



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

Cassandra Jones, Chairman  
Linda Slater, Vice Chairman  
Lloyd Higuera, Board Member  
Ken Miller, Board Member  
Mary Wenner, Board Member


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Contact: Carol Louthan, Administrative Services Manager for any questions or additional information. You may also view the board packet online at the town's website.

Tuesday, July 3, 2018

4:30 p.m.

Gardnerville Town Hall

 **INVOCATION – Colleen Kurczodyna- Carson Valley United Methodist Church**

4:30 P.M.  **Call to Order and Determination of a Quorum - Chairman Jones called the meeting to order and made the determination a quorum is present.**

#### PRESENT:

Cassandra Jones, Chairman  
Linda Slater, Vice-Chairman  
Lloyd Higuera  
Ken Miller  
Mary Wenner

Jennifer Yturbide, Town Counsel  
Tom Dallaire, Town Manager  
Geoff LaCost, Superintendent Public Works  
Carol Louthan, Administrative Services Manager

 **PLEDGE OF ALLEGIANCE – Tom Dallaire**

 **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.

Mr. Chernock – Carson Valley Chamber of Commerce - Every year we host the Carson Valley Days golf tournament. We describe this as the oldest intramural town, GID or county department within another golf tournament trophy in the United States and challenge anyone to take that. When we were coming over here a little golfer whispered to me, "You're going the wrong way," because for several years it has headed over to Esmeralda Avenue and held by the Town of Minden. However, this year, with the emotional support of Mr. Miller and Tom lining up three golfers, it is our pleasure to have inscribed the name of the Town of Gardnerville as the 2018 winners: Mr. Dallaire, Aaron Hampton, Dustin Hess and Paul Lindsay. You now have custody of the trophy. Display it proudly. Congratulations!

No further public comment.

 **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/Slater to approve the agenda.**

No public comment.

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

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

**A. June 5, 2018 Regular Board meeting; with public comment prior to Board action.**

**Motion Miller/Wenner to approve the previous minutes of the June meeting.**

No public comment.

Upon call for the vote, motion carried with Jones abstaining since she was not present at the meeting.

#### **CONSENT CALENDAR FOR POSSIBLE ACTION**

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

1. **For Possible Action: Correspondence.**  
Read and noted.
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.**  
Approved.
3. **For Possible Action: Approve June 2018 claims.**  
Approved.


Motion Slater/Higuera to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried unanimously.

#### **ADMINISTRATIVE AGENDA**

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

4.  **For Possible Action: Discussion on three development applications (1) DA 18-032; (2) LDA 18-005; & (3) DA 18-031: (1) Request by Ruins to Riches, LLC for a Mixed Use Commercial Overlay (DA 18-032) for a project consisting of an existing 10,000 square foot commercial building and 5 proposed four-plex buildings for a total of 20 residential units; (2) a request for a Tentative Parcel Map (LDA 18-005) to create 4 parcels: lot 1 containing the existing commercial building, lot 2 containing 2 four-plex units, lot 3 containing 2 four-plex units, and lot 4 to contain the proposed common area and one four-plex unit; and (3) a request for a major Design Review (DA-18-031) for the mixed use commercial project. The subject property is located at 1317 N US Highway 395, Gardnerville, in the Gardnerville Community Plan. (APN 1220-04-602-001-002); Appearance by Dennis McDuffee; with public comment prior to board action.**

Mr. Dallaire mentioned since the item came out, the APN has changed to 1220-04-602-017. The development is a mixed use commercial project. The commercial is along 395. The warehouse is behind it. They are proposing three things: a mixed use overlay district, design review and parcel map. Parcel 1 is commercial; 2 is two four-plex units; 3 is two four-plex units; and 4 has 2 four-plex units in addition to the open space and parking area. Both the applicant and I have approached Dick Silvera who represents the landowner to the north of Rite Aid to have a common driveway and the request has been denied. There is an open irrigation ditch. The town storm drain comes from Elges and outlets into this parcel. There is an existing ditch that comes across the property, goes into another storm drain and comes out in the front which connects to an inlet pipe for this irrigated field. It hasn't been irrigated in a number of years. They still have a right to irrigate. The applicant is planning on discharging the storm drain between the two buildings into the pond. The pond will treat their onsite water in addition to taking the storm drain water and then outlet into the existing storm drain system that is there. I added we need some sort of storm drain maintenance plan as a condition so we can determine who is responsible for what maintenance, and our town standard conditions.

