



GARDNERVILLE TOWN BOARD

Meeting Minutes

Linda Slater, Chairman
Lloyd Higuera, Vice Chairman
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.

Tuesday, August 6, 2019

4:30 p.m.

Gardnerville Town Hall

BOARD MEMBERS PRESENT

Linda Slater, Chairman
Lloyd Higuera, Vice-Chairman
Mary Wenner
Mike Henningsen (4:37 p.m.)

STAFF PRESENT

Jennifer Yturbide, Town Attorney
Erik Nilssen, P.E., Town Manager
Geoff LaCost, Public Works Superintendent
Carol Louthan, Administrative Services Manager

BOARD MEMBERS ABSENT:

Ken Miller

INVOCATION - Pastor John Scheuermann from Trinity Lutheran Church

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

 PLEDGE OF ALLEGIANCE – Erik Nilssen, P.E., Town Manager

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 noted the town purchased a timer similar to the Board of Commissioners, which provides three minutes of public comment. I believe this will allow people to be more concise with their comments, as well as allow the board to focus more on the comments rather than keeping track of time.

Mr. Jerry Turner gave public comment on items not on the agenda. (Recording 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/Wenner to approve the agenda.

No public comment.

Upon call for the vote, motion carried with Board Member Miller and Henningsen absent.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

A. July 2, 2019 Regular Board meeting

(Board Member Henningsen joined the meeting at 4:37 p.m.)

Mr. Nilssen asked to make the correction under Item 7 where it says \$3007. It should be \$3,700. Please make that correction in the minutes.

Motion Higuera/Wenner to approve the previous minutes with the correction. Motion carried with Board Member Miller absent.

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.

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 July 2019 claims.**
Approved
4. **For Possible Action: Approve Gardnerville Special Event Application for the Artisans & Antiques event scheduled for August 17, 2019, 10:00 a.m. to 5:00 p.m. to be held at 1235 Eddy Street with partial road closure of a block of Eddy Street.**
Approved.
5. **For Possible Action: Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the Artisans & Antiques event scheduled for August 17, 2019, 10:00 a.m. to 5:00 p.m. to be held at 1235 Eddy Street with a partial road closure of a block of Eddy Street.**
Recommend approval.
6. **For Possible Action: Approve a Gardnerville Special Event Application for the Annual Carson Valley Sertoma Oktoberfest scheduled for September 8, 2019 in Heritage Park from 9:00 a.m. to 6:00 p.m.**
Approved.
7. **For Possible Action: Approve expenditure of \$60,003.00 to Verdek LLC for EV Charging Station, shipping and support, to be reimbursed by NV Energy's Electric Vehicle Charging Station Grant Agreement dated 5/2/19.**
Approved.

Motion Higuera/Wenner to approve the consent calendar.

No public comment.

Motion carried with board member Miller absent.

ADMINISTRATIVE AGENDA

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

8.  **Not For Possible Action: Introduction of Matthew Bruback, new Executive Director of Main Street Gardnerville.**

Mr. Nilssen noted Mr. Bruback has been in the office for almost two weeks. I attended all the interviews. Mr. Bruback will introduce himself.

Mr. Bruback thanked Linda Dibble and Erik Nilssen. This is a wonderful community. Mr. Bruback provided a brief description of his background.

Ms. Linda Dibble explained Main Street had an extensive gathering of applicants. We had 16 total applicants, narrowed it down to 5 and interviewed 4. We know we'll go places fast with Matt on board. Thank you for your support.

9.  **For Possible Action: Discussion regarding possible elimination of convenience fees associated with the payment of the Town's Health & Sanitation bills by credit card; with public comment prior to Board action.**

Ms. Louthan provided a brief summary of the credit card payment history, the convenience fees charged by the bank and what was collected from customers in the past.

No public comment.

Motion Higuera/Henningsen to eliminate the convenience fees associated with payment of the town's health and sanitation bills by credit card. Motion carried with Board Member Miller absent.

10.  For Possible Action: Discussion and direction to Town Staff prioritizing the implementation actions and related projects identified in the 2018 Plan for Prosperity; with public comment prior to Board action.

