

GARDNERVILLE TOWN BOARD

Meeting Minutes

Mary Wenner, Chairwoman Ken Miller, Vice Chairman Lloyd Higuera, Board Member Cassandra Jones, Board Member Linda Slater, Board Member 1407 Highway 395 N. Gardnerville, Nevada 89410 (p)775-782-7134 (f): 775-782-7135 www.gardnerville-nv.gov

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, January 5, 2016

4:30 p.m.

Gardnerville Town Hall

🛍 Chairwoman Wenner went over the invocation policy.

INVOCATION – Pastor Bill from Lifepoint Church

Present: Mary Wenner, Chairwoman Ken Miller, Vice-Chairman Lloyd Higuera Cassandra Jones (joined the meeting at 4:57 p.m.) Linda Slater

Tom Dallaire, Town Manager/Engineer Paula Lochridge, Main Street Manager Geoff LaCost, Maintenance Superintendent Carol Louthan, Administrative Services Manager

Chairwoman Wenner called the meeting to order and made the determination of a quorum. Please note that Cassandra Jones is not present.

PLEDGE OF ALLEGIANCE – Chairwoman Wenner led the flag salute.



BUBLIC 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/Slater to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

December 1, 2015 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Slater to approve the previous minutes.

No public comment.

Motion carried unanimously.

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. <u>For Possible Action</u>: Correspondence Read and noted.
- 2. <u>For Possible Action</u>: Health and Sanitation & Public Works Departments Monthly Report of activities Accepted.
- 3. <u>For Possible Action</u>: Approve December 2015 claims Approved.

Motion Slater/Higuera to approve the consent calendar.

No public comment.

Motion carried unanimously.

ADMINISTRATIVE AGENDA

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

4. Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for December 2015.

Mrs. Lochridge passed out, prior to the meeting, a copy of the county's economic development annual performance measures report for 2015. We have a mingle scheduled for January 26 at the museum. The focus will be on the 2015 wine walk season and planning for 2016. We are hoping to encourage a lot of our businesses that typically participate. I will send out a special email to all of the wine walkers we had registered. We really want to get as much feedback as we can. Committees are working on the accomplishments list for 2015 and revising their action plans for fiscal year 16/17. Another bench has been installed in front of the Overland. We received money for another bench. We are working on a location for that one. Tom and I met with Lt. Governor Hutchison and Chief of Staff Ryan Cherry on December 4th for maybe five minutes. Just wanted to share in my talks with Lt. Governor Hutchison he was very complimentary of our main street program and excited that Minden has started one. He really wants to see a state program. That's just one more person to add to our list of people we need to help us move that forward. We presented certificates to the Lowe's volunteers on December 2. The volunteers that worked on the project in the garden were excited and looking forward to helping us again next year. The second annual New Year's Candlelight Labyrinth Walk had about 100 people show up. The committee will regroup and discuss whether they want to keep this particular tradition going or if they want to move it to a warmer time of the year. They may do a couple. We do have the next national conference scheduled for Milwaukee May 23rd through 25th. We are hoping Tom and or a representative from the board can also attend.

No public comment.

5. For Possible Action: Discussion and provide direction to staff regarding purchase of and proceed preparing a boundary line adjustment for a portion (less than 3,100 sf) of the Village Motel property to be used to extend the new Hellwinkel channel to the existing culvert at Toler Lane, located at 1383 Highway 395 APN 1320-33-402-057; with public comment prior to board action.

Mr. Dallaire reported the trail is 95% complete. They still have some issues with Charter Cable and the power company will finish their work once the utilites are removed from the poles. In working with Dave at the motel we talked about this little section. The original plan was to go with a pole at the end of the school property. But we were going to have to add a pole and a guy wire in the parking area. We had NV Energy come up with a concept to realign the power across the property to the power pole. We have to do an easement for that. I am going forward with the title report, but in talking with Dave it isn't a huge benefit and he would be open to selling that. We need that property in order to widen the channel to a 20 foot wide section. You have in the packet a picture of a section taking that pipe underneath Hwy 395 on page 5-3. Dave is looking for an agreement with the town that once the channel came through and this was no longer required we would remove the wall and fill it in with dirt. The other thing is the existing hotel has a parking lot that supposedly drains to the ditch. I am not sure it drains to the ditch. I cannot find the pipe. I want to make sure that drainage doesn't get impeded with the improvements in the future whether Dave owns it or not. We will work with him through this process.

