



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.

Tuesday, November 4, 2014

4:30 p.m.

Gardnerville Town Hall

 **INVOCATION – Pastor Carl Dahlen**

 The meeting was called to order at 4:30 p.m. by Chairman Slater and a determination of a quorum was made.

PRESENT:

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

Jennifer Yturbide, Town Counsel
Tom Dallaire, Town Manager
Paula Lochridge, Main Street Manager
Carol Louthan, Office Manager Sr.

 **PLEDGE OF ALLEGIANCE – Mary Wenner**

 **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 Higuera/Miller to approve the agenda.

No public comment.

Upon call for the vote, motion carried.

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
October 7, 2014 Regular Board meeting, with public comment prior to Board action.**

Motion Higuera/Wenner to approve the minutes of October 7th.

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.

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 October 2014 claims Approved.
4. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Carson Valley Chamber of Commerce for the 19th Annual Parade of Lights, December 6, 2014 starting at Heritage Park and ending in Minden Park. Recommend approval.

Motion Wenner/Higuera to approve the consent calendar with the claims backup being replaced.

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)

5.  **Not for Possible Action:** Receive update on the Nevada League of Cities and Municipalities to include the Leagues Bill Draft Requests (BDR) going into this next Legislative Session, appearance by Wes Henderson, Director of Nevada League of Cities.

Mr. Wes Henderson, Director of Nevada League of Cities, reviewed the Las Vegas conference that was held in September and went over the changes in the membership structure, changes in officer lineup and the addition of three at large members to the executive committee. We are hoping to be signing a master agreement with Century Link that could lower the cost of members' telephone services. We are also looking at being a state sponsored U.S. Communities program. We are working on expanding the League umbrella. We are working with affiliate groups to bring them under the League umbrella. We had a successful kickoff of our Friends of the League program. This is a tiered program so each of our friends can choose what level they want to participate at and pay the appropriate fee. The legislative session is coming up. The League is allowed 5 BDR's. The first is a cleanup bill clarifying revenue derived from residential construction taxes which can be used for improvement or enhancement of existing parks and not just to construct new parks. The second BDR is to try to eliminate some duplication on certain businesses in the state such as liquor importers. The third BDR revises the provision of the timing of budget hearings. The fourth BDR is one that Gardnerville has had a hand in helping us formulate. That is to establish and fund a state coordinated agency for the Main Street Program. The fifth BDR is one that clarifies some provisions governing fees that can be charged for complying with public records requests. National League of Cities Conference is coming up in Austin, Texas. Congressional Cities Conference in Washington is March 7th-11th. We will be having a board meeting tentatively December 5th in Las Vegas. We are also planning with our friends from NACO to have a local government summit. The tentative date for that is January 23rd. That will be hosted by the City of Henderson.

Mr. Higuera is thankful that the League got behind the Main Street Program.

Mr. Henderson is glad to have brought it forward. I wanted to say there is no group of people that I respect more than people who put their names on the ballot and suffer the slings and arrows that come with that. Mr. Henderson presented Mr. Philips with a small token of appreciation. We are here for you. Anytime we can be of help let me know.

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

Mrs. Lochridge, on behalf of Main Street Gardnerville is thankful to the League of Cities for helping us get this BDR in. We did receive funds for another USDA specialty crop block grant program to begin the next phase for Heritage Park Gardens, which is the "Growing to Share" project. There were three people in the last three weeks that applied for loans through the revolving loan fund. Nice to know people still realize we still have over \$26,000 available at a 2% interest rate and we want it to go toward the businesses in our district, or entice businesses to move into the district. We were going to end our monthly morning coffee meetings after December, but we had a good turnout this morning and everybody at the meeting expressed the desire to continue them. I will bring it up at our organization committee next month.

Mr. Higuera likes the idea of quarterly meetings.

Mrs. Lochridge just wants to make sure it's worth it to everybody involved. We are participating in the Frontier America's Best Communities competition that the Chamber is spearheading. The information is in your packet. Frontier and Dish have teamed up to support the revitalization of small towns. They have a \$10 million competition going on to help stimulate growth. We are members of Reno Tahoe Territory. Mr. Miller has been attending those meetings on behalf of Main Street. He volunteered us to host a meeting in March in preparation for the conference next year. Our Basque mural project is just about complete. The committee chair of the design committee is working with the artist to get a contractor lined up to mount it. We are hopefully going to detail the entire project. We started advertising for sponsors to pre-order flower baskets. For those that want to sponsor one before February it will be \$85. After that I am not sure what it will be. Another Cash Mob will be held this Saturday at Accolades. We have a volunteer orientation on November 13th. Earlier than the Bird open house event downtown is the Saturday before Thanksgiving. The Saturday after Thanksgiving we are partnering with the Chamber again on the Small Business Saturday event. We are still waiting for details on the Heritage Park Gardens New Year's Eve Labyrinth Walk. "Walk In the Old-Walk Out the New. It will be from 6:00 p.m. to 9:00 p.m.

