



## GARDNERVILLE TOWN BOARD

### Meeting Agenda

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

1407 Highway 395 N.  
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Contact: Carol Louthan, Administrative Services Manager for any questions or additional information. You may also view the board packet online at the town's website.

Tuesday, August 1, 2017

4:30 p.m.

Gardnerville Town Hall

**INVOCATION – Colleen Kurczodyna, United Methodist Church**

**4:30 P.M. Call to Order and Determination of a Quorum**

**PRESENT:**

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

Jennifer Yturbide, Town Attorney (joined meeting 4:35 pm)  
Geoff LaCost, Town Public Works Superintendent  
Carol Louthan, Administrative Services Manager

**ABSENT:**

Tom Dallaire, Town Manager

**PLEDGE OF ALLEGIANCE –** Mary Wenner 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.

Mr. Robert Stiles is here today because of some correspondence. I am on the Chichester Board of Directors. I have lived here two years and I wasn't aware that you close roads like Lampe or Gilman. I was trying to exit Gilman during the parade and I noticed cars turning around. Sure enough the road was closed. But the one thing I noticed was the people speeding through the neighborhood that were agitated because the road was closed. Maybe it's because they didn't know the circumstances of the Carson Valley Days, same as myself. I stopped and watched people running the stop sign because they were so agitated. As a board member from Chichester I am just trying to see if we can work something out to get those agitated people more aware before the event. I talked with Geoff a little bit. I don't know if this is just a Chichester only neighborhood problem. I just wanted to make you aware of it.

Mrs. Slater feels for them. I am in an area in town that is landlocked for five hours.

Mr. Stiles' concern was there were a couple of garage sales and kids chasing balls with all these people speeding. When I was headed out I almost got into a head-on collision. I came up with some ideas for signs. We appreciate the town fixing the roads in the neighborhood. I drew up a sign similar to what they were using at the entrances. Maybe just something that says "Exit Harvest Avenue during Carson Valley Days this Saturday only." Put it up the Monday before the event and it would make people aware they can't go out that way.

Mr. Higuera pointed out it isn't a town event. It is the 20/30 Club's event.

Vice-Chairwoman Jones added it is the Department of Transportation that shuts the highway down.

Mr. LaCost stated they only close down Gilman at Highway 395. They don't go up to Lampe, the entrance to Chichester. They close Lampe off at Highway 395. The Douglas County volunteers put up the signs.

Mr. Higuera suggested if you want to get something going on this you should see the 20/30 Club.

Mr. LaCost mentioned there is a second closure for the Parade of Lights, which is almost identical to CV Days. We provide signs to the Chamber of Commerce and to the sheriff's department. We don't necessarily put them up.

Mrs. Slater felt it would be better if it came from within the homeowner's association.

Mr. LaCost agreed the HOA could provide signs.

Chairman Miller commented Search and Rescue is who controls the intersections during that time. They man the intersections and close them. They are volunteers.

Mr. Stiles could see if some Chichester volunteers could put up a couple of signs. Just wanted to make you aware of the situation.

Chairman Miller commented if you call the local sheriff, they couldn't respond to violations.

Mr. Stiles asked what if somebody on Hanslope needs an ambulance.

Chairman Miller thanked Mr. Stiles for his comments.

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.

**Motion Slater/Wenner to approve the agenda.**

No public comment.

**Upon call for the vote, Motion carried unanimously.**

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:  
July 5, 2017 Regular Board meeting, with public comment prior to Board action.**

**Motion Higuera/Slater to approve the previous minutes**

Vice-Chairwoman Jones abstained (not present at July meeting).

Chairman Miller has two changes in the minutes. One is where I made comments about the taxation structure on a unit that might go into receiving area, which was left out. And then the other change is, Tom Dallaire made some comments and you will see it highlighted. It would be under item 6. With those two changes can I get a motion?

**Amended motion Higuera/Slater to approve the previous minutes with the changes/corrections.**

No public comment.

**Upon call for the vote, 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.**  
Approved.
3. **For Possible Action: Approve July 2017 claims**  
Approved.
4. **For Possible Action: Approve a town special event application with street closure for Suicide Prevention Awareness Walk/BBQ community event September 9, 2017 from 7:00 a.m. to 3:00 p.m., considered to be a Class 1 use per policy.**  
Approved.

5. **For Possible Action:** Approve a town special event application for Carson Valley Sertoma's Oktoberfest, September 10, 2017 from 9:00 a.m. to 5:30 p.m. considered to be a Class 2 use per policy.  
Approved.
6. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application for Carson Valley Sertoma's Oktoberfest, scheduled for September 10, 2017 from 9:00 a.m. to 5:00 p.m. at Heritage Park.  
Recommend approval.

