



GARDNERVILLE TOWN BOARD

Meeting Minutes

Mary Wenner, Chairwoman
Ken Miller, Vice Chairman
Cassandra Jones, Board Member
Linda Slater, Board Member
Lloyd Higuera, 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, October 4, 2016

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Assistant Pastor Rob Simpson of Valley Christian Fellowship



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

PRESENT:

Mary Wenner, Chairwoman
Lloyd Higuera
Cassandra Jones
Linda Slater

Michael S. Rowe, Town Counsel
Tom Dallaire, Town Manager
Geoff LaCost, Town Superintendent Public Works
Carol Louthan, Administrative Services Manager

ABSENT:

Ken Miller, Vice-Chairman



PLEDGE OF ALLEGIANCE – Tom Dallaire



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.

Town Manager Dallaire and Chairwoman Wenner presented Marie Nicholson, Town Office Specialist with a certificate for 10 years of dedicated service to the Town of Gardnerville.

No other 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 Jones/Slater to approve the agenda.

No public comment.

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



FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

September 6, 2016 Regular Board meeting, with public comment prior to Board action.

No public comment.

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



CONSENT CALENDAR FOR POSSIBLE ACTION

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

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 September 2016 claims Approved.**

No public comment.


Motion Higuera/Slater to approve the consent calendar. Motion carried with Board Member Miller absent.

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 September 2016.**

Mrs. Lochridge reported on the Fall Harvest Festival. We had over 200 people there. We partnered with the East Fork Gallery. We had a good turnout for the picnic in the park event where we recognized many of our volunteers and businesses that support our program. By nomination of peers we selected a volunteer of the year; Scott Bergan, vice president of our board and chairperson of the promotions committee. Keith Hart with Big Daddy's Bike Ski and Board was selected as the best business in our district. I survived the presentation at UNR. It was a five person panel. I think we did okay. I did include the presentation in your packet. I contacted our representative with USDA on the market analysis done in 2010. We want to revise that. I know Tom wanted to get one done as well for the town. Minden's main street and the Town of Minden has also mentioned they were interested in having a market analysis done. The representative suggested that we do it as a group effort because the Town of Minden and Main Street Minden haven't applied for USDA/ARBEG funds yet. Our points would be higher if we did it as a collaboration. We are in the process of reaching out to the other three entities to work that out. All the money has been paid back to our revolving loan fund. We have over \$31,000. We can continue to do the revolving loan fund as it is, but we could also create a matching grant fund. USDA has a rural community that is doing that. I need to speak with Herb Shed to make sure these monies are okay to use. We have been working on events. The coffin races are Saturday. We seem to have a lot of interest. We only have five officially signed up to race in the event. We have three more we're waiting for their applications. We do have 12 vendors that will be there. Our Fall in Love with the District vacancy tour scheduled for October 22 is being turned into a virtual tour. We met with a real estate individual that represents a lot of the commercial vacancies in town. He didn't think we have enough vacancies in the town. We have a form that we will send out to the realtors and property managers that have vacancies. We will do a social media blast and see if there is interest in a physical tour.

5.  **For Possible Action: Discussion on updating town website at cost of \$7,000 with an option for \$2,100 annual fee for future updates and/or add only a mobile app option at a cost of \$3,750 with an annual subscription of \$975; with public comment prior to Board action**

Mr. Dallaire reported we have been working on the credit card procedure, which is up and running. I wanted to talk to the board about other options. There are a lot of places that will do a website but they don't offer hosting. Having that service provided by an outside source is beneficial for the town. Mr. Dallaire went over the background of the current website. Civic Plus called and gave us some statistics on our website. Keith Ruben called after reading the agenda and they use Pronto Marketing which would do a whole redesign. It is \$500 for the design and \$274 a month. You can have as many updates as you want. Mr. Dallaire shared some photos of desktop and mobile app views.

Chairwoman Wenner asked if he had seen Virginia City's app? They have a web cam.

Mr. Dallaire would send them what we want and they will format it, get it up and running and we can edit it or send them the information to edit it. We do have money in the budget. We will be rolling forward \$40,000. So we will keep the numbers up to date.

Chairwoman Wenner called for public comment.

Mr. Linderman commented Word Press is one of the most common website building technologies. So you can find a lot of people who use them. Do you think anyone would download the app for the town? Just having a mobile friendly site is good enough. There may be some people who are app happy. I tend to use websites because I don't go back on a regular basis. If there was a compelling reason to go back every day and there was an app alternative

then maybe. But if it's once a month, why would I want to encumber my phone with all the apps. My opinion is an app is snazzy but not all that useful beyond a mobile friendly website. A mobile friendly website is not what you have today. Word Press is very standard. You're not locked in to one vendor. I would highly recommend that approach.

No further public comment.

Mrs. Jones mentioned on page 5-20 it says we build you a professional new website to your specs, set it live and update it whenever you want. Does it mean they update it or we update it? .

