



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

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

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

#### INVOCATION – Ken Miller gave the invocation

 4:30 P.M. Vice-Chairman Higuera called the meeting to order and made the Determination of a Quorum

#### PRESENT:

Lloyd Higuera, Vice-Chairman  
Mary Wenner  
Ken Miller  
Mike Henningsen

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

#### ABSENT:

Linda Slater, Chairman

 PLEDGE OF ALLEGIANCE – Mike Henningsen led the pledge of allegiance.

 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. Jerry Turner gave public comment on an item not on the agenda. (An audio recording is available upon request)

No further public comment.

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

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

**Motion Miller/Wenner to approve the agenda as amended: items 9 and 10 where it says “authorize town manager to present to Douglas County,” it should be “authorize a town representative to present to the county commission.”**

Mr. Dallaire added items 14, 19/20 is the budget year, not 18/19.

No public comment.

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

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

**A. February 5, 2019 Regular Board meeting**

Ms. Wenner would like to make a correction. The name Karen Schlagel should be Sharon Schlagel.

**Motion Wenner/Miller to approve the previous minutes with the correction of the name Sharon Schlagel to Karen Schlagel.**

No public comment.

**Upon call for the vote, motion carried with Board Member Slater 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 February 2019 claims.**  
Approved.

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

No public comment.

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

**ADMINISTRATIVE AGENDA**


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

4.  **Not For Possible Action: Presentation by Main Street Gardnerville, Executive Director Debbi Lehr, on the 2019 annual plan for Main Street Gardnerville and provide information and update on the program.**

Ms. Debbi Lehr gave a power point presentation on Main Street's accomplishments. As of January 2019 we are a 501c3. We will have four board members and myself attending the national conference with the help of scholarships obtained by the Nevada Main Street program. Nevada Main Street will have a total of 30 attendees going to the conference. We are hoping you will continue to support us in the same amount for the coming year.

Mr. Miller asked if the state legislature is going to fund the Nevada Main Street program for the next two years?

Ms. Lehr answered they are asking for \$500,000. It was only approved at \$350,000 the last time. In the state application we did last year we had to give them a two year budget and that was based on the \$45,000 from the town last year and this year. I will be testifying at the legislature.

5.  **For Possible Action: Approve Proclamation 2019P-02 recognizing the contributions of Tom Dallaire as town manager for the years 2010-2019; with public comment prior to Board action.**

Vice-Chairman Higuera read into the record the proclamation. (Proclamation 2019P-02 is attached to these minutes)

**Motion Wenner/Miller to approve the Proclamation for Tom Dallaire 2019P-02.**

Mr. Linderman echoed everything that was said in the proclamation.

No further public comment.

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

Mr. Higuera presented Mr. Dallaire with the proclamation.


Mr. Miller is proud to see Mr. Dallaire move on.

Ms. Wenner thanked Tom for all his help.

Mr. Higuera expressed it has been a true pleasure to work with you. Your dedication is something to be admired. Thank you for the support and the support you will be offering to us in your new job as community development director.

Mr. Henningsen has had the pleasure of attending a few meetings and Tom gave a first class tour of the town. I grew up here and took things for granted but now I see the list of all the projects he's worked on. It's just amazing how much goes on in the town on a day-to-day basis. It looks seamless, but I'm amazed how much you get done. I am impressed on what I've seen. Thank you.

Mr. Dallaire pointed out it takes a team. Staff works hard as well.

6.  **For Possible Action: Recommendation to Douglas County staff on a request for a Major Design Review for a 7,500 square-foot automotive service building and a Special Use Permit for a "Minor Vehicle Service Center" (per DCC 20.660.110.K). The (un-addressed) 1.3-acre project parcel is located on Hwy 395 approximately 250-feet southeast of the intersection of Stodick Parkway in the NC (Neighborhood Commercial) zoning district within the Gardnerville Community Plan Area. The applicant is Hummel Investments, LLC/Steve C. Meier. (APN 1220-04-002-020). Development Projects (DP's) 18-0393 (Special Use Permit) and 18-0394 (Design Review), presentation by Angela Fuss, Lumos and Associates, with public comment prior to Board action.**

Ms. Angela Fuss, Planning Manager with Lumos & Associates, on behalf of the applicant, gave a presentation on the project.

Mr. Miller asked who will be the permanent owner of the building.

