



GARDNERVILLE TOWN BOARD

Meeting Minutes

Mary Wenner, Chairwoman
Ken Miller, Vice Chairman
Cassandra Jones, Board Member
Linda Slater, Board Member
Lloyd Higuera, 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 2, 2016

4:30 p.m.

Gardnerville Town Hall

 4:30 P.M. Chairwoman Wenner was advised that the pastor who was supposed to do the invocation is not here tonight.

 Chairwoman Wenner called the meeting to order and made the determination a quorum is present.

PRESENT:

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

Mike Rowe, Town Counsel
Tom Dallaire, Town Manager
Geoff LaCost, Superintendent Town Public Works
Carol Louthan, Administrative Services Manager

 PLEDGE OF ALLEGIANCE – Vice-Chairman Miller led the flag salute.

 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.

Jeannie Lamb asked about the road cracks in Chichester Estates. I don't remember when they said they were going to be doing that.

Mr. Dallaire will be starting the crack sealing & repairing in the spring.

No further 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.

Mr. Rowe advised on item 8, if an amendment to that could be made to add "with public comment prior to board action." It was inadvertently left off the agenda.

No public comment.

Motion Higuera/Miller to approve the agenda with the correction to item #8 in regard to public comment. Motion carried unanimously.

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

January 5, 2016 Regular Board meeting, with public comment prior to Board action.

No public comment.

Motion Slater/Jones to approve the previous minutes of January 5th, 2016. 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. **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 January 2016 claims
Approved.

No public comment.

Motion Higuera/Slater to approve the consent calendar. 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 January 2016.

Mr. Miller reported Mrs. Lochridge was not feeling well. She asked that her report, as presented, be entered into the record. If you have any questions I can answer them.

5.  **For Possible Action:** Discussion to accept legal counsel's summary of claims for tortious conduct as required annually per NRS 41.0385, with public comment prior to Board action.

Mr. Rowe reported this is standard. It requires you receive a report on any tortious claims that may have been made in the preceding year. As you can see there have been none. The summary from the pool on page 5-3, property damage was paid in the amount of \$462.50, but it's a pretty clean report. Make a motion to approve under the statute to become part of your public record.

No public comment.

Motion Higuera/Jones to accept legal counsel's summary of claims for tortious conduct as required annually by NRS 41.0385. Motion carried unanimously.

6.  **For Possible Action:** Approve Resolution No. 2016R-006 augmenting the Town of Gardnerville budget for fiscal year 2015-2016; with public comment prior to Board action.

Mr. Dallaire informed board members this is getting pushed off a month at the county but we are ahead of schedule. We did go through and discuss with county staff where we are this year with the ending year. These are the funds that are moving forward and how we will distribute them. You have the original that we normally sign and the budget augmentation shows how it is distributed.

No public comment.

Motion Higuera/Slater to approve Resolution 2016R-006 augmenting the Town of Gardnerville budget for fiscal year 2015-2016. Motion carried unanimously.

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

Mr. Dallaire went over the expense items receiving the funds from the augmentation.

Public comment.

Mrs. Jeannie Lamb asked about the cracks in the asphalt in the Chichester area. It's not on the list.

Mr. Dallaire explained it is on the road maintenance projects in the spring. We are getting the plans put together now.

Mrs. Lamb is over at the garden quite a bit. I noticed there are workers that get up on the top of the building at the park and there is a very high roof. Are they insured safety-wise? They are up there working. It looks dangerous.

Mr. Dallaire explained there is a tie off system on the roof that they hook up to with their harness.


Mrs. Jones added they would be covered by Worker's Comp as well, if they were injured on the job. We do have Worker's Comp insurance.

Mrs. Lamb asked if the town had an ambulance.

Mrs. Jones explained East Fork would provide that.

No further public comment.

Motion Jones/Higuera to approve the budget transfers for fiscal year 2015-2016. Motion carried unanimously.

8.  **For Possible Action: Approve, approve with modifications, or deny; the following updated town policies;**
- a. **Bid Advertisement policy 12.1**
 - b. **Movies in the Park policy 18.35**
 - c. **Overhead Street Banner policy 29.1;**
with public comment prior to Board action.

