



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

Tuesday, July 2, 2013

4:30 p.m.

Gardnerville Town Hall

 4:30 P.M. Chairman Miller called the meeting to order and a determination of a quorum was made.

PRESENT:

Ken Miller, Chairman

Linda Slater, Vice-Chairman

Mike Philips

Lloyd Higuera

Mary Wenner

Mike Rowe, Town Counsel

Tom Dallaire, Town Manager/Engineer

Paula Lochridge, Main Street Program Manager

Carol Louthan, Office Manager Sr.

 PLEDGE OF ALLEGIANCE – Mr. Dallaire 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 has a change on item 8 from Rachel Cason to Travis Goldade for the presentation.

Motion Philips/Slater to approve the agenda with changes.

No public comment.

Upon call for the vote, motion carried.

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**
June 4, 2013 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Philips to approve the minutes of June 4, 2013 regular board meeting.

No public comment.

Upon call for the vote, motion carried unanimously.

 **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 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 June 2013 claims
Approved.
4. **For Possible Action:** Approve a special event application for American Diabetes Association Fundraiser scheduled for August 3, 2013 at Heritage Park and waive park fees.
Approved.
5. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Tahoe Douglas Elks Lodge #2670 for the Summerfest/Carnival scheduled for July 23-28, 2013 at Lampe Park.
Recommend approval.
6. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Capital Classic Productions for the Main Street Event car show, August 16-18, 2013 in downtown Minden and Lampe Park.
Recommend approval.
7. **For Possible Action:** Approve appointments of Dorette Caldana, Kenneth Garber and Margaret Pross to the Main Street Gardnerville Board of Directors.
Approved.

Motion Higuera/Wenner to approve the consent calendar.

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:** Public outreach presentation on conducting energy audits on small businesses, and agriculture facilities of any size to lower energy consumption and make business more sustainable through savings on energy bills. Presentation by Rachel Cason, Marketing, Desert Research Institute.

Mr. Travis Goldade is a grad student at UNR, working for Desert Research Institute doing energy auditing. He explained a level 2 energy audit evaluates all the building facilities, energy systems in detail, identifies what energy savings are available, how much they will cost and what the paybacks will be in energy savings. Energy consumption is defined as electricity, fuels (oil, natural gas, propane) and sometimes water. The audit includes the building envelope, which is the insulation, HVAC, hot water usage, electrical loads (lighting, refrigeration) and process uses. We also look at renewable energy applications. Mr. Goldade gave a power point presentation.

Ms. Lochridge would like to get Mr. Goldade's card so information can be passed to the businesses in the district

No further questions.

9.  **For Possible Action:** Discussion of a work plan for the Eagle Gas property, APN: 1320-33-402-075; 1395 Highway 395 N., Town of Gardnerville, within the Main Street District. The discussion includes: demolition of the existing facilities and amenities, options for the proposed improvements, and other matters properly related thereto, with public comment prior to board action.

Mr. Dallaire reviewed the Town took ownership of the building on June 5. So far we have taken out the foundation for the lights, cut down the light poles, removed all the bollards, taken down the signs and emptied out the buildings. We will sell the ice cream freezer to the Lions. We couldn't remove the sign footings. Next step is to test the tanks. That will happen on the 8th. We have a company coming from Sacramento to do that. They have to pressure test the lines. We have LA Perk coming from Reno. If everything is tight we can enroll in the petroleum fund. If it is leaking we will have to take an alternate route. I have contacted McGinley and Associates. We can't remove the pumps until the test is done. Candace is leaving the county the end of the week and we have recruited her to help with the station. I put together a work plan. Is there anything else you were thinking of trying to do? We have discussed some plans associated with the site. I have included those in your packet. Josh did a topo of the site. We have located all the electrical and tank locations. I had him also stake out the corners.

Mr. Philips would like to get the building out of there.

Board members agreed.

