

#### **GARDNERVILLE TOWN BOARD**

#### **Meeting Minutes**

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

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Contact: Carol Louthan, Office Manager Senior for any questions or additional information. You may also view the board packet online at the town's website.

Tuesday, February 3, 2015

4:30 p.m.

**Gardnerville Town Hall** 

**INVOCATION – Father Paul** 

Call to Order and Determination of a Quorum - Chairman Higuera called the meeting to order and 4:30 P.M. made the determination a quorum is present.

PLEDGE OF ALLEGIANCE - Cassandra Jones

PRESENT:

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

Jennifer Yturbide, Town Counsel Tom Dallaire, Town Manager/Engineer Paula Lochridge, Main Street Manager Carol Louthan, Office Manager Sr.



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 Slater/Miller to approve the agenda.

No public comment.

Upon call for the vote, motion carried.



## FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

January 6, 2015 Regular Board meeting, with public comment prior to Board action.

Motion Miller/Slater to approve the minutes as presented.

No public comment.

Upon call for the vote, motion carried.



## 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. For Possible Action: Correspondence Read and noted.

2. For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities

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Accepted.

3. For Possible Action: Approve January 2015 claims

Approved.

4. For Possible Action: Approve appointment of Linda Dibble to the Main Street Board of Directors.

Approved.

Motion Wenner/Jones 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: Discussion to accept a report of tortious conduct claims per NRS 41.0385, with public comment prior to Board action.

Mr. Dallaire has an updated letter from what is in your report. The report is correct, but the letter didn't reflect that. The only claim we had this year was the \$400 some dollars from Shop Small for the sprinkler mishap in the park.

Ms. Yturbide reported there is a revised memorandum that has been passed out to the board members that reflects that change dated today's date 3 February, 2015 from Mr. Rowe. That claim has been paid. So there is nothing outstanding. It is reflected in the summary from the pool that is behind the memorandum in your packet.

No public comment.

Motion Wenner/Slater to accept the report of tortious conduct claims. Motion carried.

6. <u>Not for Possible Action</u>: Discussion on the Main Street Program Manager's Monthly Report of activities for January 2015.

Mrs. Lochridge reported she has been out of the office for the past two weeks recuperating. We hope to get the annual report completed and approved at the next Main Street board meeting. We hope to have that in the next board packet. Committees are currently revising and updating their action plans. Once those are approved I will bring them to you. Carol Sandmeier, chair of the Heritage Park Gardens Committee will be here at the March meeting to give an update as to the progress on the Children's Garden. Sponsorships for the flower baskets are going very well. We are ahead of where we were last year at this time of year. We have half sponsored already. We have another 34 that need to be sponsored. As of March 1 the rate will go up to \$95. Currently the sponsorship price 2/3<sup>rd</sup> of the money goes to the schools to support the programs where they are growing the baskets for us. The rest of the money goes to helping to pay for the seasonal to water them once or twice a day throughout the summer months. If anybody is interested you can talk to Marie. There has been email conversations regarding SB51, creating a state main street program. Our national contact, Kathy LaPlant with Main Street National, has been emailing back and forth. She has been providing a lot of information to Wes Henderson with Nevada League of Cities. He has got more information to do the presentation.

Mr. Dallaire added there are many impact statements from across the country that Kathy has been sending to Wes. One of those is in the board packet. We have three other big reports and the actual full blown report. We had a conference call with the committee to discuss what we will be doing once the bill comes to the legislature. Wes is working on those contacts and getting that coordinated with the schedule for the legislature.

Mrs. Lochridge noted National has been very impressed by what we have accomplished without a state program. They are eager to see one put in place for Nevada. I think a lot of the rural communities would really benefit from this program.

Mrs. Slater did a teleconference on the Nevada League of Cities Board of Directors meeting and it is very positive for Main Street.

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Mrs. Lochridge believed it is a fantastic program that gets members of the community involved. We have the support of the town and the county, but volunteers are making it happen. That's what is so great to see.

Mr. Miller wanted to let Paula know they will not be doing a presentation at the Rural Roundup for Main Street.

- 7. For Possible Action: Request from Carson Valley Visitors Authority to sponsor the 2015 Rural Round up tourism conference on April 15-17, 2015 in the Carson Valley, in the amount of \$500.00, the sponsorship will allows for a Town table to be located at the community center, listing in the program and one complimentary registration to the conference; with public comment prior to Board action.

