



GARDNERVILLE TOWN BOARD

Meeting Minutes

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

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Senior for any questions or additional
information. You may also view the
board packet online at the town's website.

Tuesday, October 6, 2015

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Jack Crandall, Calvary Chapel

The meeting was called to order at 4: 35 p.m. by Chairman Higuera and a determination of a quorum was made.

PLEDGE OF ALLEGIANCE – Tom Dallaire

PUBLIC INTEREST COMMENTS (No Action)

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

No public comment.

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Motion Jones/Wenner to approve the agenda as written.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

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

Motion Slater/Miller to approve the previous minutes for September 1st, 2015.

No public comment.

Upon call for the vote, motion carried.

CONSENT CALENDAR FOR POSSIBLE ACTION

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

1. **For Possible Action:** Correspondence
Read and noted.
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
Accepted.
3. **For Possible Action:** Approve September 2015 claims
Approved.
4. **For Possible Action:** Approve purchase of one Road Vista retroreflectometer model 922 for the inventory and condition study of the towns street signs as required by the 2009 MUTCD, at a cost of \$9,750.
Approved.

Motion Wenner/Slater 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.  **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for September 2015.**

Mr. Dallaire stated Mrs. Lochridge is not here. She had a medical issue come up.

Vicki Bates, member of the Heritage Park Gardens committee, reported we finished the children's gardening workshops. That grant is being completed this fall. We completed the first year of our sharing garden and have two more years to go on that grant. The bridge to the children's garden was completed as an Eagle Scout project by Zack Cruz. We just had the Harvest Festival last weekend. We timed it with the scarecrow event. It was busy all day long. We had a scavenger hunt. Every kid that came in got a raffle ticket and every 20 minutes or half hour we drew names for a pumpkin that we grew in the gardens. We had a critter in the corn game. The kids decorated rocks to look like pumpkins. We had a number of items for donation. Overall we have noticed there seems to be a lot more awareness of gardens in the community. When we were setting up for the Harvest Festival there was a professional photographer out there. Carol ran across a couple of 6th grade classes from CVMS. They set up a workshop on the 14th of this month. We had a Gardnerville Elementary 4th grade class over there. The good news is thanks to Norie Jenkins, Lowe's has taken us on as a project. They are giving us \$5000 worth of products, plus volunteer labor. They will finish the fencing in the children's garden and are going to create an event area between the gazebo and the fence. They have also given us four 6-foot tables. Our project for next year is the event area that Lowe's is doing and starting container gardens.

Mr. Miller announced the coffin races are this weekend at 11:00. The check-in is 10:00. They have 13 entries. Each one will run about three times. Part of the money from Lowe's will go for new frames for the gallery on the old Magoo's building. Lowe's will build permanent frames with plexiglas so you can slide the photos in and out. I am meeting with the planning commission on the 13th to hopefully get approval of the mural to go up on the mason's building.

Vice-Chairwoman Wenner asked what kind of booths they will have at the coffin races.

Mr. Miller believed Main Street is selling soft drinks and water. That will be the only thing.

Mr. Dallaire mentioned Paula and Scott presented the Great Race event to the Carson Valley Visitor's Authority and they will donate \$1,000 toward the event for promotional materials.

6.  **For Possible Action: Approval of Resolution 2015R-060 augmenting the Town of Gardnerville budget for fiscal year 2015-2016; with public comment prior to board action.**

Mr. Dallaire advised this is for the grant funds that we had last year. We didn't get the project started. We met with state lands today. Charlie and Brandi were here to clarify what they needed. They went through Carol's binder of all the expenses we have been tracking. They had a few changes that needed to be made so Carol fixed what they needed and it is all ready to go. They will submit for the reimbursement and we will send them a report when the channel is complete. The augmentation includes the \$123,500 for the channel at Kingslane and the benches.

Motion Miller/Wenner to approve Resolution 2015R-060 augmenting the Town of Gardnerville budget for the fiscal year 2015/2016.

No public comment.


Upon call for the vote, motion carried unanimously.

7. **For Possible Action: Approve budget transfers for fiscal year 2015/2016; with public comment prior to board action.**

Mr. Dallaire explained this is just a paperwork issue. We are going from the board designated fund to capital projects so we can expend the money.

No public comment.

Motion Slater/Miller to approve the budget transfers for fiscal year 2015/2016. Motion carried.

