



GARDNERVILLE TOWN BOARD

Meeting Minutes

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

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Contact: Carol Louthan, Office Manager
Senior for any questions or additional
information. You may also view the
board packet online at the town's website.

Tuesday, January 3, 2017

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Rich Lammay, High Sierra Fellowship

 Chairman Miller called the meeting to order and made the determination a quorum was present.

PLEDGE OF ALLEGIANCE – Mary Wenner

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.

Chairman Miller shared Trinity Lutheran Church would like to thank town staff for turning on the parking lot lights at the new Trinity parking lot on Christmas Eve. Staff put in a generator for the night. We did have an attendance of 101 that night. We thank you because it gets really dark in the parking lot.

Mr. Dallaire advised tonight at midnight they should be powered permanently.

Chairman Miller thought the lights look really nice. Thank you from Trinity Lutheran Church.

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/Higuera to approve the agenda.

No public comment.

Amended motion Slater/Higuera to pull item 5 on the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

December 1, 2016 Regular Board meeting, with public comment prior to Board action.

No public comment.

Motion Higuera/Jones to approve the minutes. 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 December 2016 claims. Approved.**

Motion Wenner/Slater 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)

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

Mrs. Lochridge reported our children's grant from the Nevada Department of Agriculture has now been closed. We submitted our final report. We received close to \$5,000 to do improvements in the children's garden. We do have another active grant. So far we have received over \$3,800 and we have close to another \$3,000 to spend in the Heritage Park Gardens. I do have a meeting with USDA that will include Tom Dallaire, Jenifer Davidson and Connie Billington, as we meet to discuss revising our current market analysis and receiving grant funds to do a greater market analysis. That meeting is scheduled for January 12. We are currently working on our action plans. We did have a great turnout at the New Year's Eve Candlelight Labyrinth Walk. We had just over 185 participants. The 15 volunteers that were there thought about a third of those present were children. It's turning into a nice family friendly event.

5. **For Possible Action: Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-079) by Jon & Danielle Stafford, to build a 2,600 square foot automotive repair shop with onsite parking and landscaping improvements, on their 0.23 acre parcel, located at 1232 Pep Circle in the SI (Service Industrial) Zoning District in the Minden / Gardnerville Community Plan (APN 1220-03-411-006); with public comment prior to Board action.**

Pulled from agenda.

6.  **For Possible Action: Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-077) by Carson Valley Community Food Closet to build a 10,000 square foot commercial storage & distribution service area and offices, with onsite parking and landscaping improvements on the one acre parcel, located at 1251 Waterloo Lane in the NC (Neighborhood Commercial) zoning district in the Minden / Gardnerville Community Plan (APN 1220-04-002-022) with required parking and landscaping; with public comment prior to Board action.**

Mr. Dallaire reported the applicant Gary Thurm is here. I want to thank Geoff for doing the staff report. Also, the item that was highlighted in the report has been rectified with the county planning department. The building will be a larger facility. I think it is a much needed addition and distribution center for the food. We really don't have any major concerns with this project. We have worked with them on the improvement plans. We had discussed the irrigation ditch along with the tailwater ditch. It just needs to be maintained a little more frequently. This is mainly storm drainage. The conditions we have are listed on page 5 of the staff report.

Mrs. Slater asked if is there going to be any outside storage area?

Mr. Dallaire explained the doors are in the back of the unit.

Mr. Thurm is showing it on the site plan. There is a covered walkway and there will be storage.

Mrs. Slater asked about lighting. Are you going to have the same downward noninvasive lighting?

Mr. Thurm answered yes. They are night sky friendly lights.

Mrs. Slater asked about the hours of delivery. Are you going to have trucks going in and out? I am thinking about Sunset Park, the residential area across the street.

Mr. McRoberts responded they have all day time deliveries.

Mrs. Slater asked on the cover sheet, number 1, the county does not allow a distribution center.

Mr. Dallaire answered that has been rectified. They are looking at it as a different use. The use they have now is public facilities. They talked to Geoff about it last week and they are fine with the zone that it is.

Vice-Chairwoman Jones asked what they plan on doing with the current facility?

Mr. McRoberts explained because we are a 501c3 it has to go to another 501c3. We may turn that over to another organization within the county.

Vice-Chairwoman Jones suggested they could sell it and reinvest the equity back into the current operation.

