



GARDNERVILLE TOWN BOARD

Meeting Agenda

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

1407 Highway 395 N.
Gardnerville, Nevada 89410
(p)775-782-7134 (f): 775-782-7135
www.gardnerville-nv.gov

Contact: Carol Louthan, Office Manager
Senior for any questions or additional
information. You may also view the
board packet online at the town's website.

Tuesday, August 6, 2013

4:30 p.m.

Gardnerville Town Hall

MISSION STATEMENT

"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."

Copies of the finalized agenda are posted at the following locations prior to meeting day in accordance with NRS Chapter 241: Gardnerville Town Offices, Gardnerville Post Office, Carson Valley Chamber of Commerce and Visitors Authority and the Douglas County 8th Street Historic Courthouse. The agenda is also posted on the Internet at www.gardnerville-nv.gov. All items shall include discussion and possible action to approve, modify, deny, or continue.

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Gardnerville Town Offices in writing at 1407 Highway 395, Gardnerville NV 89410, or by calling (775) 782-7134 at least 24 hours in advance.

Notice regarding NRS 237: The Gardnerville Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements. When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237-030 et seq. with respect to items on the agenda, and determines that each Rule which is on the agenda for which a BIS has been prepared does impose a direct and significant economic burden on a business or directly restricts the formation, operation or expansion of a business, and each Rule which is on the agenda for which a BIS has not been prepared does not impose a direct and significant economic impact on a business or directly restrict the formation, operation or expansion of a business.

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

4:30 P.M. Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE- Ken Miller

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.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

July 2, 2013 Regular Board meeting, with public comment prior to Board action.

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.

-Thomas J. Cook plaque presentation to Rose Cook – the town planted a Red Oak tree in Heritage Park and will place a granite rock and plaque under tree.

CONSENT CALENDAR FOR POSSIBLE ACTION

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

1. **For Possible Action: Correspondence**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**
3. **For Possible Action: Approve July 2013 claims**
4. **For Possible Action: Approve appointment of Stephanie Waggoner to the Main Street Gardnerville Board of Directors.**
5. **For Possible Action. Approve Gardnerville Special Event Application for the 23rd Annual Carson Valley**



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Sertoma Oktoberfest scheduled for September 22, 2013 in Heritage Park.

ADMINISTRATIVE AGENDA

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

6. **For Possible Action:** Discussion to approve Proclamation 2013P-03 recognizing the week of August 11th through August 17th, 2013 as Brain Injury Awareness week, with public comment prior to Board action. (approx 10 minutes)
7. **For Possible Action:** Discussion on DA 13-028 a minor modification to design review application to revise the size of the proposed building from 3,200 to 2,597sf and add a single detached automatic car wash bay at the proposed Golden Gate Petroleum site located south of Grant Ave. and east of Highway 395, APN: 1220-10-111-001 (formerly: APN: 1220-10-110-007, 1220-10-501-008 & 006), with public comment prior to Board action. (approx 30 minutes)
8. **For Possible Action:** Discussion and direction on a public workshop and updated work plan for the Eagle Gas Station property, APN: 1320-33-402-075; 1395 Highway 395 N., located within the Town of Gardnerville and within the Main Street District, including the redevelopment options that will be presented at the public workshop on September 7, and other matters properly related thereto, with public comment prior to Board action. (approx 30 minutes)
9. **For Possible Action:** Discussion to accept constructed improvements within the Virginia Ranch Specific plan area:
 - a. The Virginia Ranch Regional Detention Pond improvements located north of Grant Drive, south of Carrick Lane and consisting of a storm water lift station, landscaping and concrete walking path, APN: 1220-10-101-003, as previously dedicated to the Town of Gardnerville;
 - b. Maintain the constructed street improvements within the Carrick Lane right-of-way extending from Service Drive to Grant Drive containing curb, gutter, sidewalk and landscaping on the east side of Carrick Lane;with public comment prior to Board action. (approx 15 minutes)
10. **For Possible Action:** Discussion and provide direction to staff to proceed with: 1. an employee search to fill the existing Engineering Tech position; 2. modify the town budget to allow for an Engineer One or Two position; or 3. hire a consultant firm to perform the design town projects and applications for project review; with public comment prior to Board action. (approx. 20 minutes)
11. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities. (approx 15 minutes)
12. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for July 2013. (approx 5 minutes)
13. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for July 2013. (approx 10 minutes)
14. **Not for Possible Action:** Discussion on the Board members committee reports including but not limited to: Carson Valley Arts Council, Regional Transportation Commission, Nevada League of Cities, and Main Street Gardnerville. (approx. 15 minutes)

Adjourn

August 9 – Movies in the Park – We Bought a Zoo

August 15 – Main Street Wine Walk

Next Regular Board Meeting – September 3, 2013



GARDNERVILLE TOWN BOARD

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Meeting Minutes

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

Tuesday, July 2, 2013

4:30 p.m.


Gardnerville Town Hall

 4:30 P.M. Chairman Miller called the meeting to order and a determination of a quorum was made.

PRESENT:

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

Mike Rowe, Town Counsel
Tom Dallaire, Town Manager/Engineer
Paula Lochridge, Main Street Program Manager
Carol Louthan, Office Manager Sr.

 PLEDGE OF ALLEGIANCE – Mr. Dallaire led the pledge of allegiance.

 **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.

Mr. Dallaire has a change on item 8 from Rachel Cason to Travis Goldade for the presentation.

Motion Philips/Slater to approve the agenda with changes.

No public comment.

Upon call for the vote, motion carried.

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

June 4, 2013 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Philips to approve the minutes of June 4, 2013 regular board meeting.

No public comment.

Upon call for the vote, motion carried unanimously.

 **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.

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

Motion to approve the consent calendar.

1. **For Possible Action:** Correspondence
Read and noted.

2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities

Accepted.

3. **For Possible Action:** Approve June 2013 claims
Approved.
4. **For Possible Action:** Approve a special event application for American Diabetes Association Fundraiser scheduled for August 3, 2013 at Heritage Park and waive park fees.
Approved.
5. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Tahoe Douglas Elks Lodge #2670 for the Summerfest/Carnival scheduled for July 23-28, 2013 at Lampe Park.
Recommend approval.
6. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Capital Classic Productions for the Main Street Event car show, August 16-18, 2013 in downtown Minden and Lampe Park.
Recommend approval.
7. **For Possible Action:** Approve appointments of Dorette Caldana, Kenneth Garber and Margaret Pross to the Main Street Gardnerville Board of Directors.
Approved.


Motion Higuera/Wenner to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried.

ADMINISTRATIVE AGENDA


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

8.  **Not for Possible Action:** Public outreach presentation on conducting energy audits on small businesses, and agriculture facilities of any size to lower energy consumption and make business more sustainable through savings on energy bills. Presentation by Rachel Cason, Marketing, Desert Research Institute.

Mr. Travis Goldade is a grad student at UNR, working for Desert Research Institute doing energy auditing. He explained a level 2 energy audit evaluates all the building facilities, energy systems in detail, identifies what energy savings are available, how much they will cost and what the paybacks will be in energy savings. Energy consumption is defined as electricity, fuels (oil, natural gas, propane) and sometimes water. The audit includes the building envelope, which is the insulation, HVAC, hot water usage, electrical loads (lighting, refrigeration) and process uses. We also look at renewable energy applications. Mr. Goldade gave a power point presentation.

Ms. Lochridge would like to get Mr. Goldade's card so information can be passed to the businesses in the district

No further questions.

9.  **For Possible Action:** Discussion of a work plan for the Eagle Gas property, APN: 1320-33-402-075; 1395 Highway 395 N., Town of Gardnerville, within the Main Street District. The discussion includes: demolition of the existing facilities and amenities, options for the proposed improvements, and other matters properly related thereto, with public comment prior to board action.

Mr. Dallaire reviewed the Town took ownership of the building on June 5. So far we have taken out the foundation for the lights, cut down the light poles, removed all the bollards, taken down the signs and emptied out the buildings. We will sell the ice cream freezer to the Lions. We couldn't remove the sign footings. Next step is to test the tanks. That will happen on the 8th. We have a company coming from Sacramento to do that. They have to pressure test the lines. We have LA Perk coming from Reno. If everything is tight we can enroll in the petroleum fund. If it is leaking we will have to take an alternate route. I have contacted McGinley and Associates. We can't remove the pumps until the test is done. Candace is leaving the county the end of the week and we have recruited her to help with the station. I put together a work plan. Is there anything else you were thinking of trying to do? We have discussed some plans associated with the site. I have included those in your packet. Josh did a topo of the site. We have located all the electrical and tank locations. I had him also stake out the corners.

Mr. Philips would like to get the building out of there.

Board members agreed.

Mr. Dallaire will work on getting some funding for that. We will try to get most of this funded by grants. We will have some match contributions but we have that identified in our CIP. We will do this one step at a time. I would like to come up with a couple of layout options or sign options that we can go to the public with, have a public workshop, get some feedback and see if there is interest with the site.

Chairman Miller took a tour of the building last week. The building itself is in pretty good condition. So if we wanted to put in a public bathroom and keep part of the building, if not all, we could improve what is there. From the looks of the plumbing it is in very good condition. There are some things in the bay area that can be used elsewhere such as a large deep sink.

Mr. Higuera likes Mr. Dallaire's work plan and that he kept the budget down to next to nothing.

Mr. Dallaire didn't get any costs associated with this yet. They are working on some proposals.

Chairman Miller asked about the pumps.


Mr. Dallaire can recycle them for about \$30 each. It cost \$1800 for them to take them out. There are some costs that we will start incurring on making it look decent without spending 50 to \$100,000 to get the building down. The first step is to figure out what is going on with the tanks. I am still working with NDOT to see what is going on with the right of way if they are interested in pursuing that. It's important to be able to have the traffic come in and realize it is someplace to pull in.

Chairman Miller asked about the sign for gateway to downtown.

Mr. Dallaire will start working on the plans now and try to get a public workshop. We will need to add trees in there once we get the building demolished.

No public comment.

Mr. Dallaire will proceed with the costs and giving updates under his report.

10.  **For Possible Action:** Discussion and provide direction to staff regarding the concerns recently expressed by two of the local business owners adjacent to the Town's roadside trees located within downtown Gardnerville, and discussion of installing a single roadside tree and sidewalk at 1462 Highway 395, (APN 1320-33-401-011), with public comment prior to board action.

Mr. Dallaire was approached by the owner of 1462 Highway 395 to see if we would be interested in putting in a tree and a tree grate. I just wanted to make sure you are okay on that. The picture above shows the site. We were going to add it to this year's concrete project.

Mr. Philips asked if they would provide water.

Mr. Dallaire has told the owner he would need to provide water. The only ones in town that don't have water are the ones on Eddy Street. This is a one-way in so no one leaves there. There is not a site visibility issue. On the one above, we do have a site visibility issue. We will not be able to put any trees in front of Kathleen Kelly's building. We wouldn't be able to put a tree in at the old hospital. We could do some shrubs. In the past we have done a concrete pattern with tighter concrete control joints. We would continue that pattern down on the new section. In order to get it ADA compliant we have to remove the storm drain. That's why it is such an expensive project. We will see what NDOT says on that.

You received some pictures before the meeting. Jody is concerned about the trees blocking the building signs. From her pictures you can see that. She is also concerned with the big juniper trees. They are on private property. Those are blocking the view of vehicles leaving the Overland's parking lot in the back. They extend into the right of way. They do overhang the highway so we can send a letter to the property manager and tell them to trim them. We can try thinning our trees out and shaping them to help with that but I don't know if it will bring back the visibility of her sign.

Vice-Chairman Slater advised one of the previous board members informed me that the reason the sign is there was to make sure the sign visibility would be appropriate.

Chairman Miller believed as long as we shape the trees, that is fine.

Mr. Dallaire shared Mike is concerned if we cut them to the bottom of the sign it will kill them. If we can get the end sign to be shown we will be okay.

Vice-Chairman Slater has driven by there and thought the visibility was adequate. I think we need to remember we are a Tree City USA.

Ms. Wenner would like to wait until after the hot weather is over. If you cut trees during the hot weather they will die. You need to wait until fall.

Mr. Higuera thought shaping of the trees is best. I don't think it is blocking that much.

Mr. Dallaire stated Jody was told by the lady who put them in they weren't going to get that tall.

Vice-Chairman Slater thought they are pretty small in size. If we start getting in the habit of removing trees we are taking a step backward. The ones that are on private property we have no say. But if they are infringing on the right of way they need to be trimmed up.

No public comment.

Chairman Miller thought Tom already had enough direction.

Mr. Dallaire asked if they were okay with the installation of the tree and grate.

Motion Higuera/Slater to approve the sidewalk tree grate and tree installation at 1462 Highway 395.

No public comment.

Upon call for the vote, motion carried unanimously.

11.  Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities.

Mrs. Lochridge reported the labyrinth is nearing completion. We submitted all the paperwork back to NCOT and our expenses were just under \$4000. The volunteer hours are definitely well over 5000. We are hoping to be ready for the fall festival in October.

We had a very successful event with the Austrian pine trees that were donated. We generated close to \$4,000 for the garden.

We have submitted a grant to Nevada Department of Agriculture for their Nevada specialty crop grant funding and this would be so we can move on to the next phase, which is the children's garden. We were accepted on the local level and now it goes to the national level. We'll find out if we're approved in the fall.

Our revolving loan fund project has been going well. We have another loan in to our liaison awaiting review by the loan committee, and another one that he has been in contact with that is generating some paperwork and they will submit that as well. Our USDA grant expired the June 30. We requested an extension into the next fiscal year and if approved we will have that \$26,000 still available. We just had one of our loan recipients come in and pay off his loan. So when you take his loan and the other payments that have been coming in, we have close to \$22,000 that has been regenerated through the loan process.

The sidewalk gallery will have a new display of photos from the Douglas High School photography students possibly within the next week. The plans are for them to be out there during the next wine walk promoting their photos, explaining and telling the stories behind them, possibly getting a few sales and serving something like lemonade.

The June wine walk was very successful. We had close to 400 people. We have been trying to track how many of them are new to the event. We have roughly about 150 that were new.

We do have some businesses coming in. They have already opened actually. Nevada Unique had their soft

grand opening on the 15th. They are starting to do a farmers market. They are trying to work on a farmers market aspect in that location. Unique Boutique used to be Urban Jungle, changed their business plan and are now more of a new and used unique shopping experience. They also kept part of their playroom area so kids have a place to play while their moms shop. Polka Dots, which is opening up in the old Ruby Rose location, has possibly old fashioned candies and cards.

We have six vendors that want to be part of our July 4th event. We also have Bounce and Play that will bring out the water slide. The Gardnerville Fire Department is planning to be out there. We have possibly 25 runners.

Chairman Miller invited the Board to join Main Street for breakfast on July 4th at the event. Lions Club will be doing the pancake breakfast.

Ms. Wenner will be helping with the chalk walk.

12.  For Possible Action: Discussion on an ADA transition plan and award up to \$19,200 for a contract to conduct a sidewalk and accessible ramp survey to provide data for and possibly prepare an ADA transition plan for the Town of Gardnerville, with public comment prior to board action.

Nathan Solbert, with Beneficial Designs in Minden, gave a power point presentation on sidewalk ADA compliance.

Chairman Miller stated it is nice to know there is someone in the Carson Valley that has the ability to do this type of assessment rather than going outside.

Mr. Solbert pointed out the Town of Gardnerville is the first one to step up and say we want to get this done. Town of Gardnerville has the opportunity to be in a lot of federal highway publications as the first success story of the grant cycle they have funded.

Mr. Higuera asked if this data would help the town with grants.

Mr. Solbert answered yes.

Ms. Wenner thought it will help Tom do what he needs to do for the federal requirement.

Mr. Dallaire explained the transition plan is the first step and then having it identified in the CIP. I think with the ten days in the contract we can get most of the town covered. Everything out at the Ranch at Gardnerville is compliant. The closest noncompliant areas to the schools would be done first.

Mr. Solbert felt they could get most of it. That's exactly why we are proposing this pilot project. Saying we will give you basically 20 days and two guys. We don't know exactly how long it will take to do all this. I can do a trip hazard in 30 seconds. We are planning on 20-10 hour days. This is a pilot program.

Vice-Chairman Slater asked if he thought being familiar with the boundaries, his estimate of 20 days will encompass everything.

Mr. Solbert didn't want to say they can get it all done because it takes a long time if there are a lot of hazards. That's the first part of the proposal is we prioritize where you want to go.

Mr. Dallaire will be starting with the school zones out. The highway is not our sidewalk. So those sidewalks wouldn't be under this contract.

Ms. Wenner asked if they had money for this.

Mr. Dallaire has \$25,000 in the CIP for sidewalk enhancement. This is the first step we need for that program. We have \$126,000 transferring over to next year. We have \$320,000 in what I am envisioning using for the Hellwinkle project. We can use it out of the ADA. It is something we need to do.

Vice-Chairman Slater would like to make sure they are adequately covered if we go over the 10 days. I want a commitment on your part to follow through.

Mr. Solbert agreed that is their goal. We don't necessarily have to do all of Chichester if we can say here's what


exists in Chichester.

Mr. Dallaire thought doing the actual trail itself through Chichester would be important but I'm not sure going all the way through to Petar and doing every single street out there would be appropriate right now. I think we can get a random sample of some streets. My focus is not on the highway. We would start at the schools, work out to the neighborhoods and getting them to the trail. The whole point recently has been to try and get people to use the trails. There was a typo in the agenda, the \$19,200 is actually \$19,748. I have it in the recommended motion.

Motion Higuera/Slater to approve the contract with Beneficial Designs LLC in the amount of \$19,748 for the existing sidewalk and ramp evaluation survey data collection efforts and include the preparation of the town's preliminary transition plan.

No public comment.

Upon call for the vote, motion carried unanimously.

13.  **For Possible Action: Discussion on amending the NHC (Northwest Hydraulic Consultants) existing contract by placing the existing contract Task 3 on hold, adding the additional channel analysis using Flo-2D model and provide final improvement plans, revise the hydraulic report and provide a final presentation to the board and the public for an amount, not to exceed, \$39,525.00, with public comment prior to board action.**

Mr. Dallaire reviewed Denny made a presentation last month about the problems we were having with the analysis. Denny went back and drew up this new contract showing some tasks and this is him changing that model to a Flo-2d, which is critical in our overall planning on fixing the storm drain and getting more water diverted to the channel. We do currently have \$65,740 left on our existing contract. We are not going to need to do the FEMA one until we get these improvements along the highway done, which was task three, so we could reallocate those funds and we would start a new contract if we can get some of these improvements done. Also, he has the improvement plans done. I am meeting with Q1 next Wednesday to discuss our update and possibly doing an extension on just the construction so we can get this on the ground. If they are on board with making that modification we will pursue that. I will bring it back next month. In order to get an accurate model the Flo-2d is the way to go. It is about 16,000 yards of dirt we will be removing. Dink needs more dirt so he is excited about taking the dirt.

Motion Higuera/Wenner to amend the contract with NHC by placing task 3 on hold, performing the Flo-2d analysis, incorporating required changes to the final plans, provide final presentation to the Board and approve an amount not to exceed \$39,525.00.

No public comment.

Upon call for the vote, motion carried unanimously.

14.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for June 2013.**

Mr. Rowe reported the specific thing I wanted to be included is the open meeting law changes from this legislature and they are summarized in the memorandum. Are there any questions about the memo. I don't think there will be much impact on the way you do business unless there is some kind of a defect in a motion and you need to take corrective action. You are now allowed to do that without having the AG's office file a formal complaint. If there are no questions I will just move on. Other than that, there were just the usual administrative items. I have been monitoring the Sharkey's bankruptcy and the Ahern bankruptcy. We have received partial payment from Sharkey's. Hope to avoid having to file a claim in the bankruptcy. Ahern seems to be interminable. They had a fourth interim fee application that they had to submit to the court. Hopefully they will get around to approving everything.

Mr. Higuera asked if they are doing a reorganization.

Mr. Rowe explained both are doing a reorganization. According to Steve, Sharkey's went in to bankruptcy because they tried to renegotiate a couple of loans and couldn't so they had to file bankruptcy because they were not able to keep up with the loan payments.

Debra Amens is our new associate. I am having her come along with me to all of the meetings so she can meet the board members and get a feel for what is going on with the various governmental entities.

15.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for June 2013.**

a. **For Possible Action: Approve, deny or modify a design for ornament handout at NLC/NACO conference, with public comment prior to board action.**

Mr. Dallaire reported item A was put on so we can talk about it. The barn was drawn up by Becky Stockwell. The scouts changed it a little bit since they did their project. The fence is pretty close. We have sent it off to get a cost on engraving the ornament. It would be about \$1950 for 250 ornaments. I heard from Jo. They are expecting 200 to 300 people. The ornaments are about \$6.80 apiece for 250 units, which is \$1700, about a \$2,500 investment. My concern is they wanted to do the conference logo. This is something Wes drew up by hand. We did include it in the packet. They asked me if we could put this on the back. The barn will go on the front. We would put Town of Gardnerville on the back also.

Vice-Chairman Slater asked to identify the barn at the bottom and then upper left put the town logo. Then you could put the other one on the backside. Why don't we put Nevada League of Cities/NACO joint conference 2013?

Mr. Dallaire thought we could still do Town of Gardnerville on the back.

Vice-Chairman Slater would keep this portion on the back you could tie your Historical Hellwinkel Barn into a 2013 ornament that Main Street could sell for 2013.

Ms. Wenner asked when it was built.

Mr. Dallaire believed in the early 1920's. I have a write-up on it. Maybe we could make a card to go with it. That way we can add a lot of the information in there.

Vice-Chairman Slater asked if they could stamp the outside of the envelope with the Town of Gardnerville logo. I would encourage everyone to go to the conference. If you don't want to go to the meetings, at least plan on attending a luncheon or dinner. It shows solidarity on the part of the board members. Wherever we go to it would be imperative that Tom make sure we are in close proximity so he can introduce everybody as sponsors.

No public comment,

Motion Wenner/Higuera to approve the design of the ornament at the NLC/NACO conference with the conference logo per board discussion.

Motion carried unanimously.

Mr. Dallaire asked if there were any questions on the manager report. Daniel completed his Eagle Scout project. David Ogles also completed his project this weekend. All the doggie pots are up along Toler and out at Wal Mart. I am waiting on the trees until we get water. Finally got the camera up at the barn. I have been working with Lucille Rao on the O'Reilly building. They are working on refinishing their building. They have already repaved their parking lot. We are repainting the town buildings right now. We hired Sunridge Painting. We did have a fire over there yesterday. The smart meter caught on fire. This is the second one in the valley that East Fork has responded to. There were 22 in Sparks so far. Watch your smart meters. It didn't hurt the wires inside at all.

Went to the county commissioner meeting last night. They were talking about changing the code 2660.150c, which is the accessory use of outside storage recreational vehicles to allow them in the driveway. This is something Barry Penzel wanted to change. We had Cam from Kingsbury GID and two board members, John Lofrano from Indian Hills, a resident from Indian Hills, Lloyd and myself. There were 410 code enforcement cases open this year. 124 of those cases were RV's parking in front of garages. 66 of them were from the Gardnerville Ranchos; Indian Hills had 19; Johnson Lane had 19; Minden and Gardnerville each had nine; Tahoe five; Foothill two and one in TRE. County staff made a report. The commissioners took no action.

I had a complaint from a person in Chichester. We were sweeping pretty early in the morning. I had the sweeper

go around the park first. It was hot and the person's window was open. We were getting so many complaints about the loose material from microsurfacing that I had staff go out and sweep it all up. It wasn't just the gutters. We swept the whole street. I wrote an email back and explained.

Could board members please take some time and look through the Valley Vision. If you could give me some comments or criticism on it I will combine it into one document and provide it to the county. I have already expressed my concerns. I would like the comments back by Friday, the 12th.

Motion Slater/Higuera to adjourn the meeting at 7:10 p.m.

No public present.

Upon call for the vote, motion carried unanimously.

Respectfully submitted,

Ken Miller
Chairman

Tom Dallaire
Town Manager

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Correspondence

2. **Recommended Motion:** Receive and File

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013

Time Requested: n/a

5. **Agenda:** ☒ Consent ☐ Administrative

Background Information:

This section provides copies of letters or other correspondence received, that Staff feels are noteworthy for the Board members to review.

