



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

Cassandra Jones, Chairwoman  
Linda Slater, Vice Chairwoman  
Lloyd Higuera, Board Member  
Ken Miller, 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.

Tuesday, January 2, 2018

4:30 p.m.

Gardnerville Town Hall

**INVOCATION – None given**

**4:30 P.M. Chairwoman Jones called the meeting to order and made the determination a quorum is present.**

**PLEDGE OF ALLEGIANCE – Tom Dallaire**

**PRESENT:**

Cassandra Jones, Chairman  
Lloyd Higuera  
Ken Miller  
Mary Wenner

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

**ABSENT:**

Linda Slater, Vice Chairman



**PUBLIC INTEREST COMMENTS (No Action)**

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

Mr. Dale Bohlman, 1385 Meadow Lane, 77 years as a Gardnerville resident and former town board member from the 60's when you did it for free. Tom and Pete from recreation were over on Meadow Lane about three months ago. Tom asked me what I thought about putting sidewalks down both sides of Meadow Lane. I went through the people and Sandy Wartgow, was the only one that would like to get it fixed. There's older sections in town that we don't need to modernize. A lot of the sections the lots are too close to the streets. They weren't built for sidewalk to be put in. You wouldn't be able to put a car in your driveway. You'd run right over the sidewalk. Circle Drive would be another one. We don't want our trees and shrubs torn up. You will have less traffic for social services than you did with the senior center and we had no problems at that time. We prefer you don't.

Chairman Jones asked that Mr. Bohlman sign in.

Mr. Bohlman would appreciate being informed of what is going on.

Mr. Dallaire is talking with social services about a grant. We didn't make the time frame for that application. So we will push it off for another year. We were hoping to speed up the process.

No further public comment.



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

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

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

**Motion carried with Board Member Slater absent.**

Chairman Jones recalled the motion and called for public comment.

No public comment.

**Upon call for the vote, motion Higuera/Miller to approve the agenda.**

**Motion carried with Board Member Slater absent.**

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

**Motion Higuera/Miller to approve the previous minutes.**

No public comment.

**Upon call for the vote, motion carried with Board Member Slater absent.**

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

1. **For Possible Action: Correspondence.**  
**Read and noted.**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.**  
**Approved.**
3. **For Possible Action: Approve December 2017 claims.**  
**Approved.**
4. **For Possible Action: Approve Town Policy 21.5 Extra Trash Collection Days**  
**Approved.**

Ms. Wenner asked what the claim was for CAD Pest Control for \$8,187.

Mr. Dallaire answered it was for fertilizer and aphid treatment for trees.

No public comment.

**Motion Higuera/Miller to approve the consent calendar. Motion carried with Board Member Slater absent.**

#### **ADMINISTRATIVE AGENDA**

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

5.  **For Possible Action: Approval of Proclamation 2018R-01 – recognizing January 2018 as National Radon Action month; with public comment prior to board action.**

Mr. Dallaire read the Proclamation into the record.

Ms. Susan Howe, representing the University of Nevada Cooperative Extension thanked the board for the opportunity to educate everyone here. The proclamation and your support is important especially for everything that Tom read in the proclamation. Testing is the only way to find out if you have a radon issue in your home. Test kits are offered free year round in Douglas County. Douglas is the only county that offers it in the whole state. You can pick up a test kit at the Cooperative Extension office at 1325 Waterloo Lane. We are doing two programs in January: one at TRPA in Stateline on January 23; and one at CVIC, February 23, both at 6 p.m. Testing is really important. More than 1/3 of the homes in this county have an elevated level of radon when tested. Here in Gardnerville it was 41%. Stateline is the highest in the county with 67%. Zephyr Cove and Glenbrook have 56 percent. Minden has 23%. Carson City, 89705 has 19%. Genoa is the lowest at 15%. The highest radon level in the county was 117.9 found in Glenbrook. But Gardnerville is not far behind because a level of 100 was found. The good news is that radon levels can be fixed and lowered. In the county 22 percent of the homes needing attention have gotten fixed. Two out of three mitigators live in Minden. Right now the 2018 building codes are being discussed for amendment. After the committees vote then it comes to public comment and to the jurisdiction. I will be pushing for Appendix F, which is in the international residential code for radon control methods. Every new home would be built with radon control systems to protect those buying the homes. It has to be voted on in every jurisdiction and my position is just to

