



## GARDNERVILLE TOWN BOARD

### Meeting Agenda

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

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

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

Tuesday, February 4, 2014

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 8<sup>th</sup> Street Historic Courthouse. The agenda is also posted on the Internet at [www.gardnerville-nv.gov](http://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:**

**January 7, 2014 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. **For Possible Action: Correspondence**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**
3. **For Possible Action: Approve January 2014 claims**
4. **For Possible Action: Approve the recommendation to appoint Suzanne Carreau, to the Main Street Gardnerville Board**



## GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

### **ADMINISTRATIVE AGENDA**

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

5. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for January 2014. (approx. 10 minutes)
6. **Not For Possible Action:** Presentation about the Nevada League of Cities and Municipalities, presented by Wes Henderson, Executive Director. (approx. 30 minutes)
7. **For Possible Action:** Discussion to approve, continue or deny a Land Division Application (LDA 14-002) for Alta Consulting LTD., Mark Neuffer, a request for a tentative parcel map to subdivide 3.27 acres into 4 parcels, the smallest being 0.63 net acres. The subject property is located at 1144 Highway 395, within the GC (General Commercial) Zoning District within the Minden-Gardnerville Community plan (APN:1220-10-601-002); with public comment prior to Board action. (approximately 20 minutes)
8. **For Possible Action:** Discussion to accept a report of tortious conduct claims per NRS 41.0385; with public comment prior to Board action. (approx 5 minutes)
9. **For Possible Action:** Approve Resolution No. 2014R-009 augmenting the Town of Gardnerville budget for fiscal year 2013-2014; with public comment prior to Board action. (approx. 5 minutes)
10. **For Possible Action:** Approve budget transfers for fiscal year 2013/2014; with public comment prior to board action. (approx. 10 minutes)
11. **For Possible Action:** Discuss and receive a status report on the Eagle Gas Station Redevelopment Project; and approve a contract with McGinley and Associates for additional clean-up activities at the former Eagle Gas Station site located at 1395 Highway 395 North (APN 1320-33-402-075) and authorize the town manager to sign the contract. Due to the spill from the underground heating oil tank, the Nevada Division of Environmental Protection (NDEP) has recommended complete eligibility for reimbursement from the State of Nevada Petroleum Fund for the clean-up, up to a maximum of \$250,000 and a deductible cost to the town of only \$250; with public comment prior to board action. (approx. 30 minutes)
12. **For Possible Action:** Discussion to: A.) Approve the quitclaim containing 86 square feet of the former Eagle Gas property (APN: 1320-33-402-075) to Douglas County for purposes of the Mission Street right of way, located at the intersection of Mission Street and Highway 395, authorizing the Town Manager to sign the documents, and;  
B.) Approve quitclaim of 366 square feet, previously dedicated right-of-way in Book Z, Page 353, Document Number 7725, to be dedicated to Douglas County, authorizing the Town Manager to sign the documents; with public comment prior to Board action. (approx. 15 minutes)
13. **For Possible Action:** Approve acquiring fee title to a 0.13 acre parcel, APN: 1220-03-210-015, (a remaining vacant Arbor Gardens development parcel) where the United States Postal Service mail box cluster is located, currently owned by Syncon Homes, and authorize the Chairman of the Town Board to sign the documents; with public comment prior to Board action. (approx. 15 minutes)
14. **For Possible Action:** Discussion on the current building use policy and provide direction to staff on possibly revising the policy to update the use terms and fees associated with the public use of the Town Hall Building, located at 1407 Highway 395 N, APN: 1320-34-402-031; with public comment prior to Board action. (approx. 10 minutes)
15. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for January 2014. (approx. 5 minutes)
16. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for January 2014. (approx. 10 minutes)



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

17. **For Possible Action:** Discussion on holding the April Town Board meeting on an alternate day from the regularly scheduled meeting on April 1, 2014; with public comment prior to board action.  
(approx. 10 minutes)

***Adjourn***

**Combined Town Board Member Land Use Planning and Open Meeting Law Training Workshop;  
February 19, 2014 - 10:00 AM 12:00PM at the East Fork Fire Emergency Operations Command Center on  
County Road.**

**Next regular Town Board Meeting: March 4, 2014-4:30 PM Town Administrative Offices.**



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

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

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Tuesday, January 7, 2014

4:30 p.m.

Gardnerville Town Hall

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 Chairman Slater called the meeting to order at 4:30 p.m. and a determination of a quorum was made.

 PLEDGE OF ALLEGIANCE- Tom Dallaire led the pledge of allegiance.

 **FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.**

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Chairman Slater asked two corrections be made to the agenda. At the top it says Linda Slater, Chair and Lloyd Higuera Vice-Chair. She would like it to say chairman and vice-chairman.

**Motion Higuera/Miller to approve the agenda with the corrections.**

No public comment.

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

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:  
December 3, 2013 Regular Board meeting, with public comment prior to Board action.**

Chairman Slater read a statement to clarify the minutes of December 3, 2013. The correction is under public interest comments from last time and it currently reads: "Mr. Higuera agrees with Linda. It would be a good idea to talk with the letter's author." I believe what I actually said was "I did not agree with Chairman Miller about meeting with the letter's author and that it was not the town's place to respond to the letter but rather an issue to be handled between the chamber of commerce and the author." Please make that correction.

**Motion Wenner/Philips to approve the previous board minutes with the correction.**

No public comment.

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

 **PUBLIC INTEREST COMMENTS (No Action)**

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Mr. Bill Chernock, Carson Valley Chamber of Commerce, is here to talk about the parade tonight. Your volunteers and your staff did a wonderful job on preparing the float this year. You were named as the overall winner, the judge's choice winner. We have done things a little differently this year. We have actually made a custom plaque.

Mr. Dallaire accepted the award on behalf of the Gardnerville Town Board and thanked Mr. Chernock.

Chairman Slater announced there will be a slight modification to our meeting process this year. I've asked Tom to include his recommendation as the town manager/engineer on agenda items at the time of presentation. This is meant to expedite items and not in any way should it hinder the actions of the town board. If anyone has any additional suggestions please let me know. You'll notice a little difference tonight where he has a comment.

Chairman Slater asked Mr. Miller to step forward. On behalf of the Town of Gardnerville Board I'd like to present this

gavel to you in appreciation for your service this past year as our chairman. Congratulations and thank you again for your dedication and hard work.

Mr. Dallaire presented Mr. Miller with the gavel.

### **CONSENT CALENDAR FOR POSSIBLE ACTION**

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**Motion Higuera/Wenner to approve.**

1. **For Possible Action: Correspondence**  
**Read and noted.**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**  
**Motion to accept**
3. **For Possible Action: Approve December 2013 claims**  
**Motion to approve**
4. **For Possible Action: Approve Gardnerville H & S write-offs.**  
**Motion to approve**
5. **For Possible Action: Approve Resolution 2013R-072 augmenting the Town of Gardnerville budget for fiscal year 2013-2014.**  
**Motion to approve**
6. **For Possible Action. Approve the urban forestry annual work plan update for 2014.**  
**Motion to approve.**

No public comment.

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

### **ADMINISTRATIVE AGENDA**

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

7.  **For Possible Action: Discussion on the first annual 2013 Town of Gardnerville Customer Service Survey results and draw the winner of the one year's free trash service to a single Gardnerville office/residential customer for completing the survey; with public comment prior to Board action.**

Mr. Dallaire advised in the packet is the summary of the responses. The newspaper was by far the most popular way people who responded got their information. That was good to know. The second and third is word of mouth and the Town Record. Mr. Dallaire went over the results of the survey. From what I gathered out of reading all of these comments is the single stream recycling, which was just started in Reno, would be a good option to look at. We will see what we can do.

Vice-Chairman Higuera felt the town does a good job of getting the word out. When you put all the town categories together, the Town Record, the town website, town website via mobile, social networking, town emails and press releases that totaled up to about 44. I would commend staff for doing a good job of getting the word out along with the newspaper.

Mr. Dallaire added most of the respondents will allow us to send emails to notify them of town events. So we will add that to our list of contacts.

Mr. Dallaire drew the name of Rachel Alexander as the winner of the raffle for a year's free trash service. We will send her an email and credit her bill.

No public comment.

**Motion Miller/Higuera to award Rachel Alexander free garbage collection for one year. Motion carried unanimously.**

Mrs. Amens suggested doing a press release if it is authorized.

8.  **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for December 2013.**

Mr. Dallaire reported for Ms. Lochridge. This month they didn't have a board meeting for Main Street. They are still working on the sidewalk gallery and still looking for another board member. Next month everything will be back to normal.

9.  **For Possible Action: Discussion on MGSD letter and invoice in the amount of \$1499.47 (\$767 for sewer use fee, \$627.47 in finance charges, and \$105.00 in lien and court fees) for services provided to the Eagle Gas site prior to the Town of Gardnerville ownership of the site on June 6, 2013; located at 1395 Highway 395 N, APN 1320-33-402-075; with public comment prior to Board action.**

Chairman Slater did talk with the treasurer's office and they pulled a file. I've asked Mary to comment on that.

Ms. Wenner stated the treasurer's office did a title search beforehand and there was a lien in the file for Minden Gardnerville Sanitation, including all penalties and fees. So Terry explained if we had actually taken the property for auction, if we have a fiduciary entity, like Minden Gardnerville Sanitation or Town of Gardnerville, we try and collect for them. We start the bid at what we need for taxes and include what else is owed to any other entity. That's how the auction starts. So we would have tried to collect it at that time but it never went to auction.

Mr. Miller asked if the lien had an amount.

Ms. Wenner responded no.

Mr. Dallaire mentioned the lien specifically says, includes any interest or penalties.

Ms. Wenner added when the county bills out for water on foreclosed properties, if the bank doesn't pay on somebody who owed money and it gets transferred to a new owner, the water doesn't get turned on until the new owner pays. They don't negotiate it.

Mr. Dallaire received a bill in the amount of about \$3200. MGSD looked at their software and reconfigured it. They reduced it down to \$1499.47. That is the total due now. \$627.47 of that is the finance charge. I am recommending a partial payment.

Mr. Miller and Tom met on this item before it went to MGSD and I made a recommendation that we make them an offer to pay the back charges along with the filing fees. The impression Tom and I got from Frank was this would not be a problem. I talked to the chairman of MGSD after their meeting. They had a discussion and one of their members said this is business and we are going to collect everything. So it was a three to one vote to collect all fees.

Chairman Slater asked if we vote to just pay the sewer use fee and not the finance charge and not the lien and court fees what are the repercussions from that.

Mrs. Amens did a quick look to see if there is case law specific where one public entity is receiving it from another public entity. It is basically public money we are talking about. I could not find anything directly on point. So from the court side there hasn't been anything that directly affects this. If you don't pay you are not taking care of the lien that is still on the property. Unless they were willing to accept an offer of payment for less you will still have an encumbrance on the property.

Mr. Miller did not think the property would change hands again.

Mrs. Amens thought there is a chance that you're going to want the services. That's the leverage they have. They cannot turn it back on until it's paid for.

Vice-Chairman Higuera asked if we are responsible for the old station.

Mrs. Amens believed the recourse would be back to the owner that you received it from, but in terms of the bill itself, it runs with the land. If they were willing to agree to the lesser amount or to hold it open and provide service, but at some point they will want action.

Mr. Philips asked with the lien would that interfere with getting financing.

Mrs. Amens would have to look at it. It would be searchable and they could see the lien.

Public comment

Mr. Olsen would not offer help on this at all.

No further public comment.

Vice-Chairman Higuera believed they need to clear it.

Ms. Wenner felt since we got the property and had all the taxes waived that that price was not a bad price to pay for a piece of property.

Mr. Philips thought they should just pay it.

**Motion Miller/Higuera to pay the MGSD lien in total, which is \$1499.47 to clear the lien. Motion carried unanimously.**

10.  **For Possible Action: Discussion to accept or deny;**

- a. **Improvements installed within pond two of the Arbor Gardens regional detention pond drainage, with public comment prior to Board action**

Mr. Dallaire reviewed New Beginnings is done with the public improvements. They have replaced the concrete so all the issues are good. The Crestmore Street is extended to the end of the driveway. This is a formality for bookkeeping records that we are taking on the maintenance. It is just the extended portion we are talking about tonight. The pond is new. It is a huge improvement.

No public comment.

**Motion Higuera/Philips to accept Arbor Gardens regional pond improvements. Motion carried unanimously.**

- b. **Maintenance of the extended Crestmore Drive street improvements; with public comment prior to Board action.**

**Motion Higuera/Wenner to accept the extension of Crestmore Drive for maintenance. Motion carried unanimously.**

11.  **For Possible Action: Discussion to approve or deny a request from Douglas County Community Services Foundation for assistance in equipping and furnishing the new Douglas County Community & Senior Center in the amount of \$2,000 to decorate the corridors and public spaces; with public comment prior to Board action.**

Mr. Dallaire received a letter from Bob Cook who is the chairman of Douglas County Community Services Foundation requesting \$2,000. I did call Scott Morgan, who is here to discuss a little bit about the request. I summarized that in my statement.

Mr. Scott Morgan, member of the board of directors for the Douglas County Community Services Foundation. I am here representing Bob Cook's request this evening. Bob had another commitment. I am here to give you an overview. The foundation discussed having a consistent theme throughout the building. The top priority theme is to recognize our heritage that is consistent with the three towns in the valley. The foundation and county staff feel it would be appropriate to highlight the host town. We are hoping to put the art in by 2015. We think it will be complimentary to the building. We are looking for partners. We want to partner with you and highlight your town.

The Board liked the idea.

Mr. Morgan stated with respect to the building, we will be having a topping off ceremony where you will be invited to come by and sign the high beam before it goes up. We would like to see all your signatures on that beam. That should happen this month.

Mr. Dallaire suggested having Main Street do a theme with the high school kids.

Mr. Morgan thanked the board for their time and consideration.

Public comment.

Mr. Olson sits on the Senior Advisory Board. This is something we discussed. It's important to explain the story of our community as its changing. We have so many great local artists. We would really like tell the story of the community and how we all came together.

No further public comment.

Mr. Philips suggested approving it if that's the way everybody feels, but not put a dollar amount and have them come back in the future and say we need this, would you be willing to help.

**Motion Higuera/Miller to approve a request by the Douglas County Community Services Foundation for assistance in equipping and furnishing the new Douglas County Community and Senior Center to decorate the corridors and public spaces. Motion carried unanimously.**

12.  **For Possible Action: Discussion on adoption of Joint Resolution 2014R-004 between Douglas County and the Towns of Gardnerville and Minden regarding confirmation of the principles and key concepts for the Valley Vision Plan and to commit to future funding during the annual budget cycle for implementing the Valley Vision Plan; with public comment prior to Board action.**

Mr. Dallaire reviewed we accepted the valley vision plan and at that time Steve Mokrohisky made a couple comments that he would bring a resolution forward. Lisa Granahan has put together the resolution. It basically confirms what the Valley Vision says. Douglas County is planning on putting about \$50,000 into the fund and they will have that opportunity next month. Eagle Gas site is part of the downtown. We are putting some money into it already. This will help us get grant funds in the future and keep projects going. It will be Douglas County helping us with the grant applications.

Chairman Slater asked if they will know in advance what the vision is for that fiscal year prior to the commitment of town funds.

Mr. Dallaire explained these are the priorities for us and it will be up to the town managers and county manager. There wasn't much of a list from the Valley Vision. Sidewalk improvements are huge.

Vice-Chairman Higuera asked if he saw the three entities getting together and getting project ideas.

Mr. Dallaire does. I am hoping to do that before the budget cycle. There is not much in there, with the exception of the S curve that we can do, because the highway is still going through town. We don't have the right of way to widen the sidewalks. There are a lot of limitations until the truck traffic is gone.

Ms. Wenner asked if they could get together to use the funds to divert the traffic.

Mr. Dallaire didn't think that would be appropriate.

Mr. Miller's concern is now they are asking for a financial commitment. You made a good point about sidewalks throughout. But until they actually come up with a project I would hesitate to commit ourselves to some type of financial aid.

Mr. Dallaire clarified it is just a banking system. We start throwing money into a fund so it is there specific for that purpose and that is where they are coming from.

Chairman Slater thought it would be all the entities having to come to the same conclusion as to what project is

priority.

Mr. Dallaire stated each town will prioritize the projects.

Chairman Slater asked if it was the 395 corridor at this point in time so it truly would benefit all of Douglas County.

Mrs. Amens asked if there was a requirement that you take action. Are they asking you to take action right now? The resolution doesn't have a place for you to sign. It just says Town of Minden and Douglas County Board.

Mr. Dallaire will reprint it. They just want us to sign the resolution.

Chairman Slater asked if we took action to adopt and confirm the principles and key concepts would that meet the criteria.

Mr. Dallaire indicated they need to adopt the resolution itself.

No public comment.

**Motion Higuera/Miller to approve a joint resolution between Douglas County and the towns of Gardnerville and Minden to confirm the principles and key concepts for the Valley Vision Plan and to commit to the identification of funds for its implementation as appropriate. Motion carried unanimously.**

13.  **For Possible Action:** Discussion to approve, continue or deny, staff proceeding with the improvement plans submittal and finalize the flood model in order to construct the Hellwinkle channel as a benefit of future improvements needed on highway 395 at the "S" curve and drainage of adjacent properties along with Kingslane area by preparing a storm drainage master plan of the area to assist in planning future development, with public comment prior to Board action.

Mr. Dallaire reported we did a small analysis. Denny has not been able to be here. He had sent this to me and this is the concept he has for the overall draft. Mr. Dallaire explained the proposed improvements.

Mr. Philips thought we should try to gain as much advantage as we can so we don't have to come back and do it again.

Mr. Dallaire continued with the proposed plan.

Vice-Chairman Higuera went over if we don't do the Hellwinkel Channel, we don't have any opportunity to make future improvements. But we can't afford to make those improvements right now. If we put the channel in we have helped the situation somewhat. But to improve it more we can do that over a period of time.

Mr. Dallaire advised if this is a priority then they would start saving and going after grant funds.

No public comment.

Motion Miller/Higuera to approve and direct staff to proceed with the master plan to bring back to the town board and finalize the improvement plans and the flood model to proceed with the construction of the Hellwinkel Channel. Motion carried unanimously.

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

Mrs. Amens reported Mike has been away on vacation. During that time I worked with Tom on a number of issues. Today we had a discussion with Mike on the maintenance lot and Tom will bring that back in the future. Tom did ask us to prepare a quitclaim deed on Eagle Gas. I have some drafts with me. In terms of the Arbor Gardens parcel we found that this particular little lot is still encumbered; no money related to the encumbrance, but it has never been cleaned up. There is a cloud on the title from the Pacific Capital Group that Syncon had worked with on the financing for the other lots. My understanding is all of the other encumbrances have been taken care of as they sold the lots, and all of the lots have been sold. Unfortunately the firm that provided the loan has been sold a number of times and is now part of Union Bank. Finding anything has been difficult and so far impossible. We've talked about a

couple different options. One of them was to proceed with the quitclaim deed and take the risk that there would ever be a claim by the Pacific Capital Group for the little lot you are intending to do maintenance on. If there was a claim, we could at that point do a quiet title action or if you have been taking care of it for a long enough period of time we could claim adverse possession. At this time it looks like that is an acceptable risk. We want to get a letter from Syncon affirming that all of the payments were made with all of the other loans that we would also have on file as support if there was ever a claim. You'll see that in the future.

Chairman Slater stated Syncon Home is on board.

Mrs. Amens does not have a contact to even talk with the bank. Syncon is on board and getting the letter will not be an issue.

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

Mr. Dallaire reported they did get the 1000 gallon heating oil tank out of the Eagle Gas station. There was 14 inches of oil in it and it was leaking. We are going to submit it the petroleum fund. They were supposed to report it today to NDEP and it will automatically roll into the petroleum fund. The tank on the Mission Street side has been excavated and removed. There was some contamination underneath that. That tank had been lined before. There was a little bit of contamination, but no tree roots wrapped around. They will backfill that tomorrow; then they will do cold patch. Brimco is doing the work. We might have to put some steel plates on it. They will have to excavate it and haul the material away, then import material to fill in the hole. We submitted the Brownfield application to the state and the state gets approval from the EPA. They have to transport the contaminated material to Mustang. They had \$9300 budgeted. I filled out the forms earlier last year to NDEP so I can take that and start the application from there.

Mr. Miller felt it is very positive that we got the work done in a short time since we've owned it. That's very positive.

Mr. Dallaire reported the EV station is in, and I believe up and running. I haven't checked this afternoon. Geoff has been working on the two projects that we have had outstanding: the sidewalk in front of Tab Hunter's and the green curb for loading zone in front of Hors'n Around. I did go to the coffee meeting this morning and met Richard, the manager for Sharkey's. They are going to make the parking lot a priority, and the house is going to be coming down. I have offered to give him the plans that Josh drew up, the options, and explain the reasoning why and what NDOT wants. We will see where it goes from there. I spent a lot of time on the interlocal agreement. Ken and I met with Christine, the assistant county manager. She was looking for a document that modified the agreement. The blue is what we received back from Debra and the red is what I added. I talked this over with Jennifer from the Town of Minden. We are on the same page. We don't think the administrative fund should be charged for the fees for HR, finance or IT. But the enterprise fund, if we collected a fee, I think those should be charged this fee the county is looking for. We will see what they say. I created a large spreadsheet with their general fund accounting and basically did a percentage for everything we pay in the town of Minden and Gardnerville combined. All the residents within the towns pay over \$2.2 million into the general fund. That's all of their operations. The judicial system and sheriff department take almost 50 percent. The rest goes into the general fund and all of the county offices. The residents are already paying for that. If it's more than what the town already pays we need to look at the process. I brought that up with claims, as an example. It's time consuming on our end and on theirs. We need to fix the process and try and streamline some of these things. It doesn't make sense to charge more to all the other departments because they're just shuffling money.