6. **Other Agency Review of Action:** Not Required

7. **Board Action:**

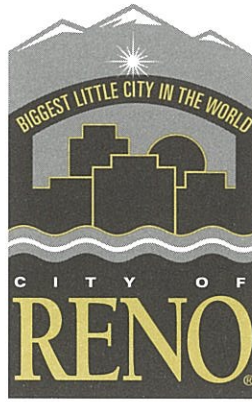
☐ Approved

☐ Denied

☐ Approved with Modifications

☐ Continued

Michael Hernandez
Fire Chief



July 18, 2013

Town of Gardnerville
Thomas Dallaire, Town Manager
1407 Hwy 395 North
Gardnerville, NV 89410

Dear Mr. Dallaire,

On behalf of the Reno Fire Department, I would like to extend our sincere appreciation for the help we received from your employee, Marie Nicholson. Ms. Nicholson helped us by providing a comfortable location for our firefighters to rehabilitate while they were working the Bison Fire incident. Her coordination to use Heritage Park made it possible for our crews to have a nice place to clean up and rest before heading back on the line to help battle the fire. Captain Dan Tilzey and the crews of Brush 21 and Brush 6 were very grateful for her assistance and mentioned how impressed they were with her wanting to go that extra step.

Once again, I send a heartfelt thank you from the Reno Fire Department.

Sincerely,

A handwritten signature in black ink, appearing to be "Michael Hernandez", written over a horizontal line.

Michael Hernandez
Fire Chief
Reno Fire Department

Cc: Tod Carlini, Fire Chief
Cc: Marie Nicholson, Office Assistant Sr.



3

Dear Tom,

I was glad our Club could help out with our trailer to deliver flower pots to "Main Street Gardeners". I am sorry you ended up having to replace a tire but our Club is very grateful to you. Today Jim Woods and I picked up the plant Sertoma got for the Senior Center and it looks very nice right at their front door. You and your team are doing
Thank you, Pat Smith, President
D. L. Tamm

Gardnerville Town Board

AGENDA ACTION SHEET

1. **Title:** Health and Sanitation Monthly Report

2. **Recommended Motion:** Accept as submitted

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Health and Sanitation

Prepared by: Carol Louthan

Phone Number: 782-7134

4. **Meeting Date:** August 6, 2013

Time Requested: none

5. **Agenda:** ☒ Consent

☐ Administrative

6. **Background Information:**

Residential Accounts	1712
Commercial Accounts	217
Green Waste Accounts	1144
Cleanup Dumpsters	5
X-cans	653
# of new residential accounts	3 new owners & 10 accts transferred to new owners
# of new commercial accounts	3 – Standard Diesel, Double J Auto, MC Comas Automotive
Minimum User Accounts	40
Total tons of trash	326.99
Total tons of Greenwaste	43.02

7. **Other Agency Review of Action:**

8. **Board Action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Approve July 2013 claims
2. **Recommended Motion:** Approve claims as submitted

Funds Available: ☒ Yes ☐ N/A

3. **Department:** Administration

Prepared by: Carol Louthan

4. **Meeting Date:** August 6, 2013 **Time Requested:** none

5. **Agenda:** ☒ Consent ☐ Administrative

6. **Background Information:**

This report is generated through claims submitted to the Douglas County Comptroller by the Town. If backup material is necessary for your review it can be found on file at the Town office.

7. **Other Agency Review of Action:** ☒ N/A

8. **Board Action:**

☐ Approved
☐ Denied

☐ Approved with Modifications
☐ Continued



Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	7/13 BOARD	G'VILLE	Paid by Check # 608084		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
28960 - Miller Kenneth	7/13 BOARD	G'VILLE	Paid by Check # 608118		06/26/2013	07/12/2013	07/12/2013		07/12/2013	275.00
18629 - Philips Michael	7-13 BOARD	G'VILLE	Paid by Check # 608166		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
2969 - Slater Linda	7-13 BOARD	G'VILLE	Paid by Check # 608202		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
			Account 510.150 - Board Compensation Totals					Invoice Transactions 4		\$1,025.00
20219 - NV ST Public Employees	7-13 PREMIUMS	731	Paid by Check # 608742		07/16/2013	07/26/2013	07/26/2013		07/26/2013	20.98
			Account 511.201 - PEBS-Ret.Medical Totals					Invoice Transactions 1		\$20.98
13097 - Verizon Wireless	9707508338	842011146-00001	Paid by Check # 608812		07/01/2013	07/26/2013	07/26/2013		07/26/2013	149.43
			Account 520.055 - Telephone Expense Totals					Invoice Transactions 1		\$149.43
5358 - ABC Fire Inc	10452	G'VILLE	Paid by Check # 608252		07/06/2013	07/19/2013	07/19/2013		07/19/2013	116.95
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 1		\$116.95
2030 - Minden-Gardnerville Sanitation	13-070290	0296	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013		07/12/2013	67.71
2030 - Minden-Gardnerville Sanitation	13-070581	0594	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013		07/12/2013	21.16
			Account 520.093 - Utilities-Sewer Totals					Invoice Transactions 2		\$88.87
2401 - NV ST Dept Business/Industry	AA13-338	PAYROLL	Paid by Check # 608449		07/12/2013	07/19/2013	07/19/2013		07/19/2013	67.50
			Account 520.169 - EMRB Assessment Totals					Invoice Transactions 1		\$67.50
2313 - Nevada League Of Cities & Muni	13-003	G'VILLE	Paid by Check # 608440		06/21/2013	07/19/2013	07/19/2013		07/19/2013	1,428.70
			Account 520.170 - Memberships Totals					Invoice Transactions 1		\$1,428.70
15887 - Charter Communications	0012509 7/13	8354110060012509	Paid by Check # 608302		07/02/2013	07/19/2013	07/19/2013		07/19/2013	36.00
			Account 520.187 - Internet Expense Totals					Invoice Transactions 1		\$36.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 521.100 - Professional Services 7-PYMT 1										
27041 - Main Street Gardnerville	G'VILLE		Paid by Check # 608402	Account 521.100 - Professional Services Totals	07/11/2013	07/19/2013	07/19/2013	07/19/2013	07/19/2013	32,000.00
								Invoice Transactions 1		\$32,000.00
2667 - Record Courier	7034794 13-14	7034794/G'VILLE	Paid by Check # 608177	Account 532.056 - Subscriptions Totals	06/24/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	26.30
								Invoice Transactions 1		\$26.30
26465 - Diamond Printing Inc	6779	G'VILLE	Paid by Check # 608319	Account 533.800 - Office Supplies Totals	07/08/2013	07/19/2013	07/19/2013	07/19/2013	07/19/2013	254.99
26465 - Diamond Printing Inc	6780	G'VILLE	Paid by Check # 608319	Account 533.800 - Office Supplies Totals	07/08/2013	07/19/2013	07/19/2013	07/19/2013	07/19/2013	402.64
								Invoice Transactions 2		\$657.63
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 16		\$35,617.36



Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	13-070763	0778	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013		07/12/2013	126.96
Account 520.093 - Utilities-Sewer Totals								Invoice Transactions	1	\$126.96
2549 - Dallaire Tom-Petty Cash	7-13 G'VILLE	PETTY CASH	Paid by Check # 608029		07/02/2013	07/12/2013	07/12/2013		07/12/2013	13.14
3115 - Swank Motion Pictures Inc	RG1819449	0223170001	Paid by Check # 608215		06/26/2013	07/12/2013	07/12/2013		07/12/2013	421.00
12997 - Do Co Procurement Program	6*13 LOUTHAN	G'VILLE	Paid by Check # 608323		06/27/2013	07/19/2013	07/19/2013		07/19/2013	520.00
Account 533.817 - Small Projects										
Account 533.817 - Small Projects Totals								Invoice Transactions	3	\$954.14
Department 923 - Parks & Recreation								Invoice Transactions	4	\$1,081.10
Fund 610 - Gardnerville Town Totals								Invoice Transactions	20	\$36,698.46



Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	7/13 BOARD	GVILLE	Paid by Check # 608084		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
28960 - Miller Kenneth	7/13 BOARD	GVILLE	Paid by Check # 608118		06/26/2013	07/12/2013	07/12/2013		07/12/2013	275.00
18629 - Phillips Michael	7-13 BOARD	GVILLE	Paid by Check # 608166		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
2969 - Slater Linda	7-13 BOARD	GVILLE	Paid by Check # 608202		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
			Account 510.150 - Board Compensation Totals					Invoice Transactions 4		\$1,025.00
13097 - Verizon Wireless	Telephone Expense 9707508338	842011146-00001	Paid by Check # 608812		07/01/2013	07/26/2013	07/26/2013		07/26/2013	149.42
			Account 520.055 - Telephone Expense Totals					Invoice Transactions 1		\$149.42
5358 - ABC Fire Inc	Replacement & Repair 10452	GVILLE	Paid by Check # 608252		07/06/2013	07/19/2013	07/19/2013		07/19/2013	116.95
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 1		\$116.95
2030 - Minden-Gardnerville Sanitation	Utilities-Sewer 13-070290	0296	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013		07/12/2013	67.71
2030 - Minden-Gardnerville Sanitation	13-070581	0594	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013		07/12/2013	21.16
			Account 520.093 - Utilities-Sewer Totals					Invoice Transactions 2		\$88.87
15403 - Sunridge Painting	Maint B&G 100	GVILLE	Paid by Check # 608786		07/10/2013	07/26/2013	07/26/2013		07/26/2013	5,800.00
			Account 520.097 - Maint B&G Totals					Invoice Transactions 1		\$5,800.00
15887 - Charter Communications	Internet Expense 0012509 7/13	8354110060012509	Paid by Check # 608302		07/02/2013	07/19/2013	07/19/2013		07/19/2013	35.99
			Account 520.187 - Internet Expense Totals					Invoice Transactions 1		\$35.99
2667 - Record Courier	Subscriptions 7034794 13-14	7034794/GVILLE	Paid by Check # 608177		06/24/2013	07/12/2013	07/12/2013		07/12/2013	26.30
			Account 532.056 - Subscriptions Totals					Invoice Transactions 1		\$26.30

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 533.800 - Office Supplies										
26465 - Diamond Printing Inc	6779	GVILLE	Paid by Check # 608319		07/08/2013	07/19/2013	07/19/2013		07/19/2013	254.98
26465 - Diamond Printing Inc	6780	GVILLE	Paid by Check # 608319		07/08/2013	07/19/2013	07/19/2013		07/19/2013	402.65
Account 533.800 - Office Supplies Totals										\$657.63
Department 925 - Health & Sanitation Totals										\$7,900.16
Fund 611 - Gardnerville Health & San Totals										\$7,900.16
Grand Totals										\$44,598.62

* = Prior Fiscal Year Activity



Gardnerville Town Board

AGENDA ACTION SHEET

1. Approve appointment of Stephanie Waggoner to the Main Street Gardnerville Board of Directors.

2. Recommended Motion: Funds Available: ☐ Yes ☒ N/A

3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: August 6, 2013 Time Requested: N/A

5. Agenda: ☒ Consent ☐ Administrative

Background Information: See attached.

6. Other Agency Review of Action: ☐ Douglas County ☒ N/A

7. Board Action:

☐ Approved

☐ Denied

☐ Approved with Modifications

☐ Continued



APPLICATION TO SERVE AS A BOARD MEMBER MAIN STREET GARDNERVILLE PROGRAM

The M.S.G. Board meets the third Wednesday of each month,
6 pm, at the Town Hall, 1407 Hwy 395, Gardnerville

Thank you for having the interest and taking the time to complete this brief application. Please complete the application to the best of your ability, and again thank you for your interest!

Name: Stephanie Waggoner F-Mail: _____
Address: _____ Phone: _____
Business Address: 1540 Hwy 395 Suite H (Appoggio)
City: Gardnerville State: NV Zip: 89410

Why are you interested in serving on the Main Street Gardnerville Board?

Since I am part of Boulder County Leadership, it has peaked my interest. I would like to get more involved in our community.

Please briefly describe any business and/or professional experience you could bring to your service on the Board:

I feel that I can take on multiple tasks at one time. I have a financial background with U.S. Bank. I am well organized being the mother of 4 active children.

Do you have any direct or indirect experience with the National Main Street Program?

Yes, our business is part of the Wine Walk. We have taken part in the Adopt a pet program and was part of main street garden club.

Please describe any special skills you would bring to your service on the Board:

I am very creative, I seem to have the ability to make something out of nothing

Which one of these four main points do you think your experience and participation would be of the most benefit to M.S.G.: Organization, Promotion, Design, or Economic Restructuring?

I feel that I have the ability to benefit in all of these areas. My true interest would be promotion and design.

The Board will likely come up with projects within the framework of the Main Street Program. Are there any projects that you particularly have interest in seeing completed downtown? Why?

APG, because it brings the community together and it is a multi-generational opportunity to bring not only families but individuals together.

I'm willing to invest 5-10 hours per month in the future of our downtown ☒ yes

If selected, what date would you be available to begin serving on the board? ASAP

Thank you again for completing this application, and for your interest in the Main Street Gardnerville Program. We will contact you as soon as possible regarding your application.

Signature: Stephanie Waggoner

Date: 4/17/12

Ph: 775.782.8027

1407 Main Street (Hwy 395 N), Gardnerville, NV 89410

Fax: 775.782.7135

www.mainstreetgardnerville.org

Main Street Gardnerville is an equal opportunity provider.

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **Title:** Recommend approval of a Town special event application for the 23rd Annual Carson Valley Sertoma Oktoberfest scheduled for September 22, 2013 at Heritage Park

2. **Recommended Motion:** Approve special event application for the 23rd Annual Carson Valley Sertoma Oktoberfest scheduled for September 22, 2013 at Heritage Park

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** N/A

5. **Agenda:** ☒ Consent ☐ Administrative

6. **Background Information:** See attached. Current insurance certificate will be submitted before event.

7. **Other Agency Review of Action:** ☐ Yes ☒ N/A

8.

9. **Board Action:**

☐ Approved

☐ Denied

☐ Approved with Modifications

☐ Continued



CK70047001 9/22/13

Reservation Form and Release of Liability and Indemnification Agreement
For Town Park Use, Street Closures, and/or Special Events

1407 Highway 395
Gardnerville, Nevada 89410
(775) 782-7134 (775) 782-7135 Fax

Date of Application: 7/26/13
(Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)

Location of Event/Activities: Heritage Park
(Submit letter of property owner's permission if event is to be held on private property)

pd CK #297K
\$100-

Street(s) proposing to be closed: None
(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes ☒ No ☐

If No, describe which Town park you are requesting to reserve: _____

If exclusive park use not being requested, describe which area of the Town park is being requested to be used: _____

Name of Applicant Organization or Business: Heritage Park Corporation: Yes ☒ No ☐
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: Jim Woods Supervisor of Activity: Chairman / Stan

Home Telephone #: 265-3914 Business Telephone #: Cell Fax #: 720-7009
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: 12666 W. 1st St. W. #1 GUNV 89460
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: same

Type of Activity Town Park will be used for: CK DOB FEST FESTIVAL

Will alcohol be sold or served? Yes ☒ No ☐
(If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits)

Band or amplified music? Yes ☒ No ☐

This event is Non-Profit ☒ For Profit ☐ Closed to Public ☐ Open to Public ☒

Event Layout: Applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. **If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.**

WAIVER OF LIABILITY

The **UNDERSIGNED**, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to reasonable attorney's fees, administrative costs, and court costs and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure / Special Events Policy, that I have read those Policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Signature(s) of Authorized Representative(s) of Applicant: _____

Date: 7/26/13

Date: _____

(If applicant is a corporation, must include signature of president, vice president, and secretary of corporation) _____

Date: _____

Printed Name(s) of Authorized Representative(s) of Applicant above: _____

(Town Office Use Only)

Application Fees Paid: 0

Deposit amount Paid: 100

Date Processed: 7/26/13

Receipt Number: _____

Facility Reviewed: Heritage PK

Scheduled for Town Board Agenda: 8-6-13

Approved: _____

Scheduled for Douglas County Commissioner Agenda: _____

Approved: _____

Deposit Returned: _____

*A copy of the approved application **MUST** be at the event*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/1/2013

8/28/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES, LLC-1 KANSAS CITY 444 W. 47TH STREET, SUITE 900 KANSAS CITY MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
INSURED 1080371 SERTOMA INC AND ITS SUBSIDIARIES 1912 E. MEYER BLVD KANSAS CITY MO 64132	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : PHILADELPHIA INDEMNITY INSURANCE	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES SERIN03 E1 **CERTIFICATE NUMBER:** 10455324 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	N	PHPK913868	9/1/2012	9/1/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	N	N	PHPK913868	9/1/2012	9/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	PHUB394864	9/1/2012	9/1/2013	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A	N/A		NOT APPLICABLE			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	LIQUOR LIABILITY	N	N	PHPK913868	9/1/2012	9/1/2013	1,000,000 OCCURRENCE 1,000,000 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
CARSON VALLEY SERTOMA (NV) # 10739 - TOWN OF GARDNERVILLE NEVADA IS NAMED AS ADDITIONAL INSURED UNDER GENERAL LIABILITY, SUBJECT TO POLICY TERMS & CONDITIONS, WITH RESPECT TO CARSON VALLEY SERTOMA'S OKTOBERFEST SEPTEMBER 23, 2012.

CERTIFICATE HOLDER**CANCELLATION**

10455324

TOWN OF GARDNERVILLE
1407 HIGHWAY 395
GARDNERVILLE NV 89410

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **Title:** Discussion and possible action to approve Proclamation 2013P-03 recognizing the week of August 11 through August 17, 2013 as Brain Injury Awareness Week

2. **Recommended Motion:** Motion to approve Proclamation 2013P-03 recognizing August 11, through August 17, 2013 as Brain Injury Awareness Week.

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** 10 minutes

5. **Agenda:** ☐ Consent ☒ Administrative

6. **Background Information:** See attached Proclamation

7. **Other Agency Review of Action:** ☐ Yes ☒ N/A

8. **Board Action:**

☐ Approved
☐ Denied

☐ Approved with Modifications
☐ Continued

Town of Gardnerville
Proclamation 2013P-03

**A Proclamation by the Gardnerville Town Board recognizing the week of
August 11th through August 17th, 2013 as
Brain Injury Awareness Week**

Whereas, a traumatic brain injury (TBI) is a blow, jolt or bump to the head or a penetrating head injury that disrupts the brain's normal function, often resulting in a lifetime of physical, cognitive and behavior challenges;

Whereas, 1.7 million Americans, including 475,000 children, sustain a traumatic brain injury each year, and as many as 5.3 million people nationwide live with long-term disabilities due to TBI;

Whereas, every 21 seconds, someone in the United States will sustain a traumatic brain injury (TBI), which equals more than 4,000 people daily; and

Whereas, the average lifetime cost of care for a person with a severe traumatic brain injury ranges from \$600,000 to \$1,875,000; and

Whereas, the effects of brain injury are devastating emotionally and financially to families; and

Whereas, many individuals with brain injury can make valuable contributions to our society with appropriate services and supports; and

Whereas, public awareness is critical to the prevention of brain injury and to enhancing the recovery process of all individuals affected; and

NOW, THEREFORE LET IT BE RESOLVED THAT THE GARDNERVILLE TOWN BOARD DOES HEREBY PROCLAIM THE WEEK OF AUGUST 11th THROUGH AUGUST 17th, 2013 AS BRAIN INJURY AWARENESS WEEK IN GARDNERVILLE.

Adopted: This 6th Day of August 2013

GARDNERVILLE TOWN BOARD MEMBERS

Ken Miller, Chairman

Linda Slater, Vice-Chairman

Mike Philips, Member

Lloyd Higuera, Member

Mary Wenner Member

6-2



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion on DA 13-028 a minor modification to design review application to revise the size of the proposed building from 3,200 to 2,597sf and add a single detached automatic car wash bay at the proposed Golden Gate Petroleum site located south of Grant Ave. and east of Highway 395, APN: 1220-10-111-001 (formerly: APN: 1220-10-110-007, 1220-10-501-008 & 006), with public comment prior to Board action.
2. **Recommended Motion:** Conditionally approve with modifications as indicated in the attached staff report the minor modification containing the building change, drive through, and single car automatic car wash bay.

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** 30 minutes

5. **Agenda:** ☐ Consent ☒ Administrative

Background Information:

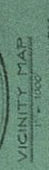
The design review was conditionally approved during the January 2013 town board meeting. The improvement plans were approved July 9, 2013. The final approved site layout is attached. The owner has decided to add a single, detached, automatic car wash and a drive isle for takeout type fast food business that will take place of the previous tenant location. The site design was revised and does include truck turning movement plan. The site layout is tight and will most likely cause a traffic conflict once in a while trucks are onsite.

(See the attached staff report for concerns and conditions)

6. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

7. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued



PROJECT SUMMARY

[illegible]

SHEET INDEX

[illegible]

APPROVALS

DOUGLAS COUNTY DISTRICT
TOWN OF CARLSBAD
CARLSBAD, NEW MEXICO
P.O. BOX 100000

OVERALL SITE PLAN

R|O|Anderson



GOLDEN GATE PETROLEUM
FRANK LEPORI CONSTRUCTION

COVER SHEET



6. 2. 1. 5



Ken Miller, Chairman
Linda Slater, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Mary Werner, Board Member

MEMORANDUM

Date: July 27, 2013

To: Gardnerville Town Board

From: Tom Dallaire, P.E., Town of Gardnerville

Subject: DA 13-028 (Minor Modification design review); Golden Gate Petroleum, Located within the Marketplace at Virginia Ranch; APN: 1220-10-111-001 (formally APN: 1220-10-110-007, 1220-10-501-006 & 008).

I. TITLE:

Discussion on DA 13-028 a minor modification to design review application to revise the size of the proposed building from 3,200 to 2,597 sf and add a single detached automatic car wash bay at the proposed Golden Gate Petroleum site located south of Grant Ave. and East of Highway 395, APN: 1220-10-111-001 (formerly: APN: 1220-10-110-007, 1220-10-501-008 & 006), with public comment prior to Board action.

II. RECOMMENDATION

Staff recommends to the Gardnerville Town Board CONDITIONAL APPROVAL of the Development Application (DA) 12-028, Golden Gate Petroleum, based on the findings, conditions, and conclusions in the staff report and the project is subject to the following concerns followed by the recommended conditions:

III. DISCUSSION

The following is staff's concerns with the proposed project which have been itemized for county staff consideration. The following items can be part of the Town Board discussion of the item and may be transferred to the recommended conditions of approval by the Town Board.

1. Planning/Lot Layout

- a. Truck access to the site and how a fuel truck will get into the site will be possible but will be very tight. This is a private development and not sure we have control of that aspect of the site design. It will cause congestion, there is a lot going on this 1.15 acre parcel. The site appears to be tight and require larger truck turning movements. They prepared a plan indicating a tanker truck turning movement. We previously suggested using the design vehicle WB-67D as these are commonly used locally to deliver fuel. (see the attached plans)
- b. The current proposed elevations are consistent with the adjacent development within the Marketplace at Virginia Ranch. See attached pictures of architectural accents from Walmart.

2. Plan for Prosperity

- a. Policy 5.3 (pg 10) “ New development should be designed to orient towards the street, hide parking, provide connected walking edges and respond to visibility created by the bend in 395” - The revised plan now is showing 8 parking stalls between the building and the highway. Additionally there will be a drive through car wash building adjacent to the site, entrance is facing the highway as well. Staff does not feel like this meets the intent of the requirement. The drive isle may be critical to the accessibility around the site, relocating the parking to the north side of the building is worth exploring that alternative option and bringing the building to the drive isle. It also allows for pedestrian traffic on the north side of the building so visitors can utilize the required pergola. See the attached figures from the approved Marketplace at Virginia Ranch.

3. Drainage

- a. The proposed drainage is per the previously approved improvement plan set. The onsite storm drainage will be maintained by the property owner. The towns cleaning responsibility ends at the common storm drain manhole adjacent to the Wal mart access road. All onsite water is discharged into the region detention pond.

IV. CONDITIONS:

The following should be considered for recommendation to the County, the Conditions of Approval for the Minor design review application. These conditions contain the previously applicable conditions:

1. Prove pedestrian access through the site. The northerly pedestrian access was removed in this version. People cannot access the pergola without going into the drive isle or out to the highway sidewalk and back up to the pergola. If the new ramp in at the highway side of the building is going to be provided, then the need for the second southerly access adjacent to the property line is not required and the drive isle can be enlarged to ease potential congestion.
2. Please consider moving the 8 parking stalls, currently located between the building and highway to the north side of the building to comply with the towns plan for prosperity. The previous improvement plan submittal included 6 parking stalls at this location and now 8 stalls are being proposed.
3. The vehicle turning movement at the outlet to the exit drive isle is too sharp to maneuver into the exit road. Maybe moving the building down would provide a better exit movement to the drive through
4. The arch plans show the area at the lease unit to be 519 square feet and not 466 square feet as shown on the site plan and used in the parking calculation, please clarify.
5. The following Standard Town Conditions of Approval shall apply:
 - a. All administrative, engineering, or legal fees incurred by the Town in connection with reviewing the project shall be reimbursed and paid to the Town.
 - b. Improvement plans shall be reviewed and approved by the Town's engineer.
 - c. Trash enclosures shall be constructed to Town standards and access for service vehicles shall be approved by Town staff.
 - d. Construction runoff and dewatering practices shall be in accordance with the appropriate permits obtained from the Nevada Division of Environmental Protection. Discharge into existing Town storm drain systems will only be

- allowed upon written approval from the Town, and will be subject to discharge quality and storm drain cleaning requirements as set forth by the Town.
- e. Maintenance plans and level of service for landscape areas proposed for care by the development are required to be submitted for review and approval by the Town staff.
 - f. Any damage to the Town's existing infrastructure, including, but not limited to, streets, curb and gutter, sidewalks, or drainage systems caused by the development of the project shall be repaired or replaced by the developer.
 - g. The Town will not assume maintenance of any on-site improvement proposed in this application. Operation and maintenance of all on-site improvements shall be the responsibility of the property owner.