educate. In the packet is a free radon test kit. If you can't use it give it to a neighbor or relative. Right now in the other parts of the state during normal times they cost \$10. We hope they all get used. We have a website for more information: radonnv.com. Our hotline is 888-RADON10. I would like to thank you for hanging the banner across Hwy 395. It reminds people about testing their homes. When the banner goes up we get a lot of traffic at the extension.

Ms. Wenner asked why Gardnerville has more radon.

Ms. Howe answered radon comes from the decay of uranium. It is in rock and soil. The makeup of the soil leads to more probability. In Las Vegas it was declared a radon zone 3. And they are valleys and flatland. But lately with more testing, they have been finding more. Reason being they are building out into the mountains. I think that has a big effect.

No public comment.

**Motion Higuera/Wenner to approve Proclamation 2018R-01 recognizing January 2018 as National Radon Action Month. Motion carried with Board Member Slater absent.**

6.  **For Possible Action: Presentation by Jan Vandermade and Steve Noll with Design Workshop on the wayfinding signage project by Carson Valley Visitors Authority, including discussion concerning maintenance and letter of support commitment; with public comment prior to board action.**

Mr. Vandermade, Executive Director of the Visitors Authority, has lived here for 32 years: 31 in Gardnerville and 1 in Minden. I worked in Lake Tahoe. Steve Noll is the principal of Design Workshop's Tahoe office. He's been involved with several land planning, redevelopment projects and resort master plans to reshape and help define the surrounding communities.

Mr. Vandermade started the power point presentation.

Mr. Noll continued with the power point presentation.

Mr. Vandermade sees it as an important aspect of this job to be involved to make a positive influence in the community as well as out.

Chairman Jones asked if this was part of the banners?

Mr. Vandermade has learned from that. I am bringing it to you early as we are going into budget, hopefully we will know more. I will not ask for money until we are at a point of what the plan is. I wanted to make sure you are aware and have a better understanding of the signage. This is at a juncture where we need to find out whether everyone agrees we should keep going forward or is there something that would cause you, financially or otherwise, to put on the brakes.

Mr. Higuera felt wayfinding is a good project to help people get around. You indicated it will be a phase project. You won't be asking for a huge sum of money?

Mr. Vandermade would guess it will be somewhere from 120 to \$160,000 total. You could try to slice this up a number of ways. We could consider four parts between the three towns and the visitor's authority matched by four parts from the county. If we try to come up with \$80,000 then it's \$40,000 from the four partners and \$40,000 from the county. What Steve's recommendation is, and the best first step, is start with the larger NDOT signs. We can go into a project with them and propose 20 of the 46 to start and add signs as we go.

Ms. Wenner asked if a letter of support would help with grant writing?

Mr. Vandermade answered yes. It just adds more power to the presentation. My goal is to pay the best possible price for the signage and the towns and county pay the least.

Chairman Jones asked if they have talked with GOED. I am hearing placemaking, which is something they talked about in the Main Street conference. It has the benefit of attracting and keeping visitors but develops economics internally as well.

Mr. Miller thought there might be some national funding. We are the only approved main street program soon to be approved by national. If you approach Main Street there might be another avenue for grants.

Mr. Dallaire noted they are looking for a letter of support for signs in the town,

No public comment.

