



GARDNERVILLE TOWN BOARD

Meeting Minutes

Cassandra Jones, Chairman
Linda Slater, Vice Chairman
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, June 5, 2018

4:30 p.m.

Gardnerville Town Hall

 **INVOCATION – Pastor John Scheuermann of Trinity Lutheran Church**

 **4:30 P.M. Call to Order and Determination of a Quorum – Chair Slater called the meeting to order.**

PRESENT:

Linda Slater, Vice-Chairman
Lloyd Higuera
Ken Miller
Mary Wenner

Kara Hayes, Town Attorney
Tom Dallaire, Town Manager
Geoff LaCost, Superintendent Public Works
Carol Louthan, Administrative Services Mgr

ABSENT:

Cassandra Jones, Chairman

 **PLEDGE OF ALLEGIANCE – Linda Slater**

 **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.

Patricia Biersdorff, a resident for 26 years on Toiyabe Avenue shared I've been to the town manager, and staff to put up a speed sign, which didn't do any good. When they built Chichester they made Toler a dead end. Our street is the only street. We have school buses, DART, trucks, parents taking their kids to school. I want one of you to sit on my deck anytime day or night. They speed. I can't back out of my driveway. I call it Alternate 395. I've asked for speed bumps. Reno has speed bumps. We haven't had a snow plow in 10 years. I don't know why you can't put a speed bump. I would like to get the barrier at Chichester out so people can go down Toler. Parents coming from the east side of Chichester have to come down my street. Toler has a double wide sidewalk. I want something done. It is a nightmare. Even when school is not in session it's still the same problem. I really want you to consider what to do. I want the barrier at Chichester down. I don't know why they did that. It's just getting worse and worse.

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.

No public comment.

Upon call for the vote, motion carried with Chairman Jones absent.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

A. May 1, 2018 Regular Board meeting; with public comment prior to Board action.

Motion Wenner/Higuera to approve the May 1, 2018 previous minutes.

No public comment.

Upon call for the vote, motion carried with Chairman Jones 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 May 2018 claims.**
Approved.
4. **For Possible Action: Approve Heritage Park Use application for High Sierra Fellowship on June 17, 2018 from 8:00 a.m. to 3:00 p.m.**
Approved.
5. **For Possible Action: Approve using \$25,000 in Valley Vision funds for the Gardnerville Station (from minutes of May 2018 manager's item)**
Approved.
6. **For Possible Action: Approve purchase of 11 sets of street lights in the amount of \$42,486.00, from Great Basin Lighting.**
Approved.

Motion Higuera/Wenner to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried with Chairman Jones absent.

ADMINISTRATIVE AGENDA

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

7.  **Not For Possible Action: Update on Nevada League of Cities activities by Wes Henderson, Executive Director.**

Mr. Wes Henderson, Executive Director of Nevada League of Cities, thanked the board for their public service. I appreciate what you do and your membership in the League. The caucuses have met twice and are discussing possible subjects for BDR's. Our league president is Gerri Schroder from the City of Henderson. The National League of Cities focus is on infrastructure. We would like to see some federal funding for infrastructure flow directly to the local municipalities and not go through the state or counties. We visited DC in March for the annual congressional city conference. We were asked to provide a list of some funding opportunities. You received a copy of a delegation brief that we left, a summary of the federal marijuana legislation. I did a briefing on the federal budget bill and infrastructure opportunities. We discussed the need for federal assistance in fighting the opioid crisis and a need to transfer federally managed public lands to cities and municipalities for public purposes and economic development. We discussed the tax exempt status for municipal bonds and the importance of eliminating the online sales tax loophole. We have begun planning our conference for this year. It will be September 13th through 15th in Winnemucca. We are now doing a Thursday-Saturday format. We already engaged a speaker for our conference. I attended the Rural Roundup. Thank you Vice Chairman Slater for serving as a member of the executive committee representing the small towns and GID's. She also chairs a small town and GID caucus. Thank you very much for your service. July 2nd is a council, mayors and chairs meeting. July 16th is the next small town GID caucus. August 3rd and 4th we will have a western municipal association summer meeting in Beaverton, Oregon. Our next board meeting is August 20th. I encourage you to attend our conference September 13th – 15th. Thank you for your membership and participation in the League. Whenever we can be of help please reach out and contact me.

Vice-Chairman Slater asked what decision was made about the Nevada League of Cities acquiring a place in Carson City to make their permanent home.

Mr. Henderson answered we have been looking at the possibility of the purchase of a building. Right now we are not in the financial shape to buy a building. We have located an office that we are in the process of trying to negotiate a lease. We would move our office a couple blocks to the south. It is a little bit bigger building for less money. Hopefully the lease will be signed shortly.

Vice-Chairman Slater asked if Mr. Henderson would briefly share the discussion about the Nevada League of Cities hiring a lobbyist.

