



## GARDNERVILLE TOWN BOARD

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### Meeting Minutes

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

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Tuesday, March 5, 2013

4:30 p.m.

Gardnerville Town Hall

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 4:30 P.M. Call to Order and Determination of a Quorum

#### PRESENT:

Ken Miller, Chairman  
Linda Slater, Vice-Chairman  
Lloyd Higuera  
Mike Philips  
Mary Wenner

Tyler Altom, Town Counsel  
Tom Dallaire, Town Manager  
Paula Lochridge, Main Street Program Manager  
Carol Sandmeier, Main Street Board of Director  
Carol Louthan, Office Manager Sr.

 PLEDGE OF ALLEGIANCE- Mike Philips

 **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/Philips to approve the agenda.**

**No public comment.**

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

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**  
**February 5, 2013 Regular Board meeting, with public comment prior to Board action.**

**Motion Higuera/Slater to approve the minutes of February 5, 2013. Mr. Philips abstained.**

**No public comment**

**Upon call for the vote, motion carried with Board Member Philips abstaining.**

 **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.

Ms. Wenner announced she is the new liaison between the Carson Valley Arts Council and the Town of Gardnerville. They are having their second annual springfest. It's called the Irish Eyes Murder Mystery. It is on March 15<sup>th</sup>. If anyone is interested I have a flyer for it. They need people to go. They also have a fundraiser. Anybody who wants to donate anything there is a form you can fill out for noncash donations.

No further 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.

1. **Correspondence**  
**Read and noted.**
2. **Health and Sanitation & Public Works Departments Monthly Report of activities**  
**Accepted**
3. **Approve February 2013 claims**  
**Approved**
4. **Approve Gardnerville Special Event Application for the Douglas County Historical Society's "Taste of the Towns" scheduled for August 3, 2013.**  
**Approved**
5. **Approve Gardnerville Special Event Application for the Douglas County Historical Society's Historic Home Tour on September 14, 2013.**  
**Approved**
6. **Approve Gardnerville Special Event Application for FEAT of the Carson Valley's Autism 5K and 10K Charity Walk/Run April 27, 2013 from 9:00 a.m. to 12:00 p.m. at Heritage Park.**  
**Approved**

No public comment.

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

#### **ADMINISTRATIVE AGENDA**

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

7.  **Not for Possible Action.** Discussion on the Main Street Program Manager's Monthly Report of activities for February 2013 to include a presentation from Carol Sandmeier on the Heritage Park Gardens.

Ms. Lochridge reported the cash mob is going well. I do not have numbers yet for the last one at East Fork Gallery. I received a call from a member of the Fernley Chamber of Commerce who heard about our cash mobs and which they are trying to initiate. She was calling for some advice. We had 14 people at our monthly morning coffee meeting, seven of which were new. One is the brand new GM to Sharkey's that started today. Several people were in attendance from Gadzooks (1411 Hwy 395). It is going to be an art gallery. They will have jewelry, remade furniture; a very unique type of shop. They are hoping to open by the end of March or first part of April. Found out the old Heirloom Antiques building is not going to be a retail shop. I don't understand what they do but I heard they do backdrops, assemble them there and send them out. Dora's Old and New just recently opened. They are still trying to finalize the plans for the second annual open range dinner. They will finalize details by the end of this week. Richard Metts is the new GM for Sharkey's

Mrs. Sandmeier reported on the Heritage Park Gardens. Included in the packet is a draft of a master plan for the garden. Josh is working on the engineering aspects of this plan. Also in your packet you have a proposal that we put together about the children's garden. There is a picture of rocks in the packet. They are selling quite a few of these rocks. We have a monthly painting workshop of the rocks. We have had all kinds of special orders.

Ms. Wenner asked if they supplied the rocks.

