



GARDNERVILLE TOWN BOARD

Meeting Minutes

Linda Slater, Chair
Lloyd Higuera, Vice Chair
Ken Miller, Board Member
Mary Wenner, Board Member
Mike Henningsen, 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, April 2, 2019

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Pastor John from Trinity Lutheran Church gave the invocation

4:30 P.M. Chairman Slater called the meeting to order and made the Dertermination of a Quorum

PRESENT:

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

Jennifer Yturbide, Town Counsel
Carol Louthan, Acting Town Manager
Geoff LaCost, Maintenance Superintendent
Marie Nicholson, Office Specialist

ABSENT:

PLEDGE OF ALLEGIANCE – Lloyd Higuera led the Pledge of Allegiance

PUBLIC INTEREST COMMENTS (No Action)

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

No public comment

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

Upon call for the vote, motion carried

No public comment

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

- A. February 12, 2019 Special Board meeting
- B. March 5, 2019 Regular Board meeting miller-dallaire to get back to us on budget, modify motion to include, miller second unanimous

Mr. Miller wants to amend the minutes of 3/5 on item #14 under the budget items. He asked a question about what the exact amount was we were doing for Main Street this budget cycle. The answer from Tom Dallaire was that he would have to check into it and get back to us on these items at this meeting. That was not included in the minutes.

Motion Higuera/Miller to approve the previous minutes with the correction to item #14

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.**
Approved.
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.**
Approved.
3. **For Possible Action: Approve March 2019 claims.**
Approved.
4. **For Possible Action: Discussion on Proclamation 2019-03 recognizing April 26, 2019 as Arbor Day, with public comment prior to Board action.**
Approved.

Motion Higuera/Miller 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)

5. **For Possible Action: Presentation by Girl Scouts Natalie Mahler and Taylor Wagner on a Silver Award Project that would contribute a water fountain amenity to the proposed dog park at Carrick/Grant detention pond, APN 1220-10-101-003; with public comment prior to Board action.**

We are cadet girl scouts, working on our silver award and we want to help our community. This is the highest award a middle age girl can earn in girl scouts. It gives us chance to do big things and give back to our community. We would like to purchase and install a dog/people water fountain for the Town of Gardnerville's new dog park. If dogs are exercising in the park they get dehydrated and their owners might not have water for them. If we work to get the water fountain the dogs and humans won't get dehydrated. Dehydration is a very serious issue for pets and people, especially in the hot summer months in our desert climate. Animals are important and their health is too. The following slides are some research on different models of dog and people outdoor water fountains. The information is in the handout; the slides showed different models, the location of manufacturer and prices. Western Nevada Supply has negotiated for us with the Sparks manufacturer to supply their fountain to them at a lower price. Plus Western Nevada Supply is taking an additional \$500 off their cost. It's cost will be \$2440. But if you decide not to purchase the Haas model they will give us \$500 for any model we choose. Breakdown of models is in the handout along with warranty information. There may be concerns about dogs drinking from a communal dog fountain. There are very few communicable diseases spread directly by mouth. Intestinal germs are spread fecal to oral. There are other diseases that are spread through the respiratory tract via coughing and sneezing. We are very excited to be a part of the new dog park project and double excited to make the dogs/people more comfortable. Sagebrush Plumbing has agreed to donate the plumbing installation of the fountain. Some questions we have for you: what is the time line of the installation and are there any funds available to offset the price.

Mr. Miller asked who would be responsible for the maintenance of the fountain after it's installed? The answer is the Town of Gardnerville.

No public comment.

Mr. Miller asked about the cost – are funds available from the Town of Gardnerville?

Mr. LaCost said there are almost always funds available, it just means we would have less in a different project or in something else. He asked if the girl scouts have done any fundraising other than the \$500 donation from Western Nevada Supply and the installation?

The girls scouts said they currently have a fundraiser going on that is called "Egg My Yard" – people can order eggs to be placed in their yard the night before Easter.

Ms. Jennifer Yturbide said that the way it's agendized it's a contribution so if the board were even contemplating some kind of contribution it would have to be at a different date so that we could agendize it properly.

Mr. Miller said that the fencing is going out to bid – he would like to see those bids come back and see if we have money left of the \$35k the money we allotted for fencing and other improvements around the park. That is on the May agenda.

Public comment

Ms. Katie Molina/troup leader said they are working on other fundraising events to participate and to earn money before the project has started. And also looking at other grants. She's been talking to other individuals within the community about possible grants for them to apply for. They seem pretty positive.

Mr. Henningsen asked if Ms. Molina has gone to any parks & observed these in action?

Ms. Molina and the rest of the girl scout group had not. They've seen fountains online. Ms. Molina has used fountains at dog parks in Arizona - she'll look in Reno & see what there is.