Mr. Dallaire explained these three policies are the ones that were updated this month. There is a list of policies we need to work on updating. The bid advertisement procedure changed in NRS. We just cut and pasted it from NRS. The movies in the park, the highlighted portion is all that changed. We didn't have an overhead street banner policy. It was more of a procedure. So we created it as a policy. There was one thing that we added telling them we are not a banner storage facility.

Mrs. Slater is glad to see item "g" added about the "town will not install dirty, tattered or non-compliant banners." We needed to have some regulations over what goes up visually across main street.

Mr. Dallaire has talked with staff and wind over 70 miles an hour we will take the banner down.

Mr. Miller didn't see anything in the procedure they need to apply to NDOT. They fill out our application.

Mr. Dallaire explained the applicant fills out our application and they have to provide NDOT approval before the banner goes up.


Mrs. Jones asked about striking the reservation of anytime in June. Do we want to preserve any space for the 4th of July celebration?

Mr. Dallaire does not have a banner for the fun run.

Mrs. Jones feels the phrase "the permittee shall repair and be made to comply with the banner detail" is awkward. I would recommend it be rephrased as "the permittee shall comply with the banner detail and shall repair the banner as necessary." That's my feedback for that policy. Number 12.1, right in the middle of the page it references the NRS for purchases between \$25,000 and \$50,000. It says that it's NRS 332.036. That statute does not exist. It should be .039, the same statute as the previous paragraph. On page 8-5, paragraph one, there are the words profit center end quote then a period. Grammatically the period should be inside the quote.

No public comment.

Motion Miller/Slater to approve with modifications the following updated town policies: bid advertisement, Policy 12.1, Movies in the Park policy 18.35 and Overhead Street Banner policy 29.1. Motion carried unanimously.

9.  **For Possible Action: Discussion to provide direction to staff on Town's Capital Improvement Plan (CIP) 2016-2020 to be submitted to the County and used for Town's budget development for Fiscal Year 2016/2017, including but not limited to;**
- a. Discuss finished projects**
 - b. Discuss pending projects**
 - c. Discuss and provide update to the town's 5 year CIP, fiscal years 2016-2020 and discussion on other matters, properly related thereto; with public comment prior to Board action.**

Mr. Dallaire did get approval from Gohar, at the county, to push our CIP submittal from the end of February to after the budget is done. I explained to her we don't get notice from the state on what our projected budget will be until the 15th. Last year it was February 25th. Usually we hear this item in March. Linda gets to participate in the CIP this year. So we will just deal with the projects today and the budget next month. We wanted to show you what we have accomplished this year. (Power point presentation given) The Hellwinkel Channel and Pedestrian Path, boy scout projects, trip hazard remediation, Arbor Day event --

Mrs. Jones suggested getting GES involved (in Arbor Day) this year since it is right next door.

Mr. Dallaire continued with the Gardnerville station.

Mrs. Lamb thought the color scheme was attractive. Have all the neighborhood residents voiced their opinion regarding this project?

Mr. Dallaire answered yes.

Mrs. Lamb asked if they were glad to see something being done.

Mr. Dallaire answered yes. The people across the street are excited.

Mrs. Jones added we had several workshops with the public and invited feedback on the design and the color choices.

Mr. Dallaire resumed his report on the Gardnerville station. We replaced the carpet and air conditioner in the town office, reviewed plans on Courthouse Alley (Overland) and Virginia Ranch Road from Muller to before the ditch (Gardnerville Water Co.).

Vice-Chairman Miller asked if we have control over all the streets out there: Virginia Ranch, Muller Lane.

Mr. Dallaire answered not Muller Lane. Mathias was ours but now belongs to the county, as Muller Parkway.

Vice-Chairman Miller pointed out the more I drive Virginia Ranch, if you are not paying attention, it is easy to run the stop sign at Muller. We need a warning before the stop sign.

Mr. Dallaire continued his report on town projects: the irrigation box was cleaned near Kingslane/US 395, performed maintenance and repairs along the Gilman ponds.

Mrs. Jones suggested putting the power point on the town's website and Facebook. It is a great recap of what town staff has done over the last year. We should put it in a way that is accessible to the public.

Mr. Dallaire resumed his presentation with town events: Movies in the Park, the Great Race and car show, Freedom 5k/CV Pops and Splash Dogs

Mrs. Jones advised the school district is considering its calendar for next year. They put out surveys to parents as to whether we wanted the traditional schedule or an alternative schedule. August 19 to the 21st, if it was a traditional schedule would probably be the weekend right before school started. If they go to a more spread out year school would already be in session. We might ask the school district when they think school will start so the last movies in the park isn't the first Friday of the school year. Under the new proposal the start date might be as early as the first or second week of August.

