



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

Linda Slater, Chairman  
Lloyd Higuera, Vice Chairman  
Mary Wenner, Board Member  
Mike Philips, Board Member  
Ken Miller, 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.

Wednesday, April 2, 2014

5:30 p.m.

Gardnerville Town Hall

 Chairman Slater called the meeting to order at 5:30 p.m. and made the determination a quorum is present.

 PLEDGE OF ALLEGIANCE - Vice-Chairman Higuera led the Pledge of Allegiance.

 **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.

Mr. Dallaire would like to remove Item No. 9 dealing with the 501c3.

**Motion Philips/Higuera to approve the agenda with the change.**

No public comment.

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

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:  
March 4, 2014 Regular Board meeting, with public comment prior to Board action.**

**Motion Higuera/Wenner to approve the minutes of March 4, 2014.**

No public comment.

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

 **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.

 **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.

**Motion Higuera/Wenner to approve the consent calendar.**

1. **For Possible Action:** Correspondence  
Read and noted.
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities  
Accepted.
3. **For Possible Action:** Approve March 2014 claims  
Approved.
4. **For Possible Action:** Approve the 3<sup>rd</sup> Annual Heritage Park Gardens Plant Swap & Open House, May 17<sup>th</sup>. Tentative time 10 am – 2 pm.  
Approved.

5. **For Possible Action:** Approve a town event application by FEAT of the Carson Valley 5K/10K fundraiser scheduled for Saturday, April 26, 2014 at Heritage Park and surrounding streets, considered to be a Class 1 use under park use policy.  
Approved.
6. **For Possible Action:** Approve request for Street Closure of Pep Circle on May 18, 2014 from 9:00 AM–3:00 PM for the Southgate Business Park Block Party.  
Approved.
7. **For Possible Action:** Approve a town event application by Shop Small Northern Nevada LLC for a monthly business/vendor event scheduled for April 19, 2014 at Heritage Park from 8:00 a.m. to 4:30 p.m. considered to be a Class IV use under the park use policy.  
Approved.

No public comment.

Upon call for the vote, motion carried.

### **ADMINISTRATIVE AGENDA**

**(Any agenda items pulled from the Consent Calendar will be heard at this point)**

8.  **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for March 2014.

Mrs. Lochridge reported Dorie, Margaret and myself spoke with a couple of officials with the national program. They were very impressed at how far we've come in such a short time without a state program in place or a coordinating partner. They are excited to see us all in May. They also shared the information with the CEO that is running the program and she was very impressed. We did a board retreat on March 15. We are revising a few of the action plans and will take them to our board later this month for approval. We will bring them to the town board next month for final approval. We are gearing up for our busy season: Cash Mobs, Wine Walks, Wine Walk training and Celebrating Success on Main Street. We have some brand new businesses in the district who are also members: Nana Lori's Trinkets and Treasures, High Desert Guns and Douglas County Republican Central Committee.

Mr. Philips believed a lot of Main Street's success is due to Mrs. Lochridge's enthusiasm.

Mrs. Caldana is pleased to be here. We truly believe the vision represents who we are. Mrs. Caldana gave a power point presentation going over the action plans for the different committees and the accomplishments of Main Street.

Chairman Slater appreciated the fact they approach this as a business. When you see it is not reflecting the way you want it to reflect you change it. You make a difference. I appreciate you are looking out for the town and all of our citizens.

Ms. Wenner asked about the brand. Do you have anything specific?

Mrs. Caldana believed it is more recognition of the current brand. We do have our main street logo. But the most recognizable brand is our wine glass. We just want people to be more aware. We want them to know we are a volunteer organization and Paula is the only employee.

Mr. Miller mentioned the database belongs to Main Street Gardnerville. It will not be sold to anyone else. It is proprietary. It is very important for any merchant in the area to join. It's cheap advertisement.

Mr. Philips thanked Mrs. Caldana for all the time she puts in.

Mrs. Caldana enjoys it.

