development along Gilman. Paula has been looking for a location for a pelota court. We met with Jacques and Dominique from the Basque Club and that was high on their priority list. Board members have a copy of the email.

Mr. Philips believed the main use for that should be parking no matter what else we do with it.

Mr. Dallaire mentioned if the school is willing and they are going to keep CVMS as a middle school, they need to do something on 395 or High School. This parcel has the right-of-way or provided the right-of-way to Gilman. There is a right-of-way all the way up to Slaughterhouse that could be a road. If we expand the park, do we need Ezell if we do High School Street? We need to do a master plan on the area. We could do similarly what Minden did with the

CVIC Hall and rent some space. We could sell the pad or build a building with the pelota court and have a couple of units there for rent. You could turn Gilman into a side main street. There are a lot of options if we owned the property. We could have an education center at the gardens where the asphalt drainage collects into a catch basin and goes into the wetlands. We could get a sample of the rain water before it enters the wetlands and then before it leaves the property and have that as an education system. Most people don't understand how many contaminants are dropping from vehicles into parking lots. Have some samples of before it enters the wetland and then after. There are a lot of opportunities.

Chairman Slater asked Mr. Dallaire to add another potential site. I did have the opportunity to speak with a homeowner on Mission Street. We don't know if that person would be willing to sell but it would be a nice parcel for additional parking. It might be worth pursuing to see a cost.

Mr. Philips mentioned if that property sells to someone else it is hard to say what will end up going in there.

Mr. Miller would like to see us pursue it for less than the appraisal. It's been on the market before and it did not sell. Take that into consideration and try to negotiate.

Mr. Dallaire stated part of the property is in a 500 year flood zone. For parking, as long as you don't go over the grade that is there we'll be okay. If it's a local road it will have to be at grade as well.

Chairman Slater thought it would be a good idea to move forward with a funding strategy. I definitely would like to add the second parcel to your list of inquiries. It is centrally located as well. Bring it back to the board and then we can decide if we want to move forward at that time.

Chairman Slater called for public comment.

Mr. Linderman would like to see it stay more like a park.

Mr. Kurt Hildebrand asked what the acreage is on Heritage Park?

Mr. Dallaire answered a little over 2 acres.

Mr. Hildebrand believed this would be quite an addition to that. It would eat Heritage Park.

Mr. Linderman believed this kind of usage for that area would be a great asset to the community. It's all residential back there. Commercial really doesn't fit. That's been proven after the last couple of proposals that were shot down.

No further public comment.

Motion Miller/Higuera to direct staff in developing an acquisition plan and funding strategy for the acquisition of 5.08 acres of commercial zoned property adjacent to Heritage Park, APN 1320-33-310-04. Motion carried unanimously.

14.  For Possible Action: Discussion on the Fiscal Year 2015-2019 final Capital Improvement Plan (CIP), with public comment prior to Board action.

Mr. Dallaire reported we have a pretty aggressive plan for next year. It is time to get these projects done. We do have the plans for Hellwinkel finished. I have a meeting set up with Q1 to make sure the process is set and the funding still good. I am doing another presentation to NDOT on the project that is not listed on this year's funding. I have it here on the 2015/2016 item. We have Kingslane, Hellwinkel channel, the amenities around Gilman ponds, all have to get done once the irrigation season is over. Once I get the report from Denny we can get it all submitted to Army Corp and that handles all three of those projects. I took off the ADA improvements. I had \$15,000 listed and then an additional \$17,556, but the crosswalk improvements are ADA improvements so I used the \$15,000 for the 17 match funds for the NDOT TAP from 2013. I still have not heard from NDOT on a contract for that. That's all crosswalks. I didn't change the small dump truck because I wasn't sure what we would decide tonight.

Chairman Slater called for public comment.

Mr. Hildebrand asked about the plans to move the crosswalk in front of the Record Courier. Is that part of this?

Mr. Dallaire answered it was not. There is a plan that was submitted to NDOT several years ago. They haven't funded that at all. It is still on their list of projects but it hasn't been a priority. Once the rapid flashing beacons are completed then we have two more: one at Church and the one at Centertowne.

No further comments.

Motion Higuera/Philips to approve the fiscal year 2015-2019 final Capital Improvement Plan. Motion carried unanimously.

15.  **For Possible Action: Public hearing to adopt the final budget for fiscal year 2014-2015; with public comment prior to Board action.**

Mr. Dallaire reviewed final budget in a power point presentation that was given to the county commissioners earlier today. One thing I did want to talk about is the merit scoring. We got a call from Human Resources this past month. Human Resources wants a list from Gardnerville similar to Minden or East Fork's scoring scale. Do you want to go from 0 to 6 and not have to change it later or do we establish 0 to 4 with a maximum 4% merit. Do you want me to come back and we will establish this so we have something to give to HR or do we just use the old numbers?

Mr. Miller asked if they can change this down the road.

Mr. Dallaire would bring it to the board on an annual basis. I was using the old range. We have one employee who is maxed out so we will see what happens. We are going through the compensation study process with the county and the salary ranges will most likely change. I suspect all the jobs will go up.

Mr. Philips asked if we have a program in place for someone who tops out to get a one-time payment?

Mr. Dallaire answered the county has a policy.

Mr. Miller likes the new scoring range. It rewards people for a higher performance. If we use the new one, we are recognizing those individuals that give a better performance.

Mr. Philips thought they should change it.

Mr. Dallaire asked if they want to do the scale based on what we are awarding rather than going out to six percent. Do you see any other options?

Chairman Slater liked the Minden revised score range.

Mr. Philips asked to work out a score range and bring it back with a couple options.

No public comment.