  Appearance by A.J. Frels, Executive Director, Carson Valley Visitors Authority
- A.J. Frels, representing the Carson Valley Visitors Authority, is here seeking your support for sponsorship of the Rural Roundup conference. It is a statewide tourism conference. The opening night is at the new community center. It's been 17 years since we have had this in the Carson Valley. We are requesting \$500 as your sponsorship.

Mrs. Jones asked how much the complimentary registration is worth.

Mr. Frels answered \$65. The entire budget for this event is \$32,000. It starts on Wednesday and wraps up midmorning on Friday.

Mrs. Jones liked the way he put it "tell our story." It's about educating the rest of the state about why to come to Gardnerville.

Mr. Miller attended the conference last year. It is a good way to expose the valley to the rest of the state.

No public comment.

Mr. Dallaire asked which board member they would want to send and if you want additional people to attend.

Motion Wenner/Slater to approve the sponsorship in the amount of \$500. Motion carried.

- 8. For Possible Action: Discussion to accept or deny acceptance for maintenance of constructed improvements within the Ranch at Gardnerville Phases 2A and 2B:
  - a. Maintenance of street improvements on a portion of Lasso Lane, from Heybourne Road to northerly phase line on Lasso Lane a portion of Snaffle Bit from the trail head to the easterly phase line at lot E.
  - b. Maintenance of storm drain improvements within the associated phases,
  - c. Maintenance of curb gutter and sidewalk within the associated phases,
  - d. Maintenance of the trail head landscaping and pathway construction (APN 1320-32-614-002); with public comment prior to Board action.

Mr. Dallaire reported we put together a map for clarity. The Ranch at Gardnerville Phase 1 was approved in 2004, started construction in 2007and was revised in 2009. They built Phase 1 in three phases and still haven't had the road improvements offered for maintenance because they haven't finished the ditch improvements. Phases 2A and B are the first phases that were constructed and complete. Lot E is a 20 foot wide future path connection to the Park Cattle Company's property. There is also a future storm drain extension that will collect storm water from this area. If they need it in the design they have approximately 8 cfs they can put into this system. This is the first time we have owned a connection piece. We will also get some landscaping and fencing. These improvements were installed in October. This is the first time we have had a developer actually provide a trailhead. I did ask the landscape contractor to add a few more rocks. We specifically did not want 2 or 4 bollards. One bollard is sufficient. Along Heybourne the lights are a cobra head style. They are the county's. Those are on a meter. We had them put in decorative signs and lights that will be ours. Those are metered as well. There are three more meters that the lights will be on so we can maintain them when they go out. We have a lot more control.

Mr. Gary Swift lives in Ruhenstroth. It sounded like instead of the closed top cobra heads we are talking about the ones that are downtown. Has anybody thought about the shine that goes up in the night sky? Has that been addressed? A lot of people are against that. They like the dark skies.

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Mr. Dallaire responded Douglas County's code and the town's code requires only putting street lights at intersections, curves and cul-de-sac bulbs. There are fewer lights already. The LED version doesn't shine up. It shines flat.

No further public comment.

Motion Miller/Slater to accept the maintenance for constructed improvements of the Ranch at Gardnerville Phases 2A and 2B as in items A through D on the agenda. Motion carried.