**Motion Miller/Higuera to draw up a letter of support for this project for the Carson Valley Visitors Authority in backing the wayfinding signage. Motion carried with Board Member Slater absent.**

7.  **For Possible Action: Discussion to reconsider the prior board conditional approval for Design Review application DA-17-092 for Chase Bank located South of Lampe Drive, East of Highway 395 at the current site of the Westerner Motel located on a 1.06 acre parcel (APN:1220-04-501-011), presentation by William Reilly, APMI and Joe Hernandez with Chase; with public comment prior to board action.**

Chairman Jones' understanding is the county has not issued a final letter of recommendation or conditions yet. So understanding that, as chairman I did authorize this to be put back on the agenda so you have an opportunity to dialogue with us. I understand there might have been another member of the board that was not happy with that.

Ms. Wenner advised Linda Slater called and asked me to relay some comments. After the applicant I will relay those comments.

I am Adam Cyrus from APMI here in place of William Reilly and Mr. Hernandez is here. You have already seen the site plan. Our plan is to take the lot and develop it with a single story branch bank. We are trying to meet the town and county's requirements.

Mr. Miller pointed out if you get on 395 and try to turn left into Smith's parking lot and you have another car also turning left from Lampe Drive and you have another car trying to turn into the driveway of the Westerner Motel. It backs up traffic between 4:30 and 5:00 like you can't believe on left hand turns. My suggestion is that this lane is right hand turn only.

Mr. Cyrus agrees. The current approval from NDOT is actually for ingress only. We are actually in agreement with you.

Chairman Jones believed this is different than last month's plan. Last month's would allow a left turn. This is only a right turn.

Mr. Dallaire got a copy of the NDOT letter today. It doesn't say it has to be one way or outbound. It is just inbound only.

Mr. Cyrus believed Chase understands the safety conditions. We are more than willing to have a right-in only access. We'd like to maintain the continued use of the drive because it is an asset of the property. It is something that exists and is currently a benefit to having this location. We definitely would like to keep that as inbound. But we would be willing to show right-in only.

Ms. Wenner wanted to make sure Linda's comments were in the record. Linda's comments were the pedestrians that are walking, vehicles will slow down to turn right. There are four entries: one going into Smith's, one going into the Westerner, one going into Lampe and then there is the gas station. People walking or riding along the sidewalk, it's going to cause a problem. We had agreed or talked about we think there will be fender benders. We think it will slow traffic down and someone is going to get hit. I think with Chase coming in I don't think that driveway is a good thing.

Mr. Higuera pointed out we considered the fact that you would have more traffic than the Westerner.

Mr. Cyrus believed that is ultimately why NDOT agreed the drive entrance could be amended for this use. It would not increase the loading on that particular entrance.

Mr. Joe Hernandez, Chase Bank, stated we would be using just the right in. But in addition we will make sure there is a lot of directional signage. If we need to modify that little area to make sure people don't try to turn in from the left we could do that. It is beneficial to the bank. Obviously we are trying to make it as easy as possible for clients and customers.

Mr. Dallaire suggested tightening the radius or extending it down towards Smith's.

Mr. Hernandez would be willing to go back to NDOT and talk about putting some Botts dots to prevent people from trying to turn in.

Chairman Jones called for public comment.

Mr. Glenn Linderman asked if placing a median the whole length from Lampe down, since there will be no left turn, would be a good idea and whether NDOT would approve that. That would totally prevent left turns into the bank and yet you would not need a funny configuration on the driveway to prevent left turns.

No further public comment.

**Motion Higuera to modify the motion of December where we were not going to allow in or out traffic to now permit inbound right hand turns off Hwy 395, together with all of the staff recommendations.**

**(Without a second the motion was not considered.)**

**Motion Miller/Higuera to reissue a new letter of recommendation allowing right hand turn only off of Hwy 395 into the drive that fronts Hwy 395 and the other recommendations on the original application stay as we recommended that night, which is stated in the December 6, 2017 letter. Motion carried with Jones, Higuera and Miller voting yea, Wenner nay and Board Member Slater absent.**

8.  **For Possible Action: Discussion and direction to town manager concerning Douglas County Master Plan, including various proposed changes and additions to elements relevant to the Town of Gardnerville currently being considered by the county; with public comment prior to board action.**

Mr. Dallaire explained to the board this is your last chance for comments. We provided all the elements except the Gardnerville one.

