



**GARDNERVILLE TOWN BOARD
SPECIAL
Meeting Minutes**

Linda Slater, Chair
Lloyd Higuera, Vice Chair
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.

Monday, April 29, 2019

1:00 p.m.

**Location: Gardnerville Station, 1395 Hwy 395 N
Gardnerville, Nevada 89410**

PRESENT:

Linda Slater, Chair
Lloyd Higuera, Vice-Chair
Mary Wenner
Mike Henningsen

Jennifer Yturbide, Town Counsel
Cindy McMurry, Douglas County Human Resources
Carol Louthan, Acting Town Manager
Geoff LaCost, Superintendent Public Works

1:00 P.M. Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE – Mary Wenner

 **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.

No 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 Miller/Higuera to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

ADMINISTRATIVE AGENDA

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

1.  **For Possible Action:** Presentation from Douglas County Human Resources and discussion on the questions, process and procedure for interviews at this afternoon's special meeting, including job requirements for town manager; with public comment prior to board action.

Chairman Slater would like to thank everyone for being here and for being part of this process. A special thank you to Cindy McMurry, Douglas County Human Resources and board members Mary Wenner and Ken Miller for the time spent assisting and preparing for today's interviews. We sincerely appreciate your help in making this process as seamless as possible. As a courtesy to the applicants, we would like to ask everyone in the audience to please put your cell phones on airplane mode or turn them off entirely. We have five applicants interviewing for the position of Gardnerville Town Manager. The interviews consist of three parts: an opening statement, board approved questions and a closing statement of no more than five minutes. Cindy McMurry will be asking the questions so Board members may confidently and effectively evaluate the applicants' answers with minimal disruption. I will call for public comment after the interview process is completed but prior to any discussion. Public comment is limited to the applicants' interviews today. Board members will then hold an open discussion to determine the most qualified candidate. Please do not take any comments made personally. The choice of a town manager is a difficult process and sometimes it is less than diplomatic.

Attorney Yturbide wanted to clarify that board members have not seen the interview questions. Those questions have just been supplied to the board and the public.

- 2. Not for Possible Action: Interviews of applicants for Gardnerville Town Manager in the order specified; the times for commencement of candidate interviews are subject to adjustment and applicants have been asked to arrive at the administrative offices 30 minutes prior to the scheduled time of their interview set out below; with public comment at the end of interviews.**

Ms. McMurry explained the candidate selection is based on the job description requirements, which are minimum requirements. We considered factors relevant to the ability to successfully perform the essential functions of the job. Whatever factors, allowances, critiques, you use, ensure you apply the same analysis and weight for that factor to all applicants. Be consistent. Qualifications for this position is a degree in public administration, engineering or a closely related field; five years of professional level analytical or management support experience or equivalent education. Ms. McMurry went over the prohibited question areas.

Each applicant was interviewed and asked the following questions:

- 1. Candidate Presentation (10 minutes maximum) With your experience, what contributions do you believe you will make to the Town if selected for this position?**
- 2. What is your long-range career objective and why are you interested in this position?**
- 3. In your role as Town Manager, how will you strive to protect the community's quality of life while pro-actively preparing for the future?**
- 4. An unexpected storm with high winds and heavy rain hits Gardnerville after business hours. As a result, high winds downed trees and power lines, flooding has occurred in several locations across town. How would you respond?**
- 5. Tell us about a budget process you have experience with, including the budget amount you originated and implemented?**
- 6. Tell us about a project you were passionate about during your career. Describe what went well with it, and would you have improved it for a better outcome?**
- 7. Tell us about a time when you had to deal with what you thought was an unreasonable customer request and how did you handle the resolution of that customer request even though you thought it was unreasonable?**
- 8. If you were selected for this position, what are your salary expectations?**
- 9. This concludes our questions for you. Do you have any questions or closing comments for the Board?**



