

#### GARDNERVILLE TOWN BOARD

## **Meeting Minutes**

Mary Wenner, Chairwoman Ken Miller, Vice Chairman Cassandra Jones, Board Member Linda Slater, Board Member Lloyd Higuera, 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, March 1, 2016 Hall 4:30 p.m.

**Gardnerville Town** 

INVOCATION - Colleen Kurczodyna, layperson from Carson Valley United Methodist Church

4:30 P.M. Chairwoman Wenner called the meeting to order and made the determination a quorum is present.

#### Present:

Mary Wenner, Chairwoman Ken Miller, Vice-Chairman Cassandra Jones Lloyd Higuera Mike Rowe, Town Counsel
Tom Dallaire, Town Manager
Geoff LaCost, Maintenance Superintendent
Paula Lochridge, Main Street Program Manager
Carol Louthan, Administrative Services Manager

#### Absent:

**Linda Slater** 

PLEDGE OF ALLEGIANCE - Cassandra Jones 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.

No public comment.



# FOR POSSIBL<u>E ACTION:</u> 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/Miller to approve the agenda.

No public comment.

Motion carried with Board Member Slater absent.



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

February 2, 2016 Regular Board meeting, with public comment prior to Board action.

No public comment.

Motion Jones/Higuera to approve the minutes. Motion carried with Board Member Slater absent.



### 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.

For Possible Action: Correspondence
Read and noted.

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- 2. <u>For Possible Action</u>: Health and Sanitation & Public Works Departments Monthly Report of activities Accepted.
- 3. <u>For Possible Action</u>: Approve February 2016 claims Approved.
- 4. <u>For Possible Action</u>: Approve the FEAT of the CV's special event application for Autism 5K Charity Walk April 23, 2016 from 7:00 a.m. to 12:00 p.m. at Heritage Park. Approved.
- 5. For Possible Action: Approve a town street closure/park use application for closing Slaughterhouse, Ezell St. around the park, and portion of Gilman Ave from High School / Maple Drive to Ezell on June 19, 2016 for the Great Race and car show (a joint event of Main Street Gardnerville and the Town of Gardnerville).

  Approved.

No public comment.

Motion Higuera/Jones to approve the consent calendar.

Mr. Rowe pointed out on item 4 Carol handed out a certificate of liability insurance for the FEAT event. It names the town as additional insured and certificate holder. It is acceptable. I wanted to let you know that was received, reviewed and looks fine.

Upon call for the vote, motion carried with Board Member Slater absent.

#### **ADMINISTRATIVE AGENDA**

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

6. Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for February 2016.

Mrs. Lochridge reported the Basque mural has been installed. Just over four years ago we started this project. Walter and Walter Construction has been working closely with us and the town. Ahern donated the scissor lift. They will come back tomorrow morning. The artist is going to do a few touch ups and they will install the lighting. The Great Race is going great. Mike Rowe if our very first car registered. The press release will be sent out tomorrow. We would love to have some sponsors for this event. I included information on board training that we will be receiving from Laura Cole Rowe. If anyone is interested in the subject matter we would love to have you join us. We just need to know so we have a head count. We had a bench dedication for Sgt. Ronald Bushe from the Douglas County Sheriff's office and Overland took that dedication a step further and installed a blue light that burns 24/7 to show their support of law enforcement. May 14 is the "Let's Sweep the Town event. It looks like we may have a lot of people participating.

Mrs. Jones asked when is the next Main Street Mingle.

Mrs. Lochridge will get that scheduled at the next organization committee meeting, which is next Tuesday.

a. Update on Heritage Park Gardens by Carol Sandmeier.

Mrs. Sandmeier reported the New Year's Labyrinth walk was a success again. We used the bonfires. Thanks to the town for delivering them. The bonfires made people stay around longer. It was a very nice social time. We counted around 100 or more. It was hard to tell because everybody had so many clothes on. One of the funny stories is there was a teenage boy who came with two of his friends and they did the walk, stayed around for a while and made s'mores. Then they left. About half hour later he came back with two more friends. He just kept going and picking up more people. They will be doing the walk again next year. The weeds are growing and everybody is getting excited to get back in the garden. We had our first workday last Saturday. There were about 10 of us out there. March will be the busy month of getting everything set for planting in April. I am working on contacting all the gardeners from last year to see if they will repeat this year. On April 9<sup>th</sup> we will have a sign up Saturday when people can come and fill the empty spaces. We'll have 18 regular rental spaces plus three that we save for youth groups. We have a Girl Scout troop and a group of home school kids. They are the Happy Harvesters. We are giving one space to a new group that is formed through the Partnership for Community Resources. It is a Hispanic women's group. The master gardeners will still have a demonstration

bed. There will be about 30 beds in the main garden. The children's garden has more beds and the flower corner. We have our five planting beds that we started last year as part of the growing to share grant. Last week we had a sign up for the garden at the food closet. We got quite a few signups. We will have two orientation meetings. We learned a lot last year that we have to have closer contact with the people that sign up. We are providing a mentor for each family. Better communication will make a big improvement.