Mrs. Sandmeier supplies the rocks from the garden area. When we have a special order we go around and pick the perfect rock. We are taking the small rocks and making alphabet rocks. We will have them for the kids to play with and also sell them. There is a picture of a tree that was donated by the Lions Club. That is the first tree out in the children's garden. There is another family that wants to donate a tree. We had 16 beds available and all but three are rented. We have changed out the children's bed and made it a wood sided bed so they have easier access. Next to the master gardener's bed there are two wood beds up there. We couldn't fit the hay bale beds up there. They are ready to build more beds. Today I heard there is a possible rental by the youth group from the Partnership of Community Services. We will do a square foot gardening plan with them so each of the 12 students will have their own square. We have some upcoming events planned. On April 20<sup>th</sup> we will have a daffodils day. They will have a few activities and some publicity. The big one will be the second annual plant swap and sale June 1<sup>st</sup>. We will have speakers and some activities like last year. Currently they are working on cleaning up and getting the gardens ready for spring planting and prepping the area for the labyrinth construction. We have three active teenagers helping us and they ride by and ask if we need help. Residents that are close to the garden are always coming over to help and

they watch over the garden.

8.  **For Possible Action.** Discussion and direction on budget development for Fiscal Year 2013/2014 including, but not limited to;
- a. Review of current and proposed town projects.
  - b. Review the updated capital improvement plan.
  - c. Discussion on Health & Sanitation dumpster rental and number of residential trash cans provided to town residents per policy.
  - d. Discussion of additional staffing and compensation of staff and town board.
  - e. Review of the revenue estimates, staff revenue projections and other matters properly related thereto, with public comment prior to Board action.

Mr. Dallaire wanted to give an overview of where we are with the budget. It is due next month. What you determine tonight will modify this version and then we will get it back and have it before the board meeting next month.

Vice-Chairman Slater would like to make sure to get a copy of the packet for next month since I will not be here.

Mr. Dallaire will need to have the tentative budget ready to hear in April so the county can then report it to the state. We did get the public notices for the workshop out to all the news channels. I have not heard it on the radio yet. We sent it out in the Biz Blast and will post it at the grocery stores. We can see if the paper will do an article on the press release. This is the document Steve asked me to put together. It is on the website. This is the strategic plan and all the bold and bulleted items listed are how we have accomplished that goal or are working on that goal. If you see anything that is missing please let me know and we can add to it before the workshop. At the workshop they will work on updating, modifying or adding what the Board would like to accomplish in Gardnerville. The handout shows you where each dollar of your tax goes. The figure includes \$20m in improvements in the Carson Valley, most of which are in Gardnerville.

Mr. Dallaire went over the salaries, wages and benefits portion of the budget, adding a new position or promoting an existing position.

The Board discussed adding a maintenance supervisor, park ranger 1 or maintenance tech 1. The direction to Mr. Dallaire was to include a maintenance supervisor salary in the 13/14 budget.

Mr. Dallaire went over the achievements for 2012/13. We are getting prices again on patching the stucco on this building or redoing it. It would be \$900 to patch it. We have money from this year's budget we can roll forward and add money to it if we want to do the entire building. There is a new computer for my office plugged into this year's budget. We will go to twice a year cleanings for the carpet in the office. We would like to look at purchasing the old GES building, which is now vacant. We are running out of room in this office. We could apply for funding to get it evaluated through SHPO. It will be coming up on the school district agenda in the next month or so to see what their board wants to do with it. There would be some improvements that would go along with that. Is this something the Board would like to pursue to work something out with the school district? The school district does not want to go to auction.

The Board discussed the possibility of acquiring the GES building.

Mr. Dallaire pointed out the school district is working on doing a parcel map for the property. The school district does not want to see it empty but they are not in the business of rehabbing old buildings. We would have to do an analysis and then you can get funding for rehabilitation. They won't pay for parking improvements but anything to the structure itself would be funded to make it safer. It is already publicly accessible.

Chairman Miller would like a special meeting and adjourn over there and have a tour of the building.

Mr. Higuera suggested getting some dimensions. It could be our CVIC hall. The county is building a community center but there is nothing in that center for performing arts. It would be a community gathering spot. We still need that type of thing in the community.

Vice-Chairman Slater thought the idea is worthy of looking at. If we can take a tour of it we could get a general idea.

Mr. Dallaire will proceed with the idea to show a floor plan and find out what the dimensions are. There is a basement for storage. There is a strip of land owned by the school district between the Hellwinkel property and the school. We should be able to get some kind of easement. We could do a parking lot below the soccer field on the Hellwinkel property. Then the events you would just walk around the barns and you are at Heritage Park. We can get something sketched up. We could lease out this building. It's owned outright. Then it would be another revenue generator. He continued the presentation going over the projected parks and public works projects. In the next budget cycle maintenance will be the larger figure and capital projects will be smaller specific to just new improvements such as crosswalks and ADA ramp upgrades.