Chairman Jones' only comment is I don't know if this is the right master plan amendment to do it with, but a lot of it is duplicative of the Plan for Prosperity. At what point are we creating competing documents that might diverge from each other versus eliminating some of the specifics in the master plan in favor of Gardnerville's Plan for Prosperity.

Mr. Dallaire doesn't have that to state where it can be implemented at this time. Eventually it will be incorporated. It is referenced in the master plan. Minden's direction and hopefully ours, will be we want the Plan for Prosperity to be our document but I don't know we can get it done that quickly. We will be starting that process next week. Race Studios is coming for the workshop on the 11<sup>th</sup>. Hopefully it will be adopted by the county commissioners and this reference is how it gets incorporated into the master plan. . Then we can do away with all of these goals and policies in the town section and just have the data for the county. Once we get to our community goals and policies the Plan for Prosperity will be referenced and they will use that

Mr. Miller mentioned the extension of the service boundaries. The county acted like they were in favor of it. I'm all for the Plan for Prosperity, but this is something we need to do in the near future. If they don't get done in the next five years it will be lost on some terms with people who sit on this board.

Mr. Dallaire explained that is what we are trying to accomplish with the new Plan for Prosperity. The reason they didn't approve it before is because it didn't go through a public workshop process. Our request to the planning commission was on public comment because we were so late in the process.

Chairman Jones thought the new policy 1.9 specifically says "encourage expansion of the urban service boundaries." There is also the balance of uses for income stream. It costs money to keep roads up to date. We have to have a healthy tax base to meet the basic responsibilities.

Chairman Jones asked if there were any comments on the actual verbiage in the master plan.

Ms. Wenner's only comment is whenever it says pedestrian I wanted to put in bicycle as well.

No public comment.

Mr. Dallaire asked if there were any further comments from the board.

Chairman Jones asked when the commissioners are having their meeting on the master plan for Gardnerville.

Mr. Dallaire hasn't been on top of that.

Chairman Jones asked if Mr. Dallaire would update the board when our section of the master plan amendment will be on. If one or two of us can go and be backup that gives the commissioners significant measure of our town's commitment to these policies.

Mr. Dallaire will.

Ms. Wenner pointed out the commissioners did wonder whether or not the towns had been asked about the master plan.

Mr. Dallaire advised we weren't asked to comment. I took it upon myself and Ken and I felt it would be important to hear the elements as they came out. So they reformatted it and gave us a draft version. We commented. We've written letters and sent redlines. Some of those things got implemented and some didn't. Some that didn't they actually reworded some of the phrases. This is the most recent draft that they have prepared.

(No action taken)

**9.  For Possible Action: Discussion on the Plan for Prosperity update and selection of the Citizen Advisory Committee members; with public comment prior to board action.**

Mr. Dallaire advised Mr. Race and his team will be here next week. We have a special board meeting on January 11 at the East Fork Emergency Operations Center. That's at 5:30 p.m. combined with Minden. I put together a list of committees, where we have a technical advisory committee, a stakeholder advisory committee and a citizens' advisory committee. We have planned for 3:00 on the 8<sup>th</sup> to have the technical advisory committee meet and then the stakeholders. We have a meeting at 2 on the 11<sup>th</sup> right before your meeting at the Minden maintenance facility's conference room. On the agenda tonight is to select from your residents applications. We have quite a few. One of them we received today. It's on your table. Tonight you can appoint two or three people from the four that were actually in town

Mr. Miller felt four are a good start to have on that planning area. None of the applicants are on any committees for Main Street. That's probably positive we have new input.

Mr. Dallaire wanted to get Main Street involved too but I wanted to wait.

Chairman Jones thought stakeholder-wise we are missing Main Street and MGSD.

Mr. Dallaire mentioned Barbara Smallwood has expressed an interest in being on a committee. She can still participate in the process. I have invited Frank and his engineer Bruce Scott. They will be on the technical advisory side. I have asked Frank to get that coordinated. I wanted MGSD under the technical advisory.

