



Gardnerville Town Board Meeting

December 4, 2012

4:30 p.m.





GARDNERVILLE TOWN BOARD

1407 Highway 395
Gardnerville, Nevada 89410
775-782-7134 FAX: 775-782-7135
www.gardnerville-nv.gov

Meeting Agenda

Paul Lindsay, Chairman
Ken Miller, Vice Chairman
Lloyd Higuera, Board Member
Mike Phillips, Board Member
Linda Slater, Board Member

Tuesday, December 4, 2012

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:

November 6, 2012 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.

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. Correspondence
2. Health and Sanitation Department Monthly Report
3. Approve November 2012 claims
4. Approve H & S write-offs



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

ADMINISTRATIVE AGENDA

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

5. **For Possible Action:** Discussion on Planned Development Application (PD) 12-001, for Greg Urrutia, New Beginnings Housing, LLC, a Planned Development on a 8.26 acre parcel to include a 30 unit affordable senior housing complex with associated amenities and parking on a 2.02 acre parcel, a detention pond on a 1.21 acre parcel with a future phase on the remaining 5.02 acre parcel. The subject property is located at 1331 Stodick Parkway in the MFR/PD (Multi-Family, 9,000 square foot lot size with Planned Development Overlay zoning district within the Town of Gardnerville and Minden/Gardnerville Community Plan (APN: 1220-03-202-001), with public comment prior to Board action. (approx 20 minutes)
6. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for November 2012. (approx 10 minutes)
7. **For Possible Action:** Discussion on revising the following Town policies;
 - a. Park Use Policy
 - b. Heritage Park Reservation Policy
 - c. Street Closure/Special Events Policy;with public comment prior to Board action. (approx 20 minutes)
8. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for October 2012. (approx 10 minutes)
9. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for November 2012. (approx 20 minutes)
10. **For Possible Action:** Discussion to approve Proclamation 2012P-03 recognizing Paul Lindsay for his dedicated service to the Town of Gardnerville, with public comment prior to Board action. (approx 10 minutes)

Adjourn

Calendar: Town Christmas Potluck – 12:00 pm to 2:00 pm December 14, 2012
Lloyd Higuera & Mary Werner – Swearing in ceremony, January 2, 2012
Next Regular Board Meeting January 8, 2013



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4:30 p.m.

Gardnerville Town Hall



Chairman Lindsay called the meeting to Order and Determination of a Quorum



PLEDGE OF ALLEGIANCE- Paul Lindsay



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.

No public comment.

Motion Higuera/Miller to approve the agenda. Motion carried.



FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

October 2, 2012 Regular Board meeting, with public comment prior to Board action.

No public comment.

Motion Slater/Phillips to approve the October 2, 2012 minutes. Motion carried with Board Member Miller abstaining.



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.

1. **Correspondence**
Read and noted
2. **Health and Sanitation Department Monthly Report**
Accepted
3. **Approve October 2012 claims**
Approved
4. **Approve Douglas County Resolution 2012R-084, a budget augmentation for the Town of Gardnerville 2011/2012 year purchase orders brought forward into the 2012/2013 fiscal year.**
Approved
5. **Approve the Parade of Lights Special Event/Street Closure Application for the evening of Saturday December 1, 2012, which will include the closing of Gilman Avenue from 395 to Chichester Drive for the staging of the parade and waive the 60-day noticing requirement and \$300 road closure fee.**
Approved
6. **Recommend approval of the Douglas County Outdoor Festival Event Application for Carson Valley Chamber**


**of Commerce 17th Annual Parade of Lights on December 1, 2012.
Approved**

No public comment.

Motion Higuera/Slater to approve the consent calendar. Motion carried.

ADMINISTRATIVE AGENDA

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

7.  **For Possible Action:** Discussion on a Land Division Application (LDA 12-018) for Greg Urrutia, New Beginnings Housing, LLC., a request for a tentative parcel map to subdivide 8.26 acres into 3 parcels, the smallest being 1.21 acres. The subject property is located at 1331 Stodick Parkway, within the MFR (multi-family residential, 9,000 square foot parcel size) and PD (planned development) Overlay Zoning District of the Minden-Gardnerville Community plan (APN:1220-03-202-001). The Town Board may approve, approve with conditions, or deny the request, with public comment prior to Board action.

Mr. Dallaire received an application for a land division map. This is the parcel behind Heritage Bank. We met with staff at the county and representatives from Rob Anderson's office. One of the parcels will be the detention pond. We have asked the parcel with the detention pond be dedicated to the town. We have in the staff report on the first page our conditions.

Mr. Jeremy Hutchings, Anderson Engineering, conveyed they have reviewed the conditions in the staff report. We did not have any problems with them. We think they are good conditions and we will take care of them.

No public comment.

Motion Higuera/Slater to conditionally approve the land division application LDA 12-018 for New Beginnings Housing based on the findings and conclusions of the staff report. Motion carried.

8.  **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for September 2012.


Mrs. Lochridge reported the revolving loan fund received a completed application that is going in front of the loan committee for review soon. Two other packets just recently went out. I know for sure one will be coming back. That is looking good for what we currently have in our accounts. With organization, they are beginning a membership campaign. They created a fundraising committee and one of the focuses of that committee is to revamp our membership brochure and policy and try to increase our numbers. The morning coffee meetings are going very well. We had 18 people show up this morning and eight of those were brand new people. Our holiday shopping bazaar is coming up this Saturday at St. Gall's. They have over 80 raffle and silent auction items. There are 44 vendors participating. They will have entertainment. If all goes well we will have a Santa Claus and a photographer. We have all kinds of advertising and it is spreading across the social media. We have done two cash mobs so far. They are doing pretty well. Received a report Candles and Crafts averages about 5 or 6 people on a Saturday. They had close to 35. Their sales average around \$50 and it was over \$450. They were extremely excited about the results. Merry Main Street we will just try to promote the Main Street Gardnerville District is open for business. There is a lot happening at the museum. They will be doing another cash mob. We are going to do a float in conjunction with the Town of Gardnerville. It will be a focus on shopping local again along with the theme of Silver Bells. As of today we have the design committee volunteers visiting the businesses to light up the stores like they have in previous years and promote the Kickoff and also what will be going on Saturday December 1.

Mrs. Slater thought they did a great job last year.

Mr. Higuera asked what they talk about at the coffee get together.

Mrs. Lochridge reported Joe Lacurto was there promoting Made in Nevada. We had two new business members focusing on Made in Nevada products. They made a good connection. It is just basically whoever wants to show up and talk about what they are doing for the holidays and what type of events they would like to see downtown.

No public comment.

9.  **For Possible Action:** Discussion on the agreement between NDOT and the Town of Gardnerville on the Highway 395 Sidewalk Improvement located between Waterloo Center and Kingslane, authorize the town up to \$50,000 in funding for the project as indicated in the 2011-2012 CIP, and authorize the Chairman to execute the NDOT agreement. The Town Board may approve, approve with conditions, or deny the request, with public comment prior to Board action.
(heard after item 10)

Mr. Dallaire reviewed with Board members the contract from NDOT that was heard in May of this year. It has taken them to the beginning of this month to get this contract back. The items that are highlighted are the responsibility of the town. One of the changes is to complete a survey to prepare mapping. We need to determine where the actual right of way is and have it surveyed so they know where the line is. We believe right now it goes down the middle of the ditch. The Kingslane parcel actually comes into the ditch itself and they own the wall. We are proposing to put in a 12 foot retaining wall and do the sidewalk. It will be extremely expensive. Our hope is we can put pipe in, depending on funding we could change the scope to go down to Lynn Cauley's driveway and do a pipe from the irrigation box all the way down and fix that entire stretch. Denny is running the analysis and working on that portion. I can't start any of our design or plans until after this contract is executed. When we do the larger than anticipated next month I will give you an update on where we are financially and we will identify those funds at that time. There will be a few extra expenses. We are responsible for all the testing. I have asked for quotes for surveying from Anderson Engineering. We might be into it \$30,000 after it is all done. \$17,000 is what we are responsible for unless it goes over the \$83,000. If we want to spend more money or we have extra funds to make the project right and go all the way down to Lynn Cauley's parcel, then I do not know how much that will cost yet. We haven't sized those culverts yet. We are thinking long rectangle box culverts with some inlets to try and divert some of the flood water that is coming through Kingslane into the ditch. The more inlets we can put along the highway the more water I can get underneath Toler and Highway 395 in the future. In the model they don't get enough pressure from the flood to go into the pipe and out of our new ditch that we are going to be constructing along Hellwinkel. The conduit underneath the Highway 395 isn't going to pull water from the flood. It will basically puddle and overflow at Eagle Gas station. We will have to somehow intervene at that spot and collect the water to protect all the businesses in town. The more inlets we can put along the highway the better we will be.

Chairman Lindsay is guessing now it will cost 30, but we had \$50,000 budgeted in the CIP.

Mr. Dallaire agreed. Up to \$50,000 was budgeted in last year's CIP. We didn't spend the money last year. Once we get the approval from NDOT we will go and do another presentation to the Kingslane Homeowners.

Chairman Lindsay asked if the easement is only through half of the ditch we will have to get some permission to go onto their property.

Mr. Dallaire advised if the box doesn't fit on our property. We have the irrigation box at the adjacent property (Bradford Place). There is a two foot pipe going underneath the project through the parking lot. Then it goes into the diversion box and into the storm drain system that goes next to our maintenance building. It goes all the way underneath Toler and at the corner of Chichester and GES it goes down that easement and comes out at the Park ditch on the other side of Chichester. This is the water that gets used by Hellwinkels Ranch to flood irrigate their field. Or they can shut that off and it will divert along the highway, goes underneath Toler, through Hellwinkel to the ponds. My hope is we can get enough inlets in there that it will divert more flood water and get a longer period to drain that area and put it into a pipe and make the ditch more useful in a flood event.

Mr. Altom wanted to call attention on page 9-9 it says the town is responsible for \$13,800. Where is your \$17,000?

Mr. Dallaire thought it was \$17,000.

Mr. Altom pointed out that is an estimate anyway.


Mr. Dallaire had not added in the right-of-way costs. I never estimated the surveying portion of it.

Mr. Altom added anything that would go above that the town is responsible for.

Mr. Dallaire agreed, above the \$83,800. And of the \$83,800, we are responsible for \$13,800 of it. So they are putting forward \$70,000 which is what their maximum amount of funding will be. It could be a \$140,000 project and they are only going to pay for \$70,000. We will not make it that large.

No public comment.

Motion Slater/Higuera to approve the agreement between NDOT and the Town of Gardnerville on the Highway 395 Sidewalk Improvement located between Waterloo Center and Kingslane; authorize the town up to \$50,000 in funding for the project as indicated in the 2011/2012 CIP; and authorize the chairman to execute the NDOT agreement. Motion carried.

10.  **For Possible Action:** Discussion on annexation for Douglas County, 21.20 acres of public facilities property for the new community center located at 1326 Stodick Parkway (Herbig Park), APN: 1220-04-601-027 into the Town of Gardnerville service area. The Town Board may approve, approve with modifications, or deny the request, with public comment prior to Board action.
(Heard before item 9)

Mr. Dallaire received the annexation request on behalf of Douglas County for the community center acreage. The maps have been going through a process doing a reversion to acreage. That reversion has been finalized. They consolidated the three parcels into one and then they will do a boundary line adjustment. It will be recorded soon. The skate park will be included in this parcel. It will not include all of Herbig Park (shown on page 10-3) Those are served by a well and septic that go into Lampe Park.

Mr. Philips asked if the blank area is part of Herbig Park

Mr. Dallaire believed that property is owned by Herbig. This would include the new facility. We recommend the town provide the trash service. The present senior center has two 4-yd bins that get dumped twice a week. The trash enclosure is small so they would only be able to get two 2-yd bins in there. We could dump them more often. This needs to happen because MGSD is providing sewer capacity. To be registered on the tax roles as being in the town of Gardnerville it will automatically go to MGSD's tax district even though they are exempt.

Chairman Lindsay asked if the skate park comes in with this.

Mr. Dallaire answered it does. is located relative to all the buildings.

No public comment.

Motion Miller/Higuera to approve the annexation of 21.2 acres for Douglas County Community/Senior Citizen APN #1220-04-601-023 into the town of Gardnerville service area.

Mrs. Slater asked if Mr. Miller said 023. My copy says 027.

Mr. Dallaire clarified the agenda is correct, it is 027.

Chairman Lindsay repeated the APN should be 027.

Mr. Miller corrected his motion to 027.

Mrs. Slater seconded the motion.

Upon call for the vote, motion carried.

11.  **For Possible Action:** Discussion on Overhead Street Banner Policy and Main Street Banner form; with public comment prior to Board action.

Mr. Dallaire reviewed this was from the discussion last month. We sent it over to our attorney and he added quite a bit of information. We discussed this at length and ended up with the version you see in front of you. Yours is highlighted in yellow on all the changes from the existing policy. In discussion with some of the Board, item 1 under purpose, the very last sentence we could remove.

Mrs. Slater suggested that change. Personally I don't think it's necessary. On 11-4 the first sentence I would add "with attached internal revenue service 501 letter for each and every year the banner is requested to be displayed." Make sure you get that required form in there.

Chairman Lindsay did not think that sums it up quite right because government entities or community service organizations are not going to have that letter.

Mr. Altom believed that would have to be for the nonprofits.

Mrs. Slater then would add for those nonprofits that would be applying make certain that form is attached. We need to be as explicit as possible.

Mr. Altom asked where that language would be inserted.

Mrs. Slater would like it inserted after the word "form." "Furnish a completed town banner application request form." I would insert "attached internal revenue service 501 letter for those nonprofit that may apply."

Mr. Dallaire was going to add "IRS" in front of the 501 after nonprofit organization. That would be on the form itself. I will get a final version and put it on the consent for next month.

Mr. Altom advised if everyone is on board with what has been discussed then you can make a motion to approve as discussed.

No public comment.

Motion Slater/Miller to approve the Overhead Street Banner Policy with the comments mentioned tonight and main street banner form. Motion carried.

12.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for October 2012.**

Mr. Altom reported he worked on the banner policies, policies for the park and special events and street closure policy that will be discussed in December. Reviewed the agenda. Also did some work at no charge for Main Street.

No public comment.

13.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for October 2012.**

Mr. Dallaire reported Linda and I went to the Nevada League of Cities conference. I met quite a few more people from northern Nevada that support the League. The C tax presentation was informative. They are changing the C tax. That will be a hot item in the legislature depending on whether it is heard in the first 30 days. There are not many modifications. It doesn't really benefit us. The local government summit is coming up. He will try and present the C tax to you at budget time if you are interested. They were unwilling to change the base where everybody started back in the late 80's. I imagine it will be a while before they go through this again.

Mrs. Slater agreed the C tax was the big issue. It is very unique to Fernley. In order to qualify for the C tax you have to be able to provide police and fire. Fernley doesn't provide that. They contract that out. That's why they are in this fight. We had a representative from PERS and they reported bottom line the 2008 and 2009 dip in revenues have been recovered. It is looking good. The state cannot touch those funds. The big thing coming up is discussion among ourselves to make sure when we go to the legislature to present problems or questions, that we have solutions. They want that dialogue to begin right here. It's not going to be a one size fits all. But that is what they are hoping for. Be there, be present, speak up and make sure you have a solution to offer. This time the meetings they held were probably the best put together programs I have been to in a long time. It catered a lot to the unincorporated towns and GID's. They are really making a concerted effort to make sure we are included.

Mr. Dallaire stated next year they will combine with NACO in Tahoe. We have been asked to participate in some sort of sponsorship. We will be seeing that on the budget come next year. We will be a little more involved in the planning this time around. The Toler Lane/Lampe entrance is planted. They are waiting on Impact to bring in the DG

and finish the entrance to Lampe Lane into Chichester is down both sides. The landscape architect had four times as many plants. I have an estimate from Impact to do the excavating. The estimate was \$10,800 to do from Lampe to GES and just over \$20,000 to do from Lampe to Harvest. That's just removal of the material. I am working with Main Street Design Committee to see if they want the dirt for the garden. They are still waiting for Army Corp. of Engineers to reply back on whether it is jurisdictional wetlands or not. When Army Corps left the site in April it was non-jurisdictional wetlands. But we haven't got the paperwork from her yet to say that officially. I've e-mailed her several times. Carol has e-mailed. She is just nonresponsive. They will be selling out the plots this year. All of them but three have been rented so far for next year. They will actually build three more for demonstration gardens. They are working on a plan to come up with an overall design. They were going to leave the hay bales this next year.

Mr. Philips asked about vandalism problems there.

Mr. Dallaire is not aware of any. They have locked up all the water faucets.

Yu Shimizu rented a plot at the community garden this year. I live in the apartment right behind the community garden. I am there pretty much every day.

Mr. Higuera asked about Toler. Are you concentrating just on the entrance?

Mr. Dallaire wanted to get it done.

Mr. Higuera asked when staff would get down to GES.

Mr. Dallaire stated Zack will come back and work on the Eddy Street lighting Monday. He will be done in a week. Then he will be back in a week to work on Toler. I can have him do from GES to Lampe and do the \$10,000 or we can do the whole thing, but that will have to come before the Board. There are Eagle Scout projects that I have been approached about. I did get a rough number from Tina Fixman to do the little area in two days and that would be \$1600 a day to get her crew out there to do it. So \$60,000 to \$100,000 isn't unrealistic. The guys have so many other things to maintain. When they have a few minutes or they finish planting then they fill a crack or two. We are pouring concrete in the cracks now. Then we will crack fill over the top. That gives it a nice hard base. It seems to be working. Those are the larger cracks that we will end up excavating out anyway.

Mr. Higuera asked if at worst case it will be spring.

Mr. Dallaire thought maybe early spring. Staff mowed late. We just now turned the water off at the parks. The weeds are still growing. We did take the tree out of the Eddy Street planter. We took it out because it was so close to the end wall. They put a CMU block in there. The light pole will be in the middle. There will be one light that lights up the area.

Mr. Miller asked about the crosswalks. Have we heard anything back on the signals?

Mr. Dallaire has not heard from NDOT. They were supposed to meet and find out how much funding they will put towards those grants. We have not heard how much. Congress doesn't have a budget and hasn't been operating under a budget. They are waiting to hear. There is a drop dead date that Congress has to make up their mind. The federal government gives the state the funds and the state passes them down. The same applies to our trail amenities. The application and grant funding we did get number one on that. They are waiting on Congress to make a budget that works.

Mrs. Slater asked about the cameras in Heritage Park.

Mr. Dallaire reported the program for the cameras has been modified. They seem to be working okay. It is just the clarity. We've got a price. Craig met Whipple down there and showed them what we have. He is thinking we can just change the cameras again. We've done that before. Whipple needs a model number. Josh has done some research and there is a facility back east that had given us a design on the HD quality camera. That system is about \$4,900. It will give us 16 spaces, one terabyte of material, but we will have to install it. The only person that has responded since my last go around on calls was Whipple. We are working on it.

Chairman Lindsay asked about the hi def solution is 16 channels.

Mr. Dallaire agreed. There is a wireless capability if we had internet at the restroom. The cameras are a lot clearer because you are connecting two of the wires to each one. We don't have conduit from the restroom up to the column.

There is not an empty conduit for the video camera. We can't get a wired camera connection on the bathroom. Once you go to wireless you lose your clarity. There was another system that we could run it off the server. We would have direct line of sight from the restroom.

Chairman Lindsay believed that hi def cameras are the way to go. Spend the \$5,000.

Mr. Dallaire advised Douglas County standards made it to the end of water and sewer details. They didn't get to the streets yet. We have asked Paula to participate in the Parade of Lights. We will be helping. We are also helping the Chamber close down streets and are more active in it. They have also asked if we would be interested in something at the park during the staging. We can play some Christmas music and put the speaker system out there. He also has another plan for staging to get that streamlined. We are going to shut Gilman down for the parade. We are hoping to shut off the highway at Douglas so any traffic coming down 395 will go around the parade. We won't close Waterloo so people will still be able to get to Raley's and Kingslane. They are using the same traffic control plan as last year. We just need to update it. We'll ask whoever wins the election tonight to write a paragraph about them and include a photo for the newsletter to go out next week. The food drive at CVI has a drive by food drive. DDI goes around and puts a flyer on the trash cans for people to donate. Wanted to make sure you are all okay to participate in that this year. Staff wanted to know why we didn't participate last year. The project Santa Claus, our maintenance yard is a drop off for bicycles and I would like to put in a bin at the office to collect the unwrapped toys. It is a Kiwanis group that is running it. The park policy, if you have any comments please get them to the office and we will get it to Tyler to revise it for next month. The 2012 Government Summit is in correspondence if anyone would like to attend. Carol has been frantically adding programming to a new Christmas tree on the pavilion with the cosmic ribbon. We would like to phase out the end half Christmas tree shapes because the rope lighting is always going out. I have also heard that Minden is looking at doing something similar. They are following in our footsteps again. The Douglas County hazard mitigation plan is moving forward. The downtown vision was an interesting meeting. They had a lot of input and being pedestrian friendly was a huge point. It will be pretty much from Highway 395 to either Waterloo or down to Riverview. It will be an interesting process. They are shooting for six month before they present it to the public for input. There are a few ADA issues we need to improve on, like wheelchair accessibility and safer crosswalks. We will keep plugging away and asking for more money.

No public comment.

Motion Miller/Higuera to adjourn at 5:54 p.m. Motion carried.

Respectfully submitted,

Paul Lindsay
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:** December 4, 2012 **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



MADD
Activism | Victim Services | Education

Mothers Against Drunk Driving
NEVADA OFFICE
P.O. Box 2753
Minden, NV 89423
Phone: (775)267-2277

November 18, 2012

Dear Editor:

On behalf of Mothers Against Drunk Driving, Nevada I would like to congratulate the Town of Gardnerville, the Chamber of Commerce, the Douglas County Sheriff's Office, Main Street Gardnerville and the County Commissioners for changing the route of the Parade of Lights. The unintended consequences will make this event more appealing to families and should not go unnoticed.

The Parade of Lights is a family event to celebrate the holiday season. For years families have watched the parade in front of drinking establishments along Main Street which may not be the best surroundings for children. These businesses are long established and supportive of the community but they are for adults and hopefully not for adults who will be driving children home. Now families can watch from brightly lit locations in Heritage Park and pull up their chairs in front of local shops and restaurants.

Although the above mentioned agencies were trying to help other businesses along 395 and the people who live in Kings Lane, they may have changed the atmosphere for healthy families too. This event is targeted for children and the adults who are responsible for getting them home safely.