8.  **For Possible Action: Discussion to reconsider a motion of the board at the April 7, 2015 town board meeting to “advise staff that we are opposed to any cost allocation from the county.” If reconsideration is approved, an interlocal agreement will be presented for the board’s consideration as Item 9 of this agenda; with public comment prior to board action.**

Mr. Dallaire had asked about the cost allocation in April. The direction from the board was not to pay it. We went back and negotiated more with Jim Nichols. The only thing I could justify paying cost allocation on is the 611 fund, which is the enterprise fund. It is a business. We could technically enter into a contract with DDI and have them pick up the trash and that service would not be provided by the town. The Town of Minden is on board with the enterprise funds as well, as far as I know. The risk is if we don’t get on board now with the cost allocation it could go to the county commissioners for a determination. It could go either way: enterprise fund or all of it.

Chairman Higuera pointed out this has been a long journey. This is the third county manager to broach this subject. Jim Nichols made it clear that it’s all or the enterprise fund. If we stand by the action we took in April then this will go back to the commissioners and they will have two choices. They will either go for a complete cost allocation of the entire budget or they could say the enterprise funds. Why gamble. It’s better to be proactive. There will be some kind of cost allocation that will go to the county. The least painful is the enterprise fund. The contract that’s been worked out is very well stated and even had some HR type of things, which give us a little more flexibility as a town.

Mr. Dallaire will go over that in the next item.

Mrs. Jones believed part of the reason we took that action is to give Tom the strongest possible negotiating stance. The purpose was to give him the strongest position to negotiate from. I do commend Tom for the hard work.

Mr. Miller felt it gave them an opportunity to make a stand.

Mrs. Slater thought the town can live with this. We can justify it now. The other figures could not be justified. That makes a huge difference.

No public comment.

Motion Miller/Slater to rescind the original motion of April 7, 2015 to advise staff that we are opposed to any cost allocation from the county and to reconsider approval of the interlocal agreement, which will be presented for the board’s consideration. Motion carried unanimously.

9.  **For Possible Action: Discussion to approve, approve with modification or to deny an interlocal agreement between Douglas County and the Town of Gardnerville, approving cost allocation from Douglas County to the towns enterprise funds only, at a cost to the 611 Fund (Health and Sanitation) of \$20,464, for the fiscal year 2015/16, authorizing the Board Chairman to sign the agreement; with public comment prior to Board action.**

Mr. Dallaire clarified the \$20,464 is what was posted in the cost allocation plan. The number of FTE’s is not correct as far as the cost allocation plan goes. I’m sure it will get corrected next year. The \$38,000 is more realistic with the HR support and everything that is identified as FTE’s in the cost allocation plan. Next year it will probably go up based on that correction. The \$20,464 is what we will pay this fiscal year. In December or January when we augment the budget we will revise that.

Chairman Higuera asked Mr. Dallaire to go into item 7.

Mr. Dallaire advised the towns were taking a firm stand and if we are our own entity and starting to pay for these services, then we should have a little more flexibility in our personnel, who we hire and what positions we need. That

was put in there under item 7, that we can add a new person without going to the county commissioners. We don't have to go to the county commissioners to change our merit rate. We can do that during the budget process. What we budget is what we will use. If we add a position we need to go to HR but not the commissioners.

Mr. Miller likes item 8, where the county manager has to go to the commissioners to terminate the agreement.

Mr. Dallaire shared Ryan, Minden's attorney, did a great job. Mike reviewed it and approved it. But Ryan and Doug worked through a lot of the wording while we were in the meeting. It is on Minden's agenda tomorrow.

Vice-Chairwoman Wenner asked if the money is going in the county general fund or do they have a cost allocation fund so they know how it is being spent.

Mr. Dallaire did not know. I think it is just going into the general fund. I don't know that they can track it.

Mrs. Slater commented the wording on the other agreement caused heartburn. Does this agreement eliminate that?

Mr. Dallaire thought it was about the 60 days versus the 120 days.

Mrs. Slater believed they had a disagreement with what the DA came up with.


Mr. Dallaire believed that was taken out. We don't have a problem with this agreement. Mike reviewed and approved this version too.

Mrs. Slater believed this agreement has been put together very well. A lot of consideration has been given on both sides and I like it.

No public comment.

Vice-Chairwoman Wenner appreciates all the work that Lloyd and Tom did on the agreement.

Motion Jones/Slater to approve the interlocal agreement between Douglas County and the Town of Gardnerville, approving cost allocation from Douglas County to the town's enterprise fund only at a cost to the 611 fund, which is health and sanitation, of \$20,464 for the fiscal year 2015/16 and authorizing the board chairman to sign the agreement. Motion carried.

