

### 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, April 5, 2016

4:30 p.m.

Gardnerville Town Hall

### INVOCATION – Mike Henningsen, Layperson and Elder from Trinity Lutheran Church

### PRESENT:

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

Mike Rowe, Town Attorney Tom Dallaire, Town Manager Geoff LaCost, Town Maintenance Superintendent Carol Louthan, Administrative Services Mgr

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

PLEDGE OF ALLEGIANCE – Mr. Dallaire led the pledge of allegiance.

### 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.

Mr. Glenn Linderman was driving from Raley's back to Chichester and thinking about the lack of desire for speed bumps. In that location we have speed ditches. I suppose the fire department knows they are there. Drainage on Toiyabe and Lampe is pretty severe. They are inverted bumps.

Mr. Aaron Hampton, resident of Stodick Estates South, passed out some information to board members. Years ago the detention pond area was donated to the town by the community there. I would like to suggest there be a bench in the area. So I brought this up to the board a few months ago and I believe there was approval with the stipulation that we used the specified bench. The aim is to try to have a subtle bench that doesn't call attention to that area, but allow people to sit. On the second page of the handout I am suggesting instead a green rubberized bench. Can we have an allowance to use a different bench that doesn't match in order to meet the requirements. And in a year we could revisit the need of not having a trash can. If there is trash in the area we can add a trash can. So, two questions: 1. Can you approve having a nonstandard bench? 2. This area was donated by the neighborhood and I'm wondering if we can have the town donate back in kind for this bench?

Vice-Chairman Miller's question is - do you propose to pay for the bench and install it.

Mr. Hampton stated, initially we were going to pay and install the bench as part of the HOA. But when we talked about it we thought it would be nice if the town returned the favor. What I've noticed also is what you are paying for the benches and trash cans is not the best price. The bench I am suggesting is a quarter of the price. I understand there is no action at this time but I would like to talk about it.

Chairwoman Wenner suggested agendizing it.

Vice-Chairman Miller mentioned the bench you see in the picture are the ones that are approved for the Main Street program.

Mrs. Jones asked Tom to put it on the agenda for next month.

Mr. Hampton has a second item. We get a lot of people walking through the neighborhood with dogs. Could you potentially install doggie waste bag receptacles. I'd like to get some information on it and how do you maintain the ones you have now? Is that part of the budget?

Mr. Dallaire answered it is just the normal operating budget. The name of the item is Dogipots. Usually we have an Eagle Scout project that installs them. We maintain them. Do you have specific locations?

Mr. Hampton has marked them on the map.

Mr. Hampton believes these are simple enhancements and the bench would be great for anybody that wishes to use the area.

Chairwoman Wenner appreciates the comments. Thank you for coming.

Mrs. Jones is assuming the suggested location for the dogipots coincides with the park. This area is entirely fenced.

Mr. Hampton would always recommend we make this not dog friendly. However, it's sort of a "don't ask don't tell" right now.

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.

No public comment.

Mr. Rowe commented on item 18. As you can see, the acquisition is somewhat fluid. It is definitely larger than 1400 square feet. I would recommend the item to be reworded to "discussion to approve or deny the acquisition of not more than 4,258 square feet of property containing the Ezell Ditch improvements, a portion of the Village Motel property, located at – in an amount not to exceed \$22,269.34; with public comment prior to board action. These numbers are based on a couple of things. The largest area that could be acquired is the 4,268 square feet. Tom is working on reducing that. The \$22,269.34 comes from the appraisal which is part of the packet. The appraisal report came up with \$5.23 a square foot. When you get down to the motion I would recommend you authorize Mary or Tom to sign all the documents necessary to close the escrow. If we can do that then I think you're covered. We have to do a record of survey so there will be a lot of documents to be signed to show the lot line adjustment. We will go through that under the discussion.

Motion Higuera/Slater to change item 18 to the points brought up by counsel and approve the agenda with those changes.

No public comment.

### Motion carried unanimously.

### **FOR POSSIBLE ACTION:** APPROVAL OF PREVIOUS MINUTES: March 1, 2016 Regular Board meeting, with public comment prior to Board action.

Mr. Higuera asked on item 9 on the consent it says NDOT would take two years to complete the project. Then how long will it take Lumos with the additional \$5,000.

Mr. Dallaire didn't get a time frame but thought two months. All the work is done. The right-of-way is established.