Mr. Henderson reported we have done the last couple of sessions without additional help. We think it would be beneficial to have some help. We are going to enter into a contract with a lobbyist. We are going to hire someone to help during the legislative session. The contract may be structured so that they have a retainer for a two-year period so we have the use of their services at all times.

8.  **For Possible Action: Discussion on the Town of Gardnerville sponsoring (“Mustang”) the Minden Airport Aviation Roundup held October 13 & 14, 2018 in the amount of \$5500. Presentation by Bill Chernock; with public comment prior to Board action.**

Mr. Chernock shared this has become a tradition. This is our third aviation roundup. We had planned to take 2018 off. The idea being we would do Aviation Roundup every other year. Bobby Thompson received a phone call from the Navy and the Blue Angels saying we have a hole in our schedule for October, would you like us to do a show at the Minden/Tahoe airport. And the answer was a quick yes. So we have Aviation Roundup on October 13 & 14, 2018. You were given some of the information. The changes for this year are all positive. The Blue Angels entire team and all of support will be staying here in the valley. In addition to the Blue Angels, Red Bull is coming in force. They are bringing the aerobatic helicopter along with their wingsuit flying team. In order to make this work we ask for sponsors. We believe the valley gains incredible notoriety when we expose our particularly special place to a whole lot of people by virtue of this event. I am here to ask for sponsorship. In some of the preliminary discussions we settled on the mustang level. You can either have 20 passes for the VIP tent, or 200 general admission tickets. Retail on the VIP is \$150 a ticket. So we can absorb the 200 general tickets. Along with that you will receive 10 passes for VIP parking as well as 6 passes to the VIP performer party. We believe the connection with Fallon and the Naval Air connection to Northern Nevada in general, as well as the connection to Pickle Meadows, a Marine base and part of the Navy, is going to bring some extra attention. We are asking for support from the Town of Gardnerville at the \$5500 level.

Mr. Miller asked if the passes are negotiable, such as 10 VIP and 100 general admission for the same price.

Mr. Chernock didn't see why not. You have until October to figure it out.

No public comment.

Motion Miller/Wenner to sponsor the 2018 air show for the Mustang sponsorship of \$5500. Motion carried with Chairman Jones absent.

Vice-Chairman Slater would like to let those present know if you have not had an opportunity to go, please try and make an attempt. It is great. You will be treated wonderfully by all the staff. Quite an opportunity for our town.

9.  **For Possible Action: Discussion on the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of \$23,904.36 for fiscal year 2018-2019; with public comment prior to Board action. Appearance by Alan Reed, Warren Reed Insurance**

Mr. Alan Reed reviewed the insurance proposal for the benefit of board members and those present.

No public comment.

Motion Higuera/Miller to approve the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and the payment of \$23,904.36 for fiscal year 2018/2019. Motion carried with Chairman Jones absent.

10.  **For Possible Action:** Discussion to approve, approve with modifications, or deny the request from RO Anderson to accept maintenance of a portion of SIP 0057 for the extension of storm drain, including storm drainage manhole and outlet pipe, riparian pad, within Heybourne Road right-of-way of Phase 2E of the Ranch at Gardnerville, recently renamed Heybourne Meadows, Phase 2E; Appearance by Rob Anderson, RO Anderson; with public comment prior to board action.

Mr. Dallaire reviewed the improvements being requested for maintenance.

Mr. Matt Bernard, representing RO Anderson Engineering, is here to hopefully get an approval of Phase 2E and post a bond and do all the required improvements. Tom does have a number of items that go back a phase or two. We are happy to address those too. We are prepared to accept the conditions that Tom has and post a bond to ensure those all get constructed order to receive your blessing on Phase 2E. The pond was added to the SIP. That pond is not a condition of these phases, but we did tag it along with that SIP and we're negotiating with the county as to whether or not we need to take that off of this site improvement permit because it's not completed and we don't want to hold up this phase. So we might have to get a separate site improvement permit for the pond.

Public comment.

Ms. Biersdorff asked if the developer pays for this.

Mr. Bernard answered the developer pays for it and the city maintains it. It's built to county code, inspected, paid for by the developer and then is transferred to the ownership of the public.

No further public comment.

Motion Higuera/Miller to approve the request from R O Anderson to accept maintenance of a portion of SIP 0057 for the extension of a storm drain, including storm drainage manhole and outlet pipe and riparian pad within Heybourne Road right-of-way of Phase 2E of the Ranch at Gardnerville recently renamed Heybourne Meadows Phase 2E.

Vice-Chairman Slater asked if Mr. Dallaire needed Mr. Higuera to include your conditions.

Mr. Dallaire didn't have that on there. If we can just add that we will work with the developer on the final signoff by the town manager so we don't have to come back to you for the formality. The storm drain is fine. It's all the other things around the development.