Mr. Miller made the point as a taxpayer, I should get some of the services from the county. Why should I have to pay for them again through the Town of Gardnerville budget?

Mr. Dallaire brought up the fact that one of the things that wasn't in any of the interlocal agreements before was streetlights. We pay \$80,000 in street lights. Right there it takes care of the entire bill they are asking. The lights are not a right of way. They are not a road maintenance item. I don't know why we are paying for the streetlights. I have not received any comments.

Chairman Slater asked if Mr. Dallaire had given any more thought to a code enforcement officer or park ranger.

Mr. Dallaire ran into some issues with the sheriff's office on the code enforcement. Code enforcement cannot write a ticket. We can add a park ranger. There's a larger cost because we would pay into PERS what the sheriff's officers pay. It will be a lot more on the HR side. We can pursue that.

Chairman Slater pointed out we're negotiating. We're not sitting back and just taking a written interlocal agreement for granted. We need to present our side. What do we want as a town?

Mr. Miller let Mr. Dallaire know if we have future meetings I'm available.

Chairman Slater asked what if some of the cost allocation items aren't fulfilled. Do we have any recourse?

Mr. Dallaire will look into that a little more.

Chairman Slater felt we need protection. We've been having problems. I would highly recommend sitting with Minden and going over what they perceive as a good interlocal agreement. Make sure the towns are on board with the county. If we sit back and take what the county writes it isn't a service to the citizens. I think if we are going to do something like this we need to get all people on board. We need to talk to the commissioners, with the towns and finance and do a good faith interlocal agreement instead of dealing one on one with Christine. We need an agreement. We need their services. They need us. The only recourse would be to incorporate. I think we can do a better job than what we are doing at the moment.

Mr. Miller thought we are doing a good job. Tom has done a lot of work on those spreadsheets. That was something that was not expected.

Chairman Slater asked what would happen if one party or the other doesn't live up to their side of the bargain.

Mr. Miller believed the county is looking at April to have this finalized.

Mr. Dallaire asked if Mrs. Amens could add some wording for the recourse. I will see if I can get a meeting with Jennifer after their board meeting. February is the annual training. I have sent an email to the two other towns to see if we can combine it again. We can at least do the combined land use and have Mimi come and do the presentation for all three towns and Debra can do the open meeting law. Minden is looking at having their attorney do their training anyway.

Board members thought either the 10<sup>th</sup> or 19<sup>th</sup> of February would work for the training.

Chairman Slater asked about item G, Kingslane. I have a real concern about putting a public entity in a government office with sensitive equipment and material. Facilities are available elsewhere for them. There may be certain things that come up but overall the policy should be to keep it closed.

Mr. Miller agreed.

Meeting adjourned at 6:25 p.m.

Respectfully submitted,

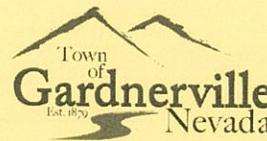
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Linda Slater  
Chairman

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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:** February 4, 2014            **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

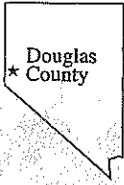
7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



**TED THRAN**  
CLERK - TREASURER  
<http://cltr.co.douglas.nv.us>

Civil Clerk's Office  
(775) 782-9023

District Court Clerk's Office  
(775) 782-9820

Tahoe General Services  
(775) 586-7270

Treasurer's Office  
(775) 782-9018

**RECEIVED**  
JAN 28 2014

BY: .....

TO: GENERAL IMPROVEMENT DISTRICTS AND TOWNS  
FROM: TED THRAN, CLERK-TREASURER  
DATE: JANUARY 27, 2014  
RE: 2014 ELECTION INFORMATION

In an effort to keep everyone informed and to help us prepare for the upcoming election requirements and deadlines, please review the following:

- Each district/town must provide a current list of all board members including the names and addresses and the terms of office for each member. Please submit this information to my office by **February 7, 2014**.
- The **candidate filing** period is **Monday, March 3, 2014 through Friday, March 14, 2014**, excluding weekends. The filing fee is \$30.00 if the position is compensated. If the position does not receive compensation, there is not a filing fee. Candidates may file at either Clerk's Office location: in the Administration Building (the Old Courthouse) 1616 8<sup>th</sup> Street, Minden or in the Lake Tahoe Administration Building, 175 Highway 50, Stateline. The office hours are from 9:00 a.m. to 5:00 p.m. Monday through Friday.
- Nevada law requires identification be shown when a candidate is filing for office. We are required to photo copy the ID and keep it on file. Please remind any potential candidates to bring their identification with them when they file their declaration of candidacy forms.
- The **primary election** is Tuesday, June 10, 2014.
- The **general election** is Tuesday, November 4, 2014.

In the past, we have only requested a list of your trustee members prior to an election. Due to the many changes each district has because of appointments and resignations, we are now requesting this information annually. If you have already submitted your list for this year, then you do not have to send it again.

If you have any questions, please feel free to contact my office. You can also find a great deal of election information on the Clerk-Treasurers's web-site at: <http://cltr.co.douglas.nv.us> I think you will find our site most helpful.

**REMINDER:** Please submit list of current trustees, with their terms and any appointment or resignation dates, to the Clerk's Office by **February 7, 2014**.

**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:** February 4, 2014

**Time Requested:** none

5. **Agenda:**     Consent

Administrative

6. **Background Information:**

Residential Accounts	1736
Commercial Accounts	218
Green Waste Accounts	1146
Cleanup Dumpsters	3
X-cans	655
# of new residential accounts	13 accts transferred to new owners
# of new commercial accounts	0
Minimum User Accounts	42
Total tons of trash	279.64
Total tons of Greenwaste	7.17

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

8. **Board Action:**

Approved

Approved with Modifications

Denied

Continued

December Parks & Public Works Report  
Mike Plut

Parks: Heritage Park restroom is closed and winterized the backflow Device has been removed. Snow has been removed from the walkways at all public parks and right-of-way paths. A lot of the parks maintenance equipment is being stored at the Hellwinkle barn to free up space at the maintenance facility.

Public works: The electric vehicle post at Eddy Street near historian is being installed and the problems with the Eddy Street photo Eye sensor have been resolved. Two days of crack sealing In Chichester were possible while the weather allowed. The Christmas decorations on 395 are coordinated with Minden to come down January 8. We're waiting for a timeframe on when NV Energy Will be able to do the line clearance on the trees at the old Eagle gas station. They have a contractor assist program that should save us quite a bit of Resources and we will use our chipper to clean up branches they remove.

**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **Title:** Approve January 2014 claims
2. **Recommended Motion:** Approve claims as submitted

**Funds Available:**  Yes     N/A

3. **Department:** Administration

**Prepared by:** Carol Louthan

4. **Meeting Date:** February 4, 2014                      **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 01/01/14 - 01/31/14

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	1/14 BOARD	GVILLE	Paid by Check # 614966		12/26/2013	01/10/2014	01/10/2014		01/10/2014	250.00
4288 - Higuera Lloyd W	1/14 BOARD	GVILLE	Paid by Check # 614987		12/26/2013	01/10/2014	01/10/2014		01/10/2014	250.00
28960 - Miller Kenneth	1-14 BOARD	GVILLE	Paid by Check # 615028		12/26/2013	01/10/2014	01/10/2014		01/10/2014	250.00
18629 - Philips Michael	1-14 BOARD	GVILLE	Paid by Check # 615052		12/26/2013	01/10/2014	01/10/2014		01/10/2014	275.00
2969 - Slater Linda				Account 510.150 - Board Compensation Totals				Invoice Transactions 4		\$1,025.00
2433 - NV ST Public Employees	12-13	PAYROLL	Paid by Check # 615016		01/02/2014	01/10/2014	01/10/2014		01/10/2014	147.64
				Account 511.181 - Retirement Totals				Invoice Transactions 1		\$147.64
29103 - Frontier	782-7134 12/13	77578271340502795	Paid by Check # 614796		12/16/2013	01/03/2014	01/03/2014		01/03/2014	99.63
29103 - Frontier	782-3856 12/13	77578238560808025	Paid by Check # 614796		12/16/2013	01/03/2014	01/03/2014		01/03/2014	45.35
13097 - Verizon Wireless	9717628634	842011146-00001	Paid by Check # 615663		01/01/2014	01/24/2014	01/24/2014		01/24/2014	130.19
				Account 520.055 - Telephone Expense Totals				Invoice Transactions 3		\$275.17
11985 - Ace Hardware	087571/1	1236	Paid by Check # 615411		12/13/2013	01/24/2014	01/24/2014		01/24/2014	3.49
				Account 520.084 - Replacement & Repair Totals				Invoice Transactions 1		\$3.49
2924 - NV Energy	791804 12-13	791804	Paid by Check # 615006		12/27/2013	01/10/2014	01/10/2014		01/10/2014	251.65
				Account 520.089 - Power Totals				Invoice Transactions 1		\$251.65
1429 - Gardnerville Water Company	640.01 12/13	640.01	Paid by Check # 615196		01/06/2014	01/17/2014	01/17/2014		01/17/2014	17.78
1429 - Gardnerville Water Company	690.01 12/13	690.01	Paid by Check # 615196		01/06/2014	01/17/2014	01/17/2014		01/17/2014	29.44
1429 - Gardnerville Water Company	410.03 12/13	410.03	Paid by Check # 615196		01/06/2014	01/17/2014	01/17/2014		01/17/2014	34.00
				Account 520.090 - Water Totals				Invoice Transactions 3		\$81.22

W  
A



# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	14-010290	0296	Paid by Check # 615255		01/01/2014	01/17/2014	01/17/2014		01/17/2014	66.24
2030 - Minden-Gardnerville Sanitation	14-010581	0594	Paid by Check # 615255		01/01/2014	01/17/2014	01/17/2014		01/17/2014	20.70
2030 - Minden-Gardnerville Sanitation	FIN CHG ADJ 1- 14	0215	Paid by Check # 615255		12/11/2013	01/17/2014	01/17/2014		01/17/2014	1,499.47
Account 520.097 - Maint B&G								Invoice Transactions 3		\$1,586.41
3472 - Whipple Electric&Security Inc	187	19	Paid by Check # 615085		12/28/2013	01/10/2014	01/10/2014		01/10/2014	46.50
Account 520.098 - Janitorial Services								Invoice Transactions 1		\$46.50
27347 - A+ Janitorial Service	TOG1013B	G'VILLE	Paid by Check # 615407		01/05/2014	01/24/2014	01/24/2014		01/24/2014	85.00
27347 - A+ Janitorial Service	TOG1113	G'VILLE	Paid by Check # 615407		01/05/2014	01/24/2014	01/24/2014		01/24/2014	127.50
27347 - A+ Janitorial Service	TOG1213	G'VILLE	Paid by Check # 615407		01/05/2014	01/24/2014	01/24/2014		01/24/2014	85.00
Account 520.136 - Rents & Leases Equipment								Invoice Transactions 3		\$297.50
3519 - Xerox Corporation	071903246	716307012	Paid by Check # 615404		01/01/2014	01/17/2014	01/17/2014		01/17/2014	169.40
Account 520.187 - Internet Expense								Invoice Transactions 1		\$169.40
15887 - Charter Communications	0012509 1/14	8354110060012509	Paid by Check # 615143		01/02/2014	01/17/2014	01/17/2014		01/17/2014	36.00
Account 533.800 - Office Supplies								Invoice Transactions 1		\$36.00
12997 - Do Co Procurement Program	12-13 LOUTHAN	G'VILLE	Paid by Check # 615161		12/27/2013	01/17/2014	01/17/2014		01/17/2014	156.43
2549 - Dallaire Tom-Petty Cash	1-14 G'VILLE	PETTY CASH	Paid by Check # 615475		01/14/2014	01/24/2014	01/24/2014		01/24/2014	8.00
16648 - E Squared C	40605	G'VILLE	Paid by Check # 615490		01/01/2014	01/24/2014	01/24/2014		01/24/2014	37.50
Account 533.800 - Office Supplies								Invoice Transactions 3		\$201.93
Department 921 - Gardnerville Admin								Invoice Transactions 25		\$4,121.91

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1-50

# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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										
13485 - Ahern Rentals Inc	12812657-1	205304	Paid by Check # 615413		12/16/2013	01/24/2014	01/24/2014		01/24/2014	7.96
18821 - Fastenal Industrial/Cons Suppl	NVMIN38650	NVMIN0011	Paid by Check # 615498		12/31/2013	01/24/2014	01/24/2014		01/24/2014	62.20
2121 - Meeks Lumber	1517555	06G1570	Paid by Check # 615569		12/20/2013	01/24/2014	01/24/2014		01/24/2014	(4.27)
2121 - Meeks Lumber	784357	06G1570	Paid by Check # 615569		12/20/2013	01/24/2014	01/24/2014		01/24/2014	6.95
2121 - Meeks Lumber	784374	06G1570	Paid by Check # 615569		12/20/2013	01/24/2014	01/24/2014		01/24/2014	5.69
2121 - Meeks Lumber	1517589	06G1570	Paid by Check # 615569		12/23/2013	01/24/2014	01/24/2014		01/24/2014	(15.00)
2510 - Parts House	534496	4170	Paid by Check # 615603		12/18/2013	01/24/2014	01/24/2014		01/24/2014	33.48
Account 520.084 - Replacement & Repair Totals Invoice Transactions 7										<u>\$97.01</u>
2924 - NV Energy	791804 12-13	791804	Paid by Check # 615006		12/27/2013	01/10/2014	01/10/2014		01/10/2014	764.05
Account 520.089 - Power										<u>\$764.05</u>
Account 520.089 - Power Totals Invoice Transactions 1										
1429 - Gardnerville Water Company	2226.01 12/13	2226.01	Paid by Check # 615196		01/06/2014	01/17/2014	01/17/2014		01/17/2014	72.12
Account 520.090 - Water										<u>\$72.12</u>
Account 520.090 - Water Totals Invoice Transactions 1										
2030 - Minden-Gardnerville Sanitation	14-010763	0778	Paid by Check # 615255		01/01/2014	01/17/2014	01/17/2014		01/17/2014	124.20
Account 520.093 - Utilities-Sewer										<u>\$124.20</u>
Account 520.093 - Utilities-Sewer Totals Invoice Transactions 1										
3814 - Flyers Energy LLC	CFS0754126	8308	Paid by Check # 614792		12/15/2013	01/03/2014	01/03/2014		01/03/2014	98.98
Account 532.003 - Gas & Oil										<u>\$98.98</u>
Account 532.003 - Gas & Oil Totals Invoice Transactions 1										

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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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										
27985 - ASCAP	500695670 13-14	500695670	Paid by Check # 614887		12/20/2013	01/10/2014	01/10/2014		01/10/2014	330.00
12997 - Do Co Procurement Program	12-13 LOUTHAN	GVILLE	Paid by Check # 615161		12/27/2013	01/17/2014	01/17/2014		01/17/2014	826.64
13485 - Ahern Rentals Inc	12777315-1	205304	Paid by Check # 615413		12/05/2013	01/24/2014	01/24/2014		01/24/2014	38.94
2121 - Meeks Lumber	782395	06G1570	Paid by Check # 615569		12/06/2013	01/24/2014	01/24/2014		01/24/2014	22.89
2121 - Meeks Lumber	782409	06G1570	Paid by Check # 615569		12/06/2013	01/24/2014	01/24/2014		01/24/2014	11.38
				Account 533.817 - Small Projects				Invoice Transactions	5	\$1,229.85
				Department 923 - Parks & Recreation				Invoice Transactions	16	\$2,386.21

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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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										
3597 - A Sign Shop	214003	GVILLE	Paid by Check # 615406		01/10/2014	01/24/2014	01/24/2014	01/24/2014	01/24/2014	175.00
11985 - Ace Hardware	087551/1	1236	Paid by Check # 615411		12/12/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	89.97
11985 - Ace Hardware	087825/1	1236	Paid by Check # 615411		12/24/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	13.98
11985 - Ace Hardware	087928/1	1236	Paid by Check # 615411		12/31/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	10.48
11985 - Ace Hardware	087929/1	1236	Paid by Check # 615411		12/31/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	.50
13485 - Ahern Rentals Inc	12812657-1	205304	Paid by Check # 615413		12/16/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	11.94
18821 - Fastenal Industrial/Cons Suppl	NVMIN38650	NVMIN0011	Paid by Check # 615498		12/31/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	93.30
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 7		\$395.17
2924 - NV Energy	791804 12-13	791804	Paid by Check # 615006		12/27/2013	01/10/2014	01/10/2014	01/10/2014	01/10/2014	6,411.08
			Account 520.095 - Street Lights					Invoice Transactions 1		\$6,411.08
2549 - Dallaire Tom-Petty Cash	1-14 GVILLE	PETTY CASH	Paid by Check # 615475		01/14/2014	01/24/2014	01/24/2014	01/24/2014	01/24/2014	14.00
			Account 520.155 - Licensing Totals					Invoice Transactions 1		\$14.00
2702 - Resource Concepts Inc	13-01596	GVILLE	Paid by Check # 614843		12/18/2013	01/03/2014	01/03/2014	01/03/2014	01/03/2014	1,885.67
			Account 521.200 - Engineering Totals					Invoice Transactions 1		\$1,885.67
3814 - Flyers Energy LLC	CFS0754126	8308	Paid by Check # 614792		12/15/2013	01/03/2014	01/03/2014	01/03/2014	01/03/2014	290.35
3814 - Flyers Energy LLC	CFS0760875	8308	Paid by Check # 615185		12/31/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	283.89
			Account 532.003 - Gas & Oil Totals					Invoice Transactions 2		\$574.24

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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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	REN877024	000330	Paid by Check # 614883		12/03/2013	01/10/2014	01/10/2014	01/10/2014	01/10/2014	4.35
5785 - AlSCO Inc	REN879121	000330	Paid by Check # 614883		12/10/2013	01/10/2014	01/10/2014	01/10/2014	01/10/2014	4.34
5785 - AlSCO Inc	REN881315	000330	Paid by Check # 614883		12/17/2013	01/10/2014	01/10/2014	01/10/2014	01/10/2014	4.35
5785 - AlSCO Inc	REN883410	000330	Paid by Check # 614883		12/24/2013	01/10/2014	01/10/2014	01/10/2014	01/10/2014	4.34
5785 - AlSCO Inc	REN885622	000330	Paid by Check # 614883		12/31/2013	01/10/2014	01/10/2014	01/10/2014	01/10/2014	4.35
Account 532.116 - Crack Seal Maintenance										
13485 - Ahern Rentals Inc	12818163-1	205304	Paid by Check # 615413		12/17/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	68.97
13485 - Ahern Rentals Inc	12818246-1	205304	Paid by Check # 615413		12/17/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	11.89
13485 - Ahern Rentals Inc	12849368-1	205304	Paid by Check # 615413		12/30/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	51.15
Account 532.116 - Crack Seal Maintenance Totals										
Department 926 - Other Public Works Totals										
Fund 610 - Gardnerville Town Totals										
										\$132.01
										\$9,433.90
										\$15,942.02

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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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	1/14 BOARD	G'VILLE	Paid by Check # 614966		12/26/2013	01/10/2014	01/10/2014		01/10/2014	250.00
28960 - Miller Kenneth	1/14 BOARD	G'VILLE	Paid by Check # 614987		12/26/2013	01/10/2014	01/10/2014		01/10/2014	250.00
18629 - Phillips Michael	1-14 BOARD	G'VILLE	Paid by Check # 615028		12/26/2013	01/10/2014	01/10/2014		01/10/2014	250.00
2969 - Slater Linda	1-14 BOARD	G'VILLE	Paid by Check # 615052		12/26/2013	01/10/2014	01/10/2014		01/10/2014	275.00
Account 510.150 - Board Compensation Totals Invoice Transactions 4										
										\$1,025.00
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 12/13	77578271340502795	Paid by Check # 614796		12/16/2013	01/03/2014	01/03/2014		01/03/2014	99.63
29103 - Frontier	782-3856 12/13	77578238560808025	Paid by Check # 614796		12/16/2013	01/03/2014	01/03/2014		01/03/2014	45.36
13097 - Verizon Wireless	9717628634	842011146-00001	Paid by Check # 615663		01/01/2014	01/24/2014	01/24/2014		01/24/2014	130.18
Account 520.055 - Telephone Expense Totals Invoice Transactions 3										
										\$275.17
Account 520.084 - Replacement & Repair										
29660 - Novus Glass Carson Valley	WO10000366	7757827134	Paid by Check # 614827		12/09/2013	01/03/2014	01/03/2014		01/03/2014	45.00
29660 - Novus Glass Carson Valley	WO10000382	7757827134	Paid by Check # 614827		12/19/2013	01/03/2014	01/03/2014		01/03/2014	185.00
18505 - Sierra Freightliner	2179915	0012000000	Paid by Check # 615044		12/20/2013	01/10/2014	01/10/2014		01/10/2014	260.52
18505 - Sierra Freightliner	2179919	0012000000	Paid by Check # 615044		12/20/2013	01/10/2014	01/10/2014		01/10/2014	50.08
25251 - TEC Equipment Inc	95567	62348	Paid by Check # 615363		08/21/2013	01/17/2014	01/17/2014		01/17/2014	541.69
25251 - TEC Equipment Inc	95715	62348	Paid by Check # 615363		08/30/2013	01/17/2014	01/17/2014		01/17/2014	204.80
25251 - TEC Equipment Inc	685580R	62348	Paid by Check # 615363		12/16/2013	01/17/2014	01/17/2014		01/17/2014	40.59
25251 - TEC Equipment Inc	14302RS	62348	Paid by Check # 615363		01/03/2014	01/17/2014	01/17/2014		01/17/2014	(290.00)
25251 - TEC Equipment Inc	14303RS	62348	Paid by Check # 615363		01/03/2014	01/17/2014	01/17/2014		01/17/2014	(145.00)
11985 - Ace Hardware	087862/1	1236	Paid by Check # 615411		12/27/2013	01/24/2014	01/24/2014		01/24/2014	24.95
11985 - Ace Hardware	087863/1	1236	Paid by Check # 615411		12/27/2013	01/24/2014	01/24/2014		01/24/2014	24.95
13485 - Ahern Rentals Inc	12797426-1	205304	Paid by Check # 615413		12/11/2013	01/24/2014	01/24/2014		01/24/2014	3.49

