



GARDNERVILLE TOWN BOARD

Meeting Minutes

Lloyd Higuera, Chairman
Mary Wenner, Vice Chairwoman
Cassandra Jones, Board Member
Ken Miller, Board Member
Linda Slater, 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, June 2, 2015

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Pastor Tony, Carson Valley Methodist Church

4:30 P.M. Chairman Higuera called the meeting to order and made the determination of a quorum.

PLEDGE OF ALLEGIANCE – Ken Miller



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.

Ms. Jeannie Lamb asked when they were going to fix the asphalt cracks on our street. I am the last street in Chichester area.

Chairman Higuera let Mrs. Lamb know we have an ongoing street program.

Mr. Dallaire informed Mrs. Lamb it is slated for later this year around November.

Mr. Linderman commented they were paving the Overland parking lot when I came to the meeting.

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.

Chairman Higuera asked that item 6 and 7 be switched.

Motion Wenner/Jones to approve the agenda for June 2, 2015.

No public comment.

Upon call for the vote, motion carried.



FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

May 5, 2015 Regular Board meeting, with public comment prior to Board action.

Mrs. Jones has a correction on page 9 item 13. It says Mr. Yturbide. It should be Ms. Yturbide.

Motion Slater/Miller to approve the May 5 regular board meeting minutes with the correction on item 13, page 9.

No public comment.

Upon call for the vote, motion carried.

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**
Accepted.
3. **For Possible Action: Approve May 2015 claims**
Approved.
4. **For Possible Action: Approve the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of \$20,976.74 for fiscal year 2015-2016.**
Approved.
5. **For Possible Action: Approve 2014 Year End Report for Town of Gardnerville**
Approved.

Motion Wenner/Slater to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried.

ADMINISTRATIVE AGENDA

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

6.  **For Possible Action: Discussion and provide direction to staff on the Town of Gardnerville sponsoring in the amount of \$500, the Minden Airport event Aviation Roundup to be held August 22 & 23, 2015 and direct staff to provide a display booth representing the Town and Main Street Gardnerville. Presentation by Bobbi Thompson; with public comment prior to Board action.**

Ms. Bobbi Thompson, airport manager for the Minden/Tahoe airport. This evening I would like to give an overview of the planning process of putting the air show on, give you an idea of the events related to the air show and how all that is going. We have a number of committees working on this event. We have to have guards with military weapons there because one of the aircrafts that has been promised is an F22. Field preparation, we will need an air show box, where the performers will be performing safety and distances away from the crowd. Performers will start arriving on Wednesday before the air show. Thursday the rest of the team arrives, along with 80 support personnel. Thursday the vendors will start setting up. Friday we will hold a dress rehearsal for the event. We start the show day with a pilot briefing, gates open at 10. Airport Road will be one way in. Our print ads will start running this month. TV ads will run starting 6 weeks before. We will bring in an air boss which is our air traffic controller for the whole air show.

Mr. Miller mentioned the Main Street Program has made a proposal to put something into the welcome packets for the pilots and the group that comes with them. We have decided to put a coupon with a flier on the Thirsty Third Thursday wine walk, which is the same week. It would be a \$5 discount coupon for those individuals.

Ms. Thompson advised the hotels are putting together packages with an air show weekend.

(Video shown)

Mr. Dallaire addressed the email from Mrs. Roberts about the donation coming from taxes. The \$500 is not coming from health and sanitation. The county tax Gardnerville receives is a town tax and we get a portion of sales tax. We also have the park rental fees. There are a lot of other opportunities for these funds to specifically come from. When we do the budget we put all the money together and have a total. It's difficult to say this is where the money came from. We could develop the budget that way if we feel the need. We also receive a gambling tax.

Mrs. Jones believed the revenue stream could be boosted with this event if we invest \$500.

Mr. Dallaire pointed out this is making Carson Valley a destination. This is what we want to see here. Jenifer from Minden and I talked about it. Whatever you decide to contribute tonight I will let her know. I'm sure Minden will match that.

Mrs. Slater suggested a donation of \$750.

Public comment.

Mrs. Dorie Caldana is in support of the \$750. Having been a resident of Clark County, the Thunderbirds not only brought tourists but it was a draw for the families of the town. We benefitted greatly every time they put on an air show.