Mr. Henningsen asked if freezing is an issue here? He's curious about other people's experience is in the northern Nevada area.

Ms. Molina said she can talk to the company that builds them in Sparks and see if they have any locally planted and go take a look. And ask them if there's any issues for freezing or dog urinating into the drinking area. She'll contact them and ask and get back to board.

Pastor John said that Lake Piaso dog park in Hidden Valley Regional Park placed them outside of the fenced in area so that dogs are technically supposed to be on leashes where the dogs have access. That eliminates some of the problems of dogs lifting their leg on them. The only issue has been that often the city didn't turn on the water to them in time for dogs and humans to get usage. But the fixtures are amazing and work well. He used it for 6 years and they were all good. People turn them on for the dogs so it's completely on demand.

Mr. LaCost said we do turn the water off at Carrick Pond during the winter around November – today we turned the water back on, that's the cycle we follow. We would put a sign up that the water is off.

Ms. Wenner thanked the girls for their donations and for doing this, she volunteers at animal shelter and knows how important water is for the dogs.

Ms. Michelle Mahler, Natalie's mom & troup leader, said she's done a lot of reading about them and she found that the freeze resistant model is \$1000 more. She talked to Mr. LaCost and he didn't think it would be a problem shutting water on and off. The way the water works, usually when they push it to drink, the doggy water fills up and slowly drains so they don't have to hold it down so there's no problem with it filling up and overflowing.

No public comment

Mr. Higuera said the board likes project but will have to table this.

Motion Higuera/Miller to table the water fountain amenity proposed until the fencing estimate comes in and we have a better look at our finances

Upon call for the vote, motion carried

6. For Possible Action: Discussion to approve/accept a NV Energy Custom Grant for an electric charging station at Gardnerville Station. Projected overall cost of project \$203,535.00, with a grant amount of \$188,535 and a town contribution of \$15,000 and authorize the chair to sign the grant acceptance; with public comment prior to Board action.

Mr. Lacost said were awarded the NV Energy grant. It will provided a quick charge. He discussed the costs and grant amount. NV Energy will take some additional money off their charges rather than giving us money and then billing us. Bid openings are in July, construction in September, opening in October. The site work isn't done yet so

we'll have to set up a temporary place for it until the site work for the entire project is funded. But we will have a charging station over there this year if you accept the grant.

No public comment

Mr. Miller asked if temporary meant it would still be on the side of the gas station.

Mr. LaCost said it would be on the side of the gas station, there is a map in the handout. As of Friday 2:30pm we didn't have acceptance yet, and so I didn't have all the information. So this is the information that was provided to us today. The charging stations are designed to be out front but as a temporary set up it will probably be closer to the right side of the building until we get the site work done, then will move out toward the island in front.

Mr. Henningsen asked if we would any ties to the cost of charging? Would we pay for people to charge their cars?

Mr. LaCost said the grant provides the station, the electric getting to it, the 3-phase power - the board would have to decide if town would pay or if it would cost the customer. It costs about \$1.50 every time someone charges up at Eddy Street. High speed charge is a significant upgrade so may need to charge customers - normally customers would use a credit card.

Ms. Louthan said that we agreed to pay for charging at Eddy Street for 5 years, after that it will go to charging the customer.

Mr. Lacost said this design is for a 2 charge – we could add more islands if it's successful.

No further public comment

Mr. Miller asked about funding.

Mr. LaCost said the whole thing is \$203k, we budgeted \$15k this year. NV Energy will charge themselves \$35k to do the design work on the poles. That brings to cost down to \$153k if there are no change orders for unusual circumstances, which the grant will cover. Our expense will be \$15k.

Ms. Yturbide said there is an agreement that was attached to the documents that were received today. She pointed out to the board that there is a provision for 5-year maintenance agreement by the board, so you would be entering into a 5-year maintenance agreement with a company approved vendor which would be a potential additional cost.

Mr. Higuera said this is one of the amenities that we want to offer to the public – it's part of the plan. And we're getting a pretty good deal for not that much money.

Motion Higuera/Miller to approve to accept the NV Energy Custom Grant for an electric charging station at Gardnerville Station. Projected overall cost of project \$203,535.00, with a grant amount of \$188,535 and a town contribution of \$15,000 and authorize the chair to sign the grant acceptance; with public comment prior to Board action.

Upon call for the vote, motion carried

7. For Possible Action: Discussion on outstanding projects:

- a. Hellwinkel Shop - Phasing, engineering, construction**
- b. Hellwinkel Barn – plans (plans needed for grant applications), phasing, construction, materials**
- c. Fronton/Office – put on hold**
- d. Gardnerville Station storage – plans, materials, cost estimate**

Mr. LaCost went over the information included with this agenda item. Better security cameras/motion detecting lights were discussed.

