



GARDNERVILLE TOWN BOARD

Meeting Minutes

1407 Highway 395
Gardnerville, Nevada 89410
775-782-7134 FAX: 775-782-7135
www.gardnerville-nv.gov

Tuesday, April 6, 2010

4:30 p.m.

Gardnerville Town Hall

The meeting was called to order by Chairman Cook
Chairman Cook made a determination a Quorum is present.
Pledge of Allegiance was led by Chairman Cook.

PRESENT:

Thomas J Cook, Chairman
Michael W. Philips, Vice-Chairman
Jerry L. Smith
Robin Bernhard
Paul A. Lindsay

Steve Handelin, Town Counsel
Tom Dallaire, Acting Town Manager
Jeff Summers, Maintenance Supervisor
Paula Lochridge, Main Street Manager
Carol Louthan, Administrative Assistant

APPROVAL OF AGENDA

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Motion Smith/Lindsay to approve the agenda. Motion carried.

APPROVAL OF PREVIOUS MINUTES: March 2, 2010

Motion Philips/Smith to approve the minutes. 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.

Amanda Evans introduced herself as new on staff with the Business Council of Douglas County.

Chairman Cook presented Mr. Lindsay with a commemorative gavel for his tenure as Town Board Chairman.

CONSENT CALENDAR

Items appearing on the Consent Calendar are items that may be adopted with one motion and without 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. Correspondence
(Read and noted)
2. Health and Sanitation Department Monthly Report
Accepted
3. Approve March 2010 claims
Approved
4. Approve budget transfers
Approved
5. Recommend approval of an Outdoor Festival Entertainment Event for Big Mama's Show & Shine Car Show scheduled for May 8, 2010 at Lampe Park on Waterloo Lane, Gardnerville, Nevada
Recommend approval
6. Recommend approval of an Outdoor Festival Entertainment Event for Carson Valley Days scheduled for June 7 through 13, 2010 in Minden and Gardnerville, Nevada

Recommend approval

7. **Recommend approval of an Outdoor Festival Entertainment Event for Douglas County Historical Society scheduled for August 7, 2010**
Recommend approval
8. **Reappoint Margaret Pross to the Main Street Gardnerville Program Board of Directors for an additional term.**
Reappointed.

Motion Smith/Lindsay to approve the consent calendar. Motion carried.

ADMINISTRATIVE AGENDA

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

1. **Discussion and possible action on Proclamation 2010P-01 recognizing April 16, 2010 as Arbor Day**

Mr. Dallaire reported they are planning on planting some trees in Gardner Park. They will do a press release.

Chairman Cook read the Proclamation.

Motion Lindsay/Bernhard to adopt Proclamation 2010P-01.

No public comment.

Upon call for the vote, motion carried.

2. **Discussion and possible action to approve, deny, continue, or approve with modifications, a minor design review, APN1220-04-501-016, 1325 Highway 395 N, Gardnerville, Burger King, applicant**

Mr. Dallaire reported Burger King submitted their application on March 16th. He made a couple of comments and sent them back to Lucille in Douglas County. The main concern was the huge tower in the front of the building that currently isn't there. He met with the owner, contractor and architect. They were explaining right now Burger King is the lowest producing store in Northern Nevada. They are considering closing it. The lease is up in June. They are contributing the low volume in the store to lack of signage and ability to see from the highway. They would like to stay in Gardnerville.

Mr. Philips and Mr. Bernhard would not like to see another vacant store.

Motion Smith/Bernhard to recommend approval based on the staff report and recommended conditions.

No public comment.

Upon call for the vote, motion carried.

3. **Discussion and possible action on budget development for Fiscal Year 2011 a review of the Tentative Revenue Estimates for next year, and other matters properly related thereto.**

Mr. Dallaire is working on the drawings for the road improvements. Virginia Ranch, Hussman Lane and the alternate bid for Mill and High School are drawn up. He has the rough drawings for the bulbs. Then he will get the contractor documents. They will go out to bid on the 12th. For 2011 they only had the overlays for the subdivision over by Lampe. He would like to change that and save some money for roads for next year. Maybe do some storm drainage improvements and look at some new pipes on the older sections of town. They had a pipe this summer fall apart this summer. We might look at doing those types of improvements next year. They do have some street sealing for next year they will be proposing. As far as overlays, they really don't have the need to do that kind of work. Staff is budgeting what is left for next year. They have talked with Douglas County about doing the trails from Lampe to the Carson River. He did get an email from Michael Brown about a meeting that will be coming up. He will forward an invitation and get a standard plan for that pathway and pedestrian system. They will put some funds to that. Douglas County will help out with that. He received a call from the Ranch today. They are getting some pricing and that may get underway soon with Phase 1. He has a couple of modifications to the plans. Try to get the road improvements done by the end of the year.

No public comment.

Mr. Philips thought staff had a pretty good idea of what they need to do and don't need to do.

Mr. Dallaire stated the County is looking at rubberized asphalt. They are putting it over alligator cracked roads. It is about a half to a quarter of the cost of an overlay.

Mr. Lindsay likes what he has come up with so far.