Ms. Thompson is looking at an every other year schedule.

**Motion Miller/Slater to donate \$750 to support the Aviation Roundup to be held August 22nd and 23rd 2015.
Motion carried.**

7.  **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for May 2015.**

a. Annual report to the board Dorette Caldana

Mrs. Dorie Caldana, Main Street Board of Directors President, reported we had our first wine walk and it rained the entire day. There were under 200 participants. We did bring in a fair amount of money. The Carson Valley Visitor's Authority has an electronic billboard along Highway 395 near Carson. They are going to start adding our Thirsty Third Thursday the week before, at least once. So we will get a little more exposure. Because we raised the price to participate it's quite interesting. We now have 13 new members to the program. Normally those people just participated during the wine walk season. There is within your presentation a conference review that Ken, Paula, Tom and Linda put together. Upcoming events are the Heritage Park Garden plant sale. The dedication was held May 30th. Our next Thirsty Third Thursday wine walk is June 18th. As you know TTT, that's our trademark, and we will continue to push that. We have a series of five different classes children take on how to be gardeners. Dorie gave a power point presentation on Main Street's vision, mission and action plans. We use a business inventory tracker so we can keep track of our local businesses. We have not given out any other loans. We are continuing to get money back in but people are not borrowing at this time.

Mr. Miller pointed out being the only main street program in the state of Nevada I feel this program is very successful with the funding we have available. Other programs have special taxes, grants and DDA taxes. We got a lot of exposure as far as who we are and what we are doing at the Main Street conference. Tom, myself, Linda, Paula and two people from Minden gave our area a lot of exposure. It's important we have the participation in that conference.

Mrs. Caldana added the Heritage Foundation has always stated they are amazed by the amount of work that is accomplished by a Main Street program that does not have a state program. When you sit in on a telephone conference and you hear the president of the Main Street program say, wow, it makes you feel pretty good. We do have their support. But since we don't have a state program we are not recognized as a real Main Street program.

Mr. Miller believed the main reason SB51 was dropped was because of the education agenda by the governor. We also did not have a champion for that bill. I think that will be very important planning the next time.

Mrs. Slater mentioned Nevada League of Cities did not have a lobbyist this year.

b. Flower committee update Linda Dibble

Mrs. Dibble recently attended a banquet that the Douglas High School FFA students hold once a year. We, as Main Street, and individually myself, received a plaque. We are now Main Street Gardnerville for outstanding support, Honorary Chapter FFA degree holders. We, the flower committee, work very closely with three schools. Two of them have the FFA program. China Springs is the third school. With all three, we

end up with these gorgeous flowers and pots that are lining the streets every year. There are actually 9 adopt-a-pots left out of 62. The other thing that played into our favor is we decided to increase the cost. We went from \$75 to \$85. We began advertising in October and promoted that you could get it at the reduced price until March 1st. So by that time we had all but about a dozen sponsored. There are only two remaining. The incredible programs the schools have with the Future Farmers of America are pretty dynamite to watch. Each program selects a student who is responsible for the baskets and/or the pots. That particular student is then the contact I work with. The teacher stands in the background. All of the issues we have with the students are with that one contact. These students are dynamite. Both Douglas and Smith Valley run this as a business. The students actually make a profit. It is really learning how to run a business. I sat in on a panel this year at Douglas High. Each of the students had chosen three or four different plants and we had to give them advice on what to put the effort into.

8.  **For Possible Action: Approve Resolution No. 2015R-037 augmenting the Town of Gardnerville budget for fiscal year 2014-2015; with public comment prior to Board action.**

Mr. Dallaire advised this is adding the funds from the petroleum fund and movie donations and recognizing those funds.

No public comment.

Motion Miller/Wenner to approve Resolution 2015R-037 augmenting the Town of Gardnerville budget for fiscal year 2014/2015. Motion carried.

9.  **For Possible Action: Approve budget transfers for fiscal year 2014/2015; with public comment prior to Board action.**

Mr. Dallaire had a few things under board designated that we needed to move into an expense line item. We have one or two pages left to make changes for Hellwinkel and then those plans will go out.

No public comment.

Motion Slater/Miller to approve the budget transfers for fiscal year 2014/2015. Motion carried.