- 9. For Possible Action: Discussion to approve or deny holding the Splash Dogs event at Heritage Park tentatively scheduled for August 14-16, 2015 at a cost to the town of \$1,500 in addition to providing bleachers, shade structure, port a potties, and assisting with the setup of the event; with public comment prior to Board action.
  - Mr. Higuera called attention to the new addition of \$1,500. Last year we did it as a cooperative event.
- Mr. Dallaire has had some Facebook input. I have a screen print here. We have four people would like to see it back. That has been the input we have received. The organizers are here. Tony is who I have been in contact with. Tony owns Splash Dogs. Jeff runs it. The water company donated water and filled up the pools last year. If we don't want to come up with the extra \$1,500 for all the events that we are doing we can take Old Town Days off the schedule. It is dwindling in attendance. I am not sure if it is a big hit anymore. This \$1500 goes to their staff. It does usually run \$3,000 and \$10,000 to hold an event depending on how far they have to travel.
- Mr. Higuera got tremendous feedback on Splash Dogs. People responded very positively. Old Town Days there was literally no one there. The community didn't really seem to be that engaged. I think that is a good suggestion to retire that particular program. We have to limit the events we do. I think if we kept it to four. Movies in the Park is very successful. The Christmas Kickoff has grown tremendously. The July 4<sup>th</sup> run is growing but isn't really costing us anything. Splash Dogs was a success. I would say limit it to those four.
- Mr. Miller felt Splash Dogs also has a positive effect on the hotel/motel base in this area. It is good for families in the community.
- Mr. Dallaire asked A.J. for the data. He has not provided it yet. The Historian Inn was booked for the weekend. If I can get the other hotels on board and in contact with the Splash Dogs organizers maybe they can send out their notices on where to stay.
  - Mr. Miller believed it is an education process for the hotel/motel too.
- Mrs. Slater supports this. We get a lot of complaints about the gun fire from Old Town Days. I would support the change.
- Mrs. Jones asked if there is a way to encourage cooperation between Main Street or Shop Small or something like it to come in and grow the event beyond just Splash Dogs to encourage more people towards the park and encourage local business.
  - Mr. Dallaire thought the park was pretty packed.
- Mrs. Heather Paterson-Lewis explained we travel over the hill for many events and they have heard so much because Heritage Park literally was designed for the sport of Splash Dogs. I would think this next event, especially having this much prior notice that this will be at the top of everybody's calendar. I worked with the Historian Inn and they are so dog friendly. We never get that at an event. Literally this is the premier Splash Dog location in the west right now.

Mrs. Slater commented to your credit I have heard after your event the cleanup process was fabulous. Heritage Park, to many of us, is such a family park having the movies in the park where the children are on the blankets, that to be able to have the dogs in there is a conflict. But the feedback I have heard has been positive on your behalf. You are to be commended.

Mrs. Paterson-Lewis shared we just needed the trash emptied more often.

Ms. Wenner liked the event. I did have someone ask me if there would be alcohol.

Mrs. Peterson-Lewis thought they need to talk about that. We had pizza at the event and they wanted to sell beer. It would have been lovely to have had it. But we didn't have it figured out soon enough. Trying to get local vendors to sell food would be good. We appreciated having that.

- Mr. Dallaire mentioned with alcohol, the concern was it is a town event. We were sponsoring it. If we are sponsoring it is it appropriate to sell alcohol.
  - Ms. Yturbide is writing a note and will check on it.
  - Mr. Dallaire asked if Main Street would want to do it as a fundraiser.

Mr. Miller felt the less outside contractors we go through is in our favor. If we can keep involved with Splash Dogs, Main Street and the town, and maybe a few local vendors that are direct vendors and not contracts it would be much more in our favor.

Mrs. Lochridge attended one day of the event last year and was amazed at the number of people that were there. I was also thrilled because I saw a lot of people walking down Main Street going into the shops. I know Main Street would love to help promote this and would also like to meet with everyone involved to see if there is anything else we could bring to the table to keep this here and grow it.

Mr. Dallaire thought last year's event was the first step. We wanted to see how it went. It went really well. This is the next step. In order to get across the hurdle will the board support paying them the \$1500. Right now do we want to fund it and if so this is how we are going to fund it is by taking off Old Town Days and move forward.

Chairman Higuera called for public comment.

Jeff Vanatta ran the event last year. It was a huge success last year. We had over 125 dogs and over half of those were brand new dogs that have never jumped before. We had lots of compliments and people want to come back. The champion is a local dog out of Carson City. She will be back.

Mrs. Peterson-Lewis wanted to share we were nominated for the best of Carson Valley as best annual event.

Motion Slater/Jones to approve holding the Splash Dog event in Heritage Park, tentatively scheduled for August 14<sup>th</sup> through the 16<sup>th</sup> 2015 at a cost to the town of \$1,500 in addition to providing bleachers, shade structures, port-a-potties and assisting with the setup of the event, and transferring funds previously used for Old Town days. Motion carried.

10. For Possible Action: Discussion on a request from Douglas County Economic Vitality to participate in a grant match with a contribution amount of \$3,000 of the \$26,000 match required for the proposed \$130,000 trail head project on Buckeye Road being requested by Douglas County in a grant application to be submitted for the 2015 Nevada State Recreational Trails Program Grant, providing an additional trailhead for the Martin Slough Trail system; with public comment prior to Board action.