The Board would like Mr. Dallaire to continue on.

4. Discussion and possible action on a public hearing to adopt the Tentative Budget for Fiscal Year 2010-2011

Mr. Dallaire reported they went through rounds with the County on the salaries. The salaries are still what they were. The County made a few changes. The opening fund balance versus the opening fund balance reserve, the Town proposed 75 and 125 in reserve. According to the County this will do the same thing. They end up with capital improvements up in the \$500,000 range still. He would like to roll over quite a bit of that to the next year. He feels they will probably still be in bad shape for next year.

No public comment.

Mr. Dallaire added this does have the budget for Main Street in here as well.

Motion Smith/Philips to approve the tentative budget for fiscal year 2010-2011. Motion carried.

5. Discussion and possible action on reclassification for Administrative Assistant and Engineer/Town Manager

Mr. Dallaire had a meeting with Michael Brown, Tom Cook and Steve Handelin. Their main concern was Jim submitted all the changes as he was leaving. And it looked like the buddy system. After reading this for Carol's position he gave them a handout for Item 5. In discussion with Steve this is what he has come up with. It does make sense to change her title to Office Manager Sr. In doing this they can give her a little more of the budget items which would help him out. It would be of benefit to the Town to do that. Also if they hired another individual to do these things we'd have another salary and benefits and doesn't seem cost productive.

Chairman Cook advised in the discussion they had with Mr. Brown, they did discuss what she is doing now and what they proposed. They understood what we were talking about. It's like they explained to Town staff that some of the extra duties will have to be taken on by fewer people. Staff understood that. He is in agreement with changing the job.

Mr. Dallaire explained in the handout there is a process for the reclassification procedure and they will have to get a letter from Carol stating she would like to do this and then the Board has to sign off on it. He has written a preliminary staff report. They have compared the two positions. Jim was always busy doing something. Now he understands there is a lot to the manager position. He had no idea.

No public comment.

Mr. Philips thought they should proceed.

Mr. Dallaire did get a call from the County on his position. Mr. Brown was okay with whatever they wanted. He will find out from HR what else they need to do.

The Board directed Mr. Dallaire to proceed with the reclassification of those positions.

Adjourn to closed session

6. Closed session in accordance with NRS 241.015 to receive information from Town Counsel regarding potential or existing litigation involving a matter over which the Town Board has supervision, control, jurisdiction, or advisory power

Motion Philips/Lindsay to close the meeting.

Reconvene in open session

Motion Smith/Lindsay to reopen the meeting. Motion carried.

7. Discussion and possible action on direction to staff based on the information discussed during closed session

Mr. Handelin thought he had all the information he needed and will keep the Board informed.

8. Discussion and possible action on the Town Attorney's Monthly Report of activities for March 2010

Mr. Handelin reported he attended a meeting with Tom and Tom with Michael Brown. The retirement buy back was a huge issue two years ago that the DA specifically set out to address. That could have been communicated better. He did a review for Main Street regarding the guidelines for the public kiosk posting.

9. Discussion and possible action on the Town Maintenance Supervisor's Monthly Report of activities for March 2010

Mr. Summers reported they are going to hire three seasonals. Two are hired and one they are not sure about. They have the same two as last year. They got the pre-emergent down. They have been working at the weir at the Martin Slough. They will try to get the office remodel finished first. Getting ready to get the irrigation started.

10. Discussion and possible action on the Main Street Program Manager's Monthly Report of activities for March 2010

Ms. Lochridge reported they did do a presentation to the Douglas County Commissioners. It seemed to be very well received. Margaret, Marcia and Tim met with Michael Brown to discuss the possibility of continued funding. He was very supportive as far as the program goes and recommended contacting the County Commissioners individually. She has submitted four different grants to NCOT to cover additional brochure printing, website upgrade and design, coverage of conference and trade shows and advertising. She did also submit concept papers to USDA Rural to cover website upgrades and to cover small business workshops and training for local downtown. She received the go ahead to do the applications for those, so they did accept the concept papers. End of the month she will be attending the Excellence in Nonprofit Management Institute through UNR. There are several different classes in grant writing, strategic planning and legal issues in governing and managing nonprofit. Marcia Voeller, Ken Miller and herself will be attending the national conference in Oklahoma City the first part of May. Tim Rubald is also attending. The Thirsty Third Thursday event begins again in May. Today the organization committee finalized some details for a family fundraiser. Tomorrow the promotions committee will finalize their part. Looks like they will have a fun family fundraising event. They do have a relationship in the works with Nevada Casting Group. In exchange for helping them find a place to conduct their workshops, they will take a lot of video of the Main Street area that they will be able to utilize online or TV advertising. On April 22 they have another business builder workshop with the Chamber. This one will focus on social media. They are a part of the Chamber's Business Showcase in the afternoon where they have hundreds of people come. In the packet there are several different articles, including what is going on at the Main Street Conference, a lot of the publicity that they have received from the press releases and that's it.

Mr. Bernhard asked if they could put together a letter to send to the County Commissioners to see if it will push the cause. He can draft a letter.

