



 Happy 4th of July

*Gardnerville Town Board Meeting*

*July 2, 2019*

*4:30 p.m.*



## GARDNERVILLE TOWN BOARD

### Meeting Agenda

Linda Slater, Chairman  
Lloyd Higuera, Vice Chairman  
Ken Miller, Board Member  
Mary Wenner, Board Member  
Mike Henningsen, Board Member

1407 Highway 395 N.  
Gardnerville, Nevada 89410  
(p)775-782-7134 (f): 775-782-7135  
<https://www.townofgardnerville.com>

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 2, 2019

4:30 p.m.

Gardnerville Town Hall

### MISSION STATEMENT

*"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."*

Copies of the finalized agenda were posted on June 27, 2019 or before the third day prior to the meeting date, by Marie Nicholson,

Office Specialist Signed: M Nicholson in accordance with NRS Chapter 241 at following locations;  
Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 8:06 A.M.  
Douglas County Historic Courthouse, 1616 8<sup>th</sup> Street, Minden NV 89423, at 7:59 A.M.  
Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at 7:48 A.M.  
Gardnerville Town Offices, 1407 Hwy 395 N, Gardnerville NV 89410 at 8:15 A.M. and on the Internet at <https://www.townofgardnerville.com/>

**Notice to Persons with Disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Gardnerville Town Offices in writing at 1407 Highway 395, Gardnerville NV 89410, or by calling (775) 782-7134 at least 24 hours in advance.

**Notice regarding NRS 237:** The Gardnerville Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237-030 et seq. with respect to items on the agenda, and determines that each Rule which is on the agenda for which a BIS has been prepared does impose a direct and significant economic burden on a business or directly restricts the formation, operation or expansion of a business, and each Rule which is on the agenda for which a BIS has not been prepared does not impose a direct and significant economic impact on a business or directly restrict the formation, operation or expansion of a business.

**Notice:** Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items shall include discussion and possible action to approve, modify, deny, or continue.

**Notice:** : "Any invocation offered before the official start of the Board meeting shall be a voluntary offering of a private citizen. Attendance and participation in any invocation is not required. The views expressed are not necessarily views of the Board, have not been previously reviewed or approved, and shall not impact the business of the Board."

### INVOCATION – Deacon William Henderson, St Gall Catholic Church

4:30 P.M. Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE – Mary Wenner

### 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.

### **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.

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

A. June 4, 2019 Regular Board meeting





**CONSENT CALENDAR FOR POSSIBLE ACTION**

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Town Board Members or any member of the general public wishing to discuss any Consent item or items may request to have the item or items moved to the Administrative Agenda for further discussion. When items are moved for discussion, they will be placed at the beginning of the Administrative Agenda.

1. **For Possible Action: Correspondence.**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.**
3. **For Possible Action: Approve June 2019 claims.**

**ADMINISTRATIVE AGENDA**

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

4. **For Possible Action: Discussion on and direction to Staff to work with Douglas County regarding the 2019 Master Plan as it pertains to the Minden/Gardnerville Community Plan and the proposed revisions of the Master Plan mapping and future processes for the update; with public comment prior to Board action.**
5. **For Possible Action: Discussion and direction related to the proposed goals for Erik Nilssen, Town Manager, for completion during his first year as the executive director of the Town; with public comment prior to Board action.**
6. **Not for Possible Action: Discussion on the Town Attorney's Monthly Report of activities for June 2019.**
7. **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for June 2019.**
8. **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, and Main Street Gardnerville.**

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

**Adjourn**

**Freedom 5K Fun Run/Pops in the Park Concert – July 4, 2019**

**Movies in the Park - July 12, 2019 – Incredibles 2**

**Third Thursday Wine Walk – July 18, 2019**

**Movies in the Park – July 26, 2019 – How to Train Your Dragon – The Hidden World**

**Next monthly board meeting August 6, 2019**

**Movies in the Park – August 9 – Mary Poppins**



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

Linda Slater, Chairman  
Lloyd Higuera, Vice Chairman  
Ken Miller, Board Member  
Mary Wenner, Board Member  
Mike Henningsen, Board Member

1407 Highway 395 N.  
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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, June 4, 2019

4:30 p.m.

Gardnerville Town Hall

INVOCATION – None.

**4:30 P.M.** Chairman Slater called the meeting to order and made the determination a quorum is present. Chairman Slater recognized Board Member Wenner is absent tonight.

#### PRESENT:

Linda Slater, Chairman  
Lloyd Higuera, Vice-Chairman  
Ken Miller  
Mike Henningsen

Jennifer Yturbide, Town Counsel  
Erik Nilssen, P.E., Town Manager  
Geoff LaCost, Superintendent Public Works  
Carol Louthan, Administrative Services Manager

#### ABSENT:

Mary Wenner



**PLEDGE OF ALLEGIANCE – Ken Miller**



**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. Ken Miller commented on behalf of town board and myself. My wife and I took a walk by Heritage Park and saw the completed bocce ball courts, an Eagle Scout Project the Town Board approved recently. If you haven't seen it please go by and look at it. They did a nice job. You need to take your own equipment and the rules are on a board next to the courts. There are benches and tables around the courts so you can watch the game.

Mr. Jerry Turner commented on items not on the agenda (a recording is available upon request).



**FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.**

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

Mr. Miller pointed out staff has requested that Item 5 be taken off consent and moved to the administrative calendar.

Chairman Slater has also been informed that item 16 under the administrative agenda will be removed and rescheduled for the July meeting.

**Motion Higuera/Miller to approve the agenda with item 5 on the consent calendar for discussion and item 16 on the administrative agenda removed.**

No public comment.

**Upon call for the vote, motion carried with Board Member Wenner absent.**



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

- a. April 29, 2019, Special Meeting Minutes
- b. May 7, 2019 Regular Board Meeting; with public comment prior to Board action.

**Motion Henningsen/Higuera to approve the previous minutes of April 29, 2019 special meeting and the minutes of May 7<sup>th</sup>, 2019 regular board meeting.**

No public comment

**Upon call for the vote, motion carried with Board Member Wenner absent.**

 **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 May 2019 claims**  
Approved.
4. **For Possible Action: Approve expenditure of \$2,479.50 for Boy Scout Nathan Caires Bocce Ball Courts at Heritage Park.**  
Approved.
5. **For Possible Action: Approve budget transfers for 18/19 FY**  
Pulled for discussion.
6. **For Possible Action: Approve a letter of support at the request of Douglas County to the United States Department of Transportation for a BUILD Grant to aid in the construction of Muller Parkway**  
Approved.
7. **For Possible Action: Recommend Approval of a Douglas County Outdoor Festival Entertainment Event application for Big Mama's Show & Shine & The Great Race, to be held on June 23, 2019 from 11:00 a.m. to 6:00 p.m. at Lampe Park**  
Recommend approval.

**Motion Higuera/Miller to approve the consent calendar.**

No public comment.

**Upon call for the vote, motion carried with Board Member Wenner absent.**

**ADMINISTRATIVE AGENDA**

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

5.  **For Possible Action: (From Consent Calendar) Approve Budget Transfers for 18/19**

Ms. Louthan explained the need for the budget transfers.

No public comment.

**Motion Higuera/Miller to approve budget transfers for 2018/2019 fiscal year from \$85,000 to \$135,000.**  
**Motion carried with Board Member Wenner absent.**


8.  **Not for Possible Action: Presentation by Wes Henderson, Director, Nevada League of Cities, on a legislative update.**

Mr. Wes Henderson thanked the board for their membership and participation in the Nevada League of Cities. Mr. Henderson reviewed some of the events of this year's legislative session. The main things that affect you are all the reforms made in 2015 to collective bargaining, prevailing wage and ending fund balance have been rolled back. Effective July 1 any public works project of \$100,000 or more is subject to prevailing wage. The Evergreen clause

and collective bargaining agreement are back in play. There is also a revision of an ending fund balance that required three months retention, that was not subject to collective bargaining, that has been rolled back to two months. The League is authorized to put in up to 5 BDR's per session. We submitted four. The public records bill, we worked on until it was more acceptable. A public records violation has to be a willful violation of the law to incur fines. Main Street was reauthorized for another two years.

Mr. Miller asked if there were any changes to the open meeting laws.

Mr. Henderson noted there were a couple of open meeting law bills. There were some changes to worker's compensation that could have an effect on municipalities.

9.  **For Possible Action: Discussion and possible renewal of the Town of Gardnerville's insurance offered through the Nevada Public Agency Insurance Pool (POOL) and payment of \$25,173.92 for fiscal year 2019-2020 with public comment prior to Board action. Appearance by Alan Reed, Warren Reed Insurance**

Mr. Alan Reed, Warren Reed Insurance, went over the insurance renewal for fiscal year 2019/2020.

Mr. Miller asked about the competition for grants.

Mr. Reed mentioned last year the POOL has focused on helping entities that don't have money. I would give it a try. We've seen everybody get grants.

No public comment.

**Motion Higuera/Miller to approve the Town of Gardnerville Insurance and payment of \$25,173.92. Motion carried with Board Member Wenner absent.**

10.  **For Possible Action: Discussion to recommend approval, approval with modifications, or denial of a proposed Special Use Permit and major design variance for the construction of a parking area for the J.T. Basque Restaurant and landscape barrier to include the property north of the restaurant at 1430 N. Highway 395, APN 1320-33-401-034. The existing Midland Station would be demolished and parking would be the primary use of the parcel; with public comment prior to Board action.**

Mr. Keith Ruben, R.O. Anderson Engineering, representing the Lekumberrys, gave a power point presentation on the project.

JB & Marie Lekumberry stated the gas tanks have been death certificated and removed. They are second generation owners of the JT Basque Bar & Dining Room. Over the last 59 years they have worked hard to preserve and enhance the building that was moved from Virginia City in 1896. We need to expand the parking capacity.

Mr. Henningsen remarked the JT is near and dear to my heart. I don't see a lot of vision being portrayed on anything but a parking lot. So I'm disappointed. Businesses need to help revitalize and set an example. I didn't see a lot of vision other than a parking lot.

Mr. Lekumberry needs parking. We tried numerous ways to get another viable business and that building is dilapidated.

Mr. Higuera felt the board will wrestle with the Plan for Prosperity.

Mr. Nilssen, town manager, went over the staff report.

Public comment.

Ms. Carol Sandmeier thanked the Record Courier for putting the item in the paper. It's tragic to lose another of Gardnerville's historic buildings. I appeal to the owners to recognize its historic value. If demolished it leaves another major gap. It was a sad day when we lost the East Fork Hotel. If this continues we'll be known as the parking lot



town on the way to historic Minden. I consulted with someone who teaches heritage conservation. Using the term adaptive reuse, it was suggested the façade of the building could be saved. The cars could enter the parking area through the open bay of the garage. This would preserve the appearance and provide a new parking area for the restaurant, but the façade would be there. I appeal to the owners, the town and the county to choose to do the right thing.