Mr. Philips asked about the gas station. Where is that going to come in with the work we need to do.

Mr. Dallaire has included it in the CIP. We can use the money for another project if it does not go forward.

Mr. Dallaire continued with the projected public works projects.

Board discussion on proposed parks and public works projects in the 13/14 Capital Improvements Program.

Mr. Dallaire asked if the Hellwinkel channel and trail is still a top priority for the Board. Staff feels the trail is more of a priority than the channel because the channel is off to the far side of the channel and doesn't gather that much storm water.

Mr. Higuera asked about the crosswalks.

Mr. Dallaire explained NDOT has a new director. They have wiped the slate clean for grants and changed the program. So we thought we needed to reapply. I received a call today from Dean Morton and they are ready to issue the notice to proceed, but he wants it in writing from his boss to proceed. It may be a while before we hear back. The other grant we received was for the amenities at the nature park. They will be getting that started as soon as we receive the notice to proceed.

Mr. Dallaire continued with the public works/parks projects.

Vice-Chairman Slater asked about the Ezell half street improvements.

Mr. Dallaire is proposing to do the section in front of Heritage Park Gardens only.

Vice-Chairman Slater asked if Gasoline and Tognetti Alley could be DG instead of paving them.

Mr. Dallaire believed it was a priority at the time when I started. In the meantime we have had Alton come over once a year to regrade and recompact it. So it is not a high priority now. We could pull it off. Gasoline Alley we use with the trash truck every time we pick up residential trash. The residential access is all off the alley.

Vice-Chairman Slater asked about the town maintenance facility upgrades; Raley's to Toler sidewalk plan \$56,000.

Mr. Dallaire explained the plan for Toiyabe sidewalk to go from Raley's to Toler. We were going to push the yard out because we own the whole strip adjacent to our property. We want to add the eight foot wide sidewalk to get to the GES school so that link is done. Then we would push our yard out and move the cinder location into a retaining wall/concrete structure that could be covered. Those cinders would be relocated to the side of the building. That would free up the yard. Also, the grass area is storing the last load of dumpsters we received. I would like to utilize that area for storage. We would put up a fence, remove the curb, relocate the flag pole to the front and put in some asphalt grindings to store the cans on that side; leave the back side of the building for equipment, pop the back of the yard out to the path and have an access entrance for the landscaper that is in the back with a double gate so we can get in and out off Toler instead of driving around to the highway. Do they want to invest some money into the town facilities?

Vice-Chairman Slater asked about the fleet equipment. How often would you use the backhoe?

Mr. Dallaire thought if we had the backhoe we could clean the ditches ourselves. The dump truck we have now is in the worst condition of any vehicle we own. We need a crack seal machine to be a little more efficient. We need a

trailer that is wider with a tilt bed for the lawnmowers. We would auction off the old ones. He is watching state surplus for used equipment we might be able to purchase for less. We are hoping to get the barns and shop done on the Hellwinkel property so we would have more storage. Do we want to move the repair of the barns and shop up on the CIP? Eventually when Sierra Nevada Southwest comes for a larger project and wants to change the 80 acres of commercial that is when we will ask for some property for a shop/storage facility. We want to paint the maintenance shop.

Vice-Chairman Slater mentioned there was a fence down at the Hellwinkel property. Is there any way of reinforcing the fence?

Mr. Dallaire will look into it. He asked if the Board would like to move up the maintenance yard project?

The Board agreed if it gives staff more room at the maintenance shop it should be included.

Mr. Dallaire continued with completed and proposed public works projects and the health and sanitation budget.

Mr. Dallaire went over some of the accomplishments of Main Street Gardnerville. They have quite a few volunteers, quite a following on Facebook. The Biz Blast goes to 800 people who signed up with their email and it also goes to 1130 fans on Facebook. They have loaned out \$56,000. The flower baskets are a great program. We will be having a presentation next month from Main Street that shows their achievements and how the program is helping. The town is still the primary supporter of the program. This is the five year mark. The town is down to \$60,000 for the support. Main Street Gardnerville is concerned about the program at the five year mark and not proceeding with it. I think it is a huge benefit. Paula has been doing a great job. She has a great working relationship with all the volunteers.

