



GARDNERVILLE TOWN BOARD

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Meeting Agenda

Paul Lindsay, Chairman
Ken Miller, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Linda Slater, Board Member

Tuesday, November 6, 2012

4:30 p.m.

Gardnerville Town Hall



Chairman Lindsay called the meeting to Order and Determination of a Quorum



PLEDGE OF ALLEGIANCE- Paul Lindsay



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.

No public comment.

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



FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

October 2, 2012 Regular Board meeting, with public comment prior to Board action.

No public comment.

Motion Slater/Philips to approve the October 2, 2012 minutes. Motion carried with Board Member Miller abstaining.



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.



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. Correspondence**
Read and noted
- 2. Health and Sanitation Department Monthly Report**
Accepted
- 3. Approve October 2012 claims**
Approved
- 4. Approve Douglas County Resolution 2012R-084, a budget augmentation for the Town of Gardnerville 2011/2012 year purchase orders brought forward into the 2012/2013 fiscal year.**
Approved
- 5. Approve the Parade of Lights Special Event/Street Closure Application for the evening of Saturday December 1, 2012, which will include the closing of Gilman Avenue from 395 to Chichester Drive for the staging of the parade and waive the 60-day noticing requirement and \$300 road closure fee.**
Approved
- 6. Recommend approval of the Douglas County Outdoor Festival Event Application for Carson Valley Chamber**

of Commerce 17th Annual Parade of Lights on December 1, 2012.


Approved

No public comment.

Motion Higuera/Slater to approve the consent calendar. Motion carried.

ADMINISTRATIVE AGENDA

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

7.  **For Possible Action:** Discussion on a Land Division Application (LDA 12-018) for Greg Urrutia, New Beginnings Housing, LLC., a request for a tentative parcel map to subdivide 8.26 acres into 3 parcels, the smallest being 1.21 acres. The subject property is located at 1331 Stodick Parkway, within the MFR (multi-family residential, 9,000 square foot parcel size) and PD (planned development) Overlay Zoning District of the Minden-Gardnerville Community plan (APN:1220-03-202-001). The Town Board may approve, approve with conditions, or deny the request, with public comment prior to Board action.

Mr. Dallaire received an application for a land division map. This is the parcel behind Heritage Bank. We met with staff at the county and representatives from Rob Anderson's office. One of the parcels will be the detention pond. We have asked the parcel with the detention pond be dedicated to the town. We have in the staff report on the first page our conditions.

Mr. Jeremy Hutchings, Anderson Engineering, conveyed they have reviewed the conditions in the staff report. We did not have any problems with them. We think they are good conditions and we will take care of them.

No public comment.

Motion Higuera/Slater to conditionally approve the land division application LDA 12-018 for New Beginnings Housing based on the findings and conclusions of the staff report. Motion carried.

8.  **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for September 2012.

Mrs. Lochridge reported the revolving loan fund received a completed application that is going in front of the loan committee for review soon. Two other packets just recently went out. I know for sure one will be coming back. That is looking good for what we currently have in our accounts. With organization, they are beginning a membership campaign. They created a fundraising committee and one of the focuses of that committee is to revamp our membership brochure and policy and try to increase our numbers. The morning coffee meetings are going very well. We had 18 people show up this morning and eight of those were brand new people. Our holiday shopping bazaar is coming up this Saturday at St. Gall's. They have over 80 raffle and silent auction items. There are 44 vendors participating. They will have entertainment. If all goes well we will have a Santa Claus and a photographer. We have all kinds of advertising and it is spreading across the social media. We have done two cash mobs so far. They are doing pretty well. Received a report Candles and Crafts averages about 5 or 6 people on a Saturday. They had close to 35. Their sales average around \$50 and it was over \$450. They were extremely excited about the results. Merry Main Street we will just try to promote the Main Street Gardnerville District is open for business. There is a lot happening at the museum. They will be doing another cash mob. We are going to do a float in conjunction with the Town of Gardnerville. It will be a focus on shopping local again along with the theme of Silver Bells. As of today we have the design committee volunteers visiting the businesses to light up the stores like they have in previous years and promote the Kickoff and also what will be going on Saturday December 1.