9.  **For Possible Action:** Discussion to approve, approve with modifications or deny a request by Main Street Gardnerville to create a Gardnerville Community Enrichment Council as a 501c3 organization. If approved, Article II-c of the Council's bylaws will state that it is to work "in partnership with the Town of Gardnerville"; with public comment prior to Board action.

**(Pulled from the agenda.)**

**10.  For Possible Action: Discussion on Douglas County adding Chapter 10.10 to the county code providing guidelines and procedures for installing Temporary Traffic Control Devices during maintenance, construction and special event activities; presentation by Erik Nilssen; with public comment prior to board action.**

Mr. Eric Nilssen, Engineer for Douglas County Community Development has been coordinating this with the towns of Gardnerville, Minden, and the GID's to review and comment on before I take it to the board of county commissioners. What this proposed code does is list a standard that traffic control is based on from the Manual of Uniform Traffic Control Devices. The plan needs to be prepared by either a professional civil engineer or an American Traffic Association Safety Services Certified Work Zone Traffic Control Supervisor. This ordinance states if you are going to work in the road or have a road closure, if it's under one hour, you don't need to worry. If it's between one and four hours you need a traffic control plan; and to notify dispatch, the school district, the post office, refuse collection and homeowners along the street that the road will be closed up to four hours. If it's over four hours then you need a complete public notice, which is putting it in the paper, have signs out a couple days before letting people know a closure will happen. Who is responsible for the review and approval of the traffic control plan? If it's something the town is handling, an event in the town and you are closing something for the park, then the traffic control plan can be prepared by or reviewed and approved by your town engineer. They will forward that plan to the county for information purposes, but we won't review it or approve it. If the traffic control plan is necessary due to a building permit or a site improvement permit then the county would do the review so the person would go to one place for their permit. If it's a permit for an event that would take place across multijurisdictional boundaries then it would be handled through the county's outdoor festival permit. I hope this ordinance clarifies when traffic control is required, when it's not, who has the responsibility to review and approve it and what the steps are.

Mr. Philips asked if NDOT gets involved does the county contact them.

Mr. Nilssen answered if you are within 300 feet of an NDOT road you need to contact NDOT to ask them what they need to see and what they need done. If NDOT closes the road themselves they don't generally contact the county. The applicant who wants to close the road would contact NDOT.

Mr. Dallaire has reviewed it. I think after the clarifications we had during the meeting a few weeks ago all the comments I had were addressed. Now there is a policy that clarifies the criteria used for traffic control.

No public comment.

**Motion Higuera/Miller to approve Douglas County adding Chapter 10.10 to the county code providing guidelines and procedures for installing temporary traffic control devices during maintenance, construction and special event activities. Motion carried unanimously.**

**11.  For Possible Action: Discussion on a request by GE for the town to host a GE Night at the Movies on Saturday, August 23, 2014. Appearance by GE representative; with public comment prior to Board action.**

Holly Spiers with GE and Katie Marquardt, HR leader at GE are present to address this item.

Ms. Marquardt is also on the Chamber of Commerce Board. I approached Tom a couple months ago. We have an employee events committee at GE and we put on different events. One idea that came up was doing a movie night. We wanted to see if it was a possibility to tap into what you do and offer it as a GE night. We wouldn't advertise but we wouldn't stop people if they saw it and stopped. We would only advertise within our building. We are looking to do it on August 23. Obviously you start the movies around 8:30 so we would recommend potentially the same. The other thing we were talking about is the potential of sponsorship. So I don't know if it is a possibility for us to pay for a movie to show our employees and a movie you show to the community. We are open to entertaining sponsoring a movie that would be shown to the community as well as our employees.

Ms. Spiers added it would be featured as one of your movies but then we would take that same movie and show it to our employees at a later date.

Ms. Marquardt is interested in renting Heritage Park, using your equipment and your help with renting a movie. We filled out the application and we would be providing food for our employees.

Mr. Miller believed they would not need a health permit if they were not selling the food.

Ms. Marquardt was given the total cost would be about \$1500.

