

## GARDNERVILLE TOWN BOARD

## **Meeting Minutes**

Linda Slater, Chairman Lloyd Higuera, Vice Chairman Mary Wenner, Board Member Ken Miller, 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, October 1, 2019

4:30 p.m.

**Gardnerville Town Hall** 

**INVOCATION** – None given.

4:30 P.M. Chairman Slater called the meeting to order and made the determination a quorum is present.

BOARD MEMBERS PRESENT: Linda Slater, Chairman Lloyd Higuera, Vice-Chairman Mary Wenner Mike Henningsen Ken Miller STAFF PRESENT Jennifer Yturbide, Town Counsel Erik Nilssen, P.E., Town Manager Geoff LaCost, Public Works Superintendent Carol Louthan, Administrative Services Mgr

PLEDGE OF ALLEGIANCE – Mary Wenner 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 items not on the agenda. (A copy of the 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 Henningsen/Higuera to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

**FOR POSSIBLE ACTION:** APPROVAL OF PREVIOUS MINUTES: A. September 3, 2019 Regular Board meeting

Motion Higuera/Wenner to approve the previous minutes.

No public comment.

Upon call for the vote, motion carried unanimously.

## 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. Motion Higuera/Miller to approve items 1-6 on the consent calendar.

No public comment.

#### Motion carried unanimously.

- 1. <u>For Possible Action</u>: Acknowledge receipt of and file correspondence. Acknowledged and filed.
- 2. <u>For Possible Action</u>: Approve, approve with modifications, or deny the Health and Sanitation & Public Works Departments Monthly Report of activities. Approved.
- 3. <u>For Possible Action</u>: Approve, approve with modifications, or deny September 2019 claims. Approved.
- 4. <u>For Possible Action</u>: Approve, approve with modification or deny the purchase of a truck load of 95gallon refuse totes from Otto Environmental Systems at a cost not to exceed \$24,999. Approved.
- For Possible Action: Approve, approve with modifications, or deny an application by Trinity Lutheran Church to close Douglas Avenue from Mill Street north approximately 200-feet for Halloween Trunk or Treat on October 31, 2019 from 3:00 p.m. to 8:00 p.m. Approved.
- 6. <u>For Possible Action:</u> Approve, approve with modifications, or deny Resolution 2019R-003, a continuing Resolution by the Gardnerville Town Board adopting a policy regarding open invocations before meetings of the Gardnerville Town Board. Approved.

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

7. For Possible Action: Discussion to approve, approve with modifications, or deny a proposed memorial to Dan Hickey at the Gardnerville Station on behalf of the Douglas High School Class of 1962; with public comment prior to board action.

Town Manager Nilssen was approached by Matt Bruback, Main Street Gardnerville Director, about the memorial for Dan Hickey at the Gardnerville Station. Matt and I realized the item to donate had not been before the Town Board or Main Street Board. It appears that 15 individual donations were made to Main Street Gardnerville for a memorial bench. Looks like at some point the idea of putting a bench changed to a large memorial at the station. I have asked the board to discuss the appropriateness of having a memorial at the Gardnerville Station. I don't' think the board should get into funding. If the board determines it is appropriate there are conditions for the applicant to cover the costs. The applicant would need to approach Main Street Gardnerville about what happens with the funds already collected. I referenced three potential locations where the memorial could go. This item is on the agenda at the request of Board Member Miller.

Mr. Miller went over the history of this memorial request. It's very convenient that Main Street can purchase a bench. Why can't it purchase a flagpole?

Mr. Bob Whear was anticipating something that was already approved I wanted a publication to go out because the Class of '62 has contributed 24 or \$2,500. Once the press release goes out, I think I can triple that.

Mr. Matt Bruback, Main Street Director, explained initially Main Street Gardnerville collected funds for a bench. At some point that concept turned into a flagpole. Linda Dibble pointed out in the letter that Main Street Gardnerville has about \$1900 for the memorial. If those funds wanted to go towards a flagpole we would be okay with that. It is up to the donor's request. At this point it was made clear in the letter we don't want to get into collecting funds for a flagpole through Main Street Gardnerville at this time. Main Street doesn't want to get into collecting funds for a lot of

different people in the community for specific items. I'm happy to work with Robert and get the funds to the appropriate place. I don't see Main Street Gardnerville collecting funds for a flagpole.

Mr. Michael Fischer commented it is extremely important we remember those who went before us. I'm here today in support of doing something to memorialize Danny Hickey. I agree with Ken we should do something. It should be a collaboration between the Class of '62 and Main Street. All that can be accomplished by just sitting down together. When this hits the paper I think there will be substantially more money than there is now. I am in firm support.

#### No further public comment.

Chairman Slater thought it would be a wonderful project. The location could be better. When Heritage Park was created the south end was intended to be set up as a memorial area. I am thinking the best location would be the south end of Heritage Park.

Mr.Higuera pointed out Gardnerville Station is still a work in progress. We haven't established any policies yet. We already have a designated area at Heritage Park. I tend to agree with Linda that Heritage Park would be a better location.