Mr. Dallaire will work on getting some funding for that. We will try to get most of this funded by grants. We will have some match contributions but we have that identified in our CIP. We will do this one step at a time. I would like to come up with a couple of layout options or sign options that we can go to the public with, have a public workshop, get some feedback and see if there is interest with the site.

Chairman Miller took a tour of the building last week. The building itself is in pretty good condition. So if we wanted to put in a public bathroom and keep part of the building, if not all, we could improve what is there. From the looks of the plumbing it is in very good condition. There are some things in the bay area that can be used elsewhere such as a large deep sink.

Mr. Higuera likes Mr. Dallaire's work plan and that he kept the budget down to next to nothing.

Mr. Dallaire didn't get any costs associated with this yet. They are working on some proposals.

Chairman Miller asked about the pumps.

Mr. Dallaire can recycle them for about \$30 each. It cost \$1800 for them to take them out. There are some costs that we will start incurring on making it look decent without spending 50 to \$100,000 to get the building down. The first step is to figure out what is going on with the tanks. I am still working with NDOT to see what is going on with the right of way if they are interested in pursuing that. It's important to be able to have the traffic come in and realize it is someplace to pull in.

Chairman Miller asked about the sign for gateway to downtown.

Mr. Dallaire will start working on the plans now and try to get a public workshop. We will need to add trees in there once we get the building demolished.

No public comment.

Mr. Dallaire will proceed with the costs and giving updates under his report.

10.  **For Possible Action: Discussion and provide direction to staff regarding the concerns recently expressed by two of the local business owners adjacent to the Town's roadside trees located within downtown Gardnerville, and discussion of installing a single roadside tree and sidewalk at 1462 Highway 395, (APN 1320-33-401-011), with public comment prior to board action.**

Mr. Dallaire was approached by the owner of 1462 Highway 395 to see if we would be interested in putting in a tree and a tree grate. I just wanted to make sure you are okay on that. The picture above shows the site. We were going to add it to this year's concrete project.

Mr. Philips asked if they would provide water.

Mr. Dallaire has told the owner he would need to provide water. The only ones in town that don't have water are the ones on Eddy Street. This is a one-way in so no one leaves there. There is not a site visibility issue. On the one above, we do have a site visibility issue. We will not be able to put any trees in front of Kathleen Kelly's building. We wouldn't be able to put a tree in at the old hospital. We could do some shrubs. In the past we have done a concrete pattern with tighter concrete control joints. We would continue that pattern down on the new section. In order to get it ADA compliant we have to remove the storm drain. That's why it is such an expensive project. We will see what NDOT says on that.

You received some pictures before the meeting. Jody is concerned about the trees blocking the building signs. From her pictures you can see that. She is also concerned with the big juniper trees. They are on private property. Those are blocking the view of vehicles leaving the Overland's parking lot in the back. They extend into the right of way. They do overhang the highway so we can send a letter to the property manager and tell them to trim them. We can try thinning our trees out and shaping them to help with that but I don't know if it will bring back the visibility of her sign.

Vice-Chairman Slater advised one of the previous board members informed me that the reason the sign is there was to make sure the sign visibility would be appropriate.

Chairman Miller believed as long as we shape the trees, that is fine.

Mr. Dallaire shared Mike is concerned if we cut them to the bottom of the sign it will kill them. If we can get the end sign to be shown we will be okay.

Vice-Chairman Slater has driven by there and thought the visibility was adequate. I think we need to remember we are a Tree City USA.

Ms. Wenner would like to wait until after the hot weather is over. If you cut trees during the hot weather they will die. You need to wait until fall.

Mr. Higuera thought shaping of the trees is best. I don't think it is blocking that much.

Mr. Dallaire stated Jody was told by the lady who put them in they weren't going to get that tall.

Vice-Chairman Slater thought they are pretty small in size. If we start getting in the habit of removing trees we are taking a step backward. The ones that are on private property we have no say. But if they are infringing on the right of way they need to be trimmed up.

No public comment.

Chairman Miller thought Tom already had enough direction.

Mr. Dallaire asked if they were okay with the installation of the tree and grate.