7.  **For Possible Action: Discussion to approve sending a Town Board Gardnerville Main Street representative and Town Manager to the annual California Main Street Association conference in February 2015, in Livermore California for the Main Street conference; with public comment prior to Board action.**

This item was brought to Mr. Dallaire's attention by Ken Miller. The Main Street conference is in Atlanta. That is the one Ken is interested in going to. This one is the affiliate that Paula has been working with in California. Paula is planning on sending three members. She is planning on going with two other board members, whether it is our representative or someone else.

Mr. Higuera believed going to Livermore is an experience. Their Main Street is outstanding.

Mr. Dallaire thought Livermore sounds a lot like Gardnerville.

Mr. Miller prefers to go to the conference in Atlanta, Georgia in March, which is not on the agenda.

Chairman Slater pointed out they should send whoever is the representative from the town board.

Mr. Dallaire reviewed how much is left in the training budget in Administration.

Ms. Wenner asked if Mr. Miller wants to go to both Livermore and Atlanta.

Mr. Miller would prefer Atlanta.

Chairman Slater asked if they should wait to see what is on the agenda.

Mr. Miller asked to put it on the agenda next month.

Mr. Dallaire mentioned the hotel rooms may be full.

Ms. Wenner suggested reserving a room for Tom and wait to see who else is going.

Chairman Slater agreed with reserving one room. There is a 30 day cancellation on the majority of rooms. Then wait until the agenda comes out so we can make a better decision on whether it is the right thing to do. Put it back on our agenda to review when the California agenda comes out.

Motion Higuera/Miller to continue this item until after they come up with an agenda.

Mrs. Lochridge mentioned the California Main Street Association has been great, offering to take us under their wing if we don't have a state program in place. That's kind of a plan B that we may be able to fall back on if we can't get a state program for Nevada. It is nice for us to try and attend their sessions whenever possible and get that networking.

No further public comment.

Upon call for the vote, motion carried.

8.  **For Possible Action: Discussion of the current situation and possible direction for the Martin Slough Ponds located at the corner of Chichester Drive and Gilman Avenue (APN: 1320-33-310-006); with public comment prior to Board action.**

Mr. Dallaire has had a lot of people calling about the water in the ponds. The ponds were created as a depository for suspended solids in the storm water. They were excavated to the ground water level and now that ground water is the lowest it has been since they were created. Last month we had a child get stuck. We fenced off either side. People are calling. The ducks are being fed and they aren't going to leave. There's another pond within a half mile they could fly to. There is water running in Lampe Park. We wanted to address it to see if you have any comments or concerns. We could make the ponds deeper. We are going to go in and clean up the outside before the trail system goes in. The biggest thing people are requesting is to put water in the ponds. It will just drain right into the ground water system. It is not money well spent.

Mr. Philips' concern is the liability problem.

Chairman Slater asked if there is a sign that says "keep out."

Mr. Dallaire has a no trespassing sign there.

Chairman Slater would like to be optimistic that we will have a wonderful winter and the ponds will be replenished. In the meantime we ought to clean up what we can, maybe dig them a little deeper. In the spring if we have sufficient water we can replant the ponds with fish. Keep it going as best we can with the understanding that we need to do something about the ducks. What does Lampe Park do about the ducks?

Mr. Dallaire has a sign up already about not feeding the ducks. Nobody pays any attention to it.

Mr. Philips cares about the kids. Jennifer, what kind of position are we in liability wise?

Ms. Yturbide thought having it fenced is a good idea. I know that is potentially prohibitive. I don't know how much is fenced, but I assume there is a portion of the pond that is more susceptible than others.

Mr. Philips pointed out they can still get in there.

Mr. Miller asked what the cost is for a fence versus digging it out.

Mr. Dallaire didn't want to put a fence in and then have Charlie Condron come in and fill up the ponds with water by Monday morning. So we put the plastic orange fence with T posts and wired the signs. We only did it on each end so people approaching the pond from each side will be reminded to stay out of the area.

Ms. Yturbide advised they may want to look at a sign and see what the cost would be to do something like that. The sign I am thinking of is for an unstable surface or something along those lines that is more of a danger sign than to stay away.

Mr. Philips asked to add a warning in the newsletter to people in Chichester to keep their kids out of that area.

Mr. Dallaire believed Kurt Hildebrand did a good job in his article in the Record Courier. We can get the sludge out of the ponds. I asked staff to get a backhoe and clean out all the little ponds. We can do that on our own.

Ms. Yturbide will look into it and send some wording for the signs.