Board meeting Topics of Discussion / Notes:

- See Discussion questions.
NOTE's from Board Meeting:

-
-
-
-
-
-
-

Attachments:

1. Applications County and Town, Justification letter, and submittal documents.
2. Golden Gate Petroleum Elevations and proposed floor plans
3. Previous Site plan and elevations
4. Elevations from the approved Marketplace at Virginia Ranch



DOUGLAS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
1594 ESMERALDA AVENUE
POST OFFICE BOX 218
MINDEN, NEVADA 89423
TEL (775) 782-6217
FAX (775) 782-9007
www.douglascountynv.gov

DEVELOPMENT APPLICATION

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who propose to submit a **Development Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the application submittal requirements, before the application is accepted for processing by the Community Development Department.

FOR STAFF USE ONLY

DA 13-028 PAID
File Number Receipt Number
D. v. K. 7-25-13
Received By Date
Town: Gville
Master Plan Land Use: Commercial
Regional/Community Plan: Minden/Gardnerville
Current Zoning: GC
Overlay Zoning: PD
Floodplain Zone: X-Shaded
FIRM # & Date: 2656-2010
Wellhead Protection Area (s): Yes
Case Planner: Dirk Goering

A. Application for (check all applicable):

- | | |
|---|---|
| <input type="checkbox"/> Abandonment | <input type="checkbox"/> Variance, Major |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Variance, Minor |
| <input type="checkbox"/> Design Review, Major | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Design Review, Minor | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Design Review, Accessory Dwelling Unit | |
| <input type="checkbox"/> Agreement (Development/Reim./Affordable Housing) | Modifications to Existing Development Approvals: |
| <input type="checkbox"/> Master Plan Map Amendment | <input type="checkbox"/> Modification, Major |
| <input type="checkbox"/> Master Plan Text Amendment | <input checked="" type="checkbox"/> Modification, Minor |
| <input type="checkbox"/> Special Use Permit | |

B. Project Location

Street Address (if available): 1485 Grant Avenue

Assessor's Parcel Number(s): 1220-10-111-001

Approximately 0 Feet North or South of Grant Avenue
(Circle one) (Street Name)
Approximately 0 Feet East or West of U.S. Highway 395
(Circle one) (Street Name)

C. Project Description

The applicant is requesting: approval of a gas station with an approximately 2,597 square foot convenience store, 466 SF Take-out Restaurant, and 1 Car Wash Bay on approximately 1.15 acres. The project is located at the intersection of Grant Avenue and U.S. Highway 395 in the Town of Gardnerville.

List any previous applications that have been filed for this site: Design Review, Major, Site Improvement Permit, and Building Permit.

APPLICANT:

Contact Name: Daron Lynch Company: Frank Lepori Construction
 Address: 1580 Hymer Avenue, Suite 100 City/State/Zip: Sparks, Nevada 89431
 Telephone No: (775) 337-2063 Fax No: (775) 337-2066
 E-mail Address: daron@leporiconstruction.com

OWNER:

Contact Name: Dennis O'Keefe Company: Golden Gate Petroleum
 Address: 501 Shell Avenue City/State/Zip: Martinez, California 94553
 Telephone No: (925) 228-2222 Fax No: (925) 335-3786
 E-mail Address: dennis.okeefe@ggpetroleum.com

ENGINEER/REPRESENTATIVE:

Contact Name: Jeremy Hutchings, P.E. Company: R.O. Anderson Engineering, Inc.
 Address: 1603 Esmeralda Avenue City/State/Zip: Minden, Nevada 89423
 Telephone No: (775) 782-2322 Fax No: (775) 782-7084
 E-mail Address: jhutchings@roanderson.com

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(s) of RECORD: (Include extra sheets if necessary)

DENNIS O'KEEFE [Signature] 7-24-13
 Printed Name Signature Date

 Printed Name Signature Date

Note: For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and Douglas County Code, have been drawn to a standard engineering scale (e.g., 1"=10', 1"=20', 1"=30') that is appropriate to the project size, and clearly define and identify all of the required information.

APPLICANT/APPLICANT'S REPRESENTATIVE:

DENNIS O'KEEFE [Signature] 7-24-13
 Printed Name DARON LYNCH Signature DL Date 7-24-13

Town of Gardnerville
1407 Highway 395 North
Gardnerville, Nevada 89410
(775) 782-7134
(775) 782-7135 facsimile
www.gardnerville-nv.gov



PROJECT REVIEW APPLICATION

Location

Street Address: Intersection of Grant Ave and U.S. Hwy 395
Assessor's Parcel Number: 1220-10-111-001
Current Zoning Designation: General Commercial



Project Description

The applicant is requesting approval of a minor modification to a previously approved plan for the addition of a drive through access to serve a 466 SF Take-out Restaurant, and also the addition of a Single Bay Car Wash. The project is located at the intersection of Grant Avenue and U.S. Highway 395 in the Town of Gardnerville.

Applicant:

Name: Frank Lepori Construction
Address: 1475 Hymer Avenue, Sparks, Nevada 89431
Telephone Number: (775) 337-2063 Fax Number: (775) 337-2066

Owner:

Name: Golden Gate Petroleum
Address: 501 Shell Avenue, Martinez, California 94533
Telephone Number: (925) 228-2222 Fax Number: (925) 335-3786

Engineer:

Name: Jeremy Hutchings, P.E., R.O. Anderson Engineering, Inc.
Address: 1603 Esmeralda Avenue, Minden, Nevada 89423
Telephone Number: (775) 215-5010 Fax Number: (775) 782-7084

By signing this application, the applicant agrees to reimburse the Town of Gardnerville for all expenses reasonably incurred by the town in the process of reviewing the application, including, but not limited to, engineering and legal expenses. A \$75 deposit is included with this application.

Applicant or Applicant's Representative:

Jeremy J. Hutchings, P.E.
Printed Name


Signature

07-24-13
Date

{When projects are located or proposed to be located within the Town of Gardnerville, Douglas County requires review and comment by the Town Board before making a final decision on the project. The Town of Gardnerville makes recommendations to Douglas County on all development to be located within the township boundaries. Douglas County will not render a decision until a letter of recommendation has been submitted by the Town.}

(Application and all materials related to the project review need to be submitted to the Town office by the Friday two weeks before the Board Meeting.)

JUL 24 2013

DOUGLAS COUNTY
COMMUNITY DEVELOPMENT

July 23, 2013

Dirk Goering, AICP
DOUGLAS COUNTY COMMUNITY DEVELOPMENT
Post Office Box 218
Minden, Nevada 89423

**Golden Gate Petroleum
Minor Modification to Design Review
Description and Statement of Justification**

Dear Dirk:

On behalf of the applicant, Frank Lepori Construction, please consider this letter our statement of justification and project description for a Minor Modification to Golden Gate Petroleum Design Review.

The project is located at the intersection of Grant Avenue and U.S. Highway 395, in the Town of Gardnerville known as APN 1220-10-111-001 (formerly APN 1220-10-110-007, 1220-10-501-008, & 1220-10-501-006). The project site is zoned General Commercial with a Planned Development Overlay and has a master plan designation of Commercial.

BACKGROUND

The Design Review for this project (DA12-054) was originally approved on February 11, 2013. This approval included the construction of a gas station with an approximately 3,200 square foot convenience store and an approximately 1,200 square foot Port of Subs restaurant on approximately 1.15 acres.

Since this time, there has been a change in the proposed tenant resultant in a modification to the building design. The applicant is proposing to reduce both the convenience store and restaurant square footage in order to add a drive-through window to the restaurant and a separate stand-alone car wash.

The minor modification consists of the following revisions to the original Design Review Application:

1. The convenience store floor plan has been reduced from approximately 3,200 square feet to approximately 2,597 square feet.
2. The restaurant square footage has been changed from approximately 1,200 square feet to 466 square feet. The restaurant use will be take-out only and a drive-through with stacking spaces.

Y:\Client Files\1943\1943-001\Documents\Design Review Submittal 2013-7-23\1943-001 SOJ Minor Mod.doc

Mr. Goering
July 23, 2013
Page 2 of 2

3. The building floor plan has been flipped.
4. A stand-alone building has been added for a single touchless automatic car wash with stacking spaces.
5. The canopy over the gas pumps has been shifted closer to Grant Avenue.
6. The building has been shifted closer to the canopy and towards Grant Avenue.
7. The electrical switchgear has been placed outside in closer proximity to the existing power along U.S. Highway 395.
8. The ADA accessible route has been moved to ramp from the sidewalk along U.S. 395 and connect to the sidewalk at the front of the building.

Thank you for your consideration of our requested minor modification. Should you have any further questions, please feel free to contact me at your convenience.

Yours sincerely,

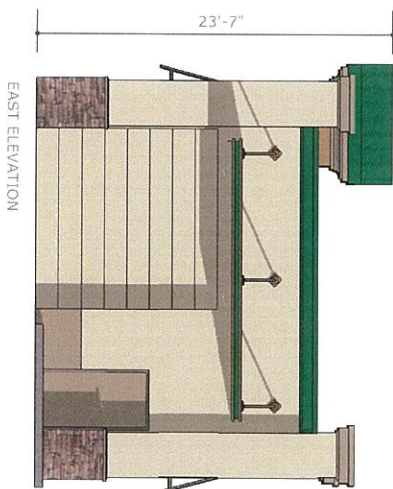
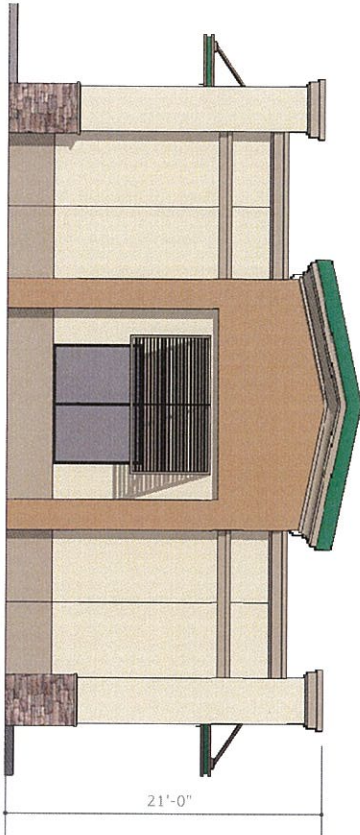
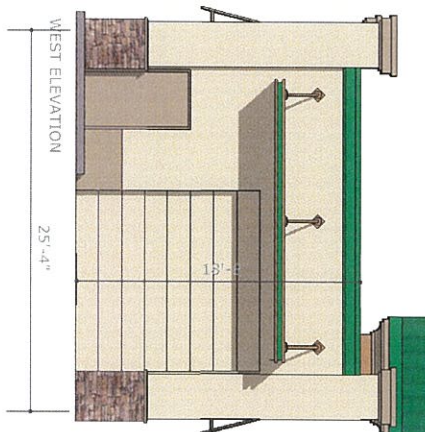
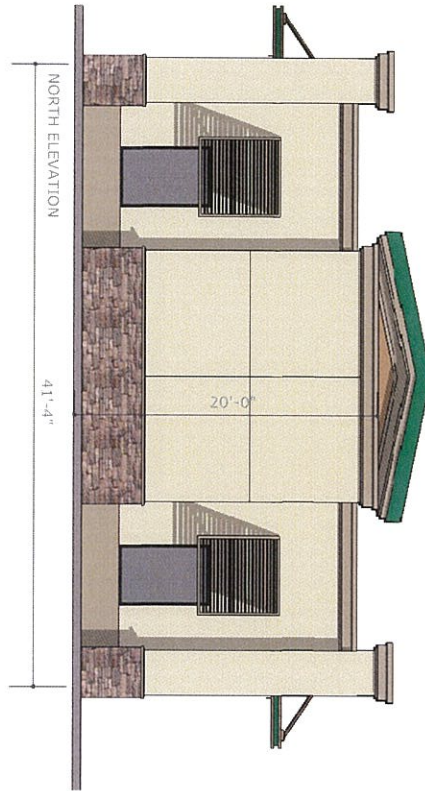
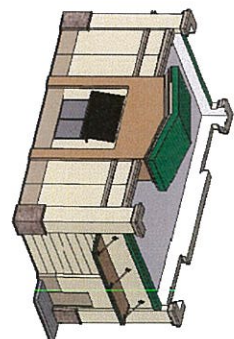
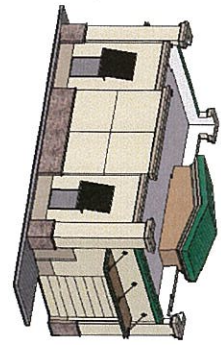
R.O. ANDERSON ENGINEERING, INC.

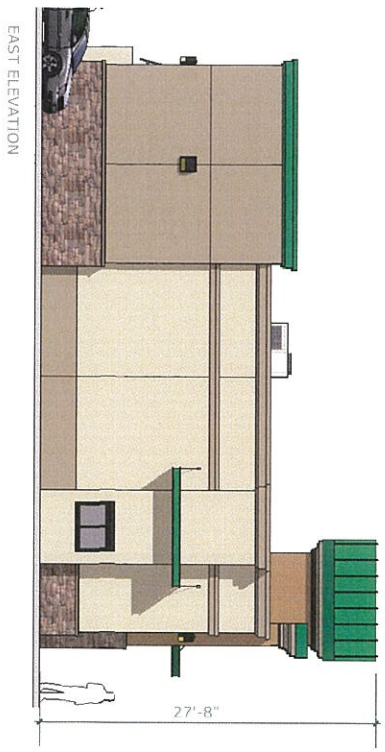
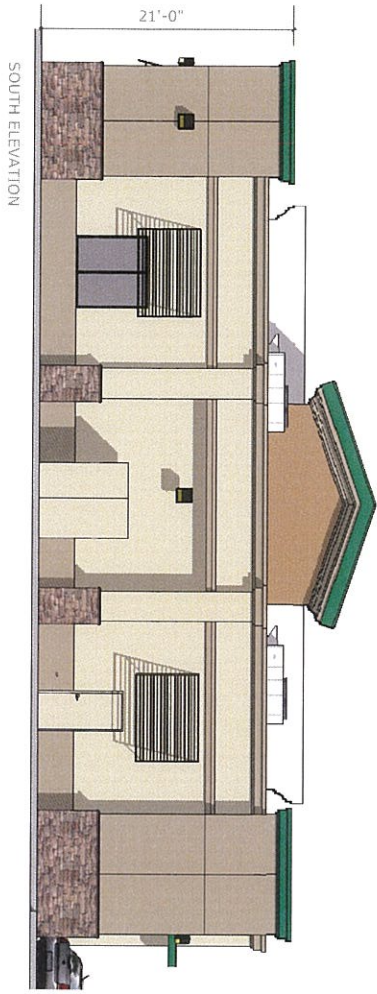
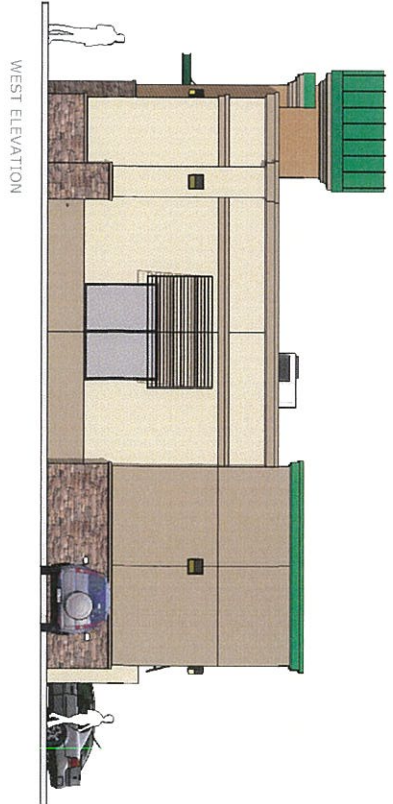
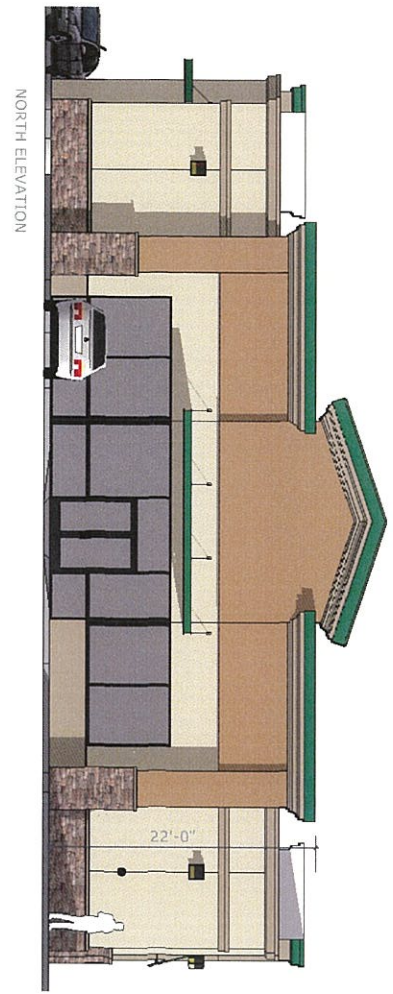


Stephanie A. Hicks, AICP
Senior Planner/Grants Professional

Attachments

7-10





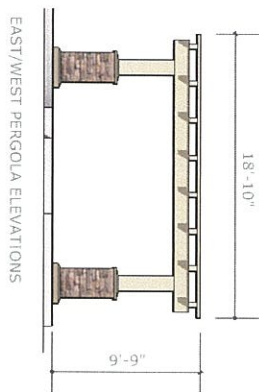
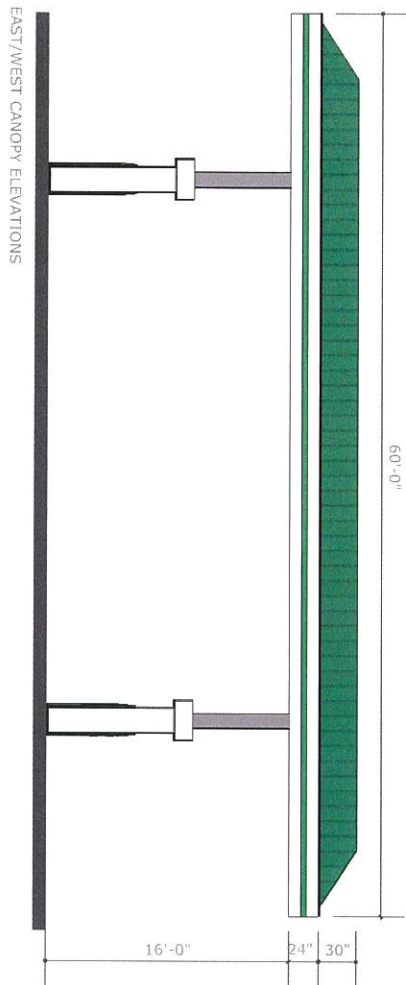
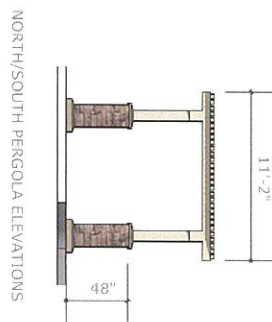
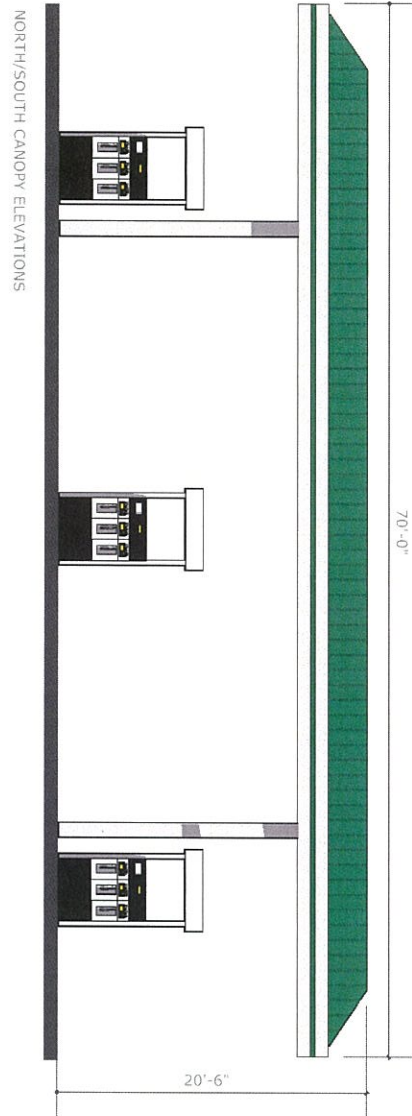
FRANK LEPORTI CONSTRUCTION

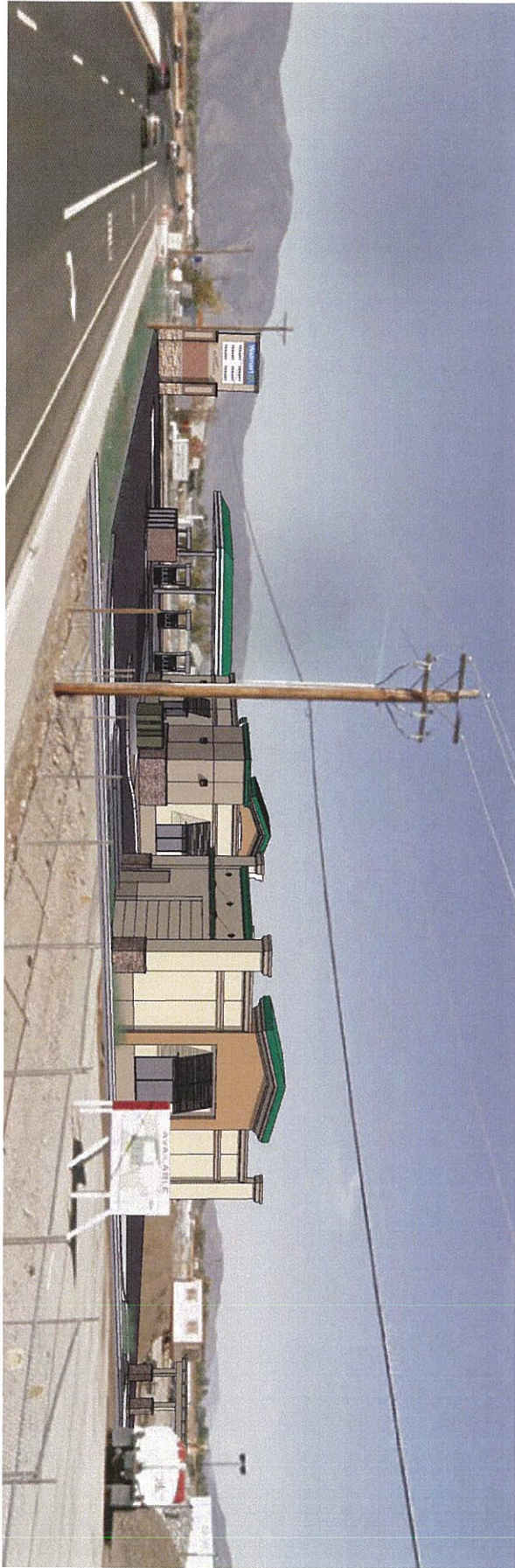
JULY 23, 2013

GOLDEN GATE PETROLEUM - DESIGN REVIEW REVISION | CONVENIENCE STORE ELEVATIONS

1"=10'