Mrs. Slater thought they did a great job last year.

Mr. Higuera asked what they talk about at the coffee get together.

Mrs. Lochridge reported Joe Lacurto was there promoting Made in Nevada. We had two new business members focusing on Made in Nevada products. They made a good connection. It is just basically whoever wants to show up and talk about what they are doing for the holidays and what type of events they would like to see downtown.

No public comment.

9.  **For Possible Action:** Discussion on the agreement between NDOT and the Town of Gardnerville on the Highway 395 Sidewalk Improvement located between Waterloo Center and Kingslane, authorize the town up to \$50,000 in funding for the project as indicated in the 2011-2012 CIP, and authorize the Chairman to execute the NDOT agreement. The Town Board may approve, approve with conditions, or deny the request, with public comment prior to Board action.
(heard after item 10)

Mr. Dallaire reviewed with Board members the contract from NDOT that was heard in May of this year. It has taken them to the beginning of this month to get this contract back. The items that are highlighted are the responsibility of the town. One of the changes is to complete a survey to prepare mapping. We need to determine where the actual right of way is and have it surveyed so they know where the line is. We believe right now it goes down the middle of the ditch. The Kingslane parcel actually comes into the ditch itself and they own the wall. We are proposing to put in a 12 foot retaining wall and do the sidewalk. It will be extremely expensive. Our hope is we can put pipe in, depending on funding we could change the scope to go down to Lynn Cauley's driveway and do a pipe from the irrigation box all the way down and fix that entire stretch. Denny is running the analysis and working on that portion. I can't start any of our design or plans until after this contract is executed. When we do the larger than anticipated next month I will give you an update on where we are financially and we will identify those funds at that time. There will be a few extra expenses. We are responsible for all the testing. I have asked for quotes for surveying from Anderson Engineering. We might be into it \$30,000 after it is all done. \$17,000 is what we are responsible for unless it goes over the \$83,000. If we want to spend more money or we have extra funds to make the project right and go all the way down to Lynn Cauley's parcel, then I do not know how much that will cost yet. We haven't sized those culverts yet. We are thinking long rectangle box culverts with some inlets to try and divert some of the flood water that is coming through Kingslane into the ditch. The more inlets we can put along the highway the more water I can get underneath Toler and Highway 395 in the future. In the model they don't get enough pressure from the flood to go into the pipe and out of our new ditch that we are going to be constructing along Hellwinkel. The conduit underneath the Highway 395 isn't going to pull water from the flood. It will basically puddle and overflow at Eagle Gas station. We will have to somehow intervene at that spot and collect the water to protect all the businesses in town. The more inlets we can put along the highway the better we will be.

Chairman Lindsay is guessing now it will cost 30, but we had \$50,000 budgeted in the CIP.

Mr. Dallaire agreed. Up to \$50,000 was budgeted in last year's CIP. We didn't spend the money last year. Once we get the approval from NDOT we will go and do another presentation to the Kingslane Homeowners.

Chairman Lindsay asked if the easement is only through half of the ditch we will have to get some permission to go onto their property.

Mr. Dallaire advised if the box doesn't fit on our property. We have the irrigation box at the adjacent property (Bradford Place). There is a two foot pipe going underneath the project through the parking lot. Then it goes into the diversion box and into the storm drain system that goes next to our maintenance building. It goes all the way underneath Toler and at the corner of Chichester and GES it goes down that easement and comes out at the Park ditch on the other side of Chichester. This is the water that gets used by Hellwinkels Ranch to flood irrigate their field. Or they can shut that off and it will divert along the highway, goes underneath Toler, through Hellwinkel to the ponds. My hope is we can get enough inlets in there that it will divert more flood water and get a longer period to drain that area and put it into a pipe and make the ditch more useful in a flood event.

Mr. Altom wanted to call attention on page 9-9 it says the town is responsible for \$13,800. Where is your \$17,000?