I think this is a great start for promoting activities that don't advance the idea that alcohol has to be included in family oriented events in the Valley.

Thank you,

Linda Finch, Program Coordinator
MADD Nevada

Louthan, Carol

From: Jill Thurston [mailto:jthurston@ymail.com]
Sent: Thursday, November 29, 2012 7:48 AM
To: Louthan, Carol
Subject: Christmas Kickoff Event

Hello,

I'm not sure who to direct this message to, but I found your information on the City of Gardnerville website.

My family is new to the area, and last night's Christmas Kickoff in Heritage park was the first town event we've attended.

We were so impressed, and enjoyed ourselves tremendously. It helped us get into the spirit of Christmas!

We want to say thank you to those who made it possible, and hope that it continues for years.

Sincerely,

Jill and Matthew Thurston

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:** December 4, 2012

Time Requested: none

5. **Agenda:** ☒ Consent

☐ Administrative

6. **Background Information:**

Residential Accounts	1691
Commercial Accounts	216
Green Waste Accounts	1131
Cleanup Dumpsters	8
X-cans	634
# of new residential accounts	6 accts transferred to new owners and 2 new accts
# of new commercial accounts	0
Total tons of trash	370.92

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

8. **Board Action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued

PARKS DEPARTMENT: Tolar trees have grown to about 35 feet high so we have had to rent a lift to reach the top. We have made a new tree frame for the cosmic ribbon to sit above the cupola at Heritage Park and Carol has deleted the end cap trees from the show programs.

PUBLIC WORKS: The light ballast at the Bell St. car wash has been replaced as well as GFCI as needed for Christmas street lights.

Both sides of Venture Drive have been painted red.

Eddy Street lights are installed as well as the Main Street information sign.

Our boom truck has been loaned out to DC Communications for equipment repair as well as Town of Genoa for Christmas lights.

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Approve November 2012 claims
2. **Recommended Motion:** Approve claims as submitted

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Carol Louthan

4. **Meeting Date:** December 4, 2012 **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 11/01/12 - 11/30/12

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	11/12 BOARD	G'VILLE	Paid by Check # 598614		11/01/2012	11/09/2012	11/09/2012		11/09/2012	220.00
17403 - Lindsay Paul A	11/12 BOARD	G'VILLE	Paid by Check # 598646		11/01/2012	11/09/2012	11/09/2012		11/09/2012	250.00
28960 - Miller Kenneth	11/12 BOARD	G'VILLE	Paid by Check # 598652		11/01/2012	11/09/2012	11/09/2012		11/09/2012	237.50
18629 - Phillips Michael	11-12 BOARD	G'VILLE	Paid by Check # 598688		11/01/2012	11/09/2012	11/09/2012		11/09/2012	220.00
2969 - Slater Linda	11-12 BOARD	G'VILLE	Paid by Check # 598717		11/01/2012	11/09/2012	11/09/2012		11/09/2012	220.00
Account 510.150 - Board Compensation Totals										\$1,147.50
Account 511.201 - PEBS-Ret.Medical										
20219 - NV ST Public Employees	11-12 PREMIUMS	731	Paid by Check # 599009		11/09/2012	11/16/2012	11/16/2012		11/16/2012	19.05
Account 511.201 - PEBS-Ret.Medical Totals										\$19.05
Account 520.055 - Telephone Expense										
29103 - Frontier	782-3856 10/12	77578238560808025	Paid by Check # 598375		10/16/2012	11/02/2012	11/02/2012		11/02/2012	42.47
29103 - Frontier	782-7134 10/12	77578271340502795	Paid by Check # 598375		10/16/2012	11/02/2012	11/02/2012		11/02/2012	98.52
5061 - Sprint/Nextel	268465621-099	268465621	Paid by Check # 598476		10/18/2012	11/02/2012	11/02/2012		11/02/2012	138.65
29103 - Frontier	782-3856 11/12	77578238560808025	Paid by Check # 599307		11/16/2012	11/30/2012	11/30/2012		11/30/2012	43.78
29103 - Frontier	782-7134 11/12	77578271340502795	Paid by Check # 599307		11/16/2012	11/30/2012	11/30/2012		11/30/2012	97.18
5061 - Sprint/Nextel	268465621-100	268465621	Paid by Check # 599570		11/18/2012	11/30/2012	11/30/2012		11/30/2012	135.44
Account 520.055 - Telephone Expense Totals										\$556.04
Account 520.060 - Postage/Po Box Rent										
25903 - U S P S CMRS-FP	30465 11-12	G'VILLE	Paid by Check # 599605		11/20/2012	11/30/2012	11/30/2012		11/30/2012	250.00
Account 520.060 - Postage/Po Box Rent Totals										\$250.00
Account 520.064 - Travel										
27069 - Thompson Steven C	10-9/10-11-12	TRAVEL/MEALS	Paid by Check # 598483		10/25/2012	11/02/2012	11/02/2012		11/02/2012	208.17
12997 - Do Co Procurement Program	10-12 SLATER	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	176.96
Account 520.064 - Travel Totals										\$385.13



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 520.084 - Replacement & Repair										
11985 - Ace Hardware	077707/1	1236	Paid by Check # 598777		10/08/2012	11/16/2012	11/16/2012		11/16/2012	5.64
7203 - Carson Valley Glass	5414	G'VILLE	Paid by Check # 599219		10/12/2012	11/30/2012	11/30/2012		11/30/2012	44.15
7203 - Carson Valley Glass	5462	G'VILLE	Paid by Check # 599219		11/19/2012	11/30/2012	11/30/2012		11/30/2012	100.98
Account 520.084 - Replacement & Repair Totals										
Invoice Transactions 3										\$150.77
2924 - NV Energy	791804 10-12	791804	Paid by Check # 598673		10/25/2012	11/09/2012	11/09/2012		11/09/2012	189.54
Account 520.089 - Power										
Invoice Transactions 1										\$189.54
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0051779022 10 -12	2410015779022	Paid by Check # 598473		10/15/2012	11/02/2012	11/02/2012		11/02/2012	15.03
3021 - Southwest Gas-Las Vegas	1072224004 10 -12	2411072224004	Paid by Check # 598473		10/15/2012	11/02/2012	11/02/2012		11/02/2012	17.35
3021 - Southwest Gas-Las Vegas	1188600002 10 -12	2411188600002	Paid by Check # 598473		10/15/2012	11/02/2012	11/02/2012		11/02/2012	7.86
3021 - Southwest Gas-Las Vegas	0015779022 11 -12	2410015779022	Paid by Check # 599564		11/14/2012	11/30/2012	11/30/2012		11/30/2012	22.14
3021 - Southwest Gas-Las Vegas	1072224004 11 -12	2411072224004	Paid by Check # 599564		11/14/2012	11/30/2012	11/30/2012		11/30/2012	41.48
3021 - Southwest Gas-Las Vegas	1188600002 11 -12	2411188600002	Paid by Check # 599564		11/14/2012	11/30/2012	11/30/2012		11/30/2012	14.07
Account 520.097 - Maint B&G										
Invoice Transactions 6										\$117.93
20285 - Acces Industrial Supply Inc	9979	5730	Paid by Check # 598802		10/29/2012	11/16/2012	11/16/2012		11/16/2012	69.33
Account 520.097 - Maint B&G Totals										
Invoice Transactions 1										\$69.33
Account 520.098 - Janitorial Services										
27347 - A+ Janitorial Service	TOG0712	G'VILLE	Paid by Check # 598771		11/06/2012	11/16/2012	11/16/2012		11/16/2012	85.00
27347 - A+ Janitorial Service	TOG0812	G'VILLE	Paid by Check # 598771		11/06/2012	11/16/2012	11/16/2012		11/16/2012	85.00
27347 - A+ Janitorial Service	TOG0912	G'VILLE	Paid by Check # 598771		11/06/2012	11/16/2012	11/16/2012		11/16/2012	85.00
27347 - A+ Janitorial Service	TOG1012	G'VILLE	Paid by Check # 598771		11/06/2012	11/16/2012	11/16/2012		11/16/2012	85.00
Account 520.098 - Janitorial Services Totals										
Invoice Transactions 4										\$340.00

3 / 3



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 520.107 - Maint Equip										
3472 - Whipple Electric&Security Inc	77	19	Paid by Check # 599124		10/30/2012	11/16/2012	11/16/2012		11/16/2012	37.50
3472 - Whipple Electric&Security Inc	78	19	Paid by Check # 599124		10/30/2012	11/16/2012	11/16/2012		11/16/2012	37.50
Account 520.107 - Maint Equip Totals										\$75.00
Account 520.136 - Rents & Leases Equipment										
3519 - Xerox Corporation	064765501	716307012	Paid by Check # 599129		11/01/2012	11/16/2012	11/16/2012		11/16/2012	225.88
Account 520.136 - Rents & Leases Equipment Totals										\$225.88
Account 520.187 - Internet Expense										
15887 - Charter Communications	0012509 11/12	8354110060012509	Paid by Check # 598847		11/02/2012	11/16/2012	11/16/2012		11/16/2012	35.99
Account 520.187 - Internet Expense Totals										\$35.99
Account 521.100 - Professional Services										
7115 - High Desert Microimaging Inc	30750	TOWN OF GARDNERVILLE	Paid by Check # 598934		10/25/2012	11/16/2012	11/16/2012		11/16/2012	3,351.67
Account 521.100 - Professional Services Totals										\$3,351.67
Account 521.130 - Legal Services										
10816 - Rowe, Hales & Yturbe LLP	21698	G'VILLE	Paid by Check # 598461		10/19/2012	11/02/2012	11/02/2012		11/02/2012	2,650.00
10816 - Rowe, Hales & Yturbe LLP	21786	G'VILLE	Paid by Check # 599526		11/16/2012	11/30/2012	11/30/2012		11/30/2012	1,255.00
Account 521.130 - Legal Services Totals										\$3,905.00
Account 533.800 - Office Supplies										
12997 - Do Co Procurement Program	10-12 LOCHRIDGE	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	43.23
12997 - Do Co Procurement Program	10-12 LOUTHAN	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	19.17
12997 - Do Co Procurement Program	10-12 NICHOLSON	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	8.75
12997 - Do Co Procurement Program	10-12 POULSON	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	5.00
2542 - JCG Technologies Inc	3059B	G'VILLE	Paid by Check # 599374		10/31/2012	11/30/2012	11/30/2012		11/30/2012	332.25
Account 533.800 - Office Supplies Totals										\$408.40
Department 921 - Gardnerville Admin Totals										\$11,227.23

Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 520.084 - Replacement & Repair										
11985 - Ace Hardware	077652/1	1236	Paid by Check # 598777		10/04/2012	11/16/2012	11/16/2012		11/16/2012	5.99
11985 - Ace Hardware	077922/1	1236	Paid by Check # 598777		10/18/2012	11/16/2012	11/16/2012		11/16/2012	13.99
11985 - Ace Hardware	078060/1	1236	Paid by Check # 598777		10/24/2012	11/16/2012	11/16/2012		11/16/2012	9.16
24693 - NC Auto Parts	31062994*	79090	Paid by Check # 599001		09/24/2012	11/16/2012	11/16/2012		11/16/2012	24.18
24693 - NC Auto Parts	31063333	79090	Paid by Check # 599001		10/01/2012	11/16/2012	11/16/2012		11/16/2012	18.11
2510 - Parts House	469793	4170	Paid by Check # 599021		10/05/2012	11/16/2012	11/16/2012		11/16/2012	43.96
8362 - Greenhouse Garden Center	405973	G'VILLE	Paid by Check # 599328		10/23/2012	11/30/2012	11/30/2012		11/30/2012	940.90
8362 - Greenhouse Garden Center	405980	G'VILLE	Paid by Check # 599328		10/30/2012	11/30/2012	11/30/2012		11/30/2012	(26.87)
14747 - Home Depot (Gville)	6242447	7513	Paid by Check # 599351		11/09/2012	11/30/2012	11/30/2012		11/30/2012	16.52
21680 - Mountain View Tree Farm	70016662	G'VILLE	Paid by Check # 599447		10/30/2012	11/30/2012	11/30/2012		11/30/2012	35.98
Account 520.084 - Replacement & Repair Totals										\$1,081.92
Invoice Transactions 10										
2924 - NV Energy	791804 10-12	791804	Paid by Check # 598673		10/25/2012	11/09/2012	11/09/2012		11/09/2012	304.14
Account 520.089 - Power Totals										\$304.14
Invoice Transactions 1										

3-5



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 520.090 - Water										
1429 - Gardnerville Water Company	1302.01 10/12	1302.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	1,138.20
1429 - Gardnerville Water Company	1321.01 10/12	1321.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	59.48
1429 - Gardnerville Water Company	1340.01 10/12	1340.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	84.00
1429 - Gardnerville Water Company	1348.01 10/12	1348.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	951.18
1429 - Gardnerville Water Company	1373.01 10/12	1373.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	42.40
1429 - Gardnerville Water Company	1745.01 10/12	1745.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	185.20
1429 - Gardnerville Water Company	2139.01 10/12	2139.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	96.00
1429 - Gardnerville Water Company	2140.01 10/12	2140.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	26.00
1429 - Gardnerville Water Company	2226.01 10/12	2226.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	427.95
1429 - Gardnerville Water Company	2297.01 10/12	2297.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	503.20
1429 - Gardnerville Water Company	2431.01 10/12	2431.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	348.80
1429 - Gardnerville Water Company	2593.01 10/12	2593.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	191.20
1429 - Gardnerville Water Company	2624.01 10/12	2624.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	46.00
1429 - Gardnerville Water Company	640.01 10/12	640.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	19.66
1429 - Gardnerville Water Company	690.01 10/12	690.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	56.18
Account 520.090 - Water Totals Invoice Transactions 15										\$4,175.45
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS0556313	8308	Paid by Check # 598369		10/15/2012	11/02/2012	11/02/2012		11/02/2012	228.30
Account 532.003 - Gas & Oil Totals Invoice Transactions 1										\$228.30

3 4



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 533.817 - Small Projects										
13373 - Borges Sleigh Rides Inc	11/1/12 GVILLE	GVILLE	Paid by Check # 598818		10/11/2012	11/16/2012	11/16/2012		11/16/2012	600.00
12997 - Do Co Procurement Program	10-12 LOUTHAN	GVILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	99.95
20482 - Brick Markers Inc	34764	GVILLE	Paid by Check # 599197		11/19/2012	11/30/2012	11/30/2012		11/30/2012	50.00
2549 - Dallaire Tom-Petty Cash	11-12 GVILLE	PETTY CASH	Paid by Check # 599256		11/10/2012	11/30/2012	11/30/2012		11/30/2012	25.00
1846 - Kawcak Masonry Inc	450722	GVILLE	Paid by Check # 599384		11/08/2012	11/30/2012	11/30/2012		11/30/2012	95.00
Account 533.817 - Small Projects Totals					Invoice Transactions 5		\$869.95			
Department 923 - Parks & Recreation Totals					Invoice Transactions 32		\$6,659.76			

3-7



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 926 - Other Public Works										
Account 520.084 - Replacement & Repair										
21673 - Dallaire Tom	10-12 LITTER	REIMBURSE								
11985 - Ace Hardware	078067/1	1236	Paid by Check # 598355		10/19/2012	11/02/2012	11/02/2012		11/02/2012	25.67
4276 - Carson Small Engines Inc	127388	G'VILLE	Paid by Check # 598777		10/24/2012	11/16/2012	11/16/2012		11/16/2012	13.47
24693 - NC Auto Parts	31063333	79090	Paid by Check # 598830		10/30/2012	11/16/2012	11/16/2012		11/16/2012	260.04
24693 - NC Auto Parts	31064204	79090	Paid by Check # 599001		10/01/2012	11/16/2012	11/16/2012		11/16/2012	18.11
2510 - Parts House	469793	4170	Paid by Check # 599001		10/22/2012	11/16/2012	11/16/2012		11/16/2012	3.52
14747 - Home Depot (Gville)	6242447	7513	Paid by Check # 599021		10/05/2012	11/16/2012	11/16/2012		11/16/2012	43.96
			Paid by Check # 599351		11/09/2012	11/30/2012	11/30/2012		11/30/2012	24.80
Account 520.084 - Replacement & Repair Totals										\$389.57
Invoice Transactions 7										
2924 - NV Energy	791804 10-12	791804	Paid by Check # 598673		10/25/2012	11/09/2012	11/09/2012		11/09/2012	5,743.42
Account 520.095 - Street Lights Totals										\$5,743.42
Invoice Transactions 1										
Account 520.103 - Maint Road										
12997 - Do Co Procurement Program	10-12	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	71.96
5352 - Construction Sealants & Supply	LOUTHAN R82127	GARDNT	Paid by Check # 599244		10/08/2012	11/30/2012	11/30/2012		11/30/2012	214.00
14747 - Home Depot (Gville)	3242057	7513	Paid by Check # 599351		10/23/2012	11/30/2012	11/30/2012		11/30/2012	154.95
14747 - Home Depot (Gville)	6242444	7513	Paid by Check # 599351		11/09/2012	11/30/2012	11/30/2012		11/30/2012	143.78
14747 - Home Depot (Gville)	6242446	7513	Paid by Check # 599351		11/09/2012	11/30/2012	11/30/2012		11/30/2012	(143.78)
14747 - Home Depot (Gville)	6242447	7513	Paid by Check # 599351		11/09/2012	11/30/2012	11/30/2012		11/30/2012	72.06
Account 520.103 - Maint Road Totals										\$512.97
Invoice Transactions 6										
3814 - Flyers Energy LLC	CFS0556313	8308	Paid by Check # 598369		10/15/2012	11/02/2012	11/02/2012		11/02/2012	307.45
3814 - Flyers Energy LLC	CFS0564935	8308	Paid by Check # 598904		10/31/2012	11/16/2012	11/16/2012		11/16/2012	517.58
Account 532.003 - Gas & Oil Totals										\$825.03
Invoice Transactions 2										

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Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 926 - Other Public Works										
Account 532.028 - Uniforms										
5785 - AlSCO Inc	LREN746168	000330	Paid by Check # 598785		10/02/2012	11/16/2012	11/16/2012		11/16/2012	3.86
5785 - AlSCO Inc	LREN748042	000330	Paid by Check # 598785		10/09/2012	11/16/2012	11/16/2012		11/16/2012	3.86
5785 - AlSCO Inc	LREN751617	000330	Paid by Check # 598785		10/23/2012	11/16/2012	11/16/2012		11/16/2012	3.86
5785 - AlSCO Inc	LREN753355	000330	Paid by Check # 598785		10/30/2012	11/16/2012	11/16/2012		11/16/2012	3.86
26819 - Martin Jody	9-12 PANTS	REIMBURSE	Paid by Check # 599418		09/29/2012	11/30/2012	11/30/2012		11/30/2012	37.59
Account 532.028 - Uniforms Totals										Invoice Transactions 5
										\$53.03
Account 532.116 - Crack Seal Maintenance										
3953 - Eastern Sierra Feed	503569	19530	Paid by Check # 598890		10/05/2012	11/16/2012	11/16/2012		11/16/2012	71.00
3953 - Eastern Sierra Feed	503997	19530	Paid by Check # 598890		10/10/2012	11/16/2012	11/16/2012		11/16/2012	72.07
3953 - Eastern Sierra Feed	504216	19530	Paid by Check # 598890		10/12/2012	11/16/2012	11/16/2012		11/16/2012	41.25
2121 - Meeks Lumber	717343	06G1570	Paid by Check # 598984		10/30/2012	11/16/2012	11/16/2012		11/16/2012	66.40
5352 - Construction Sealants & Supply	R81633	GARDNT	Paid by Check # 599244		09/12/2012	11/30/2012	11/30/2012		11/30/2012	(214.00)
5352 - Construction Sealants & Supply	R82691	GARDNT	Paid by Check # 599244		11/05/2012	11/30/2012	11/30/2012		11/30/2012	4,680.00
Account 532.116 - Crack Seal Maintenance Totals										Invoice Transactions 6
										\$4,716.72
Account 533.817 - Small Projects										
271 - Carson Valley Signs	13806	G'VILLE	Paid by Check # 599224		11/13/2012	11/30/2012	11/30/2012		11/30/2012	124.00
2485 - PDM Steel Service Centers Inc	132202-01	78-805218	Paid by Check # 599488		10/30/2012	11/30/2012	11/30/2012		11/30/2012	11.93
2485 - PDM Steel Service Centers Inc	132205-01	78-805218	Paid by Check # 599488		10/31/2012	11/30/2012	11/30/2012		11/30/2012	87.08
2485 - PDM Steel Service Centers Inc	132206-01	78-805218	Paid by Check # 599488		10/31/2012	11/30/2012	11/30/2012		11/30/2012	47.73
Account 533.817 - Small Projects Totals										Invoice Transactions 4
										\$270.74

32



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 926 - Other Public Works										
Account 562.000 - Capital Projects										
4030 - Northwest Hydraulic Consultants Inc	16224	0500021	Paid by Check # 598433		10/16/2012	11/02/2012 * 11/02/2012			11/02/2012	14,620.00
726 - Central Systems Electric Inc	143821	TOWNGA	Paid by Check # 599230		11/16/2012	11/30/2012	11/30/2012		11/30/2012	89.99
27147 - Impact Construction	425	G'VILLE	Paid by Check # 599361		11/19/2012	11/30/2012	11/30/2012		11/30/2012	15,065.70
4030 - Northwest Hydraulic Consultants Inc	16304	0500021	Paid by Check # 599464		11/12/2012	11/30/2012 * 11/30/2012			11/30/2012	2,805.00
				Account 562.000 - Capital Projects Totals						\$32,580.69
				Department 926 - Other Public Works Totals						\$45,092.17
				Fund 610 - Gardnerville Town Totals						\$62,979.16

