



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

Ken Miller, Chairman  
Linda Slater, Vice Chairman  
Lloyd Higuera, Board Member  
Mike Philips, Board Member  
Mary Wenner, 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, November 5, 2013

4:30 p.m.

Gardnerville Town Hall



Chairman Miller called the meeting to order and made the determination a quorum is present.



Lloyd Higuera led the Pledge of Allegiance.



Moment of silence honoring Dan Grimes, former employee of the Town of Gardnerville, who recently passed away.



#### **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 Philips/Higuera to approve the agenda as written.**

No public comment.

**Motion carried unanimously.**



#### **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**

October 1, 2013 Regular Board meeting, with public comment prior to Board action.

**Motion Higuera/Wenner to approve the previous minutes.**

No public comment.

**Motion carried unanimously.**



#### **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.

**Motion Higuera/Philips to approve the consent calendar.**

1. **For Possible Action:** Correspondence

Read and noted.

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

Motion to accept.

3. **For Possible Action:** Approve October 2013 claims

Motion to approve.

4. **For Possible Action:** Approve Town Special Event application by the Carson Valley Chamber of Commerce for the 18<sup>th</sup> Annual Parade of Lights, December 7, 2013 from 3:00 p.m. to 8:00 p.m.

Motion to approve.

5. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Carson Valley Chamber of Commerce for the 18<sup>th</sup> Annual Parade of Lights, December 7, 2013 starting at Heritage Park and ending in Minden Park.  
**Motion to recommend approval.**
6. **For Possible Action:** Approve the Douglas County 2013 Hazard mitigation plan for acceptance of the plan for implementation measures in order to receive funding of the project listed within the document.  
**Motion to approve.**
7. **For Possible Action:** Approve Resolution 2013R-072 augmenting the Town of Gardnerville budget for fiscal year 2013-2014.  
**Motion to approve Resolution 2013R-072.**

No public comment.

Upon call for the vote, motion carried unanimously.

#### **ADMINISTRATIVE AGENDA**

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

8.  **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for October 2013.

Ms. Lochridge thanked Mr. Rowe and his associates. I have been working very closely with Mike the last couple of weeks. It turns out some of the secretary of state's filings had a couple of words transposed. We got that all situated. We have a new sidewalk display that will go up in the next week. It will feature the photography artwork of local residents capturing photos of Carson Valley colors. The design committee will be discussing future themes to work around the Douglas High School student photography that we put up. The Holiday Shopping Bazaar is this Saturday. We have 44 vendors and close to 100 prizes and silent auction items. If you didn't hear, one of our very own, Carol Sandmeier, was elected volunteer of the year at the Chamber's gala on Saturday. We did have a labyrinth dedication at Heritage Park Gardens Fall Harvest Celebration on October 5<sup>th</sup>. We had over a 100 people join us. For the dedication itself we had over 40. We had to reschedule the quarterly volunteer orientation. It will be held November 18<sup>th</sup>. I would like to defer to Ken and Tom to tell you a little bit about the shed project.

Chairman Miller came up with a frame for a shed that was donated and about five of us picked up the frame and moved it to the garden. We built a pad and elevated it by two feet. We worked on it Saturday and Tom and Garth worked on it again Sunday. A lot of hard work was put in. We had about five or six volunteers.

Mr. Dallaire still needs to finish the roof.

Chairman Miller mentioned some of the materials, such as the siding, were donated. I have some materials that will be donated for shelving.

9.  **For Possible Action:** Discuss and receive status report on Eagle Gas Project and approve the preliminary CDBG (Community Development Block Grant) application to Douglas County in the amount of \$88,700 to pay for phase 1 tasks, with public comment prior to board action.

