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

INVOCATION - Norm Milz - Shepherd of the Sierra Lutheran Church

Call to Order and Determination of a Quorum – Chairman Slater called the meeting to order and made the determination a quorum is present.

PRESENT:

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

PLEDGE OF ALLEGIANCE - Mr. Ken Miller 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. Nilssen gave public comment on the new agenda software the town is now using and that it will save significant time.
- Mr. Jerry Turner gave public comment on items not on the agenda. (A copy of the recording is available upon request)
- Mr. Ed Eggert gave public comment on the dirt piles next to the Martin Slough pond that he would like to turn into a peninsula within the pond. He would like to start a sailboat racing club. He asked the town to possibly employ high school seniors for summer work next year.

No further public comment.

FOR

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 removing item 6.

Ms. Beth Hojnacke is concerned that the agenda packet is no longer searchable. I hope it was a one-time deal and won't happen in the future.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

- September 16, 2019 Special Meeting
- October 1, 2019 Regular Board Meeting В.

Motion Henningsen/Wenner to approve the special and regular board meeting minutes.

No public comment.

Upon call for the vote, motion carried.



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 the consent calendar items 1-4.

No public comment.

Upon call for the vote, motion carried unanimously.

- 1. For Possible Action: Acknowledge receipt of and file correspondence. (Carol Louthan) Acknowledged and filed.
- 2. For Possible Action: Approve, approve with modifications, or deny October 2019 claims. (Carol Louthan)

Approved.

- 3. For Possible Action: Approve, approve with modifications, or deny the Health and Sanitation **Department Monthly Report of activities.** (Marie Nicholson)
- For Possible Action: Recommend approval, recommend approval with modifications, or 4. 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)

Recommended approval.

ADMINISTRATIVE AGENDA

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

For Possible Action: Discussion to support or oppose Main Street Gardnerville's effort to 5. 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)

Mr. Matt Bruback, Main Street Gardnerville Executive Director, gave a brief description and presentation on the gateway entrance that Main Street would like to put up on each end of town.

Comments from the board included: Miller: Research other cities who have gateway artwork/historical markers in their town; Henningsen: concerned with sidewalk encroachment, parades, things getting caught on it, wind, reflecting character of town, architectural drawings needed; Higuera: take into consideration the mockups of the Gardnerville Station; Wenner: likes the idea of a designation between Minden/Gardnerville;

Public comment.

Mr. Linderman asked where the southern sign would be.

Mr. Bruback answered the Main Street District goes from Frontier to O'Reilly Auto Parts, so from Toler island (about 200 or 300 feet from the actual district line) to the funeral home.

Mr. Turner is against it. It comes from the United Nations.

No further public comment.

Motion Henningsen that we postpone, encourage that Matt go back to his board and review it and get some more information, consider the cost and design aspects and bring it back to the board at a later date when there is more information we can act on.

Mr. Nilssen asked if in concept the board is supportive of going after an arch concept in the north and south location of Main Street Gardnerville. Matt will be back in the future with exact locations and a design for the board to consider if they approve him moving forward with the concept.

Motion Higuera to support 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 and presented to the Gardnerville Town Board.

Mr. Henningsen is not prepared to embrace an arch at this point. I'm not sure we've done enough homework. If we say arch, it limits the other options.

Mr. Miller does not like the words "effort to install".

Attorney Yturbide explained the board can determine to take action or not. If there's no second to any motion we would just move forward and take no action.

Mr. Bruback will heed what Mike said. Maybe it isn't an arch. We could come up with options for a gateway entrance. This is just to move forward so I can gather a team in the community. If we have the arts council, visitors authority and some others speaking on options, it might not be an arch. It could be two pillars. At this point if I came back I don't know what else I could offer the board.

Mr. Nilssen suggested the support be gateway art instead of arches.

Chairman Slater suggested support for a town gateway entrance option.

Attorney Yturbide believes from what she has heard you are still in the stage of conceptualizing. There would be an opportunity to look at designs. You don't want to use language about installation.

Motion Miller/Wenner to support Main Street Gardnerville's idea to do some type of gateway entrance to Main Street.

Public comment.

Mr. Turner asked the board to be careful where you get your money. Most of the grants come from ICLEI. Know who you are dealing with.

No further public comment.

Mr. Miller/Wenner repeated his motion to support Main Street Gardnerville's idea to have a gateway entrance at the north and south end of Main Street. Motion carried unanimously.

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)

Removed.

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)

Kate Cunningham, R.O. Anderson Engineering; Leah Hoover, engineer; Larry Spivey, Pastor of Great Life Church; Nathan Tolbert, Great Life Church and Jeremy Hutchings, engineer are present on behalf of the applicant. Ms. Cunningham provided a short summary on the project. Pastor Spivey gave some background information on the church. Mr. Tolbert also provided information on the project.