3-10

Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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	11/12 BOARD	G'VILLE	Paid by Check # 598614		11/01/2012	11/09/2012	11/09/2012		11/09/2012	220.00
17403 - Lindsay Paul A	11/12 BOARD	G'VILLE	Paid by Check # 598646		11/01/2012	11/09/2012	11/09/2012		11/09/2012	250.00
28960 - Miller Kenneth	11/12 BOARD	G'VILLE	Paid by Check # 598652		11/01/2012	11/09/2012	11/09/2012		11/09/2012	237.50
18629 - Phillips Michael	11-12 BOARD	G'VILLE	Paid by Check # 598688		11/01/2012	11/09/2012	11/09/2012		11/09/2012	220.00
2969 - Slater Linda	11-12 BOARD	G'VILLE	Paid by Check # 598717		11/01/2012	11/09/2012	11/09/2012		11/09/2012	220.00
Account 510.150 - Board Compensation Totals										
										\$1,147.50
Account 516.120 - Contract Salaries										
21697 - Blue Ribbon Personnel Services	13055	653202	Paid by Check # 598326		10/19/2012	11/02/2012	11/02/2012		11/02/2012	679.14
21697 - Blue Ribbon Personnel Services	13159	653202	Paid by Check # 598530		10/26/2012	11/09/2012	11/09/2012		11/09/2012	582.12
21697 - Blue Ribbon Personnel Services	13263	653202	Paid by Check # 598814		11/02/2012	11/16/2012	11/16/2012		11/16/2012	626.22
21697 - Blue Ribbon Personnel Services	13367	653202	Paid by Check # 599193		11/09/2012	11/30/2012	11/30/2012		11/30/2012	705.60
Account 516.120 - Contract Salaries Totals										
										\$2,593.08
Account 520.055 - Telephone Expense										
29103 - Frontier	782-3856 10/12	77578238560808025	Paid by Check # 598375		10/16/2012	11/02/2012	11/02/2012		11/02/2012	42.47
29103 - Frontier	782-7134 10/12	77578271340502795	Paid by Check # 598375		10/16/2012	11/02/2012	11/02/2012		11/02/2012	98.53
5061 - Sprint/Nextel	268465621-099	268465621	Paid by Check # 598476		10/18/2012	11/02/2012	11/02/2012		11/02/2012	138.66
29103 - Frontier	782-3856 11/12	77578238560808025	Paid by Check # 599307		11/16/2012	11/30/2012	11/30/2012		11/30/2012	43.77
29103 - Frontier	782-7134 11/12	77578271340502795	Paid by Check # 599307		11/16/2012	11/30/2012	11/30/2012		11/30/2012	97.19
5061 - Sprint/Nextel	268465621-100	268465621	Paid by Check # 599570		11/18/2012	11/30/2012	11/30/2012		11/30/2012	135.43
Account 520.055 - Telephone Expense Totals										
										\$556.05
Account 520.060 - Postage/Po Box Rent										
25903 - U S P S CMRS-FP	30465 11-12	G'VILLE	Paid by Check # 599605		11/20/2012	11/30/2012	11/30/2012		11/30/2012	250.00
Account 520.060 - Postage/Po Box Rent Totals										
										\$250.00
Account 520.084 - Replacement & Repair										
11985 - Ace Hardware	077567/1	1236	Paid by Check # 598777		10/01/2012	11/16/2012	11/16/2012		11/16/2012	53.89

3-11



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 520.084 - Replacement & Repair										
11985 - Ace Hardware	077707/1	1236	Paid by Check # 598777		10/08/2012	11/16/2012	11/16/2012		11/16/2012	5.64
11985 - Ace Hardware	077848/1	1236	Paid by Check # 598777		10/15/2012	11/16/2012	11/16/2012		11/16/2012	12.17
11985 - Ace Hardware	077907/1	1236	Paid by Check # 598777		10/17/2012	11/16/2012	11/16/2012		11/16/2012	8.49
7198 - Consolidated Fabricators	156879	TOWN01	Paid by Check # 598858		10/18/2012	11/16/2012	11/16/2012		11/16/2012	77.32
12997 - Do Co Procurement Program	10-12 NICHOLSON	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	60.00
8043 - Mark Smith Tire Center Inc	71700011051	A17-14675	Paid by Check # 598978		10/23/2012	11/16/2012	11/16/2012		11/16/2012	2,778.38
24693 - NC Auto Parts	31062406*	79090	Paid by Check # 599001		09/10/2012	11/16/2012	11/16/2012		11/16/2012	29.76
24693 - NC Auto Parts	31062650*	79090	Paid by Check # 599001		09/14/2012	11/16/2012	11/16/2012		11/16/2012	39.12
24693 - NC Auto Parts	31063000*	79090	Paid by Check # 599001		09/24/2012	11/16/2012	11/16/2012		11/16/2012	24.18
24693 - NC Auto Parts	31063333	79090	Paid by Check # 599001		10/01/2012	11/16/2012	11/16/2012		11/16/2012	18.11
2510 - Parts House	468294	4170	Paid by Check # 599021		09/26/2012	11/16/2012	11/16/2012		11/16/2012	5.99
2510 - Parts House	469793	4170	Paid by Check # 599021		10/05/2012	11/16/2012	11/16/2012		11/16/2012	43.96
2510 - Parts House	470170	4170	Paid by Check # 599021		10/08/2012	11/16/2012	11/16/2012		11/16/2012	18.67
2510 - Parts House	472178	4170	Paid by Check # 599021		10/22/2012	11/16/2012	11/16/2012		11/16/2012	23.96
25251 - TEC Equipment Inc	670279R	62348	Paid by Check # 599094		11/02/2012	11/16/2012	11/16/2012		11/16/2012	377.00
7203 - Carson Valley Glass	5414	G'VILLE	Paid by Check # 599219		10/12/2012	11/30/2012	11/30/2012		11/30/2012	44.15
7203 - Carson Valley Glass	5462	G'VILLE	Paid by Check # 599219		11/19/2012	11/30/2012	11/30/2012		11/30/2012	100.98
14747 - Home Depot (Gville)	6242447	7513	Paid by Check # 599351		11/09/2012	11/30/2012	11/30/2012		11/30/2012	24.80
5059 - Hydraulic Industrial Service	16029	G'VILLE	Paid by Check # 599359		10/22/2012	11/30/2012	11/30/2012		11/30/2012	114.88
5059 - Hydraulic Industrial Service	16125	G'VILLE	Paid by Check # 599359		10/31/2012	11/30/2012	11/30/2012		11/30/2012	113.33
5059 - Hydraulic Industrial Service	16149	G'VILLE	Paid by Check # 599359		11/02/2012	11/30/2012	11/30/2012		11/30/2012	62.33
25251 - TEC Equipment Inc	93090	62348	Paid by Check # 599589		11/13/2012	11/30/2012	11/30/2012		11/30/2012	3,644.68

C3



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 520.084 - Replacement & Repair										
25251 - TEC Equipment Inc	670278R	62348	Paid by Check # 599589	Account 520.084 - Replacement & Repair Totals	11/02/2012	11/30/2012	11/30/2012	Invoice Transactions 24	11/30/2012	479.70
2924 - NV Energy	791804 10-12	791804	Paid by Check # 598673	Account 520.089 - Power	10/25/2012	11/09/2012	11/09/2012	Invoice Transactions 1	11/09/2012	234.78
1429 - Gardnerville Water Company	640.01 10/12	640.01	Paid by Check # 598914	Account 520.090 - Water	10/31/2012	11/16/2012	11/16/2012	Invoice Transactions 2	11/16/2012	19.66
1429 - Gardnerville Water Company	690.01 10/12	690.01	Paid by Check # 598914		10/31/2012	11/16/2012	11/16/2012		11/16/2012	56.18
3021 - Southwest Gas-Las Vegas	0051779022 10 -12	2410015779022	Paid by Check # 598473		10/15/2012	11/02/2012	11/02/2012		11/02/2012	15.04
3021 - Southwest Gas-Las Vegas	1072224004 10 -12	2411072224004	Paid by Check # 598473		10/15/2012	11/02/2012	11/02/2012		11/02/2012	17.34
3021 - Southwest Gas-Las Vegas	1188600002 10 -12	2411188600002	Paid by Check # 598473		10/15/2012	11/02/2012	11/02/2012		11/02/2012	23.56
3021 - Southwest Gas-Las Vegas	0015779022 11 -12	2410015779022	Paid by Check # 599564		11/14/2012	11/30/2012	11/30/2012		11/30/2012	22.13
3021 - Southwest Gas-Las Vegas	1072224004 11 -12	2411072224004	Paid by Check # 599564		11/14/2012	11/30/2012	11/30/2012		11/30/2012	41.48
3021 - Southwest Gas-Las Vegas	1188600002 11 -12	2411188600002	Paid by Check # 599564		11/14/2012	11/30/2012	11/30/2012		11/30/2012	42.19
3890 - Arata Equipment Co.	1-72994	1015	Paid by Check # 598791	Account 520.092 - Heating	10/31/2012	11/16/2012	11/16/2012	Invoice Transactions 6	11/16/2012	544.12
20285 - Acres Industrial Supply Inc	9979	5730	Paid by Check # 598802		10/29/2012	11/16/2012	11/16/2012		11/16/2012	69.32
				Account 520.097 - Maint B&G				Invoice Transactions 2		\$613.44

3 - 3



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 520.098 - Janitorial Services										
27347 - A+ Janitorial Service	TOG0712	G'VILLE	Paid by Check # 598771		11/06/2012	11/16/2012	11/16/2012		11/16/2012	85.00
27347 - A+ Janitorial Service	TOG0812	G'VILLE	Paid by Check # 598771		11/06/2012	11/16/2012	11/16/2012		11/16/2012	85.00
27347 - A+ Janitorial Service	TOG0912	G'VILLE	Paid by Check # 598771		11/06/2012	11/16/2012	11/16/2012		11/16/2012	85.00
27347 - A+ Janitorial Service	TOG1012	G'VILLE	Paid by Check # 598771		11/06/2012	11/16/2012	11/16/2012		11/16/2012	85.00
Account 520.098 - Janitorial Services Totals										
										\$340.00
Account 520.107 - Maint Equip										
3472 - Whipple Electric&Security Inc	77	19	Paid by Check # 599124		10/30/2012	11/16/2012	11/16/2012		11/16/2012	37.50
3472 - Whipple Electric&Security Inc	78	19	Paid by Check # 599124		10/30/2012	11/16/2012	11/16/2012		11/16/2012	37.50
8808 - Otto Environmental Systems LLC	ELOY 14336	G'VILLE	Paid by Check # 599483		11/14/2012	11/30/2012	11/30/2012		11/30/2012	24,710.40
Account 520.107 - Maint Equip Totals										
										\$24,785.40
Account 520.136 - Rents & Leases Equipment										
3519 - Xerox Corporation	064765501	716307012	Paid by Check # 599129		11/01/2012	11/16/2012	11/16/2012		11/16/2012	225.87
Account 520.136 - Rents & Leases Equipment Totals										
										\$225.87
Account 520.187 - Internet Expense										
15887 - Charter Communications	0012509 11/12	8354110060012509	Paid by Check # 598847		11/02/2012	11/16/2012	11/16/2012		11/16/2012	36.00
Account 520.187 - Internet Expense Totals										
										\$36.00
Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	9991204	228079	Paid by Check # 598828		10/01/2012	11/16/2012	11/16/2012		11/16/2012	600.88
15853 - Carson City Landfill	9991532	228079	Paid by Check # 598828		10/02/2012	11/16/2012	11/16/2012		11/16/2012	428.04
15853 - Carson City Landfill	9991891	228079	Paid by Check # 598828		10/03/2012	11/16/2012	11/16/2012		11/16/2012	361.92
15853 - Carson City Landfill	9991967	228079	Paid by Check # 598828		10/03/2012	11/16/2012	11/16/2012		11/16/2012	494.16
15853 - Carson City Landfill	9992018	228079	Paid by Check # 598828		10/03/2012	11/16/2012	11/16/2012		11/16/2012	382.80
15853 - Carson City Landfill	9992278	228079	Paid by Check # 598828		10/04/2012	11/16/2012	11/16/2012		11/16/2012	484.30
15853 - Carson City Landfill	9992280	228079	Paid by Check # 598828		10/04/2012	11/16/2012	11/16/2012		11/16/2012	394.40
15853 - Carson City Landfill	9992535	228079	Paid by Check # 598828		10/05/2012	11/16/2012	11/16/2012		11/16/2012	360.76

3-14



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	9992538									
15853 - Carson City Landfill	9993224	228079	Paid by Check # 598828		10/05/2012	11/16/2012	11/16/2012		11/16/2012	385.70
15853 - Carson City Landfill	9993565	228079	Paid by Check # 598828		10/08/2012	11/16/2012	11/16/2012		11/16/2012	585.80
15853 - Carson City Landfill	9993869	228079	Paid by Check # 598828		10/09/2012	11/16/2012	11/16/2012		11/16/2012	381.64
15853 - Carson City Landfill	9993940	228079	Paid by Check # 598828		10/10/2012	11/16/2012	11/16/2012		11/16/2012	464.58
15853 - Carson City Landfill	9994204	228079	Paid by Check # 598828		10/10/2012	11/16/2012	11/16/2012		11/16/2012	399.62
15853 - Carson City Landfill	9994210	228079	Paid by Check # 598828		10/11/2012	11/16/2012	11/16/2012		11/16/2012	445.44
15853 - Carson City Landfill	9994236	228079	Paid by Check # 598828		10/11/2012	11/16/2012	11/16/2012		11/16/2012	453.56
15853 - Carson City Landfill	9994459	228079	Paid by Check # 598828		10/11/2012	11/16/2012	11/16/2012		11/16/2012	327.12
15853 - Carson City Landfill	9994482	228079	Paid by Check # 598828		10/12/2012	11/16/2012	11/16/2012		11/16/2012	394.40
15853 - Carson City Landfill	9995061	228079	Paid by Check # 598828		10/12/2012	11/16/2012	11/16/2012		11/16/2012	378.74
15853 - Carson City Landfill	9995378	228079	Paid by Check # 598828		10/15/2012	11/16/2012	11/16/2012		11/16/2012	572.46
15853 - Carson City Landfill	9995585	228079	Paid by Check # 598828		10/16/2012	11/16/2012	11/16/2012		11/16/2012	437.90
15853 - Carson City Landfill	9995598	228079	Paid by Check # 598828		10/17/2012	11/16/2012	11/16/2012		11/16/2012	455.30
15853 - Carson City Landfill	9995619	228079	Paid by Check # 598828		10/17/2012	11/16/2012	11/16/2012		11/16/2012	374.68
15853 - Carson City Landfill	9995920	228079	Paid by Check # 598828		10/17/2012	11/16/2012	11/16/2012		11/16/2012	333.50
15853 - Carson City Landfill	9995922	228079	Paid by Check # 598828		10/18/2012	11/16/2012	11/16/2012		11/16/2012	317.84
15853 - Carson City Landfill	9995923	228079	Paid by Check # 598828		10/18/2012	11/16/2012	11/16/2012		11/16/2012	434.42
15853 - Carson City Landfill	9996175	228079	Paid by Check # 598828		10/18/2012	11/16/2012	11/16/2012		11/16/2012	388.60
15853 - Carson City Landfill	9996202	228079	Paid by Check # 598828		10/19/2012	11/16/2012	11/16/2012		11/16/2012	365.98
15853 - Carson City Landfill	9996769	228079	Paid by Check # 598828		10/19/2012	11/16/2012	11/16/2012		11/16/2012	393.24
15853 - Carson City Landfill	9997001	228079	Paid by Check # 598828		10/22/2012	11/16/2012	11/16/2012		11/16/2012	552.16
15853 - Carson City Landfill					10/23/2012	11/16/2012	11/16/2012		11/16/2012	428.04

35



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 520.197 - Landfill Expense										
15853 - Carson City Landfill	9997190		Paid by Check # 598828		10/24/2012	11/16/2012	11/16/2012		11/16/2012	506.34
15853 - Carson City Landfill	9997226		Paid by Check # 598828		10/24/2012	11/16/2012	11/16/2012		11/16/2012	411.80
15853 - Carson City Landfill	9997248		Paid by Check # 598828		10/24/2012	11/16/2012	11/16/2012		11/16/2012	337.56
15853 - Carson City Landfill	9997435		Paid by Check # 598828		10/25/2012	11/16/2012	11/16/2012		11/16/2012	426.88
15853 - Carson City Landfill	9997482		Paid by Check # 598828		10/25/2012	11/16/2012	11/16/2012		11/16/2012	345.10
15853 - Carson City Landfill	9997483		Paid by Check # 598828		10/25/2012	11/16/2012	11/16/2012		11/16/2012	360.18
15853 - Carson City Landfill	9997661		Paid by Check # 598828		10/26/2012	11/16/2012	11/16/2012		11/16/2012	393.24
15853 - Carson City Landfill	9997666		Paid by Check # 598828		10/26/2012	11/16/2012	11/16/2012		11/16/2012	342.78
15853 - Carson City Landfill	9998054		Paid by Check # 598828		10/29/2012	11/16/2012	11/16/2012		11/16/2012	530.12
15853 - Carson City Landfill	9998425		Paid by Check # 598828		10/30/2012	11/16/2012	11/16/2012		11/16/2012	464.00
15853 - Carson City Landfill	9998749		Paid by Check # 598828		10/31/2012	11/16/2012	11/16/2012		11/16/2012	513.30
9016 - Douglas Disposal Inc	40990612 10/12	40990612	Paid by Check # 598885		11/01/2012	11/16/2012	11/16/2012		11/16/2012	2,371.39
Account 520.197 - Landfill Expense Totals Invoice Transactions 42										\$19,780.67
Account 521.100 - Professional Services										
7115 - High Desert Microlmaging Inc	30750	TOWN OF GARDNERVILLE	Paid by Check # 598934		10/25/2012	11/16/2012	11/16/2012		11/16/2012	3,351.67
Account 521.100 - Professional Services Totals Invoice Transactions 1										\$3,351.67
Account 521.135 - Legal-Collection Cost										
12997 - Do Co Procurement Program	10-12 LOUTHAN	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	44.00
Account 521.135 - Legal-Collection Cost Totals Invoice Transactions 1										\$44.00
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS0556313	8308	Paid by Check # 598369		10/15/2012	11/02/2012	11/02/2012		11/02/2012	1,585.92
3814 - Flyers Energy LLC	CFS0564935	8308	Paid by Check # 598904		10/31/2012	11/16/2012	11/16/2012		11/16/2012	1,983.22
7375 - Thomas Petroleum LLC	0878721-IN	25-0278200	Paid by Check # 599098		10/23/2012	11/16/2012	11/16/2012		11/16/2012	638.91
Account 532.003 - Gas & Oil Totals Invoice Transactions 3										\$4,208.05

3-16



Accounts Payable by G/L Distribution Report

G/L Date Range 11/01/12 - 11/30/12

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 532.028 - Uniforms										
5785 - AlSCO Inc	LREN746168	000330	Paid by Check # 598785		10/02/2012	11/16/2012	11/16/2012		11/16/2012	3.86
5785 - AlSCO Inc	LREN748042	000330	Paid by Check # 598785		10/09/2012	11/16/2012	11/16/2012		11/16/2012	3.86
5785 - AlSCO Inc	LREN751617	000330	Paid by Check # 598785		10/23/2012	11/16/2012	11/16/2012		11/16/2012	3.86
5785 - AlSCO Inc	LREN753355	000330	Paid by Check # 598785		10/30/2012	11/16/2012	11/16/2012		11/16/2012	3.86
26819 - Martin Jody	9-12 PANTS	REIMBURSE	Paid by Check # 599418		09/29/2012	11/30/2012	11/30/2012		11/30/2012	37.59
					Account 532.028 - Uniforms Totals		Invoice Transactions 5			\$53.03
Account 533.800 - Office Supplies										
26465 - Diamond Printing Inc	5940	G'VILLE	Paid by Check # 598360		10/22/2012	11/02/2012	11/02/2012		11/02/2012	412.54
12997 - Do Co Procurement Program	10-12 LOCHRIDGE	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	43.23
12997 - Do Co Procurement Program	10-12 LOUTHAN	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	19.17
12997 - Do Co Procurement Program	10-12 NICHOLSON	G'VILLE	Paid by Check # 598873		10/27/2012	11/16/2012	11/16/2012		11/16/2012	8.75
2542 - JCG Technologies Inc	3059B	G'VILLE	Paid by Check # 599374		10/31/2012	11/30/2012	11/30/2012		11/30/2012	332.24
					Account 533.800 - Office Supplies Totals		Invoice Transactions 5			\$815.93
					Department 925 - Health & Sanitation Totals		Invoice Transactions 117			\$67,434.54
					Fund 611 - Gardnerville Health & San Totals		Invoice Transactions 117			\$67,434.54
					Grand Totals		Invoice Transactions 226			\$130,413.70
* = Prior Fiscal Year Activity										

* = Prior Fiscal Year Activity

63
17

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action: Approve H & S Writeoffs**

2. **Recommended Motion: (Consent) Approve.**

Funds Available: ☒ Yes ☐ N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** December 4, 2012 **Time Requested:** N/A

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

Background Information: There are four accounts for a total of \$1,315.64. The write offs include accounts from both commercial and residential accounts. Properties have been liened and sent to collection with no success in recovering the funds.

Backup material is available in the office for your review.

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

7. **Board Action:**

☐ Approved

☐ Denied

☐ Approved with Modifications

☐ Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on Planned Development Application (PD) 12-001, for Greg Urrutia, New Beginnings Housing, LLC, a Planned Development on a 8.26 acre parcel to include a 30 unit affordable senior housing complex with associated amenities and parking on a 2.02 acre parcel, a detention pond on a 1.21 acre parcel and a future phases on a 5.02 acre parcel. The subject property is located at 1331 Stodick Parkway in the MFR/PD (Multi-Family, 9,000 square foot lot size with Planned Development Overlay zoning district within the Town of Gardnerville and Minden/Gardnerville Community Plan (APN: 1220-03-202-001), with public comment prior to Board action.

2. **Recommended Motion:**

Funds Available: ☐ Yes ☒ N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** December 4, 2012 **Time Requested:** 20 minutes

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

Background Information: See attached report

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

7. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued



Paul Lindsay, Chairman
Ken Miller, Vice Chairman
Mike Philips, Board Member
Linda Slater, Board Member
Lloyd Higuera, Board Member

MEMORANDUM

Date: November 30, 2012

To: Gardnerville Town Board

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

Subject: PD 12-001 (Planned Development); Parkway Vista Apartments, Located south of Stodick Parkway and east of Highway 395 adjacent to Crestmore Dr; APN: 1220-03-202-001.

I. TITLE:

1. Discussion on Planned Development Application (PD) 12-001, for Greg Urrutia, New Beginnings Housing, LLC, a Planned Development on a 8.26 acre parcel to include a 30 unit affordable senior housing complex with associated amenities and parking on a 2.02 acre parcel, a detention pond on a 1.21 acre parcel and a future phases on a 5.02 acre parcel. The subject property is located at 1331 Stodick Parkway in the MFR/PD (Multi-Family, 9,000 square foot lot size with Planned Development Overlay zoning district within the Town of Gardnerville and Minden/Gardnerville Community Plan (APN: 1220-03-202-001), with public comment prior to Board action.