10.  **For Possible Action: Discussion on and to provide direction to staff on future need for decorative lighting on Douglas Avenue, considering the following;**

- a. **Light spacing (need to match Eddy Street, or Mission Street);**
- b. **Lights only located on corners/intersections, curves and cul-de-sac's per town standards;**
- c. **Determine the desired street light spacing and extent of lighting on Douglas Ave, with public comment prior to Board action.**

Mr. Dallaire went over the Douglas Avenue area and where lights are located. Do we want to have spacing similar to the highway which is 150 to 350 feet apart? My proposal is in order to make these active we need to do what we did on Eddy Street. We need to install an electric meter. We have an opportunity to partner with Trinity Lutheran Church.

Mrs. Slater asked if this is the one that was proposed last month?

Mr. Dallaire answered yes.

Mrs. Slater would like to make sure we have power down the road to add more lights if we want to, but keep it to the basics where it exists.

Ms. Wenner likes more lights in the residential areas.

Mr. Miller didn't believe Douglas will be going commercial any time soon. We have a historic district. It is part of Main Street. I think it would behoove us to put something else in there as far as commercial goes.

Mr. Dallaire agreed most of it is single family.

Mrs. Slater would like to leave the lights where they currently exist, but make certain we do have the pull boxes so in the future if we want to add more we could.

Mr. Dallaire doesn't have the pull boxes at the locations of the lights. The light will need to be close to that or we will be replacing the sidewalk wherever the street light is. Our seasonal office person will be doing an inventory of what is existing. Mike Plut pulled some of the lids and you can tell where the conduit will go. We can continue the same spacing or half the same spacing and make it like Mission. Arbor Gardens only has lights at intersections, bulbs, curves and that is it. There will be another fee for a meter.

Chairman Higuera asked Mr. Dallaire if he had enough direction.

Mr. Dallaire is hearing they want the same spacing we have. We will do a public workshop and see if there is any input.

Public comment.

Mr. Linderman commented the last two houses we have owned have had a street light right in front of the house and my wife loves, it. The one before had a street light across the street and she loved that. We go out to Johnson Lane and there are no street lights. She would not live in that neighborhood. It's too dark.

No further public comment.

Mr. Dallaire asked if they want to add a couple more lights across from Trinity Lutheran or are we okay with just the intersection and stopping it there so the meter would be at the end of Gasoline Alley on the opposite side of Mill Street. We would provide the light at the corner of Mill and Douglas and then come across the street. Do we need to project that conduit down for future lighting?

Mrs. Jones would suggest as things progress consider adding more lights as you go down. It is residential but it's apartments. Lighting is important. Physically there is more walking, more biking, more kids on the street. I know this area will not be turning commercial anytime soon. It's an alternative foot path to 395. I would love to see better sidewalks.

Mr. Miller mentioned since they put a curfew on the lighting at 10:00 p.m. I suggested they allow the church to put low level lighting in the parking lot so no one trips over the planters.

Mr. Dallaire could add three street lights down there. I can look into solar lighting.

Mrs. Jones would like consistency all the way from Douglas Avenue to the southeast corner around the cemetery. I think improving the lighting here, keeping it at a residential level, but improving the lighting would be a good thing all the way around. It would make the residents safer. It would help the church.

Mr. Dallaire will work on it this summer.

Mr. Miller felt it needed to come back when they decide what type of light and locations.

Mr. Dallaire repeated the directions from the Board: look at solar lighting, spacing the same as what we have and we will extend it to Spruce.

Mr. Rowe instructed the board they do not need to take action. We put it on for possible action to give you the option, but you are not required to take any action.

11.  **For Possible Action: Discussion and provide direction to staff on resetting the existing brick sections within the existing sidewalk pedestrian areas, or provide direction to staff on replacing the existing bricks with colored stamped concrete, or other pavers, keeping the pattern of the existing brick, at the following locations;**
- a. **Gilman Ave sidewalk**
 - b. **Heritage Park & Flag Island, sidewalk**
 - c. **Historian Inn sidewalk**
 - d. **Auto Connections sidewalk;**

And provide direction to staff if this practice needs to be a town standard within the downtown area; with public comment prior to Board action.

Mr. Dallaire advised this issue came up with the Overland redoing their parking lot. We have some brick sections along there that are bricks strips. We made some modifications after meeting with David and John Park. Do we want the brick in town? Maybe remove the brick and put it in concrete with accents or stamped concrete. It is about \$13,000 if we want to reset the bricks. It would be \$25,000 to put in stamped concrete and be done with it.

