



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

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

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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.

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Tuesday, June 6, 2017

4:30 p.m.

Gardnerville Town Hall

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**INVOCATION – Carl Dahlen, Pastor, Christ Presbyterian Church, Gardnerville.**

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

 **PLEDGE OF ALLEGIANCE – Mr. Dallaire 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.

Marilyn Noble from Douglas Search and Rescue wanted to make sure their project does not die on the vine. The dog park, which you still call the Virginia Creek detention pond, is something we would like to see visualized as a park. And the first item on the wish list is to have it named. The person we would like to name it in honor of is a canine handler that died last year. Since then we have lost two more search and rescue members. Naming the park would help our members towards feeling that we're being recognized as first responders, search and rescue volunteers. We have canine units. We have two more canines that are being trained. I know we're not on the agenda but we are on the list. We want to be recognized not be at the bottom. We will do whatever we can; if it's enlisting help or going out in the public and asking for help. We cannot provide funds, but we can make the public know what we plan to do. Please give us priority so we can see what we can publicize. We have to make sure we go through the right avenues.

Mrs. Yturbide explained this is just a time for public comment. There is no action that can be taken.

 **FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.**

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

**Motion Higuera/Wenner to approve the agenda.**

No public comment.

**Upon call for the vote, motion carried unanimously.**

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:  
May 2, 2017 Regular Board meeting, with public comment prior to Board action.**

**Motion Slater/Jones to approve the previous minutes of May 2<sup>nd</sup>, 2017.**

No public comment.

**Upon call for the vote, motion carried unanimously.**

## **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 May 2017 claims.**  
Approved.
4. **For Possible Action: Approve Heritage Park Use application for High Sierra Fellowship on June 18, 2017 from 8:00 a.m. to 3:00 p.m.**  
Approved.
5. **For Possible Action: Approve Street Closure application for Eddy Street Vintage Market's Artisans & Antiques 2017 event scheduled for August 19, 2017, 7:00 a.m. – 7:00 p.m.**  
Approved.
6. **For Possible Action: Approve Heritage Park Use application for Heritage Park for the July 4<sup>th</sup> concert by the Carson Valley Pops Orchestra, town will provide the speakers for the use of the concert and provide the shade tent to be used for the fun run and the concert seating event.**  
Approved.

**Motion Jones/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 on providing a letter of support for the conservation easement for the Dangberg Home Ranch a 1,373 acres, and for the conservation easement for the Van Sickle Station Ranch, 419 acres preserving the open ranch land and operations for 160 years, presentation by Jacques Etchegoyhen, Legacy Land and Water; with public comment prior to board action.**

Mr. Jacques Etchegoyhen is looking for support. The ranches don't necessarily touch the town but they are integral to the ground water recharge system, and flood plain function. They are the safety valves when floods occur. Were it not for the Dangberg Ranch remaining open, the Town of Minden could have had some issues. I am here hat in hand hoping for board support recognizing these don't necessarily touch Gardnerville. I will answer any questions you might have.

Chairman Miller asked if any of the owners interested in selling the ranch parcels.

Mr. Etchegoyhen answered they would prefer not to. I believe David Park has taken complete ownership and has bought out the rest of the family. They are descendants of Dangbergs. Over time I've seen a lot of ranches get broken up and sold. I think we have a few years to get this done and the great news is if we get it funded and completed we will have surpassed about 25,000 acres permanently protected in Douglas County. We are starting to approach half of Carson Valley permanently protected. I think placing conservation easements compliments what you are doing elsewhere. There are places for growth and places where we should never grow.

Vice-Chairwoman Jones' observation in reviewing the master plan documents is that it is consistent with one of the community goals, in the Gardnerville community, is to focus development here and keep the outer open space. I think noting this doesn't touch our boundaries we are conscious of the impact on the whole community and our constituents, as well.

Mr. Etchegoyhen thanked the board for their time and consideration of the matter.

No public comment.