Mr. Higuera/Miller added to the motion that R O Anderson will work with the town manager on the five conditions. Motion carried with Chairman Jones absent.

11.  **For Possible Action:** Discussion to award or deny the bid received from Colbre Grading & Paving of Nevada for the Town's Southgate reconstruction project in the amount of \$160,000, authorizing the town manager to sign the contract and allow the contract amount to increase 10% of the contract for field issues that may come up during construction phase of the project; with public comment prior to board action

Mr. Dallaire provided maps in the packet so you could see the scope of work. We are replacing Southgate asphalt and replacing it with fabric and asphalt. The failed section is just past the first lot off Baltic and the pavement condition is not failed as badly as the section in front. We need to get this section replaced. We have been saving for this project for a while. There is a \$42,000 savings. But Colbre did not bid it with night work. I did a survey of the businesses. Two of them said night work and the rest were okay with the town saving some money. We have a mix of opinions. I felt like I needed to reach out to those businesses and give them an opportunity. TNT will be impacted the most and he would prefer night work. His customers will be able to access from Carrick without going through the construction. Both contractors will allow access. It's really entirely up to the board. We have in the budget to do the night work. He will have to have some kind of staging area to store the materials since the plants don't work at night. We will not be able to please everyone.

Mrs. Slater suggested on the entryway maybe the town can save and do a little landscaping on the corners to show we're trying to make the entrance look nice. It might be enough to give them incentive to do something on their own property

Mr. Dallaire explained the entrance is the only spot that is right at the width. We will see what we can do.

Mr. Higuera thought \$42,000 is a significant savings. If the majority is willing to live with it I think we should go that way.

Mr. Dallaire noted Colbre was able to do it the week of the 21st of June through the 30th of June which would help with Hot August Nights. Hot Rod Hegarty has a business in there and he gets slammed with people trying to get their old cars up and running. Qualcon's estimated time of work was in the middle of that busy time.

Mr. Miller's concern is how this was actually advertised. The fact that Qualcon attended the bid meeting and Colbre didn't, was it understood by Colbre it was supposed to be night work originally. It's great to save but if Qualcon got a different idea of how the work was supposed to be done and that was the reason they bid it that way.

Mr. Dallaire was concerned as well. I called Qualcon yesterday morning to discuss what the intention was and he wouldn't do it during the day. So I have one contractor saying we can't do it during the day and the other one is saying we'll accommodate the businesses. Colbre can't do it at night. We could throw it out and rebid it. The note on the plans says to work with us on the plans. The key is to get it done. We will confirm with Colbre and make sure he is on board and ready to move.

No public comment.

Motion Miller/Wenner to award the bid for the town's Southgate Reconstruction project to Colbre Grading and Paving of Nevada in the amount of \$160,000, authorizing the town manager to sign the contract and allow up to a 10% increase to the contract to deal with the unseen field issues during the construction phase of the project. Motion carried with Chairman Jones absent.

12.  **For Possible Action: Discussion to approve Resolution 2018R-026 augmenting the Town of Gardnerville FY 17/18 budget; with public comment prior to board action**

Mr. Dallaire is trying to get ahead of the game. I have a spreadsheet of projects. We do have a list of projects and I will make an item on the agenda next month for us to discuss. We have in the budget to do a microsurface project of Douglas Avenue and Sunset Park. We are going to push that off until July or August. I am concerned about moving forward with the gas station, paying for that, filing for all the reimbursements and getting the \$500,000 back and still have to pay for all these construction projects we're not being reimbursed for. All of the grants we have been receiving are ones we pay out and then request for reimbursement. CDBG is no different. We did process a claim for payment last week and we are starting the reimbursement process. The state pays fairly quickly, but I just want to make sure we are covered. We have the concrete work that is almost done. They have replaced several of the ramps in the Southgate area and on Carrick. They are doing the ramps on Industrial. I have an itemized list of the projects. We're having problems tracking these from year to year because of the way we augment it. We're trying to develop a better tracking system when we're moving money forward. We're concerned about the salaries and wages in public works. I think that had to do with Ryan leaving.

No public comment.

Motion Miller/Higuera to approve Resolution 2018R-026 augmenting the Town of Gardnerville budget for 2017/18. Motion carried with Chairman Jones absent.

13.  **Not for Possible Action: Discussion on the Town Attorney's Monthly Report of activities for May 2018**

Ms. Hayes looked at Jennifer's billing from last month and it doesn't look like anything beyond preparing for the previous meeting and then talking to Tom there was a discussion of a drainage easement, which I am not familiar.