Mrs. Slater stressed, as long as it is a partnership.

Mr. Dallaire believed it is better to do it now while he is willing. We have saved for the last six years for this project. We anticipated this project would be just under \$700,000. With NRS, it's our job to get the appraisal done. We need the property for the future extension of the ditch to the culvert.

Mr. Higuera asked if there is an estimate on how much the project would cost.

Mr. Dallaire thought the title report would be about \$500. The boundary line adjustment is estimated at about \$8,000 or \$9,000. RO Anderson has already done three quarters of the work. I haven't contacted anyone yet on the appraisal. The last time it cost around \$3500. The only thing we have left is the final flood study that needs to be done with all the completed improvements. Once that is complete we will get a quote from Anderson to finish that up.

(Cassandra Jones joined the meeting at 4:57 p.m.)

Mr. Higuera felt it was wise to move ahead while he is in agreement.

Mr. Dallaire will negotiate on a cost for the property. I estimate anywhere between \$15,000 and \$25,000. It is a huge benefit in the future.

Mr. Miller asked since this is in our approved funds do we need a motion.

Mr. Rowe thought so.

No public comment.

Motion Higuera/Slater to move ahead with the purchase of and to proceed preparing a boundary line adjustment for a portion less than 3100 square feet of the Village Motel property to be used to extend the new Hellwinkel channel to the existing culvert at Toler Lane located at1383 Highway 395, APN 1320-33-402-057. Motion carried unanimously.

6. For Possible Action: Discussion on the Gardnerville Station project, receive an update report and provide direction to staff on the next steps for the town project, APN 1320-33-402-086, located at 1395 US Highway 395 N, within the Town of Gardnerville; with public comment prior to board action.

Mr. Dallaire received a call from Hope Sullivan, Douglas County Planning Manager, clarifying this project was not ranked four out of six; it was three out of five for CDBG funds. He went over what has been done and what needs to be done on the project.

Mr. Higuera asked what they are faced with now is really finishing the project: the building, the sign...

Mr. Dallaire explained the CDBG application was to get the construction plans done. Candace and I are meeting with Pete Dube` this week to find out how much plans would be to finish the building. Right now I don't know that we could use it. We could do some improvements to the doors. Main Street could use it for their wine walks. It we are going to use the building, the things we need to do are: the heating and cooling system, fix the doors and bathrooms.

Mr. Higuera pointed out they would still have parking there. I think it's worth moving ahead on the project.

Vice-Chairman Miller would like to look for options to complete the project.

Chairwoman Wenner asked if there are things they can do until they can apply for the CDBG grant again.

Mr. Dallaire can do the monument sign. We could also fix the doors on the building and air conditioning and heating unit. Paint is cheap, but the finish needs to be redone.

Vice-Chairman Miller noticed the perimeter area is utilized as a parking lot by the restaurant across the street.

Mrs. Slater noticed there is a hole. Is that because the grate is not in place?

Mr. Dallaire advised there are two pieces of metal and those don't connect. The open part is 15 feet deep.

Mrs. Slater asked if we are in a position where it is a safety hazard.

Mr. Dallaire answered the perimeter fence is there. The deep holes are covered.

Mrs. Jones asked when we are all done how much does it cost just to carry the building?

Mr. Dallaire answered everything is turned off.

Mrs. Slater thought if they move forward with things that would be beneficial, as in fixing the door, the heating and air. Personally I think the signage could be left off until the improvements are done. Whatever else we can do to enhance the building so when CDBG funds come in we can move forward and we will already have these other items in place. I guess I would defer to you what would be a priority to enhance the building.

Mr. Dallaire will ask the architect. If we are going to replace the doors we will have to hire an architect.

Mrs. Slater felt we can do the building improvements that are behind the scenes until the other funds come into play.