We have three summer workshops planned for kids in the children's garden and looking to start a kids club for older kids (middle school age). I talked to the teacher who has brought her classes over and they are planning to put a sundial in the garden and form the basis of this kids club that would be an after school event and continue through the summer. Our rock painting goes on. The rock painting is reaching into the community. We were asked by a 4H group to work with them and do some rock painting. They will be painting one for themselves and one for the gardens. We will be finishing the Lowe's project. There are two more trees to be planted. They will come out and finish that. One of the town staff suggested another project. He said the trash bins should look better in front of the garden. I made a contact with the art teacher at Douglas High and town staff delivered a new bin that they are going to paint flowers all over. They will put Heritage Park Gardens on one side and Green waste only on the other. We'll do photos and a press release.

In February I met with Devin, who wants to start a community garden in the Carson City area. He came to get advice and information. While we were talking a man (Gil) came into the garden. He is a resident in Chichester. He walked back to tell me that he had been over there the day before and transplanted 18 allium bulbs into the flower corner and spent time cleaning up the area around there. He is a person in the neighborhood who cares about the gardens. Then as Devin and I were leaving, we noticed another car park. The man (Roy) asked if I was involved in the garden and I said yes. He pulled out his wallet and handed me a \$10 bill. He just wanted to thank us for all they are doing in the garden. He lives in Placerville and comes this way a couple times a year and always comes by to see what is going on. It just shows the gardens are reaching into the community in a lot of ways. It's a greatly rewarding project. I want to thank you for allowing us to use the land and town staff for all the great support for the gardens. I think you all received a copy of the beginning of the cookbook. It's part of a three year grant. We put a new sign marker in the garden and a brochure rack.

7. For Possible Action: Discussion to approve, approve with modifications or deny the authority of the Heritage Park Gardens committee to allow weddings and other special events on the town owned parcel. APN:1320-33-310-005: with public comment prior to Board action.

Mrs. Sandmeier has a little improved area in front of the gazebo. As this was created to be an event area we should let people come in and do small weddings or birthday parties. We just redid the brochure and the people who worked on the brochure put in that we can have weddings. We don't have electric over there so it would be for very small events. We actually have done a couple of birthday parties there. We did little planting projects while they were there. We would like to officially have approval to be able to do events like that.

Mrs. Lochridge added it would be a great way to raise awareness to groups we might not actually be able to reach out to about the gardens project and other things that Main Street Gardnerville does. It could potentially be a fundraiser as well.

Mrs. Jones asked if there was a maximum amount of people you would permit for an event?

Mrs. Sandmeier thought about 30.

Mr. Higuera asked if there would be town staff time involved?

Mrs. Sandmeier did not believe so.

Chairwoman Wenner asked if they would fill out an application.

Mrs. Sandmeier would have a simple application.

Vice-Chairman Miller believed we should have insurance from the applicant.

Mrs. Jones gave an example if someone wanted to use the pavilion at Heritage Park there is a special event application and they have to provide insurance.

Vice-Chairman Miller cautioned if a child is injured it could come back on the town.

Mrs. Jones has no problem with them having events. But it needs to match the same application process as what we do with our other public facilities. You would manage the calendar, but whether they are renting the pavilion or at the garden, if they are booking it for an event it's the same process no matter what part of the town property.

Mrs. Lochridge asked if they wanted an application similar to the town's?

Vice-Chairman Miller suggested a similar application with lesser fees, but still require the insurance.

Mr. Rowe advised the release they have with the application for the Great Race could be adapted for anyone that wanted to use that. I would recommend you have a release signed by anybody that wants to use the gardens for that kind of an event. I agree with all the comments about insurance. Make sure that our carrier is notified that this is an additional event that would be taking place under the auspices of the town. Just be sure we have that as part of our coverage.