Mrs. Jones liked the stamped concrete because I'm a lawyer and we've been trained to think about liability. One thing that makes me nervous about this is one brick pops up and you have a person that trips and falls on it.

Mrs. Slater suggested if you take the brick out, you can use the brick as accents.

Mr. Miller believed with Sharkey's and the Overland it's possible the old Magoo's building will be improved. If we don't set the standard now we will get a mish mash of things in the downtown area.

Mr. Dallaire didn't think about it when Sharkey's was done.

Mr. Linderman asked about the foundation for pavers. I'm curious what that would be. One idea I had was if bricks sink in the dirt, would it be possible to put down concrete and put brick on top?

Mr. Miller answered the pavers take a sand base. In order to get the sand base done right it has to be compacted. It's labor intensive.

Chairman Higuera felt if you put the concrete under the bricks you may as well just put concrete and stamp it.

No further public comment.

Mr. Dallaire will come up with a plan and come back using the stamped color concrete.

Break from 6:18 p.m. to 6:28 p.m.

12.  For Possible Action: Discussion to approve, approve with modifications or deny the revised agreement with current legal counsel; with public comment prior to Board action.

Mr. Rowe discussed the new legal services agreement. The only thing I can add is in 2014 we had 123 billable hours but that excludes board meetings, which can run for five and a half hours apiece. Total annual payment was \$15,250 which does include the \$250 for each meeting. I have sent a letter to Tom, which is in your packet, and would like to request we have an increase of \$50 an hour to the hourly rate. Be happy to respond to any questions.

Chairman Higuera asked if the meeting would be billed at \$250 an hour.

Mr. Rowe answered in the existing agreement the meetings were billed at a flat rate of \$250 per meeting regardless of the length of time of the meeting. Our proposal is \$200 an hour, including the meetings.

Chairman Higuera felt the increase in the hourly rate is reasonable. I'm not sure about the meetings.

Mr. Miller asked if Mr. Rowe could look at a flat rate per year for the meetings rather than by the hour.

Mr. Rowe could do that. I would consider that and give a flat rate for a meeting, but it won't be \$250.

Mr. Miller was asking for an annual rate which would be like a retainer.

Mr. Rowe would go back and look at the last 12 months of meetings, add up the hours and divide it by 12 to come up with an average length.

Mr. Miller thought it would be easier to budget if it was a flat rate.

Mrs. Slater asked if we went out to bid would you put in your bid.

Mr. Rowe would not make it any different. GRID's flat rate covers all functions of the district unless there is litigation. Chichester was the last time there was anything going on in Gardnerville.

Vice-Chairman Wenner mentioned Minden's is a flat rate.

Mrs. Slater read the agreement and according to the agreement it is.

Mrs. Jones thought they patterned it off a combination of Indian Hills and our agreement, the way it is structured. They also structured it in such a way that there is a preference for the partners: Ryan, Jewel & Jennifer and a penalty for other partners, because probably internal politics of the firm, other partners didn't want to be involved. That is a significant reduction on Ryan Russell's hourly rate.

Mr. Dallaire talked to Jenifer, Town of Minden, about this today and Ryan is involved in the water side of things so they have a very high billing every month.

Mrs. Jones if you take the old agreement, Rowe Hales was charging the equivalent of 1.67 hours for every meeting.

Mrs. Slater thought we should go out to bid and hope that all people, including Mike Rowe, would give us their best shot. We have nothing to lose and everything to gain at this point. I think Mike and his crew have done a wonderful job and I would hate to part ways. I think we also have to work within a budget too.

Chairman Higuera believed Mike's institutional knowledge is priceless.

No public comment.

Mr. Miller would like to see an alternative proposal of some type than the regular billing for every hour of the meeting. That makes it tough to budget.

Mrs. Slater thought we should go out to bid.

Chairman Higuera would agree it is prudent.

Motion Miller that this contract we currently have in front of us be continued until we go out to bid unless it's otherwise –

Vice-Chairman Wenner asked when the contract expires.

Mr. Rowe's contract is up June 30.