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

No public comment.

**Upon call for the vote, motion carried unanimously.**

#### **ADMINISTRATIVE AGENDA**

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

7.  **For Possible Action:** Discussion to approve, approve with modifications, or deny the request from RO Anderson to accept maintenance of a portion of SIP 0057 for Snaffle Bit Drive and Hat Band Court, including asphalt concrete paving, curb, gutter, sidewalk, dead end barricade, storm drainage catch basin and pipe, new power meter and (3) street lights, and one decorative street sign within road right of way of Phase 2C the Ranch at Gardnerville, recently renamed to Heybourne Meadows, Phase 2C; with public comment prior to board action.

Mr. LaCost reported we have done the inspections of the facilities. They have the light bases and storm drainage in. We were waiting for them to get the lights installed and they got them in last Friday. We are good to go for that section. On 7-4 you can see the outlined areas we are accepting. It is not the full SIP (Site Inspection Permit). It is what we have outlined.

No public comment.

**Motion Jones/Slater to conditionally accept the maintenance of that portion of the SIP 0057 (0050) for extension of Snaffle Bit Drive and Hat Band Court, with the accompanying AC paving, curb, gutter, sidewalk, dead end barricade, storm drainage catch basin and pipe and new power meter, including three street lights and one decorative street sign with road right-of-way, Phase 2 of the Ranch at Gardnerville.**

Attorney Yturbide believes Vice-Chairwoman Jones said SIP 0050. It should be 0057.

**Vice-Chairwoman Jones answered yes. I apologize.**

Attorney Yturbide asked: second as amended?

**Mrs. Slater agreed with the amended motion.**

**Motion carried unanimously.**

8.  **For Possible Action:** Review, discuss and provide comments to the Housing Element of the Douglas County Master Plan Update; with public comment prior to board action.

Mr. LaCost asked if there were any questions.

Ms. Wenner read through it and had quite a few things marked on it. I did not realize the county is responsible for Arbor Gardens and approving the people who buy in there. There is a deed restriction for affordable housing. It looks like there have been 17 homes sold and the county didn't have anything to say about it. It's a deed restriction that says they have to be a minimum affordable house or you have to have a certain income in which to buy over there. But nobody from the county has been approving those. So people have been making money. The people who sell them, bought them at a low price and now they are selling them for whatever. So if that is something they are going to do to development is make agreements with the developers on bringing in affordable housing, I think there should be somebody at the county or department that will look at it.

Vice-Chairwoman Jones advised it is a deed restriction, like a code, covenant and restriction. It's enforceable by the homeowners association. A deed restriction is a CC&R.

Ms. Wenner read from the packet. There are several recommended changes and one should be there is somebody at the county who is watching those.

Attorney Yturbide thought the question would be whether or not there is a legal enforcement mechanism. Oftentimes through the county for enforcement purposes someone has to make a complaint or bring it to their attention. It's a good comment to put back to them and ask if there is a way they can do that.

Chairman Miller mentioned there was some discussion on this last meeting. The housing division is approved for state funds to make it affordable housing. So they cannot be built with state funds unless that restriction is on the deed automatically.

Ms. Wenner asked who is supposed to monitor that?

Chairman Miller didn't know whether it is state or the county. The county handles the transfer deed when it is sold. At the time it would have to be caught.

Mrs. Slater asked if there wasn't some discussion when we approved the development originally, that within the developer's agreement he was going to monitor it.

Attorney Yturbide believed they would have to look back at the agreement and see what the enforcement mechanism is. There can be multiple parties who could enforce depending on what the agreement says.

Mrs. Slater thought it had to be held for a certain number of years.

Ms. Wenner agreed. Like the first 15 years. One of the other things I noticed is on page 8-30 it says the visitability is requiring the new builders to make the hallways wider in case later on the house ends up being with somebody who has a wheelchair or having the front doors on a lower level so they can use a wheelchair. It's saying instead of changing the homes later on for people who are handicapped, they start making them that way to start with. Those are two of the things I noticed.

Chairman Miller asked Mr. LaCost if there wasn't something else on this. There are maps in the back. Weren't we supposed to address those?