1:00 – Lisa Granahan



2:00 – Greg Severance



3:00 – Jenni Cartwright



4:00 – Glen Martel



5:00 – Erik Nilssen

Public Comment

Mr. John Frisby, Minden Town Manager, lives in the town of Gardnerville. As the Town of Minden Manager I built a special relationship with Tom Dallaire. I'm looking for someone I can work with. You have some very qualified candidates. In working with the new manager I am looking for an individual who is going to donate their time and energy, because that's what it takes to run the town. Events are a big deal. You should look for an individual who is willing to donate their time and energy and are here for the right reasons. They are here because they passionately want to be here. I hope you make a good choice with the town in mind. With the steps we have already put in place we continue to work together, build relationships with the BOCC and with other organizations in the community. Keep the rural small town feeling. I wish you luck and thank you for your time today.

Meredith Fischer, business owner within the Main Street Gardnerville District, and on the Board of Directors for Main Street Gardnerville. Ms. Fischer asked the board to consider the strong working relationship the businesses had with Tom Dallaire. She would encourage the board to take into consideration an open door policy with the business owner and have the business owners in mind when you approach this decision; You need someone who would be approachable and have the time to dedicate. This is not a 40-hour a week job. Having a realistic approach is important. The engineering side is important to the job when you consider the storm drains and infrastructure but you also need someone who has business sense. I wish you the best of luck in making your decision.

Mr. Jerry Turner sees all the candidates as being qualified. Each have their good points. Mr. Turner went over each candidate's attributes. He asked the board to look at character and fit. When it comes to the final decision, go with what feels right.

Mr. Louis Cariola, Douglas County Senior Planner, spoke on behalf of Mr. Nilssen.

No further public comment.

- 3. For Possible Action: Discussion and possible action on the next steps in the selection of Town Manager, including selection of Town Manager from the applicants interviewed at this afternoon's special meeting, and/or the process for extension of conditional offer(s) of employment from the applicants interviewed at this afternoon's special meeting for Town Manager, and/or further interviews and methods for consideration of applicants in the selection process; with public comment prior to Board action.**

Chairman Slater read a statement into the record:

There is a very real probability that this Board will NOT reach a unanimous decision on a new manager and in many ways I hope that this is what takes place, because the citizens of Gardnerville have selected the five (5) members of this Board to represent them as free thinking individuals.

I am sure the Board, in exercising their free thoughts WILL come together 100% in supporting whoever is selected.

There have been innuendos of bias voiced in this process, so I ask the Board to control their hidden agendas and judge each and every applicant on their qualifications and presentation equally and to be free of any prejudice.

Chairman Slater asked board members to narrow the five applicants down to two. Then we can discuss the two.

Attorney Yturbide advised you can create a discussion based on your next step. The agenda item was written broadly. You can have an item brought forward by motion like any other agenda item you have.

Mr. Henningsen's top choices are Jenni and Erik.

Mr. Miller's top choices are Jenni and Erik.

Ms. Wenner's top choices are Erik and Jenni.

Vice-Chairman Higuera's top choices are Erik and Jenni

Board discussion on the top choice candidates.

Chairman Slater believed it appears they have a tie. One of my concerns with Erik is the 10% above current salary. I don't know if we are in a position to meet that obligation. My choice would be Erik based upon hopefully an acceptance of a salary.

Motion Henningsen/Higuera pending the Human Resources issues, a background check and salary review, offer the position to Erik. In the event the salary cannot be reached or he refuses it, then offer the position to Jenni.

Chairman Slater believed that would have to come back to the board.

No public comment.

Upon call for the vote, motion carried unanimously.

Mr. Miller asked who will be negotiating the salary.

Chairman Slater answered Mike Henningsen and I will be working with Jennifer Yturbide

Motion Miller/Higuera that Linda Slater and Mike Henningsen do the salary negotiations with Jennifer Yturbide.

Upon call for the vote, motion carried unanimously.

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

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No public comment.

Meeting adjourned at 5:40 p.m.

Respectfully Submitted,

Linda Slater, Chairman

Carol Louthan, Interim Town Manager