No public comment.

**Motion Miller/Wenner to approve the four applicants for our selection for citizens advisory committee members. Motion carried with Board Member Slater absent.**

Chairman Jones named the applicants selected: Brian Trute, Douglas Robbins, Rick Towner and Laura Mastin.

Mr. Dallaire asked if they would be okay with Brian Trute being on a different committee? Would you oppose him as a stakeholder instead?

Chairman Jones would not be opposed to that. Give him the choice.

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

Attorney Yturbide reported we dealt with the truck repair. Met with Tom on various ongoing projects. I looked at researching financial disclosures for the town manager in light of his contract with the town. I worked on the Southwest Gas contract. We had a letter come from the auditors for the county asking for a letter from town counsel advising if there were any claims that had been paid out, pending or anticipated claims. I worked on that and responded to that inquiry. We reviewed the Race Studio contract. Also worked on the January agenda and fielded other standard inquiries by staff.

Mr. Miller asked about the Southwest Gas contract.

Mr. Dallaire explained the Southwest Gas contract was for Kingslane.

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

Mr. Dallaire reported we have the nature trails done to the satisfaction of Janice Keillor. We still have handrails to do. We have a phone call in to the owner of the handrail company. We are trying to get on his schedule to get the handrails done and then that project will be 100 percent complete. We spent enough money to cover the grant. The grant request was \$53,000. We should be getting that back. We have two checks that are outstanding. Once we get those cleared we should get the reimbursement back. I am hoping by the first of February we can get that project closed out. It looks nice. I don't know if anyone walked the trail.

Chairman Jones son likes the ramp.

Mr. Dallaire met with Lumos on this and we are trying to get the cost of the project down to \$200,000. In doing that NDOT would actually take the whole project over. I have Lumos redrawing the plans to incorporate that portion. We have a meeting this week on the 395 crosswalks. NDOT right-of-way contacted me. I am hoping to get a meeting with the property owners about the sidewalk at the French and discuss that indepth. We are waiting for a video from Summit Plumbing. There are quite a few different types of materials under the ground. I am trying to set up a meeting with Mimi Moss on the Heritage Park right-of-way. She is having her staff review those right-of-ways. She will contract us when she is ready. Eric Broersma is trying to do an exhibit. He is going to go through all of the information on those right-of-ways that he knows.

Mr. Miller asked if there was anything more on the church.

Mr. Dallaire answered Anderson contacted me and they are moving forward on the road design. They revised the plan to add an entrance off Maple. He was wondering if we would participate in the engineering plans for the bulb. Hopefully I can get that to the board soon because it isn't a budgeted project. I think they are working on the improvement plans. So the next step is to get the improvement plans over to us so we can approve those. They wanted to know about the bulb. I met with the Department of Wildlife. She sent me some links similar to the Oxbow Park in Reno. There are not a lot of funding options they have but they can make suggestions on signage. They have experts on bat houses that could come and evaluate the ones we have. I can contact Jim Woods on the birds. I am working with GIS to get an overall trail plan done from Toler to behind the middle school.

**12. 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 the newsletter came out for the arts council. Their newest artist is Vicky Kingman. She will be having her opening at the art council on January 3<sup>rd</sup> through March 1<sup>st</sup>. I have their itinerary and agenda for this month.

Mr. Higuera reported Main Street Gardnerville cancelled their meeting for December. They have big doings January 10<sup>th</sup> and 11<sup>th</sup>. They would like your participation on a couple of them. I see one of them listed on the adjournment agenda. But the first one is between 3 and 3:45 on Wednesday the 10<sup>th</sup> at the community center. It is a stakeholder meeting for elected officials. Mr. Higuera went over the itinerary for the Main Street workshop.

Adjourned at 6:28 p.m.

Respectfully Submitted,

  
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Cassandra Jones, Chairman

  
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Tom Dallaire, Town Manager