



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

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

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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, September 5, 2017

4:30 p.m.

Gardnerville Town Hall

**INVOCATION – Pastor Matt Wetzell of Calvary Chapel Carson Valley**

**4:35 P.M. Chairman Miller called the meeting to order and made the determination a quorum is present.**

**PLEDGE OF ALLEGIANCE – Chairman Miller led the flag salute.**

**PRESENT:**

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

Jennifer Yturbide, Town Counsel  
Tom Dallaire, Town Manager  
Geoff LaCost, Superintendent Public Works  
Carol Louthan, Administrative Services Manager

 **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 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 Higuera/Slater to approve the agenda.**

No public comment.

Mr. Dallaire asked to pull item 5 from the consent calendar.

Chairman Miller will move item 5 from the consent calendar to administrative.

No public comment.

**Motion carried unanimously.**

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:  
August 1, 2017 Regular Board meeting, with public comment prior to Board action.**

**Motion Slater/Jones to approve the minutes of the regular board meeting of August 1, 2017.**

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 August 2017 claims.  
Approved.
4. **For Possible Action:** Approve a town special event/street closure application for Splash Dogs scheduled for September 28 through October 1, at a cost of \$2,500 in addition to providing bleachers and assisting with setup of the event.  
Approved.
5. **For Possible Action:** Approve Proclamation 2017P-02 recognizing the 25<sup>th</sup> Anniversary of the Business Council of Douglas County.  
Pulled for discussion.
6. **For Possible Action:** Approve a Special Event Application for Main Street Gardnerville's Scarecrow and Fall Festival to be held in Heritage Park on Saturday, October 7, 2017 from 7:00 a.m. to 5:00 p.m.  
Approved.
7. **For Possible Action:** Approve a Special Event/Street Closure Application for Main Street Gardnerville's Coffin Races to be held in Heritage Park on Saturday, October 14, 2017 from 7:00 a.m. to 5:00 p.m., closing Ezell Street between Slaughterhouse Lane and Gilman Avenue.  
Approved.

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)**

5.  **(Pulled from Consent) For Possible Action:** Approve Proclamation 2017P-02 recognizing the 25<sup>th</sup> Anniversary of the Business Council of Douglas County.

Mr. Dallaire presented Renee Louis and Bobby Thompson of the Business Council with a proclamation recognizing their 25<sup>th</sup> anniversary.

Ms. Renee Louis has been with the Business Council for 18 years. We have a long history with the town of Gardnerville. It's been a wonderful collaboration. One of our favorite board members was Tom Cook. There is a lot of collaboration that has gone on. Some things that come to mind that we worked with you directly are: Transportation 20-20 plan, early 2000. That project lasted three years and the council spent over \$100,000 looking at funding sources, pathways and eliminating the west side bypass possibilities. Susan Martinovich had given the business council a gift. It was a fabulous stacked photo of the town of Gardnerville. We were proud to receive that from NDOT at the time. Many years later when you opened this building and you had the open house, I felt it would better be served if that photo was here in your house and that would be that photo on the wall. That was our gift and it was a great pleasure for me to present that to the board at the time. I appreciate everything you do now and in the future. If you ever need us we are here. Thank you for recognizing our 25 years.

No public comment.

**Motion Jones/Slater to approve Proclamation 2017P-02 recognizing the 25<sup>th</sup> anniversary of the Business Council. Motion carried unanimously.**

8.  **Not for possible action:** Discussion and presentation by Leadership Douglas County regarding the Leadership Class Project which advocates for the formation of a Douglas County Community Foundation. Appearances by representatives of the Leadership Douglas County Class of 2017.

Ms. Connie Billington with the 2017 Leadership Douglas County Program. With me is Sally Grant and Dave Rauschhuber, who is on our team. Unable to be here is Audrey Slobe from City National Bank. Thank you for letting us come and present our program to you. (Power Point presentation given) Each year the class takes on an important project. We settled on a very exciting direction, a Douglas County Community Foundation. (Power point

presentation – in board packet) I will mention that as of last week we have four individuals from our Leadership Douglas County class who are going to, if this doesn't happen by the end of our graduation, continue to support this and try and work forward on this project.