Mr. Dallaire pointed out this is an agreement with the current counsel. We can still go out afterwards. But the agreement still needs to be in effect. You have the same option to give 30 days if we decide to select somebody else.

Chairman Higuera asked if he was suggesting we accept the agreement and then add we would go out to bid.

Mr. Miller asked how binding is this contract?

Mr. Rowe's current contract will expire. I would propose it on an annual basis and have a similar provision as in the existing contract that it automatically renews unless some party gives 30 days' notice that they want to change.

Mrs. Jones sees it is renewed annually but we can modify the terms on 30 days' notice. Can't we modify the terms to terminate?

Mr. Rowe agreed. It is all up for consideration.

Mrs. Jones' suggestion as the bridge until the board receives bids, the bridge would be we would accept this but we would also add a 30 days' written notice termination clause so either party can terminate on 30 days' written notice. The old agreement renews annually and you can terminate on 30 days' notice before the annual. But it also has a clause that says you can modify on 30 days' written notice. Theoretically a termination is a modification. But

it's a gray area. Do we want to be fighting with our own attorney when we have the opportunity to make it absolutely clear right now.

Motion Miller/Slater that we renew the contract with Rowe, Hales & Yturbide on an annual basis with a 30 day notice modification on the basis of \$200 per hour as they put in their hours. Motion carried.



Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for May 2015.

Mr. Rowe reported one of the residents of Chichester wanted to have some speed bumps installed. I looked at the issue and Tom has done some administrative research. There is a Nevada statute on whether or not you can or can't have speed humps. I think they are permissible because you see them all over Reno. I did provide the Sparks policy on traffic calming devices. But there are some reservations because if you have them you do have 6 to 8 seconds additional response time for emergency vehicles.

Mr. Dallaire clarified 8 to 10 seconds for each speed bump.

Mr. Rowe stated there is a reluctance on our end to get into that. I can get case law, but Tom has indicated the resident is somewhat mollified. Tom is not inclined to go with it. I think we will let that one ride for a while. We may come back with an item in July for you to consider and to see what you want to do about it. There is also an issue with snow plowing. The interlocal agreement with the county is still in the draft stage. In my opinion it sort of offends me we're having to pay them for anything. The old agreement said what we do for the county and what they do for us is of commensurate value and there wouldn't be any money changing hands. There is a draft of the agreement and when we get it finalized it will be brought back for review. We have finally have gotten the 20-30 Club to communicate with us under the sublease. We are still waiting for the insurance binder to show the town is an additional insured. They also have a requirement to pay to the town as rent whatever increase the town pays in its premium to insure the old jail.

Mr. Dallaire has not been able to get the amount clear back when the agreement was done. They didn't actually break it out in the insurance policy.

Mr. Rowe advised if we haven't been charging them then we have a statute of limitations issue. We need to figure out what that is and get it ironed out.

Mr. Rowe continued with his report. In late April I drafted an easement through the Martin Slough for the downstream users. It was sent to the county engineer and he has not acted on it yet.

Mr. Dallaire explained that was a requirement of the Water Conveyance Advisory Committee. We don't have a recorded agreement yet.

Mrs. Jones asked what the trigger is.

Mr. Dallaire answered if we fail to maintain the ditch and it is not flowing properly.

Mrs. Jones asked if there was a notice requirement.

Mr. Rowe believes that was put in there. I didn't bring a copy of it.

Mrs. Jones would be concerned years from now somebody decides they are going to clean the ditch and start trespassing

Mr. Rowe sent it to the Allerman Company and has not heard back from them.

Mr. Rowe reported on the trash truck. I sent a notice by certified mail on May 26 to Rush Peterbilt Truck Center, Amrep Inc. and Cummins, based on Nevada's lemon law statute that provides if after a reasonable number of attempts the manufacturer or its agent or authorized dealer is unable to conform the motor vehicle to any applicable express warranty by repair or correction, and the defect or condition causing the nonconformity substantially impairs the use and value of the motor vehicle to the buyer (the town) which is not the result of abuse, neglect or unauthorized modifications to it, the manufacturer shall accept the return of the vehicle and refund the purchase price. It was met with a resounding silence. I met with Craig and Tom. Carol had, prior to that meeting, sent me all the background information on who Craig and Tom had been communicating with on the problems with the truck. We sent out an email blast this afternoon to everybody that ever sent an email to the town about the trash truck. We are waiting to get some form of reaction. After talking with Craig and Tom it's just defective. It's been in the shop more than it's been on the road. Under the purchase agreement the statute of limitations to bring an action arising from the purchase or use of the vehicle in the Peterbilt Limited Warranty is one year from the date of purchase. So that gives us until June 25th to bring an action. If I don't get a reaction, that's what we will do to preserve our rights to collect. If you want to talk about it we will agendize a closed session.