Mr. Dallaire thanked Candace for putting a lot of work, time and effort into this application. She has been a huge help. We did submit the application to Douglas County. It is going before the county commissioners on this Thursday. Dirk will be doing a brief presentation on all the applications. On the 21<sup>st</sup> of this month we will be heading up to Tahoe to do our own five minute presentation on the project. Then they will rank the applications before they go to the state. We did split it into a couple of tasks rather than one overall project. I still need some input on the storm drainage from Denny. He is adjusting the model according to what we discussed. We need to get more indepth plans on the building before we come up with the final costs. We have estimated \$88,700 for the funding this year to do the planning, tank removal and cleanup. We did contact NV Energy who will be removing the trees. The application is in the packet. RO Anderson is doing a boundary line survey right now.

Mr. Higuera thought it was put together very nicely. I love the way this project is moving forward.

Chairman Miller commended staff on this project.

No public comment.

**Motion Higuera/Slater to approve the preliminary Community Development Block Grant application to Douglas County in the amount of \$88,700 to pay for phase 1 tasks for the Eagle Gas Station project. Motion carried unanimously.**

10.  **For Possible Action:** Discussion and approval of the NV Energy Charging Station Shared Investment Program agreement for a dual port ChargePoint EV charging station (CT4021) on Eddy Street, and fund the installation, maintenance, and annual fee for the ChargePoint service and provide free charging service within Gardnerville for the first 5 years, and authorize the town manager to sign project documentation, with public comment prior to board action.

Mr. Dallaire reported Travis Johnson at NV Energy approached me two weeks ago and informed me NV Energy still has money to go toward this program. They were excited about the locations we had reviewed with him: Heritage Park, Eddy Street and Eagle Gas. Eagle Gas is where we ultimately want it. The program is going to be terminated at the end of this year. The money for this year has to be spent by December 15<sup>th</sup>. (Mr. Dallaire went over the pros and cons for each location).

Chairman Miller attended the meeting with NDOT and there is a movement in the works to provide charging stations from San Francisco to Cheyenne, Wyoming on Interstate 80 within the next 5 or 6 years. There would need be an interstate agreement to do this. They are also putting in hot spots at rest stops so people can pull over and do trip planning on Interstate 80.

Vice-Chairman Slater asked if the initial startup costs would be about \$340.

Mr. Dallaire answered the initial cost is the install. We won't have any fees the first year. It will be a little over \$4,000 if NV Energy gives us \$7,000 for the unit itself. Next year we will have a charge from Charge Point to be on this network, \$170 per side. The maintenance is keeping the unit clean and presentable. That would be staff time. We will have costs by the car. Las Vegas has three or four stations and It costs about \$7.71 for three stations 30 days usage. They did say NV Energy will possibly give us a discount on the meter rate.

Vice-Chairman Slater asked if we need a specialized electrician.

Mr. Dallaire explained NV Energy selected Briggs Electric out of Carson.

Vice-Chairman Slater asked if and when the phase is completed to sufficient standard where we could move the charging station from Eddy Street to the Eagle Gas Station site, is that something that can be done in-house and at no additional charge?

Mr. Dallaire believed they will have to have Briggs Electric or another entity come out to move and relocate it. That will be part of CDBG funds to install the improvements on Eagle Gas. Then they will take that unit and relocate it.

Vice-Chairman Slater asked if it is outside the five year time frame, do we pay all fees up front to create a second location.

Mr. Dallaire answered if the program goes away we will be responsible in two years or three years, whenever we get the funding for the improvements on Eagle Gas, we will be responsible for providing that unit on site. A dual unit is estimated around \$10,000 for the unit in the future. All the cars have to have Charge Point cards so when it is swiped the card is charged.

Vice-Chairman Slater asked if this site doesn't work and Eagle Gas is not prepared, is there another location south of town where the development is ongoing that could accept this unit at a price we could work with.

Mr. Dallaire felt it would depend on the installation costs. We could have it at the detention pond or Heritage Park. It will be a lot more costly to install the unit because of the expenses. Travis Johnson, with NV Energy said he didn't think we need to designate it as "only" parking at this time. We would put the "only" in if it becomes popular. So if we have one specifically for an electric vehicle we will paint it green and say it is an electric vehicle charging station.