Chairman Jones asked if they will be remodeling the existing building.

Voice from the audience said yes.

Mr. Mark Johnson, Stanka Consulting, went over the plan. We will have a two-way in and out entrance to the project, as well as keeping entrances for the existing commercial. The offsite storm drain that comes from Elges and down the east side of the property to the existing storm drain manhole is actually going into its own separate storm drain pipe. That will go around the property, exit and drain into an existing storm drain on the north side of the property that is part of the Rite Aid storm drain system. Any current or future storm water that is coming off of Elges or that area will be routed around and then back into the storm drain. The detention basin will only serve the onsite drainage.

Mr. Jeff Pisciotto, managing member of Ruins to Riches LLC, presented a colored rendering of the project.

Vice-Chairman Slater asked who will be doing the maintenance.

Mr. Pisciotta will have a landscape maintenance agreement in place for all the owners to participate in. It will be part of the one parcel, but all the owners will participate in the landscape maintenance agreement. There will not be an HOA.

Mr. Miller asked if these were separately owned units?

Mr. Pisciotta explained right now the plan is for Mr. McDuffee and I to own these as a long term investment. We want the ability to sell them down the road.

Ms. Wenner asked if there would be four separate parcels when it is all done.

Mr. Pisciotta answered correct.

Mr. Johnson shared it is planned to put in RV garages. They would only be for the use of the people in the project.

No public comment.

Mr. Miller's concern is the traffic in the area. Is there any type of fence or border along the east side.

Mr. Johnson stated there is an existing fence there and I believe we will be putting in new fence. There will be a fence surrounding the entire property along the south property line, along the east property line, and then along the north with Rite Aid. They will have a one car garage for each unit and there are 28 additional parking spaces. That doesn't include the parking spaces at the Guns parcel.


Mr. Pisciotta pointed out even though we were unable to acquire an easement from Rite Aid, we are going to put in a walkway that cuts into this apartment complex. We are not going to cut off their access.

Vice-Chairman Slater asked on the back side in the corner, is there any access to the other apartments that could be punched through to get a second access to the parcel.

Mr. Johnson answered right now there is a block wall and a spot through the parking lot that people go through. There is a parking lot there but no car access. No existing way for vehicles to go through.

No other public comment.

**Motion Higuera/Slater to approve the three development applications DA 18-032, LDA 18-005 and DA 18 031 a request by Ruins to Riches LLC for a mixed use commercial overlay DA 18-032 for a project consisting of an existing 10,000 square foot commercial building and five proposed four-plex buildings for a total of 20 residential units, a request for a tentative parcel map LDA 18-005 to create four parcels: lot 1 containing the existing commercial building; lot two containing two four-plex units, lot 3 containing two four-plex units and lot 4 to contain the proposed common area for one four-plex unit. The property is located at 1317 Highway 395 in Gardnerville in the Gardnerville Community Plan APN 1220-04-602-017, with the Gardnerville staff conditions. Motion carried unanimously.**

5.  **For Possible Action: Discussion to approve or deny a change order to the Southgate Reconstruction Project to grind and replace the asphalt surface at Highway 395 on South Industrial Way, at a cost not to exceed \$15,000; with public comment prior to board action.**


Mr. Dallaire gave an update on the project. We were hoping to grind the entrance on South Industrial. We saved 40,000 last year and we were hoping you would agree with us to go ahead and do this. Geoff has come back with an option b for South Industrial entrance. The pavement is done on Southgate.

Mr. Miller asked if Option b is a better fit for a longer period of time?