13.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for May 2015.**

Mr. Dallaire reported Friday is the end of the RFP on the gas station. We will be awarding that mid-June and then get the gas tanks out. There is a process to go through to remove the canopy. We might have to put some different color pavers to shadow the location but we can take it down. We will see what the design team comes up with. They are supposed to come back with a plan this month.

Mr. Miller asked if they had contact with the Masons on the mural. Myself and Carol Sandmeier would be glad to do that. Can you print out the picture of the mural? I will approach them.

Mr. Dallaire continued his report. On the county commission agenda Mr. Harry Ernst is appealing the planning commission's decision approving the Esplanade at the Ranch. I committed to do Leadership on the 16th of June. I will be in Half Moon Bay. Paula is going to do it and she will talk about the events. If there is someone that would tag team with her it's for the Leadership class.

Mr. Miller will do that.

14.  **For Possible Action: Discussion and possible action on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action.**

Chairman Higuera asked board members to make their comments. Then if Tom wants rebuttal time we can do that.

Mrs. Slater felt overall I think Tom does a marvelous job. I noted time management is improved, but it is something that always needs to be self-evaluated. I consistently hear I don't have enough time. Things aren't quite getting done because of this or that. You tend to try to do too much yourself. Delegate to your employees and prioritize. You can't make every meeting. You can't take every phone call. Maybe you need to close your door for a few hours a day and have the phone calls held. Those will help a lot. You can't do everything and can't be everywhere. Your priority is the town and the town's business. I am very pleased with what I have seen. You work very well with the other departments and with the federal and local governments. You are to be commended and are a great asset to the Town of Gardnerville.

Mr. Miller thinks very highly of Tom. I have tried to avoid interrupting Tom by going through Geoff or Carol. I think that's part of Tom's time commitment. I think the other board members should approach that in the same manner. I have in here that you have strong leadership. He sets the example for the rest of the town employees with the time he puts in and his work commitment. Even though he can't push some people out of his office, it sets an example for the town. I have heard nothing but positive things from the community. That's the way I approached some of my statements. We need to work with Tom and need to keep him. We need to keep him energized one way or another. We have a valuable asset in him.

Vice-Chairman Wenner agrees with both Linda and Ken. I think Tom is one of the hardest working individuals I've ever met. I did talk to Paula, Carol, one of the guys at the maintenance yard, and Jenifer at the Town of Minden. They all agree he's a great person to work with. They don't want him to get burned out. I gave him a few of my suggestions, which were given to me by other people. I graded him low because I think he does need help with the budget. It's hard to justify hiring somebody when it shows he's doing everything. I was trying to justify getting someone hired to help.

Mrs. Jones has seen the same thing, the risk of burnout. You have a fantastic reputation and high integrity. People trust you. They value your work. But we have to find a way to help you delegate or reduce responsibilities. It can be exhausting to go to all of the networking type things. That actually sucks energy out of you and undermines your ability to do the job you need to do. Habit 3 of "7 Habits of Highly Effective People" is all about prioritizing time and how to schedule things so they stay in quadrant 2, important but not urgent. Because when they push into important and urgent that's when stress occurs. So if you pick up the book or go on You Tube you can look at Habit 3 of "7 Habits of Highly Effective People" it talks about scheduling blocks of time to work. I see the agenda is coming so I will block out three hours the day before the agenda is due to work on board meetings. It takes time to change other people's habits. You can train staff that those times are sacrosanct, you will not take a phone call. That can do a lot to help the stress level. I think we need to get you a maintenance supervisor. We have to figure out how to make that happen. That's not going to happen this year.

Mr. Dallaire has to reorganize if the county moves forward with the pay plan. It's just if we agree with what they have.

Mrs. Jones knows we can't make that change overnight, in terms of reducing the work stress. But maybe by the end of this year we will have a clear plan to get you the managers you need.