Vice-Chairman Slater asked what the liability is to the town. According to the contract it spells out the limit of liability by the company. What about us?

Mrs. Amens thought that might be something they would want to put up on a sign between the host and the user. I think you can put up a sign that would limit liability.

Mr. Higuera suggested checking with the jurisdictions that have them.

Chairman Miller called for public comment.

Marie Lekumberry, JT restaurant, thought Tom pretty much spoke to the concerns JB and I have about those parking places. They are pretty high traffic parking spaces. They are busy from the morning until late at night. We just think the town and our business would be better served if it could go in another location where the parking is not so highly utilized. We understand the cost problems. But in the long run we think they would be better served if it goes somewhere else.

No further public comment.

Ms. Wenner would like to put it on Eddy Street but I understand their concerns. How much more would it be for Heritage Park?

Mr. Dallaire would have pavement to cut and add to our meter. It just doesn't pencil over there. Those are the only places in town that we actually own.

Ms. Wenner would personally like to see the charging station at the park if we can't have it on Eddy Street. I think that way if we decide to have it at the gas station and leave it at Heritage Park then we have two.

Mr. Philips thought for the sake of the local businesses it looks better over by the Historian even though it will cost slightly more. I understand Marie's position because anybody that goes to the JT knows as soon as the sun goes down there aren't any parking spaces over there.

**Motion Higuera/Philips to approve the NV Energy charging station shared investment program agreement for a dual port EV charging station on Eddy Street adjacent to the Historian Inn with the Town of Gardnerville expenses not to exceed \$7500.**

**Mr. Higuera/Philips added to the motion: and approve the town manager to sign the paperwork. Motion carried unanimously.**

11.  **For Possible Action: Discussion on funding the Christmas Kickoff Fireworks display including consideration of the Health and Sanitation Department's sponsorship of the display; providing a raffle for one single family residence within the Town of Gardnerville to win free trash service pick up for one year (January 1, 2014 through December 31, 2014), not excluding the town employees but excluding Town Board members, with public comment prior to board action.**

Mr. Dallaire clarified the raffle is for Gardnerville trash service for a year only. So anyone who lives within the town limits and fills out the survey, including the employees, could win. We can get email addresses and send out an e-newsletter. We wanted to provide the board an update on funding. The costs and contract for Lantis is \$8,000 for the fireworks. We had an anonymous donor last year that gave \$100 cash after the fireworks. We also received from Carol Sandmeier \$100 donation for the fireworks. So now we are down to \$6,350. We do have a couple more promises. We have an ad in the paper. We have a little blurb in the newsletter. There is a copy of the newsletter to review that we need comments back by Thursday. The trash service for the year would be \$220.40. The pavilion lighting and fireworks are on Thursday. Minden has their pavilion and park lighting on Friday. Genoa has their lighting. Saturday is the Parade of Lights. It starts at the park and goes down Ezell, up Eddy to the highway. The sheriff's office would prefer to stay on Gilman. We will have Ted Nagel do music at the park. We will put the firepits out. I have asked Lloyd and Paula to announce the floats at the judging station. We need to have the floats announced.

Vice-Chairman Slater asked if the town could talk with the sheriff to give the people who are landlocked during

the parade a little leeway to be able to come across the road to get in or out.

Mr. Dallaire asked if they were okay with the funding. Also Project Santa Claus is starting up again. We collect bikes at the maintenance yard for Gary Dove. China Springs had an open house for their new six station bike repair facility they are utilizing to fix the bikes.

Ms. Wenner asked about the drawing. Are people supposed to enter? You're not just going to take a random selection?

Mr. Dallaire needs to get an application online and at the event. But it has to be a Gardnerville resident. We need to make sure they are from the Town of Gardnerville.