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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 61.1 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair										
13485 - Ahern Rentals Inc	12798688-1	205304	Paid by Check # 615413		12/11/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	22.54
13485 - Ahern Rentals Inc	12812657-1	205304	Paid by Check # 615413		12/16/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	11.94
7100 - Amrep Inc	246308	GAR050	Paid by Check # 615420		01/06/2014	01/24/2014	01/24/2014	01/24/2014	01/24/2014	219.70
18821 - Fastenal Industrial/Cons Suppl	NVMIN 38733	NVMIN0011	Paid by Check # 615498		12/09/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	3.24
18821 - Fastenal Industrial/Cons Suppl	NVMIN38650	NVMIN0011	Paid by Check # 615498		12/31/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	93.31
8043 - Mark Smith Tire Center Inc	71700056381	A17-14675	Paid by Check # 615560		12/24/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	1,393.98
8043 - Mark Smith Tire Center Inc	71700056382	A17-14675	Paid by Check # 615560		12/24/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	1,943.64
12198 - O'Reilly Auto Parts	3530-311347	1075650	Paid by Check # 615598		12/31/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	49.99
12198 - O'Reilly Auto Parts	3530-312373	1075650	Paid by Check # 615598		01/06/2014	01/24/2014	01/24/2014	01/24/2014	01/24/2014	32.97
2510 - Parts House	532934	4170	Paid by Check # 615603		12/09/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	7.64
2510 - Parts House	533015	4170	Paid by Check # 615603		12/10/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	14.85
2510 - Parts House	533058	4170	Paid by Check # 615603		12/10/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	205.65
26482 - Peterbilt Truck Parts & Eq LLC	5204311	365290	Paid by Check # 615605		12/11/2013	01/24/2014	01/24/2014	01/24/2014	01/24/2014	112.99
27690 - United Rotary Brush Corp	C1149848	401296	Paid by Check # 615660		01/08/2014	01/24/2014	01/24/2014	01/24/2014	01/24/2014	1,110.51
Account 520.089 - Power								Invoice Transactions 26		\$6,169.02
2924 - NV Energy	791804 12-13	791804	Paid by Check # 615006		12/27/2013	01/10/2014	01/10/2014	01/10/2014	01/10/2014	248.52
Account 520.090 - Water								Invoice Transactions 1		\$248.52
1429 - Gardnerville Water Company	640.01 12/13	640.01	Paid by Check # 615196		01/06/2014	01/17/2014	01/17/2014	01/17/2014	01/17/2014	17.77
1429 - Gardnerville Water Company	690.01 12/13	690.01	Paid by Check # 615196		01/06/2014	01/17/2014	01/17/2014	01/17/2014	01/17/2014	29.45
1429 - Gardnerville Water Company	1249	2	Paid by Check # 615196		11/30/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	3.75
1429 - Gardnerville Water Company	1265	2	Paid by Check # 615196		12/31/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	9.00
Account 520.090 - Water								Invoice Transactions 4		\$59.97

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1  
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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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	10092973	228079	Paid by Check # 615129		12/11/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	310.88
15853 - Carson City Landfill	10092984	228079	Paid by Check # 615129		12/11/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	342.20
15853 - Carson City Landfill	10093142	228079	Paid by Check # 615129		12/12/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	295.22
15853 - Carson City Landfill	10093166	228079	Paid by Check # 615129		12/12/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	458.78
15853 - Carson City Landfill	10093176	228079	Paid by Check # 615129		12/12/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	768.50
15853 - Carson City Landfill	10093284	228079	Paid by Check # 615129		12/13/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	257.52
15853 - Carson City Landfill	10093296	228079	Paid by Check # 615129		12/13/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	162.98
15853 - Carson City Landfill	10093639	228079	Paid by Check # 615129		12/16/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	513.30
15853 - Carson City Landfill	10093811	228079	Paid by Check # 615129		12/17/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	350.32
15853 - Carson City Landfill	10093989	228079	Paid by Check # 615129		12/18/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	417.60
15853 - Carson City Landfill	10094040	228079	Paid by Check # 615129		12/18/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	396.14
15853 - Carson City Landfill	10094046	228079	Paid by Check # 615129		12/18/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	399.04
15853 - Carson City Landfill	10094142	228079	Paid by Check # 615129		12/19/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	339.88
15853 - Carson City Landfill	10094143	228079	Paid by Check # 615129		12/19/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	483.14
15853 - Carson City Landfill	10094148	228079	Paid by Check # 615129		12/19/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	314.36
15853 - Carson City Landfill	10094291	228079	Paid by Check # 615129		12/20/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	354.38
15853 - Carson City Landfill	10094294	228079	Paid by Check # 615129		12/20/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	321.32
15853 - Carson City Landfill	10094651	228079	Paid by Check # 615129		12/23/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	588.12
15853 - Carson City Landfill	10094803	228079	Paid by Check # 615129		12/24/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	393.24
15853 - Carson City Landfill	10094944	228079	Paid by Check # 615129		12/26/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	251.72
15853 - Carson City Landfill	10094959	228079	Paid by Check # 615129		12/26/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	236.06
15853 - Carson City Landfill	10094969	228079	Paid by Check # 615129		12/26/2013	01/17/2014	01/17/2014	01/17/2014	01/17/2014	298.12

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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	14-010290	0296	Paid by Check # 615255		01/01/2014	01/17/2014	01/17/2014		01/17/2014	66.24
2030 - Minden-Gardnerville Sanitation	14-010581	0594	Paid by Check # 615255		01/01/2014	01/17/2014	01/17/2014		01/17/2014	20.70
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 2		<u>\$86.94</u>
3472 - Whipple Electric&Security Inc	187	19	Paid by Check # 615085		12/28/2013	01/10/2014	01/10/2014		01/10/2014	46.50
				Account 520.097 - Maint B&G Totals				Invoice Transactions 1		<u>\$46.50</u>
27347 - A+ Janitorial Services	TOG1013B	G'VILLE	Paid by Check # 615407		01/05/2014	01/24/2014	01/24/2014		01/24/2014	85.00
27347 - A+ Janitorial Service	TOG1113	G'VILLE	Paid by Check # 615407		01/05/2014	01/24/2014	01/24/2014		01/24/2014	127.50
27347 - A+ Janitorial Service	TOG1213	G'VILLE	Paid by Check # 615407		01/05/2014	01/24/2014	01/24/2014		01/24/2014	85.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 3		<u>\$297.50</u>
3519 - Xerox Corporation	071903246	716307012	Paid by Check # 615404		01/01/2014	01/17/2014	01/17/2014		01/17/2014	169.40
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		<u>\$169.40</u>
15887 - Charter Communications	0012509 1/14	8354110060012509	Paid by Check # 615143		01/02/2014	01/17/2014	01/17/2014		01/17/2014	35.99
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		<u>\$35.99</u>
15853 - Carson City Landfill	10091821	228079	Paid by Check # 615129		12/02/2013	01/17/2014	01/17/2014		01/17/2014	524.90
15853 - Carson City Landfill	10092105	228079	Paid by Check # 615129		12/03/2013	01/17/2014	01/17/2014		01/17/2014	339.88
15853 - Carson City Landfill	10092225	228079	Paid by Check # 615129		12/04/2013	01/17/2014	01/17/2014		01/17/2014	330.60
15853 - Carson City Landfill	10092364	228079	Paid by Check # 615129		12/05/2013	01/17/2014	01/17/2014		01/17/2014	269.70
15853 - Carson City Landfill	10092506	228079	Paid by Check # 615129		12/06/2013	01/17/2014	01/17/2014		01/17/2014	360.76
15853 - Carson City Landfill	10092674	228079	Paid by Check # 615129		12/09/2013	01/17/2014	01/17/2014		01/17/2014	412.96
15853 - Carson City Landfill	10092812	228079	Paid by Check # 615129		12/10/2013	01/17/2014	01/17/2014		01/17/2014	335.24
15853 - Carson City Landfill	10092968	228079	Paid by Check # 615129		12/11/2013	01/17/2014	01/17/2014		01/17/2014	296.96

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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

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										
25328 - Michael Hohl Motor Co Inc	SNOW PLOW 1- GVILLE 14		Paid by Check # 615252		01/06/2014	01/17/2014	01/17/2014		01/17/2014	8,367.87
		Account 564.500 - Machinery & Equipment						Invoice Transactions 1		\$8,367.87
		Department 925 - Health & Sanitation						Invoice Transactions 92		\$38,519.59
		Fund 611 - Gardnerville Health & San						Invoice Transactions 92		\$38,519.59
		Totals								

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# Accounts Payable by G/L Distribution Report

G/L Date Range 01/01/14 - 01/31/14

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 614 - G'ville Ad Val Cap Proj										
Department 730 - G'ville Ad Val Cap Proj										
Account 564.700 - Motor Vehicles										
25328 - Michael Hohl Motor Co Inc	SIERRA3500HD	G'VILLE	Paid by Check		12/23/2013	01/10/2014	01/10/2014		01/10/2014	32,588.20
	-13		# 614986							
				Account 564.700 - Motor Vehicles Totals						\$32,588.20
				Department 730 - G'ville Ad Val Cap Proj Totals						\$32,588.20
				Fund 614 - G'ville Ad Val Cap Proj Totals						\$32,588.20
				Grand Totals						\$87,049.81

\* = Prior Fiscal Year Activity

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Gardnerville Town Board  
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to accept the recommendation by Main Street Gardnerville's Board of Directors to appoint Suzanne Carreau to fill the vacancy left by Deb Pierrel, with public comment prior to Board action.

2. **Recommended Motion:** Approve as presented.

Funds Available:  Yes       N/A

3. **Department:** Main Street Gardnerville

Prepared by: Paula Lochridge

4. **Meeting Date:** February 4, 2014    **Time Requested:** 5 minutes

5. **Agenda:**  Consent       Administrative

**Background Information:** See attached

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

7. **Board Action:**

Approved

Approved with Modifications

Denied

Continued



APPLICATION TO SERVE AS A BOARD MEMBER
MAIN STREET GARDNERVILLE PROGRAM
The M.S.G. Board meets the third Tuesday of each month,
6 pm, at the Town Hall, 1407 Hwy 395, Gardnerville

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

Name: Suzanne Carreau E-Mail: XXXXXXXXXXXX
Address: XXXXXXXXXXXXXXXXXXXXXXXXXXXX Phone: XXXXXXXXXXXX
Business Address: 1456 Hwy 395, Gardnerville, NV 89410, A La Carte Salon

Why are you interested in serving on the Main Street Gardnerville Board?
I am very interested in being part of the Main Street activities as I believe business networking is very crucial to the survival of all of us. Absolutely enjoyed all the effort put into it the last year of my indirect involvement.

Please briefly describe any business and/or professional experience you could bring to your service on the Board:
My business experience has been in management for many years as well as web development and social marketing.

Do you have any direct or indirect experience with the National Main Street Program?
The only experience with the Main Street program has been my participation in the Wine Walks and attended a couple morning meetings.

Please describe any special skills you would bring to your service on the Board:
I have a degree in computer sciences and a graphic artist with skills in social marketing and e-commerce platforms. I am also a licensed nail technician.

Which one of these four main points do you think your experience and participation would be of the most benefit to M.S.G.: Organization, Promotion, Design, or Economic Restructuring?
I am not sure which main point I would be best suited for. Possibly promotion and design?

The Board will likely come up with projects within the framework of the Main Street Program. Are there any projects that you particularly have interest in seeing completed downtown? Why?
I am currently not familiar with any project within MSG except for the Wine Walks. Any effort to help our local citizen to shop local is a great idea that I would like to be part of.

I'm willing to invest a minimum of 5 hours per month in the future of our downtown (X ) yes

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

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

Signature: Signed Electronically Date: 1-8-2014

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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 January 2014.

2. **Recommended Motion: This is a no action item**  
Funds Available:  Yes  N/A

3. **Department: Main Street Program**

Prepared by: Paula Lochridge/ Presented by Dorette Caldana

4. **Meeting Date: February 4, 2014** **Time Requested: 10 minutes**

5. **Agenda:**  Consent  Administrative

6. **Background Information: See attached**

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

8. **Board Action:**

Approved

Approved with Modifications

Denied

Continued



## **Main Street Gardnerville's Report Gardnerville Town Board Meeting, February 4, 2014**

**Hello Gardnerville Town Board Members, Here is our report for activities from January 2014:**

- The Main Street Program is partnering with the CV Chamber of Commerce to put on a special work shop for our members and the general public. The focus is web site development and engagement through social media. It's scheduled for February 4<sup>th</sup>, 9 am-12 noon and 1 pm – 4pm. See attached flyer for more information.
- The MSG Board has planned an MSG Board Retreat on March 15, 2014 with Steve Lewis, (Extension Educator & Associate Professor with University of Nevada Cooperative Extension), facilitating. The board sees this as a great opportunity to re-energize our program and commitments as we begin the planning for the next fiscal year.
- The Organization Committee is in the process of creating our 2013 Annual Report. The various committees are submitting their list of accomplishments to the Organization Committee who will then review them for possible inclusion in the report. The committee will also provide the list of accomplishments to the Town Manager and Town Board once completed. Dorette Caldana, MSG Board President and Chair of the Organization Committee, will be scheduled to present the final report to the Town Board at an upcoming Town Board meeting.
- Carol Sandmeier, Vice-President of the MSG Board and Chair of the Design and Heritage Park Gardens Committees, will be scheduled to do her quarterly report to the Town Board at an upcoming Town Board meeting.
- Dorette Caldana and I did a presentation to the Basque Club at their meeting on January 18<sup>th</sup> at 8 pm at the CV Country Club. We are awaiting the club's decision as to whether they will support a Pelota/Fronton Court in the Main Street District. This project is in our long range plans and also in the County's Economic Vitality Plan.
- The Town of Minden's Advisory Group is in discussions to possibly launch a Main Street Program. Tom Dallaire and I met with Jenifer Davidson, Minden's Town Manager, to discuss our program and how it was launched.
- The MSG Board decided to not schedule the Holiday Shopping Bazaar this year. We had hopes that this event would prove to be a major fundraiser for us, however, with the time it takes to organize this event, and with the small amount of profit, it was deemed that we should consider letting this go. We will keep track of any feedback that comes in regarding this promotion and research and re-evaluate the potential life of this event to determine if we will continue it in future years.

- The MSG Board approved sending Stephanie Waggoner, MSG Board Member and myself to the national conference in Detroit May 18<sup>th</sup>-21<sup>st</sup>.
- District Business Updates:
  - Penny Lane will be closing their original location on Feb. 1<sup>st</sup>. They will, however, keep their furniture consignment shop, near Woodett's, open. This will be a prime location that will soon be available in the Old Town Center.
  - A new hot tub business will be moving into Curves old location in the Stratton Center.

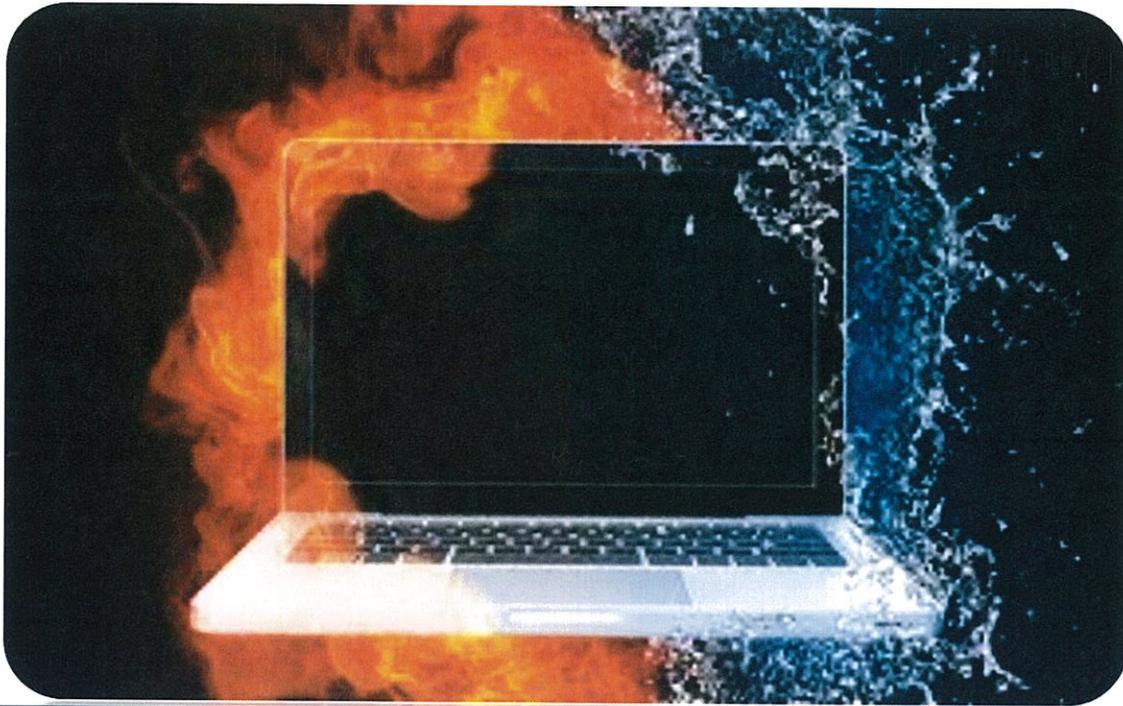
Thank you for your continued support of our program.



Paula Lochridge  
Program Manager, Main Street Gardnerville

**Upcoming events and dates:**

- Cash Mob: Saturday, February 1<sup>st</sup> at Aurora Salon & Boutique. *(Flyer in your packet)*
- Monthly Morning Coffee Meeting, Tuesday, February 4<sup>th</sup>, at 8:30 am at Sharkey's Casino. *(Flyer in your packet)*
- Website Development & Social Media Workshops, February 4<sup>th</sup>. *(Flyer in your packet)*
- Heritage Park Gardens Work Day and Meet & Greet, March 1<sup>st</sup>. More details coming soon.
- Cash Mob: Saturday, March 1<sup>st</sup>. *(Location TBD)*
- Monthly Morning Coffee Meeting, Tuesday, March 4<sup>th</sup>, at 8:30 am at Sharkey's Casino.



## **Do you have a love-hate relationship with the Internet?**

### **Consider attending the Business Website Development & Social Media workshop**

Participants will learn how to start their own free website, learn how to maximize social media in advertising their business, understand blogging and its importance, learn some free ways to build their brand online and SEO (Search Engine) Optimization from someone who resisted all of this and learned through the school of hard knocks how to make it work for them, rather than from a professorial type of teacher who may not understand why crossing the internet threshold is daunting and unpleasant for some. This is a meat and potatoes approach to learning and applying these skills that could help level the playing field for your business or NFP (Not for Profit). Presented by Dana Childs, owner of Affordable Ambiance in Gardnerville.

**Sponsored by Carson Valley Chamber of Commerce & Main Street Gardnerville**

***RSVP Today as space is limited!***

**February 4, 9-noon for Website Development & 1-4pm for Social Media**

**Chamber and Main Street members \$15 for one session or \$20 for both**

**Public \$25 for one session or \$40 for both**

*Participants need to bring their own computers equipped with a wireless router so they can do much of the work online and on their own computers. Please*

*RSVP to the Chamber at 782-8144 or online at the Calendar at*

*carsonvalleynv.org*

## 1. WHAT?

Cash Mobs are flash sales • BOOST sales for a business • SUPPORTS locals • a FUN way to get out & become INVOLVED!

## 2. WHERE?

**Aurora Salon & Boutique**

1532 Hwy 395 N, #9 (*behind Sierra Market in Stratton Center*)

## QUESTIONS?

[MainStreetGardnerville.org](http://MainStreetGardnerville.org)

[info@MainStreetGardnerville.org](mailto:info@MainStreetGardnerville.org)

775.782.8027



## 3. WHEN?

Saturday, Feb. 1st

10 am—4:00 pm

## 4. HOW?

Every \$10 gift certificate purchased for salon services during the Cash Mob will be redeemed at a \$20 value.

