



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

Cassandra Jones, Chair  
Linda Slater, Vice Chair  
Lloyd Higuera, Board Member  
Ken Miller, 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, April 3, 2018

4:30 p.m.

Gardnerville Town Hall

**INVOCATION – Father Chris Kanowitz from St. Galls Catholic Church**

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

 **PLEDGE OF ALLEGIANCE – Ken Miller**

 **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,

Vice-Chairman Slater asked for a moment of silence to acknowledge the passing of two previous board members, Mr. Mike Philips and Mr. Bobby Wartgow.

 **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.

**Motion carried unanimously.**

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

**A. March 13, 2018 Regular Board meeting**

**B. February 14, 2018 special meeting; with public comment prior to Board action.**

**Motion Miller/Higuera to approve the minutes of March 13, 2018 and February 14, 2018.**

**Ms. Wenner cannot approve the 14<sup>th</sup> because I was not present.**

No public comment.

Upon call for the vote, the March 13, 2018 regular board meeting minutes were approved with Slater abstaining and the February 14, 2018 minutes were approved with Wenner/Jones abstaining. All members abstaining were not present at the respective meetings.

 **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 March 2018 claims.  
Approved.**
4. **For Possible Action: Approve Proclamation 2018P-02 recognizing April 27, 2018 as Arbor Day.  
Approved.**

Motion Higuera/Wenner 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.  **Not For Possible Action: Presentation only on The Moving Wall Project, by Nadia Shahin, Eastside Memorial Cemetery**


Ms. Nadia Shahin, representative of the moving wall, indicated there is a flyer in the packet about the moving wall. It is a half replica of the Vietnam Memorial that is in Washington DC that we are bringing to town. I wanted to bring it to your attention for a couple of reasons. On May 31<sup>st</sup> when the wall comes it will be the night before at Carson Valley Inn. We will be doing an escort through the Town of Minden and the Town of Gardnerville. My goal is to go to all the businesses and pass out flags and invite them to be outside at 9:00 a.m. on May 31<sup>st</sup> in order to watch the wall be escorted through town. If you could also spread the word to the businesses in town that would be wonderful. On Friday June 1<sup>st</sup> at 10:00 a.m. we will be having an opening ceremony which will be held at Eastside Memorial Park. We will have a flyover. The mayor of Carson City will be speaking since he is a Vietnam Vet. We will have a helicopter display. On June 2<sup>nd</sup> at 9:30 p.m. we will be having a candlelight vigil. The closing ceremony will be on Sunday June 3<sup>rd</sup> at 7 p.m. The wall will be taken down on the 4<sup>th</sup>. I wanted to explain the second sheet that you have is about how to be able to volunteer for the wall. It is available for viewing 24 hours a day. We will have people around the clock. We have a link to sign up to help in any way. It also explains the different job opportunities, the first one being the name locator. When a visitor knows someone on the wall, the name locator will look up where the name is and hand that piece of paper to an escort. That escort will take them to the wall and find the name on the wall. It is not alphabetical order. It is by the date of death. We have rovers walking around the premises making sure it is a quiet and solemn area and ensuring any questions are being answered about the wall. We will also be having security guards around the clock. Most of those will be our Vietnam Vets. There is also a need for parking attendants during our larger events.

Chairman Jones asked when the next newsletter goes out?

Mr. Dallaire explained not until July. But we can post it on Facebook and on the website. We can link to the event.

Ms. Shahin also wanted to mention we are still looking for sponsors. If any of you know of companies that might want to sponsor the wall, there's a lot that goes into putting this on. I have some sponsorship flyers if anyone would like one.

No public comment.

6.  **For Possible Action: Discussion to endorse or deny endorsement of Marsy's Law for Nevada and authorize the chairman, on behalf of the town board, to sign the endorsement, if approved; with public comment prior to board action.**

Chairman Jones must recuse herself from this item. I am a judicial candidate and the judicial ethics code prohibits me from speaking on pending legislation that might appear in front of me, and God willing, it will appear in front of me next year. Because I am recusing myself the chairman cannot sign the endorsement.

Mr. Dallaire mentioned there is a revised recommended motion in board packet.

Mr. Griffiths, Field Outreach Director for Marsy's Law for Nevada, spoke on the background of Marsy's Law. We passed two consecutive legislative sessions once in 2015 and in 2017. We are now Question 1 on the ballot. We are



trying to garner endorsements from everywhere across the state. I am happy to answer any questions. The main question I get is what will it cost us. Everything is overseen by the attorney general's office. There isn't a fee that you undertake. The newly created victims' fund is overseen by the attorney general. Materials that law enforcement gives out to victims providing specific information about local advocacy agencies is also overseen by the attorney general's office.

No public comment.