Chairman Miller called for public comment.

Mr. Hildebrand, Record Courier, is occasionally locked out by the early closure of the parade. I like to have all my friends be able to show up and make it past the barrier instead of getting locked out behind it. 395 and Buckeye is a mess. I'm always looking for an accurate time.

Mr. Dallaire understands that NHP shuts that down. But you can go around. Douglas is open and Douglas will be open here as well. The locals that know how to get around should be able to get from Minden to Gardnerville.

Mr. Hildebrand would like to help out the people that don't know the town that well.

No further public comment.

**Motion Higuera/Wenner to approve funding for the Christmas Kickoff fireworks display including approving the Health & Sanitation Department's sponsorship of the display; Health & Sanitation providing a raffle for one single family residence within the town of Gardnerville to win free trash service pickup for one year, January 1, 2014 to December 31, 2014, not excluding the town employees which live in the town of Gardnerville but excluding town board members. Motion carried unanimously.**

12.  **For Possible Action:** Discussion on and direction to staff, to pursue acquiring fee title to a 0.13 acre parcel (APN: 1220-03-210-015) containing Arbor Gardens development United States Postal Service mail box cluster, currently owned by Syncon Homes, with public comment prior to board action.

Mr. Dallaire reported this came up during the construction of New Beginnings. The parcel was a leftover site of 0.13 acres. Syncon Homes currently owns it. They are not maintaining it. We own the right of way on Crestmore. That little parcel is an inbetween area. We can keep it cleaned up. We will have the pond area to keep up as well. We have water to the pond site now. We can landscape it. I called Syncon Homes and asked them to mow the weeds down. I did approach them at that time to see if they were willing to give us the property. I got a call last week that said they were willing to do that if we provided the paperwork. I sent over the request to Mike Rowe and Mike replied they will expend some money so let's get board approval. Are you okay with this? It will be some maintenance costs but we can get an Eagle Scout project for this parcel. I have three Eagle Scouts looking for projects. Gardner Park is one of the projects. I have another Eagle Scout working on Heritage Park to remove the bark.

**Motion Slater/Wenner to pursue acquiring fee title to a 0.13 acre parcel APN 1220-03-210-015 containing Arbor Gardens Development United States Postal Service mailbox clusters currently owned by Syncon Homes.**

No public comment.

**Motion carried unanimously.**

13.  **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for October 2013.

Mrs. Amens reported Paula has already mentioned some of the work Mike was doing for Main Street to correct the Secretary of State's filing. We do all the Main Street work pro bono. On Aheren, the delinquent trash bill, we

finally collected on that. On the Sharkey's bankruptcy, we had the option of submitting a ballot to approve the bankruptcy and claims or not to. They listed the service they receive from the town as a necessary service. So we went ahead and submitted a ballot in support of that. They have made almost a double payment on the arrearages. They are making a good effort. Other than that, we will move forward on the last action with the quitclaim deed to transfer title.

Cassandra Jones, introduced herself for the record. I live in Chichester.

14.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for October 2013.**

Mr. Dallaire resubmitted three projects to NDOT. They awarded the grant on the trails. 756 - Douglas County – Jeff Foltz submitted on that. Then I submitted the sidewalk crossing at Mill, which includes ADA access ramps and crosswalks with the flashing beacons. So we have four of those in town: Mill, High School, Mission and Kingslane will get relocated down to Raley's driveway. They approved all that. We are going to be responsible for \$15,000 on that. We haven't had a project meeting yet. I will call them tomorrow to see if they are waiting for me. I did meet with NDOT and Jeff Foltz on 756. Now it is to a point they sent it back to NDOT staff to evaluate the proposal Jeff came up with on adding that 10 feet of the bridge. Now they are talking about total replacement or adding a pedestrian access off the street so they can still get in and maintain it. They can see in the pictures there is a lot of debris down there. Jeff basically gave the whole thing to them. We had originally identified \$20,000 to go towards that project, which we would have to find again. NDOT wanted a month to figure out where they were with the 756 crossing. The sidewalk crossing project we will have to move some irrigation boxes on High School Street. I talked with Lisa Noonan about the safe routes to school. She was going to ask her GIS team to get something more solid for the ADA transition plan. We also talked about the GES school and what they were planning on doing. We talked about the extension of High School Street. She didn't know about that proposal. She is concerned about the bus access to the highway. She expressed some interest in that project. It is an NDOT project as well. It will be pricey.