Mr. Dallaire saw a problem last year with Splash Dogs leaving their equipment up on Sunday night. They left the pool up until Monday morning. It was hard for the school to get through. The street needs to be open Sunday night so Monday morning traffic can get around the park.

Vice-Chairman Miller felt the town needs to become part of the coffin races. The town could bring in bleachers.

Mr. Higuera commented it is such a great event we should continue and build on it.

Mr. Dallaire asked about the Christmas light show. We were talking with staff just seeing if you are interested in lighting it up and not have the light show. The cosmic ribbon part is getting expensive. We have to replace it every year. We have a design for a new tree where we have a channel so the ribbon is a little more protected. But basically we have to zip tie it to the tree that is up there and the zip ties are breaking the connections. The ribbon is pretty fragile. The ribbons are not cheap. We can redesign the tree, but it's a safety part putting a 15 foot tall tree on the pavilion. We would still decorate it.

Mrs. Jones asked when you talk about the light show are you talking the whole month?

Mr. Dallaire answered yes.

Mrs. Jones felt it is part of a family tradition now.

Mrs. Slater asked if we just had the lighting on the kickoff and then just on weekends?

Mr. Dallaire would still have to have all the ribbons. We are spending money year after year on those. Just wanted to make sure that was something you wanted to continue. Is there anything else you want to add? This year was the least amount of donations for the fireworks we received since we started.

Mrs. Slater recommended the next newsletter might have an article on the front page that without support this will be the last year for the fireworks.

Mrs. Jones suggested partnering with Main Street and using their network to help fundraise. It is about bringing boots to the ground in our immediate community. Part of that was between the Christmas Kickoff evening and the Parade of Lights visitors hopefully stay in the area, have dinner and do shopping. I can see it as being a benefit to Main Street.

Vice-Chairman Miller shared most of the Main Street members are one or two person shops. They don't have time to even come to the training meetings. Trying to get them to stay open on special events, it just doesn't happen.

Mrs. Jones' mentioned sponsorship level donations like Austin's House might help. It becomes a marketing expense.

Mr. Dallaire informed board members that is what we do.

Mrs. Slater would like to put a question on the survey asking if people are willing to help sponsor the fireworks. If they don't respond maybe it's an indication we shouldn't move forward with it anymore.

Mr. Dallaire went over the current projects: trails grant, Village Motel boundary line adjustment, Hussman storm drain replacement between Mill and High School, 395 crosswalk improvements, concrete work town-wide, bollards at Carrick detention pond, the Oxoby ramp is heaving, Industrial Way and Southgate need reconstructed and we are working on plans for the wall (recycling area) at the maintenance facility.

Mrs. Slater suggested acquiring the remaining acreage of the Hellwinkel property next to the Hellwinkel trail. It's in town. You could do a new building.

Mr. Dallaire added Mill Street to the project list for 16/17. The projects for next year include: sidewalk and ADA repairs, Valley Vision (do you want to continue adding money?). The county did not contribute this year.

Mrs. Slater asked Mr. Dallaire to contact Lisa Granahan and let her know per the discussion tonight we are wondering why they have not come forth with the funds. What are their intentions? Give us an update at the next meeting and then we can make a decision.

Mr. Dallaire has \$60,000 for the Gardnerville Station. We might have to increase that. Road maintenance is still the same. Crack sealing is \$15,000. We have a storm drain that needs replacing on Centertowne. The Toler to Raley's sidewalk, Hellwinkel barn and shop are on the list as well as tree treatment for aphids. Other projects to consider: purchase of property for maintenance yard, clean out Martin Slough north of the ponds, irrigation improvements for Kingslane project, path signage and landscaping amenities once the pathway goes in through the Ranch project.

Mr. LaCost is looking at a community orchard.

Mr. Dallaire has talked about replacing the brick with stamped or colored concrete at heritage park and along Gilman Ave. I was hoping to get a grant for the bridge at the Hellwinkel barns. We can apply for that in the future. The county is putting culverts under the new trail. I would like to replace the culverts with bridges. Maintenance-wise we will be a lot better off cleaning under the bridges, than culverts.