No public comment

Board direction is that priorities should be (a) Hellwinkel Shop – Phasing, engineering, construction and (d) Gardnerville Station storage – plans, materials, cost estimate

- 8. For Possible Action: Discussion on tentative budget development for Fiscal Year 2019/2020 including, but not limited to:**
- a. Discuss capital improvement projects for fiscal year 2019-2023;**
 - b. Review preliminary budget for 2019-2020, including review of the revenue estimates, and itemized expense with detail and other matters properly related thereto; with public comment prior to Board action.**

Mr. LaCost went over the information included with this agenda item (a)

-rapid flashing beacons-we're waiting on right-of-way from NDOT to finish out, we have submitted the permit so when the right-of-way comes back we'll be ready to go out to bid

-Kingslane sidewalk-engineers estimate went up to \$500k, we signed an agreement with NDOT that if over \$425k we would cover that cost. Ms. Slater asked if we could move part of project to 2nd phase? Mr. LaCost said it's all entwined so needs to be one project – after bids come back we'll know where we stand.

-Maple Street storm drainage needs to be done before church paves on Ezel/Gilman.

-CDBG grant for vaults – met with NDOT, Tom Dallaire & Rob Anderson and NDOT verbally agreed to connect to our vault to resolve the storm drainage issues on the 'S' Curve. They said they'd put it in writing. We will move forward with CDBG grant – assuming they allow us to extend it a little so we can get our plans finalized. We had \$200k set aside in the CDBG grant and we need to look back at our engineers estimate to make sure it fits within those confines - otherwise we have to find money from a different project. Jensen Precast will pour these vaults and have them delivered & installed. They'll be a great resource find out exactly what it costs – we want to shoot for \$200k grant mark.

-Ms.Slater asked if we can coordinate with Minden on road work – Mr. LaCost said this isn't cost effective unless we had the same contractor they do, historically that hasn't happened. If a project is over \$200k you have to pay prevailing wage which would increase our cost 10-20%.

-Sidewalk repair & ada upgrades– we've used nearly all the money we had set aside for this year – 60k was helpful this year, set aside \$40k for next year. The French wants sidewalk in front of her place replaced (from Historian to Gilman), it's not in this year's budget but maybe can set aside some money for next year or move money from another project to do this – Ms. Slater said that pushing it out another fiscal year might give the owner a chance to save some money and partner with us. Ms. Wenner asked about NDOT paving that was supposed to come down Hwy 395 on the curve, that's when we were going to do the sidewalk. Mr. LaCost said NDOT pushed this down to 2022. Mr. Miller and Ms. Slater asked if NDOT is going to keep up with the potholes on Hwy 395? Mr. LaCost said to call NDOT about potholes-they are a safety concern. Ms. Slater wants the July newsletter to highlighted when NDOT repaving is scheduled and give the name and phone number at NDOT that residents can call if they have concerns - residents need to know this isn't a town or county project. 'S' Curve reconfiguration isn't an NDOT priority per Lee Bonner's conversation with Tom Dallaire.

-We don't have the money in this CIP to do the site work at Gville Station yet. The board agreed that gravel is okay for now until money is budgeted. Ms. Slater asked Ms. Louthan to identify why the gas station isn't complete yet in the newsletter. Mr. Miller said that the gas station is a huge improvement but it may be another 5-6 years before we can improve the parking lot.

-Every project is separate at the Hellwinkel shop so all the improvements aren't tied to each other – we can pick and choose what we spend to make the shop usable.

Public comment

Mr. Glenn Linderman asked if realign sidewalk at 'S' curve why would you have to add asphalt? There's a white line that the trucks are supposed to stay in. Mr. LaCost said that instead of truck trailers tracking on sidewalk as they are now, they would track on asphalt. The NDOT right-of-way goes to the back of the sidewalk. Even if we moved our sidewalk, curb and gutter back to the back of NDOT's right-of-way, which is about where we're going to put it, anything that's in the right-of-way we would still have to restore to NDOT standards. So we'd put asphalt and 12-18" of base and compaction test – because we're moving what's already there.

Ms. Lisa Granahan/Economic Vitality Manager with Douglas County said that usually each year in June NDOT comes to the County and goes over what their work plan is for the upcoming year and ask for input. They also ask for

input on upcoming priorities. This would be a great time to communicate with commissioners ahead of time and maybe send someone to that particular commission meeting so that you can give comment about how important that is to the town and why.