Mr. Higuera believed if we're talking a couple of months it's an investment well worth the time.

No public comment.

### Motion Miller/Jones to approve the previous minutes of March 1<sup>st</sup> 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. <u>For Possible Action</u>: Correspondence Read and noted.
- 2. <u>For Possible Action</u>: Health and Sanitation & Public Works Departments Monthly Report of activities Accepted.
- 3. <u>For Possible Action</u>: Approve March 2016 claims Approved.
- 4. <u>For Possible Action</u>: Approve Proclamation 2016R-01 recognizing April 29, 2016 as Arbor Day Approved.
- 5. <u>For Possible Action</u>: Approve Proclamation 2016R-02 recognizing June 19<sup>th</sup>, 2016 as Take a Kid to A Car Show Day.
- Approved.
- 6. <u>For Possible Action:</u> Approve application and policy for Main Street Gardnerville to review and approve applications for smaller special events at the Heritage Park Gardens. Pulled and put on May agenda.
- 7. <u>For Possible Action</u>: Approve a town park use application for Main Street Gardnerville volunteer/ business recognition event on July 17, 2016. Approved.
- 8. <u>For Possible Action:</u> Approve an application for street closure of Douglas Ave from Mill Street, north the extent of the church property, for Trinity Lutheran Church's annual Holy Smoker BBQ and Car on April 30, 2016.

Approved.

- 9. <u>For Possible Action:</u> Approve amendment to the Cooperative Agreement with NDOT for the Gardnerville Crosswalk Improvements and authorize the chairman to sign the agreement. Approved.
- 10. <u>For Possible Action:</u> Approve the Town of Gardnerville Continuity of Operations Plan (COOP) plan dated March 2016.
  - Approved.
- 11. <u>For Possible Action:</u> Approve the Town of Gardnerville 72 hour preparedness kit information form and authorize staff to include it in the next bi-annual Town newsletter for the public's use. Approved.

Mrs. Jones asked the motion include correcting the typos on item 10.

Vice-Chairman Miller asked about item 6. Do we have any word from our insurance carrier?

Mr. Dallaire hasn't heard back from the insurance. I need to contact them.

Vice-Chairman Miller would like to pull that item. We need clarification of who needs what insurance.

No public comment

Motion Higuera/Jones to approve the consent calendar with the changes mentioned (the typo corrections and the pulling of item #6). Motion carried unanimously.

### ADMINISTRATIVE AGENDA

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

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

Ms. Stephanie Waggoner, board member on Main Street Gardnerville and chair of the design committee, filling in for Paula Lochridge, reported we are putting in another bench in front of Joyce's Jewelry. We are waiting on the easement of be completed. The new sidewalk gallery will be going up. We have all new frames. The mural looks fabulous. 48 of the flower baskets have been sponsored. There are about 21 left. We are asking if we can get

approval to have banners hang on every single light pole in the main street district. We already have financial approval from our board. It will not be done until next year because we are very close to the flower baskets going up.

Mr. Higuera asked Mr. Miller about Senator Settlemeyer and the possibility of the statewide main street program. Did he indicate we have a shot?

Vice-Chairman Miller talked with Senator Settlemeyer and he was not even familiar with the last BDR. What he told me is get the information together and send it by email. He would forward it to somebody on the ways and means committee to find the money to do that. He didn't talk for it or against it. He said if it was something that would benefit a lot of rural communities we should pursue it.

Mrs. Jones asked if this is something where an email is not enough. Maybe a phone call or take them to coffee. Is that something we need to focus on with not just the state senator but our assemblyman and have our entire coalition?

Vice-Chairman Miller is also in contact with one of the supervisors from Carson City to give her a tour of the Main Street program. She wants to come and look at it. They are completely redesigning downtown Carson City. I am making contacts there and yes we should contact our assemblyman and the person that is on the ways and means committee.

Mrs. Jones thinks that we should see about personally inviting them to the volunteer and business appreciation event in July. It is a great time to showcase. They would not only be introduced to the program but it is an opportunity to reinforce their base.

Mrs. Slater would add to that Lieutenant Governor Hutchison.

Mrs. Jones thought we have a strong group of people if we can all tap our networks and make a personal invitation. When you email every elected official it doesn't have the same effect as giving a call and saying I think you should come.