Great specials offered. The boutique section sells jewelry, clothing, home décor and beauty products. Refreshments will be served.

Come out & commit to spend \$10-\$20 and support this locally owned business.



**You're invited to our once a month morning coffee meetings.**

**The purpose of these casual meetings is to get together with members of our community and talk about upcoming events, projects or just things in general that might have an impact on our downtown district.**

**It is also a great way to meet and share ideas with your neighbors.**

**These meetings are held the first Tuesday of each month, 8:30-9:30am at Sharkey's Casino. Coffee provided. Gratuity appreciated.**

**For more information, and to RSVP, please call 782.8027.**



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **Not for Possible Action:** Presentation about the Nevada League of Cities and Municipalities, presented by Wes Henderson, Executive Director.

2. **Recommended Motion:** This is a No action Item, and will be a presentation only.

Funds Available:  Yes  N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** February 4, 2014 **Time Requested:** 30 minutes

5. **Agenda:**  Consent  Administrative

**Background Information:** See the attached PowerPoint presentation.  
This is an informative update on the League of Cities and Wes wanted to introduce himself to the board.

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

7. **Board Action:**

Approved  Approved with Modifications  
 Denied  Continued



**NEVADA LEAGUE OF CITIES AND MUNICIPALITIES**  
**EMILY CARTER**  
**PRESIDENT**  
**WES HENDERSON**  
**EXECUTIVE DIRECTOR**

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**MEMBERS**



<b>CITIES</b>		
Boulder City	Caliente	Carlin
Elko	Ely	Fallon
Fernley	Henderson	Las Vegas
Lovelock	Mesquite	North Las Vegas
Reno	Sparks	Wells
West Wendover	Winnemucca	Yerington
<b>TOWNS</b>		
Gardnerville	Pahrump	
<b>GENERAL IMPROVEMENT DISTRICTS</b>		
Gardnerville Ranchos	Incline Village	Indian Hills

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**2013 - 2014 OFFICERS/  
EXECUTIVE BOARD**



**PRESIDENT**  
 Mayor Emily Carter – West Wendover  
**FIRST VICE PRESIDENT**  
 Councilwoman Anita Wood – City of North Las Vegas  
**SECOND VICE PRESIDENT**  
 Mayor Mike Giles – City of Lovelock  
**THIRD VICE PRESIDENT**  
 Vice Chairman Bill Dolan – Town of Pahrump  
**SECRETARY/TREASURER**  
 Mayor Geno Marlini – City of Sparks  
**PAST PRESIDENT**  
 Councilwoman Debra March – City of Henderson

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6-2

**SERVICES** 

Health Insurance Pool  
Deferred Compensation Program  
Advocacy  
Directory of Local and State Officials  
Educational Training

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**SERVICES** 

Representation on Boards and Commissions  
Information Conduit  
*"City Courier"* Periodic Newsletter  
Annual Conference  
National League of Cities

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**NATIONAL LEAGUE OF CITIES** 

Legislative & Regulatory Advocacy  
Collaboration with Municipal Leaders from Across the USA  
Annual Congressional City Conference  
Annual Congress of Cities and Expositions  
Policy and Steering Committees  
Member Councils

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6-3

**NATIONAL LEAGUE OF CITIES** 

Leadership Seminars

Webinars

Discount Prescription Card Program

Procurement Card Program

U. S. Communities Government Purchasing Alliance

Publications and E-newsletters

Action Needed Alerts

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**2013 LEGISLATIVE SESSION** 

BILLS SUBMITTED BY THE NEVADA LEAGUE OF CITIES AND MUNICIPALITIES

AB44 – Requires associations of planned communities to allow the outdoor storage of trash and recycling containers. Retained the right of HOAs to regulate the location where the containers can be stored and require that they be screened from sight.

SB37 – Increased penalties for persons convicted for the damage, destruction or theft of certain property to obtain scrap metal. Requires persons convicted pay restitution and perform community service.

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**PLANS** 

- ❖ Meet leadership and management of League members
- ❖ Meet leadership and management of League eligible entities that are not members
- ❖ Review League operations, policies and procedures
- ❖ Monitor activities by federal and state governments

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6-4

**GOALS**



- ◇ Appear before governing board of all members at least once yearly
- ◇ Recruit new members
- ◇ Create multi-tiered corporate partner program and recruit additional partners
- ◇ Learn what benefits League members want from membership
- ◇ Improve League operations to better meet members' needs
- ◇ Enhance education and training provided to members

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**GOALS**



- ◇ Expand League audio/video communication capabilities
- ◇ Stabilize League fiscal assets and cash flow
- ◇ Increase League reserves
- ◇ Improve advocacy on behalf of League members at Federal and State levels
- ◇ Work with NACO on mutual issues to benefit all local governments
- ◇ Increase Nevada's participation in National League of Cities activities

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**NACO/NLC&M CONFERENCE**



- ◇ 2 General and 12 Educational Sessions
- ◇ Educational Sessions include Media Relations/Social Media, Budget & Finance, Veterans Services, Ethics, Infrastructure Challenges, Public Lands, Economic Development, Information Technology, Planning and Land Use, Senior Services, Affordable Care Act and Civility in Government

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6-5

**NACO/NLC&M  
CONFERENCE**



- ✧ Business Portal Roundtable
- ✧ Federal Update
- ✧ Tahoe/Douglas Historian Mark McLaughlin
- ✧ Sesquicentennial Update
- ✧ Doug Watson as Will Rogers
- ✧ Generational Expert Ms. Meagan Johnson
- ✧ Legislative Panel

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**UPCOMING EVENTS**



- ✧ Congress of Cities and Exposition 2013 –  
November 13 – 16 – Seattle, WA
- ✧ NLC&M Board of Directors Meeting –  
December 5 – North Las Vegas

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**THANK YOU**



The Nevada League of Cities and Municipalities values your membership. We pledge that we will work hard on your behalf to help make you better leaders and enable you to better serve your constituents. This is your organization. I ask for your help in making it great.

Contact: Wes Henderson  
775-882-2121  
775-881-8273  
whenderson@nvleague.org

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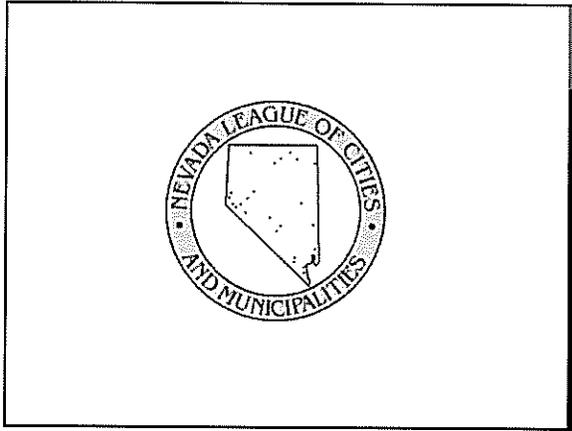
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6-6



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6-7

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, continue or deny a Land Division Application (LDA 14-002) for Alta Consulting Company, Mark Neuffer, a request for a tentative parcel map to subdivide 3.27 acres into four parcels, the smallest being 0.63 net acres. The subject property is located at 1144 Highway 395, within the GC (General Commercial) Zoning District within the Minden-Gardnerville Community plan (APN:1220-10-601-002), with public comment prior to Board action.
2. **Staff's Recommended Motion:** To conditionally approve the tentative parcel map for Alta Consulting Company, Mark Neuffer, to divide the 3.27 acre parcel into four (4) parcels and approve (or modify per the board discussion) staff's conditions identified in the attached report.

Funds Available:  Yes  N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** February 4, 2014 **Time Requested:** 20 Minutes

5. **Agenda:**  Consent  Administrative

**Background Information:** See the attached staff report.

The site, located at 1144 Highway 395, west side between Charlotte Way and Virginia Ranch Road, which was previously a nursery center. The proposed plan is to demo the existing structures and develop four commercial building units with associated site improvements. They are requesting service from MGSD and the Town Water Company. The parcel will need to be annexed into both service areas and should also be annexed into the town service area. The town boundary currently is on the east side of the highway. The site is located on the west side of Highway 395 across from the medical offices on Virginia Ranch Road.

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

7. **Board Action:**

Approved  Approved with Modifications  
 Denied  Continued



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

## MEMORANDUM

Date: January 28, 2012

To: Gardnerville Town Board

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

Subject: LDA 14-002 (Tentative Parcel Map); Alta Consulting, LTD., Located at 1144 Highway 395 South APN: 1220-10-601-002

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### I. TITLE:

**Discussion to approve, continue or deny a Land Division Application (LDA 14-002) for Alta Consulting LTD., Mark Neuffer, a request for a tentative parcel map to subdivide 3.27 acres into 4 parcels, the smallest being 0.63 net acres. The subject property is located at 1144 Highway 395, within the GC (general Commercial) Zoning District within the Minden-Gardnerville Community plan (APN:1220-10-601-002), with public comment prior to Board action.**

### II. RECOMMENDATION

**Staff's Recommendation to the Gardnerville Town Board is to conditionally approve the Land Division Application (LDA) 14-002, for Alta Consulting LTD., based on the findings and conclusions in the staff report, subjected to the following recommended conditions:**

The following are Staff's recommended Conditions of Approval prior to the Final Map Submittal after the **First Review** of the Land Division Application:

1. The map shall be revised to show the storm drain easement for the new storm drain line into proposed pond from the south to the north as shown in the drainage study.
2. Pedestrian access should be provided and planned for a future pedestrian connection from the reciprocating access to Riverview Road.
3. The improvement plans shall include the current Special Flood Hazard Areas per FEMA Panel 265G including the LOMR that went into effect on October 22, 2012.
4. If the parcel is annexed into the town of Gardnerville, trash enclosures on each parcel should be provided and installed per town standards, and a decorative stop sign at Highway 395.
5. Access easement should be provided for access through the parcels to the main entrance from Highway 395.
6. The applicant shall submit improvement plans for review and approval. Plans shall be in conformance with Douglas County Design Criteria and Improvement Standards (DCDCIS) Division 7, and the Town of Gardnerville design standards.

### NOTE's from Board Meeting:

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### III. DISCUSSION AND EVALUATION

**Master Plan and Zoning Consistency:** The project site is designated in the Master Plan as GC (General Commercial) with master plan use as commercial).

The project is located within the Minden-Gardnerville Urban service area and a 10 year well head protection zone for the Gardnerville water company's public water well.

**Phasing:** The proposed Parcel Map splits up the existing parcel into 4 smaller parcels. It is unclear as to the phasing of the construction of the buildings. One could assume they can build one building at a time over time. The proposed development will include 4 separate Buildings of unknown size on separate parcels. Access will need to be provided to the commercial buildings for access through the parking lots. Drive isles.

**Traffic:** The traffic study was not submitted to the town for review. If one is provided prior to the meeting it will be discussed at the meeting.

**Drainage:** The proposed parcel map will have 4 parcels draining to one pond for storage and discharge. The drainage system design will need to be retained and treated prior to its discharge into the Company ditch. The drainage facilities will be private and not maintained by the town. The existing parcel drains to the west into the company ditch.

A conceptual drainage study was not submitted to the Town for review, and if one is provided prior to the board meeting this item will be discussed further at the meeting.

**Floodplain:** With the revised Pine Nut Watershed LOMR being accepted by FEMA and became effective on October 22, 2012 the floodplain designations has changed for this parcel and the majority of the site is now within the AO 3' depth flood zone. The Pinenut detailed study area begins at the south side of the subject parcel. The AO-3 designation means that during a 100 year flood event the specified area will be flooded to a 3 foot depth.

### IV. TENTATIVE MAP FINDINGS

Pursuant to County Code, Section 20.712.060, the following findings must be made for approval of a Tentative Parcel Map:

1. *The property to be divided is zoned for the intended uses and the density and design of the division conforms to the requirements of the zoning regulation contained in the development code.*

**Staff response:** The property to be subdivided is zoned for the intended use. The 4 commercial building units are being proposed on a 27,383 sf (0.63 acres), 31,070 sf (0.71 acres), 30,896 sf (0.71 acres), and 57,231 sf (1.31 acre) parcels. The minimum parcel size is met by these proposed parcels. Access will need to be provided through an access easement to parcel 1. The town will not be responsible for it maintenance of this access easement. The parcel is Zoned General Commercial (GC)

- 2. The proposed parcel map conforms to public facilities and improvement standards of this land development code.*

**Staff response:** Based on the submitted conceptual studies this map conforms to public facilities and improvement standards. The map needs to include access easements and storm drain easements from parcel 4 to parcel 1 to convey storm water from Parcel 4 to a pond located on Parcel 1.

- 3. The proposed parcel map conforms to the improvement and design standards contained in this title.*

**Staff response:** Based on the submitted conceptual plans they could conform to public facilities and improvement standards.

- 4. There are no delinquent taxes or assessments on the land to be divided, as certified by the county treasurer.*

**Staff response:** Douglas County staff is addressing this issue within their staff report.

- 5. The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report.*

**Staff response:** The property is not located within a known or identified archeological or cultural study area recognized by Douglas County.

### **Conclusion:**

The proposed Tentative Parcel Map complies with the findings required by County Code, Chapter 20.712 *Parcel Maps*.

Based on the findings and conclusions in this staff report, staff recommends to the Gardnerville Town Board **Conditional Approval** of the Tentative Parcel Map 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 in their consideration of this item.

## V. ALTERNATIVES/OPTIONS

The Gardnerville Town Board options for reviewing this Tentative Parcel Map are as follows:

**1. Recommend approval of the project to Douglas County Staffs, 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 tentative parcel map. This would enable the developer to move forward with the development of property within the Gardnerville area.

**Disadvantages:** Access could be hazardous with the speeds of the highway section.

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

**Advantages:** None identified at this time.

**Disadvantages:** This would put the county in a predicament if the proposed project is an allowed use of the subject property.

**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:**

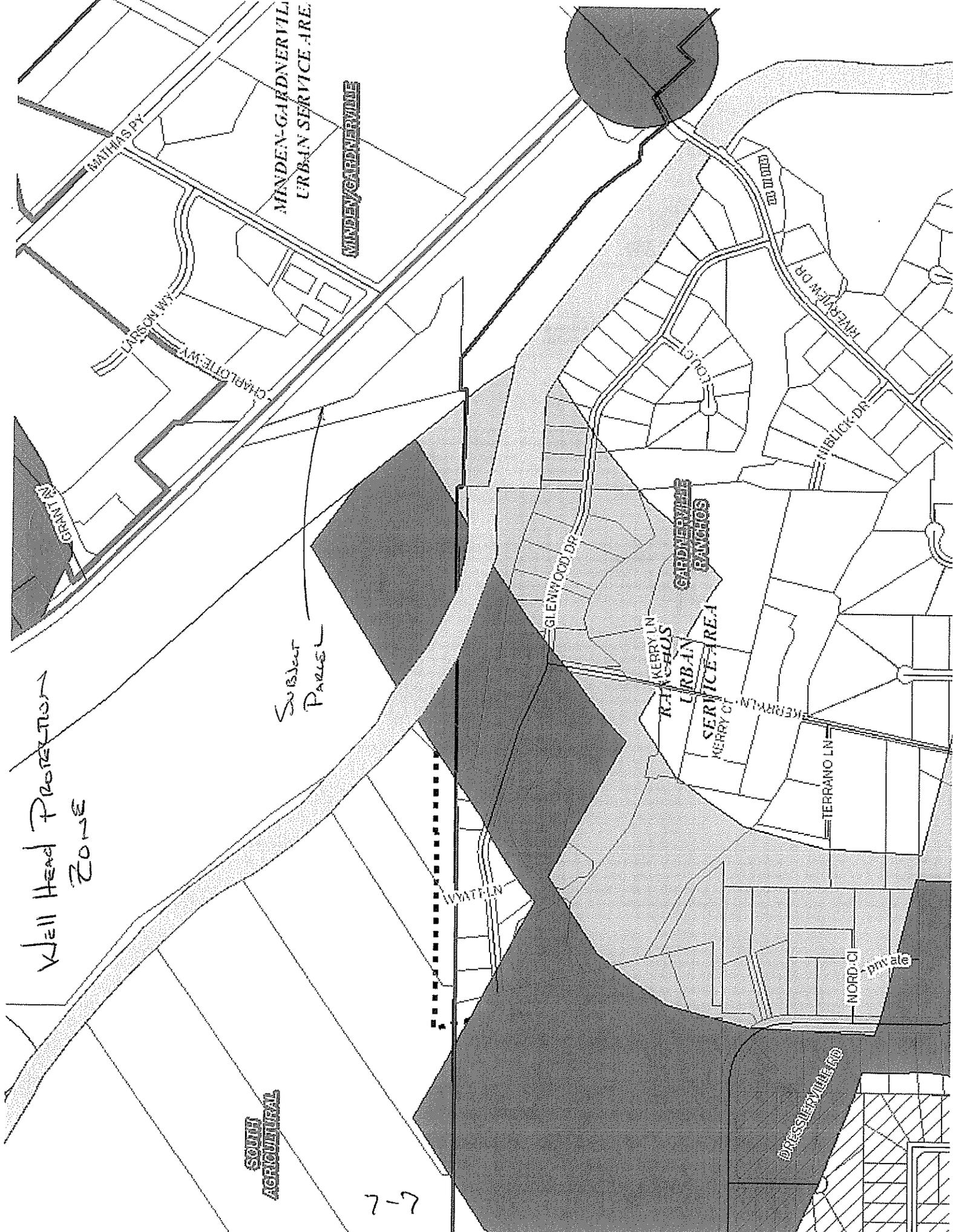
**Advantages:** If other issues are brought up at the meeting that were not addressed by staff or the applicant and the Town Board Members would like further review of the project, with the concurrence of the applicant, the Town Board should continue the item to a time certain in order for the issue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

**Attachments:**

- 1) Applicant's Statement of Justification





Well Head Protection Zone

Subject Parcel

SOUTH AGRICULTURAL

MINDEN-GARDNERVILLE URBAN SERVICE AREA

MINDEN-GARDNERVILLE

GARDNERVILLE RANCHOS

REACHES

URBAN SERVICE AREA

PRESSLEYVILLE RD

7-7



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

# LAND DIVISION APPLICATION

## INSTRUCTIONS TO APPLICANT

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

\*\*\*\*\*

### A. Application for (check all applicable):

- |                                                              |                                                             |                                                     |
|--------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> AMENDED MAP                         | <input type="checkbox"/> MAJOR MODIFICATION                 | <input type="checkbox"/> SUBDIVISION MAP, TENTATIVE |
| <input type="checkbox"/> BOUNDARY LINE ADJUSTMENT            | <input checked="" type="checkbox"/> PARCEL MAP, TENTATIVE   | <input type="checkbox"/> MERGER and RESUBDIVISION   |
| <input type="checkbox"/> DIVISION of LAND into LARGE PARCELS | <input type="checkbox"/> PARCEL MAP, FINAL                  |                                                     |
| <input type="checkbox"/> VARIANCE to IMPROVEMENT STANDARDS   | <input type="checkbox"/> REVERSION of MAP/LOT CONSOLIDATION |                                                     |
| <input type="checkbox"/> MINOR MODIFICATION                  | <input type="checkbox"/> SUBDIVISION MAP, FINAL             |                                                     |

### B. Project Location

Street Address (if available): 1144 Highway 39 South Community Plan Area: \_\_\_\_\_  
 Assessor's Parcel Number(s): 1220-10-601-002  
 Approximately \_\_\_\_\_ Feet North or South of \_\_\_\_\_  
 (Circle one) (Street Name)  
 Approximately \_\_\_\_\_ Feet East or West of \_\_\_\_\_  
 (Circle one) (Street Name)

\*\*\*\*\*

### C. Project Description

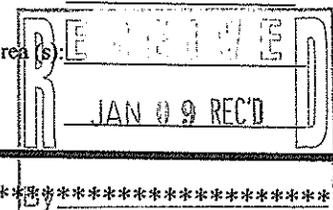
The applicant is requesting: The proposed project will include (4) commercial parcels created with a tentative parcel map.

List any previous applications that have been filed for this site: Pre-application for Tentative Map

**FOR STAFF USE ONLY**

LDA 14-002

File Number	Receipt Number
<u>LRW</u>	<u>1/7/14</u>
Received By	Date
Town:	<u>G.ville</u>
Master Plan Land Use:	_____
Regional/Community Plan:	_____
Current Zoning:	_____
Overlay Zoning:	_____
Floodplain Zone:	_____
FIRM # & Date:	
Wellhead Protection Area(s):	
Case Planner:	



**APPLICANT:**

Contact Name: Mark Neuffer Company: Alta Consulting, Ltd.  
Address: P.O. Box 905 City/State/Zip: Genoa, Nevada 89411  
Telephone No: (775) 720-9087 Fax No: ( ) \_\_\_\_\_  
E-mail Address: mark@altaconsultingltd.com

**OWNER:**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**ENGINEER/REPRESENTATIVE:**

Contact Name: Cecilia Hamilton Company: Lumos and Associates  
Address: 800 East College City/State/Zip: Carson City, Nevada 89706  
Telephone No: (775) 883-7077 Fax No: (775) 883-7114  
E-mail Address: chamilton@lumosengineering.com

\*\*\*\*\*

**LETTER OF AUTHORIZATION**

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

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

**OWNER(s) Of RECORD:** (Include extra sheets if necessary)

\_\_\_\_\_  
Printed Name Signature Date

\_\_\_\_\_  
Printed Name Signature Date

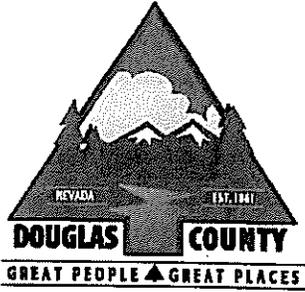
**Note:** For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and Douglas County Code, have been drawn to a standard engineering scale (e.g., 1"=10', 1"=20', 1"=30') or architectural scale (e.g., 1/4"=1', 1/8"=1') that is appropriate to the project size, and clearly define and identify all of the required information.