Mr. Higuera would like to see the sign. I would like to know what the sign would cost. We know the building has to be refurbished. We know the doors and air conditioning have to be fixed. Maybe we can just tick them off as we can afford them. Once you pave that and have parking that will make a big difference.

Vice-Chairman Miller asked about the bay area. We don't know what is under the concrete.

Mr. Dallaire was going to leave it. I think there is still a lift in the ground. We haven't found a tank for the hydraulic fluid for the ram.

Chairwoman Wenner called for public comment.

Mrs. Lochridge agreed with Linda Slater to wait until the lot is actually improved before you actually put a sign up. But if it helps, you can always do phases of the sign just so you have that in place. Also there are various funding opportunities that Main Street Gardnerville can apply for to help with the funding.

Mr. Dallaire mentioned the project in Winnemucca had used some private foundation funds. Candace is looking into that.

Mrs. Lochridge stated they might be able to partner with the historical society on a grant application.

Mrs. Jones suggested the landscaping might be done by the boy scouts or the design committee of Main Street Gardnerville.

Mrs. Sandmeier sees no reason to spend \$87,000 on landscaping. I think we have resources within the community that can lower that cost tremendously.

Mr. Miller shared the building could be done like the community center and eventually get donation or grants to finish.

Mrs. Sandmeier asked if it would be usable again if you dismantled the canopy and then used the same materials and put it up again. Historically it would be nice to preserve that. The other part is the solar panels, if that's way off in the distance, could the canopy be dismantled and the work done and put that one up again?

Mr. Dallaire answered the existing canopy is missing four lights and siding where all the pigeons have moved from the Pyrenees and the East Fork.

Mrs. Lochridge agreed. If we can use even a portion of it I think that would be great to do.

Mr. Higuera felt the direction should be for you to proceed with estimates and maybe we should have another meeting that we put on similar to the meetings where we can gather some more public input and come up with a solid plan.

No further public comment.

Mr. Higuera added maybe even have a subcommittee. Once we get all the data the subcommittee could study it and bring a plan back to the board.

Motion Higuera/Slater to direct staff to proceed with estimates for the monument sign and building remodel plans, which would include the doors, heating and air conditioning and paving, which I will call site improvements. Motion carried unanimously.

7. For Possible Action: Discussion to approve, or deny the purchase of one used Crafco Supershot 250 melter, used to apply crack seal to town maintained streets, for the price of \$17,500 from unused budgeted monies within the Town's 614 fund; with public comment prior to board action.

Mr. Dallaire went through the background on the Reno 250 gallon crack sealer that had to be returned. The one we have currently is a 60 gallon pot. We have a lot of gutter pans to do. We are in need of a larger machine. Geoff found this online. It is in Southern California. We were under budget with the bucket truck and can utilize those funds after the augmentation. We had the crack sealer in the budget last year but never purchased it. We can see how much we could get for the old crack sealer, but it would work for the smaller projects.

Vice-Chairman Miller asked as we acquire more equipment, where will it be stored.

Mr. Dallaire is working on the barns so we can keep some things in there. Once that gets done we will have more storage room.

Mrs. Jones noticed on the survey street repairs is one of the things that is highest on the priority list.

Mrs. Slater believed Ken brought up a good point about storage. It sounds like this would be a good purchase. We certainly have a need for it. The price sounds reasonable and is already budgeted.

Chairwoman Wenner called for public comment.

Mr. Linderman would like more cracks sealed.

No further public comment.

Motion Slater/Miller to approve the purchase of one used Crafco Supershot 250 melter used to apply crack seal to town maintained streets for the price of \$17,500 from unused budgeted monies from the town's 614 fund. Motion carried unanimously.

8. For Possible Action: Discussion to approve, approve with modifications or deny the updated town policy 2.1, Personnel Management updating for the newly recorded interlocal agreement between the town and county; with public comment prior to board action.

Mr. Dallaire is looking at updating some of the policies. This was a big priority because the county commissioners approved the interlocal agreement. We will bring back more policies through the coming months.

Mrs. Jones noticed on page 8-2 right after the first date November 5th 2015 there is no space between 2015 and the word "with." The third line says human resources and finance is missing a period.