## 13. For Possible Action: Discussion to approve or deny a request by Main Street Gardnerville to hang banners on every lamppost through the Highway 395 corridor within the Main Street District; with public comment prior to Board action.

Mrs. Waggoner has quite a few people asking when we are going to put up the rest of the banners. I haven't had any negativity other than they are small. We want to make an impact. Since we only put up the first 30, we realized it wasn't making a big enough impact. I've also heard from the public they agree.

Public comment.

(Voice from the audience) Street looks great.

Motion Slater/Jones to approve the request by Main Street Gardnerville to hang banners on every lampost through the Highway 395 corridor within the Main Street District. Motion carried unanimously.

14. For Possible Action: Discussion to approve, approve with modifications or deny development applications DA 16-016 & 16-017 requesting for a modification to an existing Special Use Permit (SUP 06-095) and Design Review (06-095) to allow a Columbarium/Memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action.

Mr. Rowe asked before you begin Tom wanted to issue a disclaimer on this.

Mr. Dallaire started on this project in 2006. I had Geoff redo this one. I drew all these plans up before and they are apparently keeping it in the same location. I did work on it. It was part of my private practice. Anderson

Engineering is working on the project now.

Vice-Chairman Miller asked when was the special use permit approved originally?

Mr. Dallaire responded in 2006. We built the highway improvements to get the whole thing enacted. Then they built the storm drain on site. They did the grading and the pads are built. Now they are moving forward on the wall.

Mr. LaCost reported back in 2006 the town reviewed and approved a memorial garden. The SUP (Special Use Permit) is just a modification to include a wall surrounding the memorial garden. It is a cemetery, but a different type than the one we have in town.

Mrs. Slater asked if the gardens still included a lawn area, rose garden, etc. Are those still going to be in there?

Mr. LaCost answered yes. If we go to the plans on 14-11 & 14-12, there will be a seating area in the middle and open space around that.

Mrs. Slater asked when the improvements are going in?

Mr. Dallaire reviewed there were four phases originally. The four phases were for the site itself. Phase 1 the entire site is graded. The walls will go in as part of the first phase.

Tammy Kinsley, R.O. Anderson Engineering, stated currently the plan is five walls, five phases built as needed with the anticipation of having 852 remaining areas with the plaques on the back. So they will start phase 1, one wall. If phase two requires two more walls then if would have two walls. They are doing this as needed, a reservation situation. Mrs. Kinsley went through a power point presentation.

Vice-Chairman Miller asked if the area will be fenced?

Mr. Higuera stated the town will not assume any maintenance. That will carry over, right?

Mrs. Kinsley responded correct.

No public comment.

Motion/Higuera to approve Application DA16 -016 and 16-017 requesting for a modification of an existing special use permit SUP 06-095 and design review 06-095 to allow a columbarium/memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus Memorial Park improvement project located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005. Motion carried unanimously.

15. For Possible action: Discussion to approve, approve with modifications or deny development application DA 16-018: Request for Abandonment of a 50-foot wide, unimproved road easement for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action.

Mrs. Kinsley stated this is the abandonment portion of the project. It is the portion of the parcel in the center. Basically in 1979 it was a maintenance/utility/access easement. In 1997 another easement from Centerville along the property line was established. In 2000 the 50 foot easement from Wilson Circle/Easton Way was abandoned. Now we are continuing that abandonment right along this property.

Vice-Chairman Miller asked if the original owners have abandoned them by advertising?

Mrs. Kinsley answered it is a recorded easement that was abandoned. We're just asking for this portion to be abandoned.

Mrs. Jones asked if any of the parcels are land locked?

Mrs. Kinsley answered they all have access.

No public comment.

Motion Higuera/Jones to approve DA 16-018 a request for abandonment of a 50-foot wide unimproved road easement for the St. Gall Catholic Church Knights of Columbus Memorial Park improvement project. Motion carried unanimously.

# 16. For Possible Action: Presentation and discussion on the Town of Gardnerville Board signing a letter of support for a nomination of the Dangberg Home Ranch Conservation Project (2,867.87 acres), located west of Highway 88 north of Muller Lane, in Minden Nevada, for acquisition of a conservation easement by the Bureau of Land Management using Southern Nevada Public Land Management Act authorization, presentation by Legacy Land and Water, LLC; with public comment prior to Board action.