Mr. Dallaire thought it was \$17,000.

Mr. Altom pointed out that is an estimate anyway.


Mr. Dallaire had not added in the right-of-way costs. I never estimated the surveying portion of it.

Mr. Altom added anything that would go above that the town is responsible for.

Mr. Dallaire agreed, above the \$83,800. And of the \$83,800, we are responsible for \$13,800 of it. So they are putting forward \$70,000 which is what their maximum amount of funding will be. It could be a \$140,000 project and they are only going to pay for \$70,000. We will not make it that large.

No public comment.

Motion Slater/Higuera to approve the agreement between NDOT and the Town of Gardnerville on the Highway 395 Sidewalk Improvement located between Waterloo Center and Kingslane; authorize the town up to \$50,000 in funding for the project as indicated in the 2011/2012 CIP; and authorize the chairman to execute the NDOT agreement. Motion carried.

10.  **For Possible Action:** Discussion on annexation for Douglas County, 21.20 acres of public facilities property for the new community center located at 1326 Stodick Parkway (Herbig Park), APN: 1220-04-601-027 into the Town of Gardnerville service area. The Town Board may approve, approve with modifications, or deny the request, with public comment prior to Board action.
(Heard before item 9)

Mr. Dallaire received the annexation request on behalf of Douglas County for the community center acreage. The maps have been going through a process doing a reversion to acreage. That reversion has been finalized. They consolidated the three parcels into one and then they will do a boundary line adjustment. It will be recorded soon. The skate park will be included in this parcel. It will not include all of Herbig Park (shown on page 10-3) Those are served by a well and septic that go into Lampe Park.

Mr. Philips asked if the blank area is part of Herbig Park

Mr. Dallaire believed that property is owned by Herbig. This would include the new facility. We recommend the town provide the trash service. The present senior center has two 4-yd bins that get dumped twice a week. The trash enclosure is small so they would only be able to get two 2-yd bins in there. We could dump them more often. This needs to happen because MGSD is providing sewer capacity. To be registered on the tax roles as being in the town of Gardnerville it will automatically go to MGSD's tax district even though they are exempt.

Chairman Lindsay asked if the skate park comes in with this.

Mr. Dallaire answered it does. is located relative to all the buildings.

No public comment.

Motion Miller/Higuera to approve the annexation of 21.2 acres for Douglas County Community/Senior Citizen APN #1220-04-601-023 into the town of Gardnerville service area.

Mrs. Slater asked if Mr. Miller said 023. My copy says 027.

Mr. Dallaire clarified the agenda is correct, it is 027.

Chairman Lindsay repeated the APN should be 027.

Mr. Miller corrected his motion to 027.

Mrs. Slater seconded the motion.

Upon call for the vote, motion carried.

11.  **For Possible Action:** Discussion on Overhead Street Banner Policy and Main Street Banner form; with public comment prior to Board action.

Mr. Dallaire reviewed this was from the discussion last month. We sent it over to our attorney and he added quite a bit of information. We discussed this at length and ended up with the version you see in front of you. Yours is highlighted in yellow on all the changes from the existing policy. In discussion with some of the Board, item 1 under purpose, the very last sentence we could remove.

Mrs. Slater suggested that change. Personally I don't think it's necessary. On 11-4 the first sentence I would add "with attached internal revenue service 501 letter for each and every year the banner is requested to be displayed." Make sure you get that required form in there.

Chairman Lindsay did not think that sums it up quite right because government entities or community service organizations are not going to have that letter.

Mr. Altom believed that would have to be for the nonprofits.

Mrs. Slater then would add for those nonprofits that would be applying make certain that form is attached. We need to be as explicit as possible.

Mr. Altom asked where that language would be inserted.

Mrs. Slater would like it inserted after the word "form." "Furnish a completed town banner application request form." I would insert "attached internal revenue service 501 letter for those nonprofit that may apply."

Mr. Dallaire was going to add "IRS" in front of the 501 after nonprofit organization. That would be on the form itself. I will get a final version and put it on the consent for next month.

