

## **MEMORANDUM**

**To:** Gardnerville Town Board  
**From:** Jennifer Yturbide, Yturbide Law, Town Counsel  
**Subject:** Monthly Attorney Report  
**File:** Town of Gardnerville – Monthly Agenda  
**Date:** July 1, 2020

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This Memorandum memorializes the general legal services provided by Town Counsel during the month of June 2020.

1. Respond to Town Manager inquiry related to safety guidelines for public meeting at Town office to reduce spread of COVID19.
2. Prepared for and attend June 2020 board meeting.
3. Email correspondence with Chair and Town Manager regarding extension of time for update from Dave Nishikida, and email to Mr. Nishikida.
4. Inquiry from Town Manager regarding employment matter, and review correspondence exchanges from related parties and respond.
5. Review and work on separate agenda items for July meeting, and review agenda packet materials supporting agenda items, including:
  - June 2020 correspondence including Arbor Day letter and material;
  - Paid claims for June 2020;
  - Minutes for June 2020 meeting;
  - May 2020 health and sanitation report;
  - Project with NDOT re: US 395 ADA and Lighting Improvements;

- Request by BDR for approval of proposed tentative parcel map and for major design review for new industrial building on Industrial Way parcel (presented by ROA);
- Review agenda item regarding open space master plan;
- Review agenda item for board liaison committee reports;
- Town Manager report;
- Review item regarding Professional services agreement for pavement condition index survey;
- Review agenda item regarding agreement with Hilderbrands for irrigated landscape project.

6. Monitor and review guidelines from State regarding COVID-19 and extension of emergency orders related to open meeting law and suspension of requirement for designated place for public meetings and new safety mandatory measures for face coverings.

7. Review Town Manager proposal for language on agenda to allow for July public meeting in designated physical space. Respond regarding same to Town Manager and Chair.

8. Work on Town Counsel report.

**END OF MEMO**