Chairman Higuera noticed everybody said pretty much the same thing in their own way, the time management and the delegating. Burnout really equals stress. We keep talking about Tom delegating. So much has been delegated to Carol, Geoff and Marie and some other staff members. We really don't have more people to delegate to. I think one of the things we haven't talked about is the number of projects we take on. We might be taking on more than we can really handle with our small staff. We need to catch up on the projects that we have. But somehow we need to say "no" more often on some of the projects that come to us. As far as taking on more projects maybe we need a moratorium until we can develop more people. People power equals more time and able to work on more projects. Maybe it is time for that supervisor and also budget help. Douglas County's budget has become the most complicated matrix I've seen. I don't know how you manage to deal with it. You got into one system and now they have flipped it around and haven't given anybody any instruction. So you're moving in the dark trying to get things done. Maybe we need to have a CPA to do consulting and set up the budget so you can take the pieces and put it in the county puzzle. Those are my recommendations. Delegating is a good thing but you have to have someone to delegate to. Maybe we take on more projects than we really should.

Mr. Dallaire thought that's exactly where we are. We've taken on too many projects. Geoff was gone this last week. We put our heads together and I have a current list of projects. It is three pages right now. Some have been done. Hellwinkel channel, Kingslane sidewalk and now street lighting have been added. All of these things take time. I've taken on too many things because I go from one to the other. Trying to get things finished up has been important. Mr. Dallaire listed numerous projects that are outstanding.

Mrs. Slater pointed out by accomplishing these we are getting projects done. I think that's been a frustration to see us start something and years later we're still working on it. If you take on less projects and complete some of these that might be a huge benefit.

Mr. Dallaire shared we could have gotten, for instance, the Hellwinkel channel, done 4 or 5 months ago but we're still waiting on the Army Corps of Engineers. They were supposed to have some comments. They finally contacted us but that was two months ago. Now the county wants to do a minor design review process. Writing the projects down has helped.

Chairman Higuera feels very fortunate to have Mr. Dallaire. You are well respected in the community. We need to slow down the intake of projects or get more people to work.

Mrs. Slater felt this will be a good aid.

Mrs. Jones referred members to page 15-9. Based on the combined evaluation he should receive a 5.5 percent raise.

Mr. Dallaire believed there was a four percent max last year and this year is the same way. I would ask that you hold to that.

Mrs. Slater hopes what you have heard here tonight you take as constructive criticism and not personal criticism.

Public comment.

Mr. Linderman has been attending as many meetings as possible. It's been very interesting to watch the interaction between the various reports and things that are happening, especially the multitude of projects that Tom has been dealing with on behalf of town residents. While it's only talk here, there's obviously a lot of action behind the talk. While some things take longer than expected, like dealing with other government entities and coordination of dealing with everybody else that has to be involved it's amazing that Tom has been able to deal with all of that as well as he has. I don't have any problem with projects taking longer than they were planned to take because of things that come up. I've worked long enough in my career to know things always come up. Schedules are never met, with a few exceptions. It's already been mentioned the high ethical standards. I appreciate the way Tom has looked at a problem, described what the options are, what his recommendation is and how often it meshes with what I think I

would have done. So I have nothing but good to say about Tom's behavior in decision making, planning and his interaction with other people. I've seen some of that when I've come in asking questions. He's been very helpful. Just wanted to provide the only public comment there could be in a positive light.

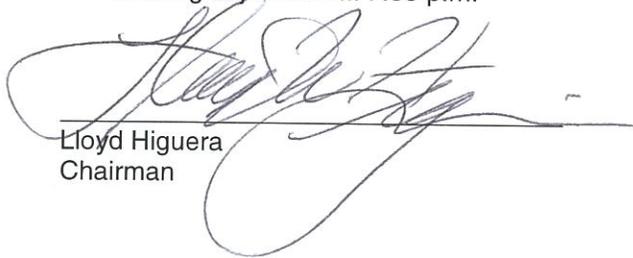
No further public comment.

Motion Wenner/Jones to approve a four percent increase, since that is the cap, for Tom. Motion carried.

PUBLIC INTEREST COMMENTS (No Action)

No public comment.

Meeting adjourned at 7:38 p.m.



Lloyd Higuera
Chairman



Tom Dallaire
Town Manager