**Motion Higuera/Wenner to approve the letter of support for conservation easements on the 1,373 acre Dangberg Home Ranch and 419 acre Van Sickel Station Ranch. Motion carried unanimously.**

8.  **For Possible Action: Approve the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of \$23,297.77 for fiscal year 2017-2018, with public comment prior to Board action. Presentation by Alan Reed.**

Mr. Alan Reed went over the renewal insurance packet information. There are currently 6 carriers that write this package for the town of Gardnerville. We have about 115 entities insured in the pool. About 96 percent of all the eligible entities in Nevada qualify for this pool. The only ones we don't have are Washoe and Clark County. The POOL also belongs to an organization called AGRIP (Association of Governmental Risk Insurance Pool). They monitor governmental insurance pools. In the packet is information on the grants program. The pool makes grants available to all members who are interested in improving the risk management capability and getting things they can't afford or can't get under ordinary circumstances. Recent grants included safety items like fire alarm equipment, video security, dispatch equipment and cost reimbursements for conferences and training. We have some new projects in place that will hopefully get some attention. We are looking at print publications, online communication methods, monitor electrical hazards in aging buildings and conduct liability workshops for elected officials. Page 5 in that booklet there is a new program called Resources For Living, which gives access to all types of counseling (financial stresses, workplace challenges, personal stresses. 300 people took advantage of that last year. That service is available. You can send out a memo to your employees. It is highly confidential. If someone wants to take advantage of it they have access to that program. Cyber liability is now included within the pool contract. If you transmit any type of information you are exposed to cyber liability. With respect to your policy it went up about 6 percent. Your exposures increased about 5 percent for insured values. You had a payroll increase of about 20 percent and your vehicles have remained constant at 22. We have reduced claims of 18 million to about 3 million. The overall loss control and practices followed by all the entities is really contributing to the organization.

No public comment.

**Motion Slater/Wenner to approve the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency insurance Pool, also known as POOL, and authorize the payment of \$23, 297.77 for fiscal year 2017/2018. Motion carried.**

9.  **Not For possible Action: Presentation of information gathered from National Main Street Conference, Pittsburgh, PA, Presentation by Meredith Fischer and Tom Dallaire.**

Ms. Fischer gave a power point presentation on the Main Street Conference and the items she felt were important at the conference.

Ms. Wenner asked about crowd funding.

Ms. Fischer explained crowd funding is where everybody contributes to a specific cause. Most of what I have seen for crowd funding is through online sources. The overall takeaway, with so many items and so little time, was what do we do. If we just start with what our story is, updating the web presence, and getting a little more social then we can use all those things. If you have any questions you can email me.

Mr. Dallaire gave a report on what he felt was important from the Main Street conference. I was interested in hearing how people are keeping track of data. Without a business license in Douglas County it's hard for the town to track that sales data and where and what kinds of businesses are operating. We can get all the businesses within our zip code with Silver Flume. Out of 100 Gardnerville's walk score is 60. How do we increase the walk score and have pedestrian paths be recognized?

Chairman Miller pointed out if you look at Stodick Estates there are walkways at the end of the streets where you can get to the main street, which make it more accessible for walking.

Mr. Dallaire thought adding solar lights on the walkway would encourage people to use it in the evening. The one on Penn that goes through to Windsor has a street light at the end. It's the only one that actually has a light. Shop Small has a program for façade improvements. We will be making some photo opportunity banners for events.

Mrs. Slater commented last year when we had our NLC meeting in Sparks there was a presentation by a gentleman talking about Main Street. He had three main things. One was create a theme; decorations, change them out throughout the season; create a common place where you can meet and have it open after 5:00. People want to walk but where do you walk.

Mr. Dallaire has gotten the new website townofgardnerville.com up but it still needs to be updated. We will have a link on our website to go to the mobile version.

Mrs. Slater asked what the business people think about having their businesses open after 5:00 or 6:00 on Friday and Saturday.