Chairwoman Wenner asked where it says procedure 2014. Is it 2014 or was it 2015 when that procedure took place.

Mr. LaCost believed it was implemented in 2015. But I believe the compensation study was done in 2014.

No public comment.

Motion Jones/Higuera to approve, with the two typographical corrections, the updated town policy 2.1 personnel management, updating the policy for the newly recorded interlocal agreement between the town and the county. Motion carried unanimously.

9. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for December 2015.

Mr. Rowe reported one of the items included in your packet is the annual letter written to the auditor of the town to talk about any possible claims asserted or unasserted. We didn't have anything to report. So I asked Tom to put that in the packet for you to take a look at. The one previous item on the updated town policy I had a few comments about, which I sent to Tom and they are incorporated in the draft. I did take a look at the question Mary raised. You do have the authority to enter into a lease of the gas station. The quirk is under the county code 18.06.030 it authorizes management of town property subject to review and approval by the board of county commissioners. If we did a lease we would have to take it before the BOC and make sure they don't have any issues with it. In regard to that, Tom did solicit the DA's opinion. Doug wrote back and said even though the town acquired title under the public facility exemption, as long as a long term goal of the town was being served by what appears to be a proprietary or for profit lease, as long as that was serving the long term interest of converting it or completing it as a town facility, the county wouldn't raise any objection to it. So you could do it if it ever became viable. It's hard to think, after the presentation tonight, who might be interested in leasing it.

Vice-Chairman Miller asked in the event it qualifies for grants through the Main Street program, would we have to lease it to Main Street possibly to get the grants and how would we go about that.

Mr. Rowe did not know.

Mrs. Jones believed that question has more to do with the terms of the grant than our authority.

Mr. Rowe agreed with Cassandra on that. I think it would be dependent upon to whom the application was made and whether they would require MSG to be rightfully in possession. Lastly we did get resolution to the title issue on the alley next to the French. It does appear by virtue of a September 30th 1913 deed that the property was conveyed to the county. It was 13 ½ feet wide, 219 feet long, to be used as a public alley, is the first of two deeds that were recorded on that day. The next was for an additional 58 feet to be used as an alley for the public. The alley does appear to be the property of the county. You may or may not want to ask for that so you could ensure the maintenance was performed. I don't think that would affect any claim that may be out there now. It's something the board might want to think about in terms of having the county deed over the alley so you could ensure it receives maintenance.

Vice-Chairman Miller asked about abandonment of the alleyway.

Mr. Rowe answered if it was abandoned it would go back to the adjoining property owners.

Mrs. Slater asked if that is something they could legally block off with bollards.

Mr. Rowe advised if it was the town's property, we could look at making it a pedestrian access only.

Mrs. Slater asked if we could put up something to prevent automobiles from going through and post it as a public alley.

Mr. Rowe stated going in and coming out of it is extremely dangerous. The site distance on the side is blocked by the buildings.

Mrs. Slater believed as long as it is existing they could still do it. If we owned it we could stop the inflow and outflow of vehicles.

Mr. Rowe thought more of the maintenance side of it because we all know what the county's ability is to maintain its roads. If it were a town thoroughfare it would get more attention. As Tom reported a couple meetings ago, we agreed with the county we would split the cost of the research that went into the title work. The total bill was \$1,100.

Mr. Dallaire has not heard from Doug Ritchie.

Vice-Chairman Miller asked about creating letters to organizations on the invocation. Is it a possibility we can do it through a letter to the editor rather than approaching each entity? You indicated we should approach service clubs and things like that. I'm thinking I might leave somebody out. If I could do a letter to the editor, would that suffice?

Mr. Rowe mentioned a notice of the policy is published annually. You can do that. I don't see any problem with inviting any interested organization. The conversation that Ken and I had after the meeting was that I had attended a service in Fallon and it was for a veteran. The VFW had a chaplain. That role, whether it's a chaplain with VFW or the sheriff or any other organization, falls within the resolution and the policy.

Vice-Chairman Miller is having Carol email a copy of the resolution.