Board concerns were: Miller – ingress and egress of the facility, recommend easement to use veterinary parking lot; Wenner – acquire small portion of property to the south; Slater – phases of project; Henningsen – flood area, elevation issues; Higuera – staff recommendations.

Mr. Jeremy Hutchings, R.O. Anderson Engineering, has already run the model on flooding. The impacts are generally less than half a foot. There is an area that has a little more than half a foot impact. It's already been run and determined there are no additional impacts to the neighbors. There will be a final as we go through permitting. We are agreeable to the staff conditions.

Public comment.

Ms. Hojnacke gave public comment on the problems with ingress and egress of the property and no elevations to say what the building will look like.

Mr. Nilssen pointed out Phase 2 and 3 (gym and addition of the fellowship hall) would still be subject to design review. The board is only approving the proposed phase 1. Driveway access to Centerville Lane is controlled by NDOT. The 25 foot access is more than adequate as standard roadway lanes are 12-feet wide with an allowable reduction to 8-feet wide if the road is a low volume road. East Fork Fire has ultimate authority to review and approve the proposed fire access.

- Ms. Hojnacke believed they might need to get some land from the neighbors.
- Mr. Henningsen thought the development would look better than what is back there now.

No further public comment.

Motion Higuera/Miller to approve the major design review for the proposed Great Life Church located at 1361 Centerville Lane, APN 1220-04-101-031, and include staff recommendations. Motion carried unanimously.

- 8. Not For Possible Action: Presentation on recent repair costs to Town Refuse Collection

 Truck 615. (Erik Nilssen)
- Mr. Nilssen reviewed the issues with refuse vehicle 615 over the past month. It's been an expensive month for 615.
 - Mr. Miller asked who paid the towing bill back to the repair facility.
 - Mr. Nilssen answered we did. It was a different item that needed to be repaired each time.
- 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)
- Mr. Nilssen drafted a proposed policy for fund reserves. Recommended reserve amounts were gone over for board members benefit. Those reserves come into consideration when getting credit. I am asking the board to consider this policy as a guidance in what we keep in reserves.

Chairman Slater asked if any of these accounts fall under the Douglas County plans department where they would give you a recommendation or have you follow any strict guidelines.

Mr. Nilssen did run the policy through finance and they said it was fine. The county has one bank account. Our money is in their account. I am not in any danger if I went over of not having money to cover it. But this is a way for us to track our own funds separately.

Chairman Slater finds this to be very aggressive and I fully support it.

Ms. Wenner suggested taking part of the property tax that comes in at the end of the year for reserves in the admin fund.

Mr. Henningsen agreed reserves are just common sense.

Public comment.

Ms. Hojnacke, president of the HOA in Chichester, would like to see some money going into the road reserves.

No further comments.

Motion Higuera/Wenner to approve 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 unexpected one-time expenses. Motion carried unanimously.

- 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)
- Mr. Nilssen has combined the two park policies into one. Mr. Nilssen went over the changes for board members benefit.

Concerns from the board: Slater – e-cigarettes are tobacco products, prohibit tobacco products, utilization of town devices, on page 160 correct the wording to "live music or professional DJ services; Miller – better definition of park use or street closures, fee for youth oriented activity, traffic control devices not itemized, deposit for devices, no dogs in the park; Henningsen – prohibit tobacco products

- Mr. Nilssen would not have a fee for a youth activity unless they wanted to use the town to do a traffic control plan and deliver traffic control devices, then there would be a fee. We purchase traffic control devices and those devices eventually need replacing. If the person is using those devices they would pay the fee.
 - Mr. LaCost went over the cost of traffic control devices.
- Mr. Nilssen will be bringing a revised Title 18 to the board and in that would be the place to put "dogs are prohibited in town parks" because then it is part of county code subject to a fine. Right now it is just a town policy. I will also add into that no smoking in parks.
- Ms. Wenner asked about the fees for street closures and special events. At the end of the year does that zero out?
- Mr. Nilssen explained we could augment that money and spend it or it will fall into the ending fund balance to be allocated the following year.

Public comment.

- Mr. Linderman would like to reinforce Ken's comment there should be notice that in Gardnerville parks there are no dogs or tobacco products to make it clear and remind people.
- Mr. Turner has heard people have died from e-cigarettes. I think it should be put in that tobacco products are prohibited.
- Ms. Hojnacke, clarified e-cigarettes are not tobacco products. They are nicotine delivery systems. It should be no smoking, no vaping.

No further public comment.

Motion Higuera/Miller to approve Town Policy 24.23 special events street closures and park reservations with the board recommendations made at this meeting to include also taking out the e-cigarettes from Town Policy and reviewing and revising as it relates to amplified music. Motion carried unanimously.