Ms. Beth Hojnacke was thinking the same thing. Is there some way to save it and have the cars enter and leave through the bay doors. Sharkey's has parking. In 50 years I don't want someone coming to Gardnerville and saying "They paved paradise and put in a parking lot."

Barbara Havens commented the Lekumberrys are a wonderful family and have a wonderful business. I'd like to see them have the opportunity to expand. But I think these ladies have some really good ideas. I hope you will consider that in your deliberations.

Meredith Fischer recognized the town is in a tough position. I have a lot of respect for the Lekumberry family and what they contribute to the downtown area. They are an anchor business. I respectfully disagree with tearing down the building. Certainly I would love to see it as an adaptive reuse. I also understand their perspective of the costs being prohibitive. I love the idea of keeping the façade and having parking behind that. I also sit on the board of directors for Main Street Gardnerville and preservation is one of the key factors. Unfortunately parking lots are not memorable. Historic buildings have value. I ask if we aren't able to save it, consider preservation for the remaining historic buildings we have. We're seeing a lot of casualty of historic buildings in the name of progress. The Minden Flour Mill is an example of adaptive reuse. We need to consider if there are any areas we can work to provide more grants so these aren't high costs for people who might take this on. This is something Main Street can look at too.


Mr. Miller served four years on the Main Street program and I believe in the fundamentals and purpose of Main Street. In the past we have had eye sores in this area. If it were to sit vacant it would be an eye sore again. JT is a prosperous business. I have a hard time looking at denying this application. It was mentioned somebody would prefer to have that station rather than the Gardnerville station. The Gardnerville station was an opportunity and we received grants for it. This particular property could not be obtained for the price we got that property and the improvements. If another business were to go in there it could really cause a worse problem of parking than we have now.

Chairman Slater agreed. There would be a huge cost to try to retain it as it is. They are not in the business to make things look pretty for us.

Mr. Higuera noted Main Street Gardnerville's goal is to draw people to the downtown area. I can't think of another business that draws more people than the JT. They really fit into the Main Street goal. I think there are really more pluses than minuses. I too would back the plans of the Lekumberrys.

Mr. Henningsen thought this was extremely difficult. The burden of preservation falls on the few. We many want to enjoy the benefits, but can't contribute to preserving it. I would love for them to step up and help us. I understand why it's not their job to preserve Gardnerville. The other side is, is it our job to send the message that we need to try and work to preserve the town and the historic character. Part of me says we do need to send that message. But I understand it's expensive. The planning commission denied it. I am frustrated that it's too easy to make a parking lot.

**Motion Miller/Higuera to approve the proposed special use permit and major design variance for the construction of a parking area for the JT Basque Restaurant and landscape barrier to include the property north of the restaurant at 1430 North Highway 395, APN 1320-33-401-034 and the existing Midland station would be demolished and parking would be the principal use of the parcel. Motion carried with Board Member Wenner absent.**

11.  **For Possible Action:** Discussion to recommend approval, approval with modifications, or denial of a proposed Maverik convenience store with fuel sales on approximately 3.1 acres of an 8.65 acre parcel, APN 1220-04-602-012, 1301 Highway 395; with public comment prior to Board action.

Mr. Rick Magness, Maverik Incorporated, gave a power point presentation.

Mr. Nilssen advised the colors of the building have changed. The original colors were darker. I do not have any conditions. They met the design criteria of the Plan for Prosperity. They meet the town's design guidelines. The parcel is completely zoned neighborhood commercial. If Maverik develops their store and parcels off the rest of the five acres, it's still zoned neighborhood commercial. I don't know how that could be developed as residential without a master plan and zoning map amendment. That is something that needs to be clarified.

Mr. Sam Booth, Planning Manager for Douglas County, agreed the site is zoned neighborhood commercial. It would take a master plan amendment and zoning map amendment to do anything other than commercial on the back portion of the site. I cannot guarantee it would be residential behind. It's all one parcel so it would take a parcel map to split the property.

Mr. Bill Marsh lives back up against this parcel. I would like to know where the loading docks are going to be. We will hear the noise from the loading docks.

Mr. Nilssen explained there are delivery trucks, but there is no loading dock.

Mr. Steve Mason, County Planner, explained they have to have a 12 X 40 foot loading area to the rear of the building. As far as neighboring residences, from the brick wall it is at least 4 to 500 feet to the nearest residential building. The use of the parcel is hypothetical. This is only for the Maverik store and the three-acre section.

Mr. Bob Simon lives on Elges. There are approximately 10 convenience store gas stations in Gardnerville and Minden. There are three within one-quarter mile of this project. How many do we need? This station will increase traffic and congestion in and out of 395 and Stodick Parkway. 395/Waterloo is the busiest intersection in the Carson Valley. If this station is open 24/7 it will create light pollution. My neighbors and I ask that the board deny this application. This Maverik Company could care less about Gardnerville. It's about money.

Mr. Greg Santucci lives on Elges. I do have concerns about this affecting the city water. Elges is a cul-de-sac. There should be some kind of entry or exit to the complex or whatever is going in behind.

Mr. Roger Falcke is a business owner here in Gardnerville. I own the AM/PM in Gardnerville. Maverik has a good model for a convenience store. If you approve it this will be the eighth gas station on Main Street in Gardnerville. Is there an avenue for Maverik to contribute to the future stoplight and intersection at Stodick Parkway?

Ms. Barbara Havens on Elges agrees with these gentlemen. We don't need another gas station. I would challenge the gentleman from the planning department to know what is going on with the rest of the property. We need to look at what will happen to the rest of the property and the noise for that area.

Chairman Slater asked what would have to happen to open Elges?

Mr. Nilssen stated Elges can't be extended to Stodick. It was closed specifically because the spacing between Elges and 395 is too close and also in anticipation of Muller Parkway and Stodick Drive. Whatever goes in the rear would be using the two existing driveways.

Mr. Simon commented if the rest of the property is developed there will be an access from Elges.

Mr. Nilssen didn't believe there would be an access to the rear. That would come to the town for review and we could comment at that time.

No further comments.

Mr. Miller felt this is not the best use of the property. It is zoned commercial and we cannot forbid a gas station. It's hard for us to deny this application because of the zoning.

Mr. Henningsen believed this is a very professional project. I don't think we need another convenience store or gas station. We have to look at the project, its merits and how well it meets the county standards.



Mr. Higuera agrees it is a well-planned project. We are only considering the gas station and the convenience store.

Chairman Slater concurs with that.

**Motion Henningsen/Higuera to approve the proposed Maverick convenience store with fuel sales on approximately 3.1 acres of the 8.65 acre parcel APN 1220-04-602-012 on 1301 Highway 395. Motion carried with Board Member Wenner absent.**

**12.  For Possible Action: Discussion on vehicle gate style and placement to be installed at Carrick Detention Pond on Town property; with public comment prior to Board action.**

Mr. LaCost has been in contact with Mr. Jones. He is disappointed that the gate is not going to be put out by Grant. I did provide some information that the access is not an exclusive use. The gate was removed from the fence project because it didn't seem to fit in with the project. Red curbing and no parking were directed to be put in and will be put in when we have staff time. I did receive additional quotes for the gate if we want to put the gate in. When whoever owns the property develops the property they will have to remove the gate. Any moneys we put in for a gate would be lost for lack of better terminology. Do we still want to move forward with the gate? We just need to know direction.

Mr. Higuera would like to start with the red paint and signs


Mr. Miller mentioned the issue about the adjacent parcel being a dog park was settled two years ago.

Mr. Nilssen would recommend to the board painting the south curb red and putting up no parking signs. I would like to leave the north side open so if people come to use the dog park they would be able to park. If it still is an issue where he can't access his property in the future, we can paint the north side as well.

Attorney Yturbide advised if you are giving direction you don't really need a motion.

No public comment.

Mr. Miller felt staff has direction. No need for a motion

**13.  For Possible Action: Discussion to award, award with modifications or deny Town bid #2019-01, for a fencing contract around Grant/Carrick Detention Pond to Tholl Fence in the amount of \$32,453.72; with public comment prior to Board action.**

Mr. LaCost explained the bid came in under budget. We had two bids. Tholl Fence came in as a low bidder. I did ask in the recommended motion for an allowance of up to 7% for change orders. The fence goes all the way around the walking path. The plan set is in board packet. It is a four-foot high black chain link fence, manual gates, two entrances for vehicles that will be kept locked.

Mr. Miller wondered about the Girl Scout project for a water fountain. We said we would look at the fencing to see if there was any money left. We just spent money for a bocce ball court for the Boy Scouts. Can we put it on the agenda next month that we spend the leftover money from the fencing to approve the water fountain and invite the Girl Scouts back?

Mr. LaCost mentioned the fiscal year changes. That money would be in next fiscal year's budget. In the small projects line item I did set aside some funds for community projects. We can bring it back next month.

No public comment.


**Motion Higuera/Miller to award Town bid #2019-01 for a fencing contract around Grant/Carrick Detention Pond to Tholl Fence in the amount of \$32,453.72. Motion carried with Board Member Wenner absent.**

**14.  For Possible Action: Approval of Resolution 2019R-026 augmenting the Town of Gardnerville budget for fiscal year 2018-2019; with public comment prior to Board action.**

Mr. Nilssen went over the reimbursements to be augmented.

No public comment.

**Motion Miller/Higuera to approve Resolution 2019R-026 augmenting the Town of Gardnerville budget for the fiscal year 2018/2019. Motion carried with Board Member Wenner absent.**

**15.  For Possible Action: Discussion to award, award with modifications or reject Town bid #1901, for the 2019 Annual Street Sealing contract to the best bid and/or lowest responsive and responsible bidder; with public comment prior to Board action.**

Mr. LaCost had 175,000 budgeted. We are looking to add 10% for change orders. If you look at the plan set it does quite a bit of old town. We are not doing Cemetery. That is on the slate to be replaced. Another option would be to do the town maintenance facility and/or seal this parking lot. The alternate is the Sunset Park subdivision.

Mr. Higuera asked if in the motion they would prefer to have the dollar amount versus best bidder, lowest bidder, responsive bidder, responsible bidder.


Attorney Yturbide advised it needs to be a dollar amount.

Public comment.

Ms. Beth Hojnacke serves on the board of directors for Chichester POA. We have a cul-de-sac that all the asphalt is coming loose. If there is some extra money maybe you could just do that end where the repair is. If we could add that to the list some way it would be much appreciated. The name of the street is Windsor Court.

No further public comment.

**Motion Higuera/Miller to award Town bid #1901 for the 2019 Annual Street Sealing contract in the amount of \$142,007.00 to Sierra Nevada Construction and include a 10% overrun, if needed. Motion carried with Board Member Wenner absent**

**16.  For Possible Action: Discussion regarding possible elimination of convenience fees associated with the payment of the Town's Health & Sanitation bills by credit card; with public comment prior to Board action.**

Removed and placed on July agenda.