Mr. Dallaire agreed it was.

No public comment.

**Motion Miller/Higuera to approve a change order on Southgate reconstruction project to grind and replace asphalt surface on South Industrial Way at the cost not to exceed \$30,000. Motion carried unanimously.**

6.  **For Possible Action: Discussion to award or deny a town storm drain project to improve the flow from Hussman Ave by relocating the existing open channel across Ted Borda's property, located west of Hussman Ave, APN: 1320-32-801-028, 1118 Mill Street, to a pipe outlet 400 lineal feet to the Cottonwood Slough, allowing for positive drainage and outflow during a large rain event and high irrigation water level; with public comment prior to board action.**

Mr. Dallaire explained the background of the project. Mr. Borda is working with NRCS. He wanted to remove the ditch and pipe it. That gives us an opportunity. There is an easement from Mill to the ditch. We need an MOU for Ted. This is not a budgeted project. We've got money for storm drain.

Chairman Jones is not sure they should vote today. I think we say yes, move forward, and then next month come back with the MOU because we need to authorize you to sign it. Once we have a formal MOU we can also approve an amount. Rather than putting the cart before the horse today, I think we could say yes, this is something we want to move forward with, but not commit in the legal sense until the MOU is done so we're clear with the Bordas. I don't want us signing an agreement for \$33,000 and then not be able to get the MOU done and we're stuck with \$33,000 and no way to get partial reimbursement for it. Or, the MOU doesn't get done and then this quote expires.

Attorney Yturbide advised they could give direction.

Mr. Miller lives in the area and I know it's been a concern of a number of the residents in that area what is going to happen with that land in the future. This is probably the best thing that the landowners could ask for. My feeling is we should go ahead with the project.

Mr. Higuera stated in the interest of disclosure, I live down there too.

Vice-Chairman Slater believes we all know there has been a major problem there.

Attorney Yturbide asked board members if this is something they would want Tom to pursue.

Board members agreed.

Chairman Jones suggested a direction. I will make sure there are no more comments from the board and then I will ask for public comment.

No public comment.

Chairman Jones conveyed, yes, move forward and bring it back to the board in an agenda item for us to formally approve next month.

Mr. Dallaire asked if they wanted the memo of understanding to approve before we sign and move forward with the contract?


Board members agreed.

Chairman Jones believed the MOU needs to be in place before we commit ourselves to a contract.

Mr. Dallaire asked if we need to rebid the project?

Attorney Yturbide advised it depends on how long those bids are open. Did they give you 30 or 60 days on the bids?

Mr. Dallaire didn't know. I will look.

7.  **For Possible Action: Discussion to approve or deny or provide direction to staff on a proposal by Douglas Disposal Inc. to offer a cardboard and food recycling service within the town service area to town customers; with public comment prior to board action.**

Mr. Dallaire has been talking with DDI. Cardboard is an issue we deal with daily. DDI has a program where they pick up cardboard. They just purchased a large baler that is installed at the transfer station. It is half their trash rate. It gets baled and shipped off to Lodi. They also have a food waste pickup service. They have bins for food waste only. The reason this came up is because I was questioning where our 2 yard bin came from. Why are we limited to 2 yard bin. We could pick up a 3 yard and with assistance a 4 yard. Talking with DDI they are unaware of why we are stuck with a 2 yard bin. Their service goes from 4 yards and up. So we should be able to utilize up to a 4 yard bin. We could increase the size of our dumpsters to 3 yards and come up with a rate in our analysis. We will be bringing that back in September. In the meantime this is something we could do.

Vice-Chairman Slater asked if this was just commercial.

Mr. Dallaire agreed it was just for commercial. But we could be one of those customers for residential and residents could bring it to our facility.

Vice-Chairman Slater asked what kind of a cost is this going to be against the town trash.

Mr. Dallaire didn't believe any cost. We could lose a few pickups a month because of volume. The hospital would benefit from this.

Vice-Chairman Slater stated this also includes the food waste. I don't want to lose the revenue the town has.