Chairman Miller added the program is run by Paula but they have 70 to 75 volunteers. That says a lot for the program. They have gotten grants. If they get the 501c3 designation I think they will see a difference in contributions.

Mr. Dallaire went back to health and sanitation to cover some of the issues that need to be corrected in county code, the residential trash can and current dumpster issues. I will look at and bring back a cost analysis of dumpster rental fees being discontinued and having every commercial customer picked up at least one time a month. Residents would be allowed two trash cans and two greenwaste cans. Any cans over that limit would be charged.

Mr. Dallaire went over town board compensation and staff salaries.

Vice-Chairman Slater likes Minden's town board compensation rates.

Mr. Philips felt this is something that would need to be brought back.

Mr. Dallaire needs some direction for the budget. We can discuss it next month again. Minden's rate would be a 12 percent increase for the chairman, five percent for the vice-chairman and 10 percent for board members.

Mr. Philips asked if anyone on the Board really cared about the increase.

Vice-Chairman Slater thought they should be compensated.

Chairman Miller suggested \$500 for the chairman and \$450 for the rest.

Vice-Chairman Slater thought that would put them below the Ranchos GID. She suggested \$500 across the board, the same as the Ranchos GID.

Mr. Philips asked Mr. Dallaire to agendaize it and they can talk about it at the next meeting.

Vice-Chairman Slater asked Mr. Dallaire to base the budget on the Gardnerville Ranchos GID rates and then they can discuss it.

Mr. Dallaire has a spreadsheet he received from Kathy Lewis on employee salaries. From the spreadsheet a two percent increase ends up to be about \$4,000. I believe Minden is proposing a 4% merit increase maximum. This August there will be another one percent increase in PERS for employees. There was an increase this year of 9 ½ percent for health insurance. We held the employees this fiscal year to a 2% maximum increase. In 2011 there was

a PERS increase of one percent and we had a zero percent salary increase.

Chairman Miller suggested looking at the four percent.

Mr. Higuera agreed.

Vice-Chairman Slater thought it was a figure the Board can work with. We need to make sure the employees know we appreciate their working with us.

Mr. Dallaire corrected the amount of each two percent increase to \$6,000.

Mr. Dallaire talked about the county's cost allocation. Minden has approached him about sharing a financial employee. The county will be doing a new report on cost allocation. The finance employee would be a specific item on the agenda if they would like to see that. I would also like some direction on a possible wifi spot at the park. It would run about \$60 a month.

Vice-Chairman Slater asked if they really wanted to add another expense. We need to cut back, not keep adding.

Chairman Miller felt with the middle school close by it would end up being a place for the kids to congregate.

Mr. Dallaire will move the maintenance yard project up on the CIP if the Board is okay with that. We also talked about purchasing a used vehicle rather than a new one. I will bring it back to the Board if I find something. I will keep an eye on the state purchasing site.

9.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for February 2013.**

Mr. Altom reported they did the regular work on the agenda. Did a little bit of work with Tom on the presentation to the county for the Eagle Gas property. It sounds like they got the exemption. Talked with Doug Ritchie about the exemption. Looked at a few easements related to the Wal Mart site. Next month there will be the modification to the Ranch at Gardnerville. I looked at a few preliminary things on that.

10.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for February 2013.**

Mr. Dallaire asked if there were any questions on his report. Starbucks is looking at redoing the outside edge of the building. They are adding an awning. I think staff can handle it at the staff level rather than holding them up another month. They will try and move the handicapped ramp around but there will be a slope issue. I will work with the county on that. Next month the boundary line adjustment for the Ranch at Gardnerville will be on the agenda. The Ranch at Gardnerville parcel we obtained in 2004 needs to get pushed out and the issue Tyler was talking about was a construction easement so they can fill on our property where the boundary line adjustment is going. We will keep an eye on that. Also as soon as the easement record for Wal Mart we will see the Golden Gate Petroleum parcel come forward

**Motion Higuera/Wenner to adjourn at 8:27 p.m.**

Respectfully submitted,

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Ken Miller  
Chairman

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Tom Dallaire  
Town Manager