9.  **For Possible Action: Discussion on providing a Town Friendship Sponsorship for the Carson Valley Arts Council and becoming a member of the organization of which we have a board member liaison position on the board; with public comment prior to board action. Presentation by Mary Wenner, Board member, Arts Council representative**

Attorney Yturbide is a board member on the Carson Valley Arts Council. So I cannot participate in this matter.

Ms. Wenner has been on the board for about five years. I brought Sharon Schlegel, secretary/treasurer/grant writer for the Carson Valley Arts Council. She is here in case you have any questions. We did get an email from a lady from the town of Gardnerville. Ms. Wenner read the letter for the benefit of those present. (letter in board packet) I emailed Brian and Sharon and asked them if any of the money from sponsorships go towards the building. Brian's response was both of the areas of support, friendship and sponsorship, are for general Carson Valley Arts Council operations. They allow for organizational sustainability, continued programming and expansion of community events. They are not part of the capital campaign of which we seek separate support through grants and private donations.

Chairman Miller called for public comment.

Ms. Schlegel commented it is being run together, but there are two categories. One is our friends of the arts. That is our annual membership which we have several levels. We just added a business category and a nonprofit group in addition to our general membership for individuals and families. So that is separate. That money goes into the operating budget to keep the business going. The other is a sponsorship for the concerts. We have several different levels of sponsorship. That helps us to keep doing our programming, concerts and youth education in the schools.

Vice-Chairwoman Jones asked on the friendship benefits form, if that would include season tickets and 3 passes at a discount. Obviously we're an organization. Would this be extended to all of our staff.

Ms. Schlegel answered yes. You just say you are a member when you order the tickets and you would get the discount. There are some benefits for the sponsorship in the different levels. You get your name or logo or some kind of an ad in there. Also it goes on the website and for different levels you might get season tickets that you can use personally or give away for some function.

Ms. Wenner advised Sharon was applying to the county for a grant application. For the last few years they have been getting \$10,000 from Douglas County. But not for the last two years have they had the grant application. The arts council is short that amount on their budget.

Chairman Miller asked where the \$10,000 came from before.

Ms. Schlegel answered it was the community grant. Douglas County puts it on each year. They have all the organizations compete for the money. It went away for us because we got it for several years. They didn't want to give it to the same organizations over and over.

No further public comment.

Vice-Chairwoman Jones is challenged with the open meeting law when I read number 9. The friendship sponsorship is different than sponsoring a concert series. The friendship form has a limited size and I also think about the precedent we set with other organizations in town. I believe it's \$150 to the Record Courier, \$150 to Project Santa Claus. We don't have the resources to replace that grant. I'm looking at the friendship form and consistent with our prior pattern I would think it would be \$150, which would be the better friend category.

**Motion Jones/Higuera to be a better friend on the friendship form for \$150. Motion carried unanimously.**

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

Attorney Yturbide reported this month we had the special meeting and the extra work was spent in relationship to that meeting. It was really a rather light month, even when you look at the agenda tonight. One of the things Tom asked me about is if it would be helpful to have a presentation on the open meeting law. I don't know if you would like to have something like that in the next month or two. Tom has asked me and I was wondering if you would like me to do a presentation.

Mr. Dallaire is trying to get together with Minden and Genoa. Minden is not participating. Phil expressed an interest to have a combined meeting for training.

Chairman Miller skipped the last one because I went to the one at the state.

Attorney Yturbide believed Pool Pact will put one on.

Mr. Dallaire mentioned we could also have the attorney general do it. I was going to find out what days would work better for board members in September or October. Historically it's been about 1½ to 2 hours. We have to do the land use portion and also the open meeting law. Those are the two that are required. There is some other training on year end reports and I can see if I can get Kathy Lewis to do that. If that isn't something we want to do this year I can coordinate with her and try for February next year. We can get it done early. If that is something you are interested in then we can have Jennifer do the open meeting law. I can see if Mimi or Heather will do the land use as well. Get that all done at once. I had September 19 or Oct 24<sup>th</sup> as choices. Are there different dates you would prefer?

Attorney Yturbide checked and October 24<sup>th</sup> is fine. September 26<sup>th</sup> would be difficult. I would lean toward October 24<sup>th</sup>.

Vice-Chairwoman Jones is out of state.

Mr. Dallaire needs to coordinate. I will throw out some dates to Mimi and find out when she is available and when you are available.

Vice-Chairwoman Jones asked about October 3<sup>rd</sup>. What about starting the training at 1 or 1:30 and doing it before the meeting.