Mr. Jacques Etchegoyhen with Legacy Land and Water, has been retained by Park Ranch Holdings LLC. I believe this is the most iconic, historic ranch in Nevada. Mr. Etchegoyhen gave a power point presentation. As part of the project there is a 32 acre river front parcel that will be donated for public use.

Vice-Chairman Miller asked if they are only talking about the 2,867 acres, not the entire ranch.

Mr. Etchegoyhen answered yes. There is about 1400 acres that is not connected to what we are proposing for a conservation easement.

Mrs. Jones asked if on parcel 1319-24-000-009, there is a little square that is not colored.

Mr. Etchegoyhen advised that belongs to NV Energy. It is not part of the ownership of the Park Ranch Holdings. Also offered would be a multiuse public trail from about Highway 395 as far as westerly on Muller Lane

Mrs. Slater asked if people will have access to the river?

Mr. Etchegoyhen answered no.

Mr. Dominque Etchegoyhen added the public will have access to the 32 acre piece that fronts the river for a quarter to a half mile. This will be an active agricultural operation. It will not be safe for people to be out on the property. However, the easement doesn't preclude public access, if the landowners in the future or as part of the negotiation of this conservation easement wanted to provide access along the entire river, that will always remain an opportunity. Right now we are talking about access for a path and bike trail along Muller Lane itself to help connect the towns of Minden and Gardnerville with Genoa and also the river parcel.

Mr. Jacques Etchegoyhen wants everyone to understand the context of what is being offered. Future discussions could lead to a different spot. It is a very active ranch. Some of the central places of this ranch are dangerous and not at this moment going to be open to the public.

Mrs. Jones asked if they have looked at other agencies besides the federal government to purchase this easement.

Mr. Dominique Etchegoyhen answered no one has money. We have been trying to find an opportunity to protect this property. BLM is the best entity to acquire this because they have the funding through the Southern Nevada Public Land Management Act. This easement would protect all the resources. It is a legal agreement that prevents future residential, commercial or industrial development of the property.

Mrs. Jones asked about the development rights.

Mr. Dominique Etchegoyhen answered the development rights are restricted by this easement. So essentially they are extinguished. BLM, by acquiring an easement, would be preventing the future development. It doesn't take them out and bank them.

Chairwoman Wenner asked if BLM has rights to the water.

Mr. Dominique Etchegoyhen answered no. They are requiring the water stay on the property.

Mr. Henningsen stated any time there is a flood it is where the water goes. It is a perfect place to preserve. It allows water to flow and drain into the river. It's a perfect place for this type of program. I think it's great.

No further public comment.

Motion Higuera/Miller to provide a letter of support for nomination of the Park Ranch Holdings, LLC Westside Ranch, of 2,867.87 acres located west of Highway 88 north and Muller Lane, Minden, Nevada, for acquisition of a conservation easement by the Bureau of Land Management using Southern Nevada Public Land Management Act authorization. Motion carried unanimously.

## 17. For Possible Action: Discussion to approve or deny sending the town manager to the Main Street Conference, May 23-May 26, 2016 in Wisconsin; with public comment prior to Board action.

Mr. Dallaire has a conflict with the League of Cities. There is a meeting in Las Vegas.

Vice-Chairman Miller thought looking at the classes that are available they looked really interesting. I know Paula and Meredith are going. But two people are not enough. It cuts it really thin with only two individuals.

Mr. Higuera noticed there are things specific to Tom. As you say there is way too much for two people to cover.

Mrs. Slater will be attending the NLC meeting. But I always like company.

Chairwoman Wenner mentioned Leann, from GID, will be going too.

Mr. Higuera would like to see Tom go to the Main Street conference.

Mr. Dallaire hasn't made the flight yet. I was waiting for this meeting. I will do that tomorrow. I think the conference will be great. I haven't been to a bad main street conference yet.

No public comment.

Motion Miller/Slater to send the town manager, Tom Dallaire, to the Main Street conference May 23<sup>rd</sup> to 26<sup>th</sup> in Milwaukee, Wisconsin. Motion carried unanimously.