Mr. Dallaire advised Lisa Granahan is out on vacation so they didn't send anybody to represent them on this. We have been meeting quite a bit on the Martin Slough trailhead that is progressing along. The county wants to go after a trailhead now that Minden has one at Jake's Wetlands and we have one at the Ranch that was accepted tonight. We will link that with some other grant funds coming from the same department for trail amenities. We are requesting to add a dg path through the community garden so people can use the restrooms easier. They will have access to the restrooms at Heritage Park. The county was able to come up with \$20,000 and they were asking the towns for another three if it is possible. If not they will find other funding. We have already put \$20,000 into the Valley Vision. We are putting another \$15,000 into the Valley Vision this year. Most of the \$15,000 is getting spent on the boundary line adjustment and the work at Eagle Gas. But we do have those funds we can pull from if that is your desire. We are rolling forward \$500,000 from last year to this year. I have it covered both ways. It shows support that this is a community project.

Mrs. Jones asked about pulling from the Valley Vision, which is the fund we have earmarked for Eagle Gas. The upcoming phase on Eagle Gas is actually fully grant funded, correct?

Mr. Dallaire answered yes.

Mrs. Jones asked if we pull money we set aside, is it actually impacting what we have prepared to spend.

Mr. Dallaire shared the grant funds from CDBG is for the architectural plans of the gas station and the site plan layout. Those funds are separate from the Valley Vision funds. The Valley Vision funds that we have put in this fiscal year we are using on the boundary line adjustment rounding out the NDOT right-of-way.

Mrs. Jones stated we already put in a trailhead and I want to make sure if we commit another \$3,000 to that project that we are not hindering a project that is solely ours. It's not like we can readily go to the county or Minden and say let's put money into the S curve.

Mr. Dallaire explained it goes both ways. We put in \$20,000 last year and another \$15,000 this year. We are moving and consolidating projects. We had money from last year that is rolling forward and we have money this year that I am combining together to do the work. I think we can cover it either way, whether we use the Valley Vision or not. You tell me use the Valley Vision funds or not.

Mrs. Slater believed that was a good point. We do need to make sure we have sufficient funds to sponsor our own projects.

Mr. Miller mentioned there is going to be a point in the Valley Vision where Minden will be doing part of their projects and they will ask for funds from us. We can also request funds for the gas station on this end.

Mrs. Jones, in theory, has no problem with the \$3,000 to help with this. Especially when you understand the matching grant, what the county is going to be able to get back is a huge leverage of the \$3,000.

Mr. Dallaire pointed out this is the same program Minden used this last year for their trailhead. We weren't going after grants. We need to get the channel done. Then we will do the same program next year. This allowed us to hit this fund every year with different entities applying. Next year we will go after a bridge across the channel. It's all part of the trail system.

Chairman Higuera called for public comment.

- Mr. Darrol Brown, 23 year resident of Gardnerville, asked if there are any statistics or studies that show just how many people would use this trail.
  - Mr. Dallaire is not aware of any studies.
  - Mrs. Slater uses it and has been asked by many people when they will complete it.
  - Mr. Brown asked if this could be the highest and best use of the money.
  - Mrs. Slater agreed it could be in my estimation. It benefits the community as a whole.

No further public comment.

Motion Wenner/Jones to approve the support and authorize the staff to send an accompanying letter of support. And I'd like to use the Valley Vision funds for the \$3,000. Motion carried.

11. For Possible Action: Approve Resolution No. 2015R-010 augmenting the Town of Gardnerville budget for fiscal year 2014-2015; with public comment prior to Board action.

Mr. Dallaire gave a brief overview of the augmentation. We are ready to proceed on a lot of these projects. The channel is moving forward. We have it all into the county and the corp. We are waiting for comments from them. This is what will go to the county commissioners.

Ms. Wenner asked about the \$3,000 for travel.

Mr. Dallaire answered it is for the conference back east.

No public comment.

Motion Miller/Wenner to approve Resolution 2015R-010 augmenting the Town of Gardnerville budget for the fiscal year 2014/2015. Motion carried.