Mr. LaCost explained that was part of the homework that we would like to consider moving the urban boundary out. We are looking for direction from the board on what type of facilities we want out there. Tom put his data in his section where it shows we have a larger area of single family homes, but we benefit more from multifamily zoning. We actually have a larger return on taxes. He wanted to show that in his section. Next month he wants to come back to expanding the urban service boundary. But he wanted to give you all the information to review for a month. He didn't want to spring it on you and give you three days to look at it. This is what we are looking to do and here are the facts. This agenda item is specifically for the master plan. These are the revisions they have made for the master plan. We were just going to give it to the county with our comments. Tom wanted to have the discussion in his agenda item on expanding the urban boundary, update the plan for prosperity and what direction the town wants to go. The master plan is just dealing with the housing in general.

Attorney Yturbide believed this is your opportunity to give comments. If there is an area you want the county to know about now is the time to bring it up.

Ms. Wenner thought if they are going to allow the developers those extra bonus items for water and sewer or whatever, then they need to put some kind of enforcement or restriction that somebody should be watching.

Chairman Miller stated affordable housing is quite an issue in Douglas County. If you look at three affordable housing areas: Crestmore Apartments, Arbor Gardens and New Beginnings, they are very clean, well maintained and don't influence the value of the other neighborhoods. So that's what they are looking for. Even though it may be in somebody's back yard, it doesn't take away from the value of their property. That's part of the discussion that they are looking for affordable housing. Arbor Gardens was originally built for first time buyers with Nevada Housing Division monies. Those homes are required to be kept in that status for a number of years. But because it is a first

time buyer they have the opportunity to sell the home at a higher price and buy another home. But they have to sell it to another person who is entering the market as another first time buyer. That way it stays in affordable housing. I think what they are getting at is these homes have been sold and not meeting the income requirements. So the part about profit is correct.

Mrs. Slater agreed until someone speaks up and brings the issue to the surface, it just lingers and nothing becomes of it.

Vice-Chairwoman Jones' biggest concern is it doesn't actually address the problem right now. These are all actions about new development. The next time a house is built or where do we put zoning. Yet as a community, we have long had a history opposed to actually building new developments. So I am not seeing goals and action steps to remediate the existing inventory. Is there a way to rehab a house? Is there a way to incentivize landlords to rent. Is there a way to encourage taking an existing house and dividing it into apartment complexes. So that is something to consider. The goals and action steps are only talking about new inventory. It doesn't closely look at the existing inventory. Is there a way to adapt it for affordable housing?

Mrs. Slater would like to make sure we have an equal balance with housing and services. We need to make sure we have commercial mixed in there. If you want to buy a dress or suit where do you go? We need to encourage those businesses that support the community to keep the people here.

Chairman Miller called for public comment.

Ms. Kurczodyna commented when Mary brought up we might be in violation of those deed restrictions, is the person who accepted the monies with the condition of the deed restriction responsible for monitoring that and if they don't, are they going to have to pay back the monies like the airport.

Mrs. Slater felt that would be a legal question.

Heidi Saucedo just watched the planning commission meeting that regarded the housing element, and they dealt with a lot of these things. They weren't able to 100 percent answer all those questions. But the part about selling the home that was deed restricted, they said right now the only enforcement they have is if a realtor comes to the county. That's the only way the county is made aware there is a deed restriction.

Attorney Yturbide clarified the county oftentimes in their enforcement doesn't know until after the transaction. So I imagine what they were talking about is how it is brought to their attention. Unless there is a complaining party they don't have the resources to know there is a problem.

Ms. Wenner felt that's why they should have a department in the county that does enforcement if they are going to continue to do affordable homes and put deed restrictions on them.

Mrs. Slater agreed there should have been some penalty put in when the original developer made the agreement with the county to provide the affordable housing that says if you violate the CC&R's then penalties will be incurred. That's something that would be between the developer and the county.

No further public comment.

Vice-Chairwoman Jones didn't think we need any specific action. I think our comments just need to be communicated to the county.

9.  **For Possible Action:** Presentation to the board relating to the application "Agenda Free", its capabilities, and subscription options. Discussion and possible action to determine whether the tablets are effective for packet review or whether laptops should be purchased for a more efficient review of action items; with public comment prior to board action.

Mr. LaCost reviewed we have been moving toward the paperless era. Last month we tried Google Drive. Some members were having issues with that. We looked at other options and Agenda Free came up. Here is a small video. (Video shown) We are still learning the process. With the free version we can have up to three agendas or files posted at one time. We would still keep the items accessible on our website. We would still keep them in-house but they wouldn't be accessible through Agenda Free unless we upgraded to a subscription. For right now we are looking

at rolling with the free version and working through a learning curve. If you are interested we are okay with subscribing but at this time we are okay with just the free version. How did Agenda Free work for you?