Motion Higuera/Slater to approve the sidewalk tree grate and tree installation at 1462 Highway 395.

No public comment.

Upon call for the vote, motion carried unanimously.

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

Mrs. Lochridge reported the labyrinth is nearing completion. We submitted all the paperwork back to NCOT and our expenses were just under \$4000. The volunteer hours are definitely well over 5000. We are hoping to be ready for the fall festival in October.

We had a very successful event with the Austrian pine trees that were donated. We generated close to \$4,000 for the garden.

We have submitted a grant to Nevada Department of Agriculture for their Nevada specialty crop grant funding and this would be so we can move on to the next phase, which is the children's garden. We were accepted on the local level and now it goes to the national level. We'll find out if we're approved in the fall.

Our revolving loan fund project has been going well. We have another loan in to our liaison awaiting review by the loan committee, and another one that he has been in contact with that is generating some paperwork and they will submit that as well. Our USDA grant expired the June 30. We requested an extension into the next fiscal year and if approved we will have that \$26,000 still available. We just had one of our loan recipients come in and pay off his loan. So when you take his loan and the other payments that have been coming in, we have close to \$22,000 that has been regenerated through the loan process.

The sidewalk gallery will have a new display of photos from the Douglas High School photography students possibly within the next week. The plans are for them to be out there during the next wine walk promoting their photos, explaining and telling the stories behind them, possibly getting a few sales and serving something like lemonade.

The June wine walk was very successful. We had close to 400 people. We have been trying to track how many of them are new to the event. We have roughly about 150 that were new.

We do have some businesses coming in. They have already opened actually. Nevada Unique had their soft

grand opening on the 15th. They are starting to do a farmers market. They are trying to work on a farmers market aspect in that location. Unique Boutique used to be Urban Jungle, changed their business plan and are now more of a new and used unique shopping experience. They also kept part of their playroom area so kids have a place to play while their moms shop. Polka Dots, which is opening up in the old Ruby Rose location, has possibly old fashioned candies and cards.

We have six vendors that want to be part of our July 4th event. We also have Bounce and Play that will bring out the water slide. The Gardnerville Fire Department is planning to be out there. We have possibly 25 runners.

Chairman Miller invited the Board to join Main Street for breakfast on July 4th at the event. Lions Club will be doing the pancake breakfast.

Ms. Wenner will be helping with the chalk walk.

12.  For Possible Action: Discussion on an ADA transition plan and award up to \$19,200 for a contract to conduct a sidewalk and accessible ramp survey to provide data for and possibly prepare an ADA transition plan for the Town of Gardnerville, with public comment prior to board action.

Nathan Solbert, with Beneficial Designs in Minden, gave a power point presentation on sidewalk ADA compliance.

Chairman Miller stated it is nice to know there is someone in the Carson Valley that has the ability to do this type of assessment rather than going outside.

Mr. Solbert pointed out the Town of Gardnerville is the first one to step up and say we want to get this done. Town of Gardnerville has the opportunity to be in a lot of federal highway publications as the first success story of the grant cycle they have funded.

Mr. Higuera asked if this data would help the town with grants.

Mr. Solbert answered yes.

Ms. Wenner thought it will help Tom do what he needs to do for the federal requirement.

Mr. Dallaire explained the transition plan is the first step and then having it identified in the CIP. I think with the ten days in the contract we can get most of the town covered. Everything out at the Ranch at Gardnerville is compliant. The closest noncompliant areas to the schools would be done first.

Mr. Solbert felt they could get most of it. That's exactly why we are proposing this pilot project. Saying we will give you basically 20 days and two guys. We don't know exactly how long it will take to do all this. I can do a trip hazard in 30 seconds. We are planning on 20-10 hour days. This is a pilot program.

Vice-Chairman Slater asked if he thought being familiar with the boundaries, his estimate of 20 days will encompass everything.

Mr. Solbert didn't want to say they can get it all done because it takes a long time if there are a lot of hazards. That's the first part of the proposal is we prioritize where you want to go.