12. For Possible Action: Approve budget transfers for fiscal year 2014/2015; with public comment prior to board action.

Mr. Dallaire stated instead of having all these items on the resolution we did one lump sum and then transferred that to the areas that need it. Mr. Dallaire explained the transfers in more detail. We have been in contact with Charlie Condron this year about the condition of our irrigation and drainage system. We are having issues with the Martin Slough. The irrigation box hasn't been maintained. Staff does not think we are supposed to maintain it. Charlie is saying someone needs to. If we don't maintain it then we will lose all the water and we won't be able to divert any of it to the Martin Slough. We talked with Mr. Dreyer today. We will meet again and come up with some solutions.

Mrs. Slater asked if the owners of the water rights were supposed to be the ones maintaining that.

Mr. Dallaire answered yes. Charlie Condron, the new watermaster, has been to the state. He is looking at all the owners and starting the process. We have areas we are cleaning out behind Gardner Park. Along Circle Drive there are five homes in there that have willows that are overgrown. That is the outlet for all the drainage on the west side of the highway. There is another ditch that comes in through Oxoby's that catches all the drainage on the east side of the highway. Is it a storm drainage issue or is it a downstream user issue?

Mrs. Slater didn't think there had been any water flowing in there for years.

Mr. Dallaire knows that ditch was full in July. It was not irrigation water. Now it is not an irrigation ditch anymore, it is a storm drainage ditch. That's where we are ending up with the issues.

- Mr. Higuera asked if that comes under the authority of the ditch committee.
- Mr. Dallaire answered not the Water Conveyance Advisory Committee.
- Mr. Higuera stated Mr. Gjerde keeps mentioning the ditch committee.

Mr. Dallaire stated most of them are Allerman Ditch Company people. They collect an annual fee from their members and users. We need to be on the committee. Both Minden and Gardnerville should be represented. We are working towards that. In the meantime we need that for storm drainage.

Mrs. Slater asked that any work the town does in that direction is documented and a cost association accompanies it.

Mr. Dallaire received an email today from NDOT. We will have next month the item of their contract on the crosswalks. Summit Plumbing will be doing the video of the storm drain from Sharkey's down to Mill Street. The condition of the storm drain will be a hot topic in the next couple years.

No public comment.

Motion Slater/Miller to approve the budget transfers for fiscal year 2014/2015. Motion carried.

- 13. For Possible Action: Discussion on receipt of a status report on the Gardnerville Station (Eagle Gas)
  Redevelopment Project at 1395 Highway 395 North (APN 1320-33-402-075);
  - a. Select a Town Board member to participate on the review panel that will review and score the Statements of Qualifications,
  - b. Authorize the review panel to select a firm to prepare the design plans for the Gardnerville Station:
  - c. Authorize town manager to enter into a contract with the selected firm; with public comment prior to board action.

Ms. Candace Stowell reported Eagle Gas is a multiphase redevelopment project. The town board approved the redevelopment plan in October of 2013. The two phases - Phase 1 is to clean up Eagle Gas, remove debris, site remediation and also to do the design plans. Once Phase 1 is completed we will move into Phase 2. The site remediation and environmental assessment has taken a bit longer than expected. The town received the CDBG funds in July of this year but didn't get the notice to proceed until January. We still don't have the results from the assessment of the leakage from the heating oil tanks. With Phase 1, which basically started as soon as the town acquired the site, has run about \$200,000. Of that amount, the town has, in terms of direct expenses, put up about \$38,000. So the rest of it has been covered by CDBG, Brownsfield Grant and the Petroleum Fund. Fortunately by Tom re-enrolling those gasoline tanks in the fund that is a huge benefit to the town going forward. We were worried we would lose the ability to apply for more CDBG funds later this year. HUD came out with new income data that said this block group was no longer eligible. It was not a low income area any longer. We challenged that and said you can't do that. This is a multiphase redevelopment project. We were qualified based on 2000 income data. And we won. We will not have that problem to deal with which we are grateful. We will apply for more CDBG funds later this year through Douglas County. We don't know what the cost estimates will be for Phase 2, actual construction and renovation. We are at the design phase. The RFQ was issued on January 12<sup>th</sup>. We had a site tour for firms last Friday. We had 8 design firms there. This design work is fully funded by the Community Development Block Grant. The deadline for the RFQ is February 13<sup>th</sup>. The proposals would then be handed out to the review panel who will meet on the 23<sup>rd</sup> to score and then notify the successful firm on Friday the 27<sup>th</sup> and enter into a contract. We are moving guickly now that we have the CDBG funds. The only glitch is what will happen when we get the assessment report back. Hopefully we will have those results back this week. Again there is a lot of interest. The firms were glad to be able to walk inside the building. We have some really good, talented firms. Before you tonight is, hopefully we can have a member of the town board serve on the review panel. The review panel will be Tom, Dirk Goering from Douglas County, Paula Lochridge and a town board member. That review panel will make the decision and then Tom can enter into a contract.