Mr. Dallaire clarified the \$1500 was for having staff come back. We have setup time, the movie itself, depending on what movie. We are showing Frozen on June 6. If you pick a different one then it would be like a fifth movie to the public and your staff won't have to miss the first movie. There are a lot of other movies we haven't shown. In August we might be able to show the movie earlier if we get a new projector. There is a new one that is a lot brighter than this.

Ms. Marquardt asked whatever movie they pick, is that part of the \$1500?

Mr. Dallaire answered the movie was included.

Mr. Miller asked that their certificate of insurance name the town as additional insured.

Mr. Higuera asked if the cost is still open.

Mr. Dallaire came up with a rough number. The cost depends on the movie, time it starts, setup, take down and cleanup.

Mr. Miller explained the fees we collect from usage of the park go back into a fund to help us do the movies and fireworks. So it's only right we charge the fees to be able to do the community events.

Ms. Wenner is a little confused. You are telling them it is \$1500 for their movie and yet they want to sponsor another movie. Is it too late to sponsor the movie?

Mr. Dallaire clarified they can sponsor any of the movies. There's a sponsorship form.

Chairman Slater asked about sponsoring the fireworks.

Ms. Marquardt was thinking if the town shows a movie on Friday, GE would be happy to pay for that movie. But it sounds like we should do our GE night the next night so we can use the same movie. That's what we were thinking about. We are happy to take a sponsorship form back to GE.

Mr. Dallaire understood their meaning is to buy the movie and then show it again the next night. It would be better to have a different movie. We could have a meeting about this.

Ms. Marquardt explained if you approve this we will take it back to GE and make sure they still want to do this. If we do, then I will set something up with you.

No public comment.

**Motion Higuera/Wenner to approve GE hosting a GE night at the movies on Saturday, August 23<sup>rd</sup> in Heritage Park, paying all the appropriate fees as determined by our town manager. Motion carried unanimously.**

12.  **For Possible Action: Discussion on a request to approve a town event application by the Carson Valley Community Food Closet for a Luau to be held at Heritage Park September 7, 2014 from 4:00 p.m. to 9:00 p.m., and waive the \$75 fee associated with the rental of the park, considered to be a Class II use per the park use policy, appearance by Carson Valley Food Closet representative; with public comment prior to Board action.**

No representative present.

Mr. Dallaire stated this is a class 2 use which would be \$75, half of the park use fee. I guess they are okay with it because they are not here. We will let them know the outcome. I was recommending not waiving the fee.

Mr. Philips agrees.

Mr. Miller does not see an insurance certificate.

Chairman Slater asked if the application is not complete do we want to make a decision.

Mr. Dallaire stated the insurance certificate is not there, but if they don't use the park they would not need it. If they find another place that will let them use the park then is there a reason why we need the insurance certificate when the event is in September?

Mr. Miller suggested they could approve this subject to the proper insurance certificate.

Members of the Board agreed they should provide the certificate within 30 days of today in case there is another event that would like to use the park.

Mr. Philips thought they need to know if they are going to actually use the park.

No public comment.

**Motion Higuera/Philips to approve a town event application by the Carson Valley Community Food Closet for a luau to be held at Heritage Park September 7, 2014 from 4:00 until 9:00 p.m. and also move not to waive the \$75 fee associated with the rental of the park and ask for proof of insurance coverage within the next 30 days. Motion carried unanimously.**

13.  **For Possible Action:** Discussion on the Town sponsoring a three (3) day SPLASH DOGS event in an amount not exceeding \$1,000.00, on July 24, 25 and 26, 2014, including the town closing Ezell Street, providing Heritage Park, porta potties, and coordinating and providing 30,000 gallons of water for the pool; with public comment prior to Board action.

Mr. Dallaire and Paula met with Heather and Jeff with Splash Dogs to use Heritage Park. They had an event last year at CVI. They have asked us to cosponsor the event similar to what we have done with Old Town Days and Rockathon. We have always provided the DJ at \$400 for the Rockathon which will no longer take place. This would be an increase in the budget of \$600. Gardnerville Water Company will donate the water for the pool as long as it is filled during normal business hours. But \$1,000 is a little on the high side for what we are being asked to do. The pool itself will be set up on Ezell on the pavement. They will have the grass area for the participants in the event with the dogs in kennels under a shade tent. They provide the dock that will be parked on Ezell. Jeff's RV will be parked out there for security at night. I think this is a great community event and could be worthwhile to participate in.