10.  **For Possible Action:** Discussion to approve, approve with modifications or deny passage of Resolution 2015-01, which continues the board's adopted policy regarding opening invocations before meetings of the Town Board of Gardnerville and provides that the policy and resolution would automatically renew each year at the October meeting under the consent calendar unless a Board member requests that the invocation policy would be heard on the administrative calendar; with public comment prior to Board action.

Mr. Dallaire reviewed last year in October we approved Resolution 2014-01. The motion last year was to evaluate the policy after a year. Out of the 12 months we have been doing this one gentleman hasn't shown up. Ken has been putting it together every month. Staff has limited contact with time and effort in obtaining someone to do the invocation.

Chairman Higuera thought one of the concerns was it would bounce back on the office. Ken has done a great job of handling the whole process.


Mr. Miller usually just sends an email each month on who will be here. The biggest thing is contacting an individual. If someone wants to contact myself or the office to do the invocation they just need to let us know a month in advance.

Vice-Chairman Wenner believed the only issue would be if and when you are no longer on the board who would be taking over this task.

Mr. Miller will see at that time. I have three years left. I try to get the information to the office by the 20th of the month.

No public comment.

Motion Miller/Wenner to continue Resolution 2015-01 for the adopted policy regarding opening invocations before meetings of the Town of Gardnerville. Motion carried unanimously.

11.  **For Possible Action: Discussion to approve or deny adjusting the merit scoring system for Town of Gardnerville Employee Performance Evaluations, and make it retroactive to July 1, 2015 for the beginning of the 15/16 fiscal year; with public comment prior to Board action.**

Mr. Dallaire shared this goes back to what Minden has been talking with us about, trying to get town staff on the same page. We are the only departments in the county that have the same employee job descriptions. We want to keep them the same so it is fair to staff. The first thing is to change rates and scores back to what it was. Minden does round it so it is a whole number. The other thing is the pay bonus scale. Once you are at a capped pay there is a scale, but with the way we are doing PMP it is difficult to get a five or a six. With having a better description of what an EP is the employee understands our expectations a little better. We are going through and getting new job descriptions organized with HR for the reviews. The job descriptions changed substantially from what we had.

Mrs. Slater asked when you implement this will you be having a meeting with all the employees.

Mr. Dallaire has talked to a couple of the staff members. The reason we are backdating this is because Mike's been out of the office and he had a review due at the end of July. I have his review done. We are just waiting on this. Once we get this done I will get it turned in.


Mrs. Slater thought with a joint meeting they are all together. If anyone has a question they all get the same information.

Mr. Dallaire has given it to some staff members. They had no comments. I think they would like it to be consistent. We can review this annually.

Mr. LaCost has a staff meeting coming up to get ready for the Christmas decorations. We will discuss it then.

No further public comment.

Motion Wenner/Slater to approve adjusting the merit scoring system for the Town of Gardnerville employee performance evaluations and make it retroactive to July 1st, 2015. Motion carried unanimously.

12.  **For Possible Action: Discussion and review of existing Town Standards for lights, signs, and park equipment and trail amenities and associated costs with some found alternatives, with public comment prior to board action.**

Mrs. Jones pointed out on page 12.2 the first paragraph under lighting there is an SPPC. It should be NV Energy. On page 12-3 under landscape the addition was real properties owned by the development's homeowners. Developments should be possessive, so an apostrophe S. Those are the two typos I found.

Mr. Dallaire explained the biggest issue is the lights. The problem is we are ordering a custom part. Each light head is \$1,310 each and another \$1,000 for the decorative pole. (Power point presentation given) (Examples of lights shown)

Mr. Miller asked if we change them they would only be added for new developments and replacements for damage.

Mr. Dallaire agreed. I would like to try the new model with the LED. Eventually we will need to update them all.

Mrs. Slater commented it looks tacky if they don't match. I like the concept of a new one, but I would like to see a plan where we do one side of 395 through town before we proceed to the other side rather than patchwork.

Chairman Higuera shared we are more in an evaluation mode right now. We need to find the right product.

Mr. Miller agreed with Mrs. Slater. It is a process of phasing it in with the budget. It's not in the budget this year.

Great Basin Lighting reminded Mr. Dallaire that the LED technology is changing.

Vice-Chairwoman Wenner asked if the dark sky compliant is county code.