Ms. Fischer doesn't have a good feel on that. As small business owners they look at it as we're already here and it's more time out of the day. But I think if someone were to lead by example people would follow. Or create an event that highlights being open during that time, more focus on the shopping or exploring and less focus on the drinking. If we were to do some placemaking with parklets we could launch that and get buy-in as a temporary six month exercise. If we were to put a promotion behind it you can do so much with social media promotion for a really effective amount of money.

Chairman Miller believed it's hard to get businesses like JT and Overland because they're busy already, to buy into something to close down the street is difficult.

Mrs. Slater was thinking more of the shopping aspects.

Ms. Wenner asked if they talked to the arts council about bringing art down on certain days.

Mrs. Fischer hasn't yet. This is new for us to explore a little more. That is a great suggestion. If we could get the support it's a great way to have a different draw.

Vice-Chairwoman Jones suggested a coordinated effort. Instead of Thirsty Third Thursday maybe it's Thirsty Third Weekend. So the wine walk kicks it off and maybe the movies in the park on Friday, Saturday shopping enticements and pop up shops that could take advantage of a crowd at the park on Friday night.

Mr. Dallaire mentioned getting the businesses to be coordinated with the movies would be huge.

Ms. Fischer thought we have a lot of good momentum on Main Street. The next couple of years will be transformational as far as building our stories and doing some of the things we've been talking about.

Ms. Wenner mentioned the art council is talking about having a Saturday workshop for four or five hours and trying to figure out a new way of fundraising, a one time a year event. Maybe you could work together with them.

10.  **For Possible Action: Discussion to provide comments on the proposed Land Use Element of the 2016 Douglas County Master Plan Update and discuss the review process for the Master Plan update; with public comment prior to board action.**

Mr. Dallaire reviewed the Gardnerville Community Plan and master plan proposals. Page 43 through 53 is the actual community plan. They are going to ask for more input. You have a month to review that section. I went through and made comments. They created a land use table that will go in the master plan. Today they did a presentation on all of the applications and it was lacking a lot of data. I took my notes and made my own map. The town has the Hussman conservation easement so we can't go west. We have the flood plain and the Carson River. The only other place for development is east. I can email you these reports on all the proposals.

Mrs. Jones asked if the conservation easements are permanent or if they expire after a period of time.

Mr. Dallaire thought they were permanent. Please read through the Gardnerville community plan and make notes or comments. Then you have the community plan goals, policies and actions that we need to clarify some of the verbiage. I still have red lines on a lot of these issues. Next month Mimi or Heather will be here. Our comments are due June 30th. That's why the item is on here today. I wish I had some more information on the Corley Ranch. The Washoe Tribe has talked about adding an RV park to the casino. Hopefully this helps to get the bigger picture.

Mr. Godecke commented the planning commission stopped at the growth portion and then they will hear the remaining elements of the master plan tomorrow starting at 9:00 o'clock. That will also include the land use element. In July they will be hearing all of the amendments as well as all of the elements of the master plan and trying to decide those at that point in time. I suspect public comment is going to be a lot more voluminous than what it was today.

Mr. Dallaire asked board members to go through the plan and send your comments back so they can be incorporated into the redlines. You will have that to review next month.

11.  **For Possible Action: Approval of Resolution No. 2017R-035 - augmenting the Town of Gardnerville budget for fiscal year 2016-2017; with public comment prior to board action.**

Mr. Dallaire received the \$107,000 from the petroleum fund for the gas station. This is just augmenting it so we can use it in this year's budget.

No public comment.