No public comment

2023 Motion Higuera/Wenner to approve part (a) Discuss capital improvement projects for fiscal year 2019-

Upon call for the vote, motion carried

Ms. Louthan went over the information included with this agenda item (b)

-1st column shows changes from last month which she highlighted. We had more of a projection from state – an additional \$64k.

-She highlighted other changes – salaries, wages and benefits are put in by finance, we don't control changes. The rest remained the same.

-Ms. Slater asked about the page 9 agreement – Ms. Louthan said there's an agreement to give Main Street Gardnerville \$45k for 2 years – this was signed in 2017. Ms. Louthan said this would be the last year.

-Ms. Louthan directed the board to ignore a few items that were taken out of 926 instead of 921 – there are notes in the board packet.

-Splash dogs was removed because he never got back to us – he has since responded and still wants to do the event. Support was taken out of budget – we can put it back in if you still want to support them. From Debbi Lehr's Main Street Gville report last month they do not create any kind of help for the businesses. Ms. Wenner said when she was walking through the park at Splash Dogs last year or the year before they said there were 65 people eating at the JT. Mr. Miller said he also heard that Sharkey's did well on some of the breakfast times. We had \$1500 for the summer event and \$2500 for the fall event. Ms. Slater said that for the business is brings in she wants to put it back on. Mr. Higuera agreed that it's a good event. Mr. Miller said he hasn't heard any negative comments on it. The board agreed to add it back in to the budget.

-On page 17 we added \$17k for repair of public works equipment because it's getting old

-We added money to vehicle maintenance. We hadn't used them for two years but we're starting to use them again since things have changed.

-On page 17 we took money out of cemetery storm drain because Tom said we wouldn't have enough money to do it, put on wish list.

-Crack seal, added more in case we want the company to come back and do more crack sealing-increased for \$29k to 46k, we could take money out of this if wanted to do something else.

-Major repair and maintenance changed from \$115k to \$155k in case we want to do more ada sidewalk/concrete, we could take money out of this if wanted to do something else.

-Capital projects changed because we moved \$10k of the sidewalk money out, they don't consider that capital. The money was moved into major repair and maintenance.

-611, 613, 614 no changes

-No further projects to add at this time

No public comment

Motion Miller/Higuera to approve review of preliminary budget for 2019-2020, according to the changes made by town staff.

Upon call for the vote, motion carried

9. **For Possible Action:** Approve right of way acquisition agreement dated March 27, 2019 from Jerry Feldmiller, APN 1320-32-717-001, and authorize the town representative to present to the County Commissioners for final approval, with public comment prior to Board action.

Ms. Louthan said this was brought back from last month. Ms. Yturbide gave us a new agreement that has been signed, the certificate of trust has been provided. These will be submitted.

No public comment.

Motion Higuera/Miller to approve right of way acquisition agreement dated March 27, 2019 from Jerry Feldmiller, APN 1320-32-717-001, and authorize the town representative to present to the County Commissioners for final approval

Upon call for the vote, motion carried

10. **Not for Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for March 2019.

Per her report Ms. Yturbide reviewed agenda, had communications with staff, reviewed Race contract and other items on the agenda, reviewed Feldmiller agreement and certificate of trust and made changes so the proper people were signing, looked at Gville Station grant agreement, and an employment matter was also discussed.

11. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for March 2019.

The board had no questions on the report.

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.

Carson Valley Art Coucil – Ms. Wenner reported that they are skipping every other month so no March meeting. Two concert series are coming up in April.

Nevada League of Cities – Ms. Slater reported that she was gone last month but they've been busy monitoring bills – 1-2 through 1-4 have been inserted into the board packets. The bills are coming along. Diesel tax may benefit the town but that isn't fair – it is going to the county, that's where the support is. Teleconference this coming Thursday so Ms. Slater will get back to the board next month.

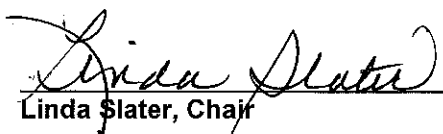
Main Street Gardnerville – Mr. Higuera reported that the board has grown to 9 members, they took on 2 new members last month - Melody Felice has accounting background will likely become treasurer, and Sharon Owens Alvey is another volunteer that is now on the board. Flower baskets already sold 37 only 31 left to sell. Main Street will close down USDA revolving loan because of the amount of paperwork, plus they have to have a separate board to review the applications. There hasn't been much participation so instead they will refer people to Northern Nevada Support group who does the same thing, but they do it all internally. There is only one outstanding loan so once it's paid off they're going to close that revolving fund program and the money will go back to USDA.

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

No public comment.

Meeting adjourned at 5:59 p.m.

Respectfully Submitted,


Linda Slater, Chair


Carol Louthan, Interim Town Manager