Mr. McRoberts agreed they could. We haven't gotten that far yet.

Mr. Thurm wanted to alleviate any concerns. We haven't made all the modifications that were requested.

Mr. McRoberts stated we are putting in a teaching conference room along with a small kitchen so we can do some training of our clients. One of the things they need and have asked for is teaching how to cook.

Mr. Dallaire asked how much pedestrian traffic they get.

Mr. McRoberts answered very little. We have people that carpool. There really won't be a lot of extra traffic. Less truck traffic because we're not constantly going back and forth.

Ms. Wenner asked when it will be completed.

Mr. McRoberts advised this month we begin a capital campaign. We hired a consulting firm to do a feasibility study. That is a six month long feasibility study. We had to do the design before we knew how much money we needed. We are looking at about two million to build the whole building. That's including the furnishings.

Chairman Miller asked if they needed to go out and raise the funds.

Mr. McRoberts answered yes.

Chairman Miller asked why? The county has quite a bit of money in the indigenous fund that has not been tapped.

Mr. McRoberts explained they are a 501c3 corporation. We are not part of the county. We are getting grants. We got grants to pay for the planning phase. We are in phase 2 now. The first phase was the purchasing of the lot. 2nd phase was doing the design. Phase 3 would be the building, but we have to raise funds for that. We are also looking at a USDA loan, which would give us funds up front before the grants come in.

Public comment.

Mr. Linderman thought it sounds good. I wish them well.

No further public comment.

Motion Jones/Wenner to conditionally approve the proposed major design review DA 16-077 for the Carson Valley Community Food Closet with the conditions as outlined in the attached staff report. Motion carried unanimously.

7.  **For Possible Action:** Discussion on a presentation on the principle of Placemaking and the draft scope of work prepared by Project for Public Spaces (PPS) in response to a request by Minden staff for

PPS to develop a proposal to work with the communities of Minden and Gardnerville on an all-encompassing place-led, community driven visioning workshop, stakeholder training, and planning review exercise; with public comment prior to Board action. Presentation by Jennifer Davidson, Minden Town Manager, and Tom Dallaire, Gardnerville Town Manager.

Jenifer Davidson, Minden Town Manager, is here tonight to speak to you about a concept that Tom and I have been exposed to through Main Street conferences. This is a great time for us to talk about the vision and strategic plan and how Placemaking may fit into that: what your goals are for your town, how it fits into the overall community and how your goals may match up with what Minden is looking to accomplish and what Douglas County is looking to accomplish. We are bringing this concept as part of a larger discussion. There is a reason why you ran for office. Placemaking potentially speaks to what makes you feel good about what you are doing and your purpose on the board.

Ms. Davidson gave a power point presentation.

Chairman Miller attends a Reno Tahoe Territory meeting every month. They always give a website report about what is the number one place that always gets a hit. It's Virginia City. The reason is they play to the history on all their events. This area is full of history.

Mr. Dallaire asked what 10 things in Gardnerville would make this a destination. We've given an example in the board packet on page 7-11. Come up with 10 things that you like or would like to transform in town. CV Visitor's Authority is doing a lot of videos, but it's the community as a whole. Each destination needs 10 places. Where do you visit? Where do the children play?

Ms. Davidson believed there are ways of enhancing the spirit that already exists and building on what you already have as a great destination. Can you come up with 12 major destinations in your town. Four was the average for the Town of Minden board.

Chairman Miller suggested using one of the biggest resources in the valley, water. We don't know if it will be here next year or not. But if we can capitalize on the use of water by recycling within the parks, as far as water features it would draw people and the town would be known for water features within the parks. The other idea is Hwy 395. We have the gas station already. We're working on that for a gateway. Those are the two ideas I came up with.

Mr. Higuera had heard a proposal to create a water park on Gilman and Centerville where Charter used to be. The idea was to have the water run through and a water park situation. We put that out for public hearings and the ranchers didn't care for the idea. Maybe with your enthusiasm we could get the ranchers turned around.

Mrs. Slater remembers they wanted it to open for fishing and the county thought it was too much liability.

Ms. Davidson thought maybe the ranching community needs to be involved, along with Douglas Parks and Rec. I have also been tasked with making sure if we were to undergo this exercise on a larger scale, who else we need to invite to participate in the conversation.