**17.  Not for Possible Action: Discussion on the Town Attorney's Monthly Report of activities for May 2019.**

Attorney Yturbide reported some issues came up involving Carrick Pond and researching the easement. There were some employee and HR issues that came up. There was also some discussion with a variety of people regarding credit card convenience fees which we are talking about next month. We were going to readdress it in July. I have also reviewed the agenda for June and packet materials, attended meetings and corresponded with staff. I reviewed a couple of code enforcement issues and professional services contract.


**18.  Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for May 2019.**

Mr. Nilssen reported the flower baskets are hanging on Main Street. We were able to review two projects and award two contracts. There have been a lot of meetings with consulting engineers and regulatory agencies to figure out where we are with certain projects. We entered a design contract for the Maple Street storm drain relocation. We should have plans on that in the next five or six weeks.

19.  **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, and Main Street Gardnerville.

Chairman Slater stated Mary Wenner is not here tonight to give the report on the arts council. Wes Henderson gave the report for Nevada League of Cities.

Mr. Higuera reported another new member (Don Johnson) has been added to the Main Street Board of Directors. They are up to a nine member board. All flower pots have been sold. They still have 20 flower baskets to sell. They reformed their executive committee. They invited town board members to the chamber coffee on June 12. Main Street is the business of the month and is hosting the chamber coffee at the Gardnerville Station. The wine walk was down substantially. The weather played a big role in that. They made \$2,022.00 as opposed to \$4,961 last year. They are hoping for better weather next wine walk. The Fun Run is still scheduled. Carson Valley Pops will still be at the park.

20.  **For Possible Action:** Discussion to change the date of the July board meeting from the 2<sup>nd</sup> to the 9<sup>th</sup>; with public comment prior to Board action.

Mr. Nilssen was just giving the board the option if they wished to change the meeting.

No public comment.

No action taken. Meeting remains on July 2<sup>nd</sup>.

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

Mr. Jerry Turner gave public comment on items not on the agenda. (a recording is available upon request)

Meeting adjourned at 7:16 p.m.

**Respectfully Submitted,**

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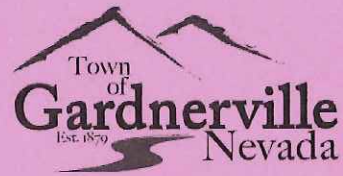
Linda Slater, Chairman

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Erik Nilssen, P.E., Town Manager



**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **For Possible Action:** Correspondence

2. **Recommended Motion:** Receive and file  
**Funds Available:**  Yes  N/A

3. **Department:** Administration

**Prepared by:** Marie Nicholson, Office Specialist

4. **Meeting Date:** July 2, 2019

5. **Agenda:**  Consent  Administrative

6. **Background Information:** See attached.

7. **Other Agency Review of Action:**  Douglas County  N/A

8. **Board Action:**

- Approved  Approved with Modifications  
 Denied  Continued

June 14, 2019

Town of Gardnerville  
Town Manager, Erik Nilssen, P.E.,  
Town Board Members  
1407 Highway 395 N  
Gardnerville, NV 89410

Re: Superintendent of Public Works – Geoffrey LaCost

Dear Board Members and Town of Gardnerville Manager,

I am writing this letter to let you know about an incident that occurred on Saturday, June 1<sup>st</sup> during an estate sale that we were holding at 1357 Toler Lane. This was an incident that was handled very poorly and I really feel that it needs to be addressed.

We started on Saturday morning at 7:30am. As is done through-out the entire valley, we went to put out signs out – not knowing that this area had strict rules about not putting them on signs. That was my error in not checking first, but honestly I didn't even think about it since that is a normal thing that is done through the whole county on any given weekend.

Around 8:00am, we started having customers come to the estate sale (3 different people in fact) all saying the same thing: "There is an angry man ripping yours signs down. He's in a huff and sweating, yelling that these are his posts and that we are going to be fined \$800 for putting them up." My husband drove down but didn't find him, only shards of our signs – some still stuck to the posts and some in the street.

A little bit later, Geoffrey LaCost showed up at the house. This part is only relayed to me from my daughter and the witnesses at our estate sale. He came onto the property, with all of our signs ripped to pieces (not in half as he said later – but I wish I'd taken pictures) and came up to my daughter. He did not ask to speak to whoever was in charge, but instead just started speaking abruptly to my daughter – whom was only outside to tell people that there was more inside and out back. This was her grandmother's house and it was a very difficult day to begin with. To have some angry man come up to her and tell her that she was breaking the law and will have to put new signs up while putting the shreds of our first round in her hands was just more than she needed to deal with. (Someone needs to remind Mr. LaCost that "Estate Sale" means someone has died so maybe having a bit more respect would be a better way to start.)

Someone at the sale came in and told me he was out there, but had left abruptly before I could catch him. My neighbor that was there to help out – and had been the one with my daughter to put the signs up, immediately called him. He was nice enough to leave a card. This neighbor is a local attorney. The conversation that they had was also not polite (on his part) and was downright rude. She had to end the conversation, as it was going nowhere.

At that point, with our sale going, she had to go back to the store to buy more boards while I tried to acquire enough boxes to put them up. Then we had to remake them and make the

rounds to put them up – all while we (I) was having to deal with the customers by myself. It definitely made an already difficult morning even more difficult.

Being angry at the behavior of this town representative, I posted a message on my Facebook page and later on the Rants & Raves pages. This behavior was out of line and downright unprofessional. The responses that I got – both in the comments on those pages and from private messages – were even more disturbing. On my page, I posted a picture of his card, but on the Rants and Raves page I didn't. It was amazing to me to see how many people knew exactly who I was talking about because this behavior seems to be a pretty normal behavior.

Through the day my neighbor had been curious enough and did some further research and found that Mr. Lacost has listed in his Linked In account that he is responsible for Customer Satisfaction and Dispute Resolution. That is simply laughable based on how he dealt with this situation on this particular morning.

Mr. Lacost has some serious anger issues, based on the reports from our customers. He most certainly doesn't have a grasp on how to deal with community members in a professional manner, nor was he successful in resolving this dispute in a professional manner.

It wasn't until the middle of the next day that he showed back up. Undoubtedly, it was because he was getting feedback about the Facebook posts. I whole-heartedly doubt he would have returned otherwise. Upon his return this time, he started out by asking for the lady in charge – again obviously he knows it was a lady since I'd been the one to post it.

Our conversation that day was very cordial, but it was not very productive. He stated his reasoning – these posts cost a lot of money and the tape would peel the paint off. I get it and apologized. He said, the day before, that he rips up the signs now because he would just have people turn around and put them back up. At that point, I took offense. He cannot just lump all people into the same mold. I agree, there are most definitely people that would do that, but if he is responsible for building community relationships you cannot start off by lumping us all into the "dirt bag" category.

I told him (three times in fact – because he refused to acknowledge it) that had he shown up at the house yesterday morning with this same demeanor, asking to speak to the person in charge and politely asking that we take them down and offering the suggestion of putting them on boxes, we would have been more than happy to do that. We honestly did not know it was such a horrible offense – but I understand now. (I will be sure to relay this fact to the new owners too.)

Had we been given the opportunity to take care of this on our own, we certainly wouldn't have ripped them off the posts, leaving shards all around. We would also have been able to reuse those signs easily and not have to go out and spend more money on more signs – and have people that were there to help out having to waste more time.

He was proud of the fact that he had come back the next day to straighten things out after having some time for everyone to calm down. Again, I relayed to him that it was him that was initially angry yesterday and I only became angry upon hearing how he spoke to and treated my



daughter, and how he ripped up our signs, causing more of a hassle at the start of our morning. Had he come to us this civilly the day before there would have been no anger (maybe some frustration, but we are reasonable people and would have done as he asked) , there wouldn't have been any Facebook post, and more importantly, there wouldn't have been a crying daughter from his behavior with her. He repeatedly stated that he did not raise his voice to her. That's all great, but just because he didn't raise his voice that doesn't mean that he was behaving respectfully and not talking down to her like she was scum. She would not come out when he showed up the next day for him to apologize because she did not even want to see him again. Instead, she stood in the garage and listened to him justify his behavior and not really acknowledge what we were saying.

I appreciated and thanked him for returning but in the end I feel that if he is being deemed as a community representative in charge of dispute resolution that he needs to be made to spend some time in training classes/meetings to help improve the manner in which he deals with the general public. He could also possibly use some anger management training. At any rate, until these things happen, I would not recommend that he have that responsibility as part of his job description. He is obviously too overloaded to deal with the daily (or at least weekly) dilemmas of dealing with signage issues.

Another suggestion to minimize this issue would be to have some small plaques made and attached to each of these posts letting people know that taping signs to the posts is prohibited. After this situation, I went to the Town of Gardnerville's website to see if there was anything to be found about signage and found nothing. Granted, I didn't search the whole website, but did more than the average person would be willing to do.

In the end, we went around and picked up all of the scraps that he'd left in the street and attached to the posts where he tore them down. That is who we are and what we would have done had the signs been left for the time of the sale.

I appreciate your time in reading this and sincerely hope that this prompts some changes to be made in how things are handled in the future.

Sincerely,

Teresa Rose  
1073 Canal Dr.  
Gardnerville, NV 89410  
(775)450-6734

Videos 1 of 2 YouTube

on chemtrails  
"Proof Military Intentionally poisoning us! Mergellans Exposed mpt"

"Why in the world are they spraying, full documentary"

"Shocking - pilots, Doctors, and Scientists tell the truth about Chemtrails"

"What in the World are they spraying, full documentary"

"How to Survive Chemtrails by Ken Rohls"

"Chemtrails, Harp and the full spectrum and the full dominance of Earth - Elan Freeland"

"STOP THE CRIME.NET"

Erik

over



Videos 2 of 2 YouTube

"From chemtrails to Pseudo-Life. The Dark agenda of synthetic-Biology (ful. Epant)"  
"From Chemtrails to pseudo-life part 2"

"How Chemtrails are affecting you! Pseudo Life - Dark Agenda of synthetic-Biology"

"Geo Engineering harp project and Chemtrails"

"Mergellans exposed. Com Book (Amazon.com): "Under the ionized sky from Chemtrails to space fence lockdown" by Elan Freeland"

Videos 1 of 2 YouTube

Erik  
"Common Core - from farce to failure - With Dr. Duke Pests Glenmont, NY 11 9 15"

"Destroy the Ability to Think to Destroy the Entire Culture"

"The American school: why Johnny can't think by Leonard Peikoff"

"Why Johnny Can't Read" by Dr. Samuel Blumenfeld"

"Student Data mining with Michelle Malkin"  
Book: "N.F.A. - the trojan horse in education" over

↓ Videos 2 of 2 YouTube

"The Deliberate Dumbing Down of America and Common Core"

"Dr. Samuel Blumenfeld Socialist Revolution in public schools"

"Common Core Curriculum a Trojan Horse for education reform"

"Dr. Megan Koschnick - Common Core is developmentally inappropriate"

"Dr. Samuel Blumenfeld: Are public schools harming our kids"

"Common Core Data mining and how to protect our kids."