**Motion Jones/Wenner to approve Resolution 2017R-035 augmenting the Town of Gardnerville budget for the fiscal year 2016-17. Motion carried unanimously.**

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

Attorney Yturbide reported for the month of May essentially a lot of the same ordinary things in terms of reviewing the agenda, packets, attending the meeting. I also reviewed the Notice of Possible Quorum that went out on some of the events that are coming up. We researched a number of items including the fees that we can charge customers for credit cards. I talked with the county on how they are doing it. I think we have to look at who the vendor is and structure something similar to what our actual cost is based on the vendor we are using for our credit card. I know earlier we were talking about some of the problems it creates for staff. So one of the things you might want to think about is what the administrative costs are and whether it would be worthwhile. If staff puts together some numbers on what the actual use is, it might be more valuable when you are making a determination. There is also some work going on regarding right-of-way deeds. I am working on one for Tom on the ADA compliance at Douglas and Mill. There was some preliminary work done related to Heritage Park. We researched issues related to publication of images for events, in particular children. Went and found the history related to the Tognetti Alley abandonment. It happened some time ago. The town didn't submit an application with the county to actually move forward with it. I recently reviewed some materials related to the sink hole in front of the French and some bonding issues.

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

Mr. Dallaire talked to Farr West to look at the Heritage Park property. I approached Anderson and they quoted \$15,000. I thought that was high so I contacted Far West and they quoted \$7,500 for the work needed on the abandonment and right-of-way at Heritage Park. They will get a contract over. I had Jennifer review the standard contract. They will do the work and we will take the application to the county. It is both an abandonment of right-of-way and then there is no right of way on Ezell. Tognetti Alley, south of High School Street just passed the little yellow house, there is a garage that comes out on High School Street and right next to the garage is where the alley is supposed to be. The alley is technically back another 20 or 30 feet. But the alley should only extend, according to all documents, into four parcels. The fifth parcel is that two-story duplex or four-plex next to Mike Philips. They are using that as an access to the back of the lot. A lady on Douglas wants to build a garage back there and wanted to know if she had access or if that was her property. We had an item in 2007. It went to staff level and basically wasn't going to be supported at Douglas County staff to go forward to the county commissioners, so it was dropped. We might need to look at that if the garage is built. Right before I published this I got an email from Tanya on the crosswalks, which was promising. We might actually get it done before the end of school next year. NDOT, out of the blue, is going to put in \$200,000 to fix the dip in the failing pavement in front of the French. They gave us a plan. They are

showing only 44 feet of fixing the curb, gutter and sidewalk. We told them this is important. Why can't we fix it from the curb return at Gilman down to the Historian Inn? We can bring this item back to discuss next month. I will need to change some of the budget numbers if this is something we want to fund. So they want us to pay for the sidewalk or at least help them. \$50,000 is what he was thinking to get that done. The other item that comes up is the alley issue. It's a great time to change the curb, gutter and sidewalk in front and block the alley all together. I talked to Steve from Buckaroos. He is excited to be on a committee to design that area. We can do a lot of different things in between the two bars. So hopefully this goes somewhere. This just happened this afternoon. We could actually pave the jail lot, if Douglas County will help pay for the alley portion. I think it's doable and a huge improvement. We would pave that and maybe there is an option to dedicate property to the French and Buckaroo's parcels so everything from the jail piece west towards 395 is owned privately and there wouldn't be an alley, just a parking lot. We are using the Water Company's portable water barriers on Friday for Carson Valley Days. We are also getting lights from Ahern again that the bars will be paying for. We will shut down Courthouse Alley.

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 has a new member on the board who is very active in the community. He wants to have a workshop on a Saturday to get ideas on fundraising and how to have a large event of some type to raise money for the Carson Valley Arts Council. I thought it would be a good idea if he got together with Main Street.

Mrs. Slater reported everybody knows the legislature wound up last night at midnight. Several of the bills are on the governor's desk. It's been a very tumultuous session. I think in the end the level heads prevailed. I think Sandoval is taking each bill and reading it with a clear mind and will make a good decision as to whether to sign it or not. Our meeting for Nevada League of Cities is on the 13<sup>th</sup> next week. It will be a teleconference in Las Vegas. The Main Street bill moved forward. The money is in the budget.