7-12



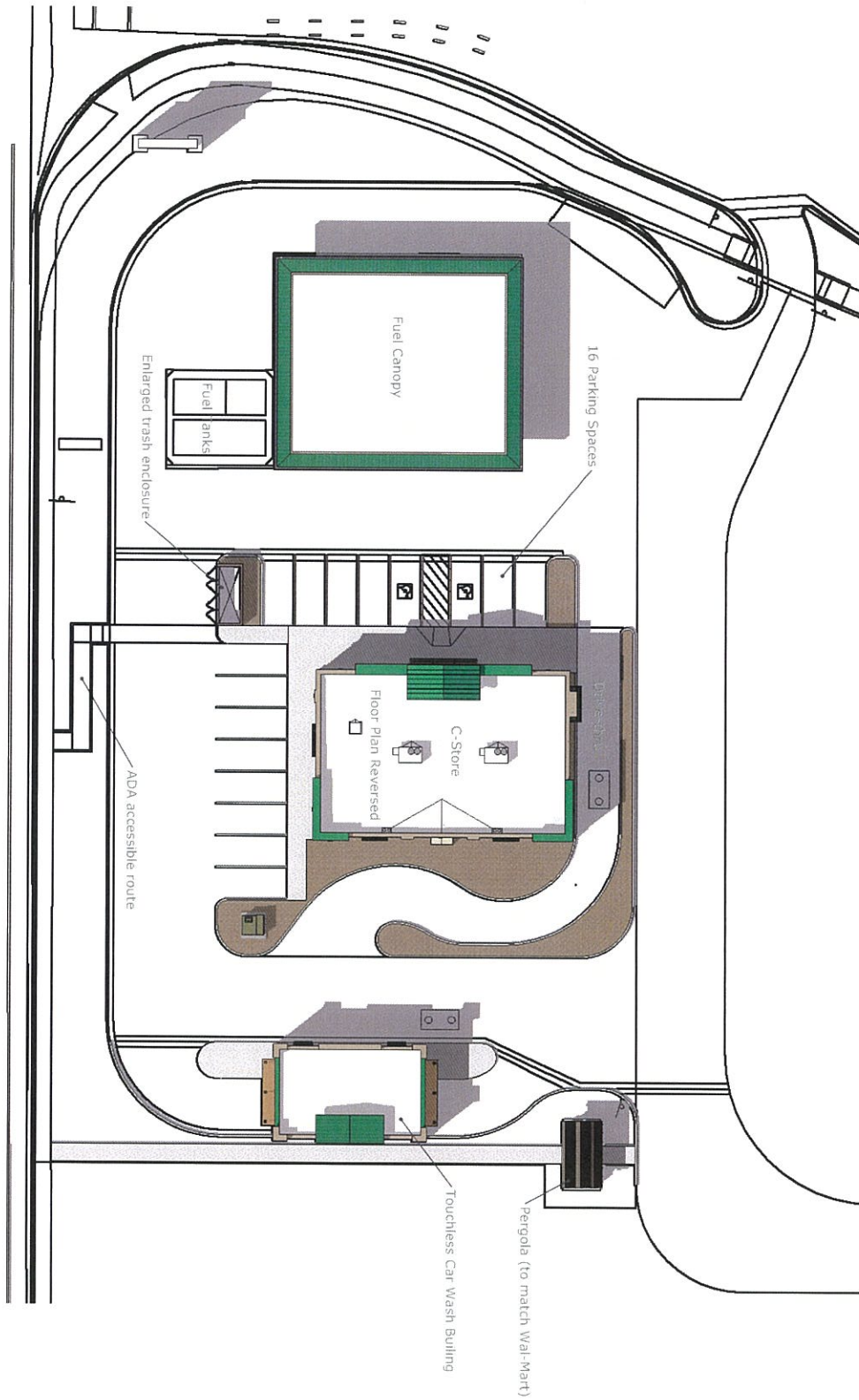


FRANK LEPORI CONSTRUCTION

JULY 23, 2013

GOLDEN GATE PETROLEUM - DESIGN REVIEW REVISION | **PROPOSED VIEW FROM HWY 395 NORTH**

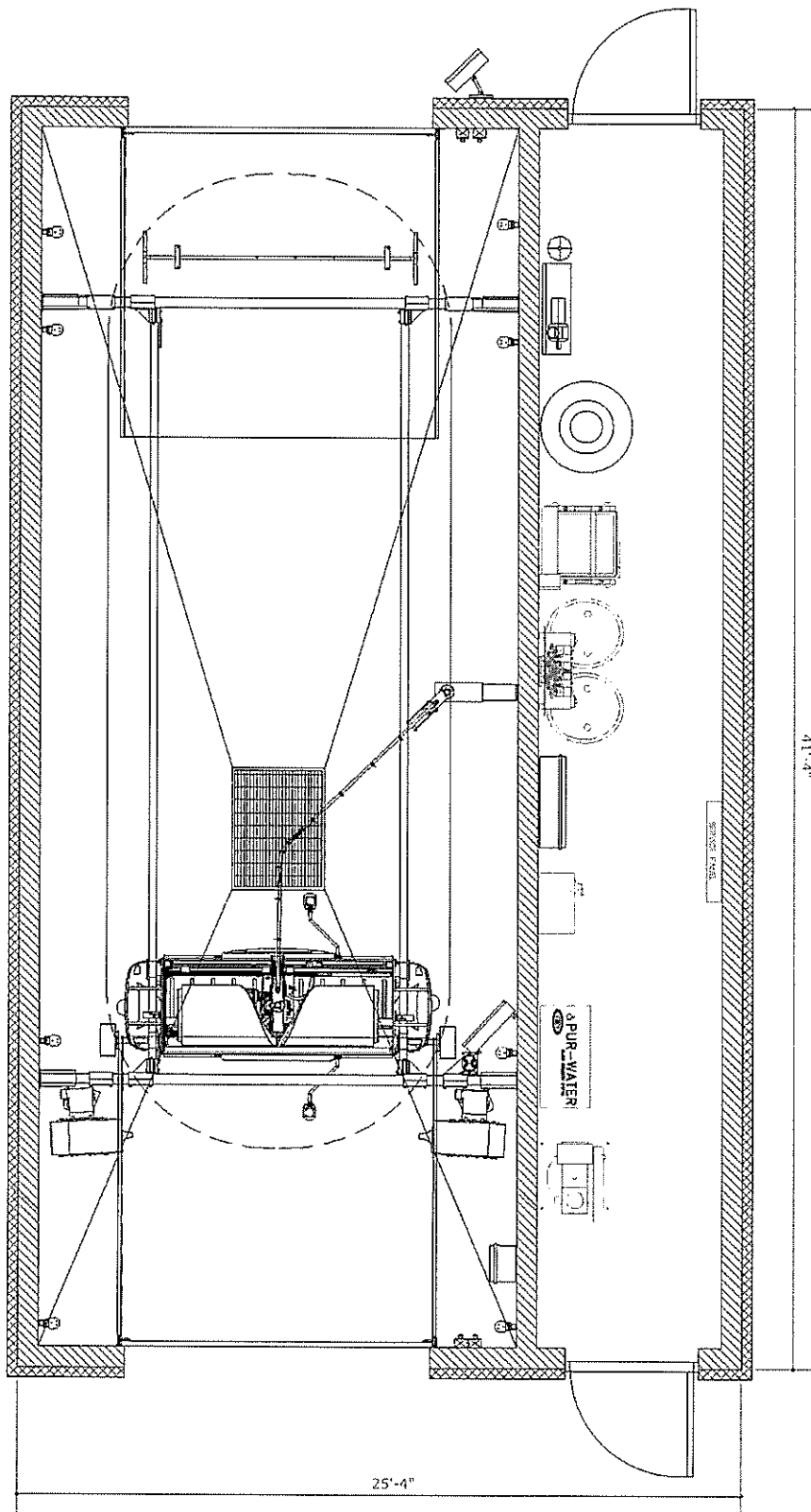
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JULY 23, 2013

GOLDEN GATE PETROLEUM - DESIGN REVIEW REVISION | CAR WASH FLOOR PLAN

1/8" = 1'-0"

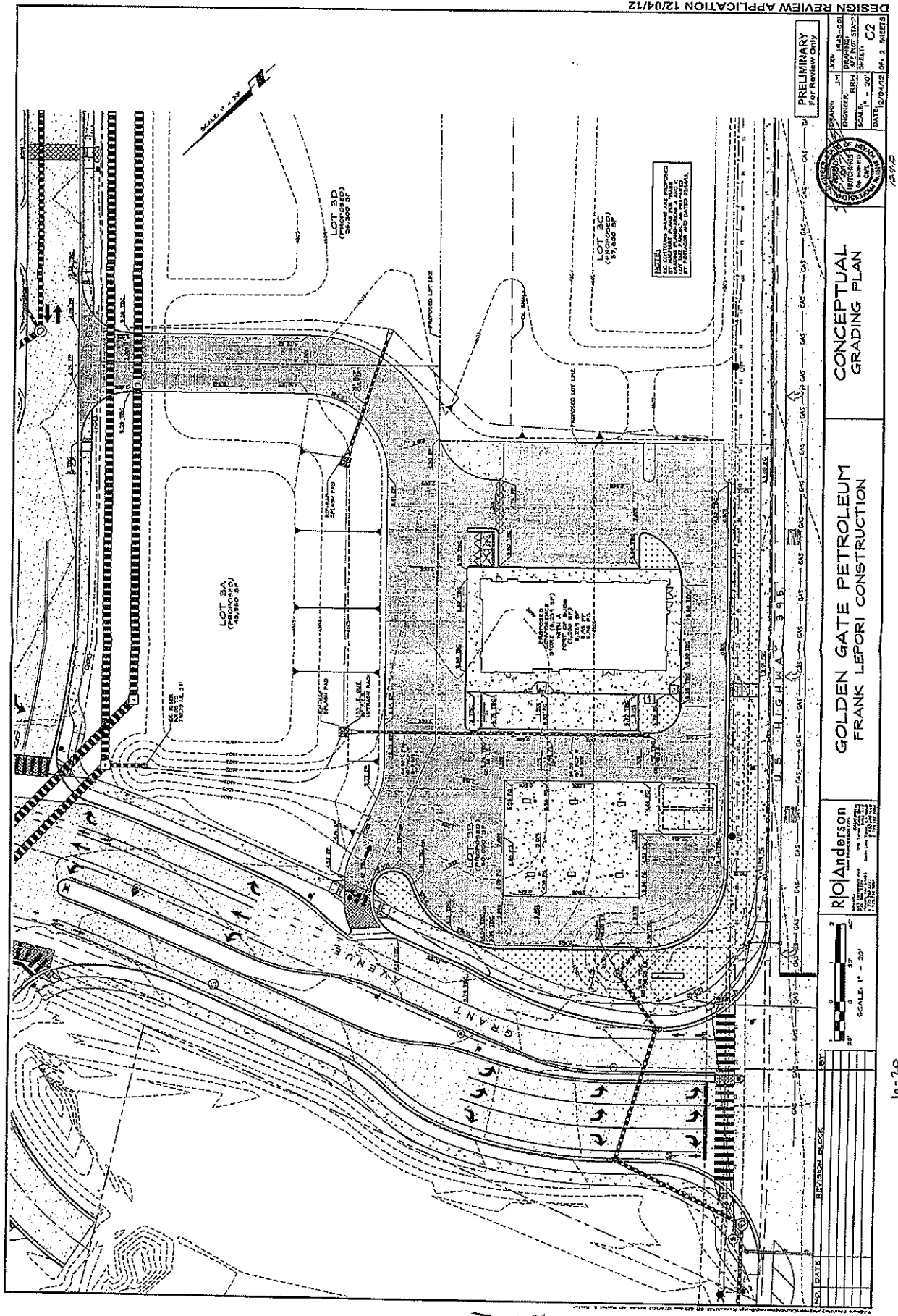


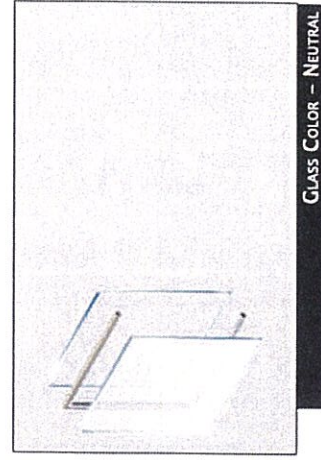
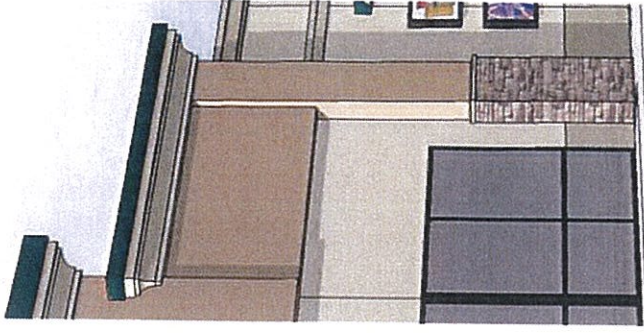
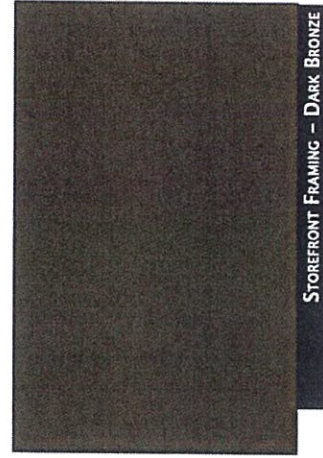
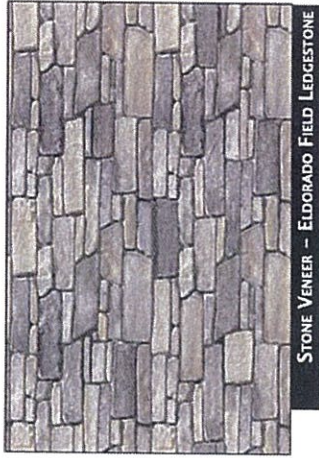
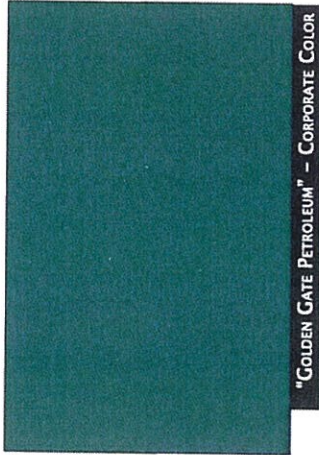
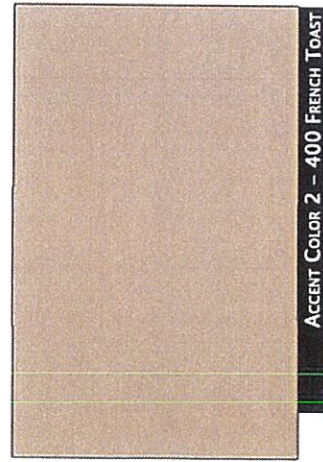
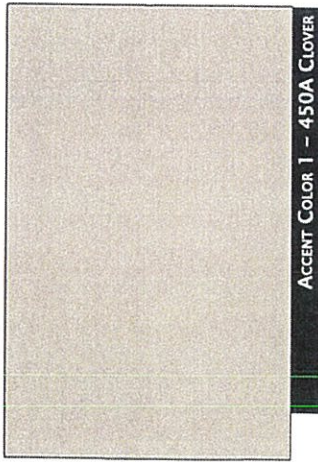
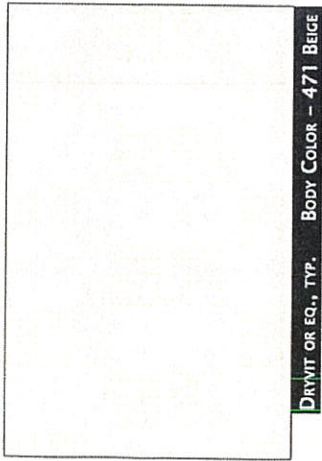
FRANK LEPORI CONSTRUCTION

7-16



Design Review





GOLDEN GATE PETROLEUM
2651 HWY 50 EAST
CARSON CITY, NEVADA

COLOR BOARD

Front
LEPORI
CONSTRUCTION INC.

Colors



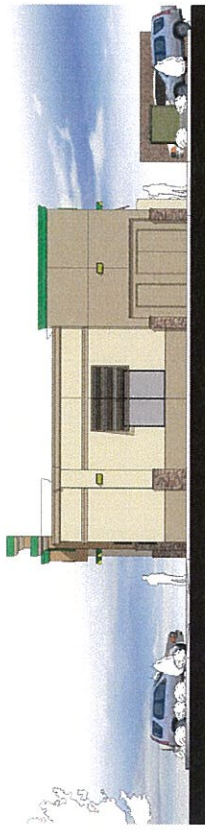
NORTHEAST VIEW



SOUTHWEST VIEW



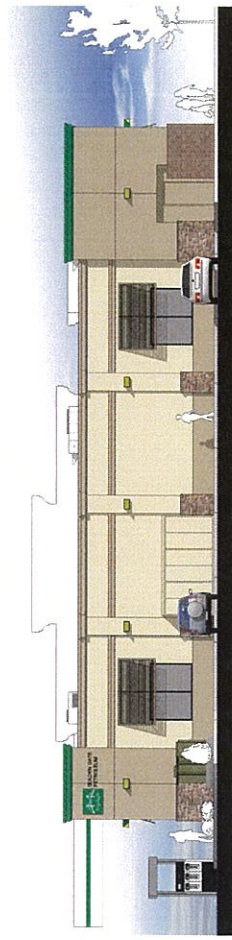
NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION

GOLDEN GATE PETROLEUM
GRANT AVENUE & US 395
GARDNERVILLE, NEVADA

ELEVATIONS
SCALE: 1" = 10'

FRANK
LEPORI
CONSTRUCTION INC.

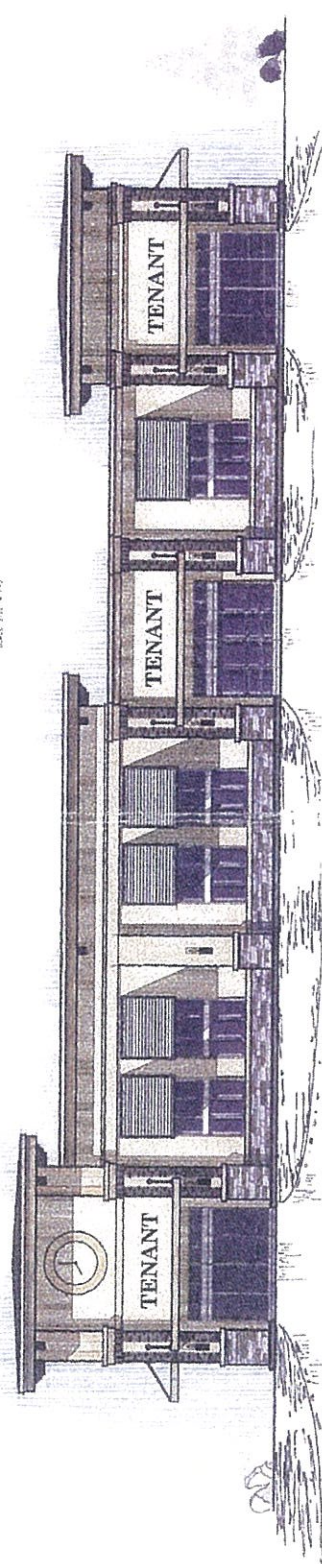
Design Review

Figure 1.0 Virginia Ranch Development Plan

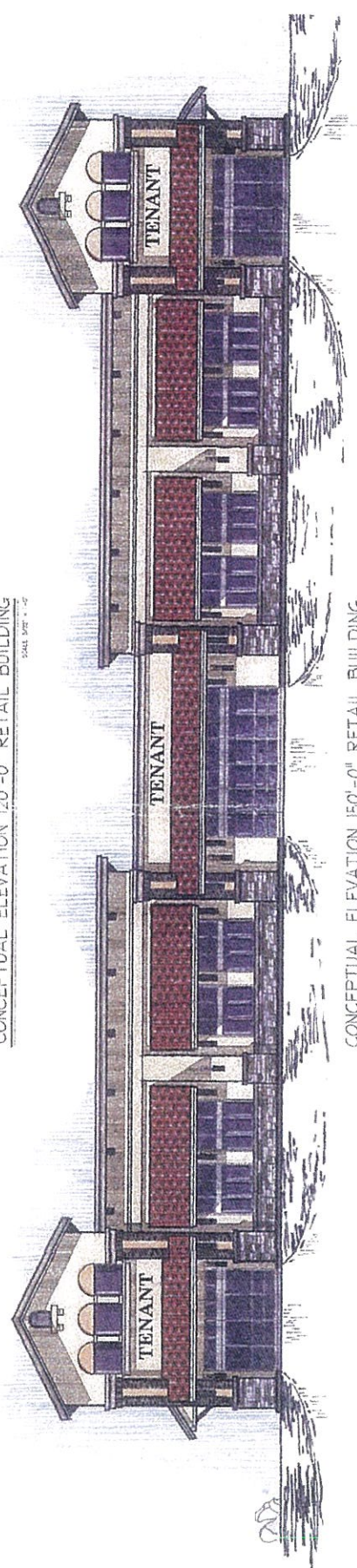


Virginia Ranch Dev. Plan

CONCEPTUAL ELEVATION 100'-0" RETAIL BUILDING

[illegible]

CONCEPTUAL ELEVATION 120'-0" RETAIL BUILDING

[illegible]

CONCEPTUAL ELEVATION 150'-0" RETAIL BUILDING

0119 1000 1-100

NO	DATE	REVISIONS	BY
1	12/21/14	ADD ELEVATION NOTES	WCL

SCALE: 3/32" = 1'-0"