"STOP THE CRIME.NET"

JULIENNE

Jerry Turner  
bring to office



To the Town of Gardnerville,

Thank you for funding my Eagle Scout Project. Thanks to you, my dream of becoming an Eagle Scout can now become a reality. I appreciate that you invested in my project, and my goal of becoming an Eagle. Special thanks to Geoff for his time and support.

Thank you for your support of my project,  
Nathan Cairns





# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Approve Health and Sanitation & Public Works Departments Monthly Report of activities
2. **Recommended Motion:** Approve as submitted  
 Funds Available:  Yes  N/A
3. **Department:** Administration  
 Prepared by: Marie Nicholson, Office Specialist
4. **Meeting Date:** July 2, 2019
5. **Time Requested:** N/A
6. **Agenda:**  Consent  Administrative
7. **Background Information:**

### Trash (May landfill)

### Credit Cards & E-Checks (May)

Residential Accounts	<b>1834 - total</b>
Single Family	<b>1775</b>
Duplex	<b>16</b>
Triplex	<b>3</b>
Fourplex	<b>9</b>
Sixplex	<b>1</b>
Office Residential	<b>30</b>
Commercial accts	<b>234</b>
Greenwaste accts	<b>1414</b>
Cleanup dumpsters	<b>16</b>
X cans	<b>335</b>
# new residential accts	<b>8 new, 15 transferred</b>
# new commercial accts	<b>0 new, 2 transferred</b>
Minimum User	<b>24</b>
Total tons - trash	<b>419.12</b>
Total tons - greenwaste	<b>45.45</b>

Total Amount	<b>\$11,935.33</b>	
Total Transactions	<b>103</b>	
Visa	<b>78</b>	<b>\$ 6,808.46</b>
MasterCard	<b>5</b>	<b>\$ 1,009.69</b>
AMEX/Discover	<b>1</b>	<b>\$ 123.05</b>
Terminal	<b>0</b>	<b>\$ 60.32</b>
E-Checks	<b>19</b>	<b>\$ 3,933.81</b>

8. **Other Agency Review of Action:**  Douglas County  N/A
9. **Board Action:**  
 Approved  Approved with Modifications



**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **For Possible Action:** Approve June 2019 claims.

2. **Recommended Motion:** Approve as submitted  
**Funds Available:**  Yes  N/A

3. **Department:** Administration

**Prepared by:** Marie Nicholson, Office Specialist

4. **Meeting Date:** July 2, 2019 **Time Requested:** N/A

5. **Agenda:**  Consent  Administrative

6. **Background Information:** See attached.

7. **Other Agency Review of Action:**  Douglas County  N/A

8. **Board Action:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied   | <input type="checkbox"/> Continued                   |



# Accounts Payable by G/L Distribution Report

Payment Date Range 05/31/19 - 06/25/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
Account 155.000 - Prepaid Expense										
21326 - Dell Financial Services	79980460	001-6707612-007	Paid by Check # 691956		05/17/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	187.56
27985 - ASCAP	500695670 6-19	500695670	Paid by Check # 692576		05/20/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	360.75
26788 - BMI	35040993	1668947	Paid by Check # 692589		06/02/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	358.00
670 - Carson Valley Lions Club	FLAG 19-20	GVILLE	Paid by Check # 692600		06/13/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	50.00
33345 - Elevated Events	1658	TOWN OF GARDNERVILLE	Paid by Check # 692628		06/13/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	612.40
2542 - JCG Technologies Inc	6987	GVILLE	Paid by Check # 692670		06/01/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	225.00
27041 - Main Street Gardnerville	14-PYMT	GVILLE	Paid by Check # 692697		06/13/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	45,000.00
6254 - NV State Division of Environmental Protection	GMINT-40338 19-20	SITE ID: GMINT-40338, TOWN OF GARDNERVILLE	Paid by Check # 692723		04/29/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	200.00
4690 - US Postmaster - Minden	BOX 1929 19-20	DOUGLAS COUNTY MANAGER/12-MONTHS GARDN-4	Paid by Check # 692784		05/28/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	310.00
3402 - Warren Reed Insurance Inc	15454	GARDN-4	Paid by Check # 692789		06/03/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	16,782.61
Account 155.000 - Prepaid Expense Totals Invoice Transactions 10										
Department 000 - Revenue										\$64,086.32
Account 362.100 - Rent/Lease Income										
33680 - Carson Tahoe Region of AACA	5-19 DEP REFUND	HERITAGE PARK	Paid by Check # 691701		05/23/2019	05/31/2019	05/31/2019	05/31/2019	05/31/2019	193.28
Account 362.100 - Rent/Lease Income Totals Invoice Transactions 1										
Department 000 - Revenue Totals Invoice Transactions 1										
Account 510.150 - Board Compensation										
Department 921 - Gardnerville Admin										
Account 510.150 - Board Compensation										
33424 - Michael C Henningsen	6/19 BOARD	GVILLE	Paid by Check # 691984		05/30/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	250.00
4288 - Lloyd W Higuera	6/19 BOARD	GVILLE	Paid by Check # 691986		05/30/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	250.00
28960 - Kenneth W Miller	6/19 BOARD	GVILLE	Paid by Check # 692009		05/30/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	250.00
2969 - Linda Slater	6-19 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 692062		05/30/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	275.00
8364 - Mary A Wenner	6-19 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 692105		05/30/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	250.00
Account 510.150 - Board Compensation Totals Invoice Transactions 5										
Total Invoice Amount: \$1,275.00										

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/31/19 - 06/25/19



Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
Department 921 - Gardnerville Admin										
Account 511.201 - PEBS-Ret.Medical										
20219 - NV State Public Employees Benefits 6-19 Program	731		Paid by Check # 692294		06/03/2019	06/14/2019	06/14/2019		06/14/2019	9.68
				Account 511.201 - PEBS-Ret.Medical				Invoice Transactions 1		\$9.68
Account 520.055 - Telephone Expense										
29103 - Frontier	775-782-7134 5/19		Paid by Check # 691742		05/16/2019	05/31/2019	05/31/2019		05/31/2019	114.69
29103 - Frontier	782-3856 5/19		Paid by Check # 691741		05/16/2019	05/31/2019	05/31/2019		05/31/2019	57.70
				Account 520.055 - Telephone Expense				Invoice Transactions 2		\$172.39
Account 520.072 - Advertising										
22633 - Sierra Nevada Media Group	1063912		Paid by Check # 692759		05/31/2019	06/21/2019	06/21/2019		06/21/2019	115.04
				Account 520.072 - Advertising				Invoice Transactions 1		\$115.04
Account 520.084 - Replacement & Repair										
11985 - Ace Hardware	1236		Paid by Check # 692561		05/07/2019	06/21/2019	06/21/2019		06/21/2019	5.11
11985 - Ace Hardware	1236		Paid by Check # 692561		05/23/2019	06/21/2019	06/21/2019		06/21/2019	48.79
12997 - Douglas County Procurement Program	GVILLE		Paid by Check # 692619		05/27/2019	06/21/2019	06/21/2019		06/21/2019	65.99
				Account 520.084 - Replacement & Repair				Invoice Transactions 3		\$119.89
Account 520.089 - Power										
2924 - NV Energy	2856009 5-19 1	1000285600907757795 SUMMARY ACCT. NO.	Paid by Check # 692026		05/25/2019	06/07/2019	06/07/2019		06/07/2019	220.72
				Account 520.089 - Power				Invoice Transactions 1		\$220.72
Account 520.097 - Maint B&G										
2549 - Louthan, Carol - Petty Cash	5/19 GVILLE	PETTY CASH	Paid by Check # 692001		05/28/2019	06/07/2019	06/07/2019		06/07/2019	40.00
				Account 520.097 - Maint B&G				Invoice Transactions 1		\$40.00
Account 520.136 - Rents & Leases Equipment										
4753 - Ricoh USA Inc	5056774211	16769392	Paid by Check # 692741		06/01/2019	06/21/2019	06/21/2019		06/21/2019	127.59
				Account 520.136 - Rents & Leases Equipment				Invoice Transactions 1		\$127.59
Account 521.130 - Legal Services										
12372 - Jennifer Yturbe Law PC Corp	1220	GVILLE	Paid by Check # 691992		05/23/2019	06/07/2019	06/07/2019		06/07/2019	4,968.25
				Account 521.130 - Legal Services				Invoice Transactions 1		\$4,968.25
Account 533.800 - Office Supplies										
30396 - Etherspect Medical Solutions LLC	44955	TOWN OF GARDNERVILLE	Paid by Check # 691728		05/14/2019	05/31/2019	05/31/2019		05/31/2019	157.66