Mrs. Jones would want to keep recycling on the radar. On the crack sealing and microsurfacing, I didn't see Gardner Park, the older areas or the Ranch in the communities that are specified for crack repair and microsurfacing.

Mr. Dallaire explained crack repair is the large cracks that Jeannie was talking about. Crack sealing is the \$15,000 we spend on the material only.

Mrs. Jones sees in 2017 the Industrial area and Stodick. I don't see Gardner Park, the old area of Gardnerville or the Ranch. We have to have maintenance. I don't want those communities falling off the radar.

Mr. Dallaire is trying to keep all the roads in there. Pretty soon those will be rebuilt. We have Douglas Avenue, Spruce and Cottonwood in Phase 1, \$150,000. Then Cottonwood to High School is phase 2. Then we look at either Hussman, Gardner, Cemetery or Bell. We will contract with Nichols Consulting again this year for the pavement condition index. We do have a list of roads that are below PCI of 60. We should do the Ranch as a microsurface, but we haven't finished Chichester. We will be saw cutting some sections on Edlesborough and Granborough to see if that reduces the amount of big cracks that will make the crack situation more manageable.

Mrs. Jones has the list of roads that should undergo complete repair. I just want to make sure some of the communities that might not have a name are not getting lost.

Chairwoman Wenner asked if there is a calendar on what roads get done in what years?

Mr. Dallaire does not. We focus on zones each year. We have to get the guys out and crack fill. The new machine would keep up with two people shooting the material down.

Chairwoman Wenner asked what Mr. Dallaire needs from the board. Do you need the board to put the projects in order?

Mr. Dallaire just wants to make sure what we have on here is good with the board.

Mrs. Jones is looking ahead at future years. Under parks and rec I was thinking we want to make sure there are replacement for structures, benches, trash cans, trees and foliage.

Mr. Dallaire stated those are maintenance items.

Mrs. Jones felt as long as it gets in the budget it doesn't have to be on the CIP. But trail amenities, we need to look at future years replacement when they wear out.

Mr. Dallaire clarified that is maintenance. We don't have to do a CIP for that. Road maintenance has been \$50,000 forever. I am planning on upping that in the future years. We can add the benches on the non-capital side and buy one bench a year.

Mrs. Jones is having a hard time differentiating between the maintenance of a capital project and payment of a capital project.

Mr. Dallaire will do some training on that.

Mrs. Jones asked that he forward the paperwork on the zones and the basic plan that is in place for addressing maintenance to those four zones.

Mr. Dallaire explained when you go out and look at the street and give it a PCI score, it tells you where, on the pavement condition curve, you are on a particular street. I don't know where we are on that yet because we only have three years' history, with 2 PCI reporting. So this will change with the next review, it will allow us to have three points on the curve. If we come up with a 20 year plan it will not be accurate.

Mrs. Slater felt Mr. Dallaire could bring that forward as an exception when you bring the budget forward. This is what was planned, however, we have another issue that we need to address or did address.

Mrs. Jones sees he is already doing that. In 2019 there is a phase 1 reconstruct opposite Chichester's maintenance. Part of what you are asking the board is, it appears we will have some funds next year that we can put into capital improvement and what projects should we consider.

Mr. Dallaire made the list and if there are others items you think of, bring them up next month or tonight if you have them. We are working with DDI on recycling. But we don't have a facility to do that and I don't know that we want to charge what it would take to man a recycling center.

Mrs. Jones would love to see us start conceptualizing what a recycling program would look like so we can get it into process two, maybe three years from now. For the next immediate year we need to do what we can to repair our flood structure and irrigation boxes.

Mr. Dallaire pointed out DDI will be a big player in that. If they have a facility plan and the county could help fund those improvements, then they can have it up and running. Once they get an agreement with Carson City then they can haul the trash to Carson and save fuel and maintenance on their operation. The rate they want to charge the towns in their plan is still \$76 a ton.

Public comment.

Mr. Taylor Reid, local insurance professional, just moved back from California where I was for four years. I had a couple questions about the Eagle Gas station. You mentioned the petroleum fund. That is funding the removal of the contaminated soil?

Mr. Dallaire answered: "It is."

Mr. Reid asked if that is a state fund?