RO Anderson

445 BURNING WOOD DRIVE SE SUITE 120
 NASHVILLE, TN 37203-4407
 (615) 297-1122 / FAX (615) 297-1536
 www.ro-anderson.com

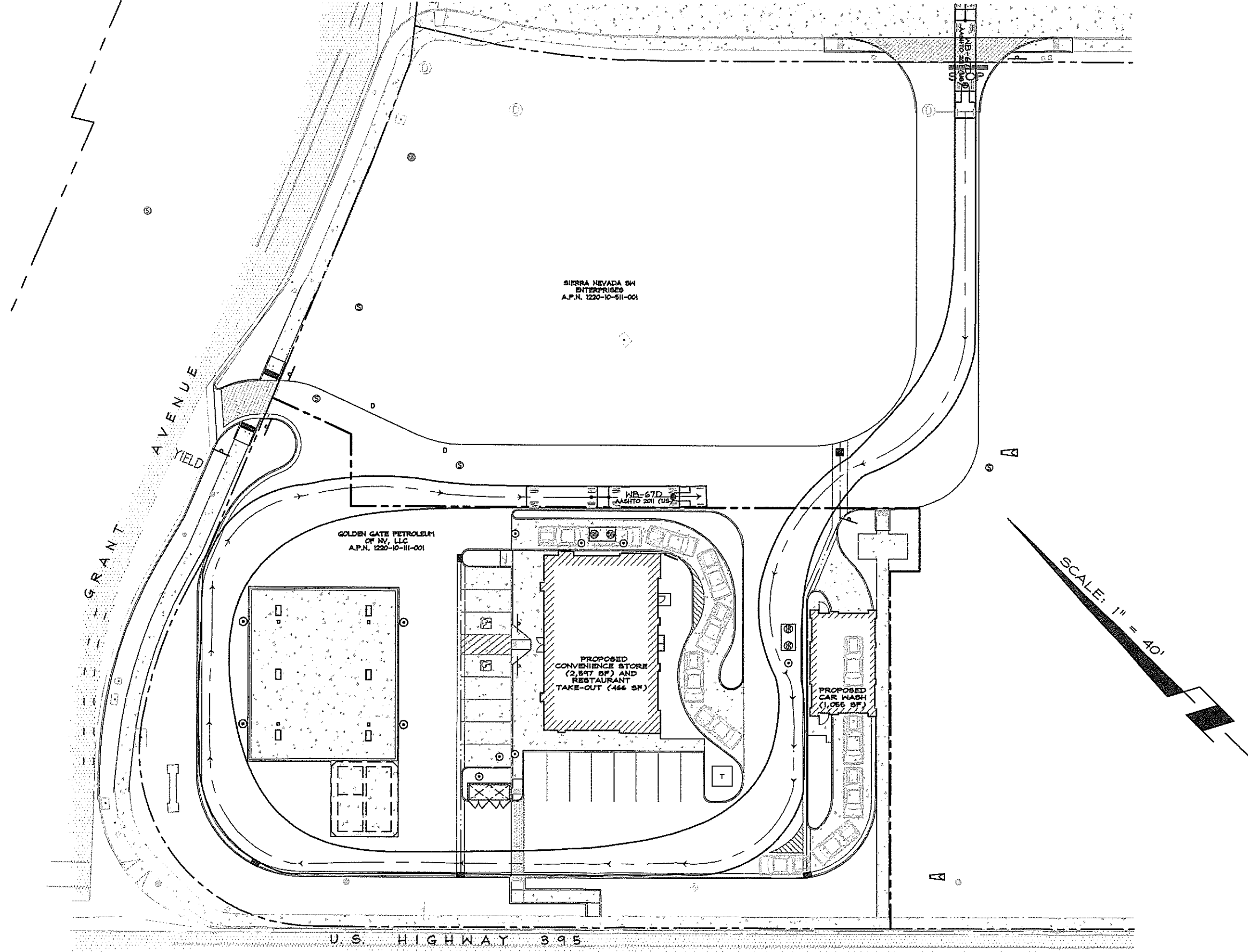
THE MARKETPLACE AT VIRGINIA RANCH

U.S. HWY 395 & VIRGINIA RANCH ROAD

CONCEPTUAL

EXTERIOR ELEVATIONS

PLAN: N/A
 ELEV: 1'-0"
 DATE: 01/16/24 OF: SHEETS



7-20

R/O Anderson
WWW.ROANDERSON.COM

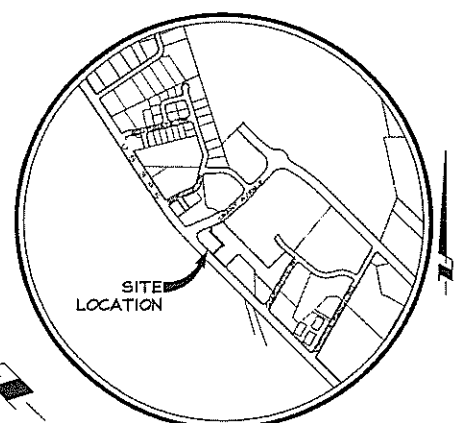
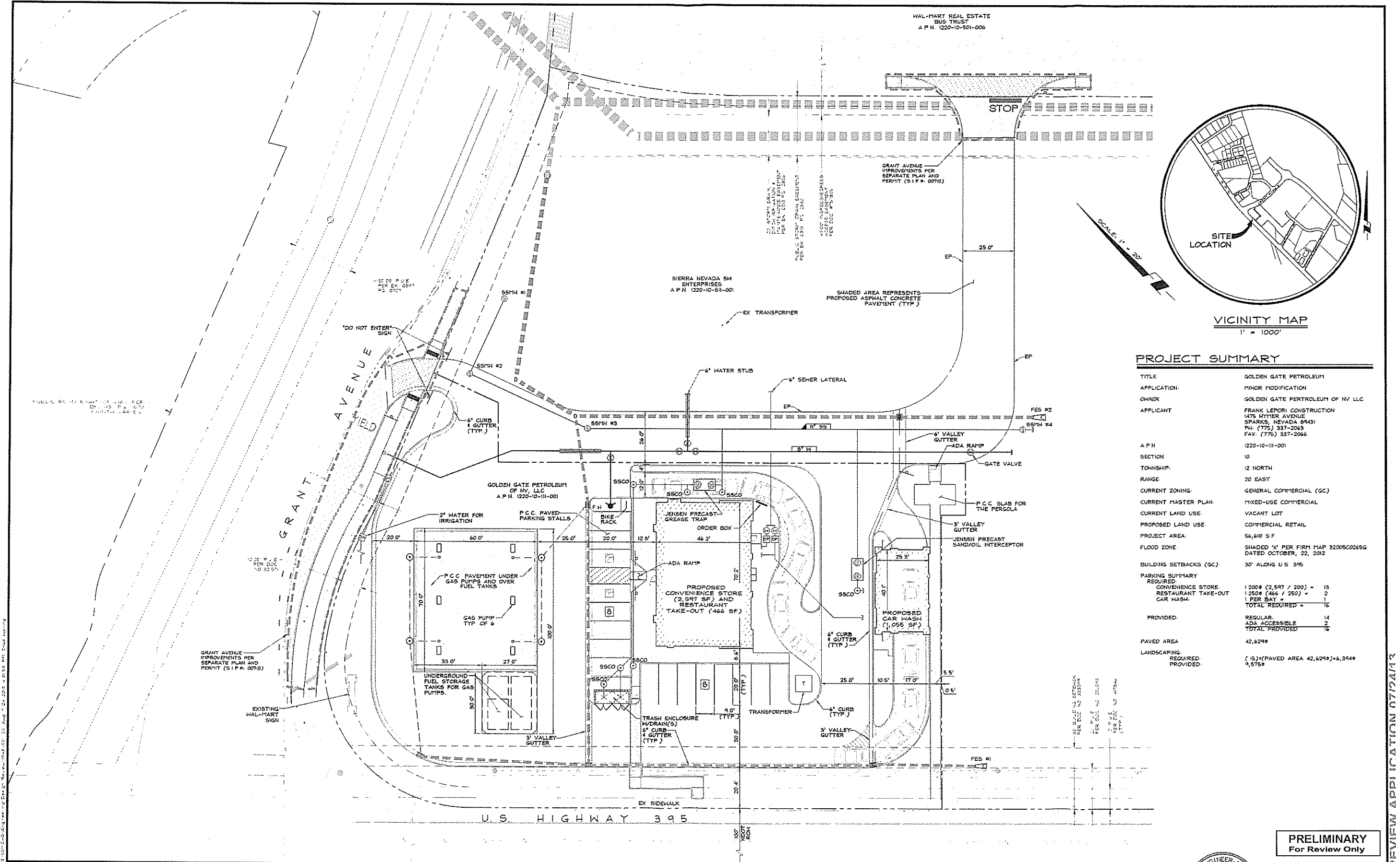
NEVADA
1603 Emerald Ave
P.O. Box 2229
Minden, NV 89423
P 775.782.2322
F 775.782.7084

CALIFORNIA
5915 Tahoe Keys Blvd
Suite A-2
South Lake Tahoe, CA 96150
P 530.600.1660
F 775.782.7084

GOLDEN GATE PETROLEUM
FRANK LEPORI CONSTRUCTION
TRUCK TURN PATH

1943-001

07/24/2013



VICINITY MAP
1" = 1000'

PROJECT SUMMARY

TITLE	GOLDEN GATE PETROLEUM
APPLICATION	MINOR MODIFICATION
OWNER	GOLDEN GATE PETROLEUM OF NV, LLC
APPLICANT	FRANK LEPORI CONSTRUCTION 1475 HYPER AVENUE SPARKS, NEVADA 89431 PH: (775) 337-2063 FAX: (775) 337-2066
A.P.N.	1220-10-111-001
SECTION	10
TOWNSHIP	12 NORTH
RANGE	20 EAST
CURRENT ZONING	GENERAL COMMERCIAL (GC)
CURRENT MASTER PLAN	MIXED-USE COMMERCIAL
CURRENT LAND USE	VACANT LOT
PROPOSED LAND USE	COMMERCIAL RETAIL
PROJECT AREA	56,610 SF
FLOOD ZONE	SHADED 'X' PER FIRM MAP 32005C0265G DATED OCTOBER, 22, 2012
BUILDING SETBACKS (GC)	30' ALONG U.S. 395
PARKING SUMMARY REQUIRED	CONVENIENCE STORE: 1,200# (2,597 / 200) = 13 RESTAURANT TAKE-OUT: 1,250# (466 / 250) = 2 CAR WASH: 1 PER BAY = 1 TOTAL REQUIRED = 16
PROVIDED	REGULAR: 14 ADA ACCESSIBLE: 2 TOTAL PROVIDED = 16
PAVED AREA	42,629#
LANDSCAPING REQUIRED PROVIDED	(15) x (PAVED AREA 42,629#) = 6,394# 9,575#

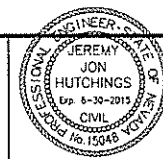
NO.	DATE	REVISION	BLOCK	BY



R/O Anderson
CIVIL ENGINEER
No. 15048

GOLDEN GATE PETROLEUM
FRANK LEPORI CONSTRUCTION

CONCEPTUAL
SITE AND UTILITY PLAN



PRELIMINARY For Review Only	
DRAWN: JAG	JOB: 1949-001
ENGINEER: JJH	DRAWING: SEE PLOT SHEET
SCALE: 1" = 20'	SHEET: C1
DATE: 7/24/13	OF: 1 SHEETS

7-24

DESIGN REVIEW APPLICATION 07/24/13

Project Data:	
Total square feet	3,063
Occupancy	M
Occupants	51
Construction Type	V-B
Sprinklers	No

Sheet Notes

1	All door locations in system board partitions not dimensioned will be 4" from the studs of perpendicular wall to door edge. (U.N.D.)
2	All enclosures are from face of stud or center of framed opening, unless noted otherwise.
3	Provides 6" wide 24 gage flat strap blocking behind all fixtures and wall mounted accessories. This includes cabinets and any other items that are wall mounted. Blocking shall span a minimum of three studs and be connected to each stud with a minimum of two screws.
4	Provide 2x6 solid wood blocking behind all fixtures and wall mounted accessories. This includes cabinets and any other items that are wall mounted.
5	Refer to Mechanical and Electrical plans for equipment related to these disciplines. All required equipment not necessarily noted on this sheet.
6	Room Signs: Provide ADA compliant signs adjacent to doors where required.
7	The exposed concrete floors will have all exposed construction and control joints sealed with a polysulfide sealant bead (backer rod where required).
8	Provide a rubber-vinyl reducer or transition trim at all intersections of a raised or lowered surface of dissimilar material.
9	There shall be no surface mounted conduit. All conduit to be concealed.
10	See Code Analysis Plan sheet G1.3, for occupancy classifications.
11	Install one (1) recess mounted "Knox Box" #3270 (Black) in exterior wall location as shown or Elevator installed 6" AFF. Acquire "Knox Box" in association with the local fire agency.

Revisions		
Δ	Date	Revision
1	5.22.13	Plan Check



THESE PLANS ARE PREPARED AND SUBMITTED BY
FRANK FREIGHT CONSULTING CO. INC. 11 CENDEX
233AN AS AN EXEMPTED TO REG. 623.330 FOR WORK
UNDER THE CONTRACTORS 1 CENDEX CATEGORY
AUTHOR: VED LINDER MTS 6-3

PLANS PREPARED BY

SIGNATURE

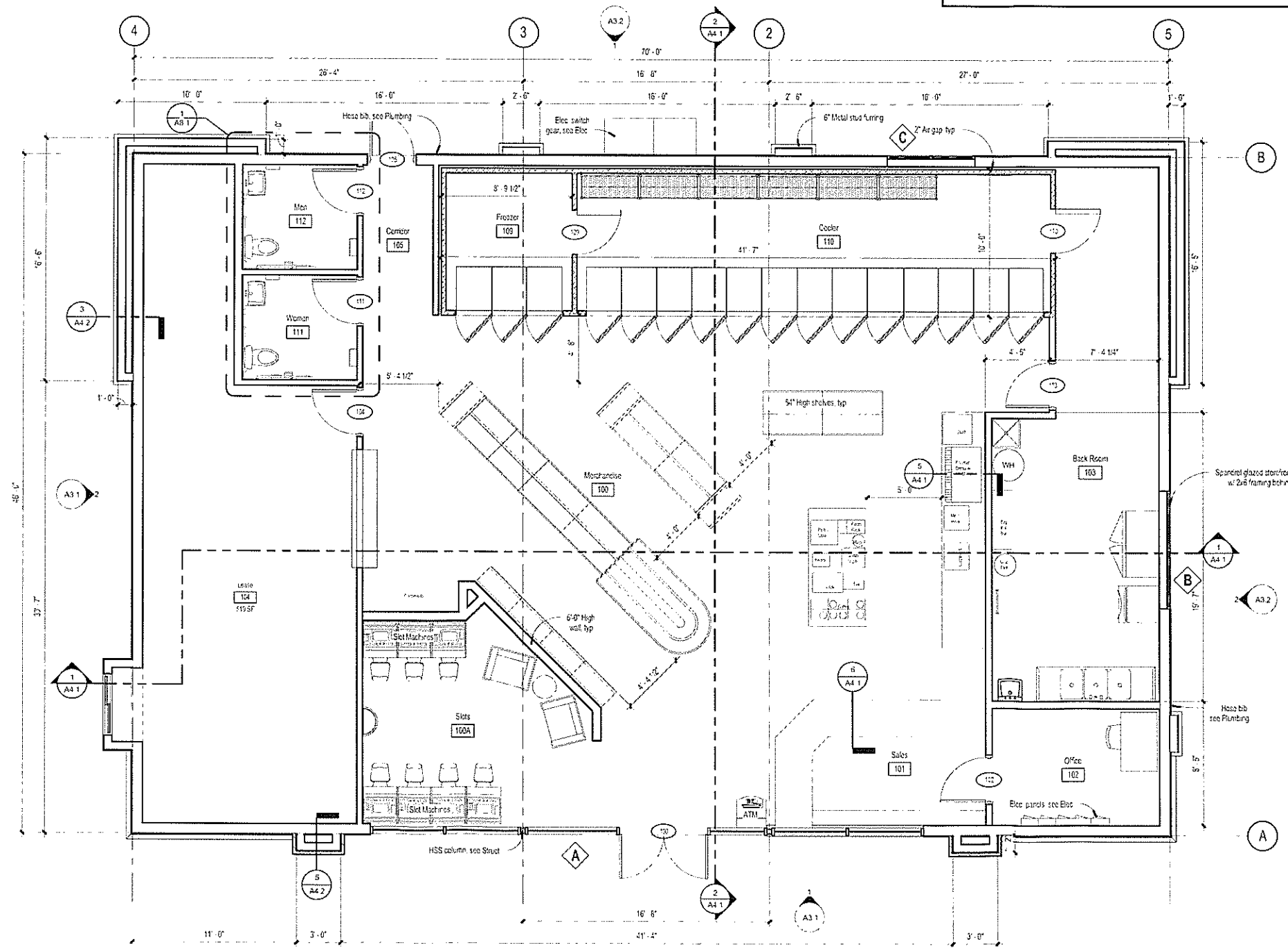
PROJECT NAME
Golden Gate Petroleum
1485 Grant Avenue
Gardnerville, Nevada 89410