Mr. Higuera asked when we will get to the gasoline tanks.

Ms. Stowell didn't want to get too far ahead. We have to wait to see what comes back on the assessment.

Mr. Miller wanted to ask about not demolishing the canopy. It will be demolished in the future, correct?

Ms. Stowell stated that is why we wanted a design firm that has experience in dealing with SHPO. When we did that environmental assessment for CDBG part of the approval was SHPO saying no, unless there is some significant structural issue they wanted to keep the canopy. There are pros and cons to that. Obviously keeping the canopy will reduce the parking. There are some pros in keeping the canopy. One of the design firms asked if the canopy could be moved. Really everything is on the table. That's what came back. If we had contested that we would probably be out another year.

Mr. Higuera asked if they see historical value.

Ms. Stowell responded, yes, they do. That was our first reaction was really, a canopy. If you go under that you will see the original canopy that was built in '61 is inside that canopy. Eagle Gas, which was originally a Shell station, is called ranch style Shell gas stations. If you go to Carson City, 1600 N. Carson you will see exactly the same style of architecture. There also used to be one in Round Hill at Lake Tahoe in front of where we have the Safeway now. That style of Shell was the prototypical station that was built in the late 50's, 60's. That's what you had here. The nice thing is making that a gateway, turning it into a visitors center, there are a lot of examples all over the country where these gas stations have been reconverted, readapted or renovated into visitor's stations, oftentimes with a Main Street program that is already in place. In some instances they have rebuilt canopies to bring back the historic character. Obviously the design consultants will be looking at this carefully. We will have another workshop, hopefully in May. Then we will come back to the board in June to have your comments and hopefully your approval to go forward.

Ms. Wenner asked if plans will still be coming back to the board to look at all the design reviews before it is approved.

Ms. Stowell answered absolutely. This is to ask for a town board member to serve on the review panel, select a firm and then for Tom to enter into a contract with that firm the review panel selects. It is a request for statements of qualification.

Ms. Wenner noted but not particularly for a design.

Ms. Stowell answered no. The RFQ that went out had specific deliverables: elevations, floor plans, the site improvements, landscaping, where the curbs will be. All the details that we would bring back to the board to review and to finalize with cost estimates. This is basically our shopping tool to go for more CDBG funds and other grants later in the fall.

Mrs. Jones understands what you need the board member to do on February 23<sup>rd</sup> is to look at the qualifications of the designer, pick a designer who will then prepare the plans you just talked about and then the board will approve the plans for us to go forward and seek more grants.

Ms. Stowell explained we want to do a workshop in May, get some public input, put it up on the web page and come back to the board in June for the board to review the proposed design plans for the building and site. Whoever serves on the review panel would actually get the proposals from me. They will have approximately a week and we will probably meet February 23<sup>rd</sup> at 10:00 here with Tom, Paula and Dirk to score it.

Mr. Dallaire clarified these firms that are interested are preparing why they are qualified. Then we score them on seven or eight items. The highest rank score from the panel would be the one we hire.

Mr. Miller has time available. I should have the time by the 23<sup>rd</sup> to do that.

Ms. Stowell pointed out the milestones chart gives a good overview of where we are in the process, all the things we've had to go through. We are hoping to complete the phase 1 process by July and then get ready to start going forward with Phase 2.

Mr. Higuera felt Candace has done a great job.

Mrs. Slater believed it shows she is dedicated.

Mrs. Slater thanked Ken for volunteering and Candace for the presentation.

No public comment.

Motion Jones/Slater to approve Ken Miller as the Gardnerville Town Board member to participate in the review of the statements of qualification, authorizing the review panel to select a firm to prepare the design plans for the Gardnerville Station redevelopment project and authorizing the town manager to enter into a contract with the selected firm with the contractual services to be paid from the 2014 CDBG funds. Motion carried.