II. RECOMMENDATION

Staff recommends to the Gardnerville Town Board CONDITIONAL APPROVAL of the Planned Development Application (PD) 12-001, Parkway Vista Apartments, 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. CONDITIONS:

The following should be considered for recommendation to the County, the Conditions of Approval prior to the Final Map Submittal. These conditions contain the previously applicable conditions and those specified after the **First Review** of the Planned Development Application:

1. If storm drain connecting to Parcel 3B is to be publicly maintained then it shall first have a manhole to the stub and have the drop inlet connected by a lateral to the manhole rather than using the drop inlet as the through connection.
2. The sidewalk should be connected to the existing sidewalk adjacent to Stodick Parkway. The proposed pathway around the pond as shown in Detail A on Sheet C3 shows DG material. Provide 5 foot wide concrete trail with 2 foot DG shoulder as previously approved with The Stone Creek PD.

3. Decorative streetlights shall be installed at the turning point on Crestmore Drive. Town streets require “acorn” style lights on black steel fluted poles (NV Energy standard). Lights shall be installed at turning points, cul-de-sacs, and intersections only. Design shall be coordinated with the Town at the project design review stage.
4. The applicant shall provide a minimum of two (2) - 2 yard dumpsters to serve the site. Multi-family units shall be served by 2-cubic yard dumpsters, dumpster location, access, and size shall be coordinated with the Town at the project design review stage.
5. Developer shall provide a wrought iron fence along south property line of pond to match wrought iron fence of Heritage bank.
6. No plan for the detention pond and its amenities was provided. Please provide this plan including the improvement designs with the SIP submittal. See Stone Creek plans for previously approved design.
7. Storm drain facilities which are proposed to be maintained privately, including but not limited to storm water treatment devices, piping, catch basins, and retention/detention ponds that will convey runoff into Town maintained storm drain systems shall have a maintenance and operations plan reviewed and approved by the town. Applicant is required to submit such plan before improvement plans will be approved. Adequate funding for perpetual maintenance of such facilities must be demonstrated.
8. 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. Estimate of value for all offsite improvements dedicated to the Town is required before final acceptance of those improvements.
 - d. Trash enclosures shall be constructed to Town standards and access for service vehicles shall be approved by Town staff.
 - e. All drainage and agriculture irrigation facilities shall be piped and placed in the public right-of-way.
 - f. 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.
 - g. Maintenance plans and level of service for landscape areas proposed for care by a homeowner’s association are required to be submitted for review and approval by the Town Board, who will either recommend approval or denial to the Board of County Commissioners of the maintenance plan.
 - h. 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.
 - i. One paper copy of the record drawings and an electronic file in AutoCAD format 2012 (or less) is required before final acceptance of improvements.

IV. DISCUSSION

The following are staff’s concerns with the proposed project along with the variances from County Code which have been requested by the applicant. 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. Roads/Trails
 - a. The development shall comply with the most current requirements of ADAAG and PROWAG as best management practice.
 - b. Interlocking pavers shall be mortared in place or if stamped concrete is used it shall be colored.
 - c. Decorative streetlights shall be installed at turning points on Crestmore Drive.
 - d. It is unclear why there are red warning signs shown on the west end of the parking lot adjacent to the garden plot area.
 - e. The trail along the pond currently includes a section adjacent to the existing sidewalk along Stodick Parkway which appears to be separated by 1 foot of ground. The sidewalk should be connected to the existing sidewalk. The proposed pathway around the pond as shown in Detail A on Sheet C3 shows DG material. Provide 5 foot wide concrete trail with 2 foot DG shoulder as previously approved with Stone Creek.
2. Trash Enclosure
 - a. The site proposes 30 residential units. Crestmore Village has 13 dumpsters serving the 80 units. The applicant shall provide a minimum of two (2) - 2 yard dumpsters to serve the site. More may be required if less pick-ups are desired by the applicant.
3. Amenities
 - a. The provided Justification Letter states that 3 BBQ and picnic table sets, a horseshoe pit, an artificial putting green, and 8 raised garden plots are being provided. These are annotated on the site plan provided with the architectural plans but are not shown on the engineering plans. Access to these amenities shall conform to ADAAG and PROWAG Outdoor Guidelines.
4. Drainage/Pond
 - a. Grades shown on the plan do not match the direction of flow shown.
 - b. Is the storm drain to Parcel 3B to be privately maintained? If storm drain connecting to Parcel 3B is to be publicly maintained then it shall first have a manhole to the stub and have the drop inlet connected by a lateral to the manhole rather than using the drop inlet as the through connection.
 - c. Developer shall provide a wrought iron fence along south property line of pond to match wrought iron fence of Heritage bank.
 - d. The provided plans show an emergency overflow spillway going to low spot on Stodick Parkway. Consider the flow path after the detention ponds are full. Does this provide the 1 foot of freeboard required by DC-DCIS?
 - e. No plan for the detention pond and its amenities was provided. Please provide this plan including the improvement designs.
5. Mail
 - a. The architectural plans provide a mail area within the building. It appears there is sufficient area for enough mail boxes to serve the building. It is unclear why there is also a mail box cluster proposed in front of the building.
6. Variances
 - a. Eliminating RV Parking
 - b. Reduction in off-street parking from 68 to 57 (16% reduction)
 - c. Reduction in storage units from 30 to 23 (23% reduction)

Board meeting Topics of Discussion / Notes:

- See Discussion Items.

NOTE's from Board Meeting:

-
-
-
-
-

V. ZONING AND MASTER PLAN EVALUATION

Master Plan and Zoning Consistency: The site is designated in the master plan as Receiving Area (2-12 dwelling units per acre) and is zoned as MFR-PD (Multi-family residential with a Planned Development Overlay) (16 dwelling units per acre). The proposal is to provide 30 dwelling units on the 3.23 acres which are proposed to be developed at this time (9.29 dwelling units per acre). These 30 units will be affordable senior housing with varying levels of affordability. Seven units (7) will be provided at 35% of Area Medium Income (AMI), eighteen units (18) at 40% AMI, and five units (5) at 45% AMI.

The development is consistent with the Master Plan and Zoning requirements.

Open Space: Per Douglas County Code 20.664.120 a minimum of 25% of a project site must be usable open space for passive and active recreational uses. The proposed development consists of 3.23 acres with 0.40 acres of landscaped common open space and 0.72 acres of landscaped detention pond.

The development meets the requirement of 25% open space. The property owner will maintain the common areas while the detention pond will be dedicated to and maintained by the Town.

Neighborhood Compatibility: The proposed development is compatible with the adjacent neighborhoods. It is similar to and improves upon the adjacent residential neighborhoods of Arbor Gardens and Crestmore Village Apartments and provides a transitional density between Arbor Gardens and the Neighborhood Commercial Zoning to the west.

Phasing: The proposed development will be constructed in two phases. The first phase will include Parcels 3A and 3C and will consist the extension of Crestmore Drive, the construction of the affordable senior housing, and the completion and dedication of the landscaped detention pond. The second phase will be Parcel 3B. There are currently no future development plans for Parcel 3B.

Roads/Traffic: The previously approved Stone Creek subdivision had proposed to generate 578 Average Daily Trips (ADT). Based on the proposed use this senior housing development will generate 104 ADT. While this number does not include any traffic from Parcel 3B it does allow for 474 trips to be generated by future development.

Drainage/Flood Plain: The portions of the site proposed for residential development are located within the X-Shaded (areas determined to be within the 500-year flood) and AO-2 (areas flooded in the 100-year flood to a depth of 2 feet) per the Revised FEMA Panel 32005C0265F dated October 22, 2012. Per the County's Flood Hazard Ordinance the new structure is to be located one foot above the pre-developed highest adjacent grade. Run-off from the project will be conveyed as sheet flow to storm drains that connect to the existing interconnected detention ponds on either side of Stodick Parkway.

Maintenance of Facilities: Parcel 3A including the building, all common areas, parking facilities, landscaping, and onsite drainage facilities will be retained in a single ownership and will be maintained by the owner. Parcel 3C including the landscaping, park amenities, and drainage facilities will be owned and maintained by the Town.

Variances from Standard Ordinance: Per Douglas County Code 20.644.150 a minimum of one RV parking spots is required for every eight dwelling units which would require 4 RV parking spots for the 30 units proposed. Due to the proposed use as affordable senior housing the applicant is requesting a variance to the RV parking standards.

The applicant is requesting a variance from the required off-street parking and loading spaces from 68 to 57 (approximately a 16% reduction). According to the Institute of Traffic Engineers Parking Generation Manual, the average parking supply ratio for Senior Adult Housing is one space per dwelling unit. The average peak hour parking generation for a Senior Adult Housing (Attached) community is 0.59 vehicles per dwelling unit, well below the average space per dwelling unit. Based on this, the proposed parking supply of 57 parking spaces exceeds the average of 30 by 27 spaces. The reduction of potentially unnecessary parking spaces will help to reduce the cost associated with the development of this affordable housing project while allowing for the necessary facilities for the project's intended use.

The applicant is requesting a variance from the required storage unit spaces from 30 to 23 spaces (approximately a 23% reduction). The units are designed to have storage space within the units themselves. Locating storage areas within the units will allow easier access to the stored belonging by the senior occupant.

VI. MULTI-FAMILY HOUSING FINDINGS

Pursuant to County Code, Section 20.664.120, the following findings must be made for approval of Multi-family housing:

1. *All multi-family developments with 12 or more dwelling units must provide 25 percent of the project site as useable open space for passive and active recreational uses. Useable open space areas must not include rights-of-way, vehicle parking areas, areas adjacent to or between any structures less than 15 feet apart, setbacks, patios or private yards, or slope areas greater than 8 percent.*

Staff response: The proposed development consists of 3.23 acres with 0.40 acres of landscaped common open space and 0.72 acres of landscaped detention pond. The development meets the requirement of 25% open space. The property owner will maintain the common areas while the detention pond will be dedicated to and maintained by the Town.

2. *Each dwelling unit must have a private, walled patio or balcony in accordance with the following:*

- i. *Ground floor units must have a patio or balcony not less than 150 square feet in area or 25 percent of the dwelling unit size, whichever is less.*

Staff response: The proposed patios conform to Douglas County's design standards.

- ii. *All other units must have a patio or balcony not less than 75 square feet in area..*

Staff response: The proposed patios conform to Douglas County's design standards.

3. All multi-family developments must provide recreational amenities within the site which may include a swimming pool, spa, club house, tot lot with play equipment, picnic shelter or barbecue area, court game facilities such as tennis, basketball, or racquetball, improved softball or baseball fields, or, day care facilities. The type and number of amenities must be approved by the director and provided according to the following schedule:

Units	Number of Amenities
0-11	0
12-50	1
51-100	2
101-200	3
201-300	4

One amenity must be added for each 100 additional units or fraction thereof.

Staff response: The development includes 3 BBQ and picnic table sets, a horseshoe pit, an artificial putting green, and 8 raised garden plots which exceed the required 1 amenity.

4. Off-street parking spaces for multi-family residential developments must be located within 150 feet from the dwelling unit (front or rear door) for which the parking space is provided.

Staff response: The proposed off-street parking spaces are located within 150 feet of the planned door locations.

5. Each dwelling unit must be provided a minimum of 150 cubic feet of private enclosed storage space within the garage, carport, or immediately adjacent to the dwelling unit.

Staff response: The proposed building provides 23 storage spaces within the building for the residences use. Douglas County Code requires onsite storage space for each unit and therefore this design will require a variance. See justification above regarding the variance requests.

6. Driveway approaches within multiple family developments of 12 or more units must be delineated with interlocking pavers, rough-textured concrete, or stamped concrete and landscaped medians.

Staff response: The proposed driveway approaches shall be delineated with stamped concrete as specified on the site and utility plans provided.

7. All parts of all structures must be within 150 feet of paved access for single story and 50 feet for multi-story.

Staff response: The proposed paved access locations conform to Douglas County's design standards.

8. *Common laundry facilities of sufficient number and accessibility consistent with the number of living units and the current County building code must be provided.*

Staff response: A common laundry facility with three (3) sets of washers and dryers is provided as a part of the proposed floor plan.

9. *Where common laundry facilities are not provided, each dwelling unit must be designed for a washing machine and dryer.*

Staff response: A common laundry facility with three (3) sets of washers and dryers is provided as a part of the proposed floor plan.

VII. PLANNED DEVELOPMENT FINDINGS

Pursuant to County Code, Section 20.676.040, the following findings must be made for approval of a Planned Development:

1. *The plan is consistent with the statement of objectives of a planned development contained in the master plan and in this chapter.*

Staff response: This development is consistent with the stated objectives of a planned development contained in the master plan and this chapter.

2. *The extent that the plan departs from zoning and subdivision regulations otherwise applicable to the property, including but not limited to density, bulk and use, are deemed to be in the public interest.*

Staff response: The plan is consistent with the master plan and adjacent development patterns. The request does not seek to depart from typical zoning or subdivision regulations applicable to areas designated as Receiving Areas. The density averages are within the 2 to 12 units per acre identified in the 2011 Douglas County Master Plan.

3. *The ratio of residential to non-residential use in the planned development is consistent with the master plan.*

Staff response: This development is consistent with the master plan.

4. *The purpose, location and amount of the common open space in the planned development, the reliability of the proposals for maintenance and conservation of the common open spaces are adequate as related to the proposed density and type of residential development.*

Staff response: The purpose, location, and amount of the common open space within the planned development are adequate as related to the proposed density and type of residential development. The proposed onsite common areas shall be maintained by the property owner while the portions dedicated with the pond are to be maintained by the Town.

5. *The physical design of the plan and the manner in which the design of the planned development makes provisions for adequate public facilities, as required by this code.*

Staff response: The planned development meets all public facilities requirements, including adequate water, sewer, roads, drainage, and utilities.

6. *The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods.*

Staff response: The planned development is compatible with the existing residential character of the neighborhood. The proposed senior residential community is compatible with the existing Arbor Gardens subdivision to the east and Crestmore Village Apartments to the north.

7. *Any development-related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods, are mitigated by improvements or modifications either on-site or within the public right-of-way.*

Staff response: The proposed senior housing will likely have less development related impacts than would otherwise be permitted on this site, particularly those related to traffic and noise. Senior housing trip generation is substantially less than other types of permitted residential development.

8. *Where a development plan proposes development over a period of years, the sufficiency of the terms and conditions intended to protect the interests of the public, residents and owners of the planned development and the integrity of the plan and, where the plan provides for phases, the period in which the application for each phase must be filed.*

Staff response: The development plan proposes the development be done in two phases with the first to be completed immediately. The second phase does not currently have any plan for development. The plan as it stands will not harm the interests of the public, residents, or owners of the planned development.

9. *That each individual unit or phase of the development, if built in stages, as well as the total development, can exist independently and be capable of creating a good environment in the locality and be as desirable and stable in any phase as in the total development.*

Staff response: The project will be divided into two phases. Each phase can and will be independent of the other and will be as desirable and stable as any phase in the total development.

10. *The uses proposed will not be a detriment to the present and proposed surrounding land uses, but will enhance the desirability of the area and have a beneficial effect.*

Staff response: The proposed development will not be a detriment but will improve the area and the surrounding land uses as well as provide the affordable senior housing that is so needed in the area.

11. *Any deviation from the standard ordinance requirements is warranted by the design and additional amenities incorporated in the development plan which offers certain unusual redeeming features to compensate for any deviations that may be permitted.*

Staff response: The applicant is requesting three deviations from the standard ordinance requirements for RV parking standards, the standard MFR parking requirements, and the required enclosed storage space. See the above Variance section for justifications. The additional amenities and value of new affordable senior housing compensate for these deviations that may be permitted.

12. *The planned development will not result in material prejudice or diminution in value of surrounding properties, and will not endanger the health, safety and welfare of the community.*

Staff response: The development will not result in material prejudice or diminution in value of the surrounding properties. Provided the development meets the requirements of ADAAG and PROWAG the proposed development will not endanger the health, safety, and welfare of the community.

13. *The subdivision of land proposed in the planned development meets the requirements of the Nevada Revised Statutes and this code.*

Staff response: The proposed subdivision meets the requirements of NRS and Douglas County Development Code Planned Development standards.

14. *The subdivision of land proposed in the planned development conforms to the density requirements, lot dimension standards and other regulations applicable to planned developments.*

Staff response: The proposed subdivision of land conforms to the requirement applicable to planned developments.

15. *The subdivision of land proposed in the planned development conforms to the improvement and design standards contained in the development code and adopted design criteria and improvement standards.*

Staff response: Provided that all conditions of approval are met the proposed improvements conform to Douglas County's design standards.

16. *Where applicable, adequate transfer development rights have been established consistent with the number of proposed units within the planned development.*

Staff response: The project is within a receiving area but it does not require the utilization of Transferable Development Rights (TDR) since the proposed affordable housing development qualifies under the TDR waiver provisions under Douglas County Code 20.612.040 B. Seven units (7) will be provided at 35% of Area Medium Income (AMI), eighteen units (18) at 40% AMI, and five units (5) at 45% AMI.

17. *The planned development has a beneficial relationship to the neighborhood in which it is proposed to be established.*

Staff response: The planned development will be beneficial since it addresses the need for affordable senior housing and the improved detention pond will add another park to the area.

VIII. CONCLUSIONS

The proposed Planned Development with the proposed Conditions of Approval complies with the findings required by County Code, Chapter 20.676 *Planned Development (PD) Overlay District* and Chapter 20.664.120 *Multi-family housing (multi-family residential zoning district)*.

Based on the finding and conclusions in this staff report, staff recommends the Gardnerville Town Board approve the Planned Development with the conditions previously stated in this report and any other conditions discussed during the item at the Town Board meeting. These conditions will be shared with County staff for the Planning Commission and Board of County Commissioners consideration.

IX. ALTERNATIVES/OPTIONS

The Gardnerville Town Board options for reviewing this Planned Development are as follows:

1. Recommend approval of the project to Douglas County, subject to the conditions found within the staff report:

Advantages: The Town Board would be recommending conditional approval of a project, which would meet the findings for a Planned Development and Town Goals.

Disadvantages: None identified at this time.

2. Recommend denial of the proposed project to Douglas County:

Advantages: None identified at this time.

Disadvantages: This would prevent the developer from moving forward with the project which may jeopardize their ability to receive the grant funding that will enable them to construct the affordable senior housing which Gardnerville needs. The parcel will remain vacant.

3. Continue this request with the applicant's consent to address other items that may arise as a result of the public hearing that need to be addressed prior to granting approval or denial:

Advantages: If other issues are brought up at the meeting that were not addressed by staff or the applicant and the Town Board Members would like further review of the project, with the concurrence of the applicant, the Town Board should continue the item to a time certain in order for the issue to be explored and possibly resolved. This will result in a more informed decision.

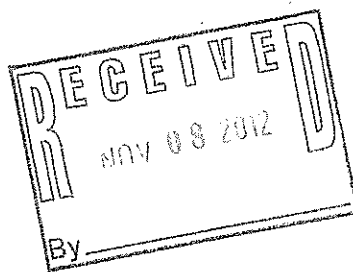
Disadvantages: This would prevent the developer from moving forward with the project which may jeopardize their ability to receive the grant funding that will enable them to construct the affordable senior housing that Gardnerville needs.

Attachments:

- 1) Applicant's Statement of Justification
- 2) Project Maps

November 6, 2012

Douglas County Community Development
Post Office Box 218
Minden, Nevada 89423



RECEIVED
NOV 06 2012
DOUGLAS COUNTY
COMMUNITY DEVELOPMENT

Statement of Justification/Project Description for Parkway Vista Apartments

To Whom It May Concern:

On behalf of the applicant, New Beginnings Housing, LLC, please consider this letter our statement of justification and project description for a Planned Development for Parkway Vista Apartments (previously Crestmore Village Townhomes).

The applicant is requesting to 8.26-acre Planned Development. The project site is located at 1331 Stodick Parkway, west of Crestmore Drive within the Minden-Gardnerville Community Plan Area and the Town of Gardnerville (A.P.N. 1220-03-202-001).

The Oakwood Specific Plan and Planned Development was approved by the Douglas County Board of Commissioners on November 5, 1998, establishing a Multi-Family Residential Planned Development Overlay which allowed the development of 142 single family units (Arbor Gardens Subdivision), 80 multi-family units (Crestmore Village Apartments) and 72 single-family attached units (Crestmore Village Townhomes) which has since expired. On October 2, 2003, the Board of Commissioners approved a modification to the Planned Development allowing the creation of individual parcels for each of the 72 single-family attached (townhouse) units. This approval allowed for the creation of town-home units for sale rather than for rental purposes; however, these units were not constructed. On January 4, 2007, the Douglas County Board of Commissioners approved with conditions Planned Development (PD) 06-006 (a modification to PD 98-07), for Stone Creek, LLC, establishing an MFR (Multi-Family Residential, 9,000 square-foot minimum parcel size) Planned Development Overlay and modification to the Oakwood Companies Specific Plan. A variance request to reduce the required RV parking spaces from five to zero was also approved at this time. The adoption of Ordinance 2007-1196 was adopted at the February 1, 2007 Board of Commissioners meeting which changed the existing zoning district for the parcel to MFR. Since this time, the subdivision map has expired and a change of ownership has taken place.

This Planned Development seeks approval of a 30 unit affordable senior rental apartment development on a single parcel (Parcel 3A of the Proposed Tentative Parcel

Map previously submitted). The parcel containing the regional detention pond (3C of the Proposed Tentative Parcel Map) will be transferred to the Town of Gardnerville for ownership and maintenance. Although the remaining parcel (3B of the Proposed Tentative Parcel Map) will be retained by the Owner, future development plans for this parcel are unknown at this time. Future development of this parcel would require filing of another Planned Development application. The applicant proposes setbacks consistent with the current Planned Development and MFR zoning approval, which requires a 10-foot front yard setback, 10-foot rear yard setback, 10-foot side yard setback and a 10-foot street-side yard setback.

KEY ISSUES:

Master Plan & Zoning Consistency: The site is designated in the master plan as Receiving Area (2 - 12 Dwelling Units per Acre). The site has a zoning classification of MFR-PD (Multi-Family Residential with a Planned Development Overlay) (16 Dwelling Units per Acre). The applicant proposes an alternate housing option at varying levels of affordability. The applicant is to provide 30 affordable units. Seven units (7) will be provided at 35% of Area Medium Income (AMI), eighteen units (18) at 40% of the AMI and five units (5) at 45% of the AMI.

The development is consistent with the 2011 Douglas County Master Plan, which designates Receiving Area for higher density development. The 2011 Douglas County Master Plan indicates the density for Receiving Area should range between 2 to 12 units per acre. The planned development is proposed at an overall density of 3.63 dwelling units per acre.