Ms. Wenner knows how many people they have for the Alpine Death ride. If we could do something like that in the valley. When I do walk, I walk my dog and 2/3rds of the people that are out there walking have dogs.

Ms. Davidson explained the maintenance side of our brain is concerned with dog parks. I have to tell you the most interaction I'm seeing in Minden is people out walking their dogs. While staff frown on dog parks, the overall benefit to the community definitely outweighs the cost. At the rotary meeting, the feedback was what if we did more of the bike sharing, bike renting between the two communities. We don't have a bike plan. The county came up with a bike plan. We need to have a conversation about what bike lanes look like and what kind of connections we can make between the two communities. Maybe there could be bike rentals. Building on a Main Street concept you can try something on a temporary basis and say that didn't work. What if you painted in temporary bike lanes and if you didn't like where they end up you just move them. When I had this conversation with NDOT it is one of the few times I have seen NDOT staff smile. They want to be in the room and have this conversation with us.

Vice-Chairwoman Jones' idea is geocaching. I have tried it with my family and we are not particularly adept at it. There is one in front of the Carson Valley Museum and one at the Gardnerville fire station. We couldn't find any at the lake. We need a geocaching station where we're looking for things, but something larger.

Ms. Davidson suggested a version of geocaching that ties in public art or wayfinding.

Vice-Chairwoman Jones suggested places for indoor play in the winter.

Mr. Dallaire brought up every place they've been at a Main Street conference has been close to a park or facility that has artwork in front of it.

Ms. Davidson believed public art tends to be scary because you can't please everyone. Rule about art, not everyone has to like it. There are ways where you can engage the community in the conversation where you arrive at a conclusion that not everyone likes it, but $\frac{3}{4}$ like it. You can lease art from public artists for a period of time. At the end of the time they invite the community to vote on the people's choice. The people's choice winner the town purchases and it becomes a part of the permanent collection.

Mrs. Slater agrees that places where they put a lot of the sculptures is parks and it just grows from there.

Ms. Davidson went back to the power point.

Mr. Dallaire asked the board to continue thinking about this and see what things come up in the next month or two. A three day class on Placemaking would have a budget of \$45,000 for the training. We've been talking with Larry and Lisa at the county. Lisa seems to think that Yerington is interested. They have a 1,000 acre off-road park and this would be a great opportunity for them.

Ms. Davidson pointed out the last thing your constituents want to hear is that we're going to pay a consultant to tell us what we're doing. Ultimately Tom and I are not necessarily recommending we hire someone to do the joint training. We had envisioned the two towns, Douglas County and maybe Yerington cost sharing. Minden wanted as many stakeholders in the room as possible if we were going to do something like this. The alternative is to send the managers to a training where we come back and we conduct the training. We are throwing it out there because we are moving into the budget cycle. Perhaps this is something we would like to consider.

Mr. Dallaire added we can go to the training and determine how we are going to go about the process, but in the end you hire a consultant to come up with those kinds of concepts. Having something like this online would hold more weight than having them come and do the training.

Chairman Miller disagrees. I think we need the training local and open to the public.

Mrs. Slater suggested tapping into Carson City, who have already made improvements in their downtown area.

Vice-Chairwoman Jones felt it needs to be different from the Valley Visioning. We already have the Valley Vision. A laundry list of goals we already have. Secondly, with respect to your board members having every possible stakeholder in the room isn't as productive as having the right stakeholders in the room. What we do here has an overflow effect.

Mrs. Slater felt the Valley Vision is the main driver and we have to make sure the priorities are in order.

Vice-Chairwoman Jones didn't believe we can control infrastructure, the five lane highway or whether a bypass is built. We can control sidewalks or creating 10 things to do in Heritage Park. I want to make sure if the community spends \$45,000 on training that we're not repeating something we've already done.

Mr. Dallaire felt if we had a visualization and then fuel indexing came back, I think the scenario would be different. There was nobody pushing fuel indexing.

Vice-Chairwoman Jones asked what the cost would be on a visualization like that.

Ms. Davidson did not have a price on that. There are a menu of things we could say we want for training. They have several municipalities across the country going through this process. It's just as simple to send Tom and I and bring it back to you.

Vice-Chairwoman Jones suggested joint training of Minden, Gardnerville and the county. The benefit of having outside presence is a mediator who doesn't prefer one entity over another.