# 18. For Possible Action: Discussion to approve or deny the acquisition of not more than 4,258 square feet of property containing the Ezell Ditch improvements, a portion of the Village Motel property, located at 1383 Highway 395 North (APN 1320-33-402-057) in an amount not to exceed \$22,269.34; with public comment prior to board action. (corrected wording)

Mr. Rowe read the corrected item: Discussion to approve or deny the acquisition of not more than 4,258 square feet of property containing Ezell ditch improvements, a portion of the Village Motel property located at 1383 Highway 395 north, APN 1320-33-402-057 in an amount not more than \$22,269.34; with public comment prior to board action.

Mr. Dallaire talked about this last month. We didn't get information from Anderson until an hour before this meeting. There are two exhibits. The original plan was 3,884 square feet but that was using a plan on which I didn't have a lot of information. Ultimately Exhibit 2 is what I received today of 4,258 square feet. The price came in at \$20,000 for the 3,884 square feet. We came up with \$5.23 per square foot. Dave, with the Village Motel, is fine with this version or a cut down version, which is exhibit 1 at 3,988 square feet at \$5.23 a square foot for a total of \$20,857. We are trying to get approval from the board to proceed. We have the appraisal and a contract with Anderson to do the boundary line adjustment. We will get that handled.

Vice-Chairman Miller asked if the tax on the Village Motel would go down?

Mr. Dallaire answered by 4,258 square feet.

Chairwoman Wenner asked if by acquiring the property it would help with flood insurance.

Mr. Dallaire answered it will eventually.

No public comment.

Motion Miller/Higuera to approve the acquisition of no more than 4,258 feet of property containing the Ezell ditch improvements, which is a portion of the Village Motel property located at 1383 Highway 395 north APN #1320-33-402-057 in the amount not to exceed \$22,270, and also authorize Tom Dallaire, our town manager, to sign papers to do the transaction. Motion carried unanimously.

19. Err Possible Action: Approve, approve with modifications, or deny; the following updated town policies;

a. Organizational Responsibilities Policy 1.2

- b. Public Records Request Policy 7.2 (new policy)
- c. Compost Collection Policy 22.12

with public comment prior to Board action.

Mr. Dallaire noted board members have the revised policies in the packet. Do you have any comments?

Mrs. Slater has a question on the public records request policy. Under procedure, the second paragraph, is a black and white format pertaining just to paper? What about other media that might be requested? You probably should look at that. The recorder's office got requests for other formats.

Mr. Dallaire responded we email information.

Mrs. Slater thought there should be some allowance in there for media other than paper.

Mrs. Jones pointed out someone could request a recording of our meetings. You should be able to recoup, through this fee, the staff time it takes to create it.

Mr. Dallaire explained the icon in front of each item on the minutes is a recording marker. So if someone wants an item we can create a PDF recording file.

Mrs. Jones has one comment on the compost collection. The paragraph that's noted as residential, the last sentence in red it says: "if you need it then put it out on your regular trash pickup day". That conflicts with the procedure which says compost is picked up on Tuesdays. Did you mean if greenwaste pickup is needed during winter months? Then I would add after the word "needed," "during winter months."

Mr. Dallaire will make the modification to this one and bring back Policy 7.2. We will modify that and look at other media.

No public comment.

Motion Jones/Higuera to approve town policy 1.2 Organizational Responsibilities and approve with modification Policy 22.12 the Compost Collection Policy. Motion carried unanimously.

Break at 5:58 p.m. - 6:10 p.m.

<sup>20.</sup> For Possible Action: Discussion to approve, approve with modifications or deny changing the type of credit card service currently being offered for a service which will reduce costs and provide the ability for automatic payments by Health and Sanitation customers and start charging a convenience fee equal to the bank charged fee for debit/credit card payments to the town's account (611-000) recouping the fees charged by the operator of the system that provides for the electronic transfer of money for the debit/credit card service; with public comment prior to Board action.

Mr. Rowe brought up this issue last month. The town can charge a fee for people using credit cards. If you don't charge a convenience fee you pay that out of the town proceeds. In my memo I suggested the town do an analysis. You can base your fee on what it cost the town to accept credit cards. You can base the convenience fee on what you pay yearly. You just need to figure out what the fee is and then figure out your fee. I believe you have the numbers.

Mr. Dallaire handed out a detail budget before the meeting. It's in the health and sanitation portion on page 33. We have been charged so far for the years 14 and 15. We started out in 2014 with \$2,899 in credit card processing fees. 2015 was \$3,000 and as of April 1<sup>st</sup> we had \$2,400. So far that is how much we've acquired. The total amount charged by customers was \$87,000.