**APPLICANT/APPLICANT'S REPRESENTATIVE:**

Mark Neuffer \_\_\_\_\_  
Printed Name Signature Date 1/6/14

LIST



# COMMUNITY DEVELOPMENT

1594 Esmeralda Avenue, Minden, Nevada 89423

Planning Division  
Engineering Division  
Building Division  
Regional Transportation  
Code Enforcement

Mimi Moss, Director  
PH: (775) 782-6201  
FAX: (775) 782-6297  
website: [www.douglascountynv.gov](http://www.douglascountynv.gov)

## Memorandum

To: Reviewing Departments and Agencies  
From: Douglas County Planning Division  
Re: Staff Projects Meeting

Application LDA 14-002 has been deemed administratively complete for further processing.

Applicant: Mark Neuffer, Alta Consulting, Ltd.

Owner: Richard Clark

Project Address: 1144 Highway 395

Assessor's Parcel Number(s): 1220-10-601-002

Zoning: GC Floodplain: AOD1 Land Use: Commercial

Project Description: Tentative Parcel Map to subdivide 3.27 acres into 4 parcels the smallest being .63 acres in the General Commercial zoning district in the Minden-Gardnerville Community Plan.

Projects Meeting Date: 1-16-14

This meeting is held in Room # at the Minden Inn. It is intended to provide Douglas County and other agencies the opportunity to identify issues and concerns relative to development proposals. Please refer to the enclosed agenda for the time this project will be reviewed. **---This is not a public meeting---**

Case Planner: Dirk Goering Phone: (775)782- 6212 E-mail: [dgoering@co.douglas.nv.us](mailto:dgoering@co.douglas.nv.us)

Case Engineer: Barbra Resnik (775)782-6234 E-mail: [bresnik@co.douglas.nv.us](mailto:bresnik@co.douglas.nv.us)

The application is tentatively scheduled to be reviewed by the following:

AHP: 2-13-14

Water Conveyance Advisory Committee (WCAC): 2-3-14

Please submit written comments to the Planning Division by 2:30 p.m. on 1-15-14. Written comments may be provided at the meeting; however, it is preferable that comments be provided two days before the meeting to allow comments to be reviewed. **For County, GID, and Town employees, your attendance at the Projects Meeting is highly desirable as staff will be available to discuss any recommendations or concerns.** Please contact Tami Eslick, Planning Secretary, at 782-6210 if you require additional information. Thank you.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

# LAND DIVISION APPLICATION

## INSTRUCTIONS TO APPLICANT

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

FOR STAFF USE ONLY	
File Number	Receipt Number
<u>LDA 14-002</u>	<u>1/7/14</u>
Received By	Date
<u>LRW</u>	<u>1/7/14</u>
Town:	<u>Giville</u>
Master Plan Land Use:	_____
Regional/Community Plan:	_____
Current Zoning:	_____
Overlay Zoning:	_____
Floodplain Zone:	_____
FIRM # & Date:	_____
Wellhead Protection Area (s):	_____
Case Planner:	_____

### A. Application for (check all applicable):

- AMENDED MAP
- BOUNDARY LINE ADJUSTMENT
- DIVISION of LAND into LARGE PARCELS
- VARIANCE to IMPROVEMENT STANDARDS
- MINOR MODIFICATION
- MAJOR MODIFICATION
- PARCEL MAP, TENTATIVE
- PARCEL MAP, FINAL
- REVERSION of MAP/LOT CONSOLIDATION
- SUBDIVISION MAP, FINAL
- SUBDIVISION MAP, TENTATIVE
- MERGER and RESUBDIVISION

### B. Project Location

Street Address (if available): 1144 Highway 396 South Community Plan Area: \_\_\_\_\_  
 Assessor's Parcel Number(s): 1220-10-601-002  
 Approximately \_\_\_\_\_ Feet North or South of \_\_\_\_\_  
(Circle one) (Street Name)  
 Approximately \_\_\_\_\_ Feet East or West of \_\_\_\_\_  
(Circle one) (Street Name)

### C. Project Description

The applicant is requesting: The proposed project will include (4) commercial parcels created with a tentative parcel map.

List any previous applications that have been filed for this site: Pre-application forms for Tentative Map

**APPLICANT:**

Contact Name: Mark Neuffer Company: Atg Consulting, Ltd  
Address: P.O. Box 905 City/State/Zip: Genoa, Nevada 89411  
Telephone No: (775) 720-9087 Fax No: ( ) \_\_\_\_\_  
E-mail Address: mark@atgconsultingltd.com

**OWNER:**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**ENGINEER/REPRESENTATIVE:**

Contact Name: Cecilia Hamilton Company: Lumos and Associates  
Address: 800 East College City/State/Zip: Carson City, Nevada 89701  
Telephone No: (775) 883-7077 Fax No: (775) 883-7111  
E-mail Address: chamilton@lumosengineering.com

\*\*\*\*\*

**LETTER OF AUTHORIZATION**

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

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

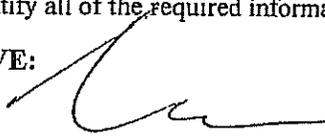
**OWNER(s) Of RECORD: (Include extra sheets if necessary)**

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date

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

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and Douglas County Code, have been drawn to a standard engineering scale (e.g., 1"=10', 1"=20', 1"=30') or architectural scale (e.g., 1/4"=1', 1/8"=1') that is appropriate to the project size, and clearly define and identify all of the required information.

**APPLICANT/APPLICANT'S REPRESENTATIVE:**

<u>Mark Neuffer</u> Printed Name	 Signature	<u>1/6/14</u> Date
-------------------------------------	---------------------------------------------------------------------------------------------------	-----------------------

January 7, 2013

Lucille Rao, Junior Planner  
Douglas County Planning Division  
Douglas County Community Development  
1594 Esmeralda Avenue  
Minden, NV 89423

RECEIVED  
JAN 07 2013  
DOUGLAS COUNTY  
COMMUNITY DEVELOPMENT

RE: Tentative Parcel Map for 1144 Highway 395 (APN 1220-10-601-002)

Dear Ms. Rao:

On behalf of Richard L. Clark, Alta Consulting, Ltd., is pleased to submit this application for a tentative parcel map for 1144 Highway 395. This tentative parcel map application proposes to divide a 3.27 acre parcel into 4 lots, with the smallest being .63 acres (27,383 square feet). The current zoning for the entire parcel is General Commercial and the Future Land Use is Commercial. The parcel is located within the Minden/Gardnerville Community Plan. The required findings for this tentative parcel map application are provided below:

Findings for Tentative Parcel Map (20.712.060)

*A. The property to be divided is zoned for the intended uses and the density and design of the division conforms to the requirements of the zoning regulations contained in the development code.*

The entire parcel is designated with a future land use of Commercial in the Douglas County Master Plan and is zoned as General Commercial (GC). This application would create 4 new parcels. Each proposed parcel would meet the minimum parcel size of 10,000 square feet for GC parcels. The smallest parcel would be 27,383 square feet.

*B. The proposed parcel map conforms to public facilities and improvement standards of this land development code.*

The applicant has received will serve letters from the Gardnerville Town Water Company as well as the Minden Gardnerville Sanitation District (see attached letters).

A traffic impact analysis is included with this application. At the current time, there is one permitted access from Highway 395, but the owner is proposing to relocate the access further south, based on negotiation with the adjacent property owner and NDOT.

The parcel is located within the AO Special Flood Hazard Zone and a flood impact study is included with this application. At such time as a building permit is submitted, the current or future owner will submit a floodplain development permit to Douglas County. The finished floor elevations for each building pad are depicted on the proposed parcel map. This proposed tentative parcel map will create parcels for commercial development and will be compliant with Section 20.50.110 of the Douglas County Development Code.

*C. The proposed parcel map conforms to the improvement and design standards contained in this title.*

The proposed parcel map is in conformance with the improvement and design standards contained in the Development Code.

*D. There are no delinquent taxes or assessments on the land to be divided, as certified by the county treasurer.*

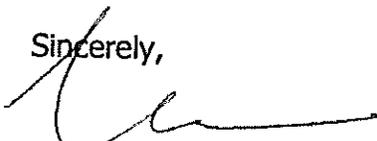
There are no delinquent taxes or assessments and a current tax receipt is included with this application.

*E. The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report.*

The parcel is not located within an identified archeological or cultural study area.

Please contact me at 775-720-9087 if you need any further information in order to schedule this application before the Administrative Hearing Panel on February 13, 2014.

Sincerely,



Mark Neuffer, Principal

Alta Consulting, Ltd.  
P.O. Box 905  
Genoa, Nevada 89411  
[mark@altaconsultingltd.com](mailto:mark@altaconsultingltd.com)  
775-720-9087



**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **For Possible Action:** Discussion to accept legal counsel's summary of claims for tortious conduct as required annually per NRS 41.0385, with public comment prior to Board action.
2. **Recommended Motion:** Accept legal counsel's summary of claims for tortious conduct as required annually by NRS 41.0385.

Funds Available:  Yes       N/A

3. **Department:** Administration

Prepared by:      Tom Dallaire

4. **Meeting Date:** February 4, 2014    **Time Requested:** 5 minutes

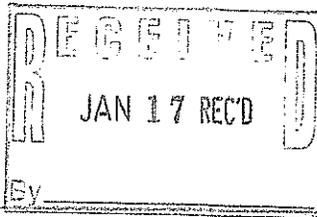
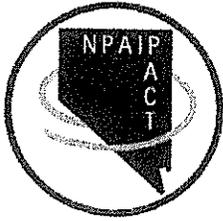
5. **Agenda:**  Consent       Administrative

**Background Information:** See attached

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

7. **Board Action:**

Approved       Approved with Modifications  
 Denied       Continued



Nevada Public Agency Insurance Pool  
Public Agency Compensation Trust  
201 S. Roop Street, Suite 102  
Carson City, NV 89701-4779  
Toll Free Phone (877) 883-7665  
Telephone (775) 885-7475  
Facsimile (775) 883-7398

## MEMORANDUM

**DATE:** January 14, 2014  
**TO:** Attorneys for POOL Members  
**FROM:** Melissa Mack  
Accounting Tech  
**RE:** NRS 41.0385

---

NRS 41.0385 requires that the attorney for each local government must file with the clerk of it's governing body by February 1<sup>st</sup>, a summary of all claims made against that government for tortious conduct. The summary must be categorized by wrong alleged and certain details provided for each claim. A copy of NRS 41.0385 is attached.

We made an abstract of the POOL's claims records for claims made during 2013. The qualifying tort claims have been transferred to the attached summary of claims form to assist you in complying with the law by February 1, 2014. Please make sure to advise the member to file a copy with the clerk or secretary of their board; or if this does not apply then the report is to be kept on file so that if a public request is made to see it, it will be available. We **do not** need a copy of the report back confirming the filing of the report.

If your agency was not a member of the Nevada Public Agency Insurance Pool during all of 2013, you should search your records for other claims to be added to the report. Also, if you know of any claims meeting the criteria under the law that are not shown in our report, please amend the report accordingly.

If you should have any questions concerning these requirements, please call me.

Enclosures

cc: Pool Liaisons without enclosure  
Pool Agents without enclosure

# ROWE HALES YTURBIDE

A LIMITED LIABILITY PARTNERSHIP

ATTORNEYS AT LAW

P.O. Box 2080  
1638 Esmeralda Avenue  
Minden, NV 89423

Telephone (775) 782-8141  
Facsimile (775) 782-3685

Michael Smiley Rowe  
James R. Hales  
Jennifer A. Yturbide

Debra M. Amens

## MEMORANDUM

**To:** Tom Dallaire, Town Manager  
Town of Gardnerville

**From:** Rowe Hales Yturbide, LLP *MR*

**Subject:** Summary of All Claims - 2013

**Date:** 22 January 2014

As I have reported to the Board in the past, NRS 41.0385 requires that an attorney who acts on behalf of each local government as its general counsel shall compile and file with the Clerk of the governing body a Summary of All Claims made against that governing body for tortious conduct. The statute further requires that the summary is a public record and must be open to inspection.

The NRS require that the Summary of Claims report made by counsel to the governing body must be filed with the governing body on or before 1 February of each year. The time covered by each report is the preceding calendar year.

Fortunately, this job is made much easier by the Town's enrollment with the Nevada Public Agency Insurance Pool ("Pool"). Every year the Pool submits a summary of claims, a copy of which is attached for the Board's review.

Please include a copy of this memorandum, and the Pool's accompanying summary, in the Board's packet for the next agenda for review, comment by the public, if any, and a motion, duly made and seconded, to accept the annual Summary of Claims report for the year 2013 as submitted by this office and the Pool.

As the Board will ascertain from the enclosure, the 2013 summary is positive. There was one claim paid for property damage to John Scott, and there are no open or unpaid claims.

**SUMMARY OF CLAIMS  
FOR 2013  
TOWN OF GARDNERVILLE**

No admission is made for any liability for such claim or any amount requested for any claim. This report is prepared pursuant to statutory requirements.

**TOTAL OF ALL CATEGORIES (I - III)**

TOTALS:	P#	<u>1</u>	P\$	<u>4,653.37</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

See attached for detailed breakdown per category of wrong alleged.

**STATUS CODES:**

P =Paid  
O =Open or Pending  
J =Judgment entered but not Paid  
C =Closed with no payment

*Amounts shown include fees and costs (if any).*

**I. Law Enforcement Liability**

**A. Assault / Battery / Excessive Use of Force**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:

P#	<u>0</u>	P\$	<u>0</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**B. False Arrest / False Imprisonment**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:

P#	<u>0</u>	P\$	<u>0</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**C. Automobile Liability**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:

P#	<u>0</u>	P\$	<u>0</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**D. Other**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:

P#	<u>0</u>	P\$	<u>0</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**E. Total of Categories I. A-D:**

TOTALS:

P#	<u>0</u>	P\$	<u>0</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**II. Negligent Injury (Other than auto or law enforcement)**

**A. Bodily Injury**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**B. Property Damage**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**C. Libel, Slander, Defamation**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**D. Wrongful Death**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**E. Totals of Categories II. A-D:**

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**III. Negligent Injury - Auto (Excluding Law Enforcement)**

**A. Bodily Injury**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:

P#	<u>0</u>	P\$	<u>0</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**B. Property Damage**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
SCOTT, JOHN	P	4,653.37		4,653.37

TOTALS:

P#	<u>1</u>	P\$	<u>4,653.37</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**C. Wrongful Death**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:

P#	<u>0</u>	P\$	<u>0</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**D. Total of Categories III. A-C:**

TOTALS:

P#	<u>1</u>	P\$	<u>4,653.37</u>
O#	<u>0</u>	O\$	<u>0</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **For Possible Action.** Approval of Resolution 2014R-009 augmenting the Town of Gardnerville budget for fiscal year 2013-2014.
2. **Recommended Motion:** Approve Resolution 2014R-009 augmenting the Town of Gardnerville's 2013-2014 fiscal year budget.

Funds Available:  Yes                       N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** February 4, 2013                      **Time Requested:** 5 minutes

5. **Agenda:**  Consent                       Administrative

6. **Background Information:** These funds not previously used during the 2012-2013 budget year will be increasing the opening fund balance of the 2013-2014 budget. See the budget transfer items to review where the funds are being distributed.

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

8. **Board Action:**

Approved                       Approved with Modifications  
 Denied                       Continued

RESOLUTION NO. 2014R-009

RESOLUTION AUGMENTING THE TOWN OF GARDNERVILLE  
2013-2014 FISCAL YEAR BUDGET

WHEREAS, there is a need to revise the 2013-2014 Budget as follows:

GENERAL FUND

Revenue		
Beginning Fund Balance		\$217,476
Miscellaneous		<u>547</u>
		\$218,023
Expenditures		
Capital Projects		\$218,023

HEALTH & SANITATION

Revenue		
Capital Improvement Reserves-Beginning		\$179,721
Miscellaneous		<u>2,275</u>
		\$181,996
Expenditures		
Capital Improvement Reserves-Ending		\$179,721
Small Projects		<u>2,275</u>
		\$181,996

AD VALOREM CAPITAL PROJECTS

Revenue		
Opening Fund Balance		\$ 4,586
Expenditures		
Appropriated Reserves		\$ 4,586

GARDNERVILLE DEBT SERVICE FUND

Revenue		
Opening Fund Balance		\$ <287>
Transfers In		<u>487</u>
		\$ 200
Expenditures		
Fiscal Agent Charges		<u>200</u>
		\$ 200

ADOPTED THIS 4<sup>th</sup> day of February 2014.

AYES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYE

\_\_\_\_\_  
\_\_\_\_\_

GARDNERVILLE TOWN BOARD  
DOUGLAS COUNTY, NEVADA

By: \_\_\_\_\_  
Linda Slater, Chairman

ATTEST: \_\_\_\_\_  
Tom Dallaire, Clerk to the Board

NOW THEREFORE BE IT RESOLVED that the 2013-2014 Fiscal Year Budget Augmentation is herein approved.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2014 by the following vote:

AYES

COMMISSIONERS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYS

\_\_\_\_\_

\_\_\_\_\_

ABSENT

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Chairman  
Douglas County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ted Thran  
Clerk to the Board



## Budget Augmentation Form

Date of Request: 1/17/2014  
 For Fiscal Year: 13/14

Requested By: Anne Henderson  
 Department: Gardnerville H & S

	Account Name	Fund	Dept	Account	DR		CR	
					Revenue	Revenue	Expend	Expend
					Increase	Decrease	Increase	Decrease
1	Capital Res - Beginning	611	000	301 250	179,721			
2	Cap Impr Res - Ending	611	925	625 250			179,721	
3								
4								
5								
6								
7								
8								
10								
11								
12								
13								
14								
<b>Totals</b>					179,721	-	179,721	-
<b>Net Change</b>					179,721		179,721	

**Purpose of Budget Change:**

To adjust Budgeted Opening Capital Reserves to equal prior year Actual Ending Capital Reserves

13/14 Budgeted Opening Capital Reserves	\$476,544
Budget Trans from Op Res (carryover PO)	\$5,800
12/13 Actual Ending Capital Reserves	\$662,065 ✓
<b>Augmentation amount</b>	<b>\$179,721</b>

Department Head or Finance Director Signature: \_\_\_\_\_

*Finance Division Use Only*

Keyed By: \_\_\_\_\_

Date: \_\_\_\_\_

Journal # \_\_\_\_\_

**Douglas County Comptroller's Office**

**Budget Augmentation Form**

Date of Request: 1/14/2013  
 For Fiscal Year: 13/14

Requested By: Tom Dallaire  
 Fund/Department: Gardnerville - H & S

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Miscellaneous	611	000	360	800	2,275			
2 Small Projects	611	925	533	817			2,275	
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
<b>Totals</b>					2,275	-	2,275	-
<b>Net Change</b>					2,275		2,275	

**Purpose:** 1 - Donations for fireworks  
2- Fireworks

**Department Head or Comptroller Signature:** \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Journal # \_\_\_\_\_

9-7

## Budget Augmentation Form

Date of Request: 1/21/2013  
 For Fiscal Year: 13/14

Requested By: Anne Henderson  
 Department: Gardnerville Debt

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue	Revenue	Expend	Expend
					Increase	Decrease	Increase	Decrease
1 Opening Fund Balance	613	000	301	000		287		
2 Loan Interest Expenditure	613	922	550	022				287
3								
4 Transfers In	613	000	392	000	487			
5 Loan Interest Expenditure	613	922	550	022			287	
6 Fiscal Agent Charges	613	922	550	006			200	
7								
8								
10								
11								
12								
13								
14								
<b>Totals</b>					487	287	487	287
<b>Net Change</b>					200		200	

**Purpose of Budget Change:**

To adjust Budgeted Opening Fund Balance to equal prior year Actual Ending Fund Balance

13/14 Budgeted Opening Fund Balance	\$406
12/13 Actual Ending Fund Balance	\$119
<b>Augmentation amount</b>	<b>(\$287)</b>

Increase Transfers In from Fund 610 to cover less than anticipated OFB and to cover Fiscal Agent Charges that were not in original budget.

Department Head or Finance Director Signature: \_\_\_\_\_

*Finance Division Use Only*

Keyed By: \_\_\_\_\_

Date: \_\_\_\_\_

Journal # \_\_\_\_\_

**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **Title:** Approve budget transfers for fiscal year 2013/2014; with public comment prior to board action.
  
2. **Recommended Motion:** Approve budget transfers for the fiscal year 2013-2014 budget.  
  