Open Space: Douglas County Code Section 20.664.120 requires that a minimum of 25% of the project area be dedicated as useable open space for passive and active recreational uses. The proposed development occurs on a site area of 3.23 acres, inclusive of the detention pond. The proposal includes fully landscaped common open space totaling 0.40 acres and a 0.72 acre landscaped detention pond parcel. Therefore, the proposed open space equals 35% (1.12 total acres) which exceeds the 25% requirement of Douglas County Code. The property owner will maintain the common areas while the pond will be dedicated to, and maintained by, the Town of Gardnerville.

Neighborhood Compatibility: The planned development is compatible with the existing residential character of the neighborhood. The multi-family building is compatible with the Crestmore Village Apartments to the north. Directly to the south of the site is the Gardnerville Industrial Park, which contains a mix of office and light industrial uses.

Douglas County Community Development
Parkway Vista Apartments
November 6, 2012
Page 3 of 13

Located to the west of the site is neighborhood commercial zoning containing Heritage Bank of Nevada and a vacant parcel. The project site will provide a transitional density between Arbor Gardens Subdivision and industrial areas adjacent to the site.

Phasing: The development will be constructed in two phases. The first phase shall consist of the construction of the Crestmore Drive street addition and any utility modifications or additions in this area, the proposed 30 unit building, common area and parking spaces and the detention pond. The second phase shall consist of the development of the remaining parcel at a later unknown date.

Roads/Traffic: Using Senior Adult Housing-Attached (Land Use:252) from the Institute of Traffic Engineers *Trip General Manual- 7th Edition*, the proposed 30 unit Senior Housing development would generate 104 ADT. Compared to the previously approved development proposal for this same site in 2007 for the 72 unit Stone Creek subdivision which was expected to generate 578 average daily trips (ADT), the projected traffic is well below the estimated number of trips contemplated in the original development proposal. Furthermore, if we assume the balance of the property is developed at its remaining capacity of 42 units of single family detached housing (bringing the total development on the site to 72 units), the total trip generation for the all 72 units would still only be 505 ADT, well below the original traffic study projection of the Stone Creek development of 578 ADT.

Drainage/Flood Plain: The portions of the site proposed for residential development is located within the "X-Shaded" Flood (areas determined to be within the 500-year flood) and AO-2' per Revised FEMA Panel 32005C0265F dated October 22, 2012. This requires the new structure to be elevated one foot above the pre-developed highest adjacent grade per the County's Flood Hazard Ordinance. Run-off from the proposed development will be conveyed in storm drains to two existing inter-connected detention ponds located on either side of Stodick Parkway.

Maintenance of Facilities: The entire site, including all common areas, the building, parking facilities, landscaping and on-site surface drainage facilities will be retained in a single ownership. Only off-site roadway and drainage facilities (and subsurface drainage facilities) will be owned and maintained by the Town of Gardnerville.

Variances from Standard Ordinance: Pursuant to Douglas County Code Section 20.644.15(A), a minimum of one RV parking space for each eight dwelling units is required. Therefore, the proposed development is required to provide four RV parking spaces. Due to the nature of the proposed use as senior affordable housing, the applicant is requesting a variance to the RV parking standards. There is a private RV

storage facility within close proximity to the proposed project located on Industrial Drive, which could provide storage to RV's if needed.

Additionally, the applicant is requesting a variance from the required off-street parking and loading spaces from 68 to 57 spaces (approximately 16% reduction). It has been found nationally that traditional parking requirements are suited more for higher income and/or younger family type developments. Due to a tendency for lower vehicle ownership by seniors in a lower income range, between .5 and 2 parking spaces per unit (including guest parking) has been shown to be sufficient for the proposed development. According to the Institute of Traffic Engineers Parking Generation Manual, the average parking supply ratio for Senior Adult Housing is One Space per Dwelling Unit. The average peak hour parking generation for a Senior Adult Housing (Attached) community is 0.59 vehicles per dwelling unit, well below the average supply of one space per dwelling unit. Based on this, the proposed parking supply of 57 parking spaces still exceeds the average by 27 spaces, and is in well excess of the peak hour parking generation. The reduction of potentially unnecessary parking spaces will help to reduce the costs associated with the development of this affordable housing project in a logical manner while allowing for the necessary facilities for the projects intended use. This approach is consistent with the goals set in the 2011 Douglas County Master Plan.

Finally, the applicant is requesting a variance from the required storage unit spaces from 30 to 23 spaces (approximately 23% reduction). The units are designed to have storage spaces within the unit themselves. Locating storage areas within the units will allow easier access to the stored belongings by the senior occupant due to a greater chance of mobility problems which is common among the elderly.

The following is our analysis of the required findings for Multi-family housing (multi-family residential zoning district) per Douglas County Code Section 20.664.120:

Multifamily Housing Specific Standards:

- 1. All multi-family developments with 12 or more dwelling units must provide 25 percent of the project site as useable open space for passive and active recreational uses. Useable open space areas must not include rights-of-way, vehicle parking areas, areas adjacent to or between any structures less than 15 feet apart, setbacks, patios or private yards, or slope areas greater than 8 percent.*

Comment: The proposed development occurs on a site area of 3.23 acres, inclusive of the detention pond. The proposal includes fully landscaped

common open space totaling 0.40 acres and a 0.72 acre landscaped detention pond parcel. Therefore, the proposed open space equals 35% (1.12 total acres) which exceeds the 25% requirement of Douglas County Code. The property owner will maintain the common areas while the pond will be dedicated to, and maintained by, the Town of Gardnerville.

2. *Each dwelling unit must have a private, walled patio or balcony in accordance with the following:*

- i. Ground floor units must have a patio or balcony not less than 150 square feet in area or 25 percent of the dwelling unit size, whichever is less.

Comment: The proposed ground floor unit's patios conform to Douglas County's design standards.

- ii. All other units must have a patio or balcony not less than 75 square feet in area.

Comment: The proposed remainder unit's patios conform to Douglas County's design standards.

3. *All multi-family developments must provide recreational amenities within the site which may include a swimming pool, spa, club house, tot lot with play equipment, picnic shelter or barbecue area, court game facilities such as tennis, basketball, or racquetball, improved softball or baseball fields, or, day care facilities. The type and number of amenities must be approved by the director and provided according to the following schedule:*

Units	Number of Amenities
0-11	0
12-50	1
51-100	2

101-200	3
201-300	4

One amenity must be added for each 100 additional units or fraction thereof.

Comment: The developments includes three (3) BBQ and picnic table sets, a horseshoe pit, an artificial putting green and eight (8) raised garden plots which exceeds the required (1) amenity.

4. *Off-street parking spaces for multi-family residential developments must be located within 150 feet from the dwelling unit (front or rear door) for which the parking space is provided.*

Comment: The proposed off-street parking spaces are located within 150 feet of the planned door locations.

5. *Each dwelling unit must be provided a minimum of 150 cubic feet of private enclosed storage space within the garage, carport, or immediately adjacent to the dwelling unit.*

Comment: The proposed building design provides 23 storage spaces within the building for the residences use. Douglas County Code requires one storage space for each unit and therefore this design will require a variance.

6. *Driveway approaches within multiple family developments of 12 or more units must be delineated with interlocking pavers, rough-textured concrete, or stamped concrete and landscaped medians.*

Comment: The proposed driveway approaches shall be delineated with stamped concrete as specified on the site & utility plan provided with this submittal.

7. *All parts of all structures must be within 150 feet of paved access for single story and 50 feet for multi-story.*

Comment: The proposed paved access locations conform to Douglas County's design standards.

8. *Common laundry facilities of sufficient number and accessibility consistent with the number of living units and the current County building code must be provided.*

Comment: A common laundry facility with three (3) sets of washers and dryers is provided as a part of the proposed floor plan.

9. *Where common laundry facilities are not provided, each dwelling unit must be designed for a washing machine and dryer. (Ord. 1173, 2006; Ord. 801, 1997; Ord. 763, 1996; Ord. 347, 1980; Ord. 203, 1973; Ord. 167, 1968)*

Comment: A common laundry facility with three (3) sets of washers and dryers is provided as a part of the proposed floor plan.

The following is our analysis of the required findings for a Planned Development per Douglas County Code Section 20.676.040:

Planned Development Findings:

1. *The plan is consistent with the statement of objectives of a planned development contained in the 2011 Douglas County Master Plan and in this chapter.*

Comment: The stated purpose of the planned development in Chapter 20.676.010 is to provide a method of comprehensive planning for smaller, less complex development projects than are typically processed with a specific plan, and which meet certain criteria. These criteria are as follows:

- i. The project site contains topographic constraints, environmental resources, or other features which require special planning consideration;

Comment: The proposed planned development modification is consistent with Douglas County Code, which requires a planned development application for a higher residential density development within the Receiving Area.

- ii. A more efficient and desirable design can be achieved through flexible design standards or mixed land use patterns than can be attained through the strict adherence to zoning standards;

Comment: The proposed modification to the planned development will promote the use of a more efficient land use design. The development provides an alternative housing option in close proximity to the future senior center, medical facilities, shopping, public parks and other urban services. Development of this site must be conducted in accordance with the plan provided with this planned development application.

- iii. Adequate public facilities and infrastructure exist or can be provided to the project site to serve the proposed type and intensity of development;

Comment: Adequate public facilities exist to serve the proposed development, including all typical urban services (community sewer, community water, storm drainage, and related key infrastructure).

- iv. Detailed development plans are known at the time the comprehensive development plan is prepared, allowing combined review and approval;

Comment: Detailed development plans are submitted with this application, including grading, drainage, utility plans, floor plans and elevations and project phasing plans.

- v. Build-out of the planned development project area is contemplated within the scope and duration of the plan.

Comment: It is anticipated that the project build-out will coincide with the duration of the plan. The project will be constructed in two phases.

- vi. The project is located within a receiving area as shown on the master plan land use maps, and is proposing to utilize transfer development rights.

Comment: The project is within a receiving area, however it does not require the utilization of transferable development rights (TDR) since the proposed affordable housing development qualifies under the TDR waiver provisions under Douglas County Code 20.612.040 B. Seven units (7) will be provided at 35% of Area Medium Income (AMI), eighteen units (18) at 40% of the AMI and five units (5) at 45% of the AMI.

2. *The extent that the plan departs from zoning and subdivision regulations otherwise applicable to the property, including but not limited to density, bulk and use are deemed to be in the public interest.*

Comment: The plan is consistent with the master plan and adjacent development patterns. The request does not seek to depart from typical zoning or subdivision regulations applicable to areas designated as Receiving Area. The density averages 3.63 units per acre, which is within the 2 to 12 dwelling units per acre identified in the 2011 Douglas County Master Plan.

3. *The ratio of residential to non-residential use in the planned development is consistent with the master plan.*

Comment: This finding is not applicable to this particular application.

4. *The purpose, location and amount of the common open space in the planned development, the reliability of the proposals for maintenance and conservation of the common open spaces are adequate as related to the proposed density and type of residential development.*

Comment: The proposed development occurs on a site area of 3.23 acres, inclusive of the detention pond. The proposal includes fully landscaped common open space totaling 0.40 acres and a 0.72 acre landscaped detention pond parcel. Therefore, the proposed open space equals 35% (1.12 total acres) which exceeds the 25% requirement of Douglas County Code. The property owner will maintain the common areas while the pond will be dedicated to, and maintained by, the Town of Gardnerville.

5. *The physical design of the plan and the manner in which the design of the planned development makes provisions for adequate public facilities, as required by this code.*

Comment: The planned development meets all public facilities requirements, including adequate water, sewer, roads, drainage and utilities. The project will be served by a community water and sewer service system in conformance with the adequate public facilities requirements of Douglas County Code. The proposed development is located within the Town of Gardnerville, who will provide for ongoing maintenance of the access roads (Crestmore Drive) and drainage infrastructure.

6. *The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods.*

Comment: The planned development is compatible with the existing residential character of the neighborhood. The proposed senior residential community is compatible with the existing Arbor Gardens Subdivision to the east and the Crestmore Village Apartments to the north. The project site was originally designated in the specific plan to provide a transitional density between Arbor Gardens Subdivision and industrial areas adjacent to the site.

7. *Any development-related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods, are mitigated by improvements or modifications either on-site or within the public right-of-way.*

Comment: The proposed senior housing will likely have less development related impacts than what would otherwise be permitted on this site, particularly those related to traffic and noise. Senior housing trip generation is substantially less than other types of permitted residential development.

8. *Where a development plan proposes development over a period of years, the sufficiency of the terms and conditions intended to protect the interests of the public, residents and owners of the planned development and the integrity of the plan and, where the plan provides for phases, the period in which the application for each phase must be filed.*

Comment: The project will be constructed in two phases.

9. *That each individual unit or phase of the development, if built in stages, as well as the total development, can exist independently and be capable of creating a good environment in the locality and be as desirable and stable in any phase as in the total development.*

Comment: The project will be constructed in two phases. The phasing plan is included with this submittal and each phase can operate independent of the prior recorded phase.

10. *The uses proposed will not be a detriment to the present and proposed surrounding land uses, but will enhance the desirability of the area and have a beneficial effect.*

Comment: The planned development will increase the desirability of the area by promoting quality development, improved landscaped areas and a development pattern compatible with existing development. The development provides an alternative housing option for senior citizens in close proximity to the new community center, medical facilities, shopping, public parks and other urban services. The applicant proposes an alternate housing option at varying levels of affordability. The proposal will assist Douglas County in their goal to increase the availability of affordable elderly rental housing units, as expressed in the 2011 Douglas County Master Plan. Specifically, these goals and policies are enumerated as follows:

H Goal 4: To increase affordable rental housing units for elderly and disabled households in the Minden/Gardnerville area and Indian Hills.

H Policy 4.1 Housing units for qualified elderly and disabled households shall be eligible for project cost reductions by exceeding Fair Housing and ADA accessibility requirements.

H Action 4.1 Determine possible locations for the development of affordable senior housing in proximity to the new Douglas County Community/Senior Center in Gardnerville and solicit interest from potential developers.

H Action 4.2 Develop an additional 40 to 80 units of affordable rental units within ten years for elderly and disabled households.

H Action 4.3 Douglas County will prepare siting criteria for new affordable rental units to insure proximity to community services.

11. *Any deviation from the standard ordinance requirements is warranted by the design and additional amenities incorporated in the development plan which*

offers certain unusual redeeming features to compensate for any deviations that may be permitted.

Comment: The applicant is requesting modification to standard ordinances regarding RV parking standards, the standard MFR parking requirement and the required enclosed storage space.

- 12. The planned development will not result in material prejudice or diminution in value of surrounding properties, and will not endanger the health, safety and welfare of the community.*

Comment: The development will not result in material prejudice or diminution in value of surrounding properties. There is no evidence that the proposal will endanger the health, safety and welfare of the community.

- 13. The subdivision of land proposed in the planned development meets the requirements of the Nevada Revised Statutes and this code.*

Comment: The proposed subdivision meets the requirements of NRS and Douglas County Development Code Planned Development standards.

- 14. The subdivision of land proposed in the planned development conforms to the density requirements, lot dimension standards and other regulations applicable to planned developments.*

Comment: The proposal is consistent with the regulations applicable to planned developments.

- 15. The subdivision of land proposed in the planned development conforms to the improvement and design standards contained in the development code and adopted design criteria and improvement standards.*

Comment: All of the proposed improvements conform to Douglas County's design standards.

- 16. Where applicable, adequate transfer development rights have been established consistent with the number of proposed units within the planned development.*

Douglas County Community Development
Parkway Vista Apartments
November 6, 2012
Page 13 of 13

Comment: The project is within a receiving area, however it does not require the utilization of transferable development rights (TDR) since the proposed affordable housing development qualifies under the TDR waiver provisions under Douglas County Code 20.612.040 B.. Seven units (7) will be provided at 35% of Area Medium Income (AMI), eighteen units (18) at 40% of the AMI and five units (5) at 45% of the AMI.

17. The planned development has a beneficial relationship to the neighborhood in which it is proposed to be established.

Comment: With adoption of the Specific Plan, the Plan was found to be consistent and compatible with area development. The Planned Development addresses several needs expressed in the 2011 Douglas County Master Plan and therefore have been established to have a beneficial relationship to the neighborhood.

Thank you for your consideration regarding this matter. Should you have any further questions, please do not hesitate to call.

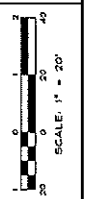
Sincerely,

R.O. ANDERSON ENGINEERING, INC.



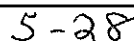
Marie A. Hulse, ASLA, CPESC
Landscape Architect

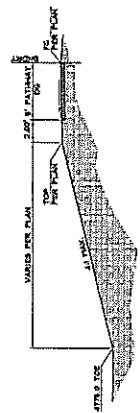
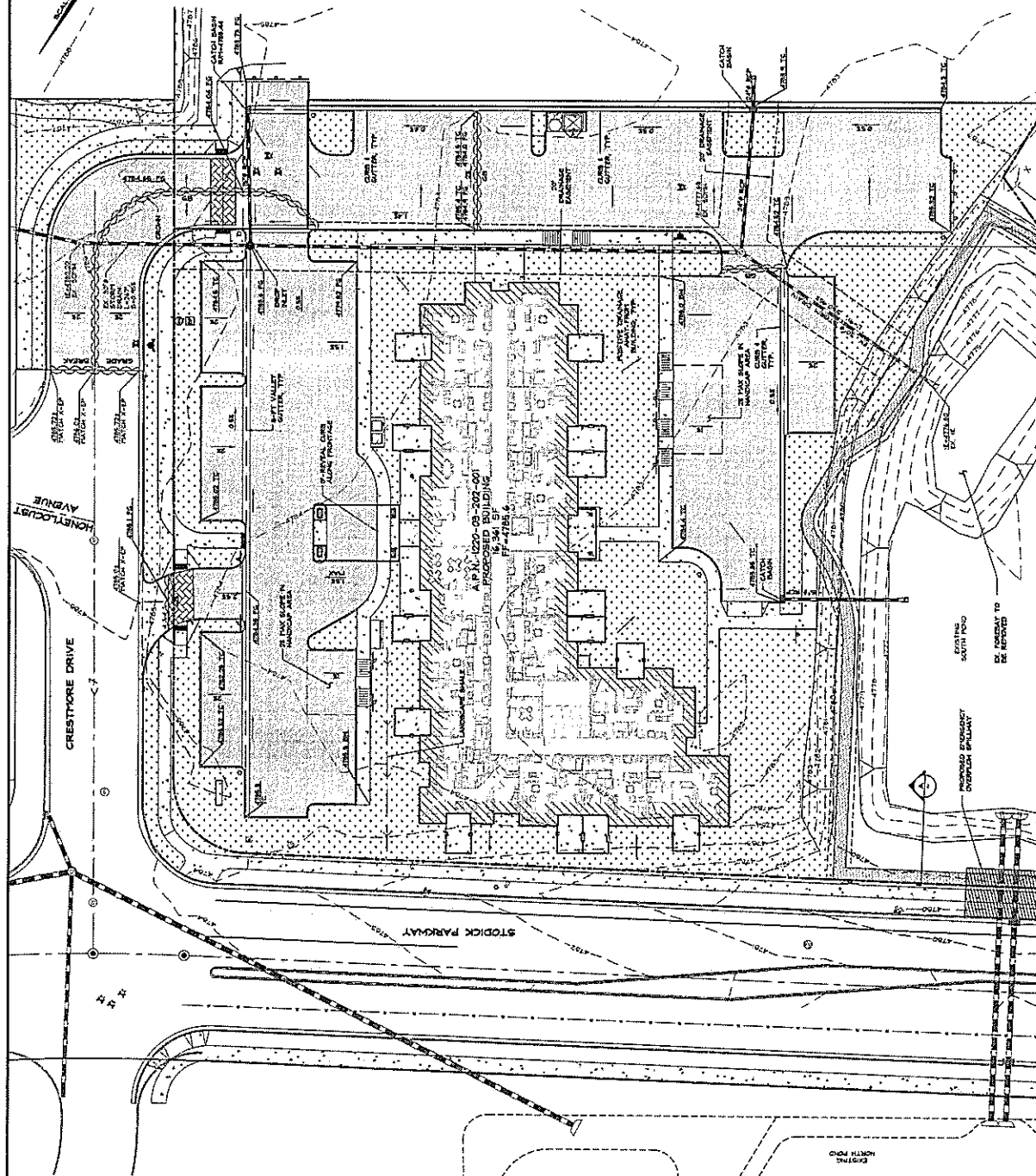
PARKWAY VISTA APARTMENTS
NEW BEGINNINGS HOUSING, LLC.

R/O Anderson
1944 ROUNDELL COTT

PRELIMINARY
For Review Only

- [illegible]





EXISTING POND SECTION A
SCALE: 1" = 10'

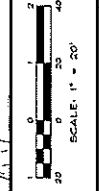
PRELIMINARY
For Review Only

PROJECT: PARKWAY VISTA APARTMENTS
 ENGINEER: J. H. J. SEE NOT STAMP
 SCALE: 1" = 20'
 DATE: 11/26/12 OF 3 SHEETS
 SHEET: C3

GRADING PLAN

PARKWAY VISTA APARTMENTS
NEW BEGINNINGS HOUSING, LLC.

R. O. Anderson
 11/26/12
 11/26/12



NO.	DATE	REVISIONS
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Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not for Possible Action.** Discussion on the Main Street Program Manager's Monthly Report of activities for November 2012. (approx 5 minutes)

Funds Available: ☐ Yes ☒ N/A

2. **Department: Main Street Program**

Prepared by: Paula Lochridge

3. **Meeting Date: December 4, 2012** **Time Requested: 5 minutes**

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

5. **Background Information:** See attached

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

7. **Board Action:**

☐ Approved
☐ Denied

☐ Approved with Modifications
☐ Continued



To: Gardnerville Town Board
Fr: Paula Lochridge, Main Street Gardnerville Program Manager
Re: Program Manager's Report for December 4, 2012

Economic Restructuring:

- I was interviewed about our Revolving Loan Fund in October by John Seelmeyer, with Northern Nevada Business Weekly. He also interviewing two of our applicants, Rick Ackerson with No Place Like Home and with Troy Phillips with Battle Born Wine. The article came out on line November 12th and was in the Nevada Appeal on November 18th. Both versions are in your packet.

