



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

Cassandra Jones, Chairman  
Linda Slater, Vice Chairman  
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, February 6, 2018

4:30 p.m.

Gardnerville Town Hall

#### INVOCATION – Pastor Leo Kruger, Valley Christian Fellowship

 4:30 P.M. Chairman Jones called the meeting to order and made the determination a quorum is present.

#### PRESENT:

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

Jennifer Yturbide, Town Attorney  
Tom Dallaire, P.E., Town Manager  
Geoff LaCost, Superintendent Town Public Works  
Carol Louthan, Administrative Service Manager

 PLEDGE OF ALLEGIANCE – Lloyd Higuera

 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 Slater/Higuera to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**

- A. January 2, 2018 Regular Board meeting;
- B. January 11, 2018 Joint Public Workshop;  
with public comment prior to Board action.

Motion Wenner/Higuera to approve the January 2<sup>nd</sup> regular board meeting and the January 11 joint public workshop.

Mr. Miller did not attend the January 11, 2018 meeting so when I say yea or nay vote I would be voting for January 2<sup>nd</sup> only, not January 11<sup>th</sup>.

No public comment.

Upon call for the vote, motion carried unanimously for the January 2, 2018 regular board meeting and motion carried with Miller abstaining for the January 11, 2018 Joint Public Workshop.

## **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: Approve Health and Sanitation & Public Works Departments Monthly Report of activities.  
Approved.**
3. **For Possible Action: Approve January 2018 claims.  
Approved.**
4. **For Possible Action: Accept the annual report of tortious conduct claims per NRS 41.0385.  
Accepted.**
5. **For Possible Action: Recognize Jody Martin for his 10 years of service to the Town of Gardnerville.  
Recognized.**

**Motion Higuera/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)***

6.  **For Possible Action: Discussion to approve Resolution 2018R-005 augmenting the Town of Gardnerville FY 17/18 budget; with public comment prior to board action.**


Mr. Dallaire shared this is the rollover from last year's funds and went over the individual augment items.

Mr. Miller commented the staff that has been working in his neighborhood on the crack seal has made things very orderly. They've kept out of the way but they have kept the traffic flowing.

**Motion Slater/Higuera to approve Resolution 2018R-005 augmenting the Town of Gardnerville fiscal year 17/18 budget.**

No public comment.

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

7.  **For Possible Action: Discussion to approve, approve with modifications or deny the bylaws and procedures for the function of the Citizen Advisory Committee during the Plan for Prosperity Update; with public comment prior to board action.**

Mr. Dallaire summarized what has been happening the last few weeks. These by-laws and procedures are there so everyone on the committee understands their role and how the committee will operate. We did have several other meetings of the stakeholders and town board combined meeting. We are working on an agenda for another Citizens Advisory meeting on February 15<sup>th</sup> at 9:00 a.m.

Chairman Jones asked if I am reading this correctly both the town attorneys need to be present at these meetings?

Attorney Yturbide will ask for clarification on that. The proposal that is presented with the bylaws indicate both legal counsel will serve for the CAC. I am asking direction from the board to what extent you want me to be involved. I just reviewed the agenda for February. At the initial meeting one of the suggestions was if there were any legal questions from the committee members they could be presented to either Tom or Jenifer and they would direct those to legal counsel. How do you envision that? It is subject to the open meeting law because they come back and give you advice or direction and make recommendations. That places them directly under the purview of the open meeting

law.

Mr. Dallaire explained Jenifer (Minden) and I are trying to alternate. This is my turn to prepare the agenda and get the committee packet done so we would use Jenifer Yturbide for counsel. Next time it will be Ryan. I don't know that we need to have them at the meeting. We will try to do monthly meetings. We have a workshop in March so we probably won't have a regular committee meeting in March.

Mr. Miller would recommend we have an attorney present for the first three meetings and then after that I don't think we would need an attorney present. I just want to make sure they get the gist of how the open meetings are run.

Attorney Yturbide shared under the agreement with Race Studios there are a certain number of meetings that were projected by the CAC. But they would like to meet more frequently?


Mr. Dallaire believed the committee brought up having a monthly meeting: where we are moving, what are the next steps.

Mr. Higuera felt it was a good idea to have an attorney there, but they can alternate.

Mr. Dallaire agreed. There are a lot of issues they have to work around on their schedule.

No public comment.