# Accounts Payable by G/L Distribution Report

Payment Date Range 05/31/19 - 06/25/19

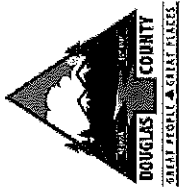
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
<b>Department 921 - Gardnerville Admin</b>										
<b>Account 533.800 - Office Supplies</b>										
7132 - Accolades Trophies & Engraving	54619	GVILLE	Paid by Check # 691908		05/23/2019	06/07/2019	06/07/2019		06/07/2019	6.25
12997 - Douglas County Procurement Program	5-19 LOUTHAN	GVILLE	Paid by Check # 692619		05/27/2019	06/21/2019	06/21/2019		06/21/2019	118.66
8479 - Tahoe Supply Company	1012671	TOWN OF GARDNERVILLE	Paid by Check # 692774		06/06/2019	06/21/2019	06/21/2019		06/21/2019	386.35
Account 533.800 - Office Supplies Totals Invoice Transactions 4										
16648 - E Squared C Inc	44652	GVILLE	Paid by Check # 692190		06/01/2019	06/14/2019	06/14/2019		06/14/2019	37.50
Account 533.806 - Software Totals Invoice Transactions 1										
<b>Account 550.001 - Miscellaneous Expenses</b>										
4337 - NV State Department of Public Safety	50074 G-VILLE	880005	Paid by Check # 692028		05/01/2019	06/07/2019	06/07/2019		06/07/2019	36.75
4337 - NV State Department of Public Safety	50375 GVILLE	880005	Paid by Check # 692721		06/01/2019	06/21/2019	06/21/2019		06/21/2019	147.00
Account 550.001 - Miscellaneous Expenses Totals Invoice Transactions 2										
Department 921 - Gardnerville Admin Totals Invoice Transactions 23										
<b>Department 923 - Parks &amp; Recreation</b>										
<b>Account 520.037 - Weed Spraying</b>										
1130 - Douglas County Parks and Weed Control	7342	GVILLE	Paid by Check # 691724		04/29/2019	05/31/2019	05/31/2019		05/31/2019	459.74
8037 - Nutrien AG Solutions Inc	38832993	1119549	Paid by Check # 692022		05/10/2019	06/07/2019	06/07/2019		06/07/2019	850.00
Account 520.037 - Weed Spraying Totals Invoice Transactions 2										
<b>Account 520.084 - Replacement &amp; Repair</b>										
13485 - Ahern Rentals	20490343-001	205304	Paid by Check # 692115		05/02/2019	06/14/2019	06/14/2019		06/14/2019	4.47
13485 - Ahern Rentals	20543652-001	205304	Paid by Check # 692115		05/15/2019	06/14/2019	06/14/2019		06/14/2019	142.50
13485 - Ahern Rentals	20575302-001	205304	Paid by Check # 692115		05/22/2019	06/14/2019	06/14/2019		06/14/2019	5.38
13485 - Ahern Rentals	20575318-001	205304	Paid by Check # 692115		05/22/2019	06/14/2019	06/14/2019		06/14/2019	7.50
18821 - Fastenal Industrial	NVMIN78536	NVMIN0011	Paid by Check # 692197		05/22/2019	06/14/2019	06/14/2019		06/14/2019	49.32
2121 - Meeks Lumber	1162842	06G1570	Paid by Check # 692258		05/09/2019	06/14/2019	06/14/2019		06/14/2019	130.50
2510 - Parts House (The)	863411	4170	Paid by Check # 692308		05/22/2019	06/14/2019	06/14/2019		06/14/2019	18.91
11985 - Ace Hardware	132093	1236	Paid by Check # 692561		04/11/2019	06/21/2019	06/21/2019		06/21/2019	7.98

# Accounts Payable by G/L Distribution Report

Payment Date Range 05/31/19 - 06/25/19



Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
<b>Department 923 - Parks &amp; Recreation</b>										
<b>Account 520.084 - Replacement &amp; Repair</b>										
11985 - Ace Hardware	133111	1236	Paid by Check # 692561		05/23/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	8.50
										<u>\$375.06</u>
<b>Account 520.089 - Power</b>										
2924 - NV Energy	791804 5-19 1	1000079180404757010 SUMMARY ACCT. NO.	Paid by Check # 692024		05/25/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	449.03
										<u>\$449.03</u>
<b>Account 520.097 - Maint B&amp;G</b>										
27147 - Impact Construction Inc	1522	GVILLE	Paid by Check # 691990		05/21/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	328.00
8362 - Greenhouse Garden Center Inc	101-23494	GVILLE	Paid by Check # 692215		05/20/2019	06/14/2019	06/14/2019	06/14/2019	06/14/2019	261.88
										<u>\$589.88</u>
<b>Account 532.003 - Gas &amp; Oil</b>										
3814 - Flyers Energy LLC	CFS-1928623	8308	Paid by Check # 691972		05/15/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	59.64
3814 - Flyers Energy LLC	CFS-1939585	8308	Paid by Check # 692644		05/31/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	64.24
										<u>\$123.88</u>
<b>Account 533.817 - Small Projects</b>										
2121 - Meeks Lumber	1217727	06G1570	Paid by Check # 692258		05/11/2019	06/14/2019	06/14/2019	06/14/2019	06/14/2019	973.80
12997 - Douglas County Procurement Program	5-19 LACOST	GVILLE	Paid by Check # 692619		05/27/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	179.96
										<u>\$1,153.76</u>
										<u>\$4,001.35</u>
<b>Department 926 - Other Public Works</b>										
<b>Account 520.037 - Weed Spraying</b>										
8037 - Nutrien AG Solutions Inc	38832993	1119549	Paid by Check # 692022		05/10/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	850.00
										<u>\$850.00</u>
<b>Account 520.084 - Replacement &amp; Repair</b>										
13485 - Ahern Rentals	20570214-001	205304	Paid by Check # 692115		05/21/2019	06/14/2019	06/14/2019	06/14/2019	06/14/2019	5.49
12198 - O'Reilly Automotive Inc	3530-256027	1075650	Paid by Check # 692298		05/03/2019	06/14/2019	06/14/2019	06/14/2019	06/14/2019	26.99
12198 - O'Reilly Automotive Inc	3530-258318	1075650	Paid by Check # 692298		05/15/2019	06/14/2019	06/14/2019	06/14/2019	06/14/2019	60.66
2510 - Parts House (The)	860504	4170	Paid by Check # 692308		05/06/2019	06/14/2019	06/14/2019	06/14/2019	06/14/2019	235.18



# Accounts Payable by G/L Distribution Report

Payment Date Range 05/31/19 - 06/25/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
<b>Department 926 - Other Public Works</b>										
<b>Account 520.084 - Replacement &amp; Repair</b>										
2510 - Parts House (The)	861777	4170	Paid by Check # 692308		05/13/2019	06/14/2019	06/14/2019		06/14/2019	279.22
6113 - A-L Sierra Welding Products Inc	315126	07134	Paid by Check # 692556		05/30/2019	06/21/2019	06/21/2019		06/21/2019	97.39
11985 - Ace Hardware	132184	1236	Paid by Check # 692561		04/15/2019	06/21/2019	06/21/2019		06/21/2019	17.99
11985 - Ace Hardware	133076	1236	Paid by Check # 692561		05/21/2019	06/21/2019	06/21/2019		06/21/2019	11.99
11985 - Ace Hardware	133111	1236	Paid by Check # 692561		05/23/2019	06/21/2019	06/21/2019		06/21/2019	12.74
12997 - Douglas County Procurement Program	5-19 LACOST	GVILLE	Paid by Check # 692619		05/27/2019	06/21/2019	06/21/2019		06/21/2019	244.41
<b>Account 520.084 - Replacement &amp; Repair Totals Invoice Transactions 10</b>										
										\$992.06
2924 - NV Energy	2856036 5-19 1	1000285603607757800 SUMMARY ACCT. NO.	Paid by Check # 692025		05/25/2019	06/07/2019	06/07/2019		06/07/2019	6,266.85
<b>Account 520.095 - Street Lights</b>										
<b>Account 520.095 - Street Lights Totals Invoice Transactions 1</b>										
										\$6,266.85
30438 - YESCO LLC	INY-0124110	TOWN OF GARDNERVILLE	Paid by Check # 692108		11/30/2018	06/07/2019	06/07/2019		06/07/2019	1,611.95
758 - China Spring Youth Camp	2019-BSKT	TOWN OF GARDNERVILLE	Paid by Check # 692171		05/28/2019	06/14/2019	06/14/2019		06/14/2019	220.00
<b>Account 520.103 - Maint Road</b>										
<b>Account 520.103 - Maint Road Totals Invoice Transactions 2</b>										
										\$1,831.95
3814 - Flyers Energy LLC	CFS-1928623	8308	Paid by Check # 691972		05/15/2019	06/07/2019	06/07/2019		06/07/2019	474.38
3814 - Flyers Energy LLC	CFS-1939585	8308	Paid by Check # 692644		05/31/2019	06/21/2019	06/21/2019		06/21/2019	231.60
<b>Account 532.003 - Gas &amp; Oil</b>										
<b>Account 532.003 - Gas &amp; Oil Totals Invoice Transactions 2</b>										
										\$705.98
5785 - Alisco Inc	LEN1473656	000330	Paid by Check # 691911		05/07/2019	06/07/2019	06/07/2019		06/07/2019	10.24
5785 - Alisco Inc	LEN1475687	000330	Paid by Check # 691911		05/14/2019	06/07/2019	06/07/2019		06/07/2019	4.39
5785 - Alisco Inc	LEN1477713	000330	Paid by Check # 691911		05/21/2019	06/07/2019	06/07/2019		06/07/2019	10.24
5785 - Alisco Inc	LEN1479795	000330	Paid by Check # 691911		05/28/2019	06/07/2019	06/07/2019		06/07/2019	4.39
<b>Account 532.028 - Uniforms</b>										
<b>Account 532.028 - Uniforms Totals Invoice Transactions 4</b>										
										\$29.26
2012 - Lumos and Associates Inc	100799	8939.000	Paid by Check # 692693		05/29/2019	06/21/2019	06/21/2019		06/21/2019	2,775.00

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/31/19 - 06/25/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
Department 926 - Other Public Works										
Account 562.000 - Capital Projects										
2012 - Lumos and Associates Inc	100800				05/29/2019	06/21/2019	06/21/2019	06/21/2019		1,814.00
		8939,001	Paid by Check # 692693							
Account 562.000 - Capital Projects Totals										
Department 926 - Other Public Works Totals										
Fund 610 - Gardnerville Town Totals										
										\$4,589.00
										\$15,265.10
										\$91,484.78
<b>Fund 611 - Gardnerville Health &amp; San</b>										
Account 115.000 - Accounts Receivable										
27041 - Main Street Gardnerville	330710				05/30/2019	06/07/2019	06/07/2019	06/07/2019		200.00
		GVILLE	Paid by Check # 692002							
Account 115.000 - Accounts Receivable Totals										
										\$200.00
<b>Account 155.000 - Prepaid Expense</b>										
13590 - WAM Software Inc	96100019				06/01/2019	06/14/2019	06/14/2019	06/14/2019		2,106.00
		353	Paid by Check # 692404							
670 - Carson Valley Lions Club	FLAG 19-20				06/13/2019	06/21/2019	06/21/2019	06/21/2019		50.00
		GVILLE	Paid by Check # 692600							
2542 - JCG Technologies Inc	6987				06/01/2019	06/21/2019	06/21/2019	06/21/2019		225.00
		GVILLE	Paid by Check # 692670							
3402 - Warren Reed Insurance Inc	15454				06/03/2019	06/21/2019	06/21/2019	06/21/2019		8,391.31
		GARDN-4	Paid by Check # 692789							
Account 155.000 - Prepaid Expense Totals										
										\$10,772.31
<b>Department 925 - Health &amp; Sanitation</b>										
Account 510.150 - Board Compensation										
33424 - Michael C Henningsen	6/19 BOARD				05/30/2019	06/07/2019	06/07/2019	06/07/2019		250.00
		GVILLE	Paid by Check # 691984							
4288 - Lloyd W Higuera	6/19 BOARD				05/30/2019	06/07/2019	06/07/2019	06/07/2019		250.00
		GVILLE	Paid by Check # 691986							
28960 - Kenneth W Miller	6/19 BOARD				05/30/2019	06/07/2019	06/07/2019	06/07/2019		250.00
		GVILLE	Paid by Check # 692009							
2969 - Linda Slater	6-19 BOARD				05/30/2019	06/07/2019	06/07/2019	06/07/2019		275.00
		TOWN OF GARDNERVILLE	Paid by Check # 692062							
8364 - Mary A Wenner	6-19 BOARD				05/30/2019	06/07/2019	06/07/2019	06/07/2019		250.00
		GARDNERVILLE	Paid by Check # 692105							
Account 510.150 - Board Compensation Totals										
										\$1,275.00
<b>Account 516.120 - Contract Salaries</b>										
21697 - MJT Enterprises dba Blue Ribbon Personnel Services	2166				05/31/2019	06/14/2019	06/14/2019	06/14/2019		470.64
		104	Paid by Check # 692263							
21697 - MJT Enterprises dba Blue Ribbon Personnel Services	2167				05/31/2019	06/14/2019	06/14/2019	06/14/2019		1,271.88
		104	Paid by Check # 692263							
Account 516.120 - Contract Salaries Totals										
										\$1,742.52