Mr. Dallaire asked if we would just have Genoa come to the board meeting. I will see if he can set that up.

Attorney Yturbide would ask the individuals what length of time they each are going to need to do their presentation.

Chairman Miller pointed out since we conduct regular business in this office I would suggest an alternate location, like the East Fork Fire District room. End the training at 4:00 and then we could still make the 4:30 meeting.

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

Mr. Dallaire reported Taco Bell came back in. County staff has no problem with the design. Chase Bank has submitted an application. I have a pre-app meeting with them. It is the same plan that was proposed prior. I am working on the Borda property behind Hussman. We have a storm drain system in there that discharges into an open ditch. They want to pipe that ditch. Ted is planning on growing a crop back there. He is getting some funding from NRCS. They will pay for the pipe but not the manhole or the riprap. We are looking at putting a manhole and a new pipe so we can gather some fall. That would make the pipe 2/10ths higher than the water surface today. In a storm event it would allow it to drain. We fixed a lot of the problems upstream. We would leave the pipe, increasing the capacity it has on the outlet side. That will help this drainage system. NRCS is going to help pay for that through Ted Borda. The problem is he doesn't want an open ditch so it will be a manhole. The only part we would clean is at the outlet point. It hasn't been a problem this year. I am trying to get costs on it now. I am just giving you a heads up. We did get comments back from NDOT for Kingslane. We are moving forward. There are some utility agreements I need to get. Working with Theresa from NDOT. She has been pushing to get this done. We are getting our 100 percent plans complete. Once those are done we have to submit these letters from Southwest Gas and the sewer district that we are going to modify their utilities. They will pay for those modifications. They have to agree to that. NDOT is pretty good at demanding things in a letter. The Air Show, what board members are planning on attending and how many tickets?

Ms. Wenner is volunteering. I don't need any tickets.

Chairman Miller is volunteering on the 7<sup>th</sup> with Rotary and the 8<sup>th</sup> I would like to have 3 VIP tickets.

Vice-Chairwoman Jones' family can't attend.

Mr. Higuera would like two.

Vice-Chairwoman Jones' preference would be those go to our staff.

Mr. Dallaire asked if they would send an email or text how many each of you want.

Mrs. Slater asked about the 395 sidewalk at the French.

Mr. Dallaire reported NDOT decided it was going to be too hard to coordinate and they turned it over to the right-of-way department. They agreed the curb was bad and would replace the curb, gutter, sidewalk and grind out the street two lanes wide, the full width and we will stop in the middle of the lot before the stop sign. I explained that is not the worst part in town. If you are going to grind anything, grind in front of the Overland and overlay and repair the patch in front of the French. They came back and said they will repair this much and add 336 feet of curb and gutter. Then we are responsible for the sidewalk. Anderson is working on the plans. They should be done this Thursday. The survey took place a couple weeks ago. Tony called and said we are going to be down there tomorrow and all we are doing is cutting out the hole, backfilling it and paving it. They will push all the rest off to major maintenance. It will be an actual project now. I don't know the schedule. We just have the plans on our part so I can start working with the bars on what they want the alley to look like. Then we will work with the county on getting the alley. Carey is a new DA. Doug handed this project over to her. She is our representative. Once I get the plans from Anderson I can set up an appointment with Carey. The sidewalk included the storm drain. We need to get the video done so we can prove to NDOT their storm drain system is failing.

Mrs. Slater asked when we are on the list to have the whole town resurfaced?

Mr. Dallaire answered it is not on the list.

Mrs. Slater asked if there is a place you can file a formal complaint with them?

Mr. Dallaire answered yes, with Thor Dyson.

Mrs. Slater suggested putting it in writing and telling them what the original agreement was and that you had secured funds from the town board. So there was adequate time. They could have gotten back to you prior to meeting with us. Tell him to come down and take a look at what a terrible job they did.

Chairman Miller asked why the DA's office has to review the plans we have for the alley. They didn't on the gas station when we acquired it.

Mr. Dallaire answered Douglas County has ownership of the alley. I want the county to fix the alley before they give it to us. It will just be pedestrian access. We will end up closing up the East Fork driveway as well because it is not grandfathered in any more.

Chairman Miller would like to say on the corner of Mill and Hwy 395 last week there was a 3 foot elm coming out of the curb and now it is gone.

Mr. LaCost will check on it.