Chairman Slater reviewed the steps staff will take: clean the ponds, post additional signs, and more fencing.

Public comment.

Mr. Franklin Harry Ernst asked what time table or plan is on getting this going. There are two ponds. Tom mentioned something about heavy metal in the pond. There are some water issues involved. My background is construction architecture. What type of fence are you talking about: permanent, temporary, rental fence?

Mr. Dallaire needs something that can be removed quickly. I don't know if we need to go to the expense of a rental fence. We have the orange fencing - we will need to purchase another roll or two. All of the Gardnerville storm drainage system drains into either the Cottonwood or Martin Slough upstream. These detention ponds are designed to remove oil and heavy particulates. In the packet it shows what is actually supposed to be coming out. It is to clean up storm water before it goes into the Carson River. We have the ability to fence off the irrigation box at the wetlands behind the middle school and run it through and filter it through the vegetation. We will start on it tomorrow and get the materials ordered. Ms. Ytrubide will give us the verbiage on the sign.

Mr. Ernst was standing by the pond a few days ago and a couple kids were chasing some of the ducks. I hate to see some 12 or 13 year old get stuck in there with nobody around. They are actually harming some of the ducks.

Glen Linderman understands nature gives us rain when it gives us rain. When there is rain there can be a pond. This is a desert. I don't think adding water is reasonable. Taking advantage of no rain to do some of the maintenance you need to do is an excellent idea. A permanent sign indicating beyond this point you proceed at your own risk is an appropriate statement whether there is water or not. You can outline some of the hazards: surface may be unstable, you may get stuck. That's appropriate for information. If the ducks don't like being harassed they can fly away. If they don't like the fact there is no water they can fly away. God gave them wings. If people want to feed them that is between them and the state wildlife department. The town doesn't need to be concerned.

No further public comment.

Motion Higuera/Wenner to clean up the area around the Martin Slough ponds, install warning signs, verbiage to be worked out by the town attorney, and add additional fencing. Motion carried.

9.  **For Possible Action: Discussion on Resolution 2014R-02, the 2nd of two public hearings to approve a proposed trash rate increase; with public comment prior to Board action.**

Mr. Dallaire has one other letter received on October 30th from Elaine Fowler sent through Sarah Lawrence. She wanted this read into the record (email attached to minutes). Mary caught a math issue in the rate calculation. The rates are correct. The amount of the rate increase was incorrect. We corrected that in the handout on the table. We have a truckload of cans to be delivered tomorrow and we will start handing out greenwaste cans again. I did meet with Minden on the rate study. Ted looked at it and said it was complicated. They had three recommendations. He recommended (1) We look at revenue and expenses (cash flow analysis) and adjust the rate according to that rather than on the basis of tonnage. (2) We need more in reserves. (3) They wanted to add totes and bins to our depreciation schedule which we will do.

Mr. Miller asked when the rates go up will you be notifying residents door to door. If you look at the number of cans that are out there you might have a lot more saying why was I billed for an extra can without notification.

Mr. Philips shared when there was a rate increase in the past we just did it. They were published in the paper.

Mr. Dallaire pointed out most of the people will be calling on January 1st when they get the first bill.

Ms. Wenner asked if they will receive a credit if they turn in the can?

Mr. Dallaire answered yes. In the letter that was read, we're not telling the lady she needs to give up her minimum service, we are just phasing it out. I will remind Marie to let the minimum users know.

Public comment.

Mr. Glen Linderman thought maybe a two-week grace period for people who have a second can to get a reduction on the bill would be good.

No further public comment.

Motion Higuera/Miller to approve Resolution 2014R-02 and institute the trash rate increase with the January 1, 2015 billing. Motion carried.

10.  Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for October 2014.

Ms. Yturbide reported their office worked on Main Street issues. We do that on a volunteer basis. Mr. Rowe was in contact with Paula to discuss collection efforts on an outstanding sum with Shop Small. I understand that may now have been paid. We reviewed agendas and attended the regular meeting. In addition, we have worked on the block grant agreement. It is now in the DA's office for review.

Mr. Dallaire noted it has been approved.

Ms. Yturbide continued her report. We worked on an easement and prepared that for the Allerman Ditch regarding the detention pond near Wal Mart and coordinated that with Gary Aiazzi and R.O. Anderson Engineering.

Mr. Dallaire added Gary wanted a couple of modifications. The pond was a public facility and we didn't think we needed a storm drain easement for the Company Ditch. But the Allerman Ditch Company wanted an easement. That was part of the condition from Wal Mart, approval of in the ditch company's review. We are adding the easement over our pond parcel. If we ever sell it there will be an easement there.