Mrs. Jones noted in working with rough numbers we could divide that number by 12 and then by the number of customers.

Mr. Dallaire's understanding is, the credit card processing for automatic payments will work better if it goes through WAM, which is our current billing software. We were looking at two separate companies that would just take the credit card but it works better if we go through the software. Then the customer will be able to get internet billing. They will be able to have the automatic payment option and that's where the convenience will be. We have a lot of people requesting those services. The county does not allow that. So our billing software will be able to do that.

Chairwoman Wenner called for public comment.

Mr. Linderman looked into getting a merchant account and one of the things that was explicit about the people who were making comments was they couldn't tell whether it was a rewards card or not until the charge back came at the end of the month. I don't believe any system will be able to do that if it's not built in to the merchant credit card processing systems. Sadly, any time a government, which is limited to having its fees equal its intake, almost has to use a third party provider that will charge a bigger fee that will cover all of the possible fees. They accumulate that and you don't get the profit.

Chairwoman Wenner clarified, at the county, if you have a business credit card it won't work in the system. It has to be a personal credit card. We tell them, when they walk up to the counter, are you aware this is going to cost you 2.5 percent of what you charge. If they say they don't want to do that they get their checkbook. If it's a debit card it's a flat fee of \$3. When it prints out for them to sign it shows the fee amount.

Mr. Linderman added it's a fixed fee based on the amount charged, not based on the type of credit card used and it's bigger than any of the numbers you read. The service provider is leveling the playing field for the government.

Chairwoman Wenner explained those are the fees from Bank of America.

Mr. Linderman believed because they're charging the county a fixed fee the county can charge the customer a fixed fee. If government really wants to make a good program, the credit card companies all require if you add fees you have to disclose it and they try to convince merchants not to add fees. If that was all disclosed how much people were paying for credit card fees, there would be a lot less credit card usage.

Vice-Chairman Miller believes Gardnerville will grow with more homes. If we had 300 more homes we better make a decision on doing the right fees.

Mr. Dallaire asked if there is a way to change the rate we charge for the credit card and then give a discount for those who pay with a check.

Mr. Rowe advised the discount is they are not charged a convenience fee.

Mr. Linderman commented you can't calculate those fees. You have to get some third party to indemnify you.

Mrs. Jones is in favor of the convenience fee. I think it has a benefit to the people who go on automatic payments. I think we will get more on time payments. If this program will automatically calculate it and pass it straight on to the customer then that's probably the best way to do it.

Chairwoman Wenner asked if at this point customers call Marie and ask what their balance is because they don't

know. They can't go online and check.

Mr. Dallaire answered yes.

Mrs. Jones believed a lot of people as they get older need the automatic bill pay. It keeps them independent longer.

Mr. LaCost likes to be able to see bills online. Would it be better to roll the cost associated with it into the cost of business and us eat it for the first year to see where this is going. Telling them .25 percent if you have this card will muddy the water really quickly and having a \$3 charge might be good. Would it be better to eat the cost?

Mr. Miller asked if what he was saying is maybe put in the newsletter that this is available now. As we get more numbers on the usage it will be a convenience fee to charge.

Chairwoman Wenner pointed out you have to notice them but if you tell them it's out there you will be surprised at how many people use it whether there is a fee or not.

Mrs. Slater hates to see this delayed. We are already eating the money on this. I don't think we should continue as a town entity to do so. We need to pass it on. We have a fee increase coming next year on the sanitation. We need to make sure it doesn't coincide with the rate increase. Maybe we need to talk to Anne and figure out what is the best way to go and bring it back one more time with the actual convenience fee.

Mr. Linderman believed it sounds like the WAM module did several things. It does the online bills as well as the credit card possibility. I suspect if you want to do the online billing that would not be something that would be covered under the convenience fee.

Mr. Rowe advised if it is a fee the town pays to allow that to happen. I think they can include any cost to the town in the convenience fee.

Mr. Linderman asked if they also use that same module to provide other services are you only going to charge the credit card people for those services even though everybody gets them? If you provide those services to non-credit card users I don't think you can get away with charging a convenience fee to cover that cost. In order to understand what your current fees are you have to know how many people are using them.

Motion Wenner/Miller to table this item until next month or until Tom has time to research it more. Motion carried unanimously.