Organization:

- Focusing on Memberships/Sponsorships/Fundraising.
- The 501c3 Committee is moving forward on getting the necessary information together to determine if this is a direction that we'll take with one of our committees. This process is taking a lot of time and we have some great volunteers working on it. Once the research is complete, we will consult with legal counsel. The c3 status could open doors for future grant funding and donations for district projects but it's important for the bulk of our program to remain a 501c6 because of our work with district businesses.
- Monthly morning coffee meetings are going well. Feel free to join us the first Tuesday of each month, 8:30 -9:30 am at Sharkey's Casino (in the Rib Room). We will not have a meeting in January since the 1st Tuesday falls on New Year's Day.

Promotions:

- Holiday Shopping Bazaar (November 10th at St. Gall Church, 11 am – 4 pm)
 - We completely sold out of all vendor space with 44 vendors participating.
 - We had over 90 raffle and silent auction items.
 - We will discuss this event at our Promotions Meeting on Dec. 5th to determine the success. We had fewer attendees than last year, due to weather, but most vendors said they had great sales. (Attendance was estimated near 400 last year, with just over 300 this year.)
- Cash Mob
 - Our third Cash Mob will be held on Saturday, December 1st, 9:30 am – 4:30 pm at Country Carousel.
 - Details on this event are in your packet.

Design:

- Heritage Park Gardens are being cleaned and prepared for winter. It was a successful season with excellent results in the gardens and the contribution of vegetables to the Food Closet not to mention the community involvement. Additional garden plots are planned for next year. More when the design / layout is complete.
- The design of the Labyrinth is underway and existing labyrinths have been visited to gather information on design, materials and maintenance. The committee will be utilizing the \$4000 grant money from the Nevada Commission on Tourism. Progress reports to follow with a design presentation to both the Main Street Gardnerville and Gardnerville Town Boards for approval.
- Several of the volunteers decorated the nine benches throughout the district. Photos included in your packet.

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



Paula Lochridge,
Main Street Gardnerville Program Manager



- Special to The R-C

Sixteen graduate from Leadership Douglas County

NOVEMBER, 27 2012
STAFF REPORTS

At a ceremony last week, sixteen Valley residents were honored as they graduated from Leadership Douglas County.

The graduates completed an 11 month program of site visits, classroom instruction and homework assignments, along with a class project, to earn the graduate status.

Along the way, the class heard from more than 100 presenters as they spent nine days immersed in areas such as public safety, education, water and agriculture , state government, tourism and heritage and economic development.

Seven of those days started with a classroom session on various aspects of leadership conducted by Dr. Marlene Rebori of the University of Nevada. From there, the class hit the road and toured facilities associated with the day's subject area, and had the opportunity to hear directly from the experts at those stops.

To graduate, the class had to complete a number of homework assignments, including the publishing of a letter to the editor, attendance at a Douglas County commission meeting and seven other assignments drawn from a list of possibilities.

Finally, as a class, the graduates had to identify, plan and execute a class project. They chose to undertake an oral history of one of the Valley's pioneer families.

At the graduation ceremony held at Genoa Lakes, which was moderated by Program Chair Steve Lewis of Cooperative Extension, the class heard from keynote speaker Nancy Saitta, a justice of the Nevada Supreme Court.

This year's graduates include Marcus Armstrong, Carson Valley Medical Center; David Aymami, Douglas County Sheriff's Office; Brynn Bertucci, U.S. Bank; Chad Cox, GE Energy; Stephanie Waggoner, Appoggio Core Training Studio; Gary Dove, Kiwanis of Carson Valley; Susan Endter; Brian Fitzgerald, Douglas County Parks and Recreation; Dominique Etchegoyhen, Legacy Land and Water; Lisa Granahan, Douglas County Economic Vitality; Shari James, Dr. James the Dentist; Chris Johnson, Minden Tahoe Airport; Paula Lochridge, Main Street Gardnerville; Ursula Prebezac, City National Bank; Marilyn Presti, Carson Valley Medical Center Foundation; and Holly Spiers, GE Energy.

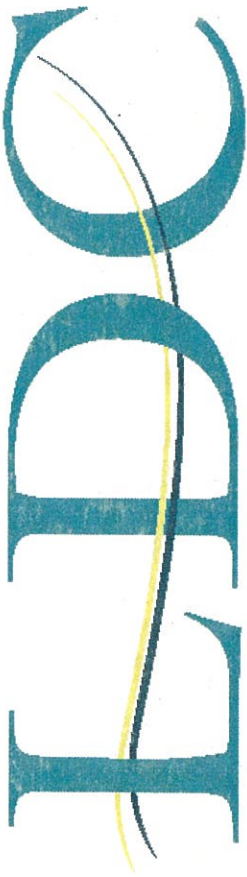
Recruitment for the Leadership Douglas County Class of 2013, which will begin in January, is ongoing.

Applications and information are available at www.carsonvalleynv.org or by calling the Carson Valley Chamber of Commerce office at 782-8144.

<http://www.recordcourier.com/apps/pbcs.dll/article?AID=/20121128/NEWS/121129932/1062&parentprofile=104930&template=printart>

6-4

LEADERSHIP



DOUGLAS COUNTY
CARSON VALLEY CHAMBER OF COMMERCE

CERTIFICATE OF GRADUATION

2012

PRESENTED TO

Paula Lochridge

A blue ink signature of Steve Lewis, written in a cursive style.

Steve Lewis
Leadership Douglas County Chair

A blue ink signature of Bill Chernock, written in a cursive style.

Bill Chernock
Carson Valley Chamber of Commerce

Highly Effective People Award

Paula Lochridge

6-5



Habit 6: "Synergize"

Do I value different opinions, viewpoints and perspectives of others when seeking solutions?

Presented: November Twentieth, Two-Thousand-Twelve

A blue ink signature of Bill Chernock.

Bill Chernock
Chamber of Commerce

A blue ink signature of Steven R. Lewis.

Steven R. Lewis
Chair



University of Nevada
Cooperative Extension

USDA-funded loan pool boosts Gardnerville businesses

BY JOHN SEELMEYER

Northern Nevada Business Weekly

Battle Born Wine has sold gift baskets during almost the entire five years that the store in downtown Gardnerville has been owned by Troy Phillips. The problem: Despite the store's location on busy U.S. 395, passing consumers thought the store sold only wine.

Phillips drew on a low-interest loan program financed by the U.S. Department of Agriculture and managed by Main Street Gardnerville to boost his marketing — better signage, new bags — and solidify his inventories.

Today, the store sees steady growth of new customers.

Like many retailers, Phillips had found himself in a tight spot. Even modest marketing to increase consumers' awareness of his store's gift baskets — not to mention its wide inventory of craft beers — would chew a big hole in the store's cash flow.

And banks and other traditional lenders either don't want to make loans of a few thousand dollars or would require high interest.

The revolving loan program managed by Main Street Gardnerville, however, provides loans that carry a 2 percent interest with repayment spread over five to 10 years. Loans generally total \$1,500 to \$10,000, although they may go higher.

"This program was a neat way for us to get capital," says Phillips. Main Street Gardnerville has made three loans through the USDA initiative and has another handful of proposals in the pipeline, says Paula Lochridge, who manages Main Street Gardnerville.

"We want our downtown to succeed," she says. "We have a lot of unique small businesses



RECORD-COURIER FILE PHOTO

Troy Phillips of Battle Born Wine drew on a low-interest loan program financed by the U.S. Department of Agriculture and managed by Main Street Gardnerville to boost his marketing — better signage, new bags — and solidify his inventories.

in our downtown, and we want them to have a fighting chance."

The revolving-loan fund totals \$56,000. Loans are available for uses ranging from signs and awnings to working capital and additional staff. An early success story of the program came at No Place Like Home Senior Care LLC.

Rick Ackerson, president and

chief executive officer of the company, says No Place Like Home has grown five-fold since it used its loan funds in May 2011 to boost its working capital.

"It gave me a jump start," says Ackerson, noting that the 2 percent interest rate means that the loan didn't create a serious financial burden on the

growing company.

The interest rate proved to be a key ingredient to build momentum for the loan program after it drew lukewarm response when it was introduced in 2009, says Lochridge.

She says the first version of the program called for loans to carry a 4 percent interest rate. That was daunting to borrowers, particularly because they were nervous in those early days of the recession that had begun in 2008.

Potential borrowers also were worried about confidentiality as they were required to provide detailed financial information.

Applications today are reviewed by a loan committee of financial professionals in Douglas County who understand the need for confidentiality, Lochridge says. Neither the staff nor the board of the non-profit Main Street Gardnerville has access to the information. "It stays very confidential," says Lochridge.

Borrowers must be members of Main Street Gardnerville and located within the Main Street District.

(Main Street Gardnerville, one of 40 Main Street programs nationwide overseen by the National Trust for Historic Preservation, is the only program of its type in Nevada. Its goal is preservation and revitalization of historic downtown districts.)

Michelle Kelly, business program specialist with USDA in Carson City, says the Main Street Gardnerville revolving-loan fund is one of several lending vehicles that the federal agency has established in rural areas of the state.

"In the current lending environment, there is a great demand for it," Kelly says.

BRIEFLY

Offsite Data Spot expands

Carson City based Offsite Data Depot will expand into Reno and add several more employees.

The business specializes in records storage and offers document shredding, scanning, online backup and email filtering.

For more information, call 775-888-9933 or go to www.offsite-datadepot.com.

Ferrari Public Affairs has new website

Ferrari Public Affairs has launched a new website at www.ferrariipa.com. The site showcases the company's services and expanding team.

The site contains a community section which helps the Nevada-based company show non-profit groups supported by the firm. The site includes a blog that contains state and national political updates.

Ferrari Public Affairs is a results-driven government and public affairs firm. The company provides local, state, and federal lobbying and regulatory consulting services to clients across the country. For more information, go to www.ferrariipa.com.

RE/MAX honors Brummer

RE/MAX agent Mary Jo Brummer has been presented with the Certificate of Excellence for achieving the No. 2 Individual sales position for the month of August in the state of Nevada.

Brummer has been working in the real estate industry for more than 14 years. She holds the Certified Residential Specialist and the Certified Distressed Property Expert Designations.

Brummer's office is at 2310 S. Carson Street, Suite 1. She can be reached at 775-721-5905.



Mary Jo Brummer

Chromalloy wins contract

Chromalloy Gas Turbine Corp. of Carson City won a contract worth \$100,608 from the U.S. Navy's Weapon Systems Support division at Mechanicsburg, Pa., to repair and rebuild gas-powered turbine engines.

— NORTHERN NEVADA BUSINESS WEEKLY

Price Target Media retained

Price Target Media Inc. of Carson City has been retained by Abby Inc., a Calgary oil company, to provide investor-relations services.

Abby will pay Price \$5,000 a month in cash and 200,000 shares of restricted shares of its common stock.

— NORTHERN NEVADA BUSINESS WEEKLY

USDA-funded loan pool boosts Gardnerville businesses
John Seelmeyer, 11/12/2012

Battle Born Wine has sold gift baskets during almost the entire five years that the store in downtown Gardnerville has been owned by Troy Phillips. The problem: Despite the store's location on busy U.S. 395, passing consumers thought the store sold only wine.

Phillips drew on a low-interest loan program financed by the U.S. Department of Agriculture and managed by Main Street Gardnerville to boost his marketing — better signage, new bags — and solidify his inventories.

Today, the store sees steady growth of new customers.

Like many retailers, Phillips had found himself in a tight spot. Even modest marketing to increase consumers' awareness of his store's gift baskets — not to mention its wide inventory of craft beers — would chew a big hole in the store's cash flow.

And banks and other traditional lenders either don't want to make loans of a few thousand dollars or would require high interest.

The revolving loan program managed by Main Street Gardnerville, however, provides loans that carry a 2 percent interest with repayment spread over five to 10 years. Loans generally total \$1,500 to \$10,000, although they may go higher.

"This program was a neat way for us to get capital," says Phillips. Main Street Gardnerville has made three loans through the USDA initiative and has another handful of proposals in the pipeline, says Paula Lochridge, who manages Main Street Gardnerville.

"We want our downtown to succeed," she says. "We have a lot of unique small businesses in our downtown, and we want them to have a fighting chance."

The revolving-loan fund totals \$56,000. Loans are available for uses ranging from signs and awnings to working capital and additional staff. An early success story of the program came at No Place Like Home Senior Care LLC.

Rick Ackerson, president and chief executive officer of the company, says No Place Like Home has grown five-fold since it used its loan funds in May 2011 to boost its working capital.

"It gave me a jump start," says Ackerson, noting that the 2 percent interest rate means that the loan didn't create a serious financial burden on the growing company.

The interest rate proved to be a key ingredient to build momentum for the loan program after it drew lukewarm response when it was introduced in 2009, says Lochridge.

She says the first version of the program called for loans to carry a 4 percent interest rate. That was daunting to borrowers, particularly because they were nervous in those early days of the recession that had begun in 2008.

Potential borrowers also were worried about confidentiality as they were required to provide detailed financial information.

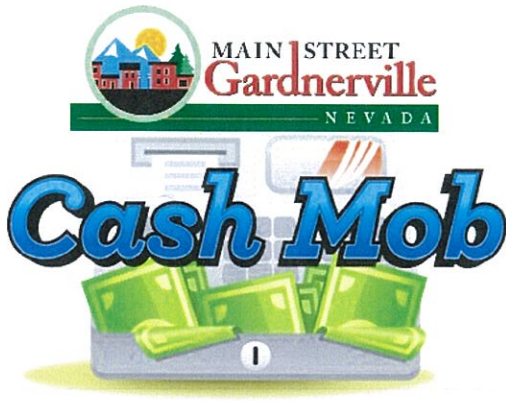
Applications today are reviewed by a loan committee of financial professionals in Douglas County who understand the need for confidentiality, Lochridge says. Neither the staff nor the board of the nonprofit Main Street Gardnerville has access to the information. "It stays very confidential," says Lochridge.

Borrowers must be members of Main Street Gardnerville and located within the Main Street District.

(Main Street Gardnerville, one of 40 Main Street programs nationwide overseen by the National Trust for Historic Preservation, is the only program of its type in Nevada. Its goal is preservation and revitalization of historic downtown districts.)

Michelle Kelly, business program specialist with USDA in Carson City, says the Main Street Gardnerville revolving-loan fund is one of several lending vehicles that the federal agency has established in rural areas of the state.

"In the current lending environment, there is a great demand for it," Kelly says.



Main Street Gardnerville

continues with its

"Cash Mob"

Economic Stimulus Campaign

A **"Cash Mob"** is a new movement aimed at supporting local businesses and rebuilding communities. **"Cash Mobbers"** join together and commit to spending \$10-20 at a predetermined local business.

The next **"Cash Mob"** will take place on **Saturday, December 1st**, at **Country Carousel**, 1420 Main Street (Hwy 395) in Gardnerville. In business for 18 years, they carry gift and home décor items, flags and have a year-round Christmas area.

Show up anytime at **Country Carousel** between 9:30 AM & 4:30 PM on **December 1st** and commit to investing \$10-20 back into our local economy. They'll be offering 25% off storewide and a raffle to win prizes.

December 1st is also the day of the **Carson Valley Chamber of Commerce's "Parade of Lights"** so come down early to **"mob" Country Carousel** then make a day of it in the Main Street District while you await the start of the parade!

Find us on Facebook at "Main Street Gardnerville Cash Mob"

According to the American independent Business Alliance, when a consumer spends \$100 in a locally owned business, \$45 of it stays in the community. When that same \$100 is spent in a national chain store, only \$13 stays local.

A Cash Mob is just one way that a shopper can have a huge impact on our local economy.

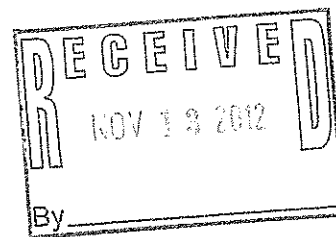
Ph: 775.782.8027

Main Street Gardnerville
1407 Main Street (Hwy 395 N), Gardnerville, NV 89410
www.MainStreetGardnerville.org

Fax: 775.782.7135

Main Street Gardnerville is a 501c6 corporation and an equal opportunity provider.

The Vintage Village Motel
1383 Hwy. 395 N.
Gardnerville, NV 89410
775-782-2624



November 9, 2012

Dear Linda,

A belated thank you for choosing The Vintage Village Motel as your spot to host the annual Flower Committee appreciation event.

We were delighted to have your committee and friends gather here for such a festive occasion. We hope you enjoyed yourselves and that the accommodations were to your liking.

Meeting the Hickey's was a great surprise and interesting for us. We look forward to receiving some of the historical photos they shared and displaying them in the motel lobby. The stories and pictures were great fun!

Thank you for the beautiful planter pot. We enjoyed it all summer. We also look forward to meeting with you or Jim or Carol about some curbside decorating or Springtime planting in the future.

Sincerely,

Melissa Mitchell and John Saulque
Managers
The Vintage Village Motel

**Volunteers Sally Jasperson and Carol Sandmeier
decorating the benches throughout the Main Street District.**



Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on revising the following Town policies;
- a. Park Use Policy
 - b. Heritage Park Reservation Policy
 - c. Street Closure/Special Events Policy;
with public comment prior to Board action.

2. **Recommended Motion:** Based on Board discussion.

Funds Available: ☒ Yes ☐ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** December 4, 2012 **Time Requested:** 20 minutes

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

Background Information: This is being brought back from the October meeting in which Board members gave comments and direction. Our attorney, Tyler Altom, has made the corrections you see in the attached policies.

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

7. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

TOWN OF GARDNERVILLE PARK USE POLICY RULES AND REGULATIONS

1. Park Use in General:

The Town of Gardnerville's parks and related facilities are for the use and enjoyment of the public and are generally open for use from 6:00 a.m. to 9:00 p.m., daily. In addition to the general use and enjoyment of the park by the public for recreational purposes, the parks are available on a first come, first served basis for most events, including, but not limited to, special events, meetings and exhibits. However, organized sports league use for games or practices is not permitted [keep this sentence in?].

2. Reservation Policy:

For groups of more than 25 people, reservations are required and are subject to a first come, first served basis. However, any Town sponsored or co-sponsored activity will have the right of priority over all other reservations and special events.

Application: A Park Reservation Form and Release of Liability and Indemnification Agreement ("Application") must be completed and submitted [to Town staff?] [0 / 7 / 10 / 30] days before the requested use. [The Town Board will review the Application and accept, accept with modifications, or deny the Application at a properly noticed Board meeting [OR] The Town Manager will review the Application and accept, accept with modifications, or deny the Application.]

The entire park or specific areas of a park are available for special or organized events or gatherings. At the request of the individual or organization applying for the reservation, a section of the park may be cordoned off. However, a Town park is a public park and a reservation will not guarantee exclusive right to the park grounds.

No group or individual may reserve the park area or facilities more than two (2) weekends per month.

Fees and Deposit: A park may be available on a half day basis (to a maximum of four hours) at a flat rate of \$25.00[?] per hour, or for a full day with the flat rate being \$300.00[?].

A security deposit of [up to] \$300.00[?] will be required[, at the discretion of the Board [OR] Town Manager]. The completed Application and deposit must be on file in the Town office in order to guarantee the reservation. The security deposit will be refunded to the applicant after inspection by Town staff for any additional cleaning and/or damages other than normal wear and tear of the park. The applicant will remain responsible for any additional damages, cleaning or repair expenses as a result of the reservation or special event. A refund, if the

Town [Manager] determines it is due, will be returned to the applicant within thirty (30) days of the event or cancellation.

Park fees and charges shall be established by the Town Manager, subject to the approval, review, revision, and/or amendment by the Town [Keep this sentence/paragraph? Seems unnecessary considering above language].

Insurance: Comprehensive general liability insurance naming the Town of Gardnerville as additional insured will be required for any event when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require liability insurance; 4) beer and alcohol are to be sold; and/or 5) as determined by the [Board [OR]] Town Manager or his or her authorized designee. The minimum limits of the insurance shall be as follows: \$1 million for each occurrence and \$1 annual million aggregate. Insurance coverage must include premises, operations, products and completed operations at a minimum.

Alcohol: Applicants desiring to consume or dispense alcoholic beverages on Town property must request permission in writing. Beer and wine are the only alcoholic beverages that will be permitted[, subject to the approval of the Board [OR] Town Manager]. Further, if alcoholic beverages are to be sold, the applicant's insurance policy shall include a liquor liability rider naming the Town of Gardnerville as an additional insured with the aforementioned requirements and minimum limits. Proof of compliance with all applicable rules and regulations of the Douglas County Liquor License Board shall be submitted with the application but in no event less than [0 / 7 / 10 / 30] days prior to the event.

Security: Security may be required under the following circumstances[, as determined by the Board [OR] Town Manager]: (1) where an event makes a major impact on a facility; (2) when alcohol is being served or sold; (3) and/or when additional precautions are deemed necessary due to the nature of the event. When security is required, private security personnel shall be arranged by the applicant, with prior approval by the Douglas County Sheriff's Department. The applicant is responsible for all fees for security services. Proof of security service and Sheriff's Department approval will be required prior to the reservation approval.

Cleaning/Sanitation: The applicant will be given instructions for cleaning and park use at the beginning of the event. If the park requires any cleaning after the event it will be provided by the Town. The applicant will be charged \$25 per hour for such cleaning. In the event there is a security deposit, the assessed cleaning charge will be deducted from the deposit.

The applicant shall provide facilities for the washing of hands for persons who prepare food at a special event.

Where the expected attendance of an event is one hundred people or more, the applicant shall be responsible for providing toilet facilities pursuant to Nevada Administrative Code 444.825 (a copy of NAC 444.825 is attached to the application). Portable toilet facilities must be kept clean and in good repair. The rental, service and removal of portable toilet facilities shall be provided at the expense of the applicant.

Dumpster Fee: The applicant will be charged a fee of \$25 per dumpster for groups of 50 or more people [see Application].

Restrooms: The applicant will be charged \$50 if park restroom use is required during the time period of after Thanksgiving until the end of March in any given year [See Application].

Other Permits: If beer and/or wine service is approved by the [Board [OR] Town Manager], the applicant shall be responsible for obtaining any additional permits as may be required. The applicant shall provide copies of such approvals to the Town with the application but in no event less than [0 / 7 / 10 / 30] days prior to the event.

If the special event or gathering is a commercial entertainment event or outdoor festival, the applicant must obtain an outdoor festival entertainment event permit and submit copies of such permit(s) to the Town with the application but in no event less than [0 / 7 / 10 / 30] days prior to the event.

