



## GARDNERVILLE TOWN BOARD

### Meeting Agenda

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

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Contact: Town of Gardnerville office for any questions or additional information. You may also view the board packet online at the town's website.

Tuesday, July 2, 2019

4:30 p.m.

Gardnerville Town Hall

**INVOCATION – Deacon William Henderson, St Gall Catholic Church**

4:30 P.M.  **Chairman Slater called the meeting to order and Determination of a Quorum**

#### PRESENT:

##### Board Members

Linda Slater, Chairman  
Lloyd Higuera, Vice-Chairman  
Mary Wenner  
Ken Miller  
Mike Henningsen

##### Town Staff

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

 **PLEDGE OF ALLEGIANCE – Mary Wenner led the flag salute.**

 **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. Jerry Turner commented on items not on the agenda. (recording available upon request)

Mr. Nilssen advised Carol Louthan received her 25 year service award with Douglas County. She declined to have a public presentation made at the Board of Commissioner meeting. I wanted to let the town board know she reached this milestone. She did commit to another 25 years.

No further 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 Higuera/Wenner to approve the agenda.**

No public comment.

**Upon call for the vote, motion carried unanimously.**

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**

**A. June 4, 2019 Regular Board meeting**

**Motion Higuera/Miller to approve the previous meeting minutes.**

No public comment.

**Upon call for the vote, motion carried unanimously**

 **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 June 2019 claims.**  
Approved.

**Motion Higuera/Wenner to approve the consent calendar.**

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)**

4.  **For Possible Action: Discussion on and direction to Staff to work with Douglas County regarding the 2019 Master Plan as it pertains to the Minden/Gardnerville Community Plan and the proposed revisions of the Master Plan mapping and future processes for the update; with public comment prior to Board action.**

Mr. Tom Dallaire, Douglas County Community Development Director, gave a power point presentation on the proposed 2019 master plan update.

Chairman Slater asked if trucks will be allowed on Muller Parkway.

Mr. Dallaire answered they haven't tackled that part yet.

Chairman Slater asked that he take the Town's desires on that forward. We need to get the trucks off Hwy 395.

Mr. Dallaire continued his presentation.

Mr. Higuera asked about the timeline for Muller Parkway.

Mr. Dallaire felt the timeline is dependent on whether we get the bill grant. If they get the bill grant we can do it in five to seven years. If we don't get the bill grant the county has put some funding aside each year so in eight or ten years down the road we could possibly do two lanes or reimburse the landowner if he builds it first. If this is something you can support it would be helpful to have that for the planning commission meeting.

No public comment.

**Motion Miller/Higuera to direct staff to work with Douglas County regarding 2019 Master Plan as it pertains to the Minden/Gardnerville Community Plan and the proposed revisions of the Master Plan mapping and future processes for the update. Motion carried unanimously.**

5.  **For Possible Action: Discussion and direction related to the proposed goals for Erik Nilssen, Town Manager, for completion during his first year as the executive director of the Town; with public comment prior to Board action.**

Mr. Nilssen shared it was suggested I put together my goals for the upcoming year. Coming into a new position you are off balance trying to figure out what all the roles and responsibilities will be. After JD took the Town of Minden job he spent 75% of his time on HR. Priorities and goals may shift during the year in order for the town board to have something to do an evaluation on. I will focus on three items: projects, studies and relationships. When I met with

each of you individually the one thing everyone agreed on was don't start any new projects. I outlined seven projects that I hope to complete. I would like direction from the board what you feel is important, where you want town staff efforts and funds to be spent. I want to focus on building strong relationships with employees. I am going to attend weekly staff meetings and public works staff. Being there every week will help. I will be meeting with each town employee over the next month or two. We need to complete our performance evaluations on time. Staff would like an opportunity for an annual raise and if we miss the performance appraisals, it causes a lot of work for Douglas County. I am going to hold biweekly staff meetings with the superintendent and administrative services manager. Those are my goals for the first year.

Chairman Slater was impressed with this. I am pleased with what I have seen. I see progression already. Your goals are aggressive. If you meet half of them you will have a board that is extremely supportive in the future.

Mr. Miller asked about the zero budgeting. Does that affect our CIP planning?

Mr. Nilssen explained zero balance takes the budget down to zero each year. You manage by objectives. The communities where they have used it successfully generally have uncovered funds that they had allocated and not used in previous years. Generally it will free up money for capital projects. I would like to explore it further and see if it is possible.