Mrs. Slater asked about item 13.

Mr. Dallaire responded county social services is currently located at the end of Cemetery and Douglas. Their plan is to move social services to the old senior center. The only part that is not getting added onto is the front facing. All their services would be in that building at the end of Meadow Lane. If we are going to have that facility Meadow needs to have sidewalks. I guess the residents have complained in the past about putting sidewalks. Geoff and I discussed some options to widen the road and make it a complete street. I was informed by Dale Bohlman that

everybody just walks in the street. It is outside of our right-of-way. We have a 54 foot wide right-of-way in there. The road itself is 37 feet wide, 41 feet from back of curb to back of curb. We are looking at narrowing the road and adding some options. We will get a workshop scheduled. We are trying to get on the round for CDBG for the next set of funds. I hand drew some plans on what I would like to do and talked with social services. We have to have the building improved because it is in bad shape. They do have some money saved from their budget. I am trying to get that worked out with Peter Walsh.

Chairman Miller asked if they could get an update for the board on what is going on with the ponds and trails, what we have left and what has been done by the state.

Mr. Dallaire can update them now. They are waiting on me to get the plans done and get it out to bid. I have all the amenities at the shop ready to be put in and now the irrigation water is shut off. The ponds were the wetlands and a different grant. The trail system is under NDOT with Douglas County. We would add amenities to that. The trails grant needs to be completed by December.

Chairman Miller asked if there were any other questions.

There were none.

12.  **For Possible Action: Approve or deny travel for board members/manager wishing to attend Nevada League of Cities Conference in Mesquite, Nevada, October 10-12, 2017; with public comment prior to Board action.**

Mr. Dallaire reviewed the League of Cities conference is in Mesquite. The power courses and the golf tournament are on Tuesday. Wednesday is when the exhibits open. The welcome reception is on Tuesday night. Linda is going. I just wanted to make sure no other board members are going. We will lose the cheaper rate. It expires on the 11<sup>th</sup>. I will be going. I did get a confirmation from Jo that we will need to do a basket. I will be going to the golf tournament and then attend the conference. I will just drive the town car down there if the board approves.

Mrs. Slater will be leaving Friday morning because I have a board meeting late in the afternoon on Thursday.

No public comment.

**Motion Higuera/Wenner to approve travel for Linda Slater and Tom Dallaire to attend the Nevada League of Cities Conference in Mesquite, Nevada, October 10-12. Motion carried unanimously.**

13.  **For Possible Action: Approve or deny manager/board members attending the Nevada Economic Development Conference September 11-13, 2017 plus travel; with public comment prior to Board action.**

Mr. Dallaire stated the conference has been held in Reno the last two years. This is the first time they have held it in Las Vegas. This was a pretty detailed report on the conference. I didn't know if anyone was interested in going. I was planning on going to this conference and fly down. I would be staying at the Hard Rock.

No public comment.

**Motion Slater/Higuera to approve the town manager attending the Nevada Economic Development Conference in Las Vegas for September 11 through 13, 2017, plus travel. Motion carried unanimously.**

14.  **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 the only thing they brought up is instead of having every other month meetings it will be every month and they are trying to have a fundraiser where they might rent out TJ's Corral or maybe the fairgrounds and bring in some music. They want a yearly fundraiser. We will see what happens with that.

Chairman Miller advised the concerts that Carson Valley Inn has there now, they arrange the entertainment. They don't get any proceeds from the ticket sales. They handle strictly concessions and just rent the space to the ticket facility. That might be something to take back to the council and let them know.

Ms. Wenner stated there is a new board member. His name is Joe and he is very aggressive about helping raise money.

Mrs. Slater reported the executive committee held their workshop/retreat last Wednesday in Reno. We had an update on the League in reference to memberships, dues, as well as other League areas of concern. We went over what the role and responsibility of a board member is and discussed ways to make improvements to make sure the information flows to the entities we represent. The common denominator is communication. We also discussed creating booklets that we could hand out to all the new members as well as holding orientation meetings for newly elected officials so everyone has a well-rounded idea of what is the League and what does it represent. We discussed the League's priorities in respect to keeping the organization as informative as possible to all its members. We briefly went over the tentative schedule for the conference. Lastly the League is updating the bylaws and strategic plan. We will be working with the executive director, Wes Henderson, to move that forward. He originally wanted to sit down and rewrite everything. I recommended not reinventing everything. Take what we currently have and we need Wes' input as to what he feels is viable and what we need to change. Then bring that information to the executive committee. We can work with that to make sure it's going to be something that will represent not only the large cities, but the medium and small towns and GID's as well. In my estimation it was great. Long day, but good.