Ms. Yturbide reviewed some proposed revisions to the Major Drilling contract and researched some questions regarding the responsibilities associated with Stodick Estates Phase 1 through 3 dealing with landscaping issues. We reviewed some meetings that occurred back in 2003 through 2006 to see whether or not the town was offered maintenance on landscaping. Thus far it does not appear there is anything like that, so it does not appear that we have taken over that responsibility.

Mr. Dallaire sent out a letter in June to all the residents. Residents in Stodick Estates wanted to know where the authority came for trimming trees and billing the owner for that service. The map shows there are some issues with the easement. We have trimmed the trees on Elges because Douglas County was just going to cut them down all together. We will go in and do the Stodick Estates pond property. Maybe that will give the homeowners some ideas. We will give them until February. We will write the owners a letter. We will include it in the newsletter again. If they are not trimmed we will go in and trim the ones that are not trimmed. Right now there are four or five homeowners that have trimmed them right at the curb line so we have sticks sticking out of the trunk that will cause damage.

Chairman Slater asked if the county is looking at changing their direction on treescaping?

Mr. Dallaire answered no. Right now the Ranch is requiring each house to have three trees in the front yard.

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

Mr. Dallaire reported - NACO has contacted Paula and I to attend the conference and sit on a panel with the Ely Economic Development Advisor, to talk about Main Street and do a presentation. That will be November 18th through 20th. It will be mainly what we have been doing here. We have a rough draft of the newsletter. We are putting it together so if you have any input please let us know. We have been in contact with Lantis for the fireworks. We have a new rep. The cost is the same. Customer service survey is online. The Hellwinkel Channel is moving forward. We made quite a bit of progress with NV Energy this month. They are very reluctant to move or remove any power poles. Trying to underground the overhead power to the hotel is not so easy because the panel that provides the power is across the street. We can make the sidewalk go around it and meet ADA requirements. We finally talked him into pulling the pole out at the ditch that is right in the middle of the sidewalk. That one will be relocated on the edge of the pathway. Project Santa Claus is advertised with us being a drop-off. The Ranch at Gardnerville, Anderson Engineering needed a space between Hat Band Court and Heybourne Road to put in a storm drain and sewer line. MGSD and I required them to put that on a 20 foot piece of property and a walkway between the two connecting it, so we have access and can maintain it. That will be a private access utility easement.

12.  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 Fitzgerald has taken the position of president for the next year for Carson Valley Arts Council. They have just completed their community feasibility study and he can provide hard copies or a DVD of the presentation of findings for those who are interested.

Mr. Higuera reported nothing really happening on this. The Regional Transportation commission will start again in January with public hearings and then the actual adoption in March. It is kind of a first quarter activity.

Chairman Slater reported the Nevada League of Cities Conference was held in September in North Las Vegas and it was well attended. Lt. Governor Brian Krolicke gave an update on all the various events that will take place throughout the state this year in celebration of our state's 150th birthday. The conference provided several educational sessions. Some of the issues mentioned in the sessions were: using social media, higher education, economic development and sustainable cities, as well as the pros and cons of recycling in your community. We also heard from the legislative panel which consists of five of our Nevada legislators who give their time each year for the conference. This year the discussion was broad and ranged from: the Tesla Company coming to Reno and its impact, term limits, property tax caps to environmental issues and services. This panel is very good for those that attend. It gives you an insight on what is coming down the pipeline. Next year's conference is scheduled to be in West Wendover. The next board of directors meeting will be held in December.

Mr. Miller reported Main Street Gardnerville has been trying to form a foundation 501c3 that would benefit the town for beautification. There's been a lot of legal work and paperwork. The problem is now we cannot find board members. If you know of anybody in town that might be interested in serving on the foundation, please let us know. It cannot be one of the board members from either the town or Main Street. I have recruited one individual. I think I may have possibly recruited another one last night. Even though there have been articles in the paper, we just have not gotten any applications. I think it has to be by word of mouth. We are looking at somewhere around six months to a year for full approval after the paperwork is filed. Until they get a board it could be quarterly meetings.

Mr. Dallaire believed that is the general direction they were headed.

Mr. Miller thought it is something that is needed in the community. The donations we receive are not tax deductible for the donor. It is strictly a gift to us. There would be other grants that could be applied for in the future if we were a 501c3.

Mr. Higuera mentioned that in trying to recruit we should say it would be a quarterly obligation.

Mr. Miller cannot commit to that. It would be up to the board to do that. I have not seen the bylaws. I can't see the necessity of meeting more than quarterly. If you have somebody in mind, Paula has an application.

Ms. Cassandra Jones reviewed the bylaws and if memory serves, it wasn't specific about how often the meetings would be. The foundation can be broader. If someone wants to contribute to the fireworks it is not a deduction this year. But if the foundation was in place it could be.

Meeting adjourned at 6:00 p.m.

Linda Slater
Chairman

Tom Dallaire
Town Manager