Attorney Yturbide wanted to clarify that the motion included that professional DJ services also be included to come back for board review as well as live music, as opposed to the wording "amplified."

Chairman Slater agreed yes. That is correct.

- 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)

Mr. Nilssen went over the issues with the project.

Public Comment.

Mr. Turner made a comment about FEMA.

Ms. Hojnacke asked if they really need this project.

No further public comment.

Mr. Miller asked if this project is needed?

Mr. Nilssen explained they would finish paving High School Street with the bulb, provide parking for the trailhead and provide a better alignment for the bike path. The board will have the option to reject the contract when I bring the bid item next month.

Motion Miller/Higuera to approve the Martin Slough Realignment Change in Scope of Services #2 Task 4, with R. O. Anderson Engineering Inc, which will increase the design contract by \$4,200 and authorize the town manager to pay any associated fees to Federal Emergency Management required for the submittal of the Conditional Letter of Map Revision and Letter of Map Revision. Motion carried unanimously.

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)

Mr. Nilssen explained this is an offer of dedication for two small parcels. There is a small cost for maintenance on the parcels.

Chairman Slater noticed in the picture there could be ATV's or motorcycles using that as an access. Something should be added to make sure the public doesn't use that as a cut through.

Mr. LaCost has plans to put boulders on each side. There will still be full access to the sidewalk. After this meeting I will schedule boulders to be installed on both sides.

No public comment.

Motion Higuera/Wenner to accept the dedication of two parcels, APN 1320-33-212-019, and 1320-33-230-004 in the Heybourne Meadows submission to provide pedestrian access within the subdivision and maintain the properties in perpetuity.

Attorney Yturbide requested the board direct the town manager to record the deeds.

Higuera/Wenner added to the motion to also direct the town manager to record the deeds. Motion carried unanimously.

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

Attorney Yturbide prepared a report as part of the item. If you have any questions I'd be glad to answer them.

- 14. Not for Possible Action: Discussion on the Town Manager's Monthly Report of activities for October 2019. (Erik Nilssen)
 - Mr. Nilssen provided further information on his monthly report.
 - Mr. LaCost explained further about trash truck 615.

Mr. Nilssen talked with the board about the contract with Race Studios and the design guidelines. He has missed his deadline per the contract. He would like to do a second presentation the first week in December which will not work. I see it being the second or third week of December. Please email Carol or myself and let us know the days that would work for the presentation. You would have a chance to review the draft and at the meeting he would go over it and get any feedback for a final document. I will be proposing an amendment to the contract. It would include taking off \$3,000 from the contract and give him a January deadline. If he misses the January deadline then it's \$100 a day and there are no more revisions. I will bring that for the board's consideration next month.

Chairman Slater asked to give Mr. Race a two-hour window for the presentation.

- Mr. Miller asked if with the new agenda software they can search for a certain page or item?
- Mr. Nilssen answered it will. There is no way to put the color dividers. There is an app called I-Legislate that you can pull up the agenda. It allows you to search and make notes.
- Mr. Miller noted the kids form the school are not using the crosswalk on the Overland side. They are using the street on the opposite side of Gilman to cross. I would like to request painting a crosswalk on both sides of that intersection for the safety of the students.
- Mr. LaCost explained when you put a crosswalk in we would have to make it ADA compliant, which means we would need to reconstruct both of those corners to put the crosswalk in.
 - Mr. Miller also mentioned the jaywalking between Sharkey's and Sharkey's parking lot.

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.

Ms. Wenner reported October 16 to 30th there is a photography exhibit by Bruce McDaniels. A new concert is coming out called Hot Buttered Rum November 15th. The Arts Council has a new board member, Greg Brown. The gingerbread house decorating contest is November 28 – Dec 6. Judging will be on the 21st. They have a waiting list for storage in the Copeland building. They store boats and RV's.

Chairman Slater attended a teleconference on October 23rd. We finalized updates for the new job description and incorporated the thought sheet the directors were asked to complete. We opened it up to a broad search. Henderson Human Resources Department will be conducting the search.

Vice-Chairman Higuera missed the meeting. According to Erik the gateway signs were the topic of discussion. Last week Main Street received a \$1,000 grant from Wal Mart.

Mr. Miller asked about the collection of funds for memorials.

Mr. Nilssen does not recall what the ultimate end was for the collection of funds for random purposes.

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

Mr. Jerry Turner wanted to make a comment on the Plan for Prosperity. I am against it. Mr. Turner gave public comment on items not on the agenda. (A recording is available upon request)

Adjourn at 7:00 p.m.

Respectfully Submitted

Lloyd Higuera, Chairman

Erik Nilssen, P.E., Town Manager