Mrs. Lochridge mentioned Main Street has their own insurance so I can research that further.

Mrs. Jones would say if the Heritage Park Gardens covers it, then we may not need additional coverage per event. We should also put in the application: maximum number of people, no street closures, clean up by applicant.

Mrs. Sandmeier would have a person there in the garden, probably doing the activities. We can come up with a simple application form that includes what has been mentioned.

Mrs. Jones suggested a simplified application with the proper waiver and see if Main Street's insurance will cover those kinds of special events. If it does then I'm not sure we need additional insurance.

No public comment.

Mrs. Jones asked if they could put this item on the consent calendar next month if their insurance covers it and here's a sample of the application.

Mr. Rowe recommended Tom check with Warren Reed Insurance because that is an additional exposure under our policy. I want them to be made aware of it so there isn't any question later if we have some kind of claim.

Chairwoman Wenner asked Mr. Dallaire to bring it back next month on consent.

- 8. For Possible Action: Discussion to provide information to staff to include in the Continuity Of Operations Plan (COOP) for Town Mission Essential Functions that the board considers priority or essential services provided during a one day, one day to one week, and one week to one month natural disaster; with public comment prior to Board action.
  - Mr. Dallaire gave some background on the county plan and what information is needed from the board.

Chairwoman Wenner's list was: public information should be number 1; Customer service 2; facility maintenance 3; solid waste 4; street maintenance, lighting and flood mitigation.

Vice-Chairman Miller asked if the cell phones are on the county reverse directory in case of emergency.

Mr. Dallaire would have to register them.

Mrs. Jones felt having a main operating base is important, but it might not be this office. I think it might be the maintenance yard.

Mr. Dallaire stated in any emergency Tod (East Fork) is in charge of the event. He is the emergency manager for the county.

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Mrs. Jones thought public info and then an operating base is next.

Vice-Chairman Miller suggested an alternative base might be the second story of the Overland.

Mrs. Jones mentioned we might need three options, depending on the event. We have to depend on unified command. We can't plan for every emergency but we can say number one is the maintenance yard, number two the main offices and 3 is the Overland. If we hit number 4 we have to depend on unified command to tell us where to go. Public information might be as simple as Facebook updates.

Vice-Chairman Miller asked if we had a disaster would we still have internet?

Mrs. Jones believed we would unless it takes out the cell towers. The cell towers have battery backups and they are on generators.

Mr. Higuera wondered how residents would get a hold of the county designated persons assigned to various tasks. Maybe as a service to our town we could be available to be a link between what the county is offering and the residents.

Mr. Dallaire stated dispatch will be the contact.

Mrs. Jones mentioned the county has a communications director that would tap every available resource all the way down to the ham radio operators. I am not sure we have the resources to reach out any further than the county. We would need to be educated by the county so when someone calls we can let them know where to go.

Mr. Dallaire reviewed: keeping the buildings open, getting the public information out. Facebook is an option. We will change the phones and register them.

Mrs. Jones suggested if we can't get to the website from another location then I think a battery backup and a way to tether that to a cell phone for internet could be a solution.

Mr. Dallaire will be getting a newer phone system for the office. We will make sure this all works and go from there. IT will be helping us get the backup running again.

Mr. LaCost shared in some other municipalities when they could see or forecast a major event, they would sequester key essential personnel in areas that are safe and accessible.

Mr. Dallaire has an emergency box in the back that has office supplies, a printer and laptop, ready for use in an event.

Mrs. Jones thought if we got the office up and running, cleared the streets, which, depending on the type of event, might include drainage, then re-establish trash service.

Chairwoman Wenner wondered what would happen if we pick up the trash and can't get it to Carson.

Mrs. Jones asked if we have an alternative dump site. Has the county established one?

Mr. LaCost believed they have established sites for debris.

Mrs. Jones pointed out you need three levels of planning. If not A then B. If not B then C. Do we have a C? That might go back to we don't necessarily establish the site, but maybe the county does.

Mr. Dallaire went over the list so far: Office, streets, drainage, if required, trash.

Vice-Chairman Miller mentioned maintenance of street signs.

Mrs. Jones agreed street signs and street lights. Clear the roads, pick up the trash and come back and clean up the edges. Make sure we can use the sidewalks, the lights are working and the street signs are in place.