Mr. Rowe will send the resolution to Mr. Miller.

10. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for December 2015.

Mr. Dallaire reported Trinity Lutheran's parking lot is moving forward. They were looking for my comments. I got those done before I left on vacation. I got the response back but haven't reviewed it yet. We have identified a lot of grading issues on Mill Street. Anderson Engineering has identified there are drainage issues all the way along. We need to come up with a plan on that. It will have to be in addition to the contract. The existing valley gutter across Douglas at Mill is flat. We can fix all of that and include a handicapped ramp. We will have to coordinate with Anderson and Trinity Lutheran on getting those improvements done.

Vice-Chairman Miller shared Trinity is in the process of getting bids. We have the final plans.

Mr. Dallaire mentioned the county is still reviewing it. I just wanted to let you know this will be part of the budgeted work next year. Scott, with Main Street Gardnerville and I are doing a presentation to Sertoma on the Great Race. We still haven't heard from the Overland. The 2016 calendar of events for elected officials was sent out.

Mrs. Slater asked about rural housing wanting to meet on site at Crestmore Village to see about doing changes to the pond.

Mr. Dallaire talked with Rural Housing, Eddie Hult. He is working with WAVE on providing two more building units and they want to encroach onto the pond. They might have to acquire some property and relocate it back further. The outlets have to stay the same and those are toward the middle of the existing pond. They are talking about putting the buildings at the end of the existing structure.

Vice-Chairman Miller explained Crestmore Village was acquired very recently. When that happened they approached WAVE. We would get 20 or 30 more units on the existing land that is there. But because of the increased buildings the detention pond would have to be increased. That being the case Nevada Rural Housing would provide the monies to build that additional building.

Mrs. Slater asked if they would pay for the cost of changing the pond?

Vice-Chairman Miller answered that's what they need to find out if the pond has to be abandoned first.

Mr. Dallaire believed they would need to acquire property in the back, move the trail around there. If we are going to redo the pond I am hoping to get rid of the super steep side slopes and the fence so it looks like the pond across the street. The outlet still is on the other side at the Heritage Bank parking lot. Supposedly those ponds are connected. It fills up and actually discharges there.

Mrs. Jones noticed the bullet point on High Sierra Fellowship looking at the land by the park.

Mr. Dallaire met with two gentlemen from High Sierra. They are looking at building a church on the site. They would have to go through the special permit use process. They were thinking the building itself would be down by Maple or High School Street.

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Mrs. Jones thought while it would require a special use permit, it would be a compatible use with the housing, park and the commercial development that is already there. It is a lot better than some of the things I have heard over the years that might go in there.

Mr. Dallaire called attention to the plan for prosperity specifically shows it's supposed to be multifamily/multiuse facilities. It just depends on how you want to interpret the plan.

Mrs. Jones supposes if this came up, my question would be is our zoning meeting the needs for multifamily units. If we are going to change it, it's the same idea if you remove the RV parking requirement where do the RV's go? But also if the purpose was to be a buffer or transition between the Overland and the park into the housing, I can see a church being a great transition piece.

Mr. Dallaire sent the county survey link. The gas indexing is going to be on the ballot. It could generate the county a lot of money. It's another tax on top. Indexing is per gallon based on a ten year period. The tax can go up over that 10 year period. It's tied back to inflation. I don't see this county approving that. If it gets approved then it's up to the county commissioners over the next ten years to do a rate adjustment every year. I heard the new gas tax will go into effect February 1st 2016. The other thing is did you want to do a workshop for the budget?

Mr. Higuera would like one meeting for the budget and the CIP another meeting.

Mr. Miller thought we were doing a workshop.

Mrs. Jones is for a workshop.

Mr. Dallaire noted the other thing is training dates. I sent an email to Jennifer and Phil and Jim. I haven't gotten any response yet. We try to do it in January. Last year it was the first Thursday of the month.

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

No public comment.

Chairwoman Wenner thanked everyone for helping me today.

Motion Wenner/Miller to adjourn the meeting at 6:13 p.m.

Respectfully submitted,

Mary Wènne

Chairman

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Tom Dallaire Town Manager