

GARDNERVILLE REGULAR MEETING

Meeting Agenda



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

1407 Highway 395 N.
Gardnerville, Nevada 89410
www.townofgardnerville.com

Tuesday, November 5, 2019

4:30 PM

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 proactive/y preparing for the future. We will be accessible and fully accountable to our community."

Copies of the finalized agenda were posted on 10/31/19 on or before the third day prior to the meeting date, by Marie Nicholson, Office Specialist, Signed: *M. Nicholson* and Carol Louthan, Administrative Services Manager, Signed: *Carol Louthan* in accordance with NRS Chapter 241 at following locations;

Carson Valley Chamber of Commerce, 1477 Hwy 395 N Gardnerville NV 89410 at 2:56 P.M 10/30/19

Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at 7:44 A.M

Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at 5:10 P.M 10/30/19

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 - Norm Milz - Shepherd of the Sierra Lutheran Church

Call to Order and Determination of a Quorum

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.

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. September 16, 2019 Special Meeting

[Draft September 2019 Special Meeting Minutes](#)

B. October 1, 2019 Regular Board Meeting

[Draft October 2019 Regular Board Meeting Minutes](#)

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: Acknowledge receipt of and file correspondence. (Carol Louthan)**
[Correspondence 11-5-19](#)
2. **For Possible Action: Approve, approve with modifications, or deny October 2019 claims. (Carol Louthan)**
[Oct 2019 Claims.](#)
3. **For Possible Action: Approve, approve with modifications, or deny the Health and Sanitation Department Monthly Report of activities. (Marie Nicholson)**
[October Health and Sanitation Report](#)
4. **For Possible Action: Recommend approval, recommend approval with modifications, or recommend denial to the Douglas County Board of County Commissioners of a Douglas County Outdoor Festival Entertainment Event Application by Carson Valley Chamber of Commerce for the 24th Annual Parade of Lights, December 7, 2019 starting at Heritage Park and ending in Minden Park, and a waiver of associated street closure fees by Town of Gardnerville. This event includes closures of the following Town maintained streets from 3:00 p.m. to 8:00 p.m.: Gilman Avenue, South Ezell Street and Eddy Street. (Erik Nilssen)**
[PARADEOFLIGHTS19 Outdoor Festival Application](#)
[Certificate of Liability Insurance Town of Gardnerville](#)

ADMINISTRATIVE AGENDA

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

5. **For Possible Action:** Discussion to support or oppose Main Street Gardnerville's effort to install gateway arches on the north and south end of the Main Street District with exact locations and style to be determined; with public comment prior to board action. (Matt Bruback - Main Street Gardnerville Executive Director)
MSG Example Arch
6. **For Possible Action:** Approve, approve with modifications, or deny a request by the Lions Club to sell holiday candy from a temporary trailer at the Gardnerville Station from November 28th through December 20th; with public comment prior to board action. (Erik Nilssen)
7. **For Possible Action:** Discussion to recommend approval, approval with modifications, or denial of a major design review for the proposed Great Life Church located at 1361 Centerville Lane, APN 1220-04-101-031; with public comment prior to board action. (Kate Cunningham, R.O. Anderson Engineering Inc. & Nathan Tolbert, Great Life Church)
Staff Report
Written Description of Current and Future Context
Board Photos Showing Adjacent Sites
Landscape Plans
Elevations_Color and Materials & Floor Plan
Civil Site Plans
Great Life Church Applicant Power Point
8. **Not For Possible Action:** Presentation on recent repair costs to Town Refuse Collection Truck 615. (Erik Nilssen)
Attachment One Total Costs to Repair Sanitation Trucks
Attachment Two Tec Invoice Attachment Three Tec Invoice Attachment Four Tech Invoice
9. **For Possible Action:** Discussion to approve, approve with modifications, or deny Town Policy 4.2, Fund Reserves, which seeks to establish minimum reserve amounts in various Town Funds to protect against unexpected temporary revenue shortfalls or unpredicted one-time expenses; with public comment prior to board action. (Erik Nilssen)
Proposed Policy 4.2 Fund Reserves
10. **For Possible Action:** Discussion to approve, approve with modifications, or deny Town Policy 24.23 Special Events, Street Closures, and Parks Reservations; with public comment prior to board action. (Erik Nilssen)
Existing Town Park Use and Reservation Policy and Street Closure Special Events
Proposed Policy 24.23 Special Events, Street Closure and Parks Reservation Policy Red Lined
Proposed Policy 24.23 Special Events, Street Closure and Parks Reservation Policy Clean Version
Draft Park Use Street Closure Application
11. **For Possible Action:** Discussion to approve, approve with modifications, or deny:
 - A) The Martin Slough Realignment Change in Scope of Services No.2 Task 4 with RO Anderson Engineering Inc which will increase the design contract by \$4,200 and over the \$10,000 Town Manager signatory approval limit and;
 - B) And authorize the Town Manager to pay any associated fees to the Federal Emergency Management Agency (FEMA) required for the submittal of a Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR) with public comment prior to board action. (Erik Nilssen)
 Memo to Town Board from Town Manager
90% Plan Cost Estimate
Proposed Future Construction with Storm Drain and Bike Path

12. **For Possible Action:** Accept, accept with modifications, or deny an offer of dedication of two parcels APN: 1320-33-212-019 and 1320-33-230-004 in the Heybourne Meadows subdivision to provide pedestrian access within the subdivision and maintain the properties in perpetuity; with public comment prior to board action. (Erik Nilssen)

[Pictures](#)

[Heybourne Ped Parcels - Map Exhibits](#)

[Heybourne Ped Parcels - Grant Bargain Sale and Deed](#)

[Heybourne Ped Parcels - Title Report](#)

13. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for October 2019. (Jennifer Yturbide)

[Town Counsel Report October Activities Memorandum](#)

14. **Not for Possible Action:** Discussion on the Town Manager's Monthly Report of activities for October 2019. (Erik Nilssen)

[October 2019 Town Manager Monthly Report](#)

[Trip Hazard remediation 2019 - Chichester.pdf](#)

15. **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.

[Nevada League of Cities Report](#)

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

Adjourn

Upcoming Meetings and Events -

December 1, 2019 - Regular meeting

December 5, 2019 - Christmas Kickoff - Heritage Park

December 7, 2019 - Parade of Lights