**Motion Miller/Slater to approve with the modification that we have at least one attorney present for the first three months of the meeting of the committee that we approve the bylaws and the procedures for the function of the Citizens Advisory Committee during the Plan for Prosperity update. Motion carried unanimously.**

8.  **For Possible Action: Discussion to provide direction to staff on the two NDOT projects; Kingslane, 395 sidewalk, culvert, and the ADA enhancements at the four crosswalk locations of Mill Street, High School Street, Mission Street and Kingslane; with public comment prior to board action.**

Mr. Dallaire met with Dean Morton. He has moved up and is no longer the contact. We are in contact with Kristen Kale. Over the last seven years it has grown to quite a project. All the red in the drawing is new. NDOT has funding for \$80,000. The project cost, the way it is drawn, is \$360,000. Kristen is looking to see if they have more funding. I am curious what you want to do. The additional funding is on us. We have a couple options I outlined in board packets.

Chairman Jones asked where the Kingslane HOA comes into play. My opinion would be let's get the crosswalk done with the cash we have available for it. The crosswalks have been going on for seven years.

Chairman Jones called for public comment.

Mr. Doug Robbins, 1061 Waterloo Lane, asked why they couldn't tap in across the street, bring a conduit across, tap into the three phase from there and bring that electricity over that way. You could bore and go underneath all the utilities.

No further public comment.

Chairman Jones suggested making two motions, one for each project.

Mr. Miller is confused as far as dollar amounts how to make a motion.

Mr. Dallaire indicated it is just continuing with the crosswalk project, option 1. Or we just work through the simple change with the lights and get those in. Then let NDOT deal with the ADA issues on their project.

Motion Wenner to continue with the crosswalk project, redo the legals based on information from the right-of-way department team and work through a simple change in post signs to the lighted flashing beacon, which is the preferred method now.

Mr. Dallaire clarified the crosswalk project includes the storm drain, the ADA ramps, the acquisition of the right-of-way to install the ramps, adding one street light on High School and adding the rapid flashing beacons to each side of the crosswalks at all three locations.

Attorney Yturbide asked if he is simply seeking direction on which way to pursue matters or are you bringing back items with cost analysis based upon that for the board action?

Mr. Dallaire can.

Mr. Higuera asked to bring it back. There are so many options it's hard to make a motion. Give us a breakdown of what we discussed and how much it will cost.

Attorney Yturbide advised making a motion giving direction on which way you would like to go and what you want to see coming back.

Motion to go break this down into phases with projected costs and bring it back to the board.

Mr. Miller asked when Mr. Dallaire would bring this back. Mrs. Slater will not be here for the March meeting and I will only be here for the first hour.


Chairman Jones asked if we want the same for the Kingslane project, break it down into phases or do we want to give guidance that we have the \$63,000 plus the \$70,000 grant and it needs to be within that budget. And Jennifer pointed out do we want to say the priority is finishing the crosswalks with the beacons?

Mr. Miller thought the alternative to Kingslane that was suggested by public comment is worth looking into.

Jones isn't sure we need a motion. We need more information from you so that we can break down the priorities and give you clear direction on a vote next month. I don't think we need to move to tell you we need more information.

Attorney Yturbide share you don't need to have a motion. But if you want to set out clear guidance, sometimes its helpful.

**Motion Miller/Slater to bring this item back to the first part of March meeting based on what we have discussed tonight and Tom has enough direction for that. Motion carried unanimously.**

**9.  Not for Possible Action. Discussion on the Town Strategic Plan, Mission, Vision and provide direction to staff on projects or goals for the town to be completed during the 2018-2019 fiscal year.**

Mr. Dallaire asked if there are any other things you want to add to the mission statement or vision. We haven't made any changes. We added recycling last year. Page 9-5 gives you the strategic goals.

Mrs. Wenner suggested less traffic on Main Street, a bike path.

Vice-Chairman Slater asked instead of focusing a great deal on storm drains, which is a necessity, focus on something that ties in with the Plan for Prosperity and making the downtown walkable. We need to start a project on the sidewalks. You can shave off the bumps, but it is terrible. That needs to be a priority. You are not going to get people to walk downtown if they can't even walk on a level street.

Chairman Jones pointed out often the sidewalk repairs are piggybacked off the storm drain. There are areas that need repairs that don't have storm drains under them. We need to address those in the same way we talk about the town strategic five year projection.

Mr. Dallaire mentioned we did quite a bit along Mill Street. We have another project on Gilman. We added sidewalk along the trail. We put in a pedestrian access point at Gilman ponds. We have a sidewalk in the industrial area to replace. If there are specific areas you are talking about let me know. I will need to get that into the ADA transition plan.