Funds Available:  Yes                       N/A
  
3. **Department:** Administration  
  
Prepared by: Tom Dallaire
  
4. **Meeting Date:** February 4, 2014                      **Time Requested:** 10 minutes
  
5. **Agenda:**  Consent                       Administrative
  
6. **Background Information:**  
See attached budget transfer forms. These are budgeted items from 2012-2013 fiscal year that have moved forward or budgeted items not fully expended and are available to be re-distributed for use in this fiscal year's budget.
  
7. **Other Agency Review of Action:**  Yes                       N/A
  
8. **Board Action:**  
  
 Approved                       Approved with Modifications  
 Denied                               Continued

<b>Gardnerville</b>	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>% Actual to Budget</b>
<b>Resources</b>					
<b>Beginning Fund Balance/Reserves</b>				<b>985,570</b>	
<b>Revenues</b>					
Governmental Funds: [1]					
Taxes	\$ 370,369	\$ 244,316	\$ 614,685	\$ 962,686	64%
Intergovernmental	26,112	70,223	96,334	311,530	31%
Charges for Services	19	4,925	4,944	8,000	62%
Other Revenues	163	1,330	1,493	5,800	26%
Transfers In	5,020	-	5,020	122,982	4%
<i>Subtotal Governmental Revenues</i>	<b>401,682</b>	<b>320,794</b>	<b>722,476</b>	<b>1,410,998</b>	<b>51%</b>
Enterprise Funds: [2]					
Operating Revenues	185,163	228,039	413,202	883,000	47%
Non-Operating Revenues	128	3,384	3,511	3,000	117%
<i>Subtotal Enterprise Revenues</i>	<b>185,291</b>	<b>231,422</b>	<b>416,713</b>	<b>886,000</b>	<b>47%</b>
<b>Total Revenues</b>	<b>\$ 586,973</b>	<b>\$ 552,216</b>	<b>\$ 1,139,189</b>	<b>\$ 2,296,998</b>	<b>50%</b>
<b>Total Resources</b>					<b>\$ 3,282,568</b>
<b>Requirements</b>					
<b>Expenditures/Expenses</b>					
Governmental Funds: [1]					
Salaries & Wages	\$ 70,690	\$ 84,770	\$ 155,460	\$ 345,403	45%
Employee Benefits	28,923	33,157	62,079	149,928	41%
Services & Supplies	107,278	111,099	218,377	451,736	48%
Capital Outlay	8,056	60,559	68,615	454,344	15%
Debt Service	-	5,020	5,020	122,982	4%
Transfers Out	5,020	-	5,020	122,982	4%
<i>Subtotal Governmental Expenditures</i>	<b>219,966</b>	<b>294,605</b>	<b>514,571</b>	<b>1,647,375</b>	<b>31%</b>
Enterprise Funds: [2]					
Salaries & Wages	49,980	64,688	114,668	243,667	47%
Employee Benefits	25,706	25,322	51,028	108,000	47%
Services & Supplies	80,768	114,789	195,557	452,918	43%
Capital Expense	22,470	-	22,470	270,000	8%
<i>Subtotal Enterprise Expenses</i>	<b>178,924</b>	<b>204,800</b>	<b>383,724</b>	<b>1,074,585</b>	<b>36%</b>
<b>Total Expenditures/Expenses</b>	<b>\$ 398,890</b>	<b>\$ 499,404</b>	<b>\$ 898,294</b>	<b>\$ 2,721,960</b>	<b>33%</b>
<b>Ending Fund Balance/Reserves</b>					<b>\$ 437,358</b>
<b>Contingency</b>					<b>\$ 33,250</b>
<b>Total Requirements</b>					<b>\$ 3,192,568</b>
<b>Net Revenue(Expense)</b>	<b>\$ 188,083</b>	<b>\$ 52,812</b>	<b>\$ 240,895</b>	<b>\$ 90,000</b>	

[1] **Governmental Funds** include Special Revenue Funds, Debt Service Funds, and Capital Projects Funds

[2] **Enterprise Funds** include Health & Sanitation

10-1A

**Douglas County Comptroller's Office**

**Budget Transfers**

Date of Request: 1/14/2013

Requested By: Tom Dallaire

For Fiscal Year: 13/14

Fund/Department: Gardnerville - Admin

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Capital Projects	610	926	562	000				99,725
2 Utilities-Sewer	610	921	520	093			1,600	
3 Benefits	610	921	511	180			1,425	
4 Benefits	610	926	511	180			500	
5 Engineering	610	926	521	200			7,000	
6 Maint	610	926	520	103			17,000	
7 Mchnry & Equip	610	926	564	500			36,500	
8 B & G Maint	610	921	520	097			5,000	
9 Crack Seal	610	926	532	116			30,000	
10 Software	610	921	533	806			700	
11								
12								
13								
14								
<b>Totals</b>					-	-	99,725	99,725
<b>Net Change</b>					-	-	-	-

- Purpose:**
- 2- Sewer district fees from Eagle Gas
  - 3- Changes in benefit premiums in admin fund
  - 4 - Changes in benefit premiums in public works fund
  - 5- Engineering fees for current projects
  - 6- leftover from microsurface 7 - crack sealer & saw cutter 8 - stucco on building
  - 9-crack seal material 10 - software for detours and road closures

**Department Head or Comptroller Signature:** \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Journal # \_\_\_\_\_

**Douglas County Comptroller's Office**

**Budget Transfers**

Date of Request: 1/14/2013

Requested By: Tom Dallaire

For Fiscal Year: 13/14

Fund/Department: Gardnerville - H & S

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Capital Projects	611	925	562	000			22,470	
2 Maintenance Equipm	611	925	520	107			22,000	
3 Cap Impr Res	611	925	625	250				53,095
4 Benefits	611	925	511	180			1,825	
5 B & G Maint	611	925	520	097			5,000	
6 Software	611	925	533	806			1,800	
7								
8								
9								
10								
11								
12								
13								
14								
<b>Totals</b>					-	-	53,095	53,095
<b>Net Change</b>					-	-	-	-

- Purpose:**
- 1-Maintenance yard expansion
  - 2-trash cans
  - 4- Changes in health plan benefits
  - 5- stucco on admin building
  - 6- WAM software upgrade

Department Head or Comptroller Signature: \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Journal # \_\_\_\_\_

## Budget Transfer

Date of Request: 1/21/2013

Requested By: \_\_\_\_\_

Anne Henderson

For Fiscal Year: 13/14

Department: \_\_\_\_\_

Gardnerville Admin

	Account Name	Fund	Dept	Account		DR	CR	CR	DR
						Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Transfers Out	610	926	618	700			487	
2	Small Equipment	610	926	533	802				487
3									
4									
5									
6									
7									
8									
10									
11									
12									
13									
14									
<b>Totals</b>						-	-	487	487
<b>Net Change</b>						-	-		

**Purpose of Budget Change:**

To increase Transfers Out to Fund 613 to cover less than anticipated OFB and Paying Agent Fees that were not in original budget.

Department Head or Finance Director Signature: \_\_\_\_\_

*Finance Division Use Only*

Keyed By: \_\_\_\_\_

Date: \_\_\_\_\_

Journal # \_\_\_\_\_



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **For Possible Action.** Discuss and receive a status report on the Eagle Gas Station Redevelopment Project; and approve a contract with McGinley and Associates for additional clean-up activities at the former Eagle Gas Station site located at 1395 Highway 395 North (APN 1320-33-402-075) and authorize the town manager to sign the contract. Due to the spill from the underground heating oil tank, the Nevada Division of Environmental Protection (NDEP) has recommended complete eligibility for reimbursement from the State of Nevada Petroleum Fund for the clean-up, up to a maximum of \$250,000 and a deductible cost to the town of only \$250; with public comment prior to board action.
2. **Recommended Motion:** Approve the continuation of clean up activities associated with the redevelopment of the Eagle Gas Station site, including contractual services with McGinley & Associates which will be reimbursed by the State of Nevada Petroleum Fund less a \$250.00 deductible.  
Funds Available:  Yes       N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** February 4, 2014    **Time Requested:** 30 minutes

5. **Agenda:**  Consent       Administrative

**Background Information:**

The attached staff report provides information on the recent clean up activities at the Eagle Gas Station site that were funded by the Brownfields Grant and the need to contract with McGinley & Associates to remove contaminated soil and possibly groundwater surrounding the underground heating oil tank. Such contractual services will be eligible for 100% reimbursement from the State Petroleum Fund.

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

7. **Board Action:**

- Approved       Approved with Modifications  
 Denied       Continued

MEMORANDUM

Date: February 4, 2014  
To: Gardnerville Town Board  
From: Tom Dallaire, P.E., Town of Gardnerville  
Subject: Eagle Gas Station Status Report and Petroleum Fund Contract

---

**I. TITLE:**

**For Possible Action. Discuss and receive a status report on the Eagle Gas Station Redevelopment Project and approve a contract with McGinley and Associates for additional clean-up activities at the former Eagle Gas Station site located at 1395 Highway 395 North (APN 1320-33-402-075). Due to the spill from the underground heating oil tank, the Nevada Division of Environmental Protection (NDEP) has recommended complete eligibility for reimbursement from the State of Nevada Petroleum Fund, up to a maximum of \$250,000 and a deductible cost to the Town of \$250; with public comment prior to board action. (approx. 30 minutes)**

**II. RECOMMENDATION**

Approve the continuation of clean up activities associated with the redevelopment of the Eagle Gas Station site, including contractual services with McGinley & Associates, which will be reimbursed by the State of Nevada Petroleum Fund less a \$250.00 deductible.

**III. BACKGROUND**

Since acquiring the Eagle Gas Station property in June 2013, the Town has completed many of the tasks associated with Phase One of this redevelopment project (*see Attachment 1, Eagle Gas Station Chronology*). Phase One involves removing site debris, enrolling the gasoline underground storage tanks (UST'S) in the State Petroleum Fund, preliminary design work, public outreach, and obtaining grants to remove contamination on the property. The Brownfields Grant (\$31,490) provided funding to remove two underground storage tanks (heating oil and waste oil) and one above ground storage tank (kerosene) at the Eagle Gas Station site. The three tanks were removed from the site on January 7. During excavation, it was discovered that the 1,050 gallon heating oil tank contained holes from corrosion and soil samples confirmed the impacted soil under the tank, exceeds the 160 ppm of NDEP acceptable levels (*see Attachment 2, Brownfields Grant Photos*). The excavation contractor hit groundwater at approximately 15 feet and the groundwater contained an oil sheen on its surface indicating the groundwater could have spread the contamination further than just under the removed tank. The Brownfields Grant cannot cover additional remediation activities for the heating oil tank, but the town has worked with NDEP and McGinley & Associates to document the spill in order to submit claims to the State of Nevada Petroleum Fund (heating oil tanks are not covered by federal or state regulations, but are automatically covered by the Petroleum Fund).

#### IV. DISCUSSION

The State Petroleum Fund will provide up to \$250,000 for soil and groundwater sampling and soil excavation to address the contamination from the heating oil tank. Fortunately, the town was able to re-enroll the three gasoline UST's in the Petroleum Fund and the heating oil tank is automatically included. On January 21, NDEP sent a letter to the town stating that NDEP staff will recommend complete eligibility for the Petroleum Fund (*see Attachment 3, Petroleum Fund Letter*). The first opportunity to submit claims to the Petroleum Board will be for the Petroleum Board Meeting on March 13.

In order to carry out the additional clean up activities associated with the heating oil UST, the town will need to enter into a direct contract with McGinley & Associates. It should be noted that if the groundwater and soil sampling for the heating oil UST discovers any releases from the three gasoline UST's, the town would be able to apply for more assistance from the Petroleum Fund for clean up activities related to the gasoline UST's. Although all three tanks passed the tightness test last year, there is no guarantee that there have been no releases. A release was identified in 2004. However, NDEP did not require any additional soil samples and closed the case for further action after one groundwater monitoring well was installed on the site.

##### Additional Brownfields Grant Tasks

The Brownfields Grant includes paying for a lead-based paint and asbestos survey of the canopy and service station. The town has not yet received the results from this survey. McGinley & Associates did confirm that there is lead based paint on the canopy columns. The Town will be able to obtain additional Brownfields Grant funding to address any lead-based paint and/or asbestos at the Eagle Gas station property.

##### NDOT Transportation Alternatives Program

Town staff have attended three meetings with NDOT to discuss the Transportation Alternatives Program, including the verification of right-of-way for Highway 395 and the standards for redesign of this segment using a portion of the Eagle Gas Station property. On January 16<sup>th</sup>, staff met with the Nishikida family, the adjacent property owners to the north of the site adjacent to the highway, to discuss any concerns of the proposed plan of enlarging the radius along the north bound lane of US Highway 395. We are planning on widening the lane curve approximately five (5) feet to allow vehicles with longer trailers to stay within the road section. Currently the longer trailers tend to travel over the sidewalk up to two and a half feet, causing some safety concerns for pedestrian traffic. It is something that needs to be fixed along with the storm drainage facilities on the south side of the highway along this section of highway. Staff continues to work on a plan for the approval of the neighboring property owners approval to proceed with a boundary line adjustment prior to submitting for NDOT TAP funding.

### CDBG Grant

Douglas County submitted the Town's CDBG grant to the state at the beginning of January. According to the CDBG Program Administrator, the state has received 40 applications for 2014 CDBG funds. CDBG applicants are scheduled to make presentations before the CDBG Advisory Committee during March 25-27. The Town has applied for \$88,700 in CDBG funds to complete the tasks associated with Phase One of the redevelopment project.

### Updated Redevelopment Budget for Eagle Gas

The Eagle Gas Station Redevelopment Project budget has been updated to reflect additional expenses or revised figures for specific line items for Phase One (*see Attachment 4, Eagle Gas Station Redevelopment Budget*).

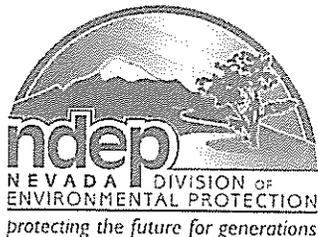
### **V. Conclusion**

The town will be able to implement site improvements and building renovations (Phase Two) for the Eagle Gas Station property in late 2014 or early 2015, but not until all clean up activities have been completed. The contract with McGinley & Associates will allow the Town to remove soil that has been contaminated by the underground heating oil tank. Based on a maximum cost of \$250,000, the Town would only be liable for a \$250 deductible. There are additional funding options available if additional funding is required in addition to the initial \$250,000.

#### Attachments:

1. Eagle Gas Station
2. Brownfield Grant Photos
3. Petroleum Fund Letter
4. Eagle Gas Station Redevelopment Project Budget

### Board meeting Topics of Discussion / Notes:



STATE OF NEVADA  
Department of Conservation & Natural Resources  
DIVISION OF ENVIRONMENTAL PROTECTION

Brian Sandoval, Governor  
Leo M. Drozdoff, P.E., Director  
Colleen Cripps, Ph.D., Administrator

January 21, 2014

Mr. Thomas Dallaire  
Town of Gardnerville  
1407 Highway 395 North  
Gardnerville, NV 89410

RE: Application for Coverage under the State Petroleum Fund  
Former Eagle Gas - Gardnerville, 1395 Highway 395 North, Gardnerville, Nevada  
Facility ID #2-000007 / **Petroleum Fund Case ID #2014000021(H)**

Dear Mr. Dallaire:

The Nevada Division of Environmental Protection (NDEP) has received your application for coverage under the State Petroleum Fund (Fund) for a release of petroleum hydrocarbons (heating oil) from an underground storage tank (UST) system located at the above-referenced residence. The Fund ID number assigned for the case is 2014000021(H). Please reference this number and the Facility ID number in any future correspondence.

According to information submitted in your application, heating oil contamination was discovered at the subject residence on January 8, 2014. The Application also indicates the release emanated from the tank.

Based upon information available to NDEP at this time, we will recommend to the State Board to Review Claims that this case be considered for complete Fund eligibility. Be advised that NDEP may recommend an adjustment in Fund eligibility at any time, if new information becomes available pertaining to this release.

As a heating oil case, the amount of coverage for the cleanup costs associated with this case (and the maximum amount reimbursable for third party liability) is \$250,000. You are liable for the first \$250 in accrued corrective action costs as a deductible, prior to any Fund reimbursement. Please note that reimbursement will not be authorized unless the accrued costs are for cleanup actions necessary to protect the environment or the public health and safety [NRS 590.880(2)]. NDEP recognizes Brett Bottenberg of McGinley & Associates as the Certified Environmental Manager (CEM) for this case.

**Please note that as the owner/operator of record, you are responsible for the management of the cleanup project and the associated costs.** As such, it is important for you to understand what costs are eligible for reimbursement from the Fund. I would also like to extend an invitation for you to meet with the Fund staff to review the reimbursement policies and procedures, and to answer any questions you may have regarding how the Fund operates.

11-5



Mr. Thomas Dallaire – Former Eagle Gas - Gardnerville  
Petroleum Fund Case ID #2014000021  
January 21, 2014  
Page 2

Please contact me at (775) 687-9386 if you have any questions or require additional information.

Sincerely,



Steve Fischenich  
Environmental Scientist  
Petroleum Claims Branch  
Bureau of Corrective Actions

cc: Valerie King, Supervisor, NDEP, Carson City  
Jeff Collins, Supervisor, NDEP, Carson City  
Xavier Tarango-Castorena, NDEP, Carson City  
David Friedman, NDEP, Carson City  
Thomas Dallaire, Town of Gardnerville, tdallaire@co.douglas.nv.us  
Candace Stowell, chstowell.me.com  
Joe McGinley, McGinley & Associates, jmcginley@mcgin.com  
Brett Bottenberg, McGinley & Associates, bbottenberg@mcgin.com  
George Hagan, McGinley & Associates, ghagan@mcgin.com

11-6

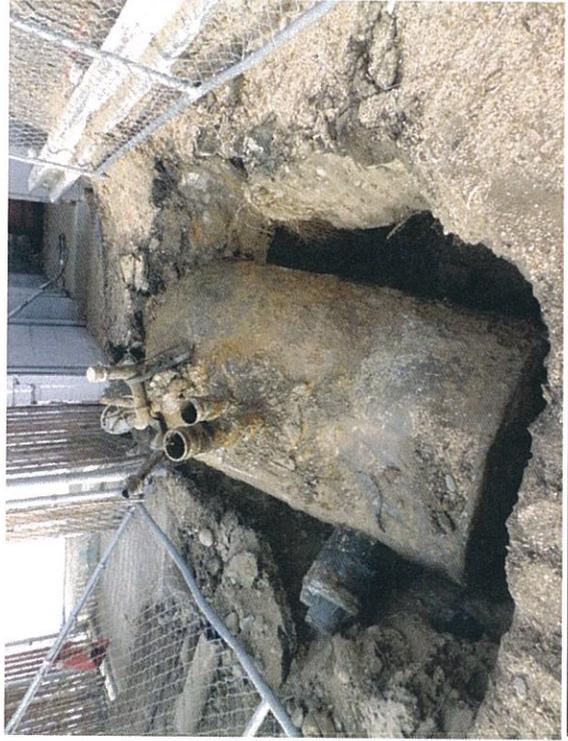
**Brownfields Grant Photos  
Eagle Gas Station**



Removal of 1,050 gallon heating oil tank - 1/7/2014



Captain Taylor showing corrosion in heating oil tank



550 Gallon Waste Oil Tank

11-7

**Eagle Gas Station Chronology**  
**1395 Highway 395 N**  
**Town of Gardnerville**  
*(updated 1/25/2014)*

<b>Date</b>	<b>Event</b>
1961	Current Gas Station Building Constructed for a Shell Oil Gas Station for Owner Virgil Condron (leased to Daryl Bath)
1966-67	Fuel UST's and waste oil UST installed at site
2004	Property purchased by Mohammad Ahmad, V R Property Management in December 2004. Phase II Limited ESA's carried out. Spill documented at Eagle Gas Station. Following testing of soil and groundwater, case is closed by NDEP with no further action in December 2004.
December 27, 2008	Minor spill of gasoline at site with no further action status by NDEP
2009	Krazan carries out a Phase I ESA
March 27, 2012	Phase I Environmental Site Assessment by Krazan & Associates for California Bank & Trust
November 29, 2012	NDEP Red Tags Gasoline Tanks
February 21, 2013	Douglas County approves transfer of property to Town of Gardnerville if property owner fails to pay property taxes following 90 day redemption period.
April 19, 2013	Phase II Site Assessment completed by Krazan for California Bank
June 7, 2013	Douglas County transfers Eagle Gas Station property to Town of Gardnerville and waives payment of all back property taxes
August 2013	Town staff clean up outside, removing parking lot lights and signs and bollards, and trash that was left behind from the previous owner, and remove contents from within the existing building.
September 7, 2013	Public Workshop on Eagle Gas Station Redevelopment Plan
September – October 2013	Town of Gardnerville carries out testing on underground gasoline storage tanks and is able to reenroll tanks in Petroleum Fund Insurance Program for FY 2013 and 2014
September 23, 2013	EPA approves Brownfields Grant for Eagle Gas Station
October 1, 2013	Gardnerville Town Board approves redevelopment plan for Eagle Gas Station and authorizes submitting application for 2014 CDBG funds
November 26, 2013	Scope of Work Authorization for Brownfields Grant issued from NDEP (Contract NDEP14-008-04)
December 5, 2013	Douglas County Board of Commissioners ranks Eagle Gas Station as Number 1 for CDBG applications
December 23, 2013	Town of Gardnerville submits final CDBG Application to Douglas County. CDBG request is for \$88,700 to remove three gasoline UST's, demolition of canopy, and design work for site improvements and building renovations
January 6 & 7 2014	Underground waste oil and heating oil tanks and above ground kerosene tank removed from site. Soil samples confirm contamination from both UST's.
January 9, 2014	Asbestos and Lead-Based Paint Survey carried out on building and canopy
January 21, 2014	NDEP approves eligibility for reimbursement from Petroleum Fund for corrective actions to address the spill from the 1,050 gallon heating oil tank



