



GARDNERVILLE TOWN BOARD

Meeting Minutes

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Tom Cook, Chairman
Mike Philips, Vice Chairman
Robin Bernhard, Board Member
Paul Lindsay, Board Member
Jerry Smith, Board Member

Tuesday, May 4, 2010

4:30 p.m.

Gardnerville Town Hall

The meeting was called to Order by Chairman Cook and a Determination of a Quorum was made.

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

Margaret Pross, Main Street Gardnerville Chairman

Carol Louthan, Administrative Assistant

PLEDGE OF ALLEGIANCE – Jerry Smith

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MINUTES: April 6, 2010

Motion Smith/Philips to approve the minutes of April 6, 2010. 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

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 April 2010 claims.

Approved

4. Approve budget transfers.

Approved

5. Approve the DAWG special event application for the "Mutt Street Poker Run" and waive the \$100 application fee.

Approved

6. Approve the special event request from Main Street Gardnerville for "Burgers, Blankets & Brew" to be held in Heritage Park on July 17, 2010 and waive park fees.

Approved

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

ADMINISTRATIVE AGENDA

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

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

Mr. Dallaire made some changes on the budget. There were a few issues. The total ad valorem revenue went up about \$1,500. Douglas County wanted a CIP and based on the conversation last month we were not going to do road improvements and put the money toward future use in the next fiscal year. We show for the next fiscal year the Martin Slough, which is all grant funded. If they do that project he will focus on that. There is some storm drain replacement. Bell Street's storm drain is in bad shape. They need to look at replacing those and getting focused on that. The roads are in great shape. There are some agenda items for street sealing and for the rehabilitation. They will have three overlays because the cost is pretty cheap this year. They will do an analysis on Industrial Way to see what Micropaver comes up with. Jim did a lot of overlays and reconstructs in the 2005-2006-2007 years. Those streets will need to be sealed next year. They will probably split that up between slurry and Gilsonite seals. They still have \$10,000 in street maintenance. The Crestmore fence needs to be replaced. Would like to do the Raley's to Toler sidewalk link and the standard small equipment replacement at \$9,000. The bottom line is they end up putting \$263,942 into the improvement reserve, which Claudette assures they can get out if they need it. She is gearing all the departments to do this.

Chairman Cook asked Jeff to talk with Henry on the Bell Street drain.

Mr. Bernhard asked about a new trash truck.

Mr. Dallaire is proposing to purchase the trash truck the following year. 2012 will be the last payment on the debt service for this building.

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

Motion Smith/Philips to adopt the final budget as submitted.

No public comment.

Upon call for the vote, motion carried.

9. Discussion and possible action to award or deny Bid 2010-01, 2010 Annual Street Sealing

Mr. Dallaire received two bids for the street sealing project. Kustom Koatings was the lowest bidder. They are recommending Kustom Koatings as the low bidder.

Motion Lindsay/Smith to award 2010-01 to Kustom Koatings Incorporated in the amount of \$22,210.83, authorize the chairman and/or his designee to execute the contract documents and authorize the Town Manager to increase the contract by 10% as may be needed.

No public comment.

Upon call for the vote, motion carried.

10. Discussion and possible action to award or deny Bid 2010-02, 2010 Annual Street Rehabilitation

Mr. Dallaire received five bids. There is a summary in Board packets of all the bids. Staff is recommending Don Garcia. He did add on the plans that the grindings would be dumped at the Stodick and Muller intersection. He will talk to Jeff Foltz. He has a plan in place for an improved area. But he doesn't feel the Town should be responsible for it the way they want it.

Mr. Bernhard said if this is a project going forward maybe they need to get together.

No public comment.

Motion Smith/Bernhard to award bid 2010-02 to Don Garcia Excavating and Paving in the amount \$214,807.60 and authorize the chairman or his designee to execute the contract documents and authorize the Town Manager to increase, if necessary, the contract by 10%. Motion carried.

11. Discussion and possible action to amend the 2010 Street Rehabilitation Project to add an alternate C for street patching and replacement of ac paving patching along the existing valley gutter within the Kingslane park area at the Homeowners Association's request, and at their expense.

Mr. Dallaire received a call from the Kingslane HOA. Out there on their road it is deteriorated around the valley gutters. Suzanne was wondering if we can help them come up with an additional bid from the contractor and have them fix it and the HOA will pay for all the improvements.

Mr. Philips thought they should take care of that as long as Don Garcia doesn't have a problem with it.