What Chairman Jones is hearing is we need a plan to ensure the walkability is as stable as the roads are in the future. I can see a projection of something similar for the sidewalks. It also makes sense to piggyback repair of the 395 sidewalks in conjunction with the 2020 repair that NDOT is doing. Part of the discussion is annual goals and longer term goals. One of the items was recycling. I have asked for you to present on the outcome of the recycling experiment. I think after the board has heard that presentation we have to have a serious discussion as to whether we should keep recycling as a goal. But let's be realistic about the bandwidth our staff has. If it's a goal, it should have bandwidth for us to move that goal forward. When we ask you to make a plan for repairing sidewalks, we understand that comes with a concurrent time responsibility. I think we need to look at the goals and say do we really want Tom and Geoff putting time towards these things or are they aspirations and we will just keep them there.

Mr. Dallaire went over the events. We have four movies. The first one (Jumanji) we had selected but we cannot get an edited version. It's PG 13 and we can't get an edited version.

Board agreed G and PG were still preferred.

Mr. Higuera reported Main Street wants to try the Freedom 5K one more time. They want to see if they can grow it this year. Last year there was a lot of confusion.

Mr. Dallaire mentioned Splash Dogs has asked to come back again. I haven't heard any dates. They want to bring nationals back again.

Chairman Jones would not want Splash the same weekend as the air show.

Mr. Dallaire has already told Splash Dogs they have one weekend before the Candy Dance.

Discussion on contribution to the air show and continuing with the Christmas Kickoff the way it is.

Mr. Dallaire went over current projects.

Chairman Jones thought the first step on the dog park at Carrick was the fence.

Vice-Chairman Slater suggested more "no dogs allowed" signs in Heritage Park.

Mr. Dallaire continued with other projects to consider.

Mr. Miller shared the Minden Rotary would be willing to put in \$1500 for the orchard if the town puts in \$1500. That would give us the ability to purchase some larger trees that would bear fruit in three to four years. Rotary believed it would be a good project because the district president's main project this year is plant a tree in your community.

Chairman Jones suggested calling attention to the community orchard for Arbor Day.

Mr. Miller would need the proposal from the town on the trees by April so we could submit that for the grant.

Chairman Jones called for public comment.

Doug Robbins is afraid this is not going to get people to pick up dog poop. There is no way you will be able to control that. People know. You have 100 people running in the 5K. If you are not making money stop the event.

Heidi Saucedo wanted to mention having the Splash dog event at the park people think it is a dog park. The signs might help. Having the dogpots on the other side helps. Maybe you could ask the organizers to make sure they know it is not a dog park.

No further public comment.

Break from 6:08 – 6:15 p.m.

10.  **For Possible Action: Discussion and direction to Town Manager on the policy for employee performance evaluation and merit increases 200.23 and Town service award program new policy**

**2.6, including whether to follow the Douglas County policy or direct the Town Manager to provide recommendations for other policies to be adopted by the Town; with public comment prior to board action**

Mr. Dallaire reported the county updated their policies in October. We now have an employee that has topped out. The county changed their policy. They were originally handing out \$100, \$200, \$300 or \$400, depending on what the merit score was. Now the policy is they are giving out the entire merit increase. So it is what you would have gotten in a lump sum. Carol has done the evaluation to show you the items we evaluate. Do we want to administer service awards? Carol drafted a policy, 2.6, at the end of the packet for that particular question.

No public comment.

**Motion Higuera/Slater to adopt Douglas County employee performance evaluation Policy 200.23 and adopt the new town policy 2.6 service awards. Motion carried unanimously.**

11.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for January 2018.**

Attorney Yturbide reported in addition to the regular assignments with review of agendas and attending meetings, we had the citizens advisory committee meeting, the agenda, working with the open meeting law presentation and joint town board meeting. In addition Tom and I met with the county on right-of-ways regarding Slaughterhouse, Courthouse and Ezell in particular. I provided you the tort claims summary. We looked at some past issues regarding Tognetti Alley and the abandonment that had moved forward from the board some years ago. We haven't really brought it forward yet. Looked at the February agenda for the Citizens Advisory Committee, discussed bylaws and procedures to be followed and then you've answered my question regarding the Citizens Advisory Committee meetings. I also had something coming up. The AG provides training that is coming up on February 15. They discuss the open meeting law, public records and other government training for governmental bodies. I had planned on attending it. It's pretty much all day on February 15<sup>th</sup> and now with the Citizens Advisory Committee meeting at 9:00 a.m. on February 15<sup>th</sup>, I don't know what you want me to do. I could talk to Ryan about that too.