## 21. For Possible Action: Public hearing to adopt the Tentative Budget for Fiscal Year 2016-2017, with public comment prior to Board action.

Mr. Dallaire mentioned in board packet is the overall budget. The handout is the budget with detail. Please go through that between now and next month. Mr. Dallaire went over the budget.

No public comment.

Mr. Dallaire advised Jennifer (Town of Minden) wanted me to talk to you about the cost allocation plan. She wants to pull out of HR services and payroll. East Fork has already done that. The county's compensation study the consultant looked at not only the pay, job description and essential functions, but they also had some verbiage in there about the benefits. To meet what the standard is in the area the county is paying 50% of the employee's cost for insurance. The standard in our area is 75%. Employees should be paying 25%. It causes a lot of problems for entry level employees.

Mrs. Slater asked if they have had any more discussion about job sharing with Minden.

Mr. Dallaire has talked with them. I was going to have Ted Thran go through the health and sanitation rate study.

Mrs. Slater asked if there are other services that if we hired Ted on a part time basis that might eventually come out of the cost allocation that is going through the county.

Mr. Dallaire would like to research that. I didn't know if the board is interested in looking at pulling away from the county at that level. I would be more than happy to help Minden and we could move forward on that. Cost allocation came about when Steve Mokrohisky did the priority based budgeting.

Mrs. Slater wondered if it is time to talk to Minden and see if there is something we can consolidate with them that would be beneficial to both towns.

No public comment.

Mr. Dallaire called attention to the very end of the budget, page 21-15. This was a similar form that we created to figure out where the trash rate is. I've reduced down our salaries (Tom, Geoff & Carol) in health and sanitation to help but it increases admin and public works. In order to break even from what we collect, pay for depreciation, services and supplies and benefits and salaries, the rate needs to increase. We talked about raising the rate annually one percent. If we don't raise the rate we will be going into a bigger hole.

Mr. Miller believed the last increase we did was over a period where it ratchets up every year.

Mr. LaCost clarified the rate hadn't been increased for four or five years. So we bumped it five percent in one year. The board direction was not to do that again; just do one or two percent a year incrementally.

Mr. Miller thought we approved ratcheting it up.

Mr. Dallaire needs to talk about cost of service and the landfill fees. So that when customers leave town and close off their service they still need to pay for the service because they have the ability to get trash.

### Motion Higuera/Slater to adopt the tentative budget for Fiscal Year 2016/2017. Motion carried unanimously.

## 22. E For Possible Action: Approve, approve with modifications or deny the Tentative Capital Improvement Plan for 2016-2021; with public comment prior to Board action.

Mr. Dallaire reviewed the modifications he made. I took out the valley vision based on the conversation last month. I added money for patching in Sunset Park and added the cape seal on Industrial. I included the fund number so you can find those values in the budget. The future months I didn't change anything but added the 2021 budget and took out the valley vision throughout until we figure out what's going on and how it would benefit us.

Mrs. Jones suggested if we took the twenty that is listed for this fiscal year in valley vision and added it to Gardnerville Station next year we would have 100 to work with rather than 80.

Mr. Dallaire can bring that back next month if you want to get it out of there altogether.

Mrs. Slater asked on the crosswalks, you put in \$25,000 each year. Is that something we get a grant for or is that being budgeted?

Mr. Dallaire responded it is being budgeted.

Mrs. Slater asked if we were close to being done.

Mr. Dallaire answered no. The last three years we have chopped off all the trip hazards in town.

Mrs. Slater asked if it was being repaired or just smoothed down?

Mr. Dallaire answered it is smoothed down. It is saving us from having to replace each panel.

Mrs. Slater asked if we could utilize the \$25,000 to replace some of the sidewalk.

Mr. Dallaire reviewed not all of the hazards are from trees. Some sidewalk sunk over the years and then the ADA code changed to a  $\frac{1}{4}$ " gap instead of  $\frac{3}{4}$ ".

Mrs. Slater asked if we were grandfathered in on some of the ADA requirements? I don't see any improvements in Minden.