Mr. Erik Nilssen would like direction from the board regarding the Plan for Prosperity and implementation. A lot of projects listed in Table 6.6 of the plan for this fiscal year have not been started. I've listed those items in the staff report. I'm also asking to look at a parks master plan. We have several parks and most of them are passive. I'm not certain that's how the board and the community envision those parks in the future. Minden Park added the splash pad. I would like to see some amenities placed to draw people so our parks are utilized on a more frequent basis. +

There was a marketing analysis done in 2010. Douglas County is going to submit for a grant to the USDA to update the market analysis later this fall. Since a marketing analysis was completed in 2010 with grant funding, the USDA will not pay for another one. If we joined with the County completing a marketing analysis for the whole county the USDA may fund it.

The plan also calls for us to update parking codes and district. Based on the inability to meet parking requirements for mixed used developments, these types of developments are sometimes not pursued. Mixed use is the type of development we seek to encourage along Main Street. I would need direction if you want to pursue a parking district, it is very complex including set up, code enforcement, fines, residential parking permits, etc. The options for a parking district are: implement the 2006 parking strategy; have a new study done or continue to delay it. Each opportunity we miss to collect those fees we are further away from establishing the parking district.

Another item in the table is to update infill development and design guidelines. Race Studios is under contract to complete this item. We had a workshop with Bruce Race. I believe we are complying with this item.

The Heritage Preservation Program only focuses on a certain area. As people come in to remove old buildings it takes a closer look at what is allowed or required. It doesn't stop demolition of old structures, but does make it more difficult. The Nevada Revised Statutes specifically states the historic preservation program must be established by a County or City. If the board wanted to establish the Heritage Preservation Program you would need to work with the planning commission to form a commission, the Town cannot establish one independent of the County. Based on board direction I can pursue it with county planning.

Muller Parkway will cost 40 million. We support it. I don't see any additional action or requirements to comply with this policy.

In summary, I recommend we provide grant assistance to Douglas County for the retail marketing analysis not to exceed \$5,000; we continue to work on the growth management and urban service boundaries through the update of the master plan; continue developing infill development design guidelines and prioritize a parks master plan for this fiscal year. I am specifically seeking board direction on the creation of a public parking district and the implementation of the Heritage Preservation Program.

Mr. Henningsen looked at the summary. I see the revised parking district and the Heritage Preservation as less imperative than the others. Your other priorities are things you do anyway. The park master plan is excellent. I would say that's a priority. If someone else will fund the retail marketing analysis and we can join, that makes a lot of sense.

Mr. Higuera likes the park master plan. Mr. Higuera asked if this board could sit as the Heritage Preservation commission. If it starts to get heavy we could appoint another board. The retail marketing analysis really needs to be worked on. My top three priorities would be the retail market analysis, the park master plan and Heritage preservation. We can wait on the parking analysis.

Ms. Wenner actually thinks we do need a parking district. People will park in the parking lots but the owners may change that. A lot of questions could come up we can't answer with the heritage preservation.

Chairman Slater liked the master plan. I agree with Erik on the retail market analysis, growth management and infill development. I also agree with Mary about the parking. I like the idea of the signs indicating where the parking is. I think that's something we can address later on. The parks master plan would be number one.

Chairman Slater called for public comment.

Mr. Turner likes businesses to be successful. I want to make sure everybody knows who is running the show.

Mr. Glenn Linderman heard Erik say the Heritage Preservation had to be done by the county. That conflicts with what Lloyd said about this board sitting in.

Mr. Nilssen can work with the county and if the desire was to set up the heritage district just along Main Street Gardnerville then I believe this board could sit as the historic preservation board. If we wanted to extend it through Minden that probably wouldn't be the correct way to do it.

Attorney Yturbide advised it would be in the fashion of a recommendation that would be implemented by the county.

No further public comment.

Mr. Nilssen asked if they could vote on the parking district creation and the heritage preservation program so I have clear direction on the board's desires on what to pursue, I would appreciate it.

Chairman Slater felt the parking district and heritage preservation program is something that can be put on the back burner.

Mr. Higuera agreed. I think we all agreed on the park master plan and retail marketing analysis.

Motion Higuera/Wenner to direct town staff to prioritize the implementation actions and related projects identified with the retail marketing analysis and a park master plan in the 2018 Plan for Prosperity. Motion carried with Board Member Miller absent.