Mr. Higuera liked Agenda Free. You can make notes. I found it to be easy to work with. It's stable. It stays there. The one we used last month disappeared. You don't have to go through miles of searching.

Mr. LaCost mentioned it is different between the Apple and Android versions

Vice-Chairwoman Jones' biggest complaint is it kept getting caught in the spam filter at work. There was no way I could take notes and view it on a different device later.

Chairman Miller had Geoff create a gmail account for each one of us that has to do with town business. You can bring it up through that gmail account each month. What I would suggest is an invitation each month to that particular agenda where you can bring it up through the gmail.

Mrs. Slater met with Geoff yesterday and he showed me just hit the chrome icon.

Mr. LaCost put a tab on Chrome. So all she has to do is open up Chrome and it goes right to the tab. It functions and looks a little different on the Android. They have been opening the pdf version. If they open the html it does the same thing. It's just a matter of two different versions.

Vice-Chairwoman Jones commented OCR (Adobe Acrobat) is really cheap and easy. I wouldn't pay for that.

Mrs. Slater asked what are we paying for now.

Mr. LaCost answered right now the only thing we are paying is staff hours. The time we are taking to put it on there. If we choose not to issue the tablets I can use them for the guys in the field. They are interchangeable.

Mrs. Slater asked if these prices that are listed are for the additional services that we could purchase.

Mr. LaCost answered yes.

Mrs. Slater asked if that is for a government agency or per person.

Mr. LaCost believed it would be per account. Right now we can have three meetings on line. For the upgrade we could have 24.

Mrs. Slater asked how many people can access the agenda under that one entity.

Mr. LaCost did not know. It didn't say that anywhere in the help files. It allows us to send to other people a link to access these agendas. How many people can see it? I am guessing it's unlimited. It says there is a limit of how many agendas are online at one time.

Chairman Miller stated if we are going to the tablets, have the maps in printed form delivered to us before the meeting. Trying to read the maps on a tablet is hard.

Mr. LaCost next month will have the printed copies of any maps. Did you want the claims also?

Ms. Wenner answered yes.

Mr. LaCost asked if they wanted the budget in paper form. So those are the three things you want printed: the claims, the maps and the budget.

Mrs. Slater asked for anything of a detailed nature.

Mr. LaCost advised next month the only thing we will bring you printed will be those things. We will use the Agenda Free next month. We will also put it on the Google drive. You already have a link so you still have access. Is there anything else?

Mrs. Slater doesn't think everybody wants a copy of the claims. Just have one or two available at the meeting.

Vice-Chairwoman Jones has an Apple Pro so my screen is huge to begin with. If we go from printing ten to one or three that is a significant savings.

Mrs. Slater is not saying every map should be delivered. Deliver them if you have multiple ones where we need to make a decision on a division or we need to look at details. If it's just in reference to something I don't know if we would need it. If in doubt, ask.

Mr. Higuera thought we have made significant progress since last month.

No public comment.

Mr. LaCost appreciates the direction. We wanted to know if you didn't like the program or the tablets. I think I have enough direction to make next month better.

10.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for July 2017.**

Attorney Yturbide went over the agenda items, did some revisions, followed up again on the right-of-ways. I had a discussion related to the alley and how we are moving forward with that. Communicated with staff. That is about it other than agendas and the meeting.

11.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for July 2017**

Mr. LaCost asked if there were any questions. We included the Carson Valley Visitor's Authority strategic plan. Just behind that is the exercise for Gardnerville. Tom put quite a bit of time and effort into this item and where we are making our money. We have a larger area of single family homes and are making a larger percentage on multifamily homes. We are looking to expand the urban boundary out behind Wal Mart. We are looking to update the Plan for Prosperity. If you look at the very last page, you can see where we are looking to expand. We want to make sure you are happy with that idea. What do we want to see? What types of zoning? What types of changes do we want in that area? It says it in Tom's instructions pretty well.

Chairman Miller pointed out this is an item for a workshop. That type of thing we definitely need to have in printed matter.

Vice-Chairwoman Jones feels like it should be a workshop to invite the public.

Chairman Miller suggested having a workshop before the next meeting, but that could be too soon. Maybe after the next meeting.

Vice-Chairwoman Jones suggested doing it at the next meeting if we advertise. We could do a press release and invite the public to come because we will be talking about the urban service boundary and we would like their input. We could have a special meeting where we can take a vote and give direction, not just a public workshop.

Attorney Yturbide advised it would seem more appropriate to agendize the workshop, get publication so they can participate and then set it for the next meeting or a special meeting to address that particular item. This month may not give people enough time to come out. I don't know if that's sufficient time.