Mr. Dallaire answered if there are some features on there we want to add they update that. I think the content we can update. They do all the updates to the site if we need it changed. If we wanted to add some pages or features, they will tweak the website itself, but the content we would add. We do that now. As often as we want they will update the site. They have over 1500 websites right now that they host. They are all pretty similar to these with the buttons. There is a lot of variation but the buttons are big and the photos are pretty nice to have. It would be breaking away from what we have today. It's basically a banner and then we can have these as a button and tab and then the Facebook button. Every time we have our current website changed they charge us. So we don't get it changed.


Mrs. Slater is sure a lot of people would utilize it if it's mobile friendly.

Mr. Dallaire advised the clerk's site is being hosted by IT. I don't want to host it here in case there is an emergency. There are three versions out there so if someone hacks something another is ready to replace it. It would be up during an emergency. We do have the mobile 311 app on all of the staff's tablets. We want to link to 311.

Mrs. Slater asked if we could put alerts on like the fire that closed Hwy 395. Could we have put an alert on that said the highway was closed?

Mr. Dallaire answered yes. On the one we have now it would be under town news.

Motion Jones/Slater to update the town's website using Pronto Marketing at a cost of \$500 setup and \$247 per month. Motion carried unanimously with Board Member Miller absent.

6.  **For Possible Action: Discussion on the Request for Proposals of a Town Counsel representative and further discuss the interview process and procedure for the interviews at a special meeting on Monday, October 10th at 5:30 pm.; with public comment prior to Board action.**

Mr. Dallaire received four responses to the RFP. The four responders are all here today. Ryan Russell was the first to submit on September 20; Chuck Zumpft responded on September 23; Jennifer Yturbide responded on September 26; and Steve Handelin on September 26. The proposal was to have them come back at a special meeting on Monday October 10. I have the proposed times on the draft agenda. Talking with Mike about the process we can actually discuss the questions at that time. I did hear from Linda on the questions but we can discuss that first at 5:00. There is a letter explaining and inviting them to come to the interview. We will send that out. We would do the interviews, come back after a short break and do a formal discussion amongst the board and select the candidate. In order to assist I provided an evaluation form to evaluate their proposal. We can select the interview questions and evaluate them based on their responses to those questions, tabulate, and determine who you are favoring. I provided you with eight or nine questions. Four of those came from Linda. Please get me any further questions you want to ask tomorrow. Then we can set up an evaluation form for the interviews and tally those after the interviews.

Chairwoman Wenner called for public comment.

Mr. Ryan Russell would like to thank the Board for the opportunity to go through this process with you and fill the very large shoes of Mr. Rowe. I have had the pleasure of working with him throughout the years. You have a hard decision ahead of you on this matter. The lucky thing for you is there is not a bad decision to be made. I look forward to going through the process with you. If I am chosen I look forward to working with you. Otherwise I know you will be well represented.

Mr. Dallaire appreciates all the applicants' interest in the town and wanting to represent us.


No further public comment.

Mrs. Jones did not think they need a motion today. We can pin down the precise questions on Monday and respectfully request the applicants abstain from attending. I know it is an open meeting, but if part of the process is making sure you can respond on your feet, then I don't know that we need a motion today.

Mr. Rowe agreed. It appears that the agenda is satisfactory and we need to get that posted. I will look at it now and talk to you later.

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

Mr. Rowe reported it has been very quiet. Tom and I have been trying to get the boundary line adjustment approved by the county. They seem to have some miniscule objections to certain of the documents. I presented two revised deeds that take into account a couple of suggestions. We are still waiting for some information back. We are not able to tell you when they will record. But we will get that soon. One of the exhibits had an error and that was the APN. What they wanted depicted on that exhibit is the Hellwinkel barns that have no relation at all to this boundary line adjustment with the Village Motel. We can't get that issue resolved until Eric returns next week. The only other thing outside of the usual course was the review of the RFP and I provided suggestions for the town counsel position.

8.  **For Possible Action: Approval of Proclamation 2016P-04 by the Gardnerville Town Board recognizing the outstanding legal services and representation of town counsel Michael S. Rowe; with public comment prior to Board action.**

Chairwoman Wenner read the proclamation.

No public comment.

Motion Higuera/Jones to approve Proclamation 2016P-04 recognizing the outstanding legal services and representation of town counsel Michael S. Rowe. Motion carried with Board Member Miller absent.

Mr. Dallaire presented Mr. Rowe with the proclamation, gavel plaque and trophy

Mr. Rowe thanked Tom. Those are the most spectacular trophies of any car show I've been involved. The follow up is, we had dinner with Gus and Ed Young last week. They won for their '29 Packard and the trophy they have is on the book shelf in their living room. Gus has a lot of trophies and he said this one was the greatest trophy. Thanks for making it. I appreciate it.