Mr. Lindsay suggested having a special meeting.

Chairman Cook added they need to notice the meeting.

11. Discussion and possible action on the Acting Town Manager/ Engineer's Report of activities for March 2010

Mr. Dallaire pointed out there is a report in the packet. The Douglas County Leadership training has another one coming up on health care. Working on the Certified Public Manager's certificate. Took one class so far at UNR. Two coming up in April on the 23rd and 30th. Both of them will be beneficial. The last one was on the NRS

and how laws are created. He is learning a lot. It's time consuming but well worthwhile. Before Jim left they had some personal goals for this job. He signed up for a class in June for a Certified Stormwater Manager. This was one of the goals Jim and he had come up with for town engineer. It was \$500 for three study courses and then he has to take an exam. They were thinking benefit-wise it would be for the flood plain analysis and also having another credential behind my name for the Q1 work. If that's okay he will still attend. He has a lot of work at the moment but hoping that ends as soon as the improvement plans are done. Q1, he has a preliminary estimate from Anderson Engineering to do the boundary line adjustment. Basically they are creating three parcels and merging the tiny strip by the hotel and the school into our parcel and making that all public facilities, then the multifamily residential for the square behind Gardnerville Elementary school. The problem with doing the boundary line adjustment is they have a little chunk of property where the sheds are that Mrs. Hellwinkel wanted to keep that will end up multifamily. So they have to do a master plan amendment, zone change and do these adjustments. His question is do I do the work or sub it out? Either way they will submit as the Town because they save 75% of the submittal fees if the Town is the applicant. They need to order a title report. He will just need to work with Anderson on that or hire them and proceed.

Mr. Lindsay asked if he has time to do it.

Mr. Dallaire did not know. Realistically, probably not.

Mr. Lindsay thought he should just have Anderson do this.

Chairman Cook agreed.

Mr. Dallaire will wait to get that going until he gets the appraisal from Sam Ward. Mr. Ward is just not thinking it will come in as much. The proposal before had better access and they would be able to develop her parcel into multifamily in addition to a lot more area. Right now we're taking eight acres, rather than the 2 ½ that was previously proposed. So he is thinking the appraisal will come in substantially lower than what it did before. He will wait to hear from Mr. Ward, get the Hellwinkels approval and then hire Anderson to do the work. He doesn't think it would be a problem getting it through the County. It's just a matter of money for the Hellwinkels. Met with Mahmood on the Pinenut Study. Mahmood's recommendation was to have a technical review and open it up to all the engineers, public agencies, Carson River Coalition, Washoe County, Carson City, Sparks, then basically it's a plug for how Manhard did the analysis for the Pinenut wash and hopefully set a standard in the area provided FEMA approves it. Carson City is moving forward. If he pushes them they will be in the review process before Carson City, which could be a good thing. He would like to proceed. Douglas County will help with the cost on this part of the presentation. They have another presentation to do last time for the community. He has submitted a contract revision for about \$7,500 for both those meetings and Mahmood agreed to pay for \$3,500 of it. April 14th is a technical meeting. End of April the Chamber's office will have the same type of presentation as Denny gave at the Town Board meeting with a little bit more updated map. Worked on the budget with Claudette. Had some discussion after the Main Street Board meeting about the Eddy Street lighting. He had Gary, from Whisler Engineering, looking at that and he will come up with a price. It would have six lights. He would like to get some direction from the Board if they are okay with proceeding? Marcia Voeller brought it up. They have about \$27,000 in contingency that will roll forward they could do the Eddy Street Lighting with that money if they would like to proceed.

Chairman Cook thought they were going to clean up the loose ends. They should get this project done.

Mr. Dallaire will see if Marie Lekumberry will allow a utility stub for future lights down Douglas. He has been working on getting the overlays done. NDOT had their project submittal this month. Something he would like to see for future projects is a plan for the sidewalk improvements of Kingslane. They came up with a plan. He met with the geotechnical person out of Carson. He was told they wanted two feet from the flow line of the Martin Slough, two feet to the bottom of the footing. When the plan was submitted it came back they wanted two feet to the top of the footing. That makes it an 11 foot wall. That project was submitted. Turned in the plans to NDOT to see if they will come up with some financing. Told them we would be willing to put in \$35,000 and maybe with that match they would be willing to do it and get it done. The other project is the widening of the Cottonwood Slough crossing on 756. Jim still has some He will try and get these projects moving. They interviewed and were going to hire someone but ran into some issues. They can hire him contingent upon getting fingerprinted and what the report ends up. Mike has a lot of welding to do on the weir. Get that project done and submitted to the Division of Water Resources. They have to monitor how much irrigation water is going in and how much is going out. They have all the metal for the kiosk. They will get that put up hopefully in the next month. Nevada League of Cities quarterly Board meeting this Friday. August 11 through 13 is the 51st annual conference for the Nevada League of Cities. Need to make reservations for that if you are going.

Motion Smith/Philips to adjourn at 6:09. Motion carried.

Respectfully Submitted,

Thomas J. Cook
Chairman

Tom Dallaire
Clerk to the Board