Mr. Dallaire could see if this is something we want to do temporarily. Watch the volume and see what happens. We can see if the customers are even interested.

Mr. Higuera asked if we could do this on a test basis for three months, six months.

Mr. Dallaire can reach out to see who is interested. I think the hospital would be interested in it. Their trash rate is based on a 4 yard bin, not a 2 yard.

Vice-Chairman Slater would be more comfortable if we did it on a trial basis to see what kind of affect it makes on our budget and see what kind of interest there is from customers.

Chairman Jones read the contract, paragraph 6, page 1, there is 90 days' written notice to terminate. The way I read it either party can terminate on 90 days' notice. I have a problem telling DDI we'll try it for 30, 60, 90 days, so you need to get all of the receptacles out there, solicit the customers, when the likelihood is for the types of trash that we collect, while there may be some lost revenue, we also lose expenses. This is a great move to the commercial users, but if we can also have the cardboard recycling bin here it's a great boon for the residents as well. It's a one year contract. We can cancel it on 90 days' notice if things go radically wrong. I don't know if I were DDI that I would want to move forward if we set this as only a 90 day contract. The need to recycle and make it convenient for our residents, this is the first real opportunity we've had to do that. It gives the commercial customer the option. We have the opportunity to offer cardboard recycling at a convenient location for our residents. I don't see the risk to our income when you balance it with the loss of expenses as being a particularly big risk. And we mitigate it by having a 90 day out if and when we see that problem arise.

Mr. Miller thought it would take six months to catch on. If we try this we need to wait to even adjust the rates on the pickup. If we start this program it will move it farther out.

Mr. Dallaire believes we need to adjust the rates. We are basing it on the last four years and then move forward. The trucks are costing a lot to maintain and repair. A lot of it has to do with filling it up with cardboard. If we can get capacity back, we can streamline the routes a little more.

Chairman Jones clarified it's not just the cost. It costs us to put it into a landfill, but the wear and tear on the vehicles could be significantly reduced.

Vice-Chairman Slater asked where the bins will physically be located.


Mr. Dallaire answered it depends on where the businesses are.

Vice-Chairman Slater asked if there was anything written into the contract that says that DDI will strategically locate them so it's a little discreet.

Mr. Dallaire can add that.

No public comment.

**Motion Jones/Slater to approve the agreement between the town and DDI to offer recycling services to commercial town customers with the addition to the contract as requested by Linda Slater. Motion carried unanimously.**

8.  **For Possible Action: Discussion on the public comment at the last board meeting about the speeding observed by the resident on Toiyabe Ave between Lampe Drive and Waterloo Lane. Speeding within this section is dangerous to the residents that live on this street. Possible discussion area options for traffic calming to be presented by town staff for board consideration and or implementation, as directed to staff, options; with public comment prior to board action.**

Mr. Dallaire explained two years ago we addressed this issue. We put in speed signs that gave us some readings. Geoff included that in your board packet. Traffic speeding is an enforcement issue. We can put in speed bumps but they don't work. We looked at chicanes. If we put in a stop sign it has to meet certain criteria in order for the stop sign to be installed. We had the same situation at Harvest and Chichester, but with all the kids crossing it was justifiable to put the stop sign in. We haven't done a count on this street. We came up with these solutions if this is something you want us to pursue.

Mr. Miller would like to look at option D. Put in some traffic calming speed limit signs that are solar powered.

Mr. Dallaire can relocate the ones we have on Marion Russell to this intersection and start tracking it again.

Mr. Miller would like the crosswalks repainted. They are faded.

Chairman Jones thought it wouldn't hurt us as a board to put it in writing and ask the sheriff's department to patrol between 3:00 and 5:00 Monday through Friday when the school year starts. If it was groceries alone it would start after the workday.

Mr. Higuera felt the motorcycle officer was more effective.

Mr. Dallaire can try temporarily chicanes so they have to slow down and see if that works. It will probably be noisy. We can also paint the center line from Lampe. It would cost a little more to maintain that.