Ms. Fuss responded Heritage Bank will sell it to Hummel. Hummel will build the Firestone facility and the building operation will be through Firestone. There is an access on the Heritage Bank parcel but there is nothing that specifically says parcel A gives access to parcel B. The main access is off Highway 395.

Mr. Henningsen asked if they have spoken to the water company yet regarding the property to the east. There might be an option to buy a portion for additional parking.

Mr. Dallaire wanted to make sure it is clear there are two applications: design review and special use permit.

Public comment.

Ms. Beth Hojnacke has some concerns on the facility. The storage tanks for chemicals, where are the waste products going? How will they be processed out? We don't want them in the wastewater or retention basin. The single access will make it very dangerous to make a left turn.


Mr. Linderman asked if there is another access on 395.

Mrs. Fuss explained the access easement from 395 is referred to as Elges. Once the project comes forward they will rename that road. The configuration from the access onto 395 prohibits left turns out. The waste materials go through approvals from NDEP and code regulations.

No further public comment.

**Motion Miller/Wenner to conditionally approve the proposed major design review DP18-0394 and a special use permit DP18-0393 for the Firestone Complete Auto Care at APN 1220-04-002-020 with conditions as outlined in the attached staff report. Motion carried with Board member Slater absent.**

Ms. Fuss acknowledged what a great person Tom is. He is thoughtful and quick to respond. He is one of the best government employees I've worked with. He's very easy going, gets along and is a problem solver. I think we don't give people enough credit for the work they do. You are great at your job and I wish you luck in your next endeavor. This group will miss you.

7.  **For Possible Action: Recommendation to Douglas County staff, Planning Commission and County Commissioners to approve, to approve with modifications, or to deny requests made by Stoneridge Communities, LLC, for a master plan amendment (DP 18-0342) and zone change (DP 18-0343) for an additional 13.34 acres from Agricultural to Multifamily, a portion located in the East Valley Area and Minden Gardnerville Area Plan for Stoneridge Villas, a proposed 158 home manufactured community for 55+ at a price point of mid \$200,000 with a club house, pickle ball, BBQ/patio area, bocce ball, horse shoe**

**pit, dog park and putting green; (APN 1220-11-001-066). Development Projects (DP's) 18-0342 (Master Plan Amendment) and 18-0343 (Zone Change), presentation by Chuck Hathoot, with public comment prior to Board action.**

Mr. Dallaire wanted to make sure they know this is a master plan amendment and zoning map amendment. It is not the formal design review of the proposed project

Mr. Hathoot wanted to make it clear this is not a mobile home park. These homes will be converted to real property. They will be on leased land. Leases are 99 years. They are eligible for VA, FHA or cash. The project is 55+, except 20% have to be any age.

Mr. Dallaire noted there are two accesses being proposed.

Mr. Hathoot has run the project by Steve Eisele at the fire department. So far they are okay with it.

Ms. Wenner asked if they could put a contingency on the project that if it is not constructed it would revert to the original zoning.

Mr. Dallaire talked with county staff and we will look into it. They would have to annex the property into the town. I don't know if another project has done this before. If they haven't been, then we should make a way. We are basing the master plan amendment on what is being proposed.

Mr. Glenn Linderman asked about any project having the same problem with access and needing more land in that location.

Mr. Dallaire answered yes.

Mr. Anton Paley asked about water rights and will serve letters.


Mr. Dallaire already has will-serve letters. A traffic study was done.

Mr. Paley asked if the proposed state legislative bill AB51 could impact the water rights.

Mr. Dallaire is not familiar with that bill. Gardnerville Water Company already has the water rights associated with their service area boundary.

No further public comment.

**Motion Miller/Wenner to conditionally approve the application request made by Stoneridge Communities LLC, for a master plan amendment DP18-0342 and zone change DP18-0343 for an additional 13.34 acres from agriculture to multifamily, a portion which is located in the East Valley area and Minden/Gardnerville area plan for the Stoneridge Villas. Motion carried with Board Member Slater absent.**

8.  **For Possible Action:** Discussion on request by Nathan Tolbert on behalf of the Carson Valley Little League to use the town sound system for opening ceremonies on April 6, 2019; with public comment prior to Board action.

Mr. Dallaire received the request on behalf of the little league. One of our staff members is on the little league board. They were in need of a sound system. They reached out looking to utilize it if you are okay. There are policies out there but this is a staff member and he would be responsible for the sound system at that event.

No public comment.