## 14. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for January 2015.

Ms. Yturbide reported our office has done the typical work in reviewing the agenda and attending board meetings. We are keeping an eye on the deadline for filing a claim for Sharkey's bankruptcy. That deadline is 180 days from the date of filing of the bankruptcy. That will be coming up in the beginning of June. We also prepared some grant bargain sale deeds regarding the Eagle Gas station right-of-ways and those were redone through the county request. We also prepared the summary of claims that you received. We haven't seen the Nevada Energy contract yet.

Mr. Dallaire never did get that back from them. Mike has been working with the NV Energy attorney and I have been working with Don French.

# 15. Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for January 2015.

Mr. Dallaire reported we have a lot of items on the Hellwinkel channel. We are waiting on the county to give some feedback. It is on the Water Conveyance Advisory agenda for March. I went over the plans with Charlie Condron. Last year we were able to clean out the company ditch. We are looking at doing the same thing behind Circle Drive. We got all the permissions from the property owners to proceed. It's an irrigation ditch. The nature path, we were careful in pulling the willows out. We have to keep the nests of the bird habitat. The ditch we don't have that problem. It's a maintenance issue. There are two strips of willows. We only cleaned out the one because there are a lot of

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birds living in the dead material that is laying down. Next year they will have to move and we will clean that side out. It's the backbone to the storm drainage. Without it we have no storm drainage. NDOT did contact me. I've talked with Tim Russell at Lumos. He was interested and will probably talk to two more firms. I can't go out to bid on professional services. We have to establish the right-of-way. We want to pay for that because if NDOT has to do it it will take years. I would rather have a private agency go in and do it and then coordinate with NDOT on establishing where the actual right-of-way is. They want us to obtain access easements or construction easements for all these crosswalks on private property. If the sidewalk crosses over that right-of-way line then we have to pay for that per the federal guidelines. That's what NDOT is really concerned about. We will be working on that, but the quickest route is to hire that out.

Mr. Higuera likes that we are getting closer to completing a lot of our projects.

Mr. Dallaire is trying to get them all done at the same time. This is a \$360,000 project because of the storm drainage. There's old irrigation boxes on each corner. Those have to be relocated because they are where the ramps are. We are looking at the irrigation boxes. There are a lot of issues with the drainage. Who is responsible? It's an irrigation ditch, but it's also a storm drainage system. We are looking at that and updating our maps to figure out where the flow is coming from. Mr. Dreyer came in today and went over a lot of these issues. I think we are all on the same page now. The Wells Fargo ATM came back. The signs at Lampe Corners were approved. Sharkey's item, I have my letter in here. The county planning commission didn't support the request for a fence. They asked them to provide landscaping instead on 756. The owner doesn't want to put in a fence because that's his parking lot and doesn't want to separate the business from the parking lot. I met with Rob Anderson on the site and he was going to talk to Mr. Pegram about this. He could easily keep the walkway, widen it out and provide landscaping. I suspect we will have a walkway four or five feet wide and two or three feet of landscaping on either side. Mimi has approved this already. Mimi has talked with Mr. Pegram about it. He is adamant to put it in so Mimi allowed it. I did reference the code sections. He did put in decorative lighting. We are going to work together during construction on the grate on 756 and also on the irrigation box in the storm drain system.

Mr. Higuera mentioned you were treated to seeing the actual plans for Sharkey's. You said you were pretty impressed with what they were going to do.

Mr. Dallaire got a call from the architect to discuss some of the changes. I talked with Mr. Henry, the architect. He took me on a tour and they have done some work inside already. The upper floor is offices. The three rooms have been opened up into one big room. No tables just slots. They're still looking for more memorabilia. The mural, totally different aspect coming from the architect. He put Sharkey's sign right above the murals. He is looking for history on ranch families and faces. I am collecting branding brands and I will give him that information. The orange color I was concerned about is just in between the top piece they just added.

Mrs. Slater asked if on the 756 frontage the town considered putting in some grates and a couple of trees to prevent some of the people from crossing.

Mr. Dallaire didn't believe there is enough room. It is only a six foot wide area. I think overall the Basque stamping ends up taking up about 10 feet of space. We don't have enough room. I can ask but it will be a retaining wall and a jog out in the sidewalk. I met with Carol Yparriguirre on the plan and she is authorizing Mat at Anderson to proceed with an easement. I went over all the plans in detail. We may get wider ADA ramps with curbs on one side, similar to what they have done in Minden along the highway. At Carol's property they want to pull the asphalt back away from the building further so they will leave the landscaping along the building and put a redwood border. Lloyd and I attended a cost allocation meeting. I think we let them know how we feel. Christine did a presentation this time. It was to bring the county manager up to speed. We have another meeting set up on February 20<sup>th</sup> at 9:00 a.m. They want the same people that showed up the last time. They have asked us to provide a list of services the town provides to the residents and visitors that benefit the county. I have a list that I created. The breakfast meeting with Steve Thaler went well. He gave me some recommendations.