Chairman Jones asked if there is any way to ask for an exemption to put in a stop sign? This gives you an idea. Start collecting data. I'd be interested to know from residents whether they want a chicane. It's going to be an eyesore on their street.

Vice-Chairman Slater thought it would be a good idea to set up a meeting with the new administration that will be coming in to the sheriff's office.

Mr. Dallaire could do a valley gutter instead of a bump.

Chairman Jones felt a dip is most likely, combined with patrol. I would like to see our board do a formal request to the sheriff's office to regularly patrol in conjunction with when school gets out.

Chairman Jones called for public comment.

Mr. Glenn Linderman commented in the packet it talks about Chichester and Harvest. Nobody has mentioned that.

Mr. Dallaire did that report for a stop sign analysis.

Mr. Linderman was here last month when the lady made her presentation. One of the things she mentioned as being difficult because of the speeders was backing out of her driveway. The solution is simple, you back into the driveway. Then you can see when you go out. So just for that lady's safety you might want to suggest that. As far as the speeding, there are other issues around Toler and Harvest with the funny intersection that was created by Chichester. I have seen lots of people make U turns on Harvest to go down Toler, which is I guess legal. I've also seen people make left turns on Toler. I don't know how you could improve that situation with the streets the way they are. Everybody speeds. They somehow get up to 30 miles an hour in one block.

Mr. Aaron Hampton can appreciate your sensibilities here in making a decision on this item. I also echo speed bumps are noisy. I have seen speed signs where when you are actually doing the speed limit it gives you a big smiley face or says thank you. If we ever buy new ones, it gives you a sense of doing the right thing. I also am a fan of chicanes, but it is pretty invasive. The idea of doing a temporary one there or suggesting that to the homeowners is a pretty sensible action.

No further public comment.

No formal action taken. Direction only.

9.  **Not for Possible Action: Discussion on the Town Attorney's Monthly Report of activities for June 2018.**

Attorney Yturbide was on vacation and missed the last meeting. This month I reviewed the agenda, talked with staff about routine matters, employment issues, drainage relocation and drafting the MOU. That's about it.

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

a. **Alley issue in arbor gardens**

Mr. Dallaire reported the Eagle project was going on Friday. Geoff and I worked with Dominique Jackson, who is an Eagle Scout candidate, at Heritage Park Gardens to install the life size chess and checkerboard. It is ready to play. Dominique is out of town. He's got a few things to finish up. Hoping he will be here next month for a presentation on the project.

Gas station is moving along. The station has sheet rock, the inspection is done and the subs will be coming in: roofer, electrician, plumber. I did talk to Bill Chernock and we will do a ribbon cutting that is tentatively scheduled for Wednesday, August 15<sup>th</sup>. It will be at 4:00 p.m. at the gas station on the 15<sup>th</sup>.

Mr. Miller asked if there was any word on the bench.


Mr. Dallaire needs to get the site done first and the road alignment. We can put the bench next to it until we get the spot. There was a concern from staff as far as the elm tree in the back. We can mount it by the ADA parking and move it later when we do the site improvements.

We have another problem with people in Arbor Gardens cutting through the alley. Our solution would be to close it off. I need to get permission from the fire captain. But we can temporarily do barrels and temporary signs. If it works we can go back, do the improvements and extend the crosswalk, the curb and get rid of the valley gutter.

We made some progress on the crosswalk project. Kingslane is waiting on Lumos to get those plans done. The V & C concrete and maintenance facility projects are done. We are issuing final payments to V & C. The road improvement at Southgate is paved. They are putting collars around the manholes, valves and survey monuments.

Mr. Miller asked what hit a road block.

Mr. Dallaire explained the sign for Chichester. Eric Schmidt quit, so I have to find another staff member at GIS to get the sign. The open position closes on Friday. This month I have a lot of events: scout camp, family reunion. I will be gone a lot in July

**11.  Not For Possible Action: Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, Main Street Gardnerville, and Community Foundation of Douglas County**

Ms. Wenner reported on the Carson Valley Arts Council. Brian wanted everyone to know he is working with the towns on the update process for the plans for prosperity. Both Brian and Sharon were at the meeting.

