

GARDNERVILLE TOWN BOARD

Meeting Minutes

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

Tuesday, September 3, 2019

4:30 p.m.

Gardnerville Town Hall



INVOCATION - Rich Lammay, High Sierra Fellowship



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

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 - 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.

Chairman Slater read into the record a comment:

The Chair would like it to be placed on the record that a reported incident occurred at our August Board meeting that has been reported to the Chairman. A member of the public physically touched the Town Manager on the chest. This type of conduct shall not and will not be condoned by this Board, and if such an event should occur in the future, the Sheriff's Department shall be notified for an appropriate remedy. No further discussion will be presented on this matter at this time. If further discussion is necessary, it will be agendized and so noted.

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.

Motion Higuera/Miller to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.



FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

A. August 6, 2019 Regular Board meeting

Motion Wenner/ Higuera to approve the August 6, 2019 board meeting. Not being present at the meeting, Mr. Miller abstained. Motion carried.

Chairman Slater thanked the sheriffs for being present at the meeting.



CONSENT CALENDAR FOR POSSIBLE ACTION

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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.

Read and noted.

- 2. <u>For Possible Action</u>: Health and Sanitation & Public Works Departments Monthly Report of activities. Approved.
- 3. <u>For Possible Action</u>: Approve August 2019 claims. Approved.
- 4. <u>For Possible Action</u>: Approve a request by the Washoe Tribe Domestic Violence Program to hang purple ribbons from the decorative light poles on Main Street from Greater Nevada Credit Union to Jerry's Grill during the month of October which is Domestic Violence Awareness Month. Approved.

Motion Higuera/Wenner to approve the consent calendar.

No public comment.

Motion carried unanimously.

ADMINISTRATIVE AGENDA

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

5. For Possible Action: Discussion to recommend approval, approval with modifications, or denial of a proposed tentative parcel map for Gardnerville Water Company creating three parcels (0.48, 1.27, and 0.88 acres in size) from parcel, APN 1220-03-301-003, 1297 N Highway 395 (Reference Douglas County DP19-0393); with public comment prior to Board action.

Mr. Nilssen received submission of a proposed parcel map for the Gardnerville Water Company. The parcel is located east of Highway 395 and south of Stodick Parkway. It is zoned neighborhood commercial. Mr. Nilssen gave an overview of the project for Board members. Staff had concerns regarding the potential noise generated from a well in the vicinity of residential areas. The Gardnerville Water Company has stated they have never received any noise complaints related to their well operations. I conditioned the well site aesthetics should be brought before the Town Board for review and input. The applicant is here. The surveyor is here as well.

Chairman Slater asked where the access is for the parcels.

Mr. Nilssen replied it will be the same access that goes to the proposed Firestone Auto Care that is being built. The access is directly to Hwy 395. It is a private access. No roads, retention basins or storm drains on this property would be maintained by the town.

- Mr. Miller is concerned with the residents and what type of waste removal facility is there presently.
- Mr. Nilssen believes it is connected to MGSD.

Mr. Mark Lovelady, General Manager of the Gardnerville Water Company, confirmed the residence is vacant and hooked up to water and sewer. All the parcels will be the same.

No public comment.

Motion Miller/Higuera to approve the proposed land division with the conditions as outlined in this meeting by town staff. Motion carried unanimously.

6. For Possible Action: Discussion to recommend approval, approval with modifications, or denial of a proposed tentative parcel map for Maverik Inc. creating three parcels (3.25, 4.86, and 0.54 acres in size) from parcel, APN 1220-04-602-012, 1301 N Highway 395 (Reference Douglas County DP19-0392); with public comment prior to Board action.

Mr. Nilssen mentioned there is a representative from Maverik available for questions. At the June meeting it was presented to the board that, although the parcel is 8.5 acres in size, Maverik did not intend to use the entire parcel. They intended to split it into three parcels and they have now made that application to the town and county. One of the concerns during that review was access onto Elges. With this land division we have the opportunity to create conditions. I did put a condition that a vehicular non-access easement would be provided. It precludes cars from going from the private property to Elges Avenue. That would eliminate some of the concerns the residents had at the June meeting. Parcel 1 is the proposed 3.25 acres that Maverik will retain. Parcel 2 is zoned general commercial and vacant. When development is proposed on that parcel the town would have the opportunity to comment and condition the design review. The third parcel is a planned detention basin in the northwest corner that is proposed to be dedicated to the town. There is some benefit to the town for storm drainage. The current storm drain configuration is on private property within an easement in residents' backyards. If the storm drain basin were dedicated to the town the storm drain along private property could be abandoned. This project has quite a few conditions related to the basin setup if the town accepted maintenance.

Chairman Slater asked on the recommendations for the detention pond you are recommending DG at the bottom.