Revised January 23, 2014

## Eagle Gas Station Redevelopment Project Budget

Item	Funding Source										Town of Gardnerville	Total	
	NDEP Brownfields (Awarded 9/23/13)	NDEP Petroleum Fund	NV Energy	NV CDBG	FEMA Mitigation	NDOT - TAP	Douglas County						
Phase One - Removing Environmental Contaminants													
Land Acquisition (Transfer of Title and Waiver of all Back Property Taxes)											\$26,559		\$26,559
MGSD Lien												\$1,499	\$1,499
Tank and Line Testing and Tank Pumping												\$4,581	\$4,581
Petroleum Fund Enrollment (FY's 2012-2014)												\$600	\$600
Title Report												\$500	\$500
Window Repairs												\$1,015	\$1,015
Removal of Waste Oil UST, Heating Oil, Kerosene Tank AST, Asbestos and Lead-Based Paint Survey	\$31,490												\$31,490
Soil and Groundwater Sampling and Soil Excavation for Heating Oil Tank contamination - 1st quarterly bill of work performed to date 1-21-13		\$7,796										\$250	\$8,046
Removal of 3 Fuel USTS				\$23,500									\$23,500
Demolish Canopy structure				\$15,200									\$15,200
Public Outreach and Grant Applications (C.H.Stowell Contract)												\$4,550	\$4,550
In-House Design Work, Project Mgmt. & Maintenance												\$9,550	\$9,550
Visual Simulation Renderings (R.O. Anderson Contract)												\$1,500	\$1,500
Property Survey (R.O. Anderson Contract)												\$2,000	\$2,000
Boundary line adjustment with adjacent property with topo (contract)												\$8,000	\$8,000
Site and Building Design Contract				\$50,000									\$50,000
<b>Subtotal</b>	\$31,490	\$7,796	\$0	\$88,700	\$0	\$0	\$26,559	\$0	\$0	\$0	\$34,045	\$0	\$188,590
% Total	17%	4%	0%	47%	0%	0%	14%	0%	0%	0%	18%	0%	
Phase Two - Site Improvements and Building Renovation													
Surface Demolition Costs (Removal of asphalt, cement)				\$62,161									\$62,161
Re-Paving and Striping				\$73,200									\$73,200
5' Sidewalk w/ ADA Design									\$39,372				\$39,372
6" Median Curb				\$7,515									\$7,515
24" Curb & Gutter									\$6,864				\$6,864
9" Commercial Valley Gutter Spandrel									\$17,496				\$17,496
Landscaping				\$40,624									\$40,624
Lighting				\$4,500									\$4,500
Building Renovations				\$60,000									\$60,000
Gateway Monument Sign											\$15,000		\$15,000
EV Charging Station- Dual Port/Chargepoint			\$10,000										\$10,000
Solar Panels			\$30,000										\$30,000
Trash Enclosure				\$12,000									\$12,000
ON/Off site HWY 395 Storm Drainage improvements									\$340,000				\$340,000
<b>Subtotal</b>	\$0	\$0	\$40,000	\$260,000	\$0	\$403,732	\$0	\$0	\$403,732	\$0	\$15,000	\$0	\$718,732
% Total	3%	1%	4%	38%	0%	44%	3%	0%	44%	0%	5%	0%	\$907,322
<b>TOTAL</b>	\$31,490	\$7,796	\$40,000	\$348,700	\$0	\$403,732	\$26,559	\$0	\$403,732	\$0	\$49,045	\$0	\$907,322

11-9



**Reno Office**  
815 Maestro Drive  
Reno, Nevada 89511

Ph: 775.829.2245  
Fax: 775.829.2213  
www.mcgin.com

**Las Vegas Office**  
6280 S. Valley View Blvd.  
Suite 604  
Las Vegas, Nevada 89118

Ph: 702.260.4961  
Fax: 702.260.4968

January 22, 2014  
*Via electronic mail*

Town of Gardnerville  
1407 Highway 395 North  
Gardnerville, Nevada 89410

**ATTN:** Tom Dallaire, PE, Town Manager/Engineer

**RE: PROPOSAL FOR ENVIRONMENTAL CONSULTING SERVICES  
RELATED TO LEAKING UNDERGROUND STORAGE TANK  
IMPACTS TO SOIL AND GROUNDWATER AT THE EAGLE GAS  
FACILITY (ID #2-000007) LOCATED AT 1395 US HWY 395 NORTH,  
GARDNERVILLE, NV**

Dear Mr. Dallaire:

McGinley & Associates Inc. (MGA) is pleased to submit this proposal to provide environmental consulting services at the above referenced site. This proposal has been prepared to address previous excavation costs as well as future assessment and remediation activities at the site due to its inclusion in the State of Nevada Petroleum Fund. The site is identified as Petroleum Fund Case ID #2014000021(H).

## **SCOPE OF SERVICES**

MGA proposes to provide the following services:

- Preparing a spill evaluation report for submittal to the Nevada Division of Environmental Protection (NDEP) as a response to the Request for Release/Spill Information letter provided to you by NDEP;
- Preparing a work plan for assessing and addressing impacts from the heating oil tank;
- Preparing a Not-To-Exceed-Cost-Proposal (NTEP) for proposed work;
- Submission of reimbursement claims to NDEP;
- Conducting site assessment and remedial activities;
- Preparing reports; and
- Providing liaison support for NDEP Bureau of Corrective Actions and Petroleum Fund communications.

As required by the State of Nevada Administrative Code (NAC) 459, all MGA services will be supervised and reviewed by a Nevada CEM.

## **COSTS**

All activities associated with this corrective action case will be billed according to the attached McGinley & Associates fee schedule on a time and materials basis in accordance with Not to Exceed Cost Proposals (NTEP) as approved by the NDEP. As a heating oil case, the amount of coverage provided by the State of Nevada Petroleum Fund for cleanup of the heating oil LUST is \$250,000. The Town of Gardnerville will be liable for the first \$250 of corrective action costs as a deductible. All other corrective action costs will be requested for reimbursement through the submittal of reimbursement claims by MGA to NDEP. The Town of Gardnerville will be required to pay MGA invoiced fees once the claim has been approved by the board and a reimbursement for those corrective action activities is provided.

## **CLOSING**

MGA appreciates the opportunity to submit this proposal and we look forward to working with you on this project. Should you have any questions regarding this proposal, please contact us at (702) 260-4961 ext. 7003 or at [bbottenberg@mcgin.com](mailto:bbottenberg@mcgin.com). If this proposal is acceptable to you, please return the executed proposal to [bbottenberg@mcgin.com](mailto:bbottenberg@mcgin.com).

Respectfully submitted,  
**McGinley and Associates, Inc.**



Brett C. Bottenberg, C.E.M #1690, Exp. 10/07/2015  
Project Manager

**ACCEPTANCE**

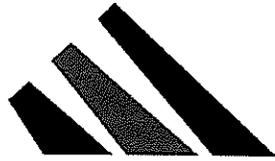
McGinley & Associates, Inc. (MGA) is hereby authorized to furnish all labor and materials to conduct environmental consulting services for the Eagle Gas property located in Gardnerville, Nevada, for which the Client agrees to pay all professional fees in said Proposal according to the attached MGA standard Terms for Professional Services.

ACCEPTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



McGinley & Associates

**SCHEDULE OF FEES**  
**Professional Services**  
**2014**

**Professional Fees**

<b>Staff Level</b>	<b>Rate (per hour)</b>
Principal	\$170.00
Sr. Associate	\$145.00
Associate	\$130.00
Project Manager	\$115.00
Sr. Engineer	\$110.00
Sr. Hydrogeologist	\$110.00
Project Engineer	\$105.00
Project Hydrogeologist	\$105.00
GIS Specialist	\$105.00
Staff Engineer	\$95.00
Staff Geologist	\$95.00
Environmental Specialist	\$95.00
Technician	\$85.00
Autocad	\$85.00
Administration	\$60.00

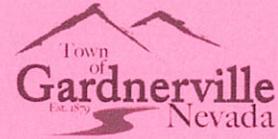
**Equipment**

<b>Description</b>	<b>Rate</b>
Oil/water interface probe	\$50/day
Water level meter	\$20/day
PH/Conductivity/Temp. meter	\$20/day
Dissolved Oxygen (DO) meter	\$20/day
Data logger/Transducer	\$125/day
PID/OVM	\$100/day
Generator	\$50/day
HazCat kit	\$100/day min, \$15/sample
PetroFlag kit	\$20/sample
Bailers	\$9 each
Level B PPE	\$500/day
Level C PPE Set	\$75 each
Level D Tyvex coveralls	\$9 each
Sampling tubes, brass	\$7 each
Submersible pump	\$25/day
Peristaltic pump	\$25/day
Variable flow purge pump	\$95/day
Data logger (including transducers)	\$125/day
Air sample pump & vacuum chamber	\$25/day
Air sample bag	\$10/each
Anemometer	\$20/day
Powered Hand Auger	\$50/day
Non-powered Hand Auger	\$10/day
Mercury Vapor/P100 Respirator Cartridge	\$60/set
55-gallon drum	\$50 each
Sampling kit	\$15 each

Digital camera	\$15/day
Trimble GPS unit	\$200/day

**Reimbursable**

<b>Description</b>	<b>Rate</b>
Mileage	\$0.565/mile
Vehicle onsite	\$10/hour
Utility trailer	\$65/day
Subcontractors	cost + 15%
Per diem	\$80/man-day
Communications & computers	5% of labor costs



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

**1. For Possible Action: Discussion to**

**A.) Approve the quitclaim containing 86 square feet of the former Eagle Gas property (APN: 1320-33-402-075) to Douglas County for purposes of the Mission Street right of way, located at the intersection of Mission Street and Highway 395, authorizing the town manager to execute the document and;**

**B.) Approve quitclaim of 366 square feet, previous dedicated right of way in Book Z, Page 353 , Document Number 7725, to be dedicated to Douglas County, authorizing the town manager to execute the document; with public comment prior to board action.**

**2. Recommended Motion:**

**A.) Approve the Quitclaim of 86 Square feet to Douglas County for right of way purposes, and authorize the town manager to execute the documents.**

**B.) Approve the Quitclaim of 366 Square feet of previously dedicated right of way to Douglas County for right of way purposes, and authorize the town manager to execute the documents.**

**Funds Available:**  Yes  N/A

**3. Department: Administration**

**Prepared by: Tom Dallaire**

**4. Meeting Date: February 4, 2014 Time Requested: 15 Minutes**

**5. Agenda:**  Consent  Administrative

**Background Information:** A record of survey was done for the former Eagle Gas Station parcel which identified the smaller 86 square foot land that was obviously needed to be included in the right of way improvements that were dedicated to the Town of Gardnerville. The town maintains street improvements located within the right-of-way, but the town does not own right-of-way. The record of survey has not been recorded yet and will need to be recorded as soon as the property corners are set in the field. But the county needs to accept or waive the right at this time to accept the dedication offer. This process will clean up the documents when referenced by this property in the future.

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

**7. Board Action:**

Approved  Approved with Modifications  
 Denied  Continued

**APN: 1220-03-000-014**

**WHEN RECORDED MAIL TO:**

Rowe Hales Yturbide, LLP  
Debra M. Amens, Esq.  
P.O. Box 2080  
Minden, NV 89423

**MAIL TAX NOTICES TO:**

Town of Gardnerville  
1407 Hwy. 395 N  
Gardnerville, NV 89410

## Quitclaim Deed

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, TOWN OF GARDNERVILLE, does hereby QUITCLAIM to the COUNTY OF DOUGLAS, Nevada, whose office address is P.O. Box 218, Minden, Nevada, all right, title and interest in and to that certain real property located in Douglas County Nevada, more particularly described as follows:

**SEE EXHIBIT "A" ATTACHED HERETO**

TOGETHER with all tenements, hereditaments and appurtenances, including easements and water rights, if any, thereto belonging or appertaining, and any reversions, remainders, rents, issues or profits thereof.

Pursuant to NRS 239B.030(4), I affirm that the instrument contained below (or attached hereto) does not contain the social security number of any person.

Per NRS 111.312, this legal description was previously recorded at Document No. 148436 on January 14, 1987, in Book 187, Page 1242.

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DATED this \_\_\_\_ day of January, 2014.

TOWN OF GARDNERVILLE

\_\_\_\_\_  
By: Tom Dallaire,  
Its: Town Manager

STATE OF NEVADA            )  
                                          : ss.  
COUNTY OF DOUGLAS        )

On January \_\_\_\_, 2014, before me, the undersigned, a Notary Public in and for said City and State, personally appeared TOM DALLAIRE, authorized representative of the TOWN OF GARDNERVILLE, and known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same.

This instrument was acknowledged before me on this \_\_\_\_ day of January, 2014.

\_\_\_\_\_  
NOTARIAL OFFICER

Reviewed and accepted by the County of Douglas on this \_\_\_\_ day of January, 2014.

DOUGLAS COUNTY

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: County Manager

12-2  
a-2

**DESCRIPTION  
AREA TO DOUGLAS COUNTY**

All that real property situate in the County of Douglas, State of Nevada, described as follows:

A parcel of land located within a portion of the South one-half of the Southwest one-quarter (S1/2SW1/4) of Section 33, Township 13 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

Commencing at an angle point in the southerly line of Mission Street as described within Parcel 2 of the Deed of Correction recorded January 14, 1987 in the office of Recorder, Douglas County, Nevada in Book 187, at Page 1242, as Document No. 148436;

thence along the easterly line of said Parcel 2, South 00°28'39" West, 8.77 feet to the POINT OF BEGINNING;

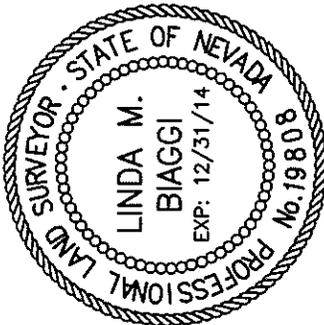
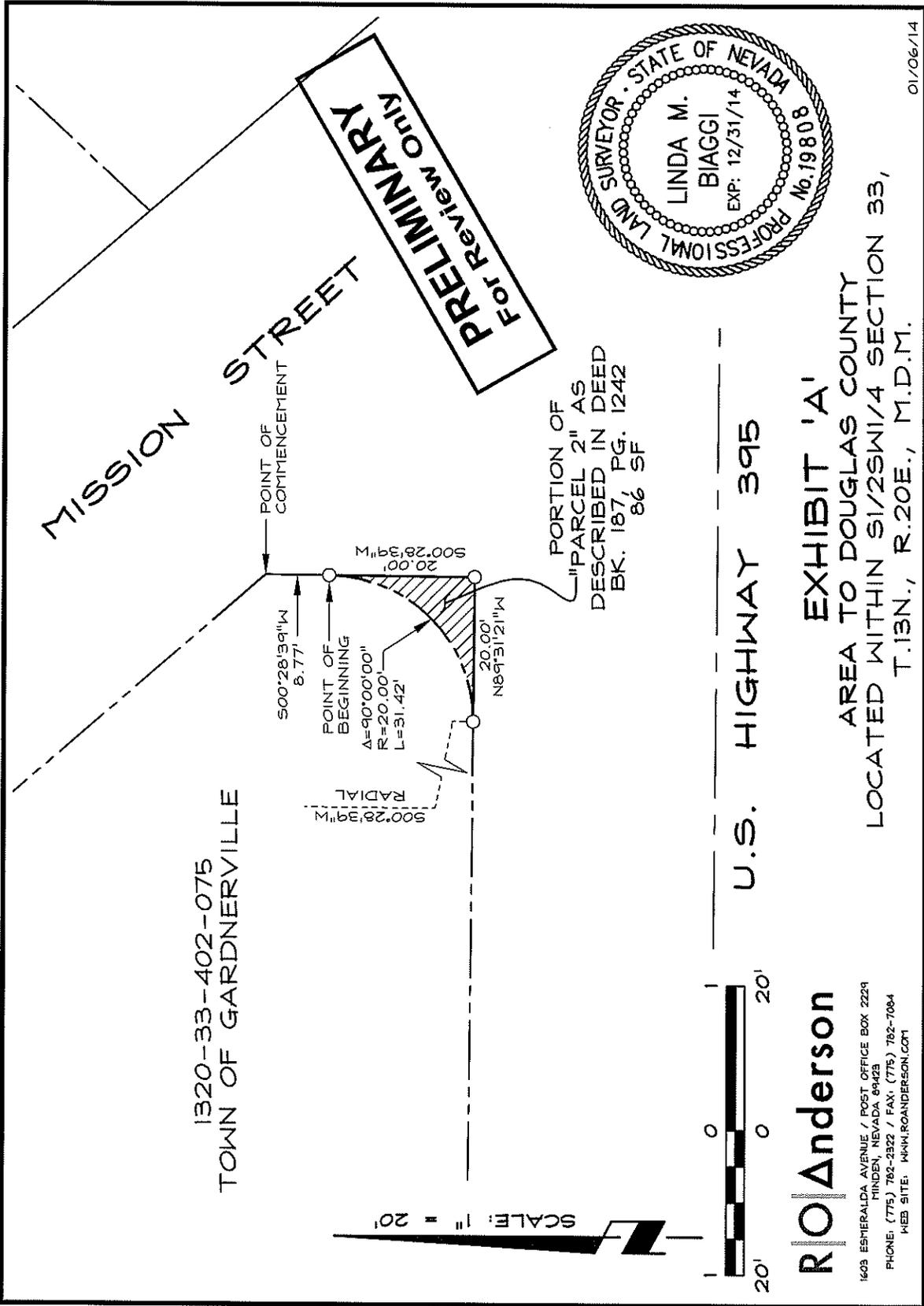
thence continuing along said easterly line of Parcel 2, South 00°28'39" West, 20.00 feet to a point on the northerly line of U.S. Highway 395, also known as Main Street;

thence along said northerly line of Main Street, North 89°31'21" West, 20.00 feet;

thence along the easterly line of Parcel 1 as described in said Deed of Correction, along the arc of a non-tangent curve to the left with a radial bearing of South 00°28'39" West to said curve, having a radius of 20.00 feet, and an arc length of 31.42 feet to the POINT OF BEGINNING, containing 86 square feet, more or less.

The Basis of Bearing of this description is South 40°41'36" East, the northerly line of Mission Street as shown on the Record of Survey to Support a Boundary Line Adjustment for Hellwinkel Exemption, Marital, and Survivor's Trusts and Robertson Family Exemption Trust filed for record October 31, 2011 in the office of Recorder, Douglas County, Nevada as Document No. 791703.

Prepared By: R.O. Anderson Engineering, Inc.  
P.O. Box 2229  
Minden, Nevada 89423



**EXHIBIT 'A'**  
AREA TO DOUGLAS COUNTY  
LOCATED WITHIN S1/2SW1/4 SECTION 33,  
T.13N., R.20E., M.D.M.

**RO Anderson**  
1603 ESHERALDA AVENUE / POST OFFICE BOX 2294  
HINDEN, NEVADA 89423  
PHONE: (775) 782-2322 / FAX: (775) 782-7084  
WEB SITE: WWW.ROANDERSON.COM

01/06/14

Y:\Client Files\1393\1393-010\CAD\Survey\Exhibits\1393-0100\ITCLAIM TO DO CO.dwg 1/7/2014 7:10:57 AM Linda M. Biaggi

12-5

**APN: 1320-33-402-075**

**WHEN RECORDED MAIL TO:**

Rowe Hales Yturbide, LLP  
Debra M. Amens, Esq.  
P.O. Box 2080  
Minden, NV 89423

**MAIL TAX NOTICES TO:**

Town of Gardnerville  
1407 Hwy. 395 N  
Gardnerville, NV 89410

## Quitclaim Deed

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, TOWN OF GARDNERVILLE, does hereby QUITCLAIM to the COUNTY OF DOUGLAS, Nevada, whose office address is P.O. Box 218, Minden, Nevada, all right, title and interest in and to that certain real property located in Douglas County Nevada, more particularly described as follows:

**SEE EXHIBIT "A" ATTACHED HERETO**

TOGETHER with all tenements, hereditaments and appurtenances, including easements and water rights, if any, thereto belonging or appertaining, and any reversions, remainders, rents, issues or profits thereof.

Pursuant to NRS 239B.030(4), I affirm that the instrument contained below (or attached hereto) does not contain the social security number of any person.

Per NRS 111.312, this legal description was previously recorded at Document No. 7725 on December 11, 1950, in Book Z of Deeds, Page 353.

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DATED this \_\_\_\_ day of January, 2014.

TOWN OF GARDNERVILLE

\_\_\_\_\_  
By: Tom Dallaire  
Town Manager

STATE OF NEVADA            )  
                                          : ss.  
COUNTY OF DOUGLAS        )

On January \_\_\_\_, 2014, before me, the undersigned, a Notary Public in and for said City and State, personally appeared TOM DALLAIRE, authorized representative of the TOWN OF GARDNERVILLE, and known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same.