# Accounts Payable by G/L Distribution Report

Payment Date Range 05/31/19 - 06/25/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 611 - Gardnerville Health &amp; San</b>										
<b>Department 925 - Health &amp; Sanitation</b>										
<b>Account 520.055 - Telephone Expense</b>										
29103 - Frontier	782-7134 5/19	775-782-7134-050279-5	Paid by Check # 691742		05/16/2019	05/31/2019	05/31/2019		05/31/2019	114.69
29103 - Frontier	782-3856 5/19	775-782-3856-080802-5	Paid by Check # 691741		05/16/2019	05/31/2019	05/31/2019		05/31/2019	57.69
<b>Account 520.055 - Telephone Expense Totals</b>										
										<b>\$172.38</b>
<b>Account 520.084 - Replacement &amp; Repair</b>										
138 - Guided Truck & Equipment	G12558	GVILLE	Paid by Check # 691979		04/24/2019	06/07/2019	06/07/2019		06/07/2019	300.93
138 - Guided Truck & Equipment	G12570	GVILLE	Paid by Check # 691979		04/30/2019	06/07/2019	06/07/2019		06/07/2019	131.30
12198 - O'Reilly Automotive Inc	3530-255167	1075650	Paid by Check # 692298		04/29/2019	06/14/2019	06/14/2019		06/14/2019	98.40
12198 - O'Reilly Automotive Inc	3530-255692	1075650	Paid by Check # 692298		05/01/2019	06/14/2019	06/14/2019		06/14/2019	405.99
12198 - O'Reilly Automotive Inc	3530-256027	1075650	Paid by Check # 692298		05/03/2019	06/14/2019	06/14/2019		06/14/2019	26.99
12198 - O'Reilly Automotive Inc	3530-256891	1075650	Paid by Check # 692298		05/07/2019	06/14/2019	06/14/2019		06/14/2019	12.98
12198 - O'Reilly Automotive Inc	3530-257385	1075650	Paid by Check # 692298		05/10/2019	06/14/2019	06/14/2019		06/14/2019	12.30
2510 - Parts House (The)	859329	4170	Paid by Check # 692308		04/29/2019	06/14/2019	06/14/2019		06/14/2019	21.98
2510 - Parts House (The)	861397	4170	Paid by Check # 692308		05/10/2019	06/14/2019	06/14/2019		06/14/2019	23.49
2510 - Parts House (The)	862263	4170	Paid by Check # 692308		05/15/2019	06/14/2019	06/14/2019		06/14/2019	62.45
11985 - Ace Hardware	132178	1236	Paid by Check # 692561		04/15/2019	06/21/2019	06/21/2019		06/21/2019	23.92
11985 - Ace Hardware	132215	1236	Paid by Check # 692561		04/16/2019	06/21/2019	06/21/2019		06/21/2019	13.98
11985 - Ace Hardware	133130	1236	Paid by Check # 692561		05/23/2019	06/21/2019	06/21/2019		06/21/2019	48.79
11985 - Ace Hardware	133111	1236	Paid by Check # 692561		05/23/2019	06/21/2019	06/21/2019		06/21/2019	12.74
12997 - Douglas County Procurement Program	5-19 LACOST	GVILLE	Paid by Check # 692619		05/27/2019	06/21/2019	06/21/2019		06/21/2019	66.00
<b>Account 520.084 - Replacement &amp; Repair Totals</b>										
										<b>\$1,262.24</b>
<b>Account 520.089 - Power</b>										
2924 - NV Energy	2856009 5-19 1	1000285600907757795 SUMMARY ACCT. NO.	Paid by Check # 692026		05/25/2019	06/07/2019	06/07/2019		06/07/2019	289.86
<b>Account 520.089 - Power Totals</b>										
										<b>\$289.86</b>



# Accounts Payable by G/L Distribution Report

Payment Date Range 05/31/19 - 06/25/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation										
Account 520.136 - Rents & Leases Equipment	5056774211	16769392	Paid by Check # 692741		06/01/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	41.22
4753 - Ricoh USA Inc			Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1			\$41.22
Account 520.198 - Recycling Expense	169186	GVILLE	Paid by Check # 691692		05/08/2019	05/31/2019	05/31/2019	05/31/2019	05/31/2019	1,497.60
13443 - Bentley Ranch			Account 520.198 - Recycling Expense Totals				Invoice Transactions 1			\$1,497.60
Account 532.003 - Gas & Oil	CFS-1928623	8308	Paid by Check # 691972		05/15/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	1,461.12
3814 - Flyers Energy LLC			Paid by Check # 692298		04/29/2019	06/14/2019	06/14/2019	06/14/2019	06/14/2019	153.88
12198 - O'Reilly Automotive Inc	3530-255162	1075650	Paid by Check # 692644		05/31/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	1,523.84
3814 - Flyers Energy LLC	CFS-1939585	8308	Account 532.003 - Gas & Oil Totals				Invoice Transactions 3			\$3,138.84
Account 533.028 - Uniforms	LREN1473656	000330	Paid by Check # 691911		05/07/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	4.39
5785 - AlSCO Inc			Paid by Check # 691911		05/14/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	4.39
5785 - AlSCO Inc	LREN1475687	000330	Paid by Check # 691911		05/21/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	4.39
5785 - AlSCO Inc	LREN1477713	000330	Paid by Check # 691911		05/28/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	4.39
5785 - AlSCO Inc	LREN1479795	000330	Account 533.028 - Uniforms Totals				Invoice Transactions 4			\$17.56
Account 533.800 - Office Supplies	44955	TOWN OF GARDNERVILLE	Paid by Check # 691728		05/14/2019	05/31/2019	05/31/2019	05/31/2019	05/31/2019	157.66
30396 - Enerspect Medical Solutions LLC			Paid by Check # 691908		05/23/2019	06/07/2019	06/07/2019	06/07/2019	06/07/2019	6.25
7132 - Accolades Trophies & Engraving	54619	GVILLE	Paid by Check # 692619		05/27/2019	06/21/2019	06/21/2019	06/21/2019	06/21/2019	72.57
12997 - Douglas County Procurement Program	5-19 LOUTHAN	GVILLE	Account 533.800 - Office Supplies Totals				Invoice Transactions 3			\$236.48
Account 533.806 - Software	44652	GVILLE	Paid by Check # 692190		06/01/2019	06/14/2019	06/14/2019	06/14/2019	06/14/2019	37.50
16648 - E Squared C Inc			Account 533.806 - Software Totals				Invoice Transactions 1			\$37.50
			Department 925 - Health & Sanitation Totals				Invoice Transactions 38			\$9,711.20
			Fund 611 - Gardnerville Health & San				Invoice Transactions 43			\$20,683.51
			Grand Totals				Invoice Transactions 117			\$112,168.29

\* = Prior Fiscal Year Activity

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on and direction to Staff to work with Douglas County regarding the 2019 Master Plan as it pertains to the Minden/Gardnerville Community Plan and the proposed revisions of the Master Plan mapping and future processes for the update. Appearance by Tom Dallaire, Director of Community Development, Douglas County.
2. **Recommended Motion:** Direct Staff to work with Douglas County regarding the 2019 Master Plan as it pertains to the Minden/Gardnerville Community Plan.

Funds Available:  Yes  N/A

3. **Department:** Administration
4. **Prepared by:** Erik Nilssen, P.E., Town Manager
5. **Meeting Date:** July 2, 2019
6. **Agenda:**  Consent  Administrative

**Background Information:** In 2016 a proposed update to the Douglas County Master Plan went through a rigorous process, and was approved by the Douglas County Planning Commission. The update was not successful in getting approved by the Douglas County Board of County Commissioners. In order to improve the update's chance at approval a new process will be attempted which will update the Master Plan Maps, and then at a later date the text. This update will modify the community plan area to align better with the public service boundaries with sewer and water services, and align with the approved Town of Gardnerville Plan for Prosperity proposed boundaries.

7. **Other Agency Review of Action:**  Douglas County  N/A
8. **Board Action:**  
 Approved  Approved with Modifications  
 Denied  Continued

## Nicholson, Marie

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**To:** Dallaire, Tom  
**Subject:** FW: Emailing: Gardnerville\_Current\_ReceivingArea\_11x17P,  
Gardnerville\_Proposed\_ReceivingArea\_11x17P  
**Attachments:** Gardnerville\_Current\_ReceivingArea\_11x17P.pdf; Gardnerville\_Proposed\_ReceivingArea\_11x17P.pdf

The info on the maps

We cleaned up the receiving area.      Current acres = 469  
Proposed acres = 348

Removed the Hussman Ranch from the town community plan area and added the area to the Alderman Canal.  
(-347 ac) (+781.1 ac) Godecke, Peri, Curtis, and others.

David Park receiving area from topaz is being proposed to be relocated to the area north of Toler and around Muller Parkway (1044 ac) and of that 234 acres are within Gardnerville per the MOU with Minden on the Zerolane road being the boundary between Minden and Gardnerville. Assumed to continue along the section lane per the MOU. This will change in the future as Zerolane is constructed easterly.

Additionally, the development agreement with Park ranch holdings is online now and proposed a cap on the receiving area of 2500 units. Not the 16 units total per acre everyone assumes.

The community boundary are current is 1822 acres The proposed boundary is 2603 acres.