Motion Higuera/Wenner to adopt the final budget for fiscal year 2014/2015. Motion carried unanimously.

16.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for April 2014.**

Mr. Rowe has spent some time working with Main Street Gardnerville. Reviewed and revised the draft mural agreement. There has been some flack from the Douglas County Republican Committee on the form used for the wine walk. They don't like the release language that is contained in the form. The letter Paula sent me was very vague. She will be scheduling a meeting with them to find out what their concerns are. I have a strong feeling on the release language in the wine walk form because you mix wine and other activities there's all kinds of potential for different sorts of issues to come up. I need to see what concerns they have. Worked with Tom on various things: the deed for the pond; a couple of matters on the Gardnerville Station (former Eagle Gas station); Marie and I have been monitoring the Sharkey's bankruptcy and they are now paid in full. In last month's minutes Debra reported on the new state website and the requirement by July 14th for all entities to be linked to the website for posting agendas and access to agendas. I did note Debra said she was going to send a memo. I did not see the draft of that.

Mr. Dallaire mentioned Kim sent it over.

Mr. Rowe reported my partners and I have no immediate plans to hire an associate. You will see one of the partners at your meetings for the immediate future.

Chairman Slater mentioned they do need continuity.

Ms. Yturbide reported that is one of the things we discussed. We aren't going anywhere so we wanted to make sure you have the continuity.

Mr. Rowe will be happy to respond to any questions. Before the meeting Ken had asked to take a look at the Supreme Court decision on public prayer. All I have seen on it is just the reporting. I will pull that and provide the information to Ken.

Mr. Miller felt we have a community that is based with a lot of different faiths and if we can reach out to those faiths with prayer at public events, it would help our relations.

Mr. Rowe will be looking at that and reviewing the opinion. It was a divided court.

 **17. Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for April 2014.**

Mr. Dallaire reported the Virginia Canal crossing is open. I did attend the Douglas County Economic Vitality program meeting. They are changing the economic vitality program from 12 programs to 8 and they are lumping Main Street and Minden Momentum into the Valley Vision. They are taking the vision at South Lake Tahoe and the Valley vision and combining them into one item. The support for Main Street will still be there. We did budget the \$10,000 and they are very interested in finding out what Minden is going to do after we go to the Main Street conference in Detroit this month. That is on the 17th through the 20th. Paula, Stephanie Waggoner and myself are going. Dominique and Jacques are working on a transportation attraction. Chris Bently is trying to get a train system down here. They have a lot of ideas that will take time and money.

Mr. Miller asked about Janice Rice.

Mr. Dallaire met her over at the barn. She would like to be able to use it as a facility for events and parties. They have some funding. They are looking to buy a barn or a piece of property to build a barn specifically for their event.

Mr. Lacost talked with her. She thought parking would be an issue. She was considering buying one of the additional properties we talked about today. She does want to work with us in enlarging the barn: removing some of the walls to make it a larger open area for weddings and dances.

Mr. Dallaire went over what they could do to the barn. She wanted to take out where the cow feeding station was and put in a buffet table. That's the history part of it. If it is accessible and viewable in some way it would be beneficial. No structures can be built on the property. It would have to be the parcel where the dirt mounds are. The dirt mounds were supposed to be there for two years back in 1999.

I didn't look online to see how many fish NDOW planted. They have been putting in around 500 fish. We have a couple signed applications in addition to what you heard earlier. This one they are not changing; they are just refinishing the sign. They are taking the Carson Valley Fair out, raising the signs up, putting the Grocery Outlet on it. Jacobs wants a sign out there. He is proposing to do a sign to advertise his berry farm. We will be replacing the town sign out front and get Main Street's logo on it. We will look into redoing the door sign.

Mr. Dallaire reported on the speed information he received from the counters that were set out on Wildrose. Jennifer is dealing with the speed problem on Deseret. Minden has purchased a radar sign.

Rachel Hamer, Minden Senior Secretary spoke with Greg today and on Spruce and Wildrose there is about 500 cars every day. He logged about 11,000 cars total.

Mr. Dallaire had the counters out there two weeks. We had almost 2,000 cars on Deseret and 6,100 on Wildrose. At the end of the year I hope to buy a couple of radar signs. I would like to get two. The last thing, Barry is looking at doing a drive through fast food restaurant. We will see what happens.

Chairman Slater thought a one-way would be good on Service Drive. That way you can have parking on one side. Anybody that went in would have to go all the way around.

Mr. Dallaire needs the two-way up to Carrick. I've told Barry Jones the pedestrian link is a high priority in the Plan for Prosperity. He is looking at trying to drain the back portion of the parking lot into the pond. I made the Wal Mart contractor lower the floats. They lowered the floats but they lowered the on and off. I went out there with staff and we raised them back up so we have the on separated. It will fluctuate, but I am hoping we won't have the algae problem.

Chairman Slater added algae or mosquito.

Mr. Dallaire expanded on some of the items in the manager's report.

Chairman Slater asked about the kickoff meeting on the process of hiring the county manager.

Mr. Dallaire mentioned this was just an update on where they are in the process. Sounds like there will be three interview boards.

Chairman Slater has asked Tom if he would make an effort to be part of that process.

Mr. Dallaire has a presentation on Thursday to NDOT for TAP funding on the S curve. Cleanup Day is this Saturday with the Rotary Club. Geoff and Ron have done a lot of work on this. There will be a planting class before the volunteers begin.

Mr. Linderman asked who authorized the smiley faces on 395? There are six of them. There is one in front of the car wash.

Mr. Philips wished all the ladies Happy Mother's Day.

Meeting adjourned at 6:37 p.m.

Respectfully submitted,

Linda Slater
Chairman

Tom Dallaire
Town Manager