Mr. Altom advised if everyone is on board with what has been discussed then you can make a motion to approve as discussed.

No public comment.

Motion Slater/Miller to approve the Overhead Street Banner Policy with the comments mentioned tonight and main street banner form. Motion carried.

12.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for October 2012.**

Mr. Altom reported he worked on the banner policies, policies for the park and special events and street closure policy that will be discussed in December. Reviewed the agenda. Also did some work at no charge for Main Street.

No public comment.

13.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for October 2012.**

Mr. Dallaire reported Linda and I went to the Nevada League of Cities conference. I met quite a few more people from northern Nevada that support the League. The C tax presentation was informative. They are changing the C tax. That will be a hot item in the legislature depending on whether it is heard in the first 30 days. There are not many modifications. It doesn't really benefit us. The local government summit is coming up. He will try and present the C tax to you at budget time if you are interested. They were unwilling to change the base where everybody started back in the late 80's. I imagine it will be a while before they go through this again.

Mrs. Slater agreed the C tax was the big issue. It is very unique to Fernley. In order to qualify for the C tax you have to be able to provide police and fire. Fernley doesn't provide that. They contract that out. That's why they are in this fight. We had a representative from PERS and they reported bottom line the 2008 and 2009 dip in revenues have been recovered. It is looking good. The state cannot touch those funds. The big thing coming up is discussion among ourselves to make sure when we go to the legislature to present problems or questions, that we have solutions. They want that dialogue to begin right here. It's not going to be a one size fits all. But that is what they are hoping for. Be there, be present, speak up and make sure you have a solution to offer. This time the meetings they held were probably the best put together programs I have been to in a long time. It catered a lot to the unincorporated towns and GID's. They are really making a concerted effort to make sure we are included.

Mr. Dallaire stated next year they will combine with NACO in Tahoe. We have been asked to participate in some sort of sponsorship. We will be seeing that on the budget come next year. We will be a little more involved in the planning this time around. The Toler Lane/Lampe entrance is planted. They are waiting on Impact to bring in the DG

and finish the entrance to Lampe Lane into Chichester is down both sides. The landscape architect had four times as many plants. I have an estimate from Impact to do the excavating. The estimate was \$10,800 to do from Lampe to GES and just over \$20,000 to do from Lampe to Harvest. That's just removal of the material. I am working with Main Street Design Committee to see if they want the dirt for the garden. They are still waiting for Army Corp. of Engineers to reply back on whether it is jurisdictional wetlands or not. When Army Corps left the site in April it was non-jurisdictional wetlands. But we haven't got the paperwork from her yet to say that officially. I've e-mailed her several times. Carol has e-mailed. She is just nonresponsive. They will be selling out the plots this year. All of them but three have been rented so far for next year. They will actually build three more for demonstration gardens. They are working on a plan to come up with an overall design. They were going to leave the hay bales this next year.

Mr. Philips asked about vandalism problems there.

Mr. Dallaire is not aware of any. They have locked up all the water faucets.

Yu Shimizu rented a plot at the community garden this year. I live in the apartment right behind the community garden. I am there pretty much every day.

Mr. Higuera asked about Toler. Are you concentrating just on the entrance?

Mr. Dallaire wanted to get it done.

Mr. Higuera asked when staff would get down to GES.

Mr. Dallaire stated Zack will come back and work on the Eddy Street lighting Monday. He will be done in a week. Then he will be back in a week to work on Toler. I can have him do from GES to Lampe and do the \$10,000 or we can do the whole thing, but that will have to come before the Board. There are Eagle Scout projects that I have been approached about. I did get a rough number from Tina Fixman to do the little area in two days and that would be \$1600 a day to get her crew out there to do it. So \$60,000 to \$100,000 isn't unrealistic. The guys have so many other things to maintain. When they have a few minutes or they finish planting then they fill a crack or two. We are pouring concrete in the cracks now. Then we will crack fill over the top. That gives it a nice hard base. It seems to be working. Those are the larger cracks that we will end up excavating out anyway.