**Motion Henningsen/Miller that we approve the use of the town sound system for the Carson Valley Little League opening exercises with a town staff member being in charge of pickup, setup and return of all the equipment and authorize Jennifer to look at the policy and if necessary create a policy or something to that effect. Motion carried with Board Member Slater absent.**

9.  **For Possible Action:** Approve right of way acquisition agreement dated November 2, 2017 from Jerry Feldmiller, APN 1320-32-717-001, and authorize the town representative to present to the County Commissioners for final approval, with public comment prior to Board action.

Mr. Dallaire submitted this to Eric in Douglas County Engineering and it looks like we need to make modifications to the agreement and have it resigned by the homeowners. I need some sort of motion.

Attorney Yturbide looked at it. I noted on the Feldmiller agreement there is a trust associated with that property. We need to include the date of the instrument. I made those adjustments, but in order for the county to record the deed, you will need a certificate of trust. I have made the adjustments. I have a draft but you will have to go back and get signatures.

Mr. Miller would say the faster we get it done the better. Just authorize Carol as acting town manager to sign the document.

No public comment.

**Motion Wenner to approve the right-of-way acquisition agreement dated November 2, 2017 from Jerry Feldmiller APN 1320-32-717-001 and authorize the town representative or acting town manager to present it to the county commissioners for final approval.**

Attorney Yturbide advised the only adjustment is the trust owns the property. I don't think you can change it. You might have to put it off a month.

Ms. Wenner rescinded the motion.

**Motion Wenner/Miller to table item 9 until next month. Motion carried with Board Member Slater absent.**

10. **For Possible Action:** Approve right of way acquisition agreement dated January 5, 2018 from William F. and Sally J. Wilke, APN 1320-32-717-003, and authorize the town manager to present to the Douglas County Commissioners for final approval, with public comment prior to Board action.

Attorney Yturbide would just make the comment this particular parcel is not in a trust.

No public comment.


**Motion Henningsen to approve the right-of-way acquisition agreement dated January 5, 2018 from William F and Sally J Wilke, APN 1320-32-717-003 and authorize the acting town manager to present to the Douglas County Commissioners for final approval.**

Attorney Yturbide asked the motion give authority to update the agreement. If you want to move forward with this give direction to the acting town manager to sign an updated agreement and deed. There was only one clerical error which indicated the Town of Gardnerville was incorporated instead of unincorporated.

**Motion by Mr. Henningsen withdrawn.**


**Motion Miller/Wenner to approve the right-of-way acquisition agreement dated January 5, 2018 with William F and Sally J Wilke, APN 1320-32-717-003 and authorize the acting town manager to present to Douglas County Commissioners and also update the existing agreement. Motion carried with Board Member Slater absent.**

(5 minute recess taken 5:55 p.m. – 6:03 p.m.)

11.  **For Possible Action:** Discussion to approve or deny the Second Reading of Resolution 2019R-01 for the Gardnerville Health & Sanitation's proposed trash rate increase of 4% for residential customers and 7% for commercial customers; with public comment prior to Board action.

No public comment.

**Motion Miller/Wenner to put the second reading of Resolution 2019R-01 for the Gardnerville Health & Sanitation proposed trash rate increase of 4% for residential and 7% for commercial into the record and approve. Motion carried with Board Member Slater absent. (Resolution attached to minutes)**

**12.  For Possible Action: Discussion to send a letter to Douglas County in support of a speed limit study and evaluate the intersection of Toler Lane and Highway 395 for consideration of a southbound left turn lane onto Toler Lane which will be conducted by NDOT in the Carson Valley; with public comment prior to Board action.**

Mr. Dallaire had a request from Erik, Douglas County Engineer. We attended a meeting with NDOT and discussed some of the issues they are having with speeding. They are requesting to reduce the speed entering and exiting the towns and also to evaluate the Hwy 395/Toler intersection. We were asked to write a letter supporting or not supporting this issue. We have heard from a few residents in town. You have a copy of an email on your table from Vickie Roberts.

Public comment.


Mr. Linderman would not want the town board to encourage the state to recommend left turns or to allow left turns there.

Ms. Hojnacke would say if they decide to allow left turns put a signal at that intersection and put the crosswalk there. The traffic study should include left turns on Lampe and Waterloo. They need to include those two intersections to do a true evaluation on how it affects other intersections.

No further public comment.

Mr. Miller made the recommendation that we take no action on this.

No action taken.