Mr. Dallaire advised we only have a few lights on meters. It's nothing we can control. It's NV Energy. If we are expecting staff to come in and open the office, clear the streets and drainage and pick up trash, they have to

be prepared as well. In order for staff to leave their family, they have to make sure their families are safe. Do you want to put a generic version of the 72 hour kit in the newsletter?

- Mr. Miller suggested some solar LED lights in the kit.
- Mr. Dallaire will modify the list and bring it back next month.
- Mrs. Jones suggested putting a change of shoes in the kit.

No public comment.

Mr. Dallaire has the order: office, streets, drainage, street signs, possibly street lights, trash, getting NV Energy to get the street lights up and running.

- 9. For Possible Action: Discussion on budget development for Fiscal Year 2016/2017 including, but not limited to:
  - a. review of Towns Strategic Plan and Goals,
  - b. review of the Town Values,
  - c. review of the Tentative budget for 2016-2017 and review of the revenue estimates, and other matters properly related thereto, and
  - d. review Revised 2016-2021 Capital improvement Plan (CIP); with public comment prior to Board action.

No updates to Mission Statement, Vision, Values, Strategic Plan or Goals.

Mr. Dallaire gave a power point presentation.

Mrs. Jones commented on item 2.4, you did not note the rehab of Gardnerville Station, our continued support of Main Street or Sweep the Town. I think those are all related to preserving culturally and historically sensitive areas of town. Under 2.5, I thought we had worked with the Overland when they remodeled and are continuing to work with them. What about the little buildings that need to be kept up. Most of them are in the Main Street district.

Vice-Chairman Miller shared there is money in the loan fund that Main Street has never utilized. We are trying to get permission to use that money and use matching grants to improve businesses.

Mr. Dallaire added recycling. If we have to do our own recycling it would be very expensive.

Mrs. Jones called attention to Item 3.4. You didn't note that Geoff is in leadership. I thought we might be looking at training opportunities for the maintenance and admin staff that doesn't necessarily require them to leave the office, like training on using Word, Excel and Facility Dude through webinars.

Mr. LaCost brought up that once a month is a mandatory safety meeting. I also encourage the guys to look beyond their job. Where do they want to be in five years?

When I was reviewing this, Mr. Dallaire thought of sending the sanitation staff to a class on the operation and maintenance of trash vehicles.

Mrs. Jones is wondering if in the plan we have a bike lane along Douglas Avenue.

Mr. Dallaire answered they will be doing one from GES to the trail and community center. Douglas is too narrow without cutting parking. We could look at a stencil that says "Share the Road" and then we would need signage.

I will do a summary next month of the current projects.

Chairwoman Wenner would like to see the crosswalk and the street lights completed in the next year. I would like to see the drainage on the Gardnerville Station in the next five to ten years.

Mr. Dallaire did not believe the crosswalks will be done this year. I have a meeting with NDOT on Thursday

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to clarify some of their comments. We spoke with NV Energy about the Mill Street project. We are going to meet with a rep and see how things can be worked out or maybe we just install solar panels.

Mr. Higuera asked what the time line estimate is for these projects.

Mr. Dallaire reviewed with the sidewalks in the right-of-way we have to go through a federal process of obtaining access. Lumos is going back and checking their right-of-way markers so we can be sure we are really modifying the property.

No public comment.

Mr. Dallaire went over the preliminary budget numbers from the state. This is still just an estimate. The two things we are looking at in the office are remodeling the bathroom and we'd like to scan the engineering drawings that are in storage so we have a database of that information. We need to complete the grant for trail amenities by the end of the year. The shop and hay barn still need to be remodeled. Other projects include landscaping by Ahern, sidewalk improvements, gateway station demo, the construction plans for the Gardnerville station and crack sealing will be increased. We still need to do the cape seal on Industrial, patching on Service Drive and reconstruct Southgate. We reallocated some of the salaries to health and sanitation. I am working on the cost analysis. The change to Main Street Gardnerville was the contract with Paula. The town is paying for Paula's salary and is included in 610 fund and Main Street is paying for her benefits, identified as revenue in 610. Board compensation remains the same unless you would like to change it. We only have one seasonal this year. What would the board prefer for merit raises for staff? We can use the whole chart and average a four percent increase. Minden is looking at the benefits. They are not comparable to what is out in the private sector. If a person starts at \$16/hr, if he pays for insurance for a family he is paying back \$4/hr to health insurance. I will attend a meeting with the Minden manager tomorrow. We will see what happens.

Board members agreed we should budget for an average of four percent merits, allowing the potential merit from 0% to 6%.