Board members are excited about the event. People will travel great distances to see this show.

Mr. Dallaire will get the porta potties. I was concerned about the dogs in the park, but in talking with the organizers they will set up a dog station across the street in the parking lot.

Mr. Jeff Vanatta and Heather Patterson are here representing Splash Dogs.

Ms. Heather Patterson spoke about how the event supports the town's mission statement and making Gardnerville a destination. Last year we traveled to 12 different events only for Splash Dogs. These dogs are sports dogs. They are disqualified if they have an accident in the ring or in the venue. The issue with the pottying I get because none of us wants to have it there either. The other part of the action plan promotional events. We have been talking about the valley to all our friends that live out of the area. We keep bragging and some of them came over and they can't wait. We have a lot of down time in between jumps. The people will be able to get out and see the shops. We are dedicating special times just for the new dogs for local people. We will have set aside advertised time when we will train the dogs. We are bringing up a whole another group of people working with the dogs. We have a junior handler division. We would love to partner with DAWG and have adoptions. This is for the whole community. This is the most fun you can have. These are all people with means that come to visit. You have to have means to spend this much money on a dog.

Chairman Slater asked since Heritage Park is a family oriented park, how do you handle the dogs running around and the public bringing their dogs. Are they all on leashes?

Ms. Patterson and Mr. Vanatta answered absolutely. We only allow one dog at a time off the leash.

Mr. Miller attended that event last year and there were not that many other dogs.

Ms. Patterson shared Kurt at the Record Courier and Joey at Carson Valley Times are behind Splash Dogs. We will have a lot of support in the media.

Mr. Miller shared last year it was hot with a concert next door that was free to the public; plus it was all on asphalt. So that discouraged other dogs from coming. They will need an insurance certificate naming the town as additional insured.

Ms. Patterson will have no problem getting the insurance.

Chairman Slater asked about clean up.

Ms. Patterson advised we offer bags. Tom has told us there will be an extra dog station that will be right across there.

Mr. Vanatta will check the area before leaving.

Public comment.

Annette Philips heard from three different families about the event. It was a big hit. People were excited about it.

Mr. Dallaire will have to find out where to get the higher bleachers. If we get the higher bleachers you are still at eye level with the pool. We will have to get permission from the owner to use the parcel across from the park.

Inger Hotho is part of the group. As successful as the CVI was there were numerous people that didn't attend because it was a one day event. We talked about how we drive great distances to do this with our dogs. A lot of people will come because it is a multiple day event. That was the advantage of bringing it to the town rather than trying to stay where we were.

Mrs. Lochridge stated on behalf of Main Street, we would love to see this event downtown. It will bring the overnight stays, people into the shops, restaurants and Main Street would love to help promote this any way we can. The flowers will be up so downtown will be gorgeous for all the out of town visitors.

No further public comment.

**Motion Wenner/Higuera to approve sponsoring of the three day Splash Dog event in an amount not to exceed \$1,000 on July 24, 25, 26, including the town closing Ezell Street, providing Heritage Park, porta potties and coordinating and providing 30,000 gallons of water for the pool. Motion carried unanimously.**

14.  **For Possible Action:** Discussion on Proclamation 2014-01 recognizing April 25, 2014 as Arbor Day; with public comment prior to Board action.

Mr. Dallaire reviewed this is a proclamation for an annual event. We will plant a tree on the parcel by Arbor Gardens. We will also put in a bench and trash can. We can probably get someone to donate a tree. I received an email today from the forest service. As part of the Tree City USA he has a program this year to do our tree inventory for us. It is free to the town. We will have some staff time invested but we will have that report. We are looking forward to that.

No public comment.