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

Mr. Dallaire reported the Gardnerville Station was awarded to Bramco. Bramco has been working on the site since the beginning. Bramco can be back on site in November. Once he gets on site it won't take very long. I did meet with an individual from Jensen and they are interested in providing a proposal for the underground storage facility. I have a couple other quotes. I am hoping to meet with Jensen next week. We will see if we can get a partial system underground while the hole is open. They will be removing the canopy, the concrete, and all the contaminated material. If we need to, NDEP will come down to inspect and sign off on the site. Then we will start the backfill process with the tanks, if we can get them done. Mill Street is half done. They are working on the sidewalk improvements that we added. We talked to the adjacent property owner and he is excited about having sidewalk down Mill Street. We added that as part of the sidewalk project. We had the contractor do the work. That whole intersection will be complete. We are having problems with NV Energy at the moment. They need to put a transformer in. Their design didn't call for a transformer. We will have to get an easement for that. We will be asking Mike to do another public utility easement if we can get the owner to sign off. That is on the Mexican restaurant side. We are working on the storm drain. We decided to go back to Anderson and have him revise the plans for Toiyabe. We will put in a large catch basin, a box culvert and a manhole at the existing storm drain. I need to get those plans revised. I will be out of the office on Thursday and Friday this week. We will have the special meeting on Monday night. The Nevada League of Cities conference is Wednesday, Thursday and Friday. The Park family pulled their application. They will be back. I have been working with David on another issue at the end of the ditch that was constructed when Chichester was accepted.

Mr. Higuera asked when the canopy will come down at Gardnerville station.

Mr. Dallaire answered November. Should we do a party? Last month we received a request about the blue lights. There is a picture in the packet. I am wondering if you are okay with recognizing the fallen officers nationwide for a month with blue lights on the office building. Just wanted to make sure you were okay with that.

Board agreed it was okay.

Mr. Dallaire is working through the approval with the new owners of the parcel where the fireworks will be. The last item, Title 18 has been this way for a long time. There are a few things we need to update: the boundary, services, and get rid of fire hydrant specifications. If there is something you would like to include in the county code, I will do some research and see what other kinds of things we would want to include. I think one of the things we could include would be dogs in parks. We are having a lot of problems with dogs in the parks. Our staff has no authority to remove them and people are catching on. So we really need some support from the parks or the sheriff. Maybe a town code to include those types of concerns. Sidewalks are another issue. Minden has more power in their code when it comes to that. We can reconcile some of those discrepancies between the two towns. If you have any ideas please let me know.

Mrs. Slater thought including something about the dog issue would be good.

Mr. Dallaire added people do not want to leave with their dogs. If staff approaches them they say it's a service dog and they can't ask for their credentials. Minden got rid of all their signs at Minden Park and put up dog bags. A dog pot station would be helpful on the side by the motel. We will bring this back and talk to you about it.

10.  **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.**

Chairwoman Wenner reported on the Carson Valley Arts Council. Brian asked me to update you. The Carson Valley Arts Council has completed a refinance of the property. The refinance captures \$600,000 in discounts on the original note. The winter storage in the warehouse for boats and RV is full with a waiting list and the 2016/17 concert series begins Friday October 14. Tickets are \$20. I have one of their flyers if anyone is interested.

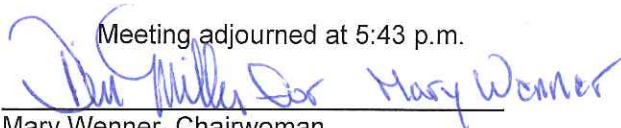
Mrs. Slater reported we have had several caucus meetings with Nevada League of Cities. At the last teleconference meeting in August NLC chose to move forward with a bill request that would allow the small towns and GID's to receive a share of the gas tax generated by Douglas County. Currently the towns and general improvement districts use a combination of property tax, sales tax and gaming revenues to maintain the roads. I did ask quickly how many miles we are maintaining. The Gardnerville Ranchos Improvement District maintains approximately 46 miles. Indian Hills maintains about 12 miles and Tom says about 21 miles for the Town of Gardnerville. Language will need to be changed in the Nevada Revised Statutes to recognize the town as a full board rather than advisory board for starters. Wes Henderson, Executive Director of the Nevada League of Cities does not see that as an obstacle. We feel confident we can bring forth enough information to support our need for the gas tax funding. The biggest obstacle would be the Board of County Commissioners. The annual conference is next week in Sparks. We will discuss the language that will be needed and Wes Henderson will find a legislative sponsor to bring the bill to the forefront and make the introduction on our behalf. This bill is something that would be wonderful for the towns and GID's. We need it. The county took revenue away from the towns. We need something back to maintain what we have. I will let you know after our next conference.

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

Mr. LaCost did an entry for the coffin races. We are the "Pushin Up Daisies." I have both field crew and office staff involved. If you are interested in being a runner let us know. I'd like to see if we can get a couple more runners.

No further public comment.

Meeting adjourned at 5:43 p.m.


Mary Wenner, Chairwoman


Tom Dallaire, Town Manager