Suzanne Towse is on the Board of Directors of Kingslane. They thought the prices would be better if they piggy backed with the Town.

Chairman Cook felt they made a commitment to help them out if they could.

No further public comment.

Mr. Bernhard asked if there was any liability?

Mr. Handelin will have them execute a hold harmless contract.

Adjourn to closed session

12. 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
(Taken after item 16)

Motion to adjourn to closed session Philips/Bernhard. Motion carried.

Reconvene in open session

Motion Smith/Philips to reconvene in open session. Motion carried.

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

Motion Lindsay/Bernhard that staff progresses like they suggested in the closed session. Motion carried.

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

Mr. Handelin saw an article recently that the State of California, the Federal Court ruled the actual state could take funds from local government. He will look at it a little bit more in depth to see how it was ruled on because the law typically flows from California to Nevada. He will keep his eye on that.

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

Mr. Summers reported the office remodel took quite a bit longer than anticipated. They are done. They just need to move the file cabinets out of Carol's office. All the irrigation is on. Parks have been fertilized. Did some more interviews again. He thought they had two more people but they might get one. Flower baskets go up after Carson Valley Days. Maintenance staff has been taking a lot of trash to Carson.

16. Discussion and possible action on the Main Street Program Manager's Monthly Report of activities for April 2010
(Taken after item 10.)

Mrs. Pross is reporting for Paula Lochridge. Paula, Ken and Marcia are currently at the Main Street Conference in Oklahoma City. They will be back tomorrow. The Design Committee would like your input on two items: one is the possibility of using the property near Heritage Park for a community garden and another is planting a living flag on the

northernmost Toler island section. There is information in Board packets.

Chairman Cook asked on the community garden how much area they are taking?

Mrs. Sandmeier indicated on an illustration the triangular piece of property across from Heritage Park.

Chairman Cook stated that is a wetland.

Mrs. Sandmeier stated the vision would be to use part for people in the community to rent a space that becomes theirs for growing their own garden plants. Some of it would be devoted to that type of thing. Plots are generally 12 by 12 or 10 by 12. Other possibilities would be a children's garden, demonstration garden, composting. It wouldn't be just for individuals growing their own things, but it can become a community project that other groups could participate in. They have had several groups wanting to do this type of thing. At this point they haven't done any concrete planning. There is no point in putting all that effort into it if the land isn't available. This would be your preliminary approval for us to form a committee and develop a plan and all the different things that would go into that.

Mr. Philips asked about the liability.

Mr. Handelin would have to look into that.

Chairman Cook asked who would pay for the water?

Mrs. Sandmeier explained people would rent the space. The income would hopefully cover that. She spoke with Michael Gus. He is currently working with Winnemucca to do this type of planning. He has identified all kinds of funding sources. He would be willing to help them find funding. It would be up to us to plan a space that meets the needs of the community.

Mr. Philips thought the number one concern is liability and the second would be water. Otherwise he thought it was a good idea.

Board members agreed.

Chairman Cook would recommend looking at giving them a lease on the land in some way so the Town is not tied down.

Mr. Philips believed the Board is basically telling her to go ahead and proceed and come back when they have a plan.

Chairman Cook thought in the meantime they will have the attorney look over all the issues associated with the project.

Mr. Dallaire pointed out that is a wetland. They might have to go through and have it re-evaluated to see if this use is even possible.

Mr. Handelin advised there are a couple of aspects they need to look at.

Mrs. Pross asked if the Board had any questions on the living flag?

Mrs. Sandmeier advised the Flower Committee will be taking care of this. She is working with Plant It Nursery and they had a living flag growing at the nursery. The Design Committee just wanted to get the Board's permission to do this.

Board members agreed.

Mrs. Pross continued her report with Lorraine Felix is resigning her seat on the Board. The Main Street Board has selected Cindy Silva as her replacement.

Mr. Dallaire failed to get this item on the consent calendar. There is a staff recommendation for a motion on this item.

Margaret reported Steve has done a hold harmless and conflict of interest policy for the kiosk. They already have 35 businesses signed up for all five of the wine walks. Four of them will be selling wine glasses in advance to try and increase awareness. They will also be selling tote bags. They want to thank the Town for all the support they give Main Street.

No public comment.

Motion Lindsay/Philips to approve Main Street Gardnerville Board Elections of Margaret Pross as Chairman, Carol Sandmeier as Vice-Chairman, Ken Miller, Treasurer and Susie Biaggini as secretary and also accept their recommendation to appoint Cindy Silva to the Main Street Board of Directors. Motion carried.