14.  Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for May 2018

Mr. Dallaire reported the sign for the trails still needs a few touchups. We have a clean version up on the board. I wanted to make sure you were okay with this. I ran them by our previous attorney, but the concern is the amount of notes that we have for the sign. If you are okay with this I will get this out. At Gilman we have a description of all of these locations of what they are and what they are doing. We are planning on putting up four or five signs. I provided an update on the back of the electrical charging station. It is getting quite a bit of use. The last thing I provided is a history that Mike Fischer is doing on the gas station. The Hickey family actually owned that and they rented it for a long time to individuals. It wasn't first a Shell station. It was an Arco station first (Richfield) in '39 and '40, when it was first created. Shell came in during 1944. It's had quite a history. They sold Oldsmobiles there too. We are looking at doing two murals on the wall. Mount the existing door panels over the mural and put up some graphics. We can cover more history and it would give a new feel for those coming back through.

Mr. Miller asked since we improved the town yard, I have had complaints from two residents that our trucks are using the back entrance because they don't want to come out on 395. There's concern about the noise and whether the sidewalk will hold up.

Mr. Dallaire advised that the garbage trucks were not supposed to go through but the utility trucks do because it is a little challenging to come out of the front. They park their trucks on Toiyabe for their breaks. We will discuss this with them.

Vice-Chairman Slater wanted to talk about the flowers. My suggestion is rather than hanging all the flowers that are blooming on one side look to alternate the ones that are not blooming.

Mr. Dallaire is working on a plan for that. The schools had some problems with phosphate and bugs. The morning they go and set these baskets out we have to close the highway. The guys collect the flowers from the high school, load them on the truck and go down the line. Then while they are doing that, I am with Barry Jones from Carson Valley Movers and we are loading the ones from Smith Valley and then that trailer goes down the other side. All of these years it has been Douglas High on the right, Smith Valley on the left and then finish it up with China Springs and the adopt-a-pots. We can close the lane again and switch them out. That's how we have been doing it since I've been here. All of the flowers that didn't have any buds on them are budding out now. We can fabricate a rack where we can keep 52 hanging baskets and collect them early. We're trying to figure out a work around or put them up right before Carson Valley Days and call it good. Every year is a new problem. Logistically alternating them is difficult.

Mr. Miller asked if they could load it onto a trailer.

Mr. Dallaire stated right now we can carry 18. Logistically those flowers take up three greenhouses. We don't have that kind of space in our yard. We have to build some kind of structure. It's difficult. All three schools had different problems. Smith Valley had problems with aphids.

Mr. Dallaire continued with the last thing... Bruce Race is here. He is in town for all of our upcoming events. I have provided 14H in the packet. He was going to provide an update.

Mr. Bruce Race with Race Studios reported this is the second community workshop tomorrow. The high level issues have been used as our guidance for the analysis we have been doing. We are exploring and talking about having an actual policy about that so that you have a seat at the table when the county wants to do something. It usually happens between cities and counties, but because you are unincorporated we are trying to push for a policy. We talked about a more holistic look about Muller Parkway, perhaps integrating storm water management, best practice and a trail, thinking about how to help center neighborhoods. Also, when talking about Muller Parkway you are talking about the vitality of Main Street so you get your parking back. Make sure those get connected in terms of discussion. The third area has been the flooding. Think about how we feel about a resilient community. You are one perfect storm from having a long recovery period in the towns. Think about flood management. Those are the three topic areas. We'll show some results from that. Tomorrow we have everybody working on four questions: great neighborhoods, town centers, experience a community not in a car (pedestrian and bike level experience) and the bonus question the three coolest places in each community and the three coolest places you want in the future. You have an advantage because of Main Street. We also talked about how we start to format a document that shows high level strategies. Then we come back to the towns to take the plans we've done and update them to fit that.

15.  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, Community Foundation of Douglas County.

Ms. Wenner reported the Arts Council had the May the Fourth be with you event in Minden. They didn't have as many people as they thought they would. They had Laurie Baxter from Bella Vita making meals. She ended up losing money. The arts council voted to reimburse her some of the costs. They did say they will do it again next year. They will just know they don't need the big meal. They had a cantina, art for sale, an obstacle course, but they didn't have a lot of sales of beer, wine, or even water. They did make \$1,500. They did have the employees from Minden which they needed. But the Arts Council ran it.

Mrs. Slater reported Wes Henderson spoke earlier, so I think that covered everything.

Mr. Higuera reported they had 88 people at the Main Street recognition event. 46 people turned out for the Sweep the Town. They had 60 people attend the Heritage Park Gardens event and they made \$432. 13 new members of Main Street as of May 15 and five more on the hook. 60 businesses are signed up for wine walk. On the hanging flowers they were sold out as of the 15th. Linda Dibble thought if they needed more adopt-a-pots she would find some. They have received their certification of accreditation by the National Main Street. They are now totally official

No report on the community foundation.

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

No public comment.

Adjourn 6:25 p.m.

Respectfully Submitted,


Cassandra Jones, Chairman


Tom Dallaire, Town Manager