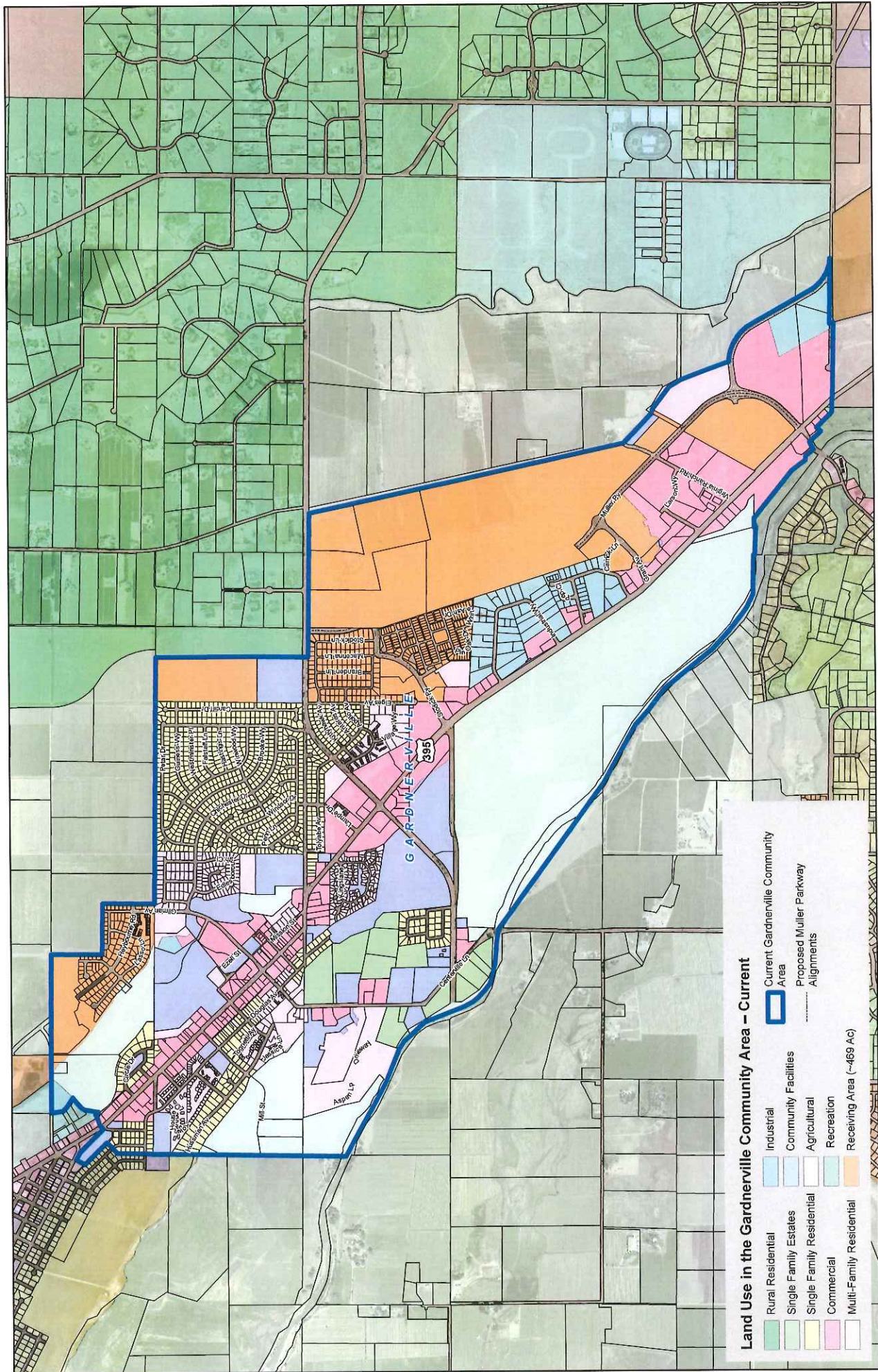
I will discuss the plan for prosperity and valley vision and Muller Parkway, needs at the meeting.

Thank you for your patience with this.

Tom Dallaire.

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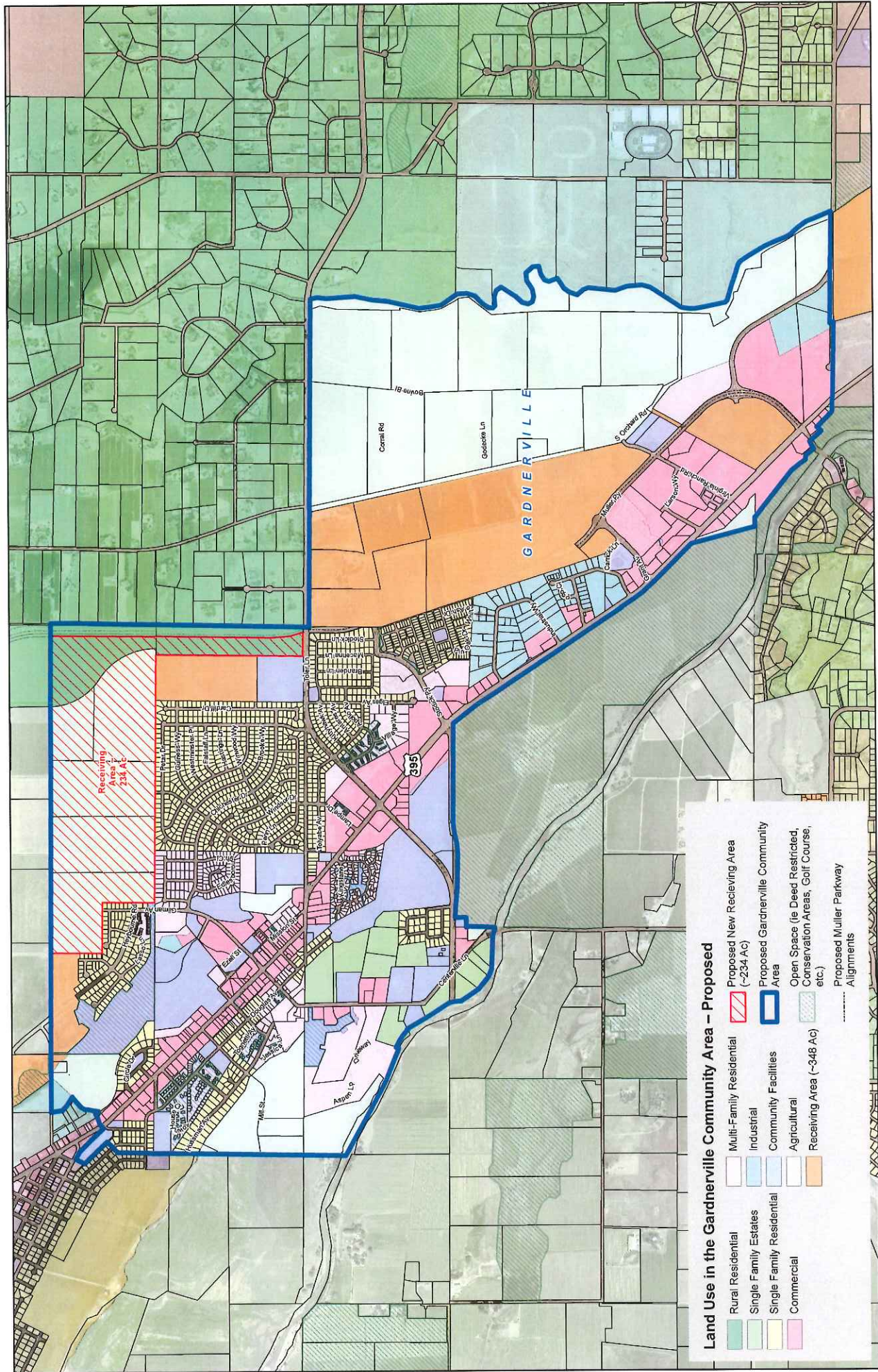


**Land Use in the Gardnerville Community Area - Current**

- Rural Residential
- Single Family Estates
- Single Family Residential
- Commercial
- Multi-Family Residential
- Industrial
- Community Facilities
- Agricultural
- Recreation
- Receiving Area (~469 Ac)
- Current Gardnerville Community Area
- Proposed Muller Parkway Alignments

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**Land Use in the Gardnerville Community Area – Proposed**

- Rural Residential
- Single Family Estates
- Single Family Residential
- Commercial
- Multi-Family Residential
- Industrial
- Community Facilities
- Agricultural
- Receiving Area (~348 Ac)
- Proposed New Receiving Area (~234 Ac)
- Proposed Gardnerville Community Area
- Open Space (ie Deed Restricted, Conservation Areas, Golf Course, etc.)
- Proposed Muller Parkway Alignments



**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



- 1. For Possible Action: Discussion and direction related to the proposed goals for Erik Nilssen, Town Manager, for completion during his first year as the executive director of the Town.**
- 2. Recommended Motion: Approve the proposed goals for Erik Nilssen, Town Manager, for completion during his first year as the executive director of the Town based on the memo dated July 2, 2019 and Board Discussion.**

**Funds Available:**  Yes  N/A

**3. Department: Administration**

**4. Prepared by: Erik Nilssen, P.E., Town Manager**

**5. Meeting Date: July 2, 2019**

**6. Agenda:**  Consent  Administrative

**Background Information:** Erik Nilssen started as the Town Manager on May 18, 2019. In order to provide clear direction on expectations for his first year as the executive director for the Town, a list of proposed goals have been identified in the Memo to the Town Board dated July 2, 2019. The Board may approve, reject, or modify the proposed goals at their discretion.

**7. Other Agency Review of Action:**  Douglas County  N/A

**8. Board Action:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied   | <input type="checkbox"/> Continued                   |



## MEMORANDUM

**TO: Gardnerville Town Board**

**FROM: Erik Nilssen, P.E., Town Manager**

**DATE: July 2, 2019**

**SUBJECT: Town Manager Goals Through May 2020**

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I would like to thank the Town Board for suggesting that I place my proposed goals for my first year on the agenda for Board discussion and direction. One of the difficulties in listing my proposed goals is that it is difficult to gage what I don't know. There are certainly items which will require my attention of which I am not currently aware. I expect numerous items to manifest themselves over the course of the next year which will cause my goals and priorities to shift. The areas I would like to focus my attention during the first year are: the Capital Improvement Plan (CIP), The studies and actions outlined in the 2018 Plan for Prosperity, and employee/management relations.

During my first month as Town Manager I met with each of you. One common direction which emerged during these discussions was that no new projects be started without completing existing projects. My first goal as Town Manager is to complete the projects listed on this years CIP. These projects include: (1) rapid flashing beacons on US 395, (2) Kingslane Sidewalk Improvements, (3) underground detention basins under the Gardnerville Station, (4) Maple Street Storm Drain Improvements, (5) electric charging station at the Gardnerville Station, (6) fog and slurry seals on various Town Roads, and (7) Hellwinkle Shop Improvements.

The Plan for Prosperity was adopted in December of 2018 as the guiding document for future development of the Town of Gardnerville. The plan lists several studies and actions which should be completed between Fiscal Year (FY) 2019/20 and FY 21/22. The Town has started the update to the Design

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Guidelines, however many of the additional studies and actions have not been initiated. I have been assessing the needs for these studies and meeting with stakeholders over my first month as Town Manager. I plan to bring an agenda item to the August 6<sup>th</sup> Board Meeting to discuss these plans and actions as well as additional plans I feel the Town may need to undertake. I expect to provide details on how these plans and actions will compliment a Town Policy on charitable donations which has been a recent topic important to the Town.