Mr. Henningsen knew the Hickeys. I didn't think about the Heritage concept. That also makes a lot of sense. I am all in favor of a memorial not specifically for one person. There will be a lot of people that will want to be memorialized over time. Is the Class of '62 going to be upset if the board considers moving it to Heritage Park? Any thoughts on that?

Mr. Fischer doesn't know if they are totally set on the location. Heritage Park is also a good spot. I know Tom Dallaire had some thoughts about brands that were incumbent to Gardnerville and thought that was part of tying it to the heritage of the location.

Ms. Wenner was under the impression when we did the drawings for the gas station that there was supposed to be a sign there. I agree with everyone about having more than one name. I agree with Mike, it would be a good place, but we're not done with the station.

Mr. Henningsen asked who will coordinate the additional fundraising. If Main Street Gardnerville isn't going to do it who will be the focal point and keep that money safe and track it. That's another concern is somebody has to step up.

Mr. Miller believed we are talking about two different issues. One, I disagree with Linda because we have a flagpole on Gilman. The other issue is memorials and beautification of the gas station. A flagpole would be nice at the gas station without being dedicated to one individual. It would be nice if we could have it dedicated to the Class of 1962. I have a bench down there that will go in front of the station. I don't see any reason why we can't have a flagpole that is dedicated to the Class of `62. Individual memorials would be Heritage Park. I can't see turning away the funds because the only vehicle we have is Main Street Gardnerville 501c3. To me that is why it was formed as a 501c3.

Ms. Wenner asked about a memorial around the flagpole that is already there.

Mr. Whear has a concern. I can't speak for the class. This was initiated on the concept of that corner being a site that would be memorialized. Ken suggested that we put these benches there. I like Mike's idea of making that a contribution by the Class of `62 and we'll go after the funds. It would be a nightmare to memorialize everyone that had anything to do with the station. That doesn't make a lot of sense.

Town Manager Nilssen advised within the five-year capital improvement plan there isn't money set aside for the site improvements. I'm hoping when budget time comes around there is some way to get it done over the next summer. If the board decided this was the location of the memorial I would like to work with the architect and with a representative of the Class of `62 and bring that back to the board for final approval. I felt this was ahead of itself as we do not have a schedule for the Gardnerville station. Mr. Whear could collect the funds and hold onto the funds for when the Gardnerville station improvements occur. I would definitely work with the board and Mr. Whear as to the scope and size of the memorials if you decide this is an appropriate place for the memorial.

Mr. Higuera didn't think the board had considered how many people in the area were associated with the Gardnerville station. Maybe we should consider some kind of memorial type plaque with the various names of people who made contributions to the community and that would be one item in the station rather than having 15 or 20. That might be something to add in to the overall picture of the Gardnerville station.

Mr. Fischer thought what they are trying to do is to bring something about for a person that served the community and has deep roots in Gardnerville. Given all that, if you had a representative, Main Street Gardnerville, Class of `62 and interested citizens could sit down and bring a proposal back. I'd be happy to work out some solutions to bring back so you don't have to spend the next three weeks working on the details.

Mr. Miller hopes Main Street will include his input in their thoughts

Chairman Slater would like her thoughts included as well.

Motion Miller/Higuera to table item 7 on the proposed memorial to Dan Hickey at Gardnerville station on behalf of Douglas High Class of 1962.

No public comment.

Motion carried unanimously.

8. For Possible Action: Discussion to approve, approve with modifications, or deny an update to Town Policy 29.1 Overhead Street Banner Policy; with public comment prior to Board action.

Town Manager Nilssen brushed up on some of the policies and as employees have asked specific questions I have realized they don't address the specific concerns raised. The major revision is that we not hang banners above Eddy/Hwy 395 during the winter months from mid-November through the 2<sup>nd</sup> Monday in March. I softened the policy a little and if someone is wanting to set up a banner they would just have to make arrangements. We would still hang the banners that have commitments for this winter.

Chairman Slater questioned if someone wanted to put a banner up in that time frame the town wouldn't do it but they could use their own resources. Would that become a safety issue or liability for the town to allow someone else to do it?

Town Manager Nilssen answered In order to hang a banner a permit needs to be obtained from NDOT and they would make the determination.

Mr. Miller doesn't like the liability issue. Anyone can go out and rent a bucket truck at Ahern. I would like to wipe off Item D.

Town Manager Nilssen can strike that if it makes it easier.

No public comment.

Motion Miller/Higuera to approve with modifications the update on Town policy 29.1 Overhead Banner Policy dropping the words "eligible organization may still reserve the banner crossing during this time but would have to make arrangements other than town forces for the installation and removal of the banner. " Motion carried unanimously.

9. For Possible Action: Discussion to approve, approve with modifications or deny Resolution 2019R-002 which repeals Resolution 2001R-3 and removes Policy 24.12, Utility Cut Permit Program (Street Cuts), from the Town of Gardnerville Policy and Procedures Manual; with public comment prior to Board Action.

Town Manager Nilssen noticed there is still a policy for street cuts. Starting in 2009 and finishing with the passage of Ordinance by the County Board of 2016 1477, there have been some changes where the county, towns and general improvement districts spent time to get everyone better coordinated. Quarterly the county now reimburses the town for permit fees based on the condition of the street. The intent of the original Gardnerville Resolution 01-3 is now met. The towns still review the permit, oversee inspection if they desire, and the Town receives the funds. The Town is just not the ones issuing the actual permit.

No public comment.

Motion Higuera/Miller to approve Resolution 2019R-002, which repeals Resolution 2001R-3 and removes Policy 24.12 utility cut permit program street cuts from the Town of Gardnerville Policy and Procedures manual. Motion carried unanimously.

# 10. Not For Possible Action: Presentation by the Town Manager on changes to internal communications within the Town.

Town Manager Nilssen went over the communication between admin staff and field staff. We decided to look into getting field staff work phones. The phones were free. There was a one-time software fee of \$600 to get the county email server onto their phones. Also they are able to leave them and charge them at the shop. This puts us in line with HR and county policy.

Chairman Slater is glad to see this has been revised.

Mr. Miller looks at this as house cleaning. That is a lot better communication.

Mr. Henningsen mentioned GE gives everyone a phone. This is a wonderful idea.

Mr. Higuera agreed it's nice being in the 21st century.

Ms. Wenner agrees with Mike Henningsen.

Town Manager Nilssen explained they would take the phones home if they were on standby. Generally they just leave the phone in the shop.

No further comments.

# 11. For Possible Action: Discussion to approve, approve with modifications, or deny an update to Town Policy 26.1-12 Snow and Ice Control Operations; with public comment prior to Board action.

Town Manager Nilssen discussed how things were going to work with staff. I've included the county policy on compensation, specifically Item H, standby status. If we know there is going to be a weather emergency on the weekend we will send a couple staff members home with their cell phones. While they have their phones they get paid standby pay. Geoff or I will make the determination when there is a storm event that at least two people will be on standby. The two senior staff members will have the first option. No one will do it twice until everyone has done it once. If they agree to it they have an hour to get here and respond. If they don't respond they will get a one on their performance appraisal on accountability. They can return a call within five minutes and avoid the one on their performance appraisal. Going into the snow season everyone knows what will be expected of them for standing by.

Mr. Higuera feels it's great Mr. Nilssen is going over all these policies. They need updating.

Ms. Wenner asked what was going on before when it would snow.

Mr. LaCost explained if we saw a snow event coming I would see who was available and ask if they were interested in overtime. I would get two or three staff members that would be available and then I would go from senior down to junior. Our staff isn't really looking for the overtime. But if there is a serious issue they will come in. With the change in policy it gives them \$3.50/hr from whenever they are notified to be available.

No public comment.

Motion Higuera/Wenner to approve the update to Town Policy 26.1-12, snow and ice control operations. Motion carried unanimously.

# 12. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for September 2019.

Attorney Ytubide reported the past month we had a variety of things we were dealing with starting with the special meeting. We had a special meeting agenda I reviewed. I reviewed the memo for internal communications. There was an email inquiring about the painting of stop bars by town employees on private property. There was also an email exchange concerning the Chamber awards ceremony. There were email exchanges on upcoming changes to the Douglas County Code Title 18.06 regarding town services. There was an email regarding the process for dedication of pedestrian access in Heybourne Meadows. There is a review and clarification of legal services that will be discussed later. Phone calls and correspondence regarding the memorial issues. I have also had some phone calls as a result of that matter. There were a number of policy changes, including the ones that were on the agenda. In addition, the street closure and park policy was reviewed. We are trying to schedule time for the new agenda software training that is coming up. I reviewed the agenda for today and also followed up on the status of the Hildebrand contract. The homeowner has not signed the contract yet.

# 13. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for September 2019.

Town Manager Nilssen went over his report with board members.

Mr. Miller asked about board meetings at the Gardnerville station.

Ms. Louthan and Mr. LaCost advised the station needs better sound equipment and the site work needs to get done. The parking lot is a safety hazard. The handicapped parking isn't designated. If the board wishes to have meetings over there that should wait until after the site work is completed.

Chairman Slater thanked Mr. Nilssen for all the work he has been doing with changing and updating the policies. On behalf of the board I would like to thank you.

# 14. <u>Not For Possible Action</u>: 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 did not meet in September. There is nothing to report.

Chairman Slater reported on items from the Nevada League of Cities conference. While still on the executive committee, we will be working on the job description for the executive director. I spoke with John Sheridan who will be taking my place at the executive committee.

Mr. Higuera reported Meredith Fischer donated \$3,500 to Main Street from her very successful street fair. Linda Dibble is desperate for board members. They need at least two or three new members. Matt Bruback applied for a Wells Fargo grant and will receive \$500. He is working on more fundraising activities and an incentive based membership program. Hopes to raise \$45,000 with that. One new member signed up this month, Wise Buy. Reminder Fall Fest is this Saturday.

## 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 copy of the recording is available upon request).

Adjourn 6:12 p.m.

later Linda Slater, Chairman

Erik Nilssen, P.E., Town Manager