Mr. Nilssen responded DG with plants.

Chairman Slater believed it's been the position of the town for quite a few years that detention ponds be grassed so they are presentable to anyone coming through town.

Mr. Henningsen mentioned Bently's retention pond looks horrible. There is inconsistent growth in all directions with weeds growing up the sides. I don't know what guidelines he was held to, but it looks terrible. If this looks anything like that I would definitely learn from that. It needs to look nicer than that or it will be an eye sore.

Mr. Nilssen stated if the board would prefer to see turf, it's possible. However, due to the increased maintenance of mowing and since the detention pond is too small to be used as a park it is not recommended.

Chairman Slater pointed out that's why several boards back they decided to enhance the ponds so they would look like mini parks.

- Mr. Henningsen noticed Trinity has mini retention ponds and at the bottom the plants struggle.
- Mr. Nilssen advised Trinity followed the Truckee Meadows design basin and this proposed basin would look similar to the basins at Trinity.
 - Mr. Miller's concern is Parcel 2's access.
 - Mr. Nilssen responded there is a proposed driveway off 395 and one on Stodick, but not an access on Elges.
- Ms. Wenner likes the zero landscaping with trees and rock, like what they've done on Toler. I think the grass will be hard to mow. Maybe put some shrubs and trees.
 - Mr. Higuera suggested low shrubs, low vegetation and greenery.
- Mr. Nilssen noted the detention pond parcel is just over half an acre. Parcel 3 is conditioned that the access easement be extended along the frontage of parcel 2. There will be access to all three parcels available off Hwy 395. They will bring a landscape plan. I will add Condition 6E that the board will review and approve the final landscape design submitted by Maverik.

No public comment.

Motion Higuera/Miller to approve with staff recommendations, and the board condition that they review the final proposed landscape plan from this evening, a proposed tentative parcel map for Maverik Incorporated creating three parcels: 3.25, 4.86 and .54 acres in size from Parcel APN 1220-04-602-012 at 1301 N Highway 395 reference Douglas County DP19-0392. Motion carried unanimously.

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7. For Possible Action: Discussion to approve, approve with modifications, or deny Town Policy 4.1, Purchasing and Approval Limits restricting the Town Manager's signatory authority to \$10,000 with certain exceptions identified within the policy; with public comment prior to board action.

Chairman Slater explained she and Lloyd met with Erik and he asked this item be on the agenda because we could not find a policy that we approved for Tom Dallaire. This meets the same standards as Minden and Douglas County.

Mr. Nilssen struggles with what I am allowed to sign off and my authority for expenditure of funds. I looked through the policies. I could not find anywhere in the financial policies what I am allowed to sign for dollarwise and what I can't. \$10,000 is generally what directors have the authority to sign at Douglas County and Minden. \$10,000 allows me to make the day-to-day purchases and decisions the town needs. I've asked for exceptions on utility payments and vehicle repairs, as long as the purchases stay within the approved budget for the fiscal year. If the board has a greater comfort level you could discuss \$20,000 or \$25,000. This is what I am recommending.

Mr. Miller mentioned anything we approve during the annual budget which may go over \$10,000 should be considered done and we would not have to come back for this board to reapprove.

Mr. Turner doesn't like it when a board talks about some other cities doing this or that. Make the decision not because of what someone else does in another city. I would like to know any time something comes up that is unique or different it goes before the board.

No further public comment.

Motion Higuera/Wenner to approve Town Policy 4.1 purchasing and approval limits restricting the town manager's signatory authority to \$10,000 with certain exceptions identified within the policy. Motion carried unanimously.

8. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for August 2019.

Attorney Yturbide reported Erik has been looking at some of the policies in existence and updating them. Some of what I was doing was also discussing those policies with Erik. There was also continuing discussion regarding public records requests. We received a lien notice on one of the properties and an election to sell. We happen to have a lien on the same property. It won't extinguish it. There were some contracts I reviewed. I reviewed the town manager's purchasing authority. There were some discussions on reserve policies and communication policies. There was an approval of the dog park from community development. The street cut ordinance will be discussed next month. I reviewed the agenda and I am here attending the meeting.

9. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for August

Mr. Nilssen asked if there were any questions. We finished the last movie in the park August 9th. Definitely a learning experience for me. A lot of staff time has been given to mowing and maintaining the open space and paths. We still have a vacant town sanitation position. Plan reviews were completed for the new tavern, Residence 1861 Apartments, Firestone Complete Auto Care and the demolition of Yager's Garage. The dog park received approval from Douglas County. No appeals have been filed. It is officially a dog park now.

Mr. LaCost reported the fence is almost complete at Carrick/Grant detention pond. It should be done in the next week or week and a half.