Mr. Philips asked when they plan the trail system are you going to have to take into account there may be an extension put through there someday.

Mr. Dallaire answered no. There will be another model to go off of which will make it easier for planning in the future and cheaper to do the analysis. Denny believes that floodway is a little premature. You can't have a floodway on a road where the water is just starting. So technically it doesn't start until Gilman. He is planning on doing a presentation next month. I attended a meeting on the Carson River. The river is actually moving towards the highway from the golf course. It is all on Indian property. We will need to discuss whether we want to participate in this to protect Gardnerville. We will wait and watch. If it becomes an issue then we will get involved. We went on the ghost walk. We stopped at the jail and I noticed the metal door on the outside is flimsy. So I asked Mike Rowe who is responsible for maintaining that. Basically I have to contact 20-30 and tell them to fix it. It looks like it has been pried open. I will look into that.

Chairman Miller asked when Mr. Dallaire is planning to interview.

Mr. Dallaire whittled down the list of 38 applicants to about 12 that I think would be interesting. I wanted to make sure they understood this is what we can pay. If they are interested give me a call and I will do a phone interview. So they have two days to get back to me. I will pull the ones that reply. HSA, the health insurance costs, is something that will affect the budget. I haven't seen actual numbers yet. Insurance enrollment starts next week and goes to the end of the month. The HMO and PPO didn't really change much. The HSA is going up 26 percent. The core HSA plan is really changing drastically. It is increasing the deductible quite a bit and the coverage is 80-20 up to a limit. The County is talking about a one-time distribution into the HSA account of an additional \$500 for those who elect to use that plan. In January we will have some increases in benefit costs.

Chairman Miller read an article the county is passing most of the expense on to their employees.

Ms. Wenner clarified it is the dependents that cost the most. If you have a PPO through the county they pretty much cover that for the employee.

Chairman Miller wanted to let everyone know there is a group getting together in the Douglas County area putting together a council. It will be a nonprofit organization. It will be housed out of the Topaz Lodge. It will be a

matter of putting the paperwork together and more of a public clinic and also suicide prevention for veterans. I will be serving on that council. Also I attended an NDOT meeting and it looks like Douglas County is getting to be known by NDOT because we are getting some of the grants for highways. Lee Bonner also attended that meeting. One of the issues that came up is the possible improvement of Waterloo Lane between 756 and Highway 88. They said it had to be submitted on a PIF form. They are putting the PIF on line. Douglas County is one of the test areas. Hopefully we will get some answers on some of these things. It was a very worthwhile workshop.

Mr. Dallaire went to a Southwest Gas meeting about upgrading their lines. It is a new coordination effort that Southwest Gas is doing. Most of it is in the Kingsbury area.

15.  **For Possible Action: Discussion on the Town Manager's goals, with public comment prior to board action.**

Mr. Dallaire wanted to bring this for the Board to formally adopt.

Vice-Chairman Slater felt it lays out a good plan. It is something you can build from for the next evaluation.

No public comment.

**Motion Higuera/Slater to approve the 2013/2014 goals for the Town Manager/Engineer Tom Dallaire.  
Motion carried unanimously.**

**Motion Higuera/Philips to adjourn Motion carried unanimously. Meeting adjourned at 6:46 p.m.**

Respectfully submitted,

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Ken Miller  
Chairman

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Tom Dallaire  
Town Manager