Mr. Dallaire replied yes.

Mrs. Slater likes the look of the others and that the light goes down rather than out.

Mr. Dallaire shared there are a lot of options. We would keep the same system that we have. All we are doing is changing the glow part. This all amounts to what number we would use on our standard detail. That's what I wanted to get. I will bring those back to you next month. I just wanted to see if you liked those styles.

Chairman Higuera would like to see us try it and see how it works out.

Mrs. Slater asked if the base will fit the same.

Mr. Dallaire answered it is all interchangeable.

Vice-Chairwoman Wenner likes the ball finial rather than the point.

Mrs. Slater asked on the third line down you have the word "only." Do you really want to lock yourself into something of that nature or do you want to keep this standard so you have some flexibility.

Mr. Dallaire just wanted to make sure the developers understood these are the only places we're asking for them: turning points, cul-de-sacs and intersections. I can take that out. We could add crosswalks in here. With the incident that happened recently it would be nice to identify the crosswalk at night too. I did notice the crosswalk on Church Street has no light on one side. Gary Whisler is helping us with the light at Waterloo and Northampton. He submitted that to NV Energy. He is helping us with the Kingslane light.

Do you have any input on the items below lighting, besides just get rid of "only" in the Sierra Pacific, that we missed? If everybody likes the one in the lower left we will put an example light in at the end of Snaffle Bit and you can drive by and look at it.

Mr. LaCost noticed in the Ranch area almost all the lights shine into someone's window. If we did want to move the Ranch development to that type of light there would only be a handful right now. All the expansion would be with those lights so they would all match.

Mrs. Jones shared we could keep the current globes as replacements for other areas of town until we finish to avoid the patchwork.

Mr. Dallaire will just do one for right now and see how everyone likes it and then we can move forward. Mr. Dallaire went over the traffic signal and crosswalk poles section of the improvement standards.

Mrs. Jones likes the cabinet white so the builders know where they are supposed to go. If green makes sense because of the landscaping or the décor, I'd rather have the box overall fit where it is going.

Mr. Dallaire can add that as an option or leave it out altogether. They are looking for us to maintain the traffic signal poles because we originally painted them black. I have a painter giving me a quote to paint the poles. The decorative poles are standard. We will need to have a maintenance plan on the traffic signs; either paint them or have them powder coated. I suggest the board go online and look at the options for park benches and see all the options.

Mrs. Slater asked Mr. Dallaire to just pick one that looks nice.

Mr. Dallaire advised the standard right now is a black bench. We do not have a black bench anywhere.

Mr. Miller asked about the benches that Main Street is installing. Are you talking about matching those?

Mr. Dallaire answered no. I am talking about the benches in the parks. Ryan was sanding them down, put them back out and six months later they are bad. We can replace those with wood slats which are \$40 per slat, 10 slats per bench. I would like to separate the parks from the pathway. The park needs to be a higher quality. Same with the trash cans. One of the things we were looking at for the trails is a bench that is made out of recycled milk jugs. They are \$675 for a bench.

Chairman Higuera asked about the colors. What about expanding the standards to have green and black? I like the idea of having it blend in with the surroundings. We don't have to have everything the same.

Mrs. Jones suggested making it the same way as the utility boxes, which is a six foot economizer in green unless waived in writing by the town.

Chairman Higuera felt at the cost difference it is worth getting an economizer just to test it.

Mrs. Jones felt if the Victor Stanley is \$1400 and we have to replace the slats twice in 20 years it amounts to \$2,200. We could almost buy four economizers in that time.

Mrs. Slater suggested getting the elite with the arms on it.

Mrs. Jones stated even if they have to replace the bench every ten years it's still cheaper than the Victor Stanley. I like the sitescapes for aesthetics with the wood and metal combination. It's consistent with the 1930's ranch/farm community. But the reality is the milk jug one makes more sense for finances and we can get a very similar feel and even if they have to be replaced twice as often it's still cheaper. And the places we will put it are on the trails.

Mrs. Slater likes the concept of using the milk jug one on the trails for the economy, keeping it a more rustic look and then when you get into town you come up with one that is a little more decorative and blends in more.

Mr. Dallaire talked about the solar tables and their cost.

Mrs. Slater asked about putting that on the S curve rather than on the trail. There might be more usage. It's under scrutiny.

Mr. Dallaire didn't know if that was proposed in the estimates for the Gardnerville station. The station will already have solar panels.