Mr. Higuera asked if at worst case it will be spring.

Mr. Dallaire thought maybe early spring. Staff mowed late. We just now turned the water off at the parks. The weeds are still growing. We did take the tree out of the Eddy Street planter. We took it out because it was so close to the end wall. They put a CMU block in there. The light pole will be in the middle. There will be one light that lights up the area.

Mr. Miller asked about the crosswalks. Have we heard anything back on the signals?

Mr. Dallaire has not heard from NDOT. They were supposed to meet and find out how much funding they will put towards those grants. We have not heard how much. Congress doesn't have a budget and hasn't been operating under a budget. They are waiting to hear. There is a drop dead date that Congress has to make up their mind. The federal government gives the state the funds and the state passes them down. The same applies to our trail amenities. The application and grant funding we did get number one on that. They are waiting on Congress to make a budget that works.

Mrs. Slater asked about the cameras in Heritage Park.

Mr. Dallaire reported the program for the cameras has been modified. They seem to be working okay. It is just the clarity. We've got a price Craig met Whipple down there and showed them what we have. He is thinking we can just change the cameras again. We've done that before. Whipple needs a model number. Josh has done some research and there is a facility back east that had given us a design on the HD quality camera. That system is about \$4,900. It will give us 16 spaces, one terabyte of material, but we will have to install it. The only person that has responded since my last go around on calls was Whipple. We are working on it.

Chairman Lindsay asked if the hi-def solution is 16 channels.

Mr. Dallaire agreed. There is a wireless capability if we had internet at the restroom. The cameras are a lot clearer because you are connecting two of the wires to each one. We don't have conduit from the restroom up to the column.

There is not an empty conduit for the video camera. We can't get a wired camera connection on the bathroom. Once you go to wireless you lose your clarity. There was another system that we could run off the server. We would have direct line of sight from the restroom.

Chairman Lindsay believed that hi def cameras are the way to go. Spend the \$5,000.

Mr. Dallaire advised Douglas County standards made it to the end of water and sewer details. They didn't get to the streets yet. We have asked Paula to participate in the Parade of Lights. We will be helping. We are also helping the Chamber close down streets and are more active in it. They have also asked if we would be interested in something at the park during the staging. We can play some Christmas music and put the speaker system out there. He also has another plan for staging to get that streamlined. We are going to shut Gilman down for the parade. We are hoping to shut off the highway at Douglas so any traffic coming down 395 will go around the parade. We won't close Waterloo so people will still be able to get to Raley's and Kingslane. They are using the same traffic control plan as last year. We just need to update it. We'll ask whoever wins the election tonight to write a paragraph about them and include a photo for the newsletter to go out next week. The food drive at CVI has a drive by food drive. DDI goes around and puts a flyer on the trash cans for people to donate. Wanted to make sure you are all okay to participate in that this year. Staff wanted to know why we didn't participate last year. The project Santa Claus, our maintenance yard is a drop off for bicycles and I would like to put in a bin at the office to collect the unwrapped toys. It is a Kiwanis group that is running it. The park policy, if you have any comments please get them to the office and we will get it to Tyler to revise it for next month. The 2012 Government Summit is in correspondence if anyone would like to attend. Carol has been frantically adding programming to a new Christmas tree on the pavilion with the cosmic ribbon. We would like to phase out the end half Christmas tree shapes because the rope lighting is always going out. I have also heard that Minden is looking at doing something similar. They are following in our footsteps again. The Douglas County hazard mitigation plan is moving forward. The downtown vision was an interesting meeting. They had a lot of input and being pedestrian friendly was a huge point. It will be pretty much from Highway 395 to either Waterloo or down to Riverview. It will be an interesting process. They are shooting for six month before they present it to the public for input. There are a few ADA issues we need to improve on, like wheelchair accessibility and safer crosswalks. We will keep plugging away and asking for more money.

No public comment.

Motion Miller/Higuera to adjourn at 5:54 p.m. Motion carried.

Respectfully submitted,

Paul Lindsay
Chairman

Tom Dallaire
Town Manager