Mr. Higuera reported on Main Street Gardnerville. 57 members of Main Street were billed and as of June 19 only 23 still had to pay. May wasn't a stellar month for the wine walk because of the weather. They did have 47 cars and 58 businesses participating. The revenue was down. It was \$4,961. That was down \$747 from a year ago. The sidewalk gallery reception had 28 people attending. Debbi is going to the CDBG and Main Street workshops on grant writing. The 2018 NACO conference is hosted by Douglas County and Main Street is going to have a day during the conference where they will be featured all day. They had their election of officers and they stayed pretty much the same. Linda Dibble, president; Katrina Rowe, vice president; Debra Ham, secretary; and Meredith Fischer, treasurer. The June wine walk was very good. Revenue was up. They brought in \$6,208, up \$240 from last year. There were 60 participating businesses compared to 57 last year. 360 people walking compared to 348 a year ago. They had more classic cars show up. They had 10 artists featuring their items for sale along the wine walk and three bands. They have big plans for the last wine walk in September, which is Main Street's 10 year anniversary.

Vice-Chairman Slater will be attending the next caucus meeting on July 16<sup>th</sup>.

Chairman Jones has no update from the community foundation.

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

Jeff Hildebrand, one of the residents in Arbor Gardens, was able to talk to Geoff LaCost about the speeding issue. I am excited from listening to the conversation that you are willing to take this into consideration. The one thing I wanted to bring up is most of the traffic is coming from inside of the community to cut the distance. I would love to make a public comment that we want it on this side of the neighborhood. (points to the south entrance of the alley) Having 55 gallon drums would be fantastic. Right now we are just parking our neighbors truck in front of it occasionally when we are doing yard work. The majority of the traffic coming through is residents in the south side of the neighborhood. Anyone who knows the neighborhood is using our alleyway as a shortcut and they aren't doing the speed limit.

David Rimmer stated it's just not that the residents and guests are driving through there, but they also speed down the alley faster than on the main street in front of the house. I'd be happy to move my garbage can out to the street whenever the garbage truck comes around. Almost everyone on the alley has issues, not with just the heavy traffic, but the speeds that they are going.

Jeff Kaiser lives to the left of the Hildebrands. We have watched the traffic steadily increase through the alley. Our biggest concern is when we are backing out of our garage on the alleyway going west and we try to get to the intersection to turn left or right, the visibility is not that good. So we have to be careful. There have been numerous times when my wife or myself have almost been clipped by cars that are flying through there. I don't want to have any bad blood with our neighbors in the area, but we hope we can find a solution. Although most of the traffic we've noticed is northbound, when they are trying to get home they are cutting through and not stopping at the south end. We have a lot of kids in the neighborhood. I would prefer to have it at the south end. Thank you for your time.

Harmony Hildebrand commented the alley isn't just people that live farther south, it's also people that live around the park on Pin Oak that will still take it just because it's before the street. There are people that are parking on Pin Oak. This is the only alley that gets used as a street. Blocking off where you have it marked in the image would be appropriate so everybody that still has alleyways attached to that can easily access their garages from the normal flow



of traffic. After a week or two people are going to get the hint that it's not going away and it is blocked and they can't use it as a street anymore. Thank you for taking care of this. We appreciate it.

Chairman Jones understood under the manager's report, the board was saying, yes, go ahead and try the temporary and come to us with a permanent fix once we make sure the temporary was acceptable to residents and really did what we wanted it to do. I wanted to thank each of you because you waited through the entire meeting. So thank you so much for participating in the process. It's really important. This is how I started and now I'm chairperson.

Hearing no further public comment, the meeting is adjourned.

**Meeting adjourned at 6:40 p.m.**

**Respectfully Submitted,**

  
\_\_\_\_\_  
Cassandra Jones, Chairman

  
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Tom Dallaire, Town Manager