DRAWING TITLE

Floor Plan

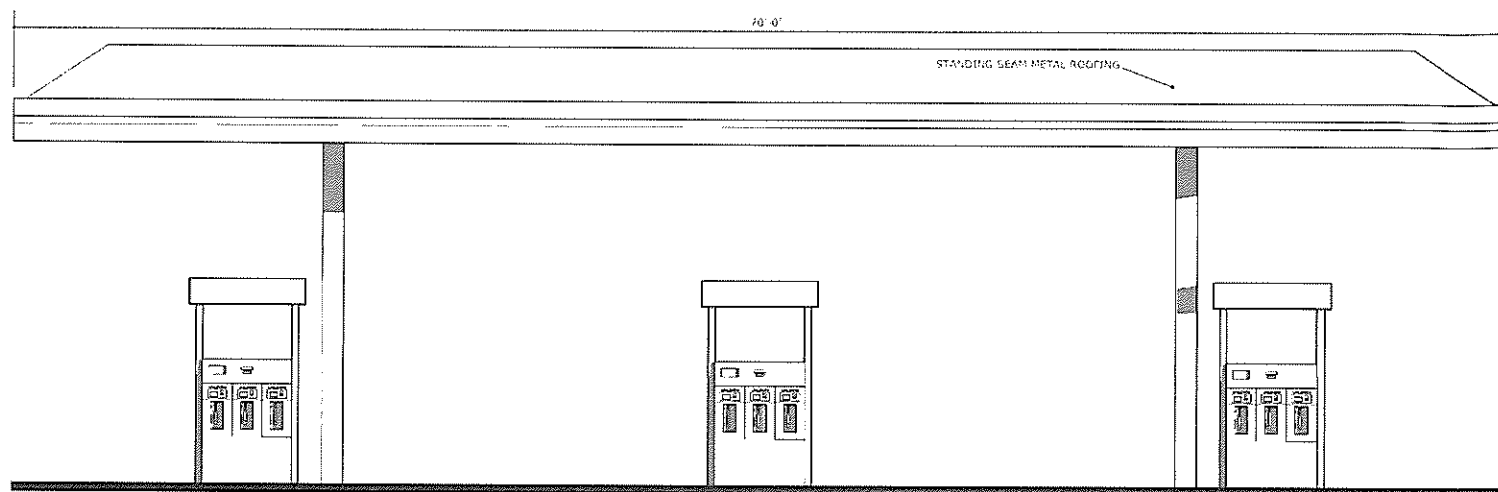
DATE
April 26, 2013
SHEET

A1.1

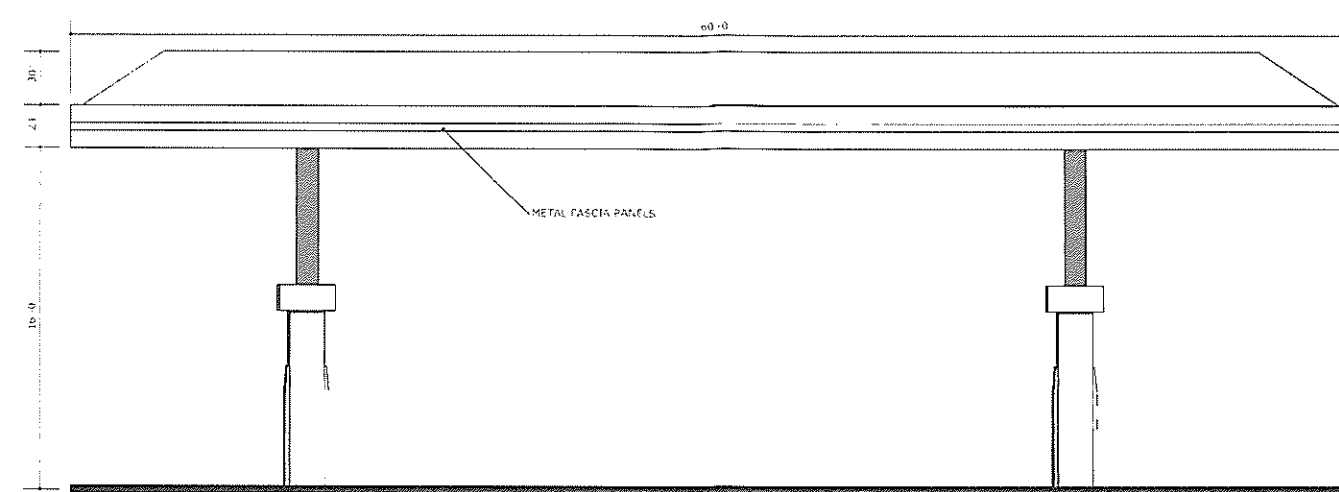


1 Floor Plan
1/4" = 1'-0"

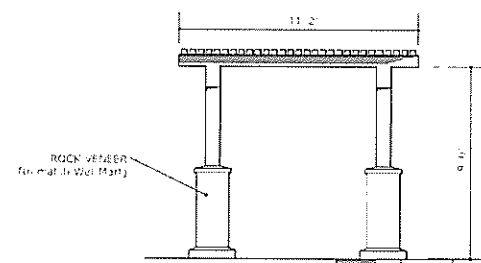
7-25



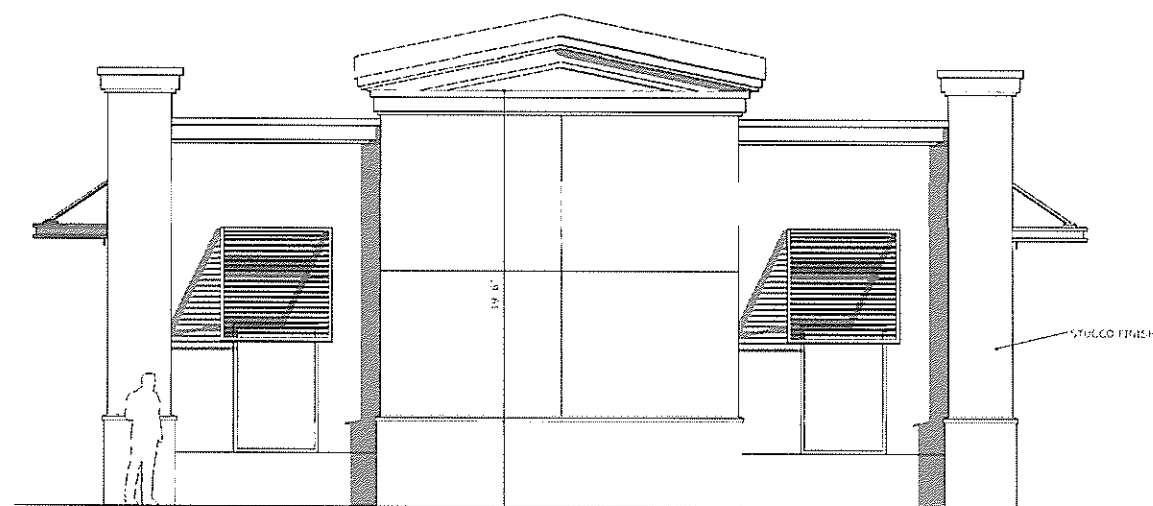
NORTH/SOUTH CANOPY ELEVATIONS



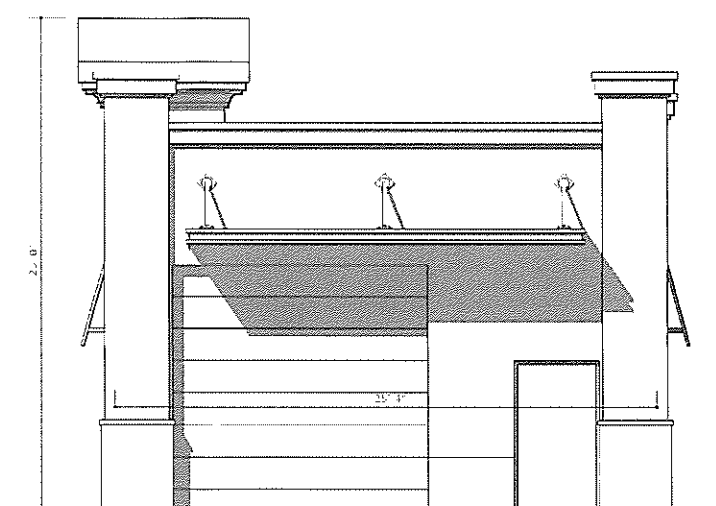
EAST/WEST CANOPY ELEVATIONS



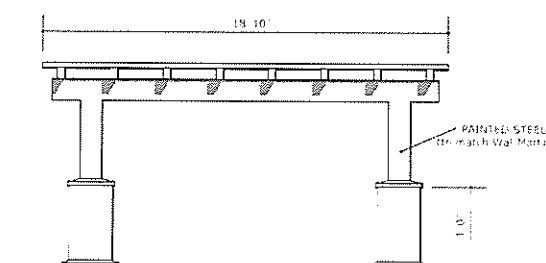
NORTH/SOUTH PERGOLA ELEVATIONS



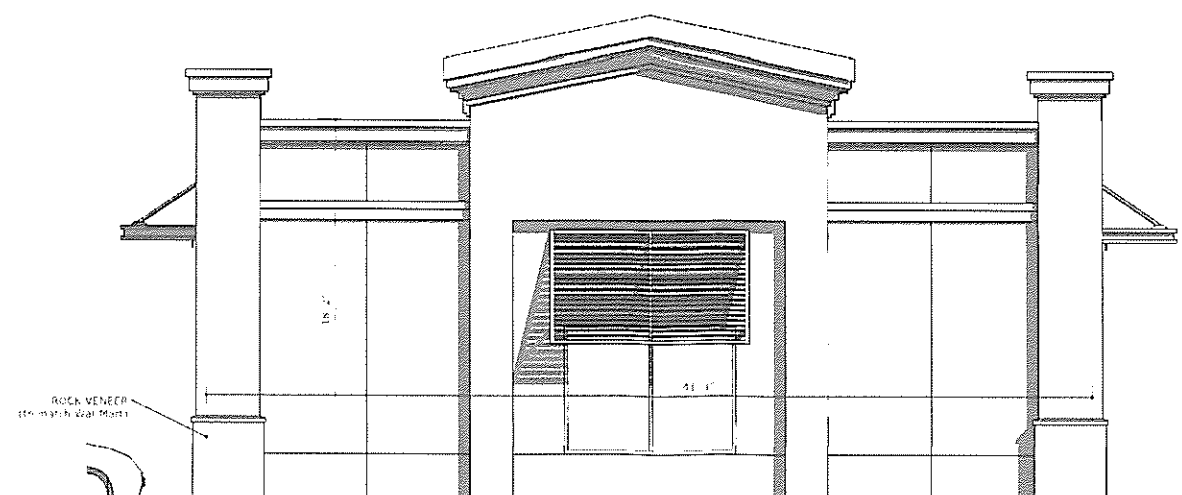
NORTH CAR WASH ELEVATION



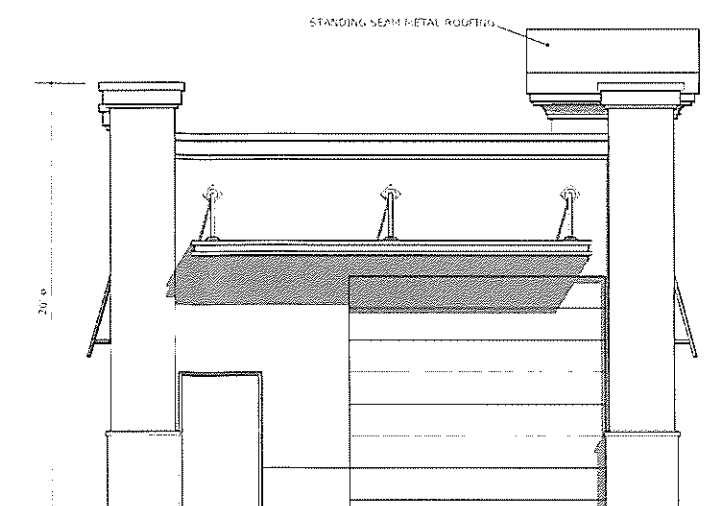
EAST CAR WASH ELEVATION



EAST/WEST PERGOLA ELEVATIONS

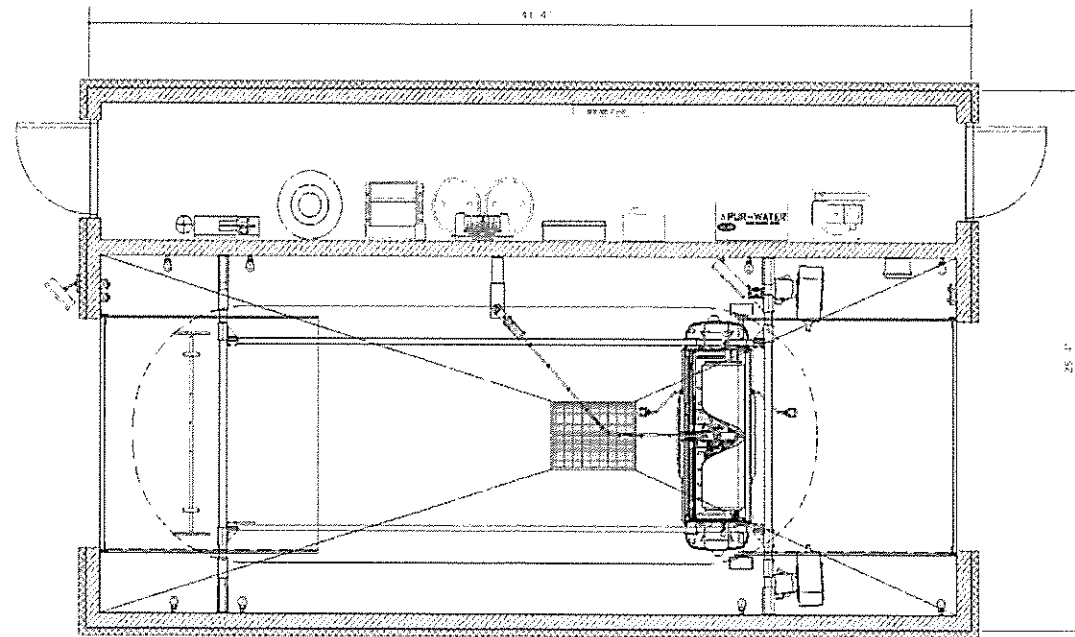
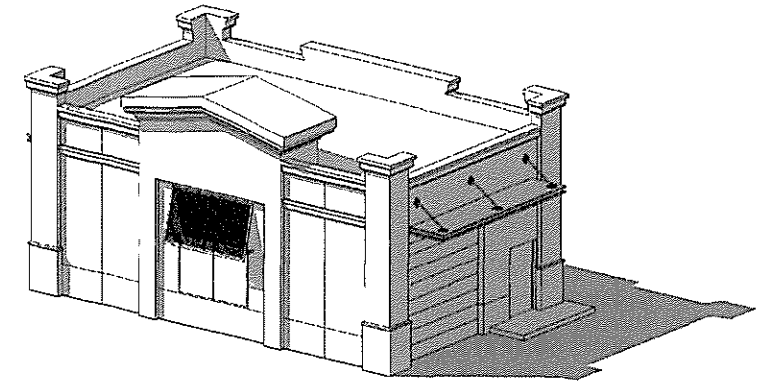
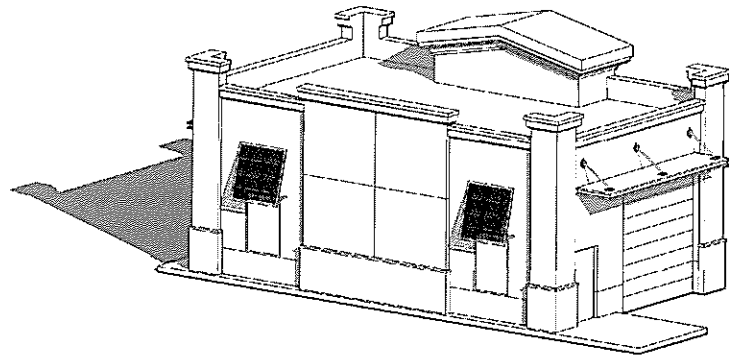


SOUTH CAR WASH ELEVATION



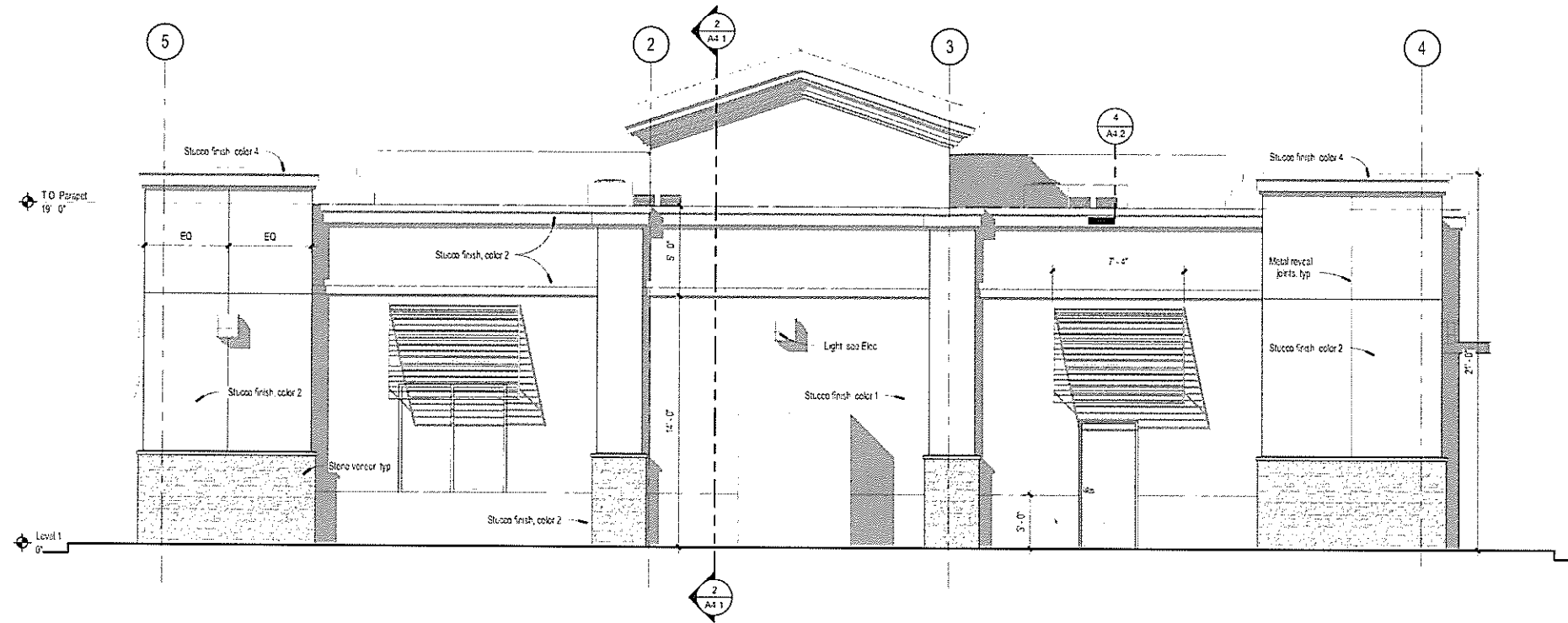
WEST CAR WASH ELEVATION

FRANK LEPORE CONSTRUCTION

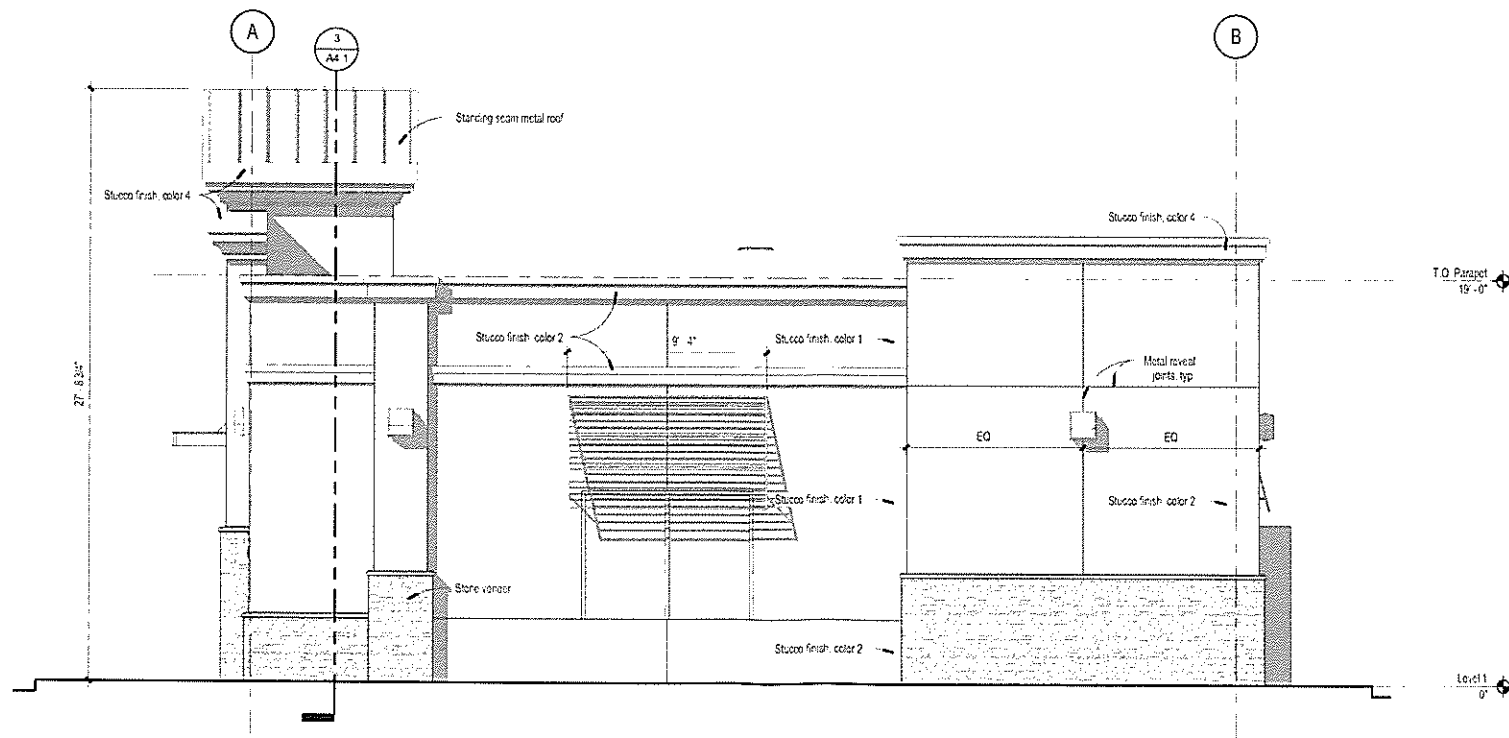


FRANK LEPORI CONSTRUCTION

7-27



1 South
1/4" = 1'-0"



2 West
1/4" = 1'-0"

Revisions		
Δ	Date	Revision
1	5-22-13	Plan Check
2	7-25-13	Owner Change



THESE PLANS ARE PREPARED AND SUBMITTED BY
FREDERICK CONSTRUCTION CO., INC. (LCS) 0501
LICENSED ARCHITECTS - CIVIL ENGINEERS
REGISTERED PROFESSIONAL ENGINEERS
PLANS PREPARED BY
S. GATLIE

PROJECT NAME
Golden Gate Petroleum
1485 Grant Avenue
Gardnerville, Nevada 89410

DRAWING TITLE
Exterior Elevations

DATE
April 26, 2013
SHEET

A3.2

7-28



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion and direction on a public workshop and updated work plan for the Eagle Gas Station property, APN: 1320-33-402-075; 1395 Highway 395 N., located within the Town of Gardnerville and within the Main Street District, including the redevelopment options that will be presented at the public workshop on September 7, and other matters properly related thereto, with public comment prior to board action.

2. **Recommended Motion:** Approve the updated work plan for the redevelopment of the Eagle Gas Station.

Funds Available: ☒ Yes ☐ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** 30 minutes

5. **Agenda:** ☐ Consent ☒ Administrative

Background Information: Since the Board meeting of July 2, staff continues to move forward on cleaning up the Eagle Gas Station site testing the existing tanks and lines. The results from the testing of the fuel tanks and the fuel lines have been positive. Due to these positive test results, the Town will be able to re-enroll in the Petroleum Fund and use this Fund to help remove the tanks and the lines. Based on a meeting with NDEP on July 23, it does not appear that more environmental assessments will be required at this time. NDEP did suggest that the Town submit a Brownfields grant application in order to remove the waste oil fuel tank located on the south side of the building (the used oil would not be covered under the Petroleum Fund). This would be a grant for approximately \$10,000.

(see additional background information on the next page)

6. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

7. **Board Action:**

☐ Approved ☐ Approved with Modifications

☐ Denied

☐ Continued

BACKGROUND CONTINUED

A public workshop to solicit ideas and comments on the proposed Eagle Gas Station conceptual design plan will be held on site at the Eagle Gas station 1395 Highway 395 on, Saturday, September 7th from 9:00 a.m. to 11:00 a.m. Three options will be presented (see attached options) for public review and comments.

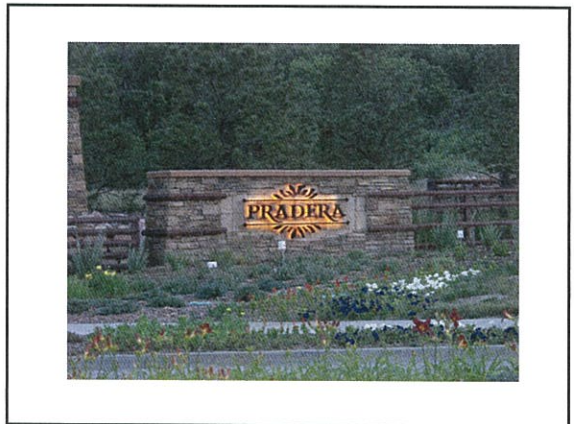
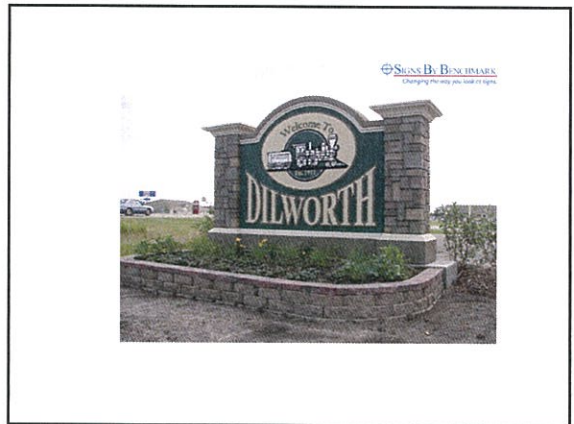
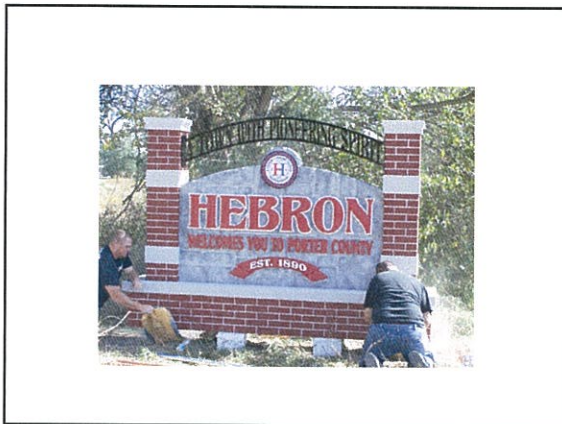
- The first option would develop the site only for off-street parking purposes.
- The second option would retain the existing office, two restrooms, and bays for a Main Street office, visitor center, and meeting room. Solar panels are depicted as well as an electric vehicle charging station.
- The third option removes all the structures for off-street parking but places more landscaping along Highway 395.

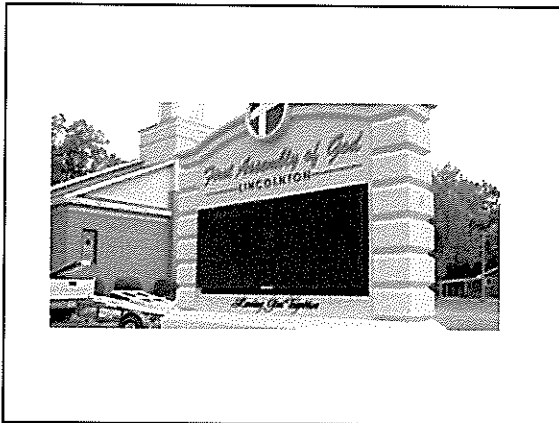
Each option contains a mix of on-site features that can be incorporated into the final plan design. Additional features could be added to the plan, like: low impact development which contains the smaller rain storm runoff from leaving the site; solar panels on the building to provide power for the newly improved facility; and a car charging station, if that is something we are looking at providing. Also, DART would be interested in placing a bus stop at this location to serve business down to Sharkey's Casino.

Staff hopes to walk away from the workshop with public input and direction as to a plan to save the building utilizing that space for a main street purpose or demo the building and provide only a parking lot. If the parking lot option is picked, do we design the parking lot for a single purpose use or provide a design that will easily incorporate into a future design where additional adjacent properties can be acquired.

Also, we would like to have a conceptual landscape rendering done for the workshop to show the landscaping concept which will add more interesting conversation. The valley vision had conversation pieces they prepared to discuss and spur conversation on a particular concept.

An updated work plan is also attached to this agenda item for your review.







(Updated July 26, 2013)

Work Plan – Eagle Gas Station - Downtown Gardnerville Gateway

Activity	Tasks Necessary to Complete Activity	Task Responsibility	Due Date	Comp. Date	Budget
Initial site cleanup	Remove the old light poles and fixtures	town staff	09/05/13	06/25/13	\$ 850.00
	remove the Vender cabentry or dispose of material			07/08/13	
	Beverage signs and window collages Eagle Gas Signs			06/25/13	
	Kerosine Tank				
	Garbage and barrels from aournd the back of the building			07/19/13	
	Remove bollards and back fill with dirt left on the site			06/12/13	\$ 850.00
Call Venders for Cigarette racks and Refer units	remove the Vender cabentry or discpos of material	town staff	9/5/2013		
sell the ice bag freezer	remove from building	town staff	9/5/2013		\$ (900.00)
Sell ice cream freezer	Remove old remaining icecream - remove unit from building	town staff	9/5/2013		\$ (500.00)
Remove remaining building contents	Haul away Trash salvage what we can sell and sell it.	town staff	9/5/2013		\$ (500.00)
Contract with State Approved agency for Brownsfield phase II report.	call and coordinate contract and extimated costs	tad	9/5/2013		
Apply for brownsfield funding for phase II			9/10/2013		\$ 1,500.00
receive the latest report from Krazan, hired by the bank	call and coordinate to recive a copy of the report.	tad	6/30/2013	6/20/1931	
Leak test underground tanks (4 ust) + 1 heating oil tank & pipes	All tests were positive, no leaks	tad		7/8/2013	\$ 1,500.00
Leak test underground transmission lines to dispencors from tanks	All tests were positive, no leaks	tad		7/22/2013	\$ 800.00
Enroll in Petroleum Fund for FY 2013 and FY 2014	Complete paperwork with NDEP and submit payment		8/30/2013		\$ 600.00
Determine if Phase II ESA required for additional sampling	This needs to be performed while removing the tanks from the ground	NDEP	10/1/2013		\$ 500.00
Apply for Phase II ESA (if necessary) and removal of tanks with Petroleum Fund		NDEP	10/1/2013		
Submit State Brownsfield Grant Application to remove waste oil tank	Complete Funding Application	Consultant	8/10/2013		\$ 500.00
Prepare contract with Brownfields approved firm to remove waste oil tank	Prepare contract if Brownfields Grant Approved by NDEP	tad	10/1/2013		
Main Street Gardnerville Board Meeting	Solicit input from Main Street Board	tad/Consultant	8/20/2013		
Prepare Building for Workshop (Turn on Water, Power, remove remaining items)		town staff	8/15/2013		\$ 250.00
Town Board Meeting	Provide Update to Town Board	tad / consultant	8/6/2013		
Town Board Meeting	Provide Update to Town Board	tad / consultant	9/4/2013		
Public Workshop at Eagle Gas Station	Prepare materials and publicity for Workshop	Consultant	9/7/2013		\$ 1,200.00
Discuss with the NDOT the proposed site plans and obtain feedback to the design	options on benefits to widening the curve at this location	tad	8/15/2013		
research the hydraulic lift for removal	see if state or if meusum has pictures of lifts	Town staff	8/15/2013		
Site Design and Site Layout and overall plan concept		Josh	8/6/2013	7/25/2013	
Prepare site plan alternatives for board review and comment		tad	8/6/2013	7/25/2013	
Provide public workshop to discuss project and proposed plans for site		tad/consultant	9/7/2013		\$ 250.00
Advertise and invite business to comment on project			8/9/2013		



(Updated July 26, 2013)

Work Plan – Eagle Gas Station - Downtown Gardnerville Gateway

Activity	Tasks Necessary to Complete Activity	Task Responsibility	Due Date	Comp. Date	Budget
Discuss with NDOT the proposed site plans and obtain feedback to the design			8/15/2013		
Final design and board approval to proceed with funding			9/4/2013		
Apply for federal Brownsfield funding for site reclamation			10/1/2013		
Apply for state park funding			10/1/2013		
Apply for Funding to install solar panels/charging station on site		Consultant	10/1/2013		
Apply for CDBG Funding - through the county		Consultant	12/1/2013		

\$ 6,050.00



C-01

SHEET NO.

(SHEET 10/12)

PART OF OVER ALL PLAN
MAIN STREET GATEWAY
GARDNERVILLE, NV



1407 Highway 395 R
Gardnerville, NV 89410
P: 775.782.2124
F: 775.782.2135
www.gardnerville-nv.gov

SCALE: 1" = 10'
DESIGN: JSP
DRAWN: JSP
CHECKED: TAD
APPROVED: TAD
DATE: 7/18/2013

REVISIONS			
NO.	DESCRIPTION	DATE	BY



C-02 <small>SHEET NO.</small>	KEEPING THE BUILDING MAIN STREET GATEWAY GARDNERVILLE, NV	 <small>1407 Highway 395 N Gardnerville, NV 89410 P: 775.282.7134 F: 775.282.7135 www.gardnerville-nv.gov</small>	<small>SCALE: 1" = 10'</small> <small>DESIGN: JSP</small> <small>DRAWN: JSP</small> <small>CHECKED: TAD</small> <small>APPROVED: TAD</small> <small>DATE: 1/18/2015</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">REVISIONS</th> </tr> <tr> <th style="width: 5%;">NO.</th> <th style="width: 65%;">DESCRIPTION</th> <th style="width: 15%;">DATE</th> <th style="width: 15%;">BY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	REVISIONS				NO.	DESCRIPTION	DATE	BY																
	REVISIONS																											
NO.	DESCRIPTION	DATE	BY																									

8-8



C-03

SHEET NO.

LANDSCAPE ALONG HWY 395

MAIN STREET GATEWAY

GARDNERVILLE, NV



1407 Highway 395 N
Gardnerville, NV 89410
P:775.782.2134
F:775.782.2135
www.gardnerville-nv.gov

SCALE: 1" = 10'
DESIGN: JSP
DRAWN: JSP
CHECKED: TAD
APPROVED: TAD
DATE: 7/18/2013

REVISIONS			
NO.	DESCRIPTION	DATE	BY

8-9

Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion to accept constructed improvements within the Virginia Ranch Specific plan area:
 - a. The Virginia Ranch Regional Detention Pond improvements located north of Grant Drive, south of Carrick Lane and consisting of a storm water lift station, landscaping and concrete walking path, APN: 1220-10-101-003, as previously dedicated to the Town of Gardnerville;
 - b. Maintain the constructed street improvements within the Carrick Lane right-of-way extending from Service Drive to Grant Drive containing curb, gutter, sidewalk and landscaping on the east side of Carrick Lane; with public comment prior to Board action.
2. **Recommended Motion:**
 - a) Recommend conditional approval as recommended in the staff report of the Virginia Ranch Regional Detention Pond Improvements including the landscaping, Storm water lift station, and concrete walkway, pergolas all constructed on APN:1220-10-101-003.
 - b) Recommend acceptance of maintenance of the Carrick Lane improvements consisting of curb gutter and sidewalk, pavement and landscaping improvements within the previously dedicated right of way.