Ms. Davidson is hopefully hearing a desire to get the two boards together.

Chairman Miller would like to see alternatives before we set an amount.

Chairman Miller called for public comment.

Mr. Linderman found it interesting that just yesterday there was a posting made of northbound and southbound traffic on CV Time's website back in the days when Minden and Gardnerville were two separate towns. There was a big open space between the towns. But now people don't see that little sign that says welcome to Minden or welcome to Gardnerville. So it's a huge change from history. We need to grow with the change.

Mrs. Slater thought the fact that Jenifer is here tonight speaks volumes. There wasn't always cooperation between the two boards. You have to have boards that want to work together. It's one community for everybody.

Mr. Dallaire noted if we want to connect Minden and Gardnerville through biking and walking we need to be looking further down the road.

Mr. Linderman mentioned the geocaching has the same idea where you wouldn't necessarily move from station one to station two. You can move more randomly. If there were different kinds of activities that you could do and collect loyalty points to say you've done, then you could put one out on the bike trail between the ponds.

No action taken.

8.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for December 2016.**

Ms. Yturbide reported over the last month Michael did some things with the audit. I reviewed the agenda, provided revisions and now have come to the meeting. Tom and I talked about a transition, what projects were in the works and ways we may communicate with one another. He has promised me a tour, which I will schedule with him. Another thing that was brought up was the convenience fee. Apparently Carol asked about the convenience fee and I spoke with her briefly and copied Tom. This morning I also found Mike had prepared a memo on convenience fees and third party vendors. So I needed a little more clarification on that.

Mr. Dallaire clarified the convenience fee in question is the fee for the ACH payments. We are doing those in-house instead of processing through a third party vendor. So we can't charge the fees for that. The convenience fee is only to cover the cost that we are being charged to process credit card or debit cards.

Ms. Yturbide didn't know whether or not the town had collected any convenience fees between May and when you stopped processing through a third party vendor. And I guess the answer is no.

Mr. Dallaire explained the credit card company can't determine what fee we're charging. All of the fees have to be charged before you ever swipe the card. The software has been modified. As soon as you make your payment it charges you a percentage and the fee is added to that transaction. So we're averaging the different types of cards.

9.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for December 2016.**

Mr. Dallaire reported the gas station is clean as far as we know. Wherever we excavated and found contamination it is no longer there. There is still a patch under the highway. The contamination under the bay we found a year ago had followed a utility trench to the next light and contaminated that down 20 feet and under the highway. Not a whole lot we can do about that. I haven't gotten the report yet from McGinley. That will tell us how bad the contamination was. We have a few more days to submit the CDBG grant. The 10th is the deadline for the county to submit to CDBG. Then CDBG reviews them and accepts them on the 13th. So we are applying for that, which includes the underground storage facility. I have to get buy-in from NDOT. It is on their agenda and they want to discuss it further. I did get support from NNDA. They wrote us a nice letter about the project. The storm water turned into the item that made this more of an economic development project. The selection panel is all members of a development authority across the state of Nevada. Crosswalk project is moving forward. We will be resubmitting that to NDOT in the next week or so. Kingslane same thing. I need to come up with an agreement for adjusting a manhole and gas valve. I will be working on that this week.

10.  **For Possible Action:** Discussion on Town Board member appointments to represent the Town of Gardnerville and to be the Town Board liaison for the following boards:

a. **Main Street Gardnerville Board of Directors**

Chairman Miller stated Lloyd has agreed to take that.

Motion Wenner/Miller to appoint Lloyd Higuera as liaison to the Main Street Gardnerville Board of Directors.

No public comment.

Upon call for the vote, motion carried unanimously.

b. **Carson Valley Arts Council**

Motion Slater/Jones to appoint Mary Wenner liaison to the Carson Valley Arts Council.

No public comment.

Upon call for the vote, motion carried unanimously.

c. **Nevada League of Cities, with public comment prior to Board action.**

Motion Higuera/Wenner to nominate Linda Slater as liaison to the Nevada League of Cities.

No public comment.


Upon call for the vote, motion carried unanimously.

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


No public interest comments.

Chairman Miller reminded everyone to please do your financial filing. Lloyd and Mary do your additional reporting for contributions.

Meeting adjourned at 6:40 p.m.



Ken Miller, Chairman



Tom Dallaire, Town Manager