Cancellations:

1. A group may cancel their reservation [3 business] days in advance with a full refund.
2. [depending on how many days in advance Application must be received, may remove/modify this paragraph] A cancellation fee of 50% of the application fee and security deposit will be assessed if cancellation is made [less than 3 business days] [remove "between 29 days and 48 hours prior"] to the date of reservation. The cancellation fee will be deducted from the deposit.
3. [depending on how many days in advance Application must be received and/or above paragraph, may remove/modify this paragraph] In the event the group fails to appear for the scheduled use or cancels with less than 48 hours notice, no refunds will be given.
4. In the event of acts of God, e.g., natural disasters, heavy storms, etc., and cancellation occurs, fees will be waived.

3. Miscellaneous:

- A. No person shall intentionally damage, destroy, remove or modify any natural or unnatural item or article owned by the Town.
- B. The Town [Manager] must authorize any amplified music.
- C. The Town [Manager] must authorize the erection of tents, canopies or awnings. Bounce houses, dance floors, or tents larger than 20 ft. by 20 ft. may be subject to additional security deposits and/or insurance coverage, at the discretion of the Board/Town Manager. Stakes are not permitted for use in securing tents, etc. [see Application].
- D. Signs are not allowed within park without the express permission of the Town [Manager].
- E. Litter must be placed in appropriate containers and/or removed by park users from the facility.
- F. No person shall operate any vehicle including, but not limited to motorcycles, all-terrain vehicles or dune buggies, except on designated paved roads within the park. Vehicles may not be driven on any lawn or surface other than the designated parking areas without the express permission of the Town [Manager].
- G. Dogs, except seeing eye guide dogs, police dogs or service dogs, are not allowed in Town parks. The Town [Manager] may allow other animals in the park when part of a special event at its sole discretion.
- H. Hunting and trapping are strictly prohibited. Fishing is not permitted, except in areas specifically designated for that use. Fishing is permitted at Martin Slough Park, and on the Martin Slough where designated by signs; is limited to persons age 16 and under[?], and persons who are physically handicapped or disabled, as determined either by the Nevada Division of Wildlife or the Nevada Division of Motor Vehicles, by having a license designating the person disabled and a special license plate or parking permit. All fishing, excepting regulations contained within this policy, is subject to and in conformance with Nevada Revised Statutes and Nevada Division of Wildlife regulations.
- I. The discharge of firearms, crossbows, air rifles or fireworks is strictly forbidden.
- J. Camping is not permitted in Town parks. Exceptions may be granted at the sole discretion of the Town [Manager].



Application for Use of Heritage Park
1407 Highway 395
Gardnerville, Nevada 89410
(775) 782-7134 (775) 782-7135 Fax

Date of Application: _____
(Application must be submitted [] days prior to the requested use)

Location of Event/Activities: _____
(submit letter of property owner's permission if event is to be held on private property[?])

Street(s) proposing to be closed: _____
(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes _____ No _____

Organization: _____ Corporation: Yes _____ No _____
(if a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: _____

Home Telephone #: _____ Business Telephone # _____ Fax #: _____
(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: _____
(if applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: _____

Type of Activity Park will be used for: _____

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 _____

Will a fee be charged to attend the event? Yes _____ No _____

Date(s) Requested (include setup and tear down time): _____

Event hours: _____

Describe proposed event, concessions, fund-raisers, etc: _____

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: _____
(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)

Event Insurance Carrier & Telephone #: _____

(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: _____

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: _____

Event Clean-up/Sanitation/Garbage Plan: _____

(garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: _____

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: _____

(Heritage Park Parking MUST remain open for visitors at all times)

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: Said group agrees that it shall indemnify, defend and hold harmless the Town of Gardnerville and Douglas County from any and all expenses or damages which may occur, or liability that it may sustain, including reasonable attorney's fees, administrative costs, and court costs, by reason of the Town's permission to said group for conducting referenced event at denoted location. Said group, through its representative, hereby agrees to abide by the conditions of approval of the Town Board and any other conditions that may be set forth by Douglas County. Said group acknowledges that it has received a copy of and has read the Town's Heritage Park Reservation Policy, and agrees to be subject to that Policy, including but not limited to any required fees, deposits, or other charges.

Date: _____ Signature: _____

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

Printed name above: _____

(Town Office Use Only)

Deposit amount Paid: _____ Date Processed: _____

Receipt Number: _____ Facility Reviewed: _____

Scheduled for Town Board Agenda: _____

Approved: _____

Scheduled for Douglas County Commissioner Agenda: _____

Approved: _____

Deposit Returned: _____

A copy of the approved application [removed "form"] MUST be at the event

HERITAGE PARK RESERVATION POLICY RULES AND REGULATIONS

1. Heritage Park Reservation Policy:

The Gardnerville Town Board ("Board") defines and declares that, with the completion of the improvements to Heritage Park, the pavilion and related public facilities ("park") and the requests for public and private exclusive use of the park, the park use requires a reservation policy for all persons desiring to use, promote, encourage or sponsor activities within the park regarding reservation of the park for an exclusive use.

The Board will for events within the park allow for a public or private group or person to reserve the park for such use, for limited amounts of time, pursuant to this policy and the following rules and regulations.

No person or entity shall use Heritage Park without compliance with the Town's Park Use Policy, for non-exclusive uses, or with this reservation policy where a use will be the exclusive use of the park for a limited period. Any person desiring to use the park for an event must first apply to the Town office for a permit issued by the Board [OR Town Manager] for the conduct of the event within the park. Any completed application will be placed on the next available Board agenda for review and consideration by the Board after its review and approval by the Gardnerville Town Manager ("Manager") [modify this sentence if Board gives Town Manager authority to approve, approve with modifications, or deny an application].

2. Board Findings:

The Board has found that certain activities to be conducted within the park should be subject to a park reservation fee based upon the following findings:

- a. Youth activities are to be supported and subsidized to ensure an open and inviting park for community recreation. Fees for youth activities are either to be waived or are to be assessed at a low rate to cover costs to the Town.
- b. Adult activities are also to be supported, but are subject to fees based on a greater ability to support and pay for recreation service.
- c. Youth-oriented community organizations should be allowed to maximize fund-raising efforts in support of a non-profit youth activity organization.
- d. All requests are subject to the Manager's priority ranking to ensure reservation of the park.

- e. Deposits and insurance requirements will be required according to the schedule set forth in this policy to ensure continuing availability and security of the park.
- f. Additional fees will be charged beyond the minimum fee[, at the Board's discretion [OR] at the Manager's discretion,] when the impact on the Town in accommodating the park use is beyond normal operations, such as overtime and clean up costs.
- g. Uses of the park which are for commercial purposes, or other uses creating major impacts on the park facilities, will be reviewed by the Manager on a case-by-case basis. The Manager's recommendation shall be provided to the Board prior to approval of the park use [remove/modify last sentence depending on whether Board gives Town Manager authority to approve/deny Application].

3. **Definitions:**

An application for an exclusive park use, which may or may not involve the entire park facility, shall be construed as a use of the park to the exclusion of all other public and private users for the reserved period of time ("use" or "park use"). Park use shall be arranged by the Manager according to this policy. A park use includes any event conducted within the park, whether organized or promoted for commercial purposes or non-commercial purposes, whether or not an admission fee or donation is requested or required, and shall include any exclusive use of the park.

A use of the park includes the park and all of its facilities. Where applicable, the Town's template for location of temporary facilities, such as booths, shall be utilized.

Non-exclusive park use applications shall be governed by the Town's Park Use Policy.

4. **Permit Required:**

No person or entity shall use the park for the operation, maintenance, conduct, advertisement, or advanced ticket sales unless a permit from the Town is first obtained by submitting an application, described below, to the Manager, and the [Board [OR] Manager] approving such application.

5. **Priority of Uses:**

The Board establishes, in the first instance, that reservation of the park shall be on a first come, first served basis. If an application is received, reviewed and approved, the application to use the park shall take precedence over any other applications even if a later received application requests use of the park for the same time period.

For applications received, but not yet approved, that request the same period of time of use

of the park, then park use will be based on a priority pursuant to the Board's findings and the following priorities:

- a. Town Sponsored Activities.
- b. Student groups sponsored by the Douglas County School District.
- c. Youth, family or adult community recreation activities open to the public sponsored or conducted by a recognized community organization.
- d. Governmental agency meetings opened to the public.
- e. Douglas County based groups or individuals conducting activities restricted to members of the group or entity, and are otherwise closed to the public.
- f. Religious, sectarian or political meetings.
- g. Commercial uses for financial gain.
- h. Out-of-county group or organizational uses.

6. Application:

An application for use of the park to conduct an event, which may or may not involve the closure of a street or alleyway within the Town, should be completed in writing and submitted to the Manager at least [0 or 7 or 10 or 30 or _ days prior to Board meeting] days prior to the time indicated for the commencement of the planned use and shall be accompanied by a deposit established pursuant to this policy. The following information shall be contained in the application prior to its submission to the Manager [see previous sentence].

- a. The name, age, residence and mailing address of the person or entity making the application. If the application is made by an entity, the names and addresses of the principals of the entity must appear. Where the applicant is a corporation, the application must be signed by the president, vice-president and secretary of the corporation and must contain the residence addresses of the corporate officers and a certified copy of the Articles of Incorporation as a part of the application.
- b. A statement of the kind, character or type of use which the applicant proposes to conduct, operate or carry on, and if applicable, the name(s) of the street(s), park(s) or alleyway(s) within the Town for which permission to close such street, park or alleyway is sought.
- c. The home, office and/or work telephone numbers of the applicant, and if the application is by an entity, the home, office and/or work telephone numbers of the principals. If the application is made by a corporation, the home, office and/or work telephone numbers of the president, vice-president, and secretary shall be supplied.
- d. The date or dates and hours during which the use is proposed to be conducted.

- e. An estimate of the number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted.
- f. If applicable, proof that the applicant is seeking, or has sought and received the requisite approvals from Douglas County, including, without limitation, and if required, a liquor license and/or an outdoor festival and entertainment event license, and that the applicant has received all approvals from Douglas County. Failure to submit the requisite proof of Douglas County approval(s) shall be deemed to be an automatic determination that the application is incomplete, and shall not be heard by the Board [[OR] reviewed by the Manager] until complete.
- g. Where applicable, if an application proposes the erection of temporary facilities to be used for the event to be conducted in the park, the application shall utilize the Town's template for location of temporary facilities, such as booths, and demonstrate to the satisfaction of the Manager that all temporary facilities are located in conformity with the template.
- h. The application fee for a complete application may be applied to the security deposit required. Should a security deposit be waived by the Board [[OR] Manager] as provided below, the application fee may be refunded, if the Town [[OR Manager] determines it is due, within thirty (30) days after the use.

7. **Insurance:**

As part of the application, each applicant shall supply proof of insurance, [unless the applicant is a local government entity sharing the same insurance coverage as the Town]. Comprehensive general liability insurance naming the Town as an additional insured and certificate holder will be required for any use with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

8. **Explanation of Use:**

Included with the application shall be a detailed explanation of the applicant's plans to provide security and fire protection, water supply and facilities, food supply and facilities, sanitation facilities, medical facilities and services, vehicle parking spaces, vehicle access and onsite traffic control, and what provision shall be made for numbers of participants in excess of the applicant's estimated attendance. The applicant shall also provide for clean-up of the premises and removal of garbage and refuse after the event has concluded.

If the applicant requests the closure of a street, park or alleyway within in the Town, the applicant shall provide a detailed plan of the event including signs, barricades, traffic control and parking [remove this sentence? - already in street closure policy].

9. **Time of Operation:**

- a. All park uses which are the subject of this policy are available for individual or group use during normally scheduled hours of operation. Exceptions are subject to review and approval by the Manager. Additional hours of operation may be allowed by the Board **[[OR] Manager]**.
- b. No group or individual may reserve the park for more than four times per **month**, two of which may be weekends, including Friday, Saturday and Sunday. Additional use beyond these periods shall be subject to the regulations set forth in Paragraph c below.
- c. Extended park use involving multiple dates within a one month period may be granted for a maximum of one calendar year. All permits shall expire on December 31 of each year. Because of the number of requests for park use, the Board shall review in January of each **year** the contemplated uses of the park by various persons or entities **[remove this sentence as unnecessary?]**. Uses are subject to the priority ranking schedule of this policy. Reservations are subject to cancellation with a minimum of **14 days'** written notice **[needs modified if we change deadline]** if a higher priority use application is received. No reservation shall be cancelled with less than **14 days'** notice **[needs changed if we change deadline]**.

10. **Alcohol:**

Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of the use, the applicant must request permission to consume or dispense alcoholic beverages from the Board **[[OR] Manager]**. **The applicant shall obtain any other permits required for the dispensing or consumption of alcoholic beverages, including but not limited to any liquor permits required by Douglas County.** The applicant shall ensure that no participant in the park use shall use or possess any liquid container made wholly or partially of glass or metal, and demonstrate, as a part of the application, the measures to be taken to restrict alcoholic beverage containers and to ensure that no alcoholic beverage will be consumed or dispensed outside of the area of the park.

11. **Smoking Prohibited:**

Smoking is prohibited in the park except where specifically authorized.

12. **Security/Police Protection:** **[is the Town enforcing this?]**

Security and police protection may be required for **certain [removed "any"] uses** of the park **[, subject to the Board's/Manager's discretion, and subject to the Douglas County Code]**. If required by the Board, the applicant shall employ at his, their or its own expense, **law**

enforcement [removed "police"] protection. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the park. The applicant shall demonstrate to the satisfaction of the Town Board [[OR Manager] that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the use. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee. Security shall be subject to the complete direction and control of the Sheriff's Office.

13. Sanitation Facilities:

The park facilities include limited sanitation facilities. Depending upon the event proposed, an applicant may be required[, at the discretion of the Board/Manager,] to provide at least one enclosed portable chemical toilet, or one enclosed flush type water closet facility, marked "Men," and one facility marked "Women," at the park on the basis of one such facility for each forty (40) males, and one such facility for each forty (40) females expected to be in attendance.

Every applicant shall be required to provide for solid waste disposal. All solid waste disposal shall be provided by the Gardnerville Health and Sanitation Department which, based upon the application, shall determine the number and type of containers, and pickup and removal of refuse, trash, garbage and rubbish. Removal of all trash and refuse shall be at the applicant's expense.

The applicant shall provide adequate assurance to the [Board/Manager] that, at the conclusion of the use, the park shall be cleaned, and all refuse and garbage removed within twenty-four (24) hours of the time of the conclusion of the use.

14. Cleaning Deposit: [is this being enforced?]

A cleaning deposit will be required to be paid upon approval of each application based upon the content of the completed application. If the application is denied by the Board [[OR] Manager], no cleaning deposit shall be required. If the application is approved, the application fee may be applied to pay a part of the cleaning deposit.

The cleaning deposit will be established by the Town staff [OR] by the Board based upon the use proposed, and based upon the Board's [[OR] Manager's] consideration of the matters set forth within a completed application, including, without limitation, the planned use, the number of attendees anticipated, whether or not alcohol will be dispensed or consumed, the hours of operation, and the sanitation facilities required.

The cleaning deposit may be refunded, in whole or in part[, subject to the Board's/Manager's discretion,] to the applicant at the conclusion of the park use after inspection by Town staff

for any additional clean-up and/or damages other than normal wear and tear. The applicant will remain responsible for any additional damages, cleaning or repair expenses as a result of the use [being enforced?]. A refund, if the Town [[OR] Manager] determines it is due, will be returned to the applicant within thirty (30) days of the park use.

If the application is approved, the applicant will be given instructions for cleaning the park prior to the event. If, after the event has concluded, additional cleaning is required, it will be provided by the Town. The applicant will be charged a minimum of \$25.00 per hour for such cleaning [being enforced?]. The costs of such additional cleaning shall be deducted from the deposit.

15. Damage to Facilities:

Any applicant whose use of the park causes damage or excessive wear and tear to the park or its fixtures shall be required to reimburse the Town for all costs to repair, replace, restore, repaint or clean up the affected area to its original condition prior to the use [enforced?]. Any damage caused by a park use beyond normal wear and tear shall cause any future application submitted by the same person or entity to be reviewed to determine if the applicant will be allowed to use the park and its facilities in the future.

16. Reservation Fee:

A reservation fee of \$500.00 [other amount?] ("basic rate") is established by Board. The Town Manager may [shall?] review and recommend fees as set forth in this policy depending upon the use of the park proposed.

17. Classification of Uses and Charges:

- A. When two or more applications for use of the park are received by the Town, and each requests use of the park for the same time period, approval of an application for the requested time period shall be based upon the following classification of uses.

No application to use the park for a period of time shall be granted by the Town if the Town [[OR] Manager] has previously approved of an application for use of the park during the same period of time. The Town Board's policy is that the classification of uses established in this section of the policy is to be applied only when two or more applications are received, and each requests use of the park for the same period of time.

- B. Class I: No fee (0% of basic rate) [moved parentheses]
- a. Non-profit county youth groups when the activity is open to the public for activities and meetings for recreational purposes.

- b. Non-recreation groups or community organizations providing adult or youth group recreation activities which are free and open to the public.
- c. All governmental meetings and fund-raising activities sponsored by a government agency when a reciprocal agreement exists with the governmental applicant.

Class I users include, without limitation, county youth groups or agencies serving youth which are non-profit, tax exempt or not for profit activities whose primary purpose is to provide for recreation for Douglas County residents. A majority of participants must be Douglas County residents. Any fee charged for the activity must be used for the support of the activity. For governmental agencies, the fund-raising activity must relate to the governmental operations.

C. Class II: One-half (50%) of basic rate.

Recreational or charitable fund-raising activities for local, community youth serving groups and non-recreational groups when all funds raised support community, charitable and/or recreational activities.

This rate pertains primarily to fund-raising activities by county community organizations and youth serving agencies in support of recreation and/or community activities. Fund-raising activities must have as a main purpose the generation of funds to support the youth or community activities.

D. Class III: Full basic rate (\$500.00 [different amount? lower amount, e.g., \$250, if not currently enforcing fee rate?] or 100%)

Groups included within this classification are religious, political or union groups conducting meetings; private parties, individual uses and family uses which are not open to the general public; and closed and open dances and fund-raising events where the funds which are raised are not used to support a community or local recreational activity.

Class III uses are usually with private functions and are not open to the public, including private parties, individual uses and family uses. Class III includes community organizations where the event will not generate funds for the organization or will not be open to the public.

E. Class IV: 100% of basic rate (\$500 or lower?) plus a percentage

Class IV uses will include commercial or personal use of the park for financial gain.

The full basic rate plus a negotiated percentage of gross receipts, or a flat rate based on a fee as approved by the Board **[[OR] Manager]**.

Class IV includes a significant activity whose purpose is a commercial use and which constitutes a major impact upon the public. Any request for a Class IV use must be approved by the Board **[[OR] Manager]** which may review, among other factors, the nature of the profit-making organization, company or enterprise.

- F. The Board's policy is that, for competing applications for the same period of time, the Manager shall rate the competing applications based upon the classification of uses set forth within this section so long as no other approved application has requested use of the park for the same period of time.

18. Additional Charges:

Additional charges may be levied over the basic rate charged when any one or more of the following occur:

- a. When the facility would not normally be open and Town staff are required to be on duty or to perform a service.
- b. When the applicant requests Town staff to assist in set-up, breakdown, clean-up, park preparation or other maintenance duties when required during other than normal operating hours.
- c. When Town staff are required for control of the event.
- d. When the proposed use requires park renovation or facility repair as a result of the proposed activity.
- e. When damage to the park and its facilities is reasonably foreseeable, or has incurred, and includes without limitation all material costs, supplies and labor.

The determination of requirements for additional charges shall be made by the Manager. **The applicant will be charged at the rate of \$25.00 per hour when use of Town staff is required, such use as determined by the Manager.**

A total of the basic rate and any additional deposit, as required by this schedule, shall be paid in full at the time of the submission of the application. In no event shall any fee required by the Town be paid later than **[0 / 7 / 10 / 30]** days prior to the date of the event. If the fees are not paid in full prior to **[0 / 7 / 10 / 30]** days prior to the event, the permit shall be revoked and an appropriate cancellation fee will be assessed based upon any Town costs at the time of the revocation.

19. Refunds:

Any applicant may cancel an application prior to its approval and receive a full refund, less a \$25.00 administration fee.

An approved applicant may cancel its reservation [] - will need to be modified depending on Board determination of deadlines] calendar days prior to the event with a full refund, less a \$25.00 administration fee.

If cancellation is made between 29 days and 10 days prior to the date of the reservation, a cancellation fee shall be assessed based upon fifty percent (50%) of all fees, or 100% of the deposit, whichever is less [will need to be modified depending on Board determination of deadlines].

In the event an event is cancelled within 10 days of the scheduled event, no refunds will be given [will need to be modified depending on Board determination of deadlines].

A deposit to ensure appropriate use of the park and cleaning and repair shall be established by the Town Board [Board needs to determine the amount]. Deposits are refundable subject to an inspection of the park and its facilities after the event for wear and tear of the park, and subject to any cleaning, repair or administrative fees.

- 20.** In the event that the applicant proposes to close any streets or alleyways within the Town, the applicant shall also comply with the Town's rules and regulations regarding street closure/special events as set forth in its policy.

When an application for reservation for an exclusive use of Heritage Park and its facilities is received, this policy and its rules and regulations shall supersede the Town's Park Use Policy.

The Town shall provide a copy of this Policy to the applicant at the time of furnishing an application.



Town of Gardnerville

Park Reservation Form and Release of Liability and Indemnification Agreement

(Application and all applicable fees must be submitted 160 days/10 / 7 / 10 / 30 days before use)

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Date of Application: _____ Area Desired: _____

Organization or Individual _____ Phone # Home _____ Work _____

Contact Person: _____ E-mail _____

Mailing Address: _____

Supervisor of Activity: _____ Music: _____ (yes/no) Beer/Wine: _____ (yes/no)

Day(s) Requested: Mon/Tues/Wed/Thurs/Fri/Sat/Sun Date: From _____ To _____

Type of Activity: _____

Exact Date & Time of Event: _____ Size of Group: _____

Setup begins: _____ Teardown complete by: _____

Reason for Reservation: _____

Concessions/Fund Raisers (Indicate Type): _____

Town services required (electrical outlets, etc.): _____

Will you have tents, bounce houses, canopies, dance floors etc? _____

Specify: _____

(how many, dimensions, etc.) _____

(Stakes are not permitted for use in securing tents, etc.)

(Bounce houses, dance floors or tents larger than 20' X 20' are subject to additional security deposits and/or insurance coverage.)

*Groups of 50 or more require a mandatory dumpster service (\$25.00/dumpster)

*No cooking or barbecuing allowed on the pavilion remove? For Heritage Park only?