Funds Available: ☒ Yes ☐ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** July 2, 2013 **Time Requested:** N/A

5. **Agenda:** ☐ Consent ☒ Administrative

Background Information: At the February 2013 board meeting the town board accepted the dedication of the regional detention basin and all its appurtenances. This item tonight is accepting the constructed items for maintenance which will begin the contractors one (1) year warranty. The Constructed items include: public storm drain inlets, Storm Water Lift Station, pergola, walkways landscaping lawn area and pavement improvements.

6. **Other Agency Review of Action:** ☒ Douglas County ☐ N/A
7. **Board Action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued

Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion and provide direction to staff to proceed with:
1. an employee search to fill the existing Engineering Tech position; 2. modify the town budget to allow for an Engineer One or Two position; or 3. hire a consultant firm to perform the design town projects and applications for project review; with public comment prior to Board action. (approx. 20 minutes)

2. **Recommended Motion:** per the discussion of the board.

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** July 2, 2013 **Time Requested:** 20 minutes

5. **Agenda:** ☐ Consent ☒ Administrative

Background Information: The Engineer Tech Position is now an open funded position. HR asked that the Engineering Tech not perform a review plans because it was not in his job description.

So at this point we can change the budget to hire an engineer I or II, contract out the plan review services, or advertise the engineer tech position. I have asked the other entities the annual costs for services they have to pay for to compare. That information is not included in the packet. I hope to provide this information at the meeting. The information I did obtain was the hourly rate range.

I hope to have a discussion with the board as to if you are open to hire an engineer I or II to take on more of the design, engineering and GIS related tasks of the town; or hire a consultant for now until we have some major projects to design.

6. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
Douglas County will have to review the budget Augmentation

7. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Engineering Cost Comparison

	Min Hrly	Min Annual	Max Hrly	Max Annual	min	max
Engineering Tech	\$ 19.99	\$ 41,579.20	\$ 27.18	\$ 56,534.40	(\$10,358.40)	(\$14,060.80)
Civil Engineer 1	\$ 24.97	\$ 51,937.60	\$ 33.94	\$ 70,595.20	(\$9,817.60)	(\$13,332.80)
Civil Engineer II	\$ 29.69	\$ 61,755.20	\$ 40.35	\$ 83,928.00	(\$6,385.60)	(\$8,715.20)
Civil Engineer III	\$ 32.76	\$ 68,140.80	\$ 44.54	\$ 92,643.20	(\$1,726.40)	(\$2,308.80)
Senior Engineer	\$ 33.59	\$ 69,867.20	\$ 45.65	\$ 94,952.00		

Contract services.	\$ 120.00	per hour	\$ 180.00	per hour		
	350 hour to Eng. Tech			314 hour to Eng. Tech		26-30 hrs / month
	432 Hours to Eng. I			392 Hours to Eng. I		32-36 hrs / month
	515 Hours to Eng II			466 Hours to Eng II		38-43 hrs / month
	570 Hours to Eng III			514 Hours to Eng III		42-47 hrs / month
GRID pays Lumos	\$2,000	month for general services. Any project is additional				

Engineering tech: Can not review plans.

Drafts plans for town projects.
GIS expertise

Engineer I Can review plans

Drafts plans for Town projects
GIS

Not Licenced but could be.

Engineer II Licenced Civil Engineer

Can review plans

Drafts plans for Town projects
GIS



JOB DESCRIPTION

JOB TITLE: Engineering Technician ✕

JOB CODE: 2030

DEPARTMENT: Community Development/Engineering

FLSA STATUS: Non-Exempt

REPORTS TO: County Engineer

SUMMARY OF JOB PURPOSE

Performs the full range of moderately complex tasks of drafting, surveying, and field testing for county roads and capital improvement projects; makes engineering computations, layouts and lettering, and prepares engineering drawings, maps and charts; provides technical/engineering support to the general public and County employees on a daily basis.

ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or county employees in person, by telephone and/or e-mail answering inquiries related to department services, development and permit questions, and site development issues; may be required to act as Engineer on Duty; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department for resolution;.
2. Serves as a Party Chief on a field survey crew measuring distance using surveyor's chain and plumb bob, level and theodolite; sets appropriate markers including stakes, hubs and lathe at designated points with the required information on the markers indicating the types of points set; uses a level rod to give sights to obtain elevations of points for profiles, and to measure distance and elevations.
3. Assists a professional engineer with design of construction projects including streets, storm drains, water and sewer lines and other county engineering projects; prepares graphic aids, correspondence, and other reports; keeps daily log books for projects; prepares visual aids for public presentations; reviews and assists engineering staff in preparing utility connection permits, encroachment permits, and site improvement permits.
4. Estimates time, quantity and cost of construction projects including streets, storm drains, traffic control devices and other county engineering projects; confers with and assists the public, utility company and private contractors, responding to inquiries on various projects during the planning, design and construction phases.
5. Prepares preliminary and final construction drawings/designs for storm drains, water, sewer, right-of-way and other utility improvements using field notes, data files, maps, drawings, plotting profiles, and cross sections; performs design drafting by utilizing CAD (Computer Aided Design).
6. Performs field investigations and collects field data including traffic counts. May also perform field inspections of construction projects, encroachment permits, and commercial buildings.
7. Maintains mylars in an up-to-status reflecting lot splits, subdivisions and road locations; maintains and updates computer database regarding all permits and project submittals; prepares files for all site improvement permits and design reviews.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Engineering Technician

8. Takes a multiple number of reduced copies of development maps and transfers the development data to right-of-way maps reflecting right-of-way width and locations of right-of-way;
9. Performs a variety of other clerical duties including data entry, copying and assembling materials, answering phones, faxing documents, collecting and recording monies, preparing reports, and other related tasks; may be responsible for training other department employees on the use of department-related equipment and software.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and two (2) years experience in a technical engineering field including field inspection of construction techniques and materials, supplemented by courses in algebra, geometry, trigonometry and computer-aided drafting, mechanical drawing, or other related office work; Associate's Degree in an engineering-related field preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations; write reports and business correspondence; effectively present information and respond to questions from groups, contractors and employees of the County.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic engineering and drafting equipment, tools and instruments, and standard surveying practices and note taking; engineering mathematics, surveying, engineering principles, and survey mathematical and other general civil engineering information; methods, materials and equipment used in community development facilities construction.

Ability to perform complex drafting, compute or otherwise process engineering data using specified formulas and procedures; read and interpret graphic data, blueprints, engineering plans and construction specifications and maps; extract engineering data from various sources; develop and prepare engineering and related reports; estimate quantities, costs and other requirements of standard engineering projects; explain standard departmental policy and procedures to contractors and the general public; make complex engineering computations and reduce, interpret and apply field notes in performance of drafting duties.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Engineering Technician

Proficiency in drafting techniques including the use of C. A. D. software, an intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including scanning equipment and programs, telephones, calculators, copiers, FAX machines, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record within 30 days of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

JOB TITLE: Civil Engineer I

JOB CODE: 1560

DEPARTMENT: Community Development/Engineering

FLSA STATUS: Non-Exempt

REPORTS TO: County Engineer/Civil Engineer Senior, III, or II

SUMMARY OF JOB PURPOSE

Under general supervision of a professional engineer, performs the full range of tasks including design, drafting, technical engineering support, and fieldwork. The employee reports to the County Engineer, but may also receive program direction from a Professional Civil Engineer

ESSENTIAL FUNCTIONS

1. Assists professional engineers in performing the more difficult civil engineering assignments, including assistance with resolution of design and construction problems, design review, regulatory compliance, and mentoring of technical support staff.
2. Under the direction of a registered professional engineer, assists with the preparation of preliminary and final designs for roadway, drainage, erosion control, water, wastewater, solid waste, recycling, and other infrastructure projects.
3. Under the direction of a registered professional engineer, prepares construction drawings, specifications, contract documents, and construction cost estimates.
4. Reviews land development projects, including construction plans and specifications associated with subdivision maps and building permits. Ensures compliance with applicable federal, state and local standards, ordinances, codes, policies, and design criteria. Coordinates review with outside consultants, unincorporated towns, general improvement districts, public or private sewer and water districts, state and federal agencies, local builders, and land owners.
5. Performs field inspections and construction management. Performs walk through inspections with contractor, prepares correction punch lists, and performs final inspection on capitol construction projects.
6. Processes land acquisitions, annexations, and abandonment of public lands.
7. Fosters teamwork and cooperation with other divisions, departments, agencies, and stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Civil Engineering, or other closely related field; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer I

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

JOB TITLE: Civil Engineer II

JOB CODE: 1570

DEPARTMENT: Community Development/Engineering

FLSA STATUS: Exempt

REPORTS TO: County Engineer/Civil Engineer Senior, or III

SUMMARY OF JOB PURPOSE

This position performs professional, civil engineering work under the direction of a senior or county Engineer. Duties generally include implementation of capital improvement projects, the review and administration of development applications, and the performance of other engineering assignments. A Civil Engineer II is expected to perform moderately complex engineering assignments requiring the use of professional judgment and initiative in developing alternatives and feasible solutions to problems.

ESSENTIAL FUNCTIONS

1. Develops and implements capital improvement projects including Regional Transportation, Erosion Control/Water Quality, Flood Control and Drainage, Water, Wastewater, and Solid Waste/Recycling.
2. Performs the more difficult professional engineering assignments including preparation of capital improvements plans and preliminary and final designs for roadway, drainage, grading, water, wastewater, and solid waste/recycling projects using modern technologies and good engineering practice. Conducts economic, life cycle, and sensitivity analysis of alternatives and designs.
3. Conducts engineering studies, performs engineering analysis, evaluates alternatives, makes recommendations, prepares reports, and makes presentations; prepares and assembles complete construction plans, specifications, contract documents; prepares detailed construction cost estimates.
4. Provides project management services; prepares detailed scope of services/work, develops and monitors schedules and budgets, and monitors performance of subordinate staff and consultants; establishes priorities and adjusts schedules to meet priorities established by County Engineer in consideration of current departmental goals, objectives, priorities, and workload.
5. Performs bid phase services including pre-bid conference, interpretation of plans and specifications, preparation of addenda, analysis of bids, and recommendation of award; interprets and updates local codes, policies and procedures, design and submittal criteria, and applicable standards; coordinates and obtains easements and agency permits; prepares applications and necessary exhibits.
6. Ensures local, state, and Federal regulatory compliance at program and project levels; stays abreast of proposed and current regulations; prepares informational updates to supervisors, commissions, and boards.
7. Coordinates construction phase services including construction administration, testing, and inspection; prepares and administers construction phase documents including progress payments, field changes, and change orders; coordinates inspections and testing and ensures compliance with plans, specifications, and contract documents; provides interpretations as required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer II

8. Assists subordinate staff in performance of all tasks needed to complete the workload including training, analysis and resolution of design and construction related problems, interpretation and application of general policies and procedures, county code and regulations, design criteria and applicable standards.
9. Implements development application review program including review of development plans, construction plans and specifications, prepares conditions of approval and makes presentations to boards, commissions, and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders; prepares detailed studies and reports as requested by the County Engineer.
10. Responds to and resolves citizen inquiries and complaints; conducts detailed investigations to determine problem, responsibilities, and feasible solutions; prepares correspondence and coordinates with interested parties; fosters teamwork and cooperation with other divisions, departments, agencies, and stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Civil Engineering, or other related engineering field, and four (4) years experience in engineering work; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, employees, vendors, and/or boards of commissioners.

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory; work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer II

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the application of civil engineering principles and practices to the planning, design, construction, operations, and maintenance of the County's infrastructure and capital improvements including transportation, drainage, water, wastewater, erosion control, solid waste/recycling, and building systems; methodologies and procedures for performing complex mathematical preliminary and final engineering design calculations and analysis, development and production of complete preliminary and final technical reports and studies, plans, cost estimates, specifications, and other work products; application of local, state, and federal codes, ordinances, regulations, policies, and guidelines to ensure compliance of County's infrastructure and public works systems and improvements.

Able to originate, prepare, check, and supervise preparation of design computations and calculations, project designs, details, drawings, plans, reports, studies, cost estimates, specifications, related technical writing, and correspondence with minimum supervision; communicate technical and procedural information to engineers, other professionals, consultants, contractors, County staff, general public, boards, commissions and committees, agencies, and other stakeholders; plan, organize, staff, lead, and control self, subordinate staff and project teams for completion of assignments in accordance with approved scope of work, schedules, and budgets; conduct research, compile technical data and prepare complete staff work; interpret plans, details, specifications, and other written and graphical technical communication forms; utilize computer software programs to prepare designs, plans, details, exhibits, graphics, reports, and related correspondence integral to the completion of assignments and production of finished products; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License, with acceptable driving record; Professional Engineering License is required within ten (10) months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer II

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

JOB TITLE: Civil Engineer III

JOB CODE: 1540

DEPARTMENT: Community Development - Engineering

FLSA STATUS: Exempt

REPORTS TO: County Engineer/Civil Engineer Senior

SUMMARY OF JOB PURPOSE

This position performs complex professional civil engineering work independently and may supervise the work of graduate civil engineers, and technical and clerical staff in the development and implementation of capital improvement projects, the review and administration of development applications, and the performance of other engineering assignments. A Civil Engineer III is expected to perform complex engineering assignments requiring the use of professional judgment and initiative in developing alternatives and feasible solutions to problems, to interpret general policies, and to plan, organize, assign, lead, and control the work of technical staff

ESSENTIAL FUNCTIONS

1. Develops and implements capital improvement projects including Regional Transportation, Erosion Control/Water Quality, Flood Control and Drainage, Water, Wastewater, and Solid Waste/Recycling.
2. Performs the more difficult professional engineering assignments including preparation of capital improvements plans and preliminary and final designs for roadway, drainage, grading, water, wastewater, and solid waste/recycling projects using modern technologies and good engineering practice. Conducts economic, life cycle, and sensitivity analysis of alternatives and designs.
3. Prepares and assembles complete construction plans, specifications, and contract documents; prepares detailed construction cost estimates; implements development plans, construction plans and specifications; prepares reports and makes presentations to boards, commissions and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders.
4. Provides project management services; prepares detailed scope of services/work, develops and monitors schedules and budgets, and monitors performance of subordinate staff and consultants; establishes priorities and adjusts schedules to meet priorities established by County Engineer in consideration of current departmental goals, objectives, priorities, and workload.
5. Performs bid phase services including pre-bid conference, interpretation of plans and specifications, preparation of addenda, analysis of bids, and recommendation of award; interprets and updates local codes, policies and procedures, design and submittal criteria, and applicable standards; coordinates and obtains easements and agency permits; prepares applications and necessary exhibits.
6. Coordinates formal selection of consultants, when required, for master planning, design of capital improvement projects, inspection, testing, surveying, or where other special technical expertise or experience is needed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer III

7. Coordinates consultant services by other disciplines including architects, surveyors, testing labs, geotechnical engineers and geologists, surveyors and photogrammetrists, attorneys, and plant, animal, and aquatic resource specialists.
8. Ensures local, state, and federal regulatory compliance at program and project levels; stays abreast of proposed and current regulations; prepares informational updates to supervisors, commissions, and boards.
9. Coordinates construction phase services including construction administration, testing, and inspection; prepares and administers construction phase documents including progress payments, field changes, and change orders; coordinates inspections and testing and ensures compliance with plans, specifications, and contract documents; provides interpretations as required.
10. Assists subordinate staff in performance of all tasks needed to complete the workload including training, analysis and resolution of design and construction related problems, interpretation and application of general policies and procedures, county code and regulations, design criteria and applicable standards.
11. Implements development application review program including review of development plans, construction plans and specifications, prepares reports and makes presentations to boards, commissions, and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders; prepares detailed studies and reports as requested by the County Engineer.
12. Responds to and resolves citizen inquiries and complaints; conducts detailed investigations to determine problem, responsibilities, and feasible solutions; prepares correspondence and coordinates with interested parties; fosters teamwork and cooperation with other divisions, departments, agencies, and stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Civil Engineering, or other related engineering field, and six (6) years experience in engineering work; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, employees, vendors, and/or boards of commissioners.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer III

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory; work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the application of civil engineering principles and practices to the planning, design, construction, operations, and maintenance of the County's infrastructure and capital improvements including transportation, drainage, water, wastewater, erosion control, solid waste/recycling, and building systems; methodologies and procedures for performing complex mathematical preliminary and final engineering design calculations and analysis, development and production of complete preliminary and final technical reports and studies, plans, cost estimates, specifications, and other work products; application of local, state, and federal codes, ordinances, regulations, policies, and guidelines to ensure compliance of County's infrastructure and public works systems and improvements.

Able to originate, prepare, check, and supervise preparation of design computations and calculations, project designs, details, drawings, plans, reports, studies, cost estimates, specifications, related technical writing, and correspondence with minimum supervision; communicate technical and procedural information to engineers, other professionals, consultants, contractors, County staff, general public, boards, commissions and committees, agencies, and other stakeholders; plan, organize, staff, lead, and control self, subordinate staff and project teams for completion of assignments in accordance with approved scope of work, schedules, and budgets; conduct research, compile technical data and prepare complete staff work; interpret plans, details, specifications, and other written and graphical technical communication forms; utilize computer software programs to prepare designs, plans, details, exhibits, graphics, reports, and related correspondence integral to the completion of assignments and production of finished products; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Professional Engineer License, issued by the State of Nevada, or the ability to obtain same within ten (10) months from the date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer III

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is regularly required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed at construction sites in outside environments with exposure to inclement weather, and in an office environment where the physical demands require sitting for extended periods of time; often works around dust, asphalt and concrete; may be exposed to frequent bending, kneeling and lifting; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

JOB TITLE: Civil Engineer - Senior

JOB CODE: 1550

DEPARTMENT: Community Development/Engineering

FLSA STATUS: Exempt

REPORTS TO: County Engineer

SUMMARY OF JOB PURPOSE

Plans, supervises, reviews and evaluates the work of professional and technical civil engineering employees performing the design, construction or maintenance of roadways, bridges, and other capital improvement projects; performs professional level engineering review for difficult, complex and/or sensitive plan review and/or inspection requiring considerable engineering knowledge and use of independent judgment.

ESSENTIAL FUNCTIONS

1. Develops and implements capital improvement projects including regional transportation, erosion control/water quality, flood control and drainage, water, wastewater, and solid waste/recycling; conducts engineering studies, performs engineering analysis, evaluates alternatives, makes recommendations, prepares reports, and makes presentations.
2. Performs the more difficult professional engineering assignments including preparation of capital improvement plans and preliminary and final designs for roadway, drainage, grading, water, wastewater, and solid waste/recycling projects using modern technologies and good engineering practice; conducts economic, life cycle, and sensitivity analysis of alternatives and designs.
3. Prepares and assembles complete construction plans, specifications, and contract documents; prepares detailed construction cost estimates; implements development plans, construction plans and specifications; prepares reports and makes presentations to boards, commissions and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders.
4. Provides project management services; prepares detailed scope of services/work, develops and monitors schedules and budgets, and monitors performance of consultants; calculates cost and determines feasibility of project based on analysis of collected data; establishes priorities and adjusts schedules to meet priorities established by the County Engineer in consideration of current departmental goals, objectives, priorities, and workload.
5. Performs bid phase services including pre-bid conference, interpretation of plans and specifications, preparation of addenda, analysis of bids, and recommendation of award; interprets and updates local codes, policies and procedures, design and submittal criteria, and applicable standards.
6. Coordinates formal selection of consultants, when required, for master planning, design of capital improvement projects, inspection, testing, surveying, or where other special technical expertise or experience is needed; coordinates consultant services by other disciplines including architects, surveyors, testing labs, geotechnical engineers and geologists, surveyors and photogrammetrists, attorneys, and plant, animal and aquatic resource specialists.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer - Senior

7. Coordinates and obtains easements and agency permits; prepares applications and necessary exhibits; ensures local, state, and Federal regulatory compliance at program and project levels; stays abreast of proposed and current regulations; prepares informational updates to supervisors, commissions, and boards.
8. Coordinates construction phase services including construction administration, testing, and inspection; prepares and administers construction phase documents including progress payments, field changes, and change orders; coordinates inspections and testing and ensures compliance with plans, specifications, and contract documents; provides interpretations as required.
9. Supervises and directs the daily activities of civil engineering staff; prioritizes and reviews the work to assure the work quality and the timely accomplishment of assigned duties and responsibilities; counsels employees concerning performance improvements/development; assists with the hiring, promoting of staff, and preparing of performance evaluations.
10. Trains and mentors subordinate staff in performance of all tasks needed to complete the workload including training, analysis and resolution of design and construction related problems, interpretation and application of general policies and procedures, county code and regulations, design criteria and applicable standards.
11. Implements development application review program including review of development plans, construction plans and specifications, prepares reports and makes presentations to boards, commissions, and committees. Coordinates with outside consultants, towns, agencies, development community, and other stakeholders; prepares detailed studies and reports as requested by County Engineer.
12. Responds to and resolves citizen inquiries and complaints; conducts detailed investigations to determine problems, responsibilities, and feasible solutions; prepares correspondence and coordinates with interested parties; fosters teamwork and corporation with other divisions, departments, agencies, and stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Civil Engineering, or other closely related field, and five (5) years of professional civil engineering experience with at least two (2) of those years in a supervisory capacity; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities. Master's Degree in Civil Engineering is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches and articles using original or innovative techniques or style; make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of commissioners.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer - Senior

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory; work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the application of civil engineering principles and practices to the planning, design, construction, operations, and maintenance of the County's infrastructure and capital improvements including transportation, drainage, water, wastewater, erosion control, solid waste/recycling, and building systems; methodologies and procedures for performing complex mathematical preliminary and final engineering design calculations and analysis, development and production of complete preliminary and final technical reports and studies, plans, cost estimates, specifications, and other work products; application of local, state, and Federal codes, ordinances, regulations, policies, and guidelines to ensure compliance of the County's infrastructure and public works systems and improvements.

Must also be able to originate, prepare, check, and supervise preparation of design computations and calculations, project designs, details, drawings, plans, reports, studies, cost estimates, specifications, related technical writing, and correspondence with minimum supervision; communicate technical and procedural information to engineers, other professionals, consultants, contractors, County staff, the general public, boards, commissions and committees, agencies, and other stakeholders; plan, organize, staff, lead, and control self, subordinate staff and project teams for completion of assignments in accordance with approved scope of work, schedules, and budgets; conduct research, compile technical data and prepare complete staff work; interpret plans, details, specifications, and other written and graphical technical communication forms; utilize specialized computer software programs to prepare designs, plans, details, exhibits, graphics, reports, and related correspondence integral to the completion of assignments and production of finished products; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Professional Engineer License, issued by the State of Nevada, or the ability to obtain same within ten (10) months from the date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer - Senior

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not for Possible Action.** Discussion on the Main Street Program Manager's Monthly Report of activities for July 2013. (approximately 5 minutes)

Funds Available: ☐ Yes ☒ N/A

2. Department: Main Street Program

Prepared by: Paula Lochridge

3. Meeting Date: August 6, 2013 Time Requested: 5 minutes

4. Agenda: ☐ Consent ☒ Administrative

5. Background Information: See attached

6. Other Agency Review of Action: ☒ N/A

7. Board Action:

☐ Approved
☐ Denied

☐ Approved with Modifications
☐ Continued



Main Street Gardnerville Program Manager's Report for July Activities Gardnerville Town Board Meeting, August 6, 2013

- Main Street Gardnerville was recognized by the families of two long time community members that have recently passed, Worth Borda & Andy Costa:
 - Worth Borda obituary stated that the Main Street Gardnerville Flower Basket program be considered, in lieu of people sending the family flowers. 14 baskets have been sponsored thanks to these donations to honor Worth. (We have 2 baskets left without sponsorships for this season.)
 - Bench dedication planned for the Andy Costa Bench, which was made possible through the donations of family and friends, on Saturday at 10 am. Information is in your packet.
- Our July wine walk was successful with nearly 350 people joining us (which is about average for the month of July) and approximately 111 of those were new to the event.
- Review of the July 4th event, Freedom 5K Fun Run/Walk & Yankee Doodle Chalk Artfest:
 - Estimated around 125-150 total attendance with 21 registered runners (2 that registered did not run) and Lions Club reported serving 99 breakfasts.
 - Those vendors and partners involved in this year's event are interested in participating again next year if it continues.
 - There was difficulty in securing enough volunteers for a holiday event such as this. *(Typically, it's hard to get volunteers during the summer months, especially on holidays.)*
 - Will share the review and information with our Promo Committee on August 7th and with the Main Street Board at our next meeting on August 20, 2013.
 - Awaiting final report for expenses/revenue.