Mr. Higuera reported Debi has been updating the website and she has more that she wants to do. She wants input. If you see anything you would like to include or change let her know. Also Linda Dibble was excited. She is head of the flower committee. She said this was the best year ever for the flower sales. They sold the quickest and sold out. It is becoming a tradition. Thirsty Third Thursday, they're talking about some changes because 10 years is coming up. They want to do some new things. One of the things is to change the name, maybe Sip and Shop. That didn't go over too well. Debi had a great idea of taking the sip concept and maybe going with sip and shine. Have a car show integrated in the district. So it would be continuous throughout the wine walk. Sip and Show, have musicians playing. Sip and Swap. I think they want to jazz up the wine walk. If you have any input she would love to hear it. It is in the discussion stage. She is more than willing to listen. She has all of the hard core statistics and revolving loan balance.

Mr. Dallaire reported the county hasn't finished closing out the 811 fund yet. It's been three months and no communication. Finally we just printed out the report and put it in a claim, reprocessed the claim and put down we need to get this closed out. Here is what we think is there. We are waiting on Vicki to get this done per the email last week. I did finally get a response after putting the three stickeys on the claim. I think they will end up processing \$75,000 and then close it out.

15.  **For Possible Action: Discussion on the annual performance evaluation of Town Manager, Thomas Dallaire, the determination of any adjustments to pay, and such other compensation and benefits as the Board may determine is appropriate; with public comment prior to Board action.**

Chairman Miller went through the summary this afternoon. There are some really good comments from everybody.

Vice-Chairwoman Jones has heard more than one commissioner say they want to steal you.

Mr. Dallaire thought the comments are good and productive. I printed up the last two or three evaluations just to see where the comments have changed. I am a lot more comfortable with board meetings. I still hate the board packet. There were some comments about the proposed goals. I revised them and had Carol put that in the packet as well. It is the last sheet in the item.

Mrs. Slater appreciates what you do.

Chairman Miller shared any time you work with a lot of government entities you have to have patience because you are always waiting on someone else to do their task before you can do the next step. And you have that patience.

Mr. Dallaire pointed out you can get mad at people but they can't do anything either because they are waiting on other people. Just like the project in front of the French. That was over a year ago we sent that email. Out of the blue we are looking at this. NDOT contacted Mark (Gardnerville Water Company) and he went down there. If it's their problem they will help with the funding as well. Just working together is the easiest way to get things done. Kingslane plans have been done for two months and we are waiting on NDOT to comment.

Mrs. Slater hopes Mr. Dallaire takes the comments made as constructive and not any other way. You have to take the person out of it and put the situation on the table and take care of business. Not an easy thing to do.

Chairman Miller asked board members how we should reward this man. If we go by the guidelines that we're looking at adopting, it is a two percent increase across the board

Mr. Dallaire clarified that is next budget cycle. The COLA, the county has a five-year agreement with the employee association and the sheriff's office. They were planning on doing two percent per year on COLA starting fiscal year 2017. It sounds to me that 2 percent will happen to all the employees in Douglas County July 1. Then they have come up with a horrible scale 0 to 3 percent on the PMP program.

Vice-Chairwoman Jones believed he's earned the four percent under the standard this year and the three days paid leave.

Mr. Dallaire mentioned he has scout camp coming up and a family reunion. So the three days would be fine.

Vice-Chairwoman Jones asked if he is at the top of the pay range.

Mr. Dallaire answered no.

**Motion Jones/Wenner to approve a four percent merit plus three additional admin days.**

No public comment.

**Upon call for the vote, motion carried unanimously.**

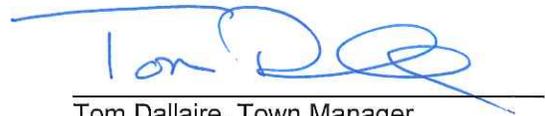
**2<sup>nd</sup> PUBLIC INTEREST COMMENTS period (No action will be taken)**

No public comment.

**Meeting adjourned at 6:58 p.m.**



Ken Miller, Chairman



Tom Dallaire, Town Manager