Mr. Higuera reported Main Street has another new member, Debra Ham. She wound up being quite a find. She is going to fill in the rest of Stephanie Waggoner's term. She has lived here for three years. She is a retired special education teacher and was attracted to Main Street by the wine walk. Just before she was introduced they were struggling looking for a secretary. She stepped up and now is the secretary. She took the notes for that meeting. She was put into immediate service. They decided to send Debbi Lehr to the 2018 Leadership Douglas County. She is excited about that. The July 4<sup>th</sup> run/walk wasn't agendaized, but they discussed it briefly. They are not real happy about the run/walk. They only made \$20.19. It hasn't been much more than that in previous years. They are sending it back to the committee to bring a recommendation to the board. Since we are involved I suggested they bring it to this board so we could make a joint decision on whether to continue or drop the event. They are talking about adding the Turkey Trot to their lineup. That's all being discussed. The Main Street board/volunteers are participating in the Carson Valley Museum Gardnerville Town Tour. They will be joining in that. It is a historical tour of the town of Gardnerville and Main Street will be helping out with that. Those are the highlights of the meeting.

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

Connie Billington would like to address the idea of the Turkey Trot. Main Street Minden is hosting that event this year. We asked Gardnerville to participate. The Turkey Trot is being held in Minden Park. Other than benefitting the Carson Valley Community Food Closet and DAWG, we are also looking to promote Small Business Saturday so we can keep people shopping in the valley. I would also encourage any businesses that would like to participate in sponsorship, we will have swag bags that people will take home, inviting them back to shop.

Mr. Joseph Caughey has been a resident of Gardnerville for 13 years in Stodick Estates. I am from Commercial Efficient, a maintenance company from Southern California. We proposed about 10 years ago to do the grounds for the city. There is a street, Toler, and I proposed the company, for a month, will do Toler for free to show you what we could do. Instead, the city manager had them redo everything low maintenance and put in a bunch of rocks and sand. They cleaned it up, but it wasn't to the level I was thinking. Recently the company got together with me and they want to propose the same idea to do the grounds of the city for half of what the budget is that you spend yearly to take place starting in January. Any given month if we didn't perform well enough we don't get paid. We can easily do much better than what the grounds people are doing. Basically they just wanted me to make the proposal. I show customers how to take care of the grounds and work with their guys. Once they kind of know what they are doing I go and work for another company.

Chairman Miller would urge you to bring the proposal to the town manager and then he will bring it before the board in a discussion item.

Mr. Caughey was going to propose that, but first they wanted me to feel it out.

Chairman Miller advised the board cannot give a decision on that because it's not on the agenda.

Attorney Yturbide's job is to make sure in the public interest section that we are talking about items that are not on the agenda. What the chairperson is saying to you is if you go and talk with Mr. Dallaire and give him those ideas it can come back.

Mr. Caughey has been here before where there's nothing but the girls here.

Attorney Yturbide is sure they would love to entertain what you have to propose. But that's the process. Then he can bring it forward in an agenda item where they can give you feedback. Otherwise they can't at this point.

Mr. Caughey indicated the company wants to be one company again. I was kind of the spark plug in the company on how to make money. We would come and propose to take care of the city. It doesn't cover the trash company.

Chairman Miller needs to stop Mr. Caughey at this point. These public comments are only three minutes long. Plus the fact we cannot consider your proposal until it is on the agenda.

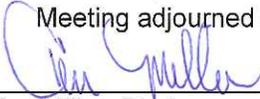
Vice-Chairwoman Jones hears what he is saying. But the law prohibits the board from making a decision or discussing it. So we invite you to make that proposal to Mr. Dallaire.

Mr. Caughey will be doing that. It takes them a while and they want to start on January 1 if you are interested. This is with Commercial Efficient. I'm somebody that has been retired from the company and they want me to come back and do what I was doing. That's what it's about.

Mr. LaCost just needs some kind of contact information.

No further public comment.

Meeting adjourned at 6:05 pm.

  
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Ken Miller, Chairman

  
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Tom Dallaire, Town Manager