**Motion Higuera/Miller to approve Proclamation 2014-01 recognizing April 25, 2014 as Arbor Day and planting a tree at the Arbor Gardens parcel. Motion carried unanimously.**

**(10 minute break at 6:47 p.m.)  
(Meeting resumed at 6:58 p.m.)**

15.  **For Possible Action:** Discussion on the Fiscal Year 2014-2015 tentative Capital Improvement Plan (CIP), with public comment prior to Board action.

Mr. Dallaire went over the grant projects and that they are all coming due this year. There are two things we have

not done yet for this year: the shop and the hay barn. Chichester Estates repair was \$72,000 max. We have already done the change order for that project. We will fix every crack in Chichester that is not fixed already. April 14, 15 and 16 is the time they will be doing the project. We will get a reader board on Gilman for next week. We have the land and water conservation fund for the amenities in the Martin Slough. We moved Industrial Way down to next year. Blue on the CIP is something that was changed. The green has been rolled forward. We need to pay the county the trails match and valley vision. My goal is to meet with Q1 next week and submit to the Army Corp. We will start before December. We have estimated the Hellwinkel project at \$534,000. We have the plans 80 percent complete. We need the flood study. We can start that construction once the irrigation season stops. Kingslane has \$70,000 coming from NDOT. We are responsible for \$13,800 plus the plan development which is in-kind. We have three projects grant funded along the Martin Slough. We have the two projects: Hellwinkel shop metal building and the Toler sidewalk. The CDBG application went well. These are all reimbursable type grants. We have to have everything documented. We still have the \$50,000 in street maintenance. We still have crack sealing and storm drains. We contracted with Nichols Consulting to do the PCI's again. City of Reno is going to donate their crack seal machine. We are working on the street tree in front of Tab Hunter's property. We will get that out to bid once Chichester is completed.

Chairman Slater asked if we will be putting any more decorative lights in any locations?

Mr. Dallaire hadn't planned on it. The only other place that is set up for it is Douglas Avenue. That is the only place there is conduit.

Chairman Slater asked about entrances to the parks. Like Gardner Park right by the mail cluster box.

Mr. Dallaire can look at it. It is not on a project list.

Chairman Slater thought another spot could be Arbor Gardens by the cluster boxes on the new piece of property we acquired as kind of an entrance.

Mr. Dallaire stated there are already two lights on the property. I do have budgeted out of Health and Sanitation at the front maintenance facility a greenwaste bin enclosure and fencing. Industrial Way we put off until next year. Service Drive there is some raveling we will need to fix. There is a section in the back that has failed and needs to be replaced with curb, gutter, asphalt and sidewalk.

No public comment.

**Motion Miller/Philips to approve the 2014/2015 tentative capital improvement plan as modified during our discussion. Motion carried unanimously.**

**16.  For Possible Action: Public hearing to adopt the tentative budget for fiscal year 2014-2015, with public comment prior to Board action.**

Mr. Dallaire went over the tentative budget. We have all the grant funding identified: State Lands \$53,500; grant for Kingslane was \$70,000 from NDOT; and \$307,250 for Hellwinkel. We have a maintenance seasonal position to advertise soon. We do want to split the cost and do another maintenance assistant for Main Street. The office aide seasonal would be someone in the office to help. That would give some time for Carol to cross train Marie.

Mr. Miller had brought up the subject of an office aide last year. I felt Carol and Marie needed cross training for their jobs.

Mr. Dallaire mentioned the maintenance supervisor is still unfunded. We really need to look at the structure of the health and sanitation rates.

Mr. LaCost mentioned people in Reno pay twice as much for trash service. We are very low.

Mr. Dallaire went over the credit card fees.

Vice-Chairman Higuera would like to agendize the health and sanitation rates.

Mr. Dallaire noted there is six months we will be charged these fees. I have \$3,000 into the budget.

Mr. Miller asked to put the rate item in the next newsletter.

Mr. Dallaire suggested looking at it in August and make decisions that will be effective January 1.