Mr. Dallaire responded: "It is." NDEP runs it and every time you fill up at the gas pump there is a certain amount of tax that goes into the petroleum fund. The petroleum fund is used to clean up contaminated gas station sites. It's a process to get into the fund. We used Brownfield originally when we removed the heating oil tanks. Once they were removed the cleanup portion went into the petroleum fund, and was covered. You have to submit a report to them and a plan of action. Once the action plan has been approved they say here is the scope of work and what we will do to fix the action. That has to be approved. It then goes out to bid and gets constructed. We are in the first step of a four step process.

Mr. Reid asked if with the prior owner any pollution coverage was available.

Mr. Dallaire answered the Eagle Gas site was noncompliant. The site didn't qualify to have the tanks removed. We applied for CDBG funds to have the tanks and distribution lines removed. That work was just completed.

Mr. Reid asked about the crosswalk improvements. What are the improvements? The crosswalk by Sharkey's I almost hit someone along with the car next to me.

Mr. Dallaire explained the crosswalk improvement project.

Mr. Reid heard your discussion on projects for the next couple years. What about a community garden?

Vice-Chairman Miller advised we already have one. That's been in place for the last three years.

No further public comment.

Mr. Higuera commended Mr. Dallaire. The CIP is really a nice piece of work. You covered all the bases. You really covered it well.

Chairwoman Wenner shared the bike rack program in Carson City is asking for sponsors.

Mrs. Jones mentioned at some point we will run out of locations for benches and people can sponsor bike racks.

Motion Higuera/Slater move to approve the town's Capital Improvement Program as written with the addition of items discussed by the board this evening for 2016 through 2020 to be submitted to the county and used for the town's budget development for fiscal year 2016/2017. Motion carried unanimously.

10.  Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for January 2016.

Mr. Rowe reported they are getting some good feedback on the Great Race. I was able to set up his presentation at the Antique Automobile Club chapter meeting in January where over 130 club members were present. It was really well received and we are working on a couple of other clubs to get the turnout. Reviewed the MOU on the gas station, reviewed a property damage report when one of the dumpsters got away and hit a Prius. There was minor property damage. Tom had sent AB493 to look at and it has no application to the town whatsoever. It is only for incorporated cities. Other than that, just routine items.

Mrs. Jones noticed we put \$20,000 in the budget line for the truck litigation. Is that something on which we need a closed session.

Mr. Rowe advised it's not a closed session. I was going to ask you if we couldn't have a gathering. It would probably take us about a half hour to give you an update. You would not be able to take action. But Tom and I have a proposed course of action we'd like to go over with you. I think the amount is very conservative and don't think that is going to be anywhere near what the town will spend resolving this issue with the truck. I don't want to get too much further into it but lots of progress has been made. We would like to review it with you in a conference. We will go over it and see where we want to go.

11.  Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for January 2016.

Mr. Dallaire wanted to explain item 11-5/6. This was the letter the county wrote to Penny Hampton about the budget. There were three items the county had to justify on the audit. Two of them were the town's. The parks department budget was over by \$2,000. The special revenue fund was over by \$3,500. They combined the Main Street fund with the 610 fund and reported that to the state. The parks fund was whole on June 17th. I don't know when they are posting or if there is any way to tell if they have currently posted all claims. The money was there. It would have been a simple balance transfer. But when we pulled the report in the middle of June it was okay. We are

looking at not watering the detention basins as much. The other item, the special revenue fund was a non-budgeted expense. The air conditioning unit on this building was about \$7,000. We purchased the building. It had an air conditioning unit on it. The air conditioner was in need of major repair and we have been fixing it the last three summers. We replaced the unit and finance put it under capital outlay. It wasn't budgeted because it wasn't a capital expense. I have a document I received in budget training that if we are replacing building equipment it is not a capital expense, but finance staff put it in there. I had some input on the letter. The explanation went to the county commissioners. There is a budget workshop coming up.

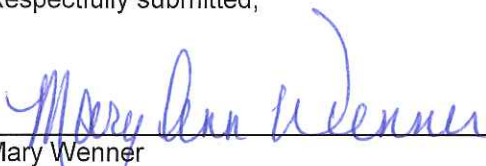
Mrs. Slater thought Mr. Dallaire could add an explanation paragraph to support the town's position.

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


No public comment.

Motion Wenner/Jones to adjourn at 7:12 p.m.

Respectfully submitted,



Mary Wenner
Chairwoman



Tom Dallaire
Town Manager