Vice-Chairman Slater's read a statement. "While I understand and appreciate the significance of wanting to secure the endorsement of the five board members that represent the Town of Gardnerville, I think the better approach would be to allow the senate joint resolution 17, referred to as Marsy's Law, to move forward as a ballot question in the November election as stated under the legislative review on page 6-3 of our packet. I would not want the signatures of the board members to cast any unethical or unintentional influence or bias on how a voter should vote. That being said, I think it would be in the best interests of the Town of Gardnerville to take no action on this. I might personally support it or not, but I think it is very important that we preserve the right of the voters to make their own decisions."

Ms. Wenner asked if that was a motion.

Attorney Yturbide advised it is a comment.

**Motion Higuera/Wenner to approve the endorsement of Marsy's Law for Nevada and authorize the town manager on behalf of the town board to sign the endorsement.**

No public comment.

**Motion carried with Jones recusing, Wenner, Higuera and Miller voting yeah and Slater voting nay.**

7.  **For Possible Action: Discussion to approve Proclamation 2018P-03 proclaiming the week of April 8 through April 14, 2018 National Crime Victims' Rights Week; with public comment prior to board action.**

Chairman Jones believed there is a fine line and I didn't think I had to recuse myself on this one.


Attorney Yturbide believed that is accurate. You are not indicating any kind of opinion.

Mr. Griffiths shared this is just recognition of National Crime Victims' Rights Week. It is not supporting or opposing it. It's just a matter of recognition.

Vice-Chairman Slater would support that.

No public comment.

**Motion Miller/Slater to approve Proclamation 2018P-03 proclaiming the week of April 8 through April 14, 2018 as National Crime Victims' Rights Week. Motion carried unanimously.**

8.  **For Possible Action: Discussion on the tentative Town Capital Improvement Projects (CIP) and review priorities for next 5 years and project priorities to be completed during the 18-19 fiscal year; with public comment prior to board action.**

Mr. Dallaire explained the augment from 17-18 has not gone through yet so we don't have the final numbers for the current or for the projects we are moving forward. What we talked about last month is included in this year's projects. He went over the projects that are believed to be going forward at this point. We own three parcels adjacent to Gilman. Is Maple Street still a priority for the board? I don't know that it is fair for the church to put the whole road in. NDOT is planning on doing improvements in 2021 from 1<sup>st</sup> Street in Minden all the way to Waterloo on Highway 395. They are interested in widening the S curve and they also want a wish list. We should be able to get a lot of sidewalk accomplished.

Vice-Chairman Slater thought if we're planning to have the town walkable, you can only spray paint so much to make people aware there's a problem.


Mr. Dallaire thinks we still need to start saving for some larger projects and pavement replacement.

Mr. Higuera commented that the projects will probably wind up getting moved around because of money.

Mr. Dallaire pointed out there are a lot of things we can do to save money and move the money around. Eventually we will have to rebuild some of the roads.

No public comment.

**Motion Slater/Higuera to approve the tentative town capital improvement project and review priorities for the next five years and project priority to be completed during the 18/19 fiscal year. Motion carried unanimously.**

9.  **For Possible Action: Discussion to approve or modify the proposed Tentative Town Budget for fiscal year 2018-2019, and provide direction to staff for the final budget review at the May meeting; with public comment prior to board action.**

Mr. Miller liked the budget message. It gives a good overview of what is going on.

Mr. Dallaire will submit that to the county. They submit it to the state. The message may change. We will have a final one at the next budget. If there are any changes tonight we will make those and send it to the county to put into the state forms.

Mr. Miller asked about delinquent taxes with bank foreclosures. Is that still the case?

Mr. Dallaire did not know. Kathy Lewis was doing a large tax sale of property some months ago.

Ms. Wenner shared they did one last week too.

Mr. Dallaire went over the budget with board members. The county is moving to a digital building permit. They are moving away from the AS400 system. All the reviews now have to be entered through this computer system so we have to have one license. They were not happy about just having one license. Carol, Geoff and I will have access to it, depending on who is doing the review or however it works. They are requiring plans and digital plans together in preparation for this software. That will start in the next month or so.

Mr. Miller suggested looking at murals in the insets in the walls at the maintenance facility.

Mr. Dallaire pointed out cost allocation in the health and sanitation fund went up. It was \$20,000 before now it is \$24,557. It is supposed to be \$55,000. A 230% increase this year is what it was supposed to be. We got a 20% increase this year and over the next couple of years instead. We probably need to look at a rate increase. I showed you the trends in the trash. We need to look at an across the board CPI increase. We will bring back a discussion on a rate increase in the next month or two.

Vice-Chairman Slater asked about motor vehicles.

Mr. Dallaire explained that the \$73,000 was for the purchase of a tractor, implements and a new and used gator.


No public comment.

**Motion Miller/Slater to approve the proposed tentative town budget for fiscal year 2018/2019 as presented tonight. Motion carried unanimously.**

**(Break from 6:27 p.m. to 6:37 pm)**

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

Attorney Yturbide worked on answering staff requests on a couple of topics, agendas, attending meetings, a couple of issues on notice and waivers, and some conflicts of interest.