Chairman Slater would like to build into the conversation that it is to offset the additional cost that will be added on to the town for providing the credit card transactions. We need to be transparent. It needs to be an open discussion. Put it in the newsletter that this is something that will be coming up.

Mr. Philips felt we should absorb the fee until we can discuss it in August.

Mr. Miller asked as much as I am a fan of Main Street Gardnerville, is it necessary to give them \$68,000 again this year. Aren't they running in the black?

Mr. Dallaire didn't have time to go over this with Paula. We did get confirmation from the county that they will give Main Street \$10,000. The county is in the process of revising and reorganizing the 12 step economic development plan. They will turn the two main streets into the Valley Vision part. At a meeting with Steve and Lee they mentioned even if we just fund the Valley Vision we can fund Main Street through that as well. There is \$64,000. We can make it \$54,000. With their ending fund balance of \$19,656 and the county's contribution of \$10,000, we can take out \$29,000 and still have a balanced budget.

Chairman Slater pointed out they were supposed to be self-sufficient within five years. The job they do is phenomenal but they need to have a return on what they are providing to offset their operations.

Mr. Miller thought some of the small businesses in town would have been closed without it.

Chairman Slater suggested lowering it \$10,000 to bring it more into compliance with the idea in mind to be reiterated with Paula.

Mr. Miller felt one of these days they need to be self-sustaining.

Chairman Slater asked who is absorbing the cost of the seasonal work.

Mr. Dallaire answered we are paying for half of it. It was \$60,000 in 2012. The next year we didn't know we were getting the \$10,000 until two or three months later. So we had to bump it because we added the employee. Then this year we dropped it to \$64,000 which pays for half the seasonal employee. Right now the \$64,000 is still less than what they are paying Paula in salary and wages. There isn't any grant funding available for a C6 for that position. The perception is that Main Street is part of the town of Gardnerville. We don't have a sign out here at all. I'm wondering if we could put a sign up and put Main Street on the sign as well so it is identified as a separate entity. We could rearrange that white space.

Chairman Slater would like to see some way to bring Main Street back into compliance, more with what the idea was to make Main Street self sufficient eventually, but not to the point where we cut them off should the funding not come from the county. If we could reduce it by \$10,000 it will allow them to proceed but will start bringing them back into compliance with what we envisioned them to be.

Mr. Miller doesn't want them to say it is always there. We have projects.

Vice-Chairman Higuera maybe it should be a floating figure depending on the income from other sources. \$10,000 is very comfortable.

Mr. Dallaire suggested \$15,000.

The Board suggested \$10,000.

Mr. Dallaire advised this is the last budget year we have to pay for the main street lights. We need to replace a dump truck. Carol has been looking into a frame on the movie screen. Right now it is 12 by 17. It doesn't fit well with the blu ray and the wide screen. We are looking at \$2200 to replace the frame or we can spend \$4400 and get a 20 foot wide screen that would make the gap a little smaller when we play the widescreen movies. That comes with a new frame and screen. A new projector would produce 8500 lumens which would allow us to show the movie earlier. I did put that in the budget. The movie screen we can buy out of this year's budget.

Board members would like to move forward with the movie purchases.

Mr. Miller asked how the dues for Nevada League of Cities are assessed. Are we paying less than Reno?

Chairman Slater understands they are revamping the fees.

Mr. Dallaire stated the fee has doubled. The fee is based on population.

Chairman Slater felt if it is that high it is not worth belonging to NLC. I hate to be left out, but that's an awful lot of money to be putting out. What is the benefit that is being returned? You can send a representative to the legislature and learn just as much.

Mr. Dallaire budgeted four percent for merit increases.

No public comment.

Vice-Chairman Higuera asked Debra if they have to make two separate motions: one to approve the budget and then another motion for the credit cards.

Mrs. Amens responded yes.

**Motion Higuera/Miller to adopt the tentative budget for fiscal year 2014/2015. Motion carried unanimously.**

17.  **For Possible Action: Provide direction to staff on how to proceed with credit card transaction fees, with public comment prior to Board action.**

Motion Higuera to approve staff proceeding with building the credit card fees into the rate structure for the trash service.