11.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for July 2019.**

Attorney Yturbide reported there was an HR matter that we discussed. We had the court contact us from the 20-30 Club litigation asking if we wanted to collect the exhibits that were part of that litigation. After discussion with staff our office did collect those exhibits. The town now has possession of those. I continue to review and advise agendas for meetings. There was an issue regarding public record retention and I responded to Carol on one of the items she questioned. I worked with the former town counsel to obtain that record. We were actually attempting to locate one through Mr. Rowe's office. I reviewed the convenience fee memo that was part of the agenda item. We have an agreement we are working on regarding partnering with a homeowner in Arbor Gardens area for the landscaping that cut off access to the alley. There was also a procedural issue regarding the Main Street Gardnerville Director.

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

Mr. Nilssen reported there have been two movies in the park and the 4th of July event since the last meeting. A lot of runners and we have some good ideas for expanding it next year. Staff has been busy painting stop bars in intersections, left and right turn lanes. Two risk grants were submitted to POOL/PACT for a new security system at our town yard and for the structural work at the Hellwinkel barns. A design review was submitted for the dog park/Carrick Pond. Only one property owner expressed any concerns. We will see if that gets appealed to the planning commission or not. We are working on the underground detention storage at the Gardnerville Station. We have a contract with RO Anderson to do the design so we can get that out to bid. Assisted Main Street Gardnerville with interviewing for their director position. We reviewed three projects: the Main Street storm drainage expansion, Hellwinkel barn b storage and electrical and structural upgrades and 395 ADA light improvements.

Chairman Slater asked about the status of the properties that Douglas County Code Enforcement was notified about.

Mr. Nilssen submitted ten violations mostly in the Carson Valley Estates area. All ten are in compliance. There was one that had an RV parked in the front yard. That has been removed. There is one where the window is still

boarded up and code enforcement gave them a little more time to install the window. Everything else has been taken care of.

Ms. Wenner asked when they will be doing the weeds by the pond.

Mr. LaCost will be mowing them again in the fall. We usually mow once or twice a year. If we mow too often it destroys the natural habitat. Along the paths we are trying to mow. It has been sprayed and once the weeds die we will mow it down.

Chairman Slater asked about the willows between the pond and the barns and Geoff said they will be doing it later this year. I did see two big bucks in there a few weeks ago.

13.  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 on Thursday, August 22 the United Methodist Church is having a Gold West quintet from the Travis Air Force Base, California. If anyone is interested I gave the flyers to Marie. Brian gave me a volunteer expo flyer for August 22 between 3:30 and 7:00 p.m. if anyone wants to be a volunteer. The concert series for 19/20 is all ready to go.

Chairman Slater reported the League is working on the agenda for the September conference. Wes Henderson, executive director, has decided to pursue other job opportunities. The executive board members along with Jo Walker, who was Wes' assistant, are making sure all processes of Nevada League of Cities are as seamless as possible. We will be going over the job description, making changes and updates. Job recruitment, job interviews and selection of a new director will follow. More information in September. There is nothing currently to go over concerning the legislature.

Mr. Higuera reported the big news for Main Street is the new director. The walk/run 4th of July event went well: 186 walkers/runners. Last year there was 113. The wine walk was on the plus side by \$139.

Ms. Linda Dibble, president Main Street Board. We are going to have a booth with volunteers at the volunteer event. We really are down on the numbers of people dedicated to the committees. We have been asked to host the Main Street State program for a two-day training workshop in August and they are bringing Kathy LaPlant in from Main Street National. They are asking for Matt and myself to be there. They would like to do a walking tour of Main Street and discuss what has gone well and what hasn't. They are expecting about 20 people to come. We have reached out to Paula to get some history as to what did go well and what didn't. She will have a lot of the history that I don't have.

Chairman Slater thought another benefit is the fact you have Matt on board with a fresh set of eyes to look at the town.

Ms. Dibble added they will also have a booth at the Artisans and Antiques fair. We will use the Gardnerville station for the workshop. We are definitely being showcased and highlighted.

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

Mr. Jerry Turner gave public comment on items not on the agenda. (Recording is available upon request)

Meeting adjourned at 5:39 p.m.

Linda Slater, Chairman

Erik Nilssen, P.E., Town Manager