Mr. Dallaire reviewed: stay the same on board compensation; staff compensation will open up to a possible of six percent but budget an average of four. We were going to budget for a different vehicle for the office, like an SUV. The current truck we would transfer over to public works.

Mrs. Jones asked Mr. Dallaire to let the board know what would be best served in the long run.

Mr. Dallaire is hoping if we have an SUV we can take more people and only use one vehicle to safety meetings or on a town tour. I did put it in the budget. The scans of the maps I will add that in the budget for the tentative. Currently we use the county's credit card processor. We have a lot of customers that want to have automatic payments. There are a lot of companies that offer that service. We did get a quote from Cayan which averages around 2.19 percent per transaction.

Mr. Rowe mentioned for the convenience of using a credit card the county charges a fee.

Chairwoman Wenner added it is a security fee also.

Mr. Rowe stated under the budget statute 354.770, the town can charge a convenience fee. You don't need any approval from anybody. The statue is clear. Topaz has gone to that. Ranchos had \$16,000 in credit card fees for their transactions. I don't see any reason why any governmental entity wouldn't want to charge that convenience fee and not be out of pocket anything. It's something you probably should take a look at.

Mr. Dallaire currently budgets \$3200 for it.

Chairwoman Wenner commented customers complained at the treasurer's office in the beginning but most people are used to it now.

Mr. Rowe advised under 354 it says any governmental entity that collects or charges taxes for its services can also impose the convenience fee. It can't be a nickel or dime or penny more than what the town is charged but it can be kind of like an enterprise fund. It can break even. I would like you to put it on the agenda and talk about it and maybe enact that fee. It makes good business sense to collect that for the convenience of using a credit card. I can put together a memo on this.

Mrs. Jones suggested Main Street look at a square.

Mr. Rowe did not think Main Street would qualify to charge a convenience fee. I will put together a memo so you can look at it. The statute relates to governmental entities that collect taxes can charge a convenience fee for credit card transactions. Main Street being a 501 may not be able to do it.

Mr. Dallaire asked if the board had any questions.

Chairwoman Wenner asked on page 9-20, it shows 2016 - \$606,000. What did we spend that money on?

Mr. Dallaire answered it was the Hellwinkel channel and the gas station.

No public comment.

Mr. Dallaire has the direction he needs.

10. For Possible Action: Discussion to approve a proposal from the Dubè Group for Architectural/ Engineering Services, in the amount of \$42,975 for the creation of the Gardnerville Station Construction plans to be used in applying for a building permit to rehabilitate the former Eagle Gas Station; with public comment prior to Board action.

Vice-Chairman Miller knows this group has done the plans already. It would not be prudent to go to someone else. I hope they have in mind we are not doing the same project that was there in the beginning. We're cutting back as much as we can.

Mr. Dallaire pointed out these are the building improvement plans. So once we have the plans we can divide it up. What he didn't account for was the optional scope of services. For the building itself, this gets us all the construction plans we need.

Mrs. Jones asked if we could control the heating and air conditioning wirelessly.

Mr. Dallaire imagined if we get NEST.

No public comment.

Motion Higuera/Miller to approve a proposal from the Dube` group for architectural and engineering services in the amount of \$42,975 for the creation of the Gardnerville Station construction plans to be used in applying for a building permit to rehabilitate the former Eagle Gas Station. Motion carried with Board Member Slater absent.

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

Mr. Rowe would like to go back to the convenience fee. Do you want an agenda item so you can consider that?

Board members agreed they would.

Mr. Rowe will get a memo for your packet. Tom and I went to the open meeting law training session. I reviewed the Virginia Ranch information. There is a lot of enthusiasm in the car groups for the Great Race. I will send out the entry forms to the AACA and the Ford group.

# 12. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for February 2016.

Mr. Dallaire reported Mr. Pegram's development is going forward. I got the application yesterday for the specific plan modification. We will have a staff meeting with the county next week. I suspect it will be on the

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agenda for next month. Waterloo Center has two new businesses: Western Title and a sushi business. The water company is doing a new pump station.

No public comment.

# 2<sup>nd</sup> PUBLIC INTEREST COMMENTS period (No action will be taken)

No public comment.

Motion Wenner/Jones to adjourn at 7:42 p.m. Motion carried with Board Member Slater absent.

Respectfully submitted,

Mary Wenner Chairwoman Tom Dallaire Town Manager