Ms. Wenner asked if they weren't going to have another meeting.

Mr. Higuera rescinded the motion.

Motion to proceed with the credit card transaction fees.

Mr. Dallaire will put that into the fee for now and then have a specific item in August along with the trash fee structure.

Mrs. Amens asked if they would be moving to absorb the fees that the county/bank will be charging for the credit card transactions until August.

Mr. Dallaire stated at that time we will look at it as part of the rate so everybody would be paying for it. It is a cost of doing business. There's a lot of other things we should be charging for. I don't think swiping the card should be one of them.

Mr. Higuera withdrew all previous motions.

**Motion Higuera/Wenner to absorb the credit card transaction fees and evaluate the fees at an August meeting where we will look at all of our fee structure.**

Public comment.

**Motion carried unanimously.**

18.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for March 2014.**

Ms. Amens reported there is a change in the open meeting law that is going to go into effect on July 1 for local government. They are trying to create a central point for all public notices in Nevada. The state offices have already gone online. They have created a special website. All of the state entities are on there and it links to their website to

show the agendas and when the meetings are. It is another place you would post physical notices. As of July 14 you will need to have that set up so it will be on this website. It will have to somehow link directly into the agenda. It will have to be updated and posted at the same time frames that you post physically. So the entity will have to designate an owner/administrator the state can contact if there are any issues. You can have as many posters as you want, but one actual owner. The criteria is if you are posting in at least three spots you need to be on this website. I have a training package. I have a notice I can provide and contacts to get set up. I printed out what the website looks like. I will send you a memo and how to get to the site so you can see what's going on. The roll out has been fairly slow. I don't know what the plans are for letting people know they have this duty. The other thing I found out is there has been a lot of changes to the state policy on records retention. There have been a couple of things I worked with Tom on this month.

Mr. Dallaire hasn't heard anything from the county on the interlocal agreement.

19.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for March 2014.**

Mr. Dallaire reported he received the plans for the open space from the Ranch at Gardnerville. It is for the storm drainage. They want to do a larger wetland. Barbara Resnick, Douglas County engineer, is a little concerned on how deep it is and what it will do to the water. I talked to Rob and he was considering it was adding a pedestrian trail to the pond. The next two phases are sitting on my desk. Smith's gas station is sitting on my desk to be reviewed. They want to change the Smith's gas station and increase the fuel sign underneath the Taco Bell and Jack in the Box sign. The problem is the sign is actually black with white numbers. I want them to change it to white or beige or we won't write the recommendation. I have not heard back from them. The gas station is 46 feet long and 20 feet wide. There is no signage on Waterloo. They fixed all the requirements on the in and out. All the preliminary conditions have been met. We will be writing the letter next week.

Chairman Slater asked Mr. Dallaire to keep in mind the Department of Wildlife is a good source about the habitat that is in the wetland area of the Ranch at Gardnerville, especially if water is going through there. They may have some suggestions.

Mr. Dallaire mentioned the problem is it is up high. It is not wet there. It is right by Minden's well site. It will have seasonal water in it. We have cut accesses through town so it will just create more work for us down the road. Walmart will lower their float at the pond. There is some confusion with the power meter out there. The meter has been put in our name but they have never read it. The last thing is the gas station name. On page 19-3 are the names that were suggested.

Chairman Slater liked Gardnerville Station.

Vice-Chairman Higuera thought Gardnerville Station could be a good working name for now. If something better comes along we can change it.

20.  **Not for Possible Action: Discussion on the Board members committee reports including but not limited to: Carson Valley Arts Council, Regional Transportation Commission, Nevada League of Cities, and Main Street Gardnerville.**

Ms. Wenner reported Brian emailed the consultants they have completed the key leadership interviews and are now working on the market analysis and the competitive facilities assessment. A stakeholders survey will be coming soon. The concert series continues with the next show being Presidio Brass on April 11 at the CVIC Hall. Dennis Little will be representing the Carson Valley Arts Council in working with Main Street Gardnerville on the July 4 event at Heritage Park.