This instrument was acknowledged before me on this \_\_\_\_ day of January, 2014.

\_\_\_\_\_  
NOTARIAL OFFICER

Reviewed and accepted by the County of Douglas on this \_\_\_\_ day of January, 2014.

DOUGLAS COUNTY

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: County Manager

**DESCRIPTION  
AREA TO DOUGLAS COUNTY**

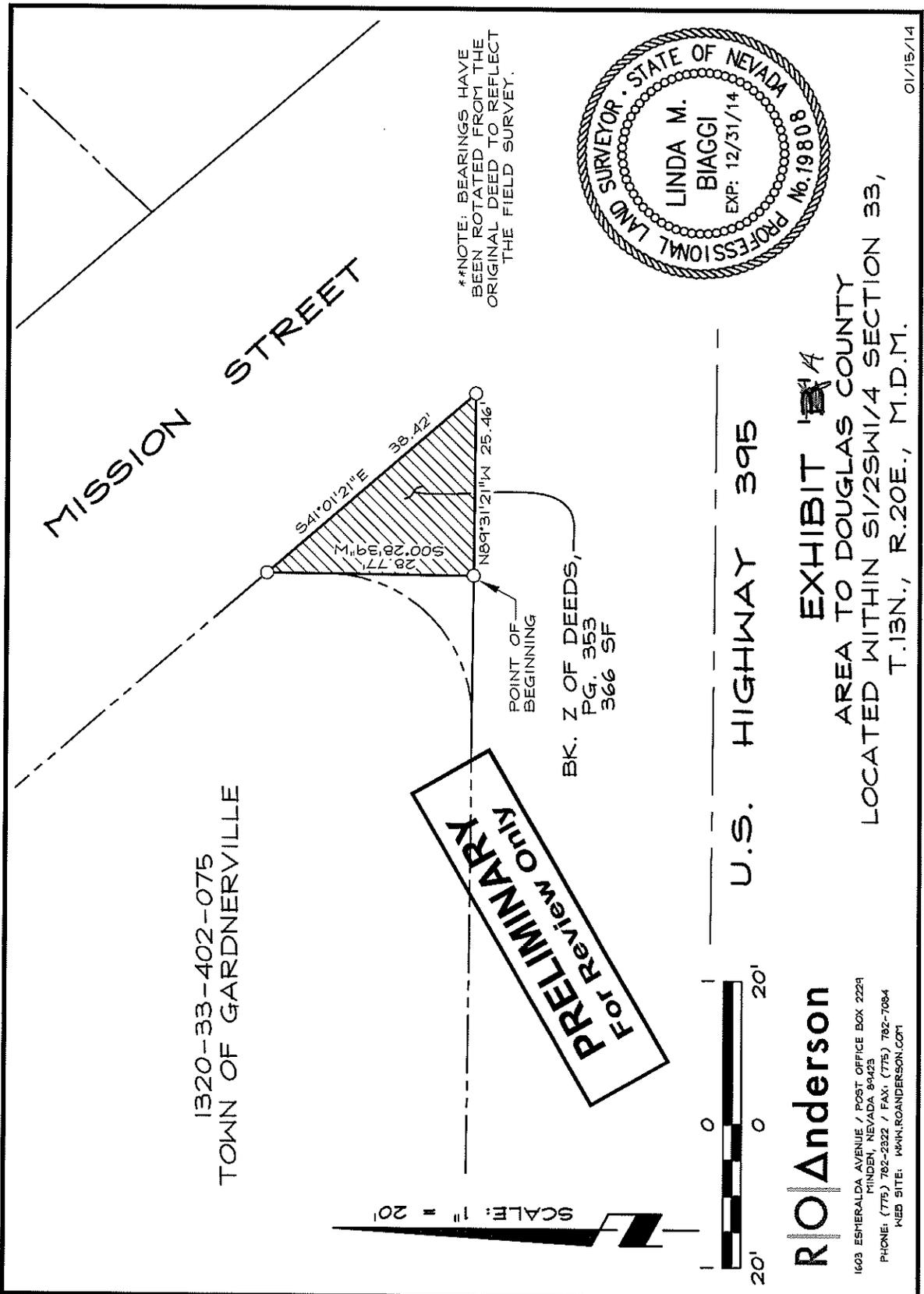
All that real property situate in the County of Douglas, State of Nevada, described as follows:

A parcel of land as described in the grant from James E. Hickey and Marie H. Hickey to the Unincorporated Town of Gardnerville as recorded December 11, 1950 in the office of Recorder, Douglas County, Nevada in Book Z of Deeds, at Page 353, as Document No. 7725, more particularly described as follows pursuant to said grant:

*Being a triangular piece or parcel of land located in the Town of Gardnerville, at the intersection of the westerly side of Mission Street with the northerly side of Main Street or State Highway, lying in a portion of the SE1/4 of the SW1/4 of Section 33, T.13N., R.20E., M.D.B. & M., and more particularly described by metes and bounds as follows, to wit:*

*Beginning at a point on the southwest corner of the parcel, on the northerly side of said State Highway, said point of beginning further described as bearing N.82°42'07"E. a distance 231.60 feet from the so-called Dettling Monument, said Monument being described as bearing S.89°51'10"W. a distance of 3972.70 feet from the southeast corner of Section 33 of said Township and Range; thence from the point of beginning N.0°14'W. a distance of 28.77 feet to a point on the westerly side of Mission Street; thence S.41°44'E. along the westerly side of said Mission Street a distance of 38.42 feet to a point at the intersection with the northerly side of the State Highway; thence S.89°46'W. along the northerly side of said State Highway a distance of 25.46 feet to the point of beginning, said parcel containing 366 square feet, more or less; And it is expressly understood and agreed that there shall never be any sign or signs, or obstructions, or any kind of character, put upon or placed upon the property herein described.*

Prepared By: R.O. Anderson Engineering, Inc.  
P.O. Box 2229  
Minden, Nevada 89423



12-9

6-4



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **For Possible Action:** Approve acquiring fee title to a 0.13 acre parcel (APN: 1220-03-210-015) containing a remaining vacant Arbor Gardens development parcel where the United States Postal Service mail box cluster is located, currently owned by Syncon Homes; with public comment prior to Board action.
2. **Recommended Motion:** Recommended motion to approve acquiring fee title to the 0.13 acre parcel (APN 1220-03-210-015) containing a remaining vacant Arbor Gardens development parcel.  
Funds Available:  Yes       N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** February 4, 2014    **Time Requested:** 15 minutes

5. **Agenda:**     Consent                       Administrative

**Background Information:** This is a follow up to obtaining fee title to the 0.13 acre parcel owned by Syncon Homes in the Arbor Gardens subdivision. Proposed quitclaim deed is attached for your review.

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

7. **Board Action:**

- Approved                       Approved with Modifications  
 Denied                          Continued

**APN: 1220-03-210-015**

**WHEN RECORDED MAIL TO:**

Rowe Hales Yturvide, LLP  
Debra M. Amens, Esq.  
P.O. Box 2080  
Minden, NV 89423

**MAIL TAX NOTICES TO:**

Town of Gardnerville  
1407 Hwy. 395 N  
Gardnerville, NV 89410

## Quitclaim Deed

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, SYNCON HOMES ("Grantor"), does hereby QUITCLAIM to the Town of Gardnerville, Nevada ("Grantee"), whose office address is 1407 Hwy. 395 N, Gardnerville, Nevada, all right, title and interest in and to that certain real property located in Douglas County Nevada, more particularly described as follows:

All real property situate in the County of Douglas, State of Nevada, described as follows:

Open space 'B' as set forth on Final Subdivision Map LDA 01-047, Planned Unit Development for Arbor Gardens, Phase 1, filed for record in the office of the County Recorder of Douglas County, State of Nevada on October 18, 2002, Book 1002, Page 8115, as Document No. 555262, and by Certificate of Amendment recorded February 20, 2003, Book 0203, Page 7818 as Document No. 567590.

Assessor's Parcel Number 1220-03-210-015.

TOGETHER with all tenements, hereditaments and appurtenances, including easements and water rights, if any, thereto belonging or appertaining, and any reversions, remainders, rents, issues or profits thereof.

Grantor previously developed the subdivision known as Arbor Gardens and borrowed funds to construct the subdivision from Santa Barbara Bank & Trust ("SBB&T").

# **EXHIBIT "A"**

APN: 1220-03-000-014  
RPTT \$1930.1, 846.00  
AW

Full Value  
 Full Value less liens

### GRANT, BARGAIN AND SALE DEED

THIS INDENTURE WITNESSETH: That

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,  
HERBIG PROPERTIES LIMITED, A NEVADA LIMITED PARTNERSHIP

doe(es) hereby GRANT(s) BARGAIN SELL and CONVEY to  
SYNCON HOMES INC., A NEVADA CORPORATION

and to the heirs and assigns of such Grantee forever, all the following real property situated in the city GARDNERVILLE  
county of Douglas, state of Nevada bounded and described as follows:  
All that real property situate in the County of Douglas, State of Nevada, described as follows:

Parcel 2 of Parcel Map LDA 99-053, for HERBIG PROPERTIES LIMITED filed for record in the office of the County Recorder of Douglas County,  
State of Nevada on September 14, 1999, Book 999, Page 2558, as Document No. 476559 and by Certificate of Amendment recorded November 3,  
2000, Book 1100, Page 468, as Document No. 502690, Douglas County, Nevada records.

A.P.N.: 1220-03-000-014

TOGETHER with all tenements, hereditaments and appurtenances, if any, thereto belonging or appertaining, and any reversions, remainders, rents,  
issues or profits thereof.

Dated: December 12, 2001

STATE OF NEVADA  
COUNTY OF DOUGLAS

HERBIG PROPERTIES LIMITED  
HERBIG PROPERTIES LIMITED  
HERMAN H. HERBIG, TRUSTEE  
ANNELIESE HERBIG, TRUSTEE

On DECEMBER 14, 2001 personally  
appeared before me, a Notary Public,

HERMAN H. HERBIG AND ANNELIESE HERBIG, TRUSTEE

personally known or proved to me to be the person whose name is  
subscribed to the above instrument who acknowledged that he  
executed the instrument.

Signature Carol Costa



(This area for official notarial seal)

SPACE BELOW THIS LINE FOR RECORDER'S USE

WHEN RECORDED MAIL TO:  
Name SYNCON HOMES, INC.  
Street 2221 MERIDIAN BLVD. #A  
Address MINDEN, NEVADA 89423  
City, State  
Zip

MAIL TAX STATEMENTS TO:  
Name SYNCON HO MES, INC.  
Street 221 MERIDIAN BLVD #A  
Address MINDEN,  
City, State NEVADA 89423  
Zip

Order No. 00084567-201-CAC

REQUESTED BY  
WESTERN TITLE COMPANY, INC.  
IN OFFICIAL RECORDS OF  
DOUGLAS CO., NEVADA

2001 DEC 17 PM 3: 24

LINDA SLATER  
RECORDER

\$14.00 PAID K2 DEPUTY

06528312/12/01

0530275  
BK1201PG5392

13-6









Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion on the current building use policy and provide direction to staff on possibly revising the policy to update the use terms and fees associated with the public use of the Town Hall Building, located at 1407 Highway 395 N, APN: 1320-34-402-031.
2. **Recommended Motion:** Motion to provide an updated Town Building Use policy specific to the Town Hall Building incorporating the direction as discussed by the board.

Funds Available:  Yes  N/A

3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: February 4, 2014 Time Requested: N/A

5. Agenda:  Consent  Administrative

**Background Information:** We currently have one group requesting the use of the town hall administrative building. The group was chaired by a previous town board member who allowed the group to use the town hall facility free of charge. They plan to use the building this coming Wednesday night at 6:00 and staff will be onsite during the event per the town policy. But these past two years the previous board member was not onsite. A recent request raised some concerns and staff reviewed the existing town policy and forwarded it to the board to be thinking about some modifications that can be made at this meeting. Staff is looking for direction from the board as to what they would like to revise in the existing policy. Please review the policy and come prepared to inform the manager of the concerns and discuss with other members how the board wishes to proceed with the policy enforcement. There have been concerns raised for the security of the files and public access to town files. The public information and the confidential paperwork and documents of importance are filed in a lockable, fire proof, filing cabinet and are locked during lunch and prior to the end of the working day each and every work day. The project files and job files in the storage room are not as much concern, and office doors and room not being utilized have historically been closed. There have not been any instances where things have been moved or look out of place.

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

7. Board Action:

Approved  Approved with Modifications  
 Denied  Continued



## TOWN OF GARDNERVILLE BUILDING USE POLICY

Purpose: The purpose of this policy is to regulate the use of public buildings owned by the Town of Gardnerville ("Town"). The Gardnerville Town Board ("Board") has determined that observance of these guidelines promotes orderly use of the buildings and facilities of the Town, that confusion and disappointment are minimized, and building and facilities remain useful to the Town's citizens for a longer period by requiring each user of a Town building or facility to adhere to this policy.

Responsibility: The Board has the ultimate responsibility for the proper care, maintenance, and use of Town public buildings. The Board delegates the maintenance responsibility of Town public buildings to Town staff. If a person is aggrieved by the decisions or actions of the Town staff, the aggrieved person may request that the Board review the determinations or actions of Town staff after proper request is made, and the Board considers the matter at the next available Board meeting agenda.

### Rules for use of Town buildings:

- a. The Town Hall Board room and conference room are usually reserved for use by Town employees during regular business hours so that the normal functions and services may be performed for and provided to the community. Small groups may request use of the Board meeting room during regular business hours only when it is determined that such proposed use will not have a negative impact on the Town's normal business operations.
- b. The conference room and board room of the Town are located in the Town Hall where materials, equipment, supplies and files of the Town are located. Any use of the Town Hall board room or conference room by any persons or entity other than the Board or Town staff, outside of regular business hours will require a Town employee to be on-site to ensure security of materials, equipment, supplies and files of a sensitive nature which are required by the Board or its staff to perform civic functions and/or services. The user shall be responsible for reimbursing the Town for any extra cost to the Town for the employee's presence during the meeting during other than regular business hours.
- c. The use of tobacco products is prohibited in Town buildings at any time.
- d. The possession and/or use of alcoholic beverages are prohibited in Town buildings at any time.
- e. The possession and/or use of drugs other than those prescribed by a medical doctor or licensed health care professional are prohibited in Town buildings or on any Town property at any time.
- f. As a matter of best practice and safety, the Town buildings may be used by any group or gathering of persons. No single person will be allowed to use a Town building, however, an individual may request use of a Town building on behalf of a group or gathering of persons.

- g. Commercial use of a Town building such as selling products or charging an admission fee is not allowed. However, the Town may impose a charge(s) or a fee(s) for the use of Town buildings or facilities to cover operating and maintenance expenses, including, without limitation, reimbursement to the Town for any staff salary or overtime.
- h. Pets or animals (other than guide animals) are prohibited in Town buildings.
- i. Open flames of any kind are not allowed in or around Town buildings, including, without limitation, lighted candles, fires of any type and torches of any type.
- j. The use of portable heaters is prohibited in Town buildings.
- k. Lights within a Town building shall be turned off at the conclusion of use. If a user fails to turn off lights after use of a Town building or facility, a penalty may be imposed and the user precluded from use of Town buildings or facilities in the future.
- l. Meetings and activities must be conducted in a manner that avoids damage to the building and furnishings. If damage occurs, the user will be billed for the actual costs of labor and materials damages.
- m. Alterations or modifications to buildings or equipment owned by the Town without the express advance written permission of the Board are prohibited.
- n. The storage of any vehicle, material, supplies, or other items without the express advance written permission of the Board is prohibited.

Supervision of Children: Children attending meetings or activities must be supervised at all times by a responsible adult. Children should never be left unattended on the grounds or in the building.

Insurance: Proof of liability insurance is required. If applicable, proof of a user's homeowner's insurance is acceptable if coverage is extended under the policy to the user and to the Town. Prior to any use of a Town building or facility, the person requesting use of a Town building or facility must supply adequate assurance and evidence to the Town of insurance coverage. On any insurance coverage proposed for a use of a Town building or facility, the Town shall be named as an additional insured for the period of such use, and a certificate evidencing such insurance shall be provided to the Town staff at the time of application to use a Town building or facility.

Food and Beverages: Care should be taken to avoid spills of all food and beverages. Spills should be cleaned up immediately, and all waste material removed from the premises after use and deposited into an approved trash or garbage receptacle. Staining foods and drinks should be avoided, and red punch is not permitted inside any Town public building.

Emergencies: Should an emergency occur while using a building, users should alert everyone in the building and contact emergency services by dialing 911. The designated meeting place during an emergency is the parking lot of the building being used. Avoid panic and contact the Town as soon as possible once emergency services personnel have the situation under control.

Cleaning: All facilities are to be left clean and in good order. Waste shall be removed from the building or facility and deposited into an approved trash or garbage receptacle. If the Town is required to provide cleaning, the user will be billed at a cost of \$25/hour with a one-hour minimum fee.

Waiver of liability: A user must agree to indemnify and hold harmless the Town from any injuries or damages sustained by a person using a Town building or facility. Such waiver of liability shall be provided to the Town prior to the use of a Town building or facility, and shall be on a form acceptable to the Town.

Telephone usage: Local calls made can be made free of charge. Long distance calls require the use of a calling card or credit card. Users will be billed for any additional telephone long distance charges incurred by the Town arising during the use of a Town building or facility. A repeated abuse of the telephone use provision may forfeit the user's right to use Town buildings or facilities in the future.

Scheduling of reservations: Reservations are accepted on a "first-come, first-served" basis. Applicants must sign a building use application and agree to be bound by its terms.

Rates: An hourly rate of \$15 can be paid by credit card or with an in state check payable to the Town. The actual cost of labor (including overtime paid) will be billed to the applicant in the event a Town employee must be present during the use of a building or facility (such as using the Town Hall after regular business hours). The hourly fee may be waived when there is a reciprocal agreement in place between the Town and the applicant.

Deposits: A \$50.00 cleaning and damage deposit is required for each application. If the building is clean and undamaged after use, the deposit will be refunded within thirty days of the use.

Cancellations: Cancellations occurring less than 48 hours prior to an approved use will result in the forfeiture of any use or deposit fees charged by the Town unless such cancellation occurs because of an unforeseen and/or uncontrolled event, including, without limitation, Acts of God, strikes, war and civil unrest.

Access to Building: Should an approved use occur at other than the Town's regular business hours which are from 8:00 a.m. to 5:00 p.m., a Town employee will provide access to the building for the user. At the expiration of the time of the approved use, a Town employee will secure the building. Prior to securing the building, the Town employee shall inspect the building to ensure that the facility is left clean and in good order; that waste has been removed into an approved trash or garbage receptacle; and that no damage to the facility has occurred. The Town employee shall report the results of the inspection to the Town Manager on the next business day. All costs associated with the use of the building, including the employee's overtime salary, shall be borne by the user. By submitting an application for use of a Town facility, a

person consents to the application of any deposit(s) required by this policy to reimbursement of the Town for staff salary or overtime, if incurred by the Town as a result of an approved building use.

Lost or stolen property: The Town shall not be responsible for lost, stolen, or damaged property.

Exceptions: The upper room of the historic Gardnerville Branch Jail is not available Wednesday evenings for any use other than by the Carson Valley Active 20/30 Club which has reserved the upper room on a continuing basis for each Wednesday evening for a \$1.00 annual fee. Starting May 1 of each year, and for the ensuing six week period following May 1 of each year, the Board will afford the Carson Valley Active 20/30 Club an additional two days use per week in order that preparations may be made for the Club's annual Carson Valley Days event.



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for January 2014.

2. **Recommended Motion: None**  
Funds Available:  Yes  N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: February 4, 2014**                      **Time Requested: 5 minutes**

5. **Agenda:**  Consent  Administrative

**Background Information:** Attorney's monthly report presented at meeting.

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

7. **Board Action:**

Approved                       Approved with Modifications  
 Denied                             Continued



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for January 2014.

2. **Department: Administration**

Prepared by: Tom Dallaire

3. **Meeting Date:** February 4, 2014 **Time Requested:** 10 minutes

4. **Agenda:**  Consent  Administrative

**Background Information:** See attached report.

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

6. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



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

## Town Manager Monthly Report February 2014 Board Meeting

- A. The Ranch to Gardnerville Phase I:** The lights and street signs have been installed in phase I. Residents are complaining about how bright they are. We are working with the contractor to remove some of the LED diodes in the light and if we need to install a shield that can be done as well. The intersection of Lasso and Ox Yoke has about 10 residences combined at this intersection and does not justify a stop sign at this location. With the new handicap requirements and ramp installation I did allow the stop sign not to be installed. Ox Yoke is on a cul-de-sac and the "t" intersection does not warrant a stop sign at this particular location. The street name signs were then installed on the light pole at that intersection. There are some issues with the sidewalk on this phase from the house contractor site work sub running over and cracking them. We will be meeting next week to get this resolved prior to the town acceptance of the work.
- B. New Beginnings:** They are still working on the interior work.
- C. Hellwinkel Channel:** I met with Denny again this month to discuss the storm drainage from the highway and we started working on the design of the master plan layout. We will need to collect some additional topographical information. We will be working on that this week.
- D. Eagle Gas:** The report will be provided to the board as a specific item this month, see item 11.
- Met with NDOT design engineering staff about the curve concept and drainage improvements. Met with the Nishikida family about the Boundary Line Adjustment