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**Park restrooms are winterized from Thanksgiving to the end of March. If your event will require the restrooms at the park to be available during the winter there will be an extra charge of \$50.

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The UNDERSIGNED, for himself/herself and on behalf of the above named group, 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 from any and all claims, demands, suits or loss, including all costs connected therewith, 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 bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Application and Agreement contract.

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I do hereby certify that, in representation of the above named group, I have received a copy of the rules and regulations governing use of the Town of Gardnerville parks and that I have read and will observe all rules and regulations.

Applicant's Signature: _____

Date: _____ Typed or Printed Name

RESERVATION FEE AND DEPOSIT MUST ACCOMPANY RESERVATION FORM

A copy of the approved form must be at the event.

(Town Office Use Only)

Amount Paid: _____	Date Processed: _____
Receipt Number: _____	Facility Reviewed: _____
Date Received: _____	Deposit Returned (Date): _____
Reservation Approved By: _____	Refund Approved: _____



TOWN OF GARDNERVILLE STREET CLOSURE/SPECIAL EVENTS POLICY RULES AND REGULATIONS

1. Street Closure/Special Events Policy:

The Gardnerville Town Board ("Board") finds and declares that the public health, safety and welfare of the inhabitants of the Town of Gardnerville ("Town") requires the regulation and control of all persons desiring to promote, encourage or sponsor special events which may include closure of certain streets or alleyways within the Town for limited amounts of time. The Board will, for special events within the Town, allow for the closure of certain streets for limited amounts of time for the purpose of conducting special events. No person or entity shall conduct a special event within the Town without first applying to the Town office for a permit issued by the Board **[[OR] Town Manager]** for the conduct of the special event and/or street closure. Any completed application submitted will be placed on the next available Town Board agenda for review and consideration by the Board **[remove last sentence if Board gives Manager authority to approve/deny applications]**.

2. Definition:

A special event, which may or may not involve the closure of a street or alleyway within the Town, is defined to include any entertainment event which is organized or promoted for commercial purposes whether or not an admission fee or donation is requested or required. A special event shall also include any music festival, dance festival, parade, rock festival, similar music activity, or any other activity which may involve the use of the Town streets, alleyways and/or parks. The Town Board's permission shall also be first sought when a special event includes music provided by paid or amateur performers or by pre-recorded means, which is held at any place other than a permanent building or permanent installation 333 which has been constructed for the purpose of conducting such activities or similar activities. The Town Board's **[[OR] Manager's]** approval of any event to which members of the public are invited or admitted for a charge or free of cost shall be obtained prior to the event.

A special event is also defined to mean any event where the sponsor of the event conducts any activity related to the event on a street, alleyway or park within the Town of Gardnerville requiring its/their complete or partial closure.

The term "street" as used in this policy includes Hwy. 395 in the Town of Gardnerville.

3. Permit Required:

No person or entity shall operate, maintain, conduct, advertise or sell or furnish tickets for a special event in the Town unless a permit from the Board **[[OR] Town]** is first obtained after

public hearing before the Board [remove public hearing requirement if Manager given authority to approve/deny applications].

4. **Application:**

An application for permission to conduct a special event, which may or may not involve the closure of a street, park or alleyway within the Town, shall be made in writing to the Town Manager at least [0 / 7 / 10 / 30] days prior to the time indicated for the commencement of the planned event; shall be accompanied by a refundable application fee of \$100.00; and shall contain the following information to be considered complete and eligible for consideration by the Town Board [[OR] Manager]:

- A. The name, age, residence and mailing address of the person or entity making the application. If the application is made by an entity, the names and addresses of the principals of the entity must appear. Where the applicant is a corporation, the application must be signed by the president, vice-president and secretary of the corporation and must contain the residence addresses of the corporate officers and a certified copy of the Articles of Incorporation as a part of the application.
- B. A statement of the kind, character or type of special event which the applicant proposes to conduct, operate or carry on, and if applicable, the name(s) of the street(s), park(s) or alleyway(s) within the Town for which permission to close such street, park or alleyway is sought.
- C. The home, office and/or work telephone numbers of the applicant, and if the application is by an entity, the home, office and/or work telephone numbers of the principals. If the application is made by a corporation, the home, office and/or work telephone numbers of the president, vice-president, and secretary shall be supplied.
- D. The address or legal description of the place where the proposed special event is to be conducted, operated or carried on, and the name(s) of the street(s), park(s) and alleyway(s), and the length of such street(s), park(s) or alleyway(s) sought to be closed. The applicant shall also submit proof that the fee owner of the property where the special event is to be conducted consents, in writing, that the site may be used for the proposed special event.
- E. The date or dates and hours during which the special event is proposed to be conducted.
- F. An estimate of the number of patrons, customers, spectators, participants and/or other persons expected to attend the special event for each day it is

proposed to be conducted.

- G. Proof that the applicant has sought and received the requisite approvals from Douglas County, including, without limitation, and if required, a liquor license and/or an outdoor festival and entertainment event license, and that the applicant has received all approvals from Douglas County. Failure to submit the requisite proof of Douglas County approval(s) shall be deemed to be an automatic determination that the application is incomplete, and shall not be heard by the Board until complete.
- H. The refundable application fee for a complete application may be applied to the security deposit required. Should a security deposit be waived by the Board **[[OR] Manager]** as provided below, the application fee may be refunded, if the Town **[[OR] Manager]** determines it is due, within thirty (30) days after the special event/street closure.

5. Festival Plans:

Included with the application shall be a detailed explanation of the applicant's plans to provide security and fire protection, water supply and facilities, food supply and facilities, sanitation facilities, medical facilities and services, vehicle parking spaces, vehicle access and on-site traffic control, and what provision shall be made for numbers of spectators in excess of the applicant's estimated attendance. The applicant shall also provide for clean-up of the premises and removal of garbage and refuse after the event has concluded.

If the applicant requests the closure of a street, park or alleyway within in the Town, the applicant shall provide a detailed plan of the event including signs, barricades, traffic control and parking.

Should the Town Board **[[OR] Manager]** approve of the applicant's request to close a street or alleyway, the applicant shall be required to provide notice to all residents and tenants affected by the closure at least **seven (7) days [suggest at least 7 days]** in advance and provide notice to the Town Manager that such residents and tenants have consented to the closure of the street and/or alleyway. Such consent(s) is not required for park use.

Should the application for a special event/street closure be for a site which is contiguous to Hwy. 395, or which involves the closure of a street or alleyway intersecting Hwy. 395, the applicant shall submit with the application written evidence of approval of the special event/street closure by the Nevada Department of Transportation.

6. Insurance:

As part of the application, each applicant shall supply proof of insurance. Comprehensive

general liability insurance naming the Town of Gardnerville as an additional insured and certificate holder will be required for any special event/street closure with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

7. **Alcohol:**

Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of the special event and/or street closure, the applicant must request permission to consume or dispense alcoholic beverages from the Town Board **[OR Manager]**. The applicant shall ensure that no participant in the special event/street closure shall use or possess any liquid container made wholly or partially of glass or metal, and demonstrate, as a part of the application, the measures to be taken to restrict alcoholic beverage containers and to ensure that no alcoholic beverage will be consumed or dispensed outside of the area of the site where the special event/street closure will occur. **The applicant is also responsible for obtaining any other alcohol or liquor permits required by the Douglas County Code or other laws or regulations.**

8. **Security/Police Protection:**

For every special event/street closure permit, the applicant shall employ, at his, their or its own expense, **law enforcement** **[remove "police"]** protection. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the place of the special event/street closure. The applicant shall demonstrate to the satisfaction of the Town Board **[OR Manager]** that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the special event/street closure. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee. Security shall be subject to the complete direction and control of the sheriff.

9. **Hours of Operation:**

All special events which are subject to this policy shall close and cease operation continuously between the hours of 12:00 a.m. and 9:00 a.m. of each and every day of the special event, unless different hours of operation of the special event are approved by the Board **[OR Manager]**.

10. **Sanitation Facilities:**

Every applicant shall provide at least one enclosed portable, chemical toilet, or one enclosed flush type water closet facility marked "Men" and one facility marked "Women" at the site of

the special event/street closure on the basis of one such facility for each forty (40) males and one such facility for each forty (40) females expected to be in attendance.

Every applicant shall be required to provide for solid waste disposal. All solid waste disposal shall be provided by the Gardnerville Health and Sanitation Department which, based upon the application, shall determine the number and type of containers, and pickup and removal of refuse, trash, garbage and rubbish. Removal of all trash and refuse shall be at the applicant's expense.

The applicant shall provide adequate assurance to the Town **[[OR] Manager]** that, at the conclusion of the special event, the site of the special event shall be cleaned, and all refuse and garbage removed within twenty-four (24) hours of the time of the conclusion of the special event/street closure.

11. Cleaning Deposit:

A cleaning deposit will be required to be paid upon approval of each application based upon the content of the completed application. If the application is denied by the Board **[[OR] Manager]**, no cleaning deposit shall be required. If the application is approved, the refundable application fee may be applied to pay a part of the cleaning deposit.

The cleaning deposit will be established by the Town staff and by the Board **[need to establish a deposit amount]** based upon the special event proposed, and based upon the Board's **[[OR] Manager's]** consideration of the matters set forth within a completed application, including, without limitation, the festival plan, the number of attendees anticipated, whether or not alcohol will be dispensed or consumed, the hours of operation, and the sanitation facilities required.

The cleaning deposit may be refunded, in whole or in part, **[and subject to the discretion of the Manager,]** to the applicant at the conclusion of the special event/street closure after inspection by Town staff for any additional clean-up and/or damages other than normal wear and tear. The applicant will remain responsible for any additional damages, cleaning or repair expenses as a result of the special event/street closure. A refund, if the Town **[[OR] Manager]** determines it is due, will be returned to the applicant within thirty (30) days of the special event/street closure.

If the application is approved, the applicant will be given instructions for cleaning the site of the special event/street closure prior to the event. If, after the event has concluded, additional cleaning is required, it will be provided by the Town. The applicant will be charged a minimum of \$25.00 per hour for such cleaning. The costs of such additional cleaning shall be deducted from the cleaning deposit.

12. Park Use:

Adopted 1/7/03 Revised 2/4/03

In the event that the special event/street closure application contemplates use of a Town park, the applicant shall comply with all of the Town's rules and regulations relating to park use.



Town of Gardnerville
Application for Street Closure and/or Special Event
1407 Highway 395
Gardnerville, Nevada 89410
(775) 782-7134 (775) 782-7135 Fax

Date of Application: _____

(Application must be submitted at least _____ days before the street closure or special event)

Location of Event/Activities: _____

(submit letter of property owner's permission if event is to be held on private property)

Street(s) proposing to be closed: _____

*(US 395, SR756 require NDOT permission*Waterloo/Toler/Elges require County permission)*

Requesting use of Heritage Park? Yes _____ No _____

Organization: _____ Corporation: Yes _____ No _____

(if a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: _____

Home Telephone #: _____ Business Telephone # _____ Fax #: _____

(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)

Mailing Address: _____

(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Type of Activity Park will be used for: _____

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 _____

Will a fee be charged to attend the event? Yes _____ No _____

Date(s) Requested (include setup and tear down time): _____

Event hours: _____

Describe proposed event, concessions, fund-raisers, etc: _____

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: _____
(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)

Event Insurance Carrier & Telephone #: _____

Event Security Plan: _____

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: _____

Event Clean-up/Sanitation/Garbage Plan: _____

(garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: _____

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: _____

(Heritage Park Parking MUST remain open for visitors at all times)

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: Said group agrees that it shall indemnify, defend and hold harmless the Town of Gardnerville and Douglas County from any and all expenses or damages which may occur, or liability that it may sustain, including reasonable attorney's fees, administrative costs, and court costs, by reason of the Town's permission to said group for conducting referenced event at denoted location. Said group, through its representative, hereby agrees to abide by the conditions of approval of the Town Board **[OR] Manager** and any other conditions that may be set forth by Douglas County. **Said group acknowledges that it has received a copy of and has read the Town's Street Closure / Special Event Policy, and agrees to be subject to that Policy, including but not limited to any required fees, deposits, or other charges.**

Date: _____ Signature: _____

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

Printed name above: _____

(Town Office Use Only)

Deposit amount Paid: _____ Date Processed: _____

Receipt Number: _____ Facility Reviewed: _____

7-28

Scheduled for Town Board Agenda: _____

Approved: _____

Scheduled for Douglas County Commissioner Agenda: _____

Approved: _____

Deposit Returned: _____

A copy of the approved form MUST be at the event



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not for Possible Action.** Discussion on the Town Attorney's Monthly Report of activities for November 2012

2. **Recommended Motion: None**

Funds Available: ☐ Yes ☒ N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: December 4, 2012** **Time Requested: 10 minutes**

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

6. **Background Information: Presented at meeting**

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

8. **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 November 2012

2. **Recommended Motion:** None

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** December 4, 2012 **Time Requested:** 10 minutes

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

6. **Background Information:** See report

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

8. **Board Action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued



Paul Lindsay, Chairman
Ken Miller, Vice Chairman
Mike Phillips, Board Member
Linda Slater, Board Member
Lloyd Higuera, Board Member

Town Manager/Engineer's Monthly Report
December 4, 2012 Board Meeting

- A. **Toler Lane Improvements:** – Impact will start on Monday clearing out the old grass and hauling the dirt out (reducing the landscape area to 2" below the sidewalk so the DG can be backfilled around the shrubs. Impact will also be hauling the DG in the area already planted. DG was not delivered as staff had so many issues with decorations and lights, which seem to be ongoing.
- B. **Walmart:** Was authorized the Temporary C of O. The interior improvements are being done, and then they will be stocking the store. They are removing the curb returns, that were just installed on Grant and one side at Service Drive, even the 50' radius that was right at the intersection of Grant. RO Anderson designed a larger radius of 60 to 65' depending on the location. (see the attached plan set) The county approved this work. We have been informed of the changes, but we did not get to review them.
- C. **Minden Gardnerville Trail Plan:** Nothing this month transpired. We are meeting next month. We did get an inquiry from a Kingslane resident and he was wondering about the evergreen wall that was supposed to be installed along the property line. We will need to figure out a block wall or vine wall for the new walkway. It does not sound like they want to have a walkway into the Kingslane area. CVI is working on the parking lot expansion and the portion of the trail behind their facility.
- D. **Eddy Street Lighting:** We are waiting on NV energy to install the power to the meter. Then we will install the decorations.
- E. **395 Sidewalk (Kingslane):** The agreement was turned into NDOT. I have not received the signed NDOT agreement back so we can proceed with the re-design. Once we get the agreement back, we will start working on the revised design to review with NDOT staff.
- F. **Toiyabe Sidewalk:** Permit is ready to be issued. We are waiting on the final budget transfers and augmentations so funds can be identified to do this project.
- G. **Hellwinkel Channel:** I had a meeting scheduled with Denny this month to review the plans and progress on the channel. He got sick and had to cancel. Then he was out of town for Turkey day. We will have a meeting in the next two weeks. They are getting close to an 80% design of the channel and possibly a presentation to the Board.
- H. **Office Items:**
 - **Douglas County Standard Details:** Josh and I are reviewing the county improvement standards and design criteria and will provide them with comments. Next meeting in two weeks.
 - **I attended NV League of Cities Local Government Summit.**

This was the second summit that anyone can remember with both, NACO and NLC's members. It was a historic event and I think will become a normal meeting. Another C tax presentation was done. They gave some really good information at state wide level. I'm searching to see if I can find the information for Douglas County or Gardnerville. They talked again how Nevada can encourage economic development and what we need to improve to attract business. Again education and good workforce labor training in manufacturing and machining sector was discussed.



Paul Lindsay, Chairman
Ken Miller, Vice Chairman
Mike Phillips, Board Member
Linda Slater, Board Member
Lloyd Higuera, Board Member

- **I attended the Carson Valley Vision Committee:** The information from last meeting was put into three areas and separated into goals for the vision. They have 12 points that we will be focusing on. The next meeting will be at the end of January. Date and time will be determined and the meeting will be a public workshop. They will be obtaining additional ideas and concerns of the public and see if they are in line with what the group came up with. This will be a great opportunity for the board members to learn the process and have your own input on what you would like to see improved in Gardnerville. This will be a document that the county will be working into the Priority Based Budgeting and CIP and the Master Plan. When the document is complete the town will need to update the Plan for Prosperity. What is the Board's thoughts on having Gardnerville Plan for Prosperity updated in conjunction with Minden's Plan for Prosperity.
- **Fireworks:** Does the Board want to discuss this next month. I have had so much positive feedback from the Christmas Kickoff event. We could continue this tradition of having it on the Kickoff event. Steve Eisele would prefer to have it in December in a rain or snow storm with snow on the ground. The July event will have a higher probability of being canceled for fire danger, especially in years when the weather is very dry for several years in a row and the fire hazard is high.
- **Parade of Lights:** I can provide a report on the event at the meeting the parade is this Saturday.
- Staff ordered the new HD security system this week and town staff will be doing the install. We never heard back from Pool Pact for our grant request we submitted two months ago, and we had to go out of pocket on this one.
- I helped work on the county's overall Priority Based Budgeting process as a member on the governance committee, where we reviewed the rankings of each department program for the governance element. There will be a workshop for the BOCC this coming month on December 7th. You are invited to attend the presentation to learn of the program from Douglas County staff.
- I attended the Flood Hazard Mitigation Plan Flood Committee, meeting. Josh and I are working on the potential flooding concerns in the valley. This will assist in the development of a more comprehensive list of flooding issues and will identify specific flooding threats as it relates to emergency access within the Carson Valley.
- The Lions Club, Ron Santi, contacted us about planting a pine tree in Gardnerville as part of their ecology "plant a tree". The new 12' pine tree will be located in Heritage Park Gardens. The tree will be planted in the kid's garden area to provide shade for the future garden.
- Josh & I attended a class on micro surfacing and slurry seal products and the various technology advancements in the products. It was a great class and Josh and I will be attending a class in Las Vegas for a week for hands on installation and inspection of the slurry seals that are available.
- I met with Mimi Moss, Community Development Director and Paul Howell, Douglas County Sheriff's office, to discuss the issues and violations at Southgate industrial park. We devised a plan to go door to door to discuss the issues and violations we see on site and try to work with the owners of the business to get the area cleaned up. Many of the businesses do not have a fenced in storage area and cannot store cars in the parking spaces that were provided with the development. There is no mechanism for the county to control what type of business use goes

into the facility. Anyone can open a business wherever they want to locate that business. A County Business License would help with this issue. I will be attending a walk through on Tuesday before the board meeting with the code enforcement officer and a sheriff's officer to discuss the violations. A warning letter will follow our face-to-face visits with the specific violations that will give the owners 30 days notice to clean up the site. If they do not comply within 30 days the sheriff's officer will start writing tickets at that time. There are so many issues and everyone is guilty, the sheriff's office did not think they should just go out and write citations until we talked through the problems with the owners. You may receive calls due to this cleanup effort.

- Some items I would like to discuss, no action, as it is worthy of coming before the Board, time pending:
 - January 2, at 10:00 am at the Office of the Judge Gibbons Chambers will be the swearing into office for Lloyd and Mary. So please come celebrate with them and show your support.
 - The annual town board member training is upon us. I was planning on combining with Minden and Genoa's Boards? I will begin coordinating this NRS required special training meeting with the other managers and get this done in February or March if everyone will be in town. Do any of you know which dates are not good, where you will be out of town? You are required to have the open meeting law and county land use planning session every year. With new board members, we should also consider the ethics training this year. That can be separate training if Genoa and Minden do not want to have that class.
 - I also have had a short conversation with Rob Anderson about the Ranch at Gardnerville and have authorized them to perform a couple test pits on the open space for the construction of the 10 acres of wetlands they still have the right to develop on the town's open space parcel. They will be using the excavated material for fill dirt on the Ranch project. This will come before the Board should they get positive results from the test pit excavation.
 - Staff started to review a design review application for a new development project on the corner of Grant and US 395. That was pulled from the agenda this month by the applicant and will be back next month.

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve Proclamation 2012P-03 recognizing Paul Lindsay for his dedicated service to the Town of Gardnerville, with public comment prior to Board action.
2. **Recommended Motion:** Approve Proclamation 2012P-03 recognizing Paul Lindsay for his dedicated service to the Town of Gardnerville.
Funds Available: ☒ Yes ☐ N/A
3. **Department:** Administration

Prepared by: Tom Dallaire
4. **Meeting Date:** December 6, 2012 **Time Requested:** 5 minutes
5. **Agenda:** ☐ Consent ☒ Administrative

Background Information: See attached Proclamation.
6. **Other Agency Review of Action:** ☐ Douglas County ☐ N/A
7. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued



Proclamation

2012P-03

A PROCLAMATION BY THE GARDNERVILLE TOWN BOARD RECOGNIZING THE CONTRIBUTION OF PAUL A. LINDSAY AS A TOWN BOARD MEMBER FOR THE YEARS 2002-2012; and

WHEREAS, Paul A. Lindsay has served this community as a member of the Gardnerville Town Board ("Board") from 2002-2012; and

WHEREAS, Paul has been recognized by the Board serving as both Chairman and Vice-Chairman of the Board during his term in office; and

WHEREAS, the Board has led the Town through progressive change in all aspects of local government, opening lines of communication with other agencies, civic groups, and the public; and

WHEREAS, during Paul's tenure on the Board, the Town has completed the garage addition at the maintenance facility; the Heritage Park pavilion; completed Main Street Lighting Phases 1 & 2; the trail at the Martin Slough Nature Park; implemented a street pavement index; acquired 7.3 acres of open space and three historic barns known as the Hellwinkel Ranch; the Pinenut Basin Flood Study; helped create Main Street Gardnerville, served on Main Street's Board of Directors the past three years and served on Main Street Gardnerville's Economic Restructuring Committee; created the first Christmas Kickoff musical light show at Heritage Park; and

WHEREAS, the community is a better place as a result of Paul's tireless dedication and commitment to Town citizens, businesses, and visitors.

NOW, THEREFORE, BE IT RESOLVED AS SET FORTH, that the Gardnerville Town Board herein recognizes Paul Lindsay for his exceptional contributions and service to the community during his term on the Gardnerville Town Board.

ADOPTED: This 4th day of December, 2012, by the following vote:

GARDNERVILLE TOWN BOARD MEMBERS:

Ken Miller

Mike Philips

Linda Slater

Lloyd Higuera

ATTEST:

Tom Dallaire

Gardnerville Town Manager/Engineer

APPROVED AS TO FORM
AND CONTENT:

Tyler Altom, Esq

Gardnerville Town Counsel