Mr. Higuera asked about the Hellwinkel shop and the Gardnerville station storage.

Mr. Nilssen answered the Hellwinkel shop has \$65,000 allocated to it. The architect is drafting up plans. The Gardnerville station storage is not on the CIP. Geoff explained to me the funds were either towards the shop or the storage.

Mr. LaCost stated we didn't have enough money for both projects. Next year we can allocate money for the station storage.

Mr. Miller had suggested applying for grants from the liability insurance program for those projects. That would be a safety issue. It would be less possibility of a loss.

Mr. Nilssen's intent is to apply for that grant within the next week or two.

Mr. Henningsen likes the energy and approach. I'm impressed.

Ms. Wenner was impressed with the part where you wanted to make sure infrastructure was a priority. I think it should be. I was glad to see that.

No public comment.

**Motion Miller/Higuera to accept the direction that Erik Nilssen is going for town manager in his first year as executive director of the Town of Gardnerville. Motion carried unanimously.**

6.  **Not for Possible Action: Discussion on the Town Attorney's Monthly Report of activities for June 2019.**

Attorney Yturbide reported attending a couple meetings, making some agenda corrections, attending an HR meeting, and working on a code enforcement issue. I reviewed the town manager goals and gave input into Carol's evaluation. The credit card issue will be brought back next month. We are getting more information from the current credit card company. The county is in the process of looking at a new system. We will try to gather some information from them. There are also a couple of agreements I will be reviewing.

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

Mr. Nilssen reported we had the first movie in the park. We did get a new sound system. Steve Thompson knows quite a bit about the setup. Todd Kubicka, Ron Grove and Mike Plut were working at the movie. It is a late night for staff. The next one is July 12. The July 4<sup>th</sup> 5K is coming up. Main Street Gardnerville did a great job marketing it, as well as Douglas County and the Town. Would any board members be willing to help? We will be re-

advertising the sanitation position. Public Works has been helping cover that position until it is filled. We have been talking with Granicus. Their software is called Peak Agenda Management, which is what Carson City uses. The cost came in at \$3,300. It goes up to 3,500, and 3,700 the following years. It would be a three-year agreement. If you want to look at Carson City's agenda you can get a feel for it. This will save time in the assembling of board packets and presenting them in a professional manner. The town attorney reviews the agendas and specific items. She really should be looking at the whole packet. This would allow her to review all items. Anybody in management would have the ability to publish the agenda. September, October is when you will see it.

Mr. Miller will not be at the August meeting.

8.  **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 receiving the bill from the Arts Council for the yearly membership. Dana Childs has an exhibit at the Copeland Gallery and the 2019/2020 concert series has been approved. We didn't have a meeting in June.

Chairman Slater attended two teleconference calls. We discussed and finalized the yearly budget and discussed proposed changes for the better accountability from our lobbyist, Warren Hardy, in the future. The next Board of Directors meeting is on July 15 in Reno. Everyone is focusing on the upcoming conference in Henderson, September 24<sup>th</sup> through the 26<sup>th</sup>.

Mr. Higuera reported Debbi has given her notice. She gave six-weeks' notice. She is going to the Sage Ridge School in Reno. The search for a new Main Street director is closing tomorrow. They have 14 applicants right now and possibly a couple more applications by the deadline. The executive committee will be reviewing the applications. The wine walk was a lot better this month. It wasn't as good as last year. This year there was 5,980 and last year it was 6,208. They had 54 participating businesses as opposed to 60 last year; and 342 walkers as opposed to 360. At the meeting on the 18<sup>th</sup> they had 20 hanging flower baskets still available but now it's down to five. Lisa Granahan came in and bought five baskets in the name of Douglas County Economic Vitality. The Executive Committee did agree to train in various positions to help fill in while the new person comes in.

**2<sup>nd</sup> PUBLIC INTEREST COMMENTS period (No action will be taken)**

Ms. Linda Birdwell currently serves on the Genoa Town Advisory Board. I am also part of Leadership Douglas County. We have homework assignments and one was to attend a board meeting. So I thought I would see what goes on in Gardnerville.

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

Meeting adjourned at 5:49 p.m.

Adjourn

  
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Linda Slater, Chairman

  
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Erik Nilssen, P.E., Town Manager