**11.  Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for March 2018.**  
**a. Update on the Plan for Prosperity process**

Mr. Dallaire reported GIS is working on the map. I have it in board packets under 11-3. We plan on doing four boards. We will have some signs at Kingslane, the ducks, plaques from the funding of state lands, which is already up on the signs.

Vice-Chairman Slater saw a man in the Ranch at Gardnerville and he was sicking his dog on the geese that were nesting. I am wondering if there is some kind of language that we want on the sign to preserve the wildlife, or respect the wildlife.

Mr. Dallaire thought we have something like that already. But I will double check. You will approve this eventually. Do you want to add anything else? We will put them in four or five locations. The pond behind the Ranch Esplanade is suspected to take up the full five acres. It is on the construction plans. This is a ground water pond so it does not get water from the Martin Slough. We did submit a quarterly report to SHPO (State Historic Preservation Office) on the gas station. We have Michael Fischer on board and he will be doing some historical interviews. We have one large mural and two smaller ones that will be in the Gardnerville Station. There was a short report on the Main Street Conference and on the progress of the Plan for Prosperity. The Critical Issues conference was on the 14<sup>th</sup> also. The old Ritchford Hotel is being renovated. It will be Gibson's Roadhouse and will have a commercial kitchen. I will be helping him do some of the site planning. We received some input on the high level issues (identity, vitality, services and other) at the Plan for Prosperity workshop. Those were the critical issues discussed at the workshop. A lot of the good governance group was there.

Chairman Jones mentioned maybe Bill Chernock could advertise the next Plan workshop in his email blast.

Mr. Dallaire included the notes from the workshop in board packet.

**12.  For Possible Action: Discussion and possible action on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action.**

Mr. Miller didn't see his comment on the goals for 18/19 but I would like to see the Gardnerville Station completed by the end of the year as one of the goals. By complete, I mean open to the public.

Chairman Jones mentioned on page 4 you have Gardnerville Station construction and working on the storm drain basin. I marked you pretty high on that because by the time we get this done, pretty much grant funded is very impressive. It will be minimal cost and yet it's a significant impact to our community. Nobody else was going to step up and do it. We're also significantly improving the drainage.

Vice-Chairman Slater asked what would be Mr. Dallaire's #1 goal.

Mr. Dallaire answered to have a 5 to 10 year plan for the roads.

Chairman Jones asked on goal 4, site plans for what?

Mr. Dallaire answered for the gas station. Work on seeing if we can find funding to help with the improvements on the parking lot.

No public comment.

**Motion Miller/Slater based on what we reviewed tonight, that we approve a 2.5 percent increase along with an additional three administrative days off. Motion carried unanimously.**

**13.  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.**

**Motion Miller/Slater based on what we reviewed tonight, that we approve a 2.5 percent increase along with an additional three administrative days off. Motion carried unanimously.**

**13.  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 last concert of the 2017/18 series will be Friday April 13<sup>th</sup> and it happens to be the Haunted Wind Chimes. The new sponsorships for the year are out. They want everybody to like their Facebook page. They will be doing the May the 4<sup>th</sup> Be With You event. The arts council is taking the lead on that.

Mr. Higuera reported Main Street has changed their mission statement. "The mission of Main Street Gardnerville Program in partnership with our stakeholders (rather than saying the town, the county, business and community) is to revitalize downtown Gardnerville utilizing design, organization, promotion and economic district vitality to develop the unique identity and preserve the historic nature of our community." That was one of the suggestions made by National Main Street. The website updates continue. Debbi is doing it herself. Debbi is working on putting together a volunteer roster. National will be back in the area April 16 through 19. They will be in town here April 17 from noon until around 9 p.m. to meet with the board of directors and then all day Wednesday, the 18<sup>th</sup>, to meet with all the committees. If you see brooms sticking up out of the ground, they will be planting brooms. The business end of the broom will stick out of the ground and then there will be a sign on it about sweep up the town. It will be a publicity kind of thing. Also flower baskets were almost sold out at the last meeting. The benches are doing well too. They have 21 plus one more. The new video they did with the drone is done and looks good. It should be on the website by now.

Vice-Chairman Slater reported Tom attended the last caucus meeting in March and we have another one on April 9<sup>th</sup> followed by a board of directors meeting. I will report back.

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

No public comment.

Chairman Jones reported the Community Foundation of Douglas County is in the process of being formed. They are compiling the first board of directors and it will probably be formed by the end of April. I will be on that board. If you would like to formally have me as a liaison we will need to put that on the agenda next month. I have been working on that project for two years.

**Adjourned at 7:32 p.m.**

Respectfully Submitted,



Cassandra Jones, Chairman



Tom Dallaire, Town Manager