Mr. Dallaire will be starting with the school zones out. The highway is not our sidewalk. So those sidewalks wouldn't be under this contract.

Ms. Wenner asked if they had money for this.

Mr. Dallaire has \$25,000 in the CIP for sidewalk enhancement. This is the first step we need for that program. We have \$126,000 transferring over to next year. We have \$320,000 in what I am envisioning using for the Hellwinkle project. We can use it out of the ADA. It is something we need to do.

Vice-Chairman Slater would like to make sure they are adequately covered if we go over the 10 days. I want a commitment on your part to follow through.

Mr. Solbert agreed that is their goal. We don't necessarily have to do all of Chichester if we can say here's what

exists in Chichester.

Mr. Dallaire thought doing the actual trail itself through Chichester would be important but I'm not sure going all the way through to Petar and doing every single street out there would be appropriate right now. I think we can get a random sample of some streets. My focus is not on the highway. We would start at the schools, work out to the neighborhoods and getting them to the trail. The whole point recently has been to try and get people to use the trails. There was a typo in the agenda, the \$19,200 is actually \$19,748. I have it in the recommended motion.

Motion Higuera/Slater to approve the contract with Beneficial Designs LLC in the amount of \$19,748 for the existing sidewalk and ramp evaluation survey data collection efforts and include the preparation of the town's preliminary transition plan.

No public comment.

Upon call for the vote, motion carried unanimously.

13.  **For Possible Action:** Discussion on amending the NHC (Northwest Hydraulic Consultants) existing contract by placing the existing contract Task 3 on hold, adding the additional channel analysis using Flo-2D model and provide final improvement plans, revise the hydraulic report and provide a final presentation to the board and the public for an amount, not to exceed, \$39,525.00, with public comment prior to board action.

Mr. Dallaire reviewed Denny made a presentation last month about the problems we were having with the analysis. Denny went back and drew up this new contract showing some tasks and this is him changing that model to a Flo-2d, which is critical in our overall planning on fixing the storm drain and getting more water diverted to the channel. We do currently have \$65,740 left on our existing contract. We are not going to need to do the FEMA one until we get these improvements along the highway done, which was task three, so we could reallocate those funds and we would start a new contract if we can get some of these improvements done. Also, he has the improvement plans done. I am meeting with Q1 next Wednesday to discuss our update and possibly doing an extension on just the construction so we can get this on the ground. If they are on board with making that modification we will pursue that. I will bring it back next month. In order to get an accurate model the Flo-2d is the way to go. It is about 16,000 yards of dirt we will be removing. Dink needs more dirt so he is excited about taking the dirt.

Motion Higuera/Wenner to amend the contract with NHC by placing task 3 on hold, performing the Flo-2d analysis, incorporating required changes to the final plans, provide final presentation to the Board and approve an amount not to exceed \$39,525.00.

No public comment.

Upon call for the vote, motion carried unanimously.

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

Mr. Rowe reported the specific thing I wanted to be included is the open meeting law changes from this legislature and they are summarized in the memorandum. Are there any questions about the memo. I don't think there will be much impact on the way you do business unless there is some kind of a defect in a motion and you need to take corrective action. You are now allowed to do that without having the AG's office file a formal complaint. If there are no questions I will just move on. Other than that, there were just the usual administrative items. I have been monitoring the Sharkey's bankruptcy and the Ahern bankruptcy. We have received partial payment from Sharkey's. Hope to avoid having to file a claim in the bankruptcy. Ahern seems to be interminable. They had a fourth interim fee application that they had to submit to the court. Hopefully they will get around to approving everything.

Mr. Higuera asked if they are doing a reorganization.

Mr. Rowe explained both are doing a reorganization. According to Steve, Sharkey's went in to bankruptcy because they tried to renegotiate a couple of loans and couldn't so they had to file bankruptcy because they were not able to keep up with the loan payments.