Mr. Miller pointed out his motion was the first three meetings. I don't know if you want to alternate that with Ryan or not.

12.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for January 2018.**

Mr. Dallaire went over the items in his written report. I am wondering whether board members are interested in marking up the Plan for Prosperity, reading this documents and saying what stays, what needs to be changed or removed and add what is missing. We will be asking the Citizens Advisory Committee to do this assignment. I think it will help. Minden's plan is substantially different than ours. The have trail plans and connections shown. That is what we are looking for in our plan. It really helped to go through and highlight it so we can talk about it at the next committee meeting. We did do a presentation for the meeting.

Chairman Jones thought the board's discussion was the concept of long term balanced income stream sufficient to support the infrastructure costs. Every time you add a development you add roads, sidewalks and storm water drainage. Respectfully we have already spent several hours with Bruce during our meeting.

Mr. Miller felt Mr. Dallaire knows the direction the board would like to go.

Minden's chairman wanted their board to go through and mark up their plan. That's why I (Mr. Dallaire) was asking if that is something the Gardnerville board wanted to do.

13.  **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  
b. Carson Valley Arts Council  
c. Nevada League of Cities,  
with public comment prior to Board action.



Chairman Jones noted we did not reappoint in January. This is our standard reappointment. Any questions or comments from the board? Are you willing to continue serving on the boards you are currently serving on?

Mr. Higuera reported Main Street, since I have been relegated to the non-voting member, I really find it difficult to watch remarks when you are not a voting member. I feel like I'm more of an observer. Occasionally they have a question about the town.

Mr. Miller pointed out we are the main funds for them. Some decisions they make may affect those funds down the road as far as how much they get. I think it's important that one of the board members makes comments.

Mrs. Jones felt having your feedback today on the Freedom 5k and coffin races was very useful.

Mr. Higuera is more of an observer, which I guess Mary is the same.

Ms. Wenner feels the same way. The Arts Council doesn't let me vote. I just go and listen and if they have questions I try to answer.

No public comment.

**Motion Miller/Slater that we leave the assignments for Main Street Gardnerville Board of Directors, Carson Valley Arts Council and Nevada League of Cities as they are now. 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 Arts Council has been asked by the Town of Minden for volunteers for the May the 4<sup>th</sup> be with you. They are looking for any kind of volunteer help they can get. Somebody slid me a note and asked if Gardnerville wanted to do a Harry Potter theme. Some people think those type of events are fun. These are their new groups coming in in February. I will leave these if anybody wants the information.

Mr. Higuera reported Main Street members were pleased with the visit from national, state, public participation and the survey. It has inspired them to get more organized. A few suggestions came from national. Their action plans will change to work plans. They held a workshop and nailed down their work plans a lot tighter than in the past. Also, this year they are attending the California Main Street conference in Pleasanton, the National Conference in Kansas City and the Rural Roundup in Tonopah.

Vice-Chairman Slater reported we have had five different meetings and teleconferences. At our December 14<sup>th</sup> meeting we discussed the feasibility of the league purchasing an office building. That has been put on the shelf. Wes Henderson gave a recap of the last year's league activities and reminded everyone needs to make plans and decisions for the 2019 legislative year. December was also evaluation time. A new form was created which will make it easier to evaluate. It includes goals that are aggressive but attainable. Starting with the new evaluation he will have a better perspective of what is expected of him. In a separate teleconference we discussed how we wanted to rate Wes and why we came to the decision we did. The following day we asked Wes to teleconference with us again. We suggested hiring a lobbyist to help him out primarily with the large cities. North Las Vegas pulled out of the League because they felt they were not represented. Hiring a lobbyist to take care of the big cities would let Wes take care of the smaller cities, GID's and towns. The direction to Wes is to mend fences, find out what is going on and see if we can't get North Las Vegas back into the fold. The installation of the 2019 officers was conducted. First caucus meeting is Monday the 12<sup>th</sup>. I will keep you informed and if you have an idea on something that might enhance the towns or GID's please share them with Tom or myself and we will discuss them on the 12<sup>th</sup> and add them to our list. 2018 will be a very busy year prepping for the 2019 legislative year.

Meeting adjourned at 7:00 p.m.

Respectfully Submitted,

  
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Cassandra Jones, Chairman

  
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Tom Dallaire, Town Manager