**13.  For Possible Action: Discussion and direction to town staff concerning dedication of 50 foot, plus or minus, right of way on the Heritage Park parcels identified below to Douglas County, located north and south of Gilman Avenue and East of Heritage Park. Portion of the road is constructed and right of way lays entirely within the Heritage Park property, (APN: 1320-33-402-010, and 1320-33-402-011) and will be a town-maintained street; with public comment prior to Board action.**

Mr. Dallaire discussed the problem with the right-of-way on Courthouse Alley. Currently the town owns the entire parcel. Slaughterhouse was never dedicated to anyone. The church came forward and the town board made a recommendation to county staff to have the church pave Ezell. Ezell is not an actual right-of-way. The approved letter from the county was to follow the town board recommendations except for paving the road. I am looking for direction on what we'd like to do with Ezell. I proposed an improvement plan for Ezell and what it would look like.

Mr. Miller sees a benefit to this. I'm hesitant to make the road both ways. I would go ahead and dedicate it, but don't consider it a two-way street.

Mr. Dallaire is not proposing any improvements right now. It is just dedicating the right-of-way.

Public comment.

Mr. Linderman asked if you dedicate the right-of-way to the county does that mean you lose control over whether it is one way or not?

Mr. Dallaire answered we would have to go back to them and make the proposal for whatever improvements we want for the right-of-way. The county commissioners would have to vote on it. It is the existing condition today. When they accept the right-of-way they would accept it the way it is. We maintain the road.

Ms. Beth Hojnacke asked if the town did not dedicate it to the county the town retains control.


Mr. Dallaire answered it's not an actual road.

No further public comment.

Mr. Henningsen doesn't see a downside to dedicating it. We retain control and it gives us the option to make it better.

Mr. Dallaire stated it would just be an actual road. Right now it is not a road.

**Motion Miller/Wenner to give direction to town staff on dedicating the 50 plus foot right-of-way for Ezell Street located north and south of Gilman Avenue and east of Heritage Park. Portion of the road is constructed on Heritage Park property APN 1320-33-402-010 and 1320-33-402-011, and it would be a town maintained street. Motion carried with Board Member Slater absent.**

14.  **For Possible Action: Discussion on tentative budget development for Fiscal Year 2018/2019 including, but not limited to:**
- a. **Discuss capital improvement projects for fiscal year 2019-2023;**
  - b. **Review preliminary budget for 2018-2019, including review of the revenue estimates, and itemized expense with detail and other matters properly related thereto; with public comment prior to Board action.**

Mr. Dallaire went over the Capital Improvement Plan for 19/20 through 23/24: Kingslane, ADA ramps, Gilman/Ezell property, Maple Street storm drainage, fog seal, slurry seal, crack sealing, barns and shop, tree treatment and vehicle replacement.

Mr. Dallaire went over the 19/20 budget.

Mr. Miller would like to see the town cut back on funding to Main Street. That was in the original plan when it first started.

Mr. Dallaire will look at the letter from Main Street Gardnerville to the State Main Street and then we will make the adjustment. I will provide the letter as backup. If we committed to 45; we will do 45. We started off at 75 and we've gone down over the years.

No public comment.

**Motion Miller/Henningsen to approve the tentative budget as discussed along with Capital Improvement Projects for 2019/2020. Motion carried with Board Member Slater absent.**

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

Attorney Yturbide worked on the agenda, attended the meeting, some employment matters, the agenda and items for March, and reviewing the older right-of-way agreements.

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

Mr. Dallaire went over the meeting with Lee Bonner. He saw firsthand what happens on the S curve.

17.  **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.**

Ms. Wenner reported the Arts Council has a new commissioner liaison Mr. John Engels. He gave a presentation on the movie industry and how the county could make some money. They have a new arts and antique trail brochure that came out. They have a new musical coming out on March 22-31 called Suds.

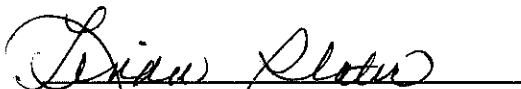
Mr. Miller reported March 23<sup>rd</sup> the Minden Rotary is going to plant 24 fruit trees on the trail system behind Heritage Park. The fruit trees have been ordered. The Rotary is paying a total \$3,000 for the trees. I'm lining up work crews.

**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. (An audio recording is available upon request.)

Adjourn 7:58 p.m.

Respectfully Submitted,

  
Linda Slater, Chair

  
Carol Louthan, Interim Town Manager