Debra Amens is our new associate. I am having her come along with me to all of the meetings so she can meet the board members and get a feel for what is going on with the various governmental entities.

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

a. **For Possible Action: Approve, deny or modify a design for ornament handout at NLC/NACO conference, with public comment prior to board action.**

Mr. Dallaire reported item A was put on so we can talk about it. The barn was drawn up by Becky Stockwell. The scouts changed it a little bit since they did their project. The fence is pretty close. We have sent it off to get a cost on engraving the ornament. It would be about \$1950 for 250 ornaments. I heard from Jo. They are expecting 200 to 300 people. The ornaments are about \$6.80 apiece for 250 units, which is \$1700, about a \$2,500 investment. My concern is they wanted to do the conference logo. This is something Wes drew up by hand. We did include it in the packet. They asked me if we could put this on the back. The barn will go on the front. We would put Town of Gardnerville on the back also.

Vice-Chairman Slater asked to identify the barn at the bottom and then upper left put the town logo. Then you could put the other one on the backside. Why don't we put Nevada League of Cities/NACO joint conference 2013?

Mr. Dallaire thought we could still do Town of Gardnerville on the back.

Vice-Chairman Slater would keep this portion on the back you could tie your Historical Hellwinkel Barn into a 2013 ornament that Main Street could sell for 2013.

Ms. Wenner asked when it was built.

Mr. Dallaire believed in the early 1920's. I have a write-up on it. Maybe we could make a card to go with it. That way we can add a lot of the information in there.

Vice-Chairman Slater asked if they could stamp the outside of the envelope with the Town of Gardnerville logo. I would encourage everyone to go to the conference. If you don't want to go to the meetings, at least plan on attending a luncheon or dinner. It shows solidarity on the part of the board members. Wherever we go to it would be imperative that Tom make sure we are in close proximity so he can introduce everybody as sponsors.

No public comment,

Motion Wenner/Higuera to approve the design of the ornament at the NLC/NACO conference with the conference logo per board discussion.

Motion carried unanimously.

Mr. Dallaire asked if there were any questions on the manager report. Daniel completed his Eagle Scout project. David Ogles also completed his project this weekend. All the doggie pots are up along Toler and out at Wal Mart. I am waiting on the trees until we get water. Finally got the camera up at the barn. I have been working with Lucille Rao on the O'Reilly building. They are working on refinishing their building. They have already repaved their parking lot. We are repainting the town buildings right now. We hired Sunridge Painting. We did have a fire over there yesterday. The smart meter caught on fire. This is the second one in the valley that East Fork has responded to. There were 22 in Sparks so far. Watch your smart meters. It didn't hurt the wires inside at all.

Went to the county commissioner meeting last night. They were talking about changing the code 2660.150c, which is the accessory use of outside storage recreational vehicles to allow them in the driveway. This is something Barry Penzel wanted to change. We had Cam from Kingsbury GID and two board members, John Lofrano from Indian Hills, a resident from Indian Hills, Lloyd and myself. There were 410 code enforcement cases open this year. 124 of those cases were RV's parking in front of garages. 66 of them were from the Gardnerville Ranchos; Indian Hills had 19; Johnson Lane had 19; Minden and Gardnerville each had nine; Tahoe five; Foothill two and one in TRE. County staff made a report. The commissioners took no action.

I had a complaint from a person in Chichester. We were sweeping pretty early in the morning. I had the sweeper

go around the park first. It was hot and the person's window was open. We were getting so many complaints about the loose material from microsurfacing that I had staff go out and sweep it all up. It wasn't just the gutters. We swept the whole street. I wrote an email back and explained.

Could board members please take some time and look through the Valley Vision. If you could give me some comments or criticism on it I will combine it into one document and provide it to the county. I have already expressed my concerns. I would like the comments back by Friday, the 12th.

Motion Slater/Higuera to adjourn the meeting at 7:10 p.m.

No public present.

Upon call for the vote, motion carried unanimously.

Respectfully submitted,

Ken Miller
Chairman

Tom Dallaire
Town Manager