Another area I believe needs Town Manager attention is employee/management relations. I have a goal to establish solid relationships with all Town Employees. This seems like an unquantifiable goal, but in order to establish and maintain these relationships I propose to: (1) attend weekly Health and Sanitation Staff Meetings (Monday 5:30 am) and Public Works Staff Meetings (Monday 7:00 am), (2) meet individually with every Town Employee to review their job descriptions versus the work they are completing, discuss Town Operations and how to maximize morale, satisfaction, and pride in working for the Town, (3) complete all performance evaluations on time, and (4) hold biweekly staff meetings with the Superintendent of Public Works, Administrative Services Manager and other employees as necessary.

Over the last year the Town has been tardy on performance evaluations. This has caused additional work for County Finance and Human Resources as retroactive pay must be calculated and provided. The delay also causes payroll complications when the merit increase is compounded with a cost of living or other pay increases. Late performance appraisals are also unfair to the employee as there is a general expectation of an opportunity for an annual raise and need for feedback and clarity on work performance.

There are numerous additional goals which I have, however they are not as quantifiable, and at this early stage in my understanding of Town operations, I am not sure whether they are feasible. The other goals I would like to explore include:

- 1) Increasing the annual funding for road reconstruction. The five year CIP calls for the reconstruction of Douglas Avenue and Cemetery Drive. These are important reconstructions, however there are additional roads which must be reconstructed including Sunset Subdivision, the industrial areas at the south end of Town, and work must begin on a permanent solution to the Chichester cracks.

I would like to set up a separate "road reserve" fund to earmark future funds for road construction and maintenance. Possible ideas to supply the road reserve fund include:

- A) Setting aside the majority of any future property tax increase into the road reserve fund.
  - B) Placing the retiring debt service funding into the road reserve fund.
  - C) Placing any previous year's unspent funds directly into the road reserve fund.
- 2) During the next budget cycle I would like to explore the possibility of using a "Zero Based Budget" at least in the 921 Town Admin and 925 Parks and Recreation Funds. Much of governmental budgeting is incremental, simply taking the previous year's budget and adjusting at the fringes. A zero based budget starts all funds at zero and allocates the funding on what you wish to accomplish.

Zero based budgeting has been a failure in larger municipalities as the budgets are too complex. There are examples of it working in small municipalities, freeing additional funds which could help fund the road reserves fund. At this stage in my Town Management experience I am not certain as to the time commitment and budgetary complexities to make developing a zero based budget a goal, but it is something I would like to explore further.

- 3) Make sure the Town is focusing on needs instead of wants. Just like a family budget, the wants are more fun to obtain, but the needs must come first. I believe the needs are in order: (1) maintaining the infrastructure and facilities you have, (2) reconstructing and building roads, (3) storm drain improvements, (4) park, facility, and landscape improvements. Not all projects must be completed in this order. Some wants can be purchased without all the needs being met; however the majority of the budget should be devoted to the needs.

Over the next year I look forward to completing the three major tasks identified above as well as working on other tasks proposed. I am anxious to find out what I do not know about the Town and to have a better sense of time commitments going into my next performance appraisal. During my one-year evaluation, I will be better positioned to identify tasks for

completion during my second year managing the Town. I look forward to your input on these goals.

**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for June 2019.**
  2. **Recommended Motion: N/A**  
**Funds Available:  Yes  N/A**
  3. **Department: Administration**
  4. **Prepared by: Carol Louthan, Administrative Services Manager**
  5. **Meeting Date: July 2, 2019**
  6. **Agenda:  Consent  Administrative**
- Background Information:** To be presented at meeting.
7. **Other Agency Review of Action:  Douglas County  N/A**
  8. **Board Action:**  
 Approved                       Approved with Modifications  
 Denied                               Continued



**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for June 2019**
2. **Recommended Motion: No action required.**  
**Funds Available:**  Yes  N/A
3. **Department: Administration**
4. **Prepared by: Erik, Nilssen, P.E., Town Manager**
5. **Meeting Date: July 2, 2019**
6. **Agenda:**  Consent  Administrative

**Background Information:** See attached.

7. **Other Agency Review of Action:**  Douglas County  N/A
8. **Board Action:**  
 Approved  Approved with Modifications  
 Denied  Continued



## **Town Manager/Superintendent Monthly Report**

### **Public Works & Parks – 6/2019**

1. Held summer's first Movie in the Park on June 21<sup>st</sup>. Debut of new sound system.
2. Mowed parking area near Heritage Park.
3. The flower baskets are up. A staff member is dedicated to watering 6.5 hours a day, 7 days a week.
4. 2 Seasonal employees started 6/24/2019. They will be focused on watering the flower baskets along 395 and assisting Public Works staff with other tasks.
5. The Great Race came back to town this year with a local overnight stay.
  - a. The Town provided traffic control for the event on Waterloo at Lampe Park.
6. Carson Valley days parade came through town.
  - a. We did not install barricades at the French this year and it seems to go smoothly.
  - b. Trash and debris seemed to be minimal further reducing additional staffing.
7. 5 Staff were sent to Weed Warrior training for noxious weed identification and removal.
8. Gearing up for the 4<sup>th</sup> of July 5K Run/Walk event.
9. A mosquito barrier was applied at Heritage Park prior to the movie by Douglas County mosquito abatement.
10. This is the month of vacations. Many staff were off throughout the month.

### **Health and Sanitation (H&S) – 6/2019**

1. Town Sanitation Specialist open position.
  - A. One selected candidate had their offer for employment rescinded by Douglas County Human Resources.
  - B. Need to review prior recruitment and make another offer or readvertise position.
2. Started one new Town Sanitation Specialist on 6/10/2019

### **Office, Engineering, and Contracted Work – 6/2019**

1. Toured potential sites to be added to State of Nevada's "filming database" with the Carson Valley's Visitor's Authority. Unique locations in the Town which are proposed to

be added to the database include: Hellwinkel Barns, Martin Slough Trail, Gardnerville Station, Main Street Gardnerville, and Heritage Park.

2. Discussed refreshing the Town Manager's Welcome Video on the Town's Website with First Track Productions. Meeting to occur on July 9<sup>th</sup> to discuss scope and fee.
3. Met with Granicus regarding new Town Board Agenda Software. The current software, Agenda Free, will no longer be free and does not have some necessary capabilities. Initial cost estimate is \$3,300 annually for the software. Staff to follow up with implementation.
4. Signed contract with Simerson Construction LLC for the installation of the Rapid Charging Station at the Gardnerville Station. First plans submitted June 17<sup>th</sup> and review comments provided to Simerson.
5. Organized and attended the Town of Gardnerville Design Guidelines workshop with Race Studios, the Town Board, the Planning Commission, County Staff, and members of the public.
6. Attended Carson Valley Visitor's Authority and Main Street Gardnerville Board Meetings to provide updates on Town projects and events.
7. Met with UNR Business Environmental Program Representatives to discuss free environmental permitting assistance available to the Town and Town Businesses.
8. Carson Creature Catchers installed pigeon deterrents at the Gardnerville Station.

**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **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, and Main Street Gardnerville.

2. **Recommended Motion:** N/A

**Funds Available:**  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Carol Louthan, Administrative Services Manager

5. **Meeting Date:** July 2, 2019

6. **Agenda:**  Consent  Administrative

**Background Information:** To be presented at meeting.

7. **Other Agency Review of Action:**  Douglas County  N/A

8. **Board Action:**

- Approved  Approved with Modifications  
 Denied  Continued



**EXECUTIVE DIRECTOR MONTHLY STATUS REPORT**

June 18, 2019 5:30 PM

This report provides a brief overview of operations of Main Street Gardnerville program.

**MONTHLY SUMMARY**

• **Financial**

- We have cut a check for \$23,460.00 to close out our USDA Revolving Loan Fund.
- All future loans will be referred to the Rural Nevada Development Corporation, brochures are available in the office.

• **Membership**

- 40 Members have renewed
- 8 New Members
- Members not renewing (Motion Spine & Sport, Laurel Hill, Full Circle, Sunflowers & Sage, Simply Stella, and Ala Carte Salon)

• **Social Media**

- **Twitter:** 560 to 560 followers; increase of 0 follower(s)
- **Facebook:** 3,881 to 3,930 followers; increase of 49 follower(s)
- **Instagram:** 789 to 816 followers; increase of 27 follower(s)
- **Alignable:** 59 to 59 followers: increase of 0 follower(s)

• **Website & Database**

- Website has had 604 visitors May 15-June 13
- We are averaging about 600 visits to the website every month since the new site went live in March
- Wbsite Report attached
- Currently building and setting up database (Maestro)

• **Square Space Marketing E- Mails**

	<b>Open Rate</b>	<b>Click Rate</b>
○ Biz Blast May	26%	3%
○ Run for the Wreath-Freedom 5k	44%	2%
○ Wine Walk Poll	42%	10%

• **Media**

- **Remembering the Ritchford**-Record Courier- June 1, 2019
- **Events and Happenings**-Carson Now- May 31, 2019
- **Letters to the Editor (Hanging Baskets)**-Record Courier-May 30, 2019
- **Events and Happenings**-Carson Now- May 31, 2019
- **Gardneville Giving in July includes July 4 fun run/walk**- KOLO8- May 29, 2019
- **Fischer remarkable young person**-Record Courier-May 23, 2019
- **Letters to the Editor (Erik Nilssen)**-Record Courier-May 16, 2019
- 

• **Outreach**

- Bellator Firearms Training
- Fabric Chicks
- Carson Valley Art Center
- Main Street Baking Co
- DST Coffee
- Historian
- Greater NV Credit Union
- Wise Buys

**OLD BUSINESS**

- Spoke to the SBDC/USDA Rural Tour at Bently Heritage on 5/14/19
- Annual CDBG Grant workshop in Carson City 5/22/19
- Made online presentation to Winnemucca Main Street Coalition 6/7/19

**NEW BUSINESS**

- Made presentation to Leadership DC 6/18/19
- Annual CDBG Grant workshop in Carson City 5/22/19
- 2019 NMSC Accreditation will be presented at Chamber Luncheon tomorrow
- 501 C 6 has been officially dissolved and reported to the Secretary of State

**MARK YOUR CALENDARS-**

JUNE 19 CHAMBER LUNCHEON AT 11:45AM-1PM AT CARSON VALLEY INN

JUNE 20 THIRD THURSDAY WINE WALK

JULY 4 FREEDOM 5K FUN RUN

JULY 16 MSG BOARD MEETING

JULY 19 THIRD THURSDAY WINE WALK

AUGUST 15 THIRD THURSDAY WINE WALK

AUGUST 15 WINE DOWN DESSERTS AT HPG

AUGUST 20 MSG BOARD MEETING

AUGUST 22 VOLUNTEER EXPO