Mrs. Slater has a hard time justifying \$14,000 for a picnic table on the trails.

Mr. Dallaire asked about the dog park or the pond?

Mrs. Slater still believed it would be better at the Gardnerville station. The trail needs to be more natural.

Mrs. Jones would not want to spend \$14,000 for a picnic table anywhere. The reality is the generation coming up is going to be using their phone and their computers. They are wifi connected regardless of whether they are plugged in or not. For example, my laptop is in my purse at all times. The laptop has gotten so small I can work anywhere.

Mr. LaCost mentioned the town standard picnic table is right around \$5,000 for the concrete.

Chairman Higuera asked how many more standards does Mr. Dallaire need comments on.

Mr. Dallaire has trash cans left. There are a lot of options.

Mrs. Slater asked him to pick one he likes.

Ms. Jones suggested whatever is the easiest to maintain.

Mr. Dallaire can put the town logo across there.

Vice-Chairwoman Wenner has seen the wood slats broken.

Mr. Dallaire pointed out the ones made with milk jugs are cheaper. We can try that. Green is what we have everywhere. Do you want signage providing maps and markers on the trails?

Chairman Higuera thought it enhances the experience.

Mr. Dallaire asked about the park sign. The standard is a concrete sign. Is this something you still like?

The board agreed with the concrete sign.

Mr. Dallaire asked if there were any other concerns. I just wanted some input. I did add an ADA table.

Mrs. Slater asked about the landscaping section of the policy. You are putting yourself in a corner. I think you should just leave it with “DG ground cover, reddish in color, town approved,” something that is generic. The places you name in your policy may get out of business.

Vice-Chairwoman Wenner asked about the stamps on the grates. Is that something new we are going to start?

Mr. Dallaire answered they are only downtown in the historic district.

Chairman Higuera called for public comment.

Mr. Glenn Linderman’s comment was regarding the interchangeability of the lights, but that got resolved. You could avoid patchwork by moving the heads around.

Public comment closed.

13.  **Not For Possible Action: Discussion on the Town Attorney’s Monthly Report of activities for September 2015.**

Mr. Hales reported the town attorney did a lot with the interlocal agreement. It appears you are all staying out of trouble. That was it for the last month.

14.  **Not For Possible Action: Discussion on the Town Manager’s Monthly Report of activities for September 2015.**

Mr. Dallaire reported they are working with Mike on the truck issue. October 15th we are meeting with all of the entities involved. We had a coordinated phone call today. We will meet two people, one from AMREP and another from Cummings that will ride along with Craig. He will do the residential route. Then they will meet the rest of the group at 9:30 at Harvest and Petar so they can watch it come at them. By then it will be three-quarters full and a lot warmer. It seems to run better in cold weather. I am hoping it will be warm. We will see what happens. They cleared the codes out of the computer before Craig brought it back. We have the printout. Then we will take it back to Reno on the 15th to see what the codes are. It sounds like there will be about five people here.

Mr. Hales stated Mike will be there. I talked to him about it and his feeling was we got their attention.

Mr. Dallaire believed everybody is trying to work together. I am working on the bid for the bucket truck. I will get that over to Mike to review. I am hoping to have something to you next month. Cost allocation is finally done.

Chairman Higuera would like to be on the committee for the crosswalks RFQ.

Mr. Dallaire can have two board members on the committee if you would like to help us pick an engineer.

Chairman Higuera asked how quickly after we make the selection would the job actually get done.

Mr. Dallaire didn’t know about the whole project to construction. I think next summer. NDOT’s process has not been easy. The board will be selecting the firm next month.

Mr. Miller will need material on the mural for the presentation to the planning commission. That’s on the 13th. I need to pick that up in the office between now and the 12th.

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

Mr. Linderman wanted to speak on the last item. I noticed the new garbage truck was out there the other day. The only thing I was surprised at with the new truck was every garbage can lid was open. I don't know if that is curable.

Mr. Miller has also heard it does not empty the container completely.

Mr. Dallaire mentioned they turned down the pressure on the hydraulics. They have adjusted that. We left them open because people were calling saying we didn't pick up the garbage. If the cans are open when you take your can out you have already missed the garbage was the thinking behind that. The people out in the Ranch and Chichester were complaining. That was something staff was thinking they could do so they would let the people know when they're late with the garbage.

No further public comment.

Meeting adjourned at 6:30 p.m.

Lloyd Higuera
Chairman

Tom Dallaire
Town Manager