17. Discussion and possible action to approve or deny the reclassification of Carol Louthan's current position Administrative Assistant to Office Manager Senior

Mr. Dallaire has all the paperwork. They have submitted it to Michael Brown. It is going in front of the Board of Commissioners as a consent item with his approval at the next meeting on Thursday. He will be there for the meeting.

Motion Philips/Lindsay to approve the reclassification of Carol Louthan's current position from Administrative Assistant to Office Manager Senior.

No public comment.

Upon call for the vote, motion carried.

18. Discussion and possible action on Main Street Gardnerville Program funding
(Taken after 16.)

Mr. Dallaire gave some background information on the previous two years funding.

Mrs. Pross explained everything they do they should get back. They will be meeting with each committee chairman and reinforcing that. To clear up one matter, she did submit a letter requesting the funds from the County as per Jim's instructions. They also met with Michael Brown. So they did get a request

Mr. Dallaire will find out the process for sure for next year. The feedback he received from the Board was that they would do it this year just to get the budget back together. Currently Ms. Lochridge has applied for grant money. The NCOT money is coming in. Those items will go up.

Mrs. Pross stated Ms. Lochridge has taken a course in grant writing. The wine walks have funded themselves. When you are talking about a big fundraiser they may break even or make a few thousand. The newest fundraiser they hope will grow and become a source of support for this program. They have all worked very hard on the Main Street Program.

Mr. Dallaire added the memberships are double what they have budgeted. Ms. Lochridge will be sending the membership due reminders out every month. They hope that number will keep increasing. The wine walks attendance has gone way up.

No public comment.

Mr. Dallaire explained they have already approved the budget. Staff just wanted to make sure the Board was aware of the issues.

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

Mr. Dallaire has been attending Leadership Douglas County and two other classes this month. The one on budgeting and finances was disappointing. They have the power course coming up and he will try to attend through the Nevada League of Cities. Next month he only has one class for this particular certificate. He has tried to get in touch with Sam Ward about the Hellwinkel property. They signed a contract and they are on the 5th week. He would just like the appraisal done. The Pinenut study he has had several meetings with Mahmood. Mahmood wanted him to hold off on it. They had a meeting last month with all the local engineers, agencies, counties, state and private. There were several issues that came up about the study. One issue was the gauging station he used in his analysis was in the wrong location with the wrong data. They fixed that, revised the flows and that made the flows smaller. They have another meeting on May 19th in Carson. The main proponent in making this an issue was the Water Conservancy Department. They will have another meeting with a few of the engineers. With the corrections that have been made Mahmood is ready to keep moving forward. He has heard some feedback from FEMA that is positive. Everyone is anxious to see how FEMA handles this because it will be the groundwork laid for the whole region. He has talked to Rob Anderson about H & S' development east of Chichester. They are redoing it to single family homes. Rob Anderson is requesting copies of the flood study. He talked with Manhard and with Mahmood and basically we will give Anderson this information once they get it from Mahmood. He met with Michael Brown and Minden about the trails. They will come up with a main trails plan. Through the development of Mike Jarrett's there was an irrigation

easement that will go down to Lampe. Waterloo Center has a sidewalk that was supposed to have a bridge across the slough. They also have an approval from Jim and Jennifer on the bike path when Mike Jarrett was supposed to install the bike path. With the sidewalk plan we have proposed with NDOT, if they can get that approved they will move the sidewalk crossing at Highway 395 down closer to Raley's and then extend the sidewalk to Toler to try to get that link done. Next meeting he will find out who is going to fund the trail system. Robin did a great presentation at the Democratic meeting.

Mr. Bernhard explained it was the Toastmaster's group putting on a town hall forum. The town managers from Minden and Genoa were there along with Michael Brown.

Mr. Dallaire needs to find out who to contact to get the willows cut down behind Sally Marr's residence.

Chairman Cook advised the Ditch Committee.

Mr. Philips suggested they can get the forestry crew out.

Mr. Dallaire has interviewed six more candidates hoping to find two. They have one high school kid. They put up the weir and someone has already broken the lock off, yanked the weir plate off and threw it into the pond. Then they went down and turned on the water. So it has to be a rancher. They have been keeping track of the water once a week. The ponds are full again.

Motion Smith/Bernhard to adjourn at 6:58 p.m. Motion carried.

Respectfully Submitted,

Thomas J. Cook
Chairman

Tom Dallaire
Clerk to the Board