Vice-Chairman Higuera reported the five year transportation plan was approved last month by the Board of Commissioners and the plan is full of great projects that are not funded. There are a few projects that will be done this year but they are mainly road overlays and more work on Waterloo. Mainly it would be road work where it is sorely needed.

Chairman Slater reported Nevada League of Cities has a meeting in Sparks in May. That will start the kickoff discussion for the 2015 legislative session which starts February 2<sup>nd</sup>. The conference is scheduled for September 23<sup>rd</sup> through the 25<sup>th</sup> to be held in north Las Vegas. The host hotel will be Texas Station. They are in the making of coming out with new fees. It is something we should consider. I would like to see what NACO charges. There was

word before that associate members would be pushed up to full membership. That doesn't have an advantage. So if it's a doubling of fees I do not personally think it is worthwhile.

Mr. Miller reported Main Street Gardnerville had a lot of reports tonight on where they are heading and what they are doing. I don't think I need to add anything further.

**21. 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. Dallaire appreciates everybody's input. I haven't been able to go through this yet. We are participating with revisiting the county job description and pay plans. They have hired a consultant to redo this plan and they may be adjusting the wages up or down. As far as the comments on the surface it looks good. We have made a lot of progress, and look forward to next year. I appreciate everybody's support.

Mr. Miller talked to town staff members, Craig and Mike, and they say they have very good communication with you. They are trying to keep the other employees out of your office. Also talked to Carol and Marie who had very good comments toward you. I have heard twice from the East Fork Fire Chief that he enjoys working with you and likes your ideas. You have very good rapport with the county by sitting on some of their selection committees. Being asked to do that is a feather in your cap.

Ms. Wenner mentioned there are parts of my evaluation that look like they are not topped out but only because I thought maybe we need a supervisor in the field. So I didn't put a six because you need help out in the field.

Chairman Slater asked if Mr. Dallaire is planning on actively accomplishing all 15 of these goals for 2014/15.

Mr. Dallaire responded it was just a list. I didn't get through all the emergency management certificates. I have four more yet to do.

Chairman Slater asked if you picked five goals what order would you choose.

Mr. Dallaire would choose 1, 2, 3, 4, 7 and 10.

Mr. Philips felt 7 is important.

Chairman Slater asked if it would be acceptable if we cut it off there with six goals.

Mr. Miller thought item 6 should be ongoing every year, not a goal. Item 10 and 15 have the same status, not a goal, just being done all the time. My priorities were items 7, 11, 13 and 14.

Mr. Dallaire added there is a cost associated with item 14. \$100 a month for that and it provides GPS tracking. We can look into that. We are looking into Viewworks and still waiting on the county. All of this is time saving so it helps management of all the assets the town has.

Chairman Slater asked if you had to pick five or six you would pick 1,2,4,7 and 13. Why don't we leave it at those five items. You want your goals to be attainable. You can add to them, but don't get yourself overwhelmed. The review shows a total of 4.86. Do we authorize that to be given to you.

Mr. Dallaire asked it be in line with Board direction. I would say four percent.

No public comment

Mr. LaCost asked if there are any other benefits: comp time or anything else that would please the board. Tom does put in excessively more than 40 hours a week. Maybe an additional week of vacation or figure out what the difference is and make a donation to something Tom is involved with. Something to show appreciation for the work he puts in and the time.

Vice-Chairman Higuera asked if Mr. Dallaire had a preference. Would you like to have comp time in deference to the four percent or both?

Mr. Dallaire appreciates it. I think per county code we have three options available: the merit increase up to four percent, one-time bonus up to 3% of the salary, or three additional paid days off.

**Motion Philips/Higuera to give Mr. Dallaire a merit increase of four percent. Motion carried unanimously.**

Mr. Miller thanked Mr. Dallaire for his preparation of the meeting tonight. You put in a lot of work on this.

**Meeting adjourned at 9:32 p.m.**

Respectfully submitted,

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Linda Slater  
Chairman

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Tom Dallaire  
Town Manager