Mr. LaCost knows Tom was adamant we needed to have it done by the next meeting for the urban service boundary, which would be part of the master plan.

Attorney Yturbide suggested setting a special meeting before September. You may not get as many people participating but you could take action. Set it for possible discussion and action at that point in time. You could even adjust maps and put it back on for September to deal with some of the details. Then you could have a second opportunity to finalize what you are doing. You could continue it and give your agenzied notice for the September meeting.

Mr. LaCost would like to have a special meeting before the next meeting but school starts on the 14<sup>th</sup>.

Vice-Chairwoman Jones noted school starts on the 14<sup>th</sup>, which is just less than two weeks from now. If we focus on a Tuesday, August 29, that's one week before, but by that time it's two and a half weeks into the school year and before Labor Day.

Mr. LaCost thought perhaps 5:15 p.m. would give residents time to get here.

Vice-Chairwoman Jones suggested doing a press release, Facebook the normal notice and newspaper. Send it to the Chamber of Commerce.

Mrs. Slater proposed having the meeting for an hour and a half or two hours.

12.  **Not For Possible Action: Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.**

Ms. Wenner reported at the last meeting they sent out the new concert series. They did tell us in the last Getaway magazine their Arts and Antiques was published in it. They also have a little flyer. It's called the Youth Outreach with Douglas County Schools, where they publish what they are doing with the schools with the art and how they have been taking things to the schools and getting involved. Brian is trying a new direction. Other than just raising funds for the building he is trying to get more community involvement.

Mrs. Slater just received the Nevada League of Cities 2017 legislative session report that shows a lot of the bills that were passed. If anybody wants a copy I'm sure Marie can make copies. I am glad the session is over and we are moving on. From there we are discussing having an executive committee retreat where final decisions are being made on how we are going to approach the next legislative session. We are looking at that for August and it will be for 5 to 6 hours. The last item is don't forget the 2017 annual conference. It will be held at Casablanca Resort in Mesquite. That's October 10 – 12. Online registration is available. I would encourage everyone to think about going.

Chairman Miller believed it should be an agenda item for next month.

Mrs. Slater suggested if you make your reservation now it's \$245. After August 31<sup>st</sup> it jumps up to \$295. The agenda is available online. It is very preliminary so there will be a lot of changes between now and the conference.

Mr. Higuera reported Main Street Gardnerville marches on through their transition. They are getting more involved with Drew Aguilar from Carson Valley Accounting. He has been doing their tax return for free. He is starting to talk to them about different things. They will be spending some money and time with Drew. He doesn't feel that Debbi qualifies as an independent contractor. He will get that all taken care of. I think it is a good thing that they are getting involved with a professional. The transition is pretty daunting and it is a complete change.

Chairman Miller knows there has been some discussion of possibly going from a 501c6 to a 501c3.

Mr. Higuera reported Drew discussed that briefly. They are working to get all the finances straightened out. The Biz Blast was going out twice a month. Apparently Debbi did some research and there was a small percentage of people who actually opened it. Debbi felt that improving it and having it go out once a month would be a better way to go. The board approved that change. They have decided on the name for the wine walk. They decided they are going to call it Third Thursday Wine Walk with a subtitle Sip and Shop, Sip and Shine, Sip and Swap, Sip and Play. They want to expand the wine walk and have something else going on at the same time. She got that copyrighted. This will all take place next year. On the board positions, Suzanne Carreau officially gave her resignation as secretary. They are still struggling to find someone to be secretary. They do have a couple of board openings. Tara Addeo is going to go for another three year term on the board. They discussed briefly the Freedom 5k. They had 101 people this year which isn't much growth. Main Street wants to discuss it. They feel like maybe it is not worth the effort. We haven't discussed it and maybe we should. An opportunity came in to cohost the Carson Valley Community Food Closet Turkey Trot. That is a 5k run/walk on Thanksgiving Day. So if you have any input for them get in touch. That's really the points I got out of the meeting.

Chairman Miller thought the turkey trot would be a joint project with Minden and Gardnerville Main Streets.

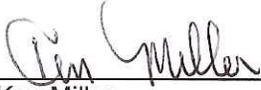
Mr. Higuera reported they want to see if Main Street Minden and Main Street Gardnerville are interested. If they are interested they will get it firmed up. Right now it's just a proposal.

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

No public comment.

Meeting adjourned at 5:47 pm.

Respectfully submitted,



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Ken Miller  
Chairman



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Geoff LaCost  
Town Superintendent Public Works