New Members within the past month:

Businesses:

1. Nevada Unique Store (1378 Hwy 395)
2. U Rock Salon (1524 Hwy 395, Suite #4)
3. Unique Boutique (1528 Hwy 395)
4. Beautiful By Design (1524 Hwy 395, Suite #2)
5. Karissa Martindale-Manicurist (1524 Hwy 395, Suite #3)
6. Millennium Medical Spa (1524 Hwy 395, Suite #3)
7. Breath Body Works-Massage Therapy (1524 Hwy 395, Suite #2)
8. Vintage Hair & Skin Care (1478 Hwy 395)
9. Dreamweaver Bodywork
10. Polka Dots

Individuals:

11. Gary Dreiske/Gardnerville

Upcoming events and dates:

- Monthly Morning Coffee Meetings Tuesday, August 6th at 8:30 am.
- Thirsty Third Thursday Wine Walk on August 15th
- Movies in the Park, August 9th
- Old Town Days, September 14th & 15th
- Fall Harvest Celebration, Heritage Park Gardens on October 5th
- Cash Mobs will resume in October, Saturday, October 5th

Thank you so much for your continued support of the Main Street Gardnerville Program!



Paula Lochridge,
Program Manager
Main Street Gardnerville

Obituary: Worth Marie Borda

March 11, 1925 - June 27, 2013



Carson Valley resident, Worth Borda, daughter of Charles and Eleanor Gilbert, and the widow of Pete Borda, passed away peacefully June 27, 2013. She moved to the Carson Valley as a junior in high school where she met the love of her life, Pete. Worth made the Valley her proud home. She was an active member of the Fortnightly Club, taught Red Cross swimming lessons and entertained parade watchers during the Carson Valley Days' parade, portraying unusual characters with a life long friend, Rhoda Chichester. Being an avid golfer herself, she also helped develop a women's golf club at the Carson Valley Golf Course.

Worth's world was all about family. Her brother, Harold Gilbert, who is survived by his sons, Mike and Paul, preceded her in death. She leaves behind two sisters, Joyce Neddenriep and Jeanne Peelle; three children, Joyce Gavin (John), Angie Page (Jim), and Ted Borda (Diana); eight grandchildren, Alicia, Tedra, Joe, Dustan, Pete, John, Daniel and Anna; and four great-grandchildren, Brooke, Hudson, Roman and Madalynn. The family acknowledges tremendous effort from her wonderful caregiver, Marilyn.

A memorial service will be held Friday, July 12th at 1 p.m. at St. Gall's Catholic Church, 1343 Centerville Lane, Gardnerville. In lieu of flowers, please consider donating towards a basket of flowers for Main Street Gardnerville. Make donations payable to "Worth Borda Memorial Basket", 1407 Main Street, Hwy 395, Gardnerville, Nevada 89410.

In Memory of Andrew “Andy” Costa

On Saturday, August 3rd at 10:00am, please join the family of Andrew "Andy" Costa to dedicate a bench that has been placed in his honor, in front of the Gardnerville Museum, facing Highway 395. Andy passed away on December 11, 2012.

In lieu of flowers, family and friends gave contributions towards a bench and two large trees for the Children's Garden at Heritage Park.

After his retirement, Andy joined friends at Sharkey's every morning for conversation and laughter. Good friends memorialized his favorite place at the counter with a name plate you can see today.

The Costa family extends a special 'Thanks' to everyone that made this happen!

Sidewalk Gallery re-opens

July 23, 2013 · by [carsonvalleytimes](#) · in [Business](#), [COMMUNITY](#), [Gardnerville](#), [PHOTOS](#) ·

Paula Lochridge, Main Street Gardnerville

Main Street Gardnerville has updated its “Sidewalk Gallery” with photography art work from several Douglas High School students.

(Photos by Paula Lochridge)



The photos have been mounted by volunteers on the boarded up windows of the old, vacant building at the corner of Eddy Street and Highway 395 in Gardnerville.

A special reception will be held during the September Thirsty Third Thursday Wine Walk, Sept. 19, when the students will be on hand to talk about their work and possibly sell their pictures.

Photography was provided by the following students from K.C. Brennan's

photography classes: Olivia Abbott, Taylor Arthur, Ashley Benally, Morgan Crimm, Daija Curey, Shelby Ence, Kelsey Endter, Kelsey Fraser, Alexandra Hamblin, Savannah Lowther, Cecilia Morton, Alyssa Rickard, Carmen Shaw, Lisa Swab and Colton Witt.

The hopes of this project are two-fold, to showcase the exceptional talent of our local students and to provide a vacant building with a purpose.

Main Street Gardnerville is a community based self-help program with various members of the community volunteering to revitalize the downtown. Even though Main Street Gardnerville focuses strictly on the downtown district, the program benefits the entire community and surrounding areas.

(Before photos)



11-6

Sowing seeds of Community

July 22, 2013 · by [carsonvalleytimes](#) · in [COMMUNITY](#), [Gardnerville](#).



The public gardening beds at Heritage Park Gardens.

The first seeds of the Heritage Park Gardens were planted during World War II, when a young Carol Sandmeier would go out to her mother's Victory Garden to pick berries.

"That was my first contact with gardening," Sandmeier said. "My mother had a Victory Garden and she'd send me out for boysenberries or whatever it was. I got to watch her plant and work the garden and that was when my love of gardening was really born.

"It just seemed a natural thing to do. That has stuck with me my whole life, and I've

always believed we have to show our kids how to do that."

Fast-forward to several years ago, when the Town of Gardnerville was looking for a place to put a pair of large pine trees that had been growing in the median of Gilman Avenue running through Heritage Park.

Sandmeier, who serves on the Main Street Gardnerville board and on its design committee, had an idea.

The lot behind Hertiage Park and just to the south of the High



The two trees that got the ball rolling for Heritage Park Gardens.

School Street Apartments had gone largely unused, and unkempt, for many years.

"Those trees were blocking vision for drivers when it came to pedestrians trying to cross the street there, so I said why don't we just put them back there and start a garden," Sandmeier said. "I loved to garden and it just seemed like a logical place to extend what Heritage Park already offered."

With that, a community public garden, similar in nature to the public Victory gardens Sandmeier had grown up knowing, started to take shape.



The Town of Gardnerville granted the committee use for the land and the Heritage Park Gardens were officially born last year.

“We got a committee together, and as I talked to Steve Lewis with the Cooperative Extension and Wendy Hanson of Master Gardeners, they both said every garden needs a champion or it won’t work,” Sandmeier said. “We wound up with a whole committee of champions. Everyone just pitches in so much.

“Many of them don’t have their own garden here. They just

love creating for their community.”



The Heritage Park Gardens master plan.



A labyrinth is taking shape near the entrance of Heritage Park Gardens.

Midway through its second season, the community gardens boast 20 beds, a large flower corner and a wall of sunflowers – along with those two original pine trees.

Outside of the rabbitt fencing, though a grander plan is just beginning to develop.

A grant from the Nevada Commission on Tourism provided the funding for what will be a labyrinth walking path near the gardens’ main entrance.

“When it is all done, this could be a big tourism draw,” said Main Street Gardnerville executive director Paula Lochridge. “It’ll be a wonderful addition to what Gardnerville has to offer. Thanks to the support of the town, it’s become a way to extend

the beauty of Heritage Park.

“So much work has been put into it already. The volunteers have put in hours and hours. We’re just amazed about how it is beginning to look.”

The garden committee is targeting early October for the completion of the labyrinth, which will include a three-foot plating berm around the entire circumference. The goal is to have it done before the community gardens Harvest Festival, set for Oct. 5.

Behind the labyrinth will eventually sit the big project for next year – a children’s garden with small planting beds, a large demonstration platform, an alphabet garden (a plant beginning with each letter of the alphabet in order) and picnic tables for parents to wait during lessons.

“It’ll be a learning space as well as a growing space,” Sandmeier said. “We’re planning it so it will be set up as their own area. We’re talking about some sort of afternoon day camps and workshops. My hope is to instill that love of gardening in the children of the community.”

Eventually, a 14-foot-wide pathway will encircle the entire property and link up with the Martin Slough trail system that will also eventually connect to the broader Valley trail systems.

“The goal is to bring people into the gardens, into the park and into the town on their walks,” Sandmeier said.

Three wetland areas are outlined within the gardens’ master plan, with plans for ponds and walking bridges to be added in the future.

In the spirit of community gardening, a pair of local boys scouts are working one large gardening bed this year with the entire harvest being donated to the Carson Valley Community Food Closet.

“They both live in Chichester and ride their bikes over to tend to their garden,” Sandmeier said. “And come tomato and zucchini time, everyone always ends up with too much, so we send that over to the food closet as well.”

Sandmeier said the project has been boosted by donations of materials, labor and services from throughout the community.

“People will drive by, see us working out here and ask what we are doing,” she said. “We have gained a lot of volunteers that way.”

The community gardens have regularly scheduled work days twice a month, with anyone welcome to come out and help.

While it is too late to obtain a gardening bed for this year, Sandmeier said it’s never too early to get on the waiting list for next year. She said the site has the capability to expand the community garden area for next year (Small beds are a once-a-year cost of \$30 to cover setup and insurance; large beds run \$70).

The Harvest Festival on Oct. 5 will be the next major event.

For more information on the Heritage Park Gardens, or to get involved volunteering, contact Paula Lochridge at plochridge@mainstreetgardnerville.org or 775-782-8027 or Sandmeier at cjsandmeier@aol.com.

You can also visit www.mainstreetgardnerville.org.



The children’s garden planted this year during the Heritage Park Gardens open house and plant sale in June.



Valley Views

Offering a view of the valley every week. Tell us what's going on, in and around the area by sending us your notes and photos about events and people. Email submissions to editor@recordcourier.com or post them online to our Facebook page.

2 | Sunday, July 14, 2013 | The Record-Courier

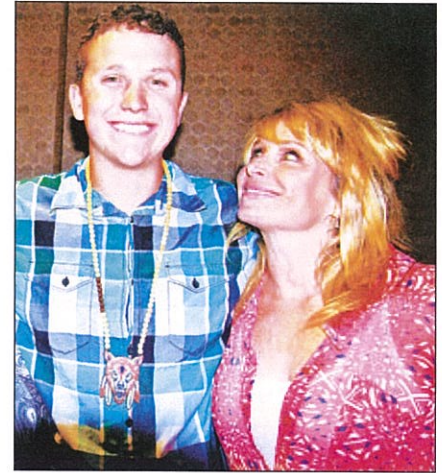
FOURTH RUN



Gardnerville and Main Street Gardnerville Fun Run on July 4, had 21 who ran. There was a bounce house and quite a few kids who drew pictures for the chalk art.

SPECIAL TO THE RC

DEMO SCHOLAR



Douglas County Democratic Women scholarship recipient Douglas High student Ben Cochran and his mother Kara Hayes. Since chartering in 2004, the club has awarded \$20,000 in scholarships.

EAGLE PROJECT



Boy Scouts cleaned up the old Hellwinkel barn in Gardnerville as part of an Eagle Scout project. Pictures are Ray Young, Lincoln Young, and Daniel and Chris Gourlay. Not pictured are Sean Heeran, Jenny, Lisa and Mary Gourlay, Jordan and Dave Price.

COUNTY AWARDS

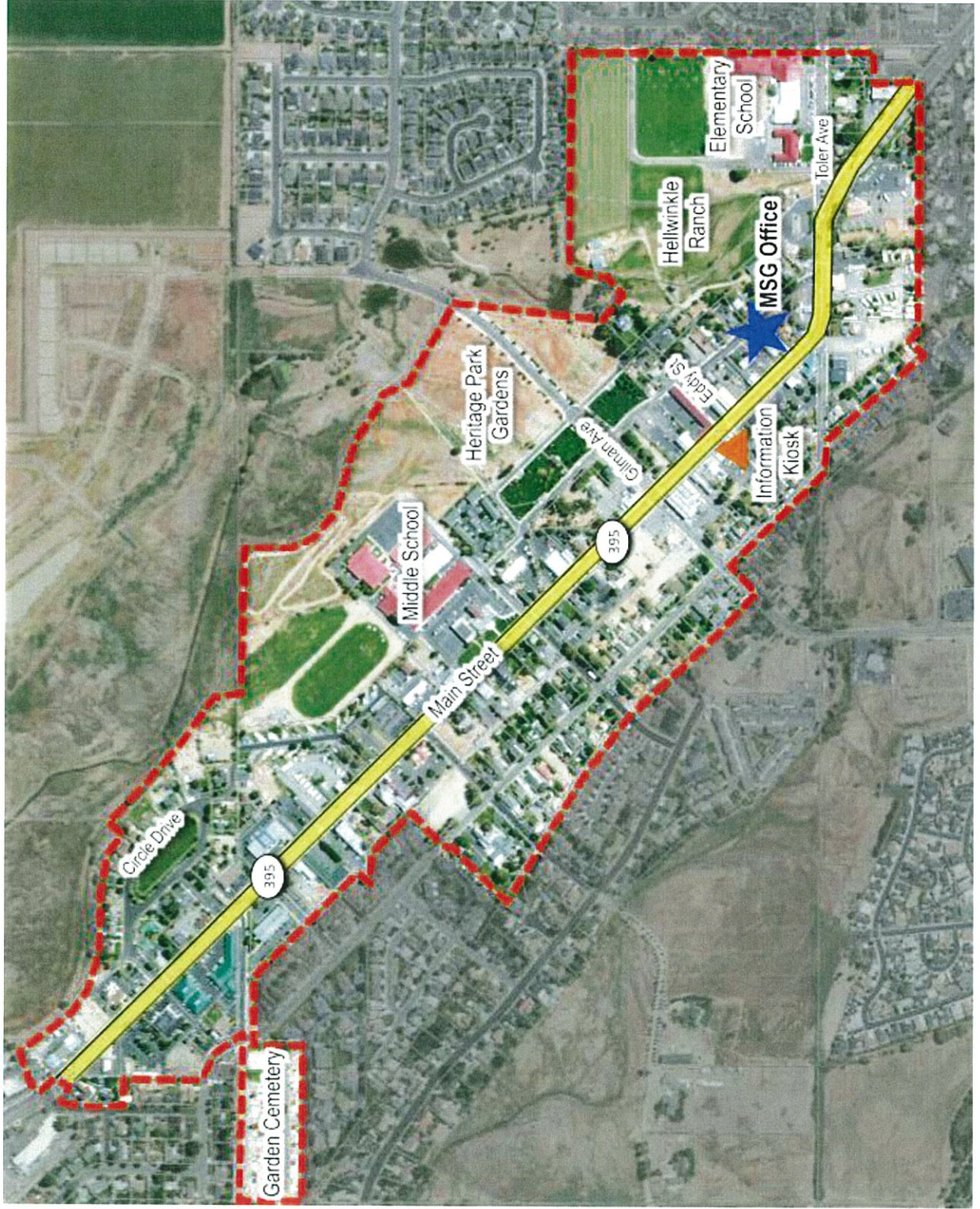


Retiring Parks & Recreation Discovery Center preschool director "Miss" Cindy Webb was honored for her 25 years of service. Pictured are Recreation Director Brian Fitzgerald, Webb, County Commissioner Doug Johnson, Commission Chairman Greg Lynn and Community Services Director Scott Morgan.



District Attorney's Office clerk Connie Wenner was honored for 25 years of service. Pictured are District Attorney Mark Jackson, Wenner, Johnson and Lynn.

MAIN STREET DISTRICT



Gardnerville Town Board

AGENDA ACTION SHEET

- :
1. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for July 2013.
 2. **Recommended Motion:** No action required.
Funds Available: ☐ Yes ☒ N/A
 3. **Department:** Administration

Prepared by: Tom Dallaire
 4. **Meeting Date:** August 6, 2013 **Time Requested:** 5 minutes
 5. **Agenda:** ☐ Consent ☒ Administrative

Background Information: Presented at meeting.
 6. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
 7. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for July 2013.

2. **Department: Administration**

Prepared by: Tom Dallaire

3. **Meeting Date:** August 6, 2013 **Time Requested:** 15 minutes

4. **Agenda:** ☒ Consent ☐ Administrative

Background Information: See attached report.

5. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

6. **Board Action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued



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

Town Manager/Engineer's Monthly Report
July 2013 Board Meeting

- A. Nevada League of Cities Conference combined with NACO.** – The proof for the ornament is in packet for your review. Please let me know if there are any concerns.
- B. Bike Path plan:** Dirk has provided an outline (see attached) of the information he wants to share about this process.
- C. Walmart:** is finished with exception of some minor issues. This item is on the agenda to discuss further.
- D. New Beginnings:** Construction continues behind Heritage Bank. They are framing the building now and working on the pond construction. The storm drain has been installed.
- E. Hellwinkel Channel:** I have asked the Q1 board for another extension due to the design issues we have run into with this channel. Denny is working on the design and flood analysis for the channel.
- F. July 4th event:** The turnout was light. It was a good event. We will have further discussion of this item under Paula's or Ken's report. There were a few issues that need to be resolved if we are going to continue this for next year. Do we want to continue the event? We need to start planning this now so we can advertise sooner. Also, we need more help next year on the course to direct runners. They do not follow signs very well.
- G. Eagle Gas:** This item was discussed tonight. I contracted with Candice Stowell to assist with the grant coordination and public workshop presentation. This item is in the board packet for further discussion and direction to staff on what the Board would like to have done with the property. We hired Afforda Test to test the tanks and lines for the station. Neither tanks nor the lines are leaking. We met with NDEP about the petroleum fund. We need to get into the fund in August. This will cost \$300. This will be an annual fee until the tanks are removed.
- H. NDOT permit application:** Staff is ready to go to NDOT to paint and install loading zone signs in front of Horse n' Around. She is having a parking problem with people who go and stay at Sharkeys for hours at a time parking in front of her business and not allowing her customers to utilize the space. NDOT has commented on and approved our plans and they are ready for permitting. The plans for the additional tree are ready to be submitted to NDOT for approval as well.



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

I. Office Items:

- Installed two benches at the museum.
- Contracted with Kustom Koatings to place gilsonite on the streets in Stodick Estates.
- Started doing a parking analysis of the Southgate area. I received some information from the county but will have to look for more in storage. I have not had time to do this research yet.
- Heritage Park Garden Labyrinth – moved additional rocks in place, placed dg for the path to form the fence to the path entrance. Used all the sifted dirt to create a portion of the 3' landscaping berm around the labyrinth.
- Attended hazard mitigation meeting. This will be coming to the Board in September for comment.
- I did a presentation to the Leadership Douglas County group at the CVI about the Town for their local government day valley tour.
- Worked with staff on getting Eagle Gas presentable, coordinating tank testing and discussing the process with Brett Bottenberg on Brownfield's funding vs. petroleum funding.
- Linda Marrone, Carson City Farmers Market, sent a letter (see attached). It was not well received by the parks department. I talked with them about it. They will continue to offer the farmers market. I am not pursuing this further at this time.
- I met the owner of the Burga property onsite. She was here for a few minutes to walk the site with me and discuss the site issues. She is still interested in continuing with the project but was not sure when they would proceed. She will help with the skunks again, as they are back. She loves the sidewalk gallery and has authorized us to put up a banner sign on the awning advertising the gallery.



Enlarged 200% to show detail.





Actual size: 2.5" by proportion
 All black = raised metal
 All white = recessed metal
 Finish: pewter

Informational presentation by Dirk Goering, Associate Planner with Douglas County Community Development Department, on the upcoming NDOT (Nevada Department of Transportation) sponsored County Bike Plan.

In 2011 and 2012, NDOT contracted with Kimley-Horn and Associates, Inc. (KHA) to develop a statewide bike plan. In 2013, the Nevada Statewide Bike Plan was completed and approved. As a follow-up to the state plan, NDOT has contracted with KHA to develop local county bike plans for 14 rural counties in Nevada, one being Douglas County.

The County bike plan is intended to serve the following purposes:

- Documents the specific needs and preferences of the local bicycling community.
- Enables the preferred bicycle facilities to be “piggy-backed” onto other public and private sector improvement projects.
- Identifies priorities for recommended changes in local laws, policies, programs, and infrastructure.
- Enables the jurisdiction to compete for federal and state funding for the construction of bicycle facilities once approved by the NDOT Director.

The bicycle plans will address policies, infrastructure, programs, legislation, and tourism. They will include specific goals and objectives with targeted strategies, mitigations, and timelines to achieve those goals.

The development of the bike plan will include the following tasks:

- Stakeholder Meetings
- Existing Conditions
- Bicycle Plan Work shop (August 27th & 28th)
- Vision, Goals, and Objectives
- Recommended Changes and Additions
 - Infrastructure
 - Programs
 - Policies
 - Laws
 - Tourism
- Local Bicycle Plan
- Plan Approval

The first step in the process is to provide the Towns and the Douglas County Planning Commission an informational meeting explaining the development of the Plan and to explain the process.

Below is a rough timeline:

- July/August: Conference meeting with County staff, NDOT staff, and the KHA Project Manager.
- July/August: County staff to present to towns and Planning Commission to introduce project and collect comments to be provided to KHA.
- August 27th and 28th: Two-day Bike Plan workshop with approximately 18 participants.
 - The workshop will include a riding tour for about four hours in the afternoon on the 27th and four hours in the morning on the 28th. County staff is in the process of determining transportation. Due to limited seating, the riding portion is limited to 18 people. An invitation is being extended to one or two Town Board Members or Town staff and one or two Planning Commission Members. If additional seats are available, members of the public will be invited.
- October: Draft Plan provided for review. Draft document will be presented to Planning Commission for review and comments.
- November: Finalize Plan and KHA to present to the Board of Commissioners.

Dallaire, Tom

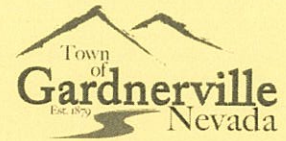
From: Linda Marrone [marrone1012@yahoo.com]
Sent: Thursday, July 18, 2013 10:10 AM
To: Dallaire, Tom
Cc: Steve Rozier
Subject: FM

Tom, I came to Gardnerville yesterday to check out the Lampe Park market and talk to Steve the new market manager. He seems to be doing a really good job and has upped the vendor count from 8 when the market started to 19 - 20 vendors each week. I talked to him about moving the market to Heritage Park and the community gardens. I think a move for that market will be good for everyone. Getting out of there and the bad vibe from Jana and a new and better location. He is already doing two other markets in Douglas County on Friday nights at Kahle Park and in Incline at the old Ponderosa Ranch site. He and I have a lot of the same market ideas and similar styles of what we feel makes a well run market.

When I gave the presentation to the Board I was not aware he was the new manager. He is a member of Nevada Certified Farmers Market Assoc. and I gave him advise and helped him with starting the little market at Kahle Park. So at this time I urge the two of you to talk about moving the market and I really feel he would be a better choice than me to run that market. He would just move all the vendors over to that location and there really wouldn't be any competition from Lampe. He should not be splitting the vendors fees with Park & Rec. That does not leave him much leftover. He has reached out to some of the local businesses and is making a name for himself as a good and fair market manager. I told him about the \$100 monthly charge for the use of the park and how you would help with the advertising on your board and maybe the paper. After the we talked Jeanette called me and asked me to not start a market on Wednesday morning. I feel it is her fault for letting Jana manage that market badly for all those years and now she wants consideration because of the new manager plus she cut his take from 60% to 50%. As I stated before Park & Rec should not be in the business of FM's. I think you two need to start up a conversation about next year so he can give his vendors a heads up about the move and new location before the market ends. He was concerned at first because of the senior Center being build in close proximity to the existing market but all the research tells us that seniors are not the real spenders at the markets. Once they spend their \$30 worth of senior coupons that is pretty much it. The real growth in Gardnerville and Minden is not north of town but South and instead of everyone driving past the town to go to the market they can just stop in town. I know one of the concerns at the meeting was people coming to by produce on their lunch and storing it in their hot cars but I think most everyone has access to bring the fruit in their office. If you have any questions or concerns please feel free to contact me. On a last note Steve if you don't move that market someone else is going to come in and take advantage of the opportunity to start one in town.

Linda Marrone Market Manager
Director NCFMA
3rd & Curry St. Farmers Market
1012 S. Minnesota St.
Carson City, NV. 89703
h-775 882-6741 c-775 720-7789
marrone1012@yahoo.com
carsonfarmersmarket.com

13-8
(18)



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not for Possible Action:** Discussion on the Board members committee reports including but not limited to: Carson Valley Arts Council, Regional Transportation Commission, Nevada League of Cities, and Main Street Gardnerville.

2. **Recommended Motion: Funds Available:** ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** 15 minutes

5. **Agenda:** ☐ Consent ☒ Administrative

Background Information: Report by Board members at meeting

6. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

7. **Board Action:**

☐ Approved

☐ Denied

☐ Approved with Modifications

☐ Continued