Mrs. Slater thought the question should be the other way around.

Mr. Dallaire's number one item is: Is there something the towns are doing or have done that is not a benefit to the county. That's the question I am asking back to them. We maintain 20 miles of road. We are paying the street lights which amounts to about \$80,000 a year, the regional storm drain systems. We administer our own budget. We prepare claims. The finance department has to process the checks but I don't think we can even write checks against the county account.

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- Mr. Higuera thought one of the big things is the tax rate. We gave up that tax rate. We will never get that back again.
  - Mrs. Slater added and they continue to ask for more.
- Mr. Higuera believed Tom has an excellent point with what have we done for you lately. Here is what the town is doing for you. We'll have to see where it goes. They are very selective in their hearing. If they don't want to hear it they don't hear it. Tom had to go over some things two or three times to at least get a reaction. It was the same way with Minden. Genoa is a travesty. They want Genoa to come up with \$30,000 a year.
  - Mrs. Slater mentioned maybe we should incorporate.
  - Mr. Higuera stated that was mentioned.
  - Mrs. Jones pointed out we can make that threat but it will be two years before we can do anything.
- Mr. Higuera thought if they combined the Ranchos, Gardnerville and Minden you have a pretty powerful block of people.
- Mr. Dallaire stated the big thing is the enterprise fund. We should be paying that. It's been budgeted. It just needs an agreement and then we are done. I am proposing that again with Jim. We will see what happens. We will see what comes out of it. The county is responsible for the audit and finances. We're talking about all these budgets. As far as I know we are not doing anything wrong.
- Mr. Higuera felt they refuse to look at us as being any kind of Douglas County entity. We are totally separate as far as they are concerned, even though our checks come from the county.
- Mr. Dallaire's last item is we did work with Ken Cruz's son, Zack. He will be working on the walkway in the community garden. Geoff drew up some details. We went to the building department. We don't have to get a permit for this because it's less than 30 inches high. We are anchoring them to the ground in concrete through the wetlands. The Trails Association has put in two of these along their trails. It's something similar.
  - Mr. Miller asked if there is anything on the Spence land.
- Mr. Dallaire talked to trails, parks and state lands to see if there are any grant funds available. It doesn't appear to be for the purchase of property. The next step is to see if he wants to use it for a tax writeoff. Donate part of it to the town and we can pay him over a couple years. I was waiting on the committee from Main Street. They are working on the fronton court. There are a lot of options. Met with JB and he invited Paula and I to attend the fronton tournament next weekend in the South San Francisco area. I think there is interest in it. There are three properties that this would be good for new construction: the south end of Heritage Park; the property next to the Nenzel mansion. That would be adjoining the town property, the Hellwinkel Ranch and the wetlands; or the East Fork property. But we need a parking lot to go along with that. We are still working on it. It just takes time.
  - Ms. Wenner asked if anyone had talked to Bently about bringing the railroad down this way?
- Mr. Dallaire responded it is on the agenda this Thursday at the county commissioners. Karen Craig's presentation on the master plan has all of the items that are already in the master plan that deal with this connectivity. It talks about the train, trails & connecting Minden-Gardnerville together with the Ranchos and Genoa.
- Mrs. Jones mentioned they proposed a utility district to avoid double taxation for the non-town portions of the county.
  - Mrs. Slater noticed in some of the writing they are referring to a possible route around town for heavy trucks.
- Mr. Dallaire thought the Valley Vision helped with that. There is a lot of vision out there and it is already in the master plan. The committee is working on how we can fund these projects. Larry, before he left, did a presentation on where the county commissioners can get extra funding for roads. They have taken that and expanded it to include connectivity. As long as you set aside this area and funds for a specific project you can get a lot of buy in. They want to know if it is okay to come to the town board for a presentation. I told them next month would be good.

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Meeting adjourned at 6:43 p.m.	
Lloyd Higuera Chairman	Tom Dallaire Town Manager