Mr. Dallaire answered no. We do concrete repairs. Village and El Dorado we did the spandrel. We did all the ones on Douglas. We haven't done any new ramps. This fiscal year we put all the money into the crosswalk project. The sidewalks along 395 whose are they? The section in front of Sharkey's is ours because we signed a maintenance agreement with the permit. The contractor took a flat gutter and did a decent job of repairing it. NDOT is pushing all the snow onto the sidewalk and Troy is pushing it back into the gutter and it freezes and creates a large puddle. Thor Dyson, NDOT, got a letter with a photo and that put a fire under NDOT's staff and they made us fix it. So now there is a drain there. So far NDOT is not stepping up to the plate. The plan is to do a photo of each site, do a formal written complaint to Thor Dyson for the rest of the town on everything. We can focus on the highway but the plan is to focus on town streets.

Mrs. Slater pointed out we talk about making our town walkable and yet some of these areas are tricky.

Mr. Dallaire doesn't want to spend money on the state highway, if those are the ramps you are talking about.

Mr. LaCost added we are working in different areas of town with Precision Concrete. Before we do too much more on Highway 395 I would rather give it to NDOT as part of our formal complaint.

No public comment.

#### Motion Miller/Higuera to approve the Tentative Capital Improvement Plan for 2016-2021.

Mrs. Jones asked them to include the modification to remove the valley vision bank.

Vice-Chairman Miller/Higuera added to his motion to include the modification to remove the valley vision bank. Motion carried unanimously.

## 23. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for March 2016.

Mr. Rowe reported all of the comments I had on items for tonight were agenda items. Otherwise it has been pretty quiet.

Mrs. Slater asked about the trash truck.

Mr. Rowe reported Tom is working on getting the new shocks. We've got a new warranty that was issued. So we dismissed the lawsuit when we got the written warranty. It's now just a matter of getting some of these items fixed. The shocks had to do with the way it was handling and steering.

Mr. Dallaire added the steering on the truck was spec'd out to be a 20,000 axle. The other trucks were spec'd out to be a 20,000lb axle but we got the 23,000lb suspension system. They are saying the shocks will fix the bounciness. We will try it. Otherwise we will ship it back and do a trade in.

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

Mr. Dallaire met with Dave at the Village Motel about the acquisition of a portion of that property. I received an email from Army Corp on our channel. They are now looking for me to provide a map that shows only areas filled in, as well as the area of linear foot and volume of fill used. I sent them another email to find out if I can get it to them later. It will take some research. I told them it's done and growing grass. There were a few thousand yards of fill material. We removed 17,000 yards of material.

Vice-Chairman Miller asked about the Old Gym Playhouse. Does that mean the Historical Society doesn't want to do any type of partnership with us?



GARDNERVILLE TOWN BOARD MEETING AGENDA - CONT'D

Mr. Dallaire would need to go to the Historical Society board and ask them. I can have Holly Lunda do a presentation on it if are interested. It would be \$1 a year for 100 years.

Mrs. Jones asked what it would cost to insure it, run it, upgrade it and clean it. Our revenue is flat. We can't keep adding costs. Something like the playhouse is a wonderful thing but it's not what we are designed to do. So to keep taking on those kinds of projects we will endanger our ability to meet our core purposes if we don't stop.

Vice-Chairman Miller felt if our revenue went up I'm sure the county would find a way to keep it flat.

Mrs. Jones thought the playhouse could be a very good resource to do things like weddings, but that's not what we are supposed to do.

Mr. Higuera thought the rent is reasonable. We can afford the rent. What we have to look at is doing it with grants and not spending.

Mrs. Jones would like to finish the Gardnerville Station first.

Mrs. Slater would like to table this for a while.

Mr. Dallaire pointed out it needs a new roof immediately. There are ADA issues. They don't want to give up parking so it's just the structure. It is in pretty bad shape.

Mrs. Slater asked about an item where you were talking about paving the parking lot around the old jail.

Mr. Dallaire hasn't heard back from Doug Ritchie on the alley. But basically what came back from the title report is that it is the county's. So Doug wanted to know what we want to do with it. The county could repair it, fix it and we'll partner with them on paving the parking lot. The dirt area is ours. I can continue to ask.

Mrs. Slater would like an answer. What's the decision? Let's get this resolved. We can block it off. If they don't want to deed it over to us we'll know where we stand.

Mr. Dallaire asked if we want them to deed it over after they fix it.

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

Mr. Henningsen thanked the board. It has been a very informative meeting. You cover just about everything.

Meeting adjourned at 8:07 p.m.

Respectfully submitted,

lenner

Mary Wenner Chairwoman

Tom Dallaire Town Manager