Mr. Nilssen stated the slurry seal is complete. We will work to notify more residents the next time. The electric charging station permit has been approved. I have a submittal it to NV Energy to put a transformer in. Once that is approved the work will commence. I received the final plans for the underground detention reservoirs at the Gardnerville Station. CDBG gave me the okay to apply for another extension. I am confident in getting those projects done before the winter is over. The architect has the plans and he is developing the final specifications, which will be submitted to CDBG. NDOT will be working on 395 replacing 22 feet of asphalt in the northbound lane from the middle school to the elementary school and an 11 foot section in the southbound lane. It will be all night work from September 9th through the 14th. NDOT will not be using the Gardnerville station. We received an

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application for Austin's House Poker Run. They were supposed to turn in their application 10 days before the board meeting so it could be agendized. Per the Town policy over 250 participants are expected, alcohol will be served and music will be played. This is an application the town board would have to approve. We can't take action because it wasn't agendized. The applicant thought the submittal deadline was 10 days before the event. There is some confusion on the application. I'm asking if the board would consider a special meeting before the 21st. If we could set up a date and get the agenda published. Otherwise the answer to this event would be you can't use the park.

Chariman Slater asked if we have an existing policy on special board meetings. If we don't have a policy we should have one.

Attorney Yturbide will look at the records and report back to Erik.

Chairman Slater asked if we're going out to bid on another truck. How many garbage trucks do we have?

Mr. LaCost answered we have seven trucks. One refuse truck is for backup. We currently have four rear loading trash trucks. We go out on Mondays and Fridays with two of them. One is strictly for backup. So if one breaks down we still have two reliable rear-loading trucks. Currently we have three automated trucks and some days we use all three automated trucks. We could use an additional automated truck. The additional truck we are looking to purchase is a different style than anything we have.

Mr. Nilssen advised we do plan to get rid of one after the new truck is delivered.

Mr. LaCost pointed out we are spending quite a bit of money on maintenance. It is time to transition Truck 615 out. The new truck will be a front loading truck. We are looking to transition our commercial routes to being able to drive up to collect the trash instead of backing up to the dumpster.

Chairman Slater commented if we decide to purchase another vehicle and we say we are going to dispose of the old one this board needs to know it will be disposed of as agreed upon.

- Mr. LaCost will be disposing of truck 615.
- Mr. Nilssen noted truck 601 is a 1999. They use it as a backup and for greenwaste. .
- Mr. Miller asked if the truck purchase was in the CIP.
- Mr. LaCost answered yes. Our last used truck purchase didn't go as well as it should. We are going with new.
- Mr. Nilssen, in the future, can agendize an item to make a presentation on the sanitation truck fleet and operations if the board would like to have one.

Chairman Slater believed this presentation would be helpful during budget time. The point is, when an employee or a manager says something will be done we want to know it is actually done, and not held over without the board's knowledge. Another question: On the new church, we have our Christmas kickoff and fireworks. What will happen this year with the fireworks location?

Mr. Nilssen was not aware of the setup. I will review that with Geoff and the owners of the parcel. Since we do own the other lot that could be a backup.

Chairman Slater added since we do own the lot across the street that could be a backup location for the fireworks. My last comment is the repaving is being done at night. Are we going to have any road signs put up for the trucks and cars that travel through?

Mr. Nilssen answered NDOT has a public information officer. We will definitely re-push out their message. I'm sure the county public information officer will as well. NDOT generally won't surprise you with a project. They are open with their communication. It will be late at night to 4 or 5 in the morning. I can forward the information to Kurt at the Record Courier.

10. 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 met and is looking for new board members. If anyone is interested there is an application. They meet once every other month. They have a new exhibit at the Copeland Gallery and more concerts coming. We also have one of the commissioners on the board and he has suggested he wants to see a stagecoach built for tourists to use.

Chairman Slater reported the Nevada League of Cities had meetings scheduled that were cancelled. We are moving forward with the application process to find an executive director. The focus right now is on the annual conference September 24th through the 26th. I have the agenda here. On Thursday will be the rural roundtable and the metro roundtable.

Mr. Higuera reported Main Street is looking for board members. They had a very successful training session. People from all over the state attended as well as the national main street was in attendance. The Main Street Gardnerville program was showcased to the entire state. The street festival on Eddy Street was a huge success. They are going to be making a donation to Main Street Gardnerville. That will be announced soon. Matt happens to be here if he wants to add anything.

Mr. Matt Bruback, Main Street Gardnerville, reported the two-day workshop was phenomenal. It's amazing what the Town of Gardnerville has done to get this started for the state. There were many towns participating and learning from what we have done. We couldn't have done it without the Town of Gardnerville.

2nd 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.)

No further public comment.

Meeting adjourned at 5:37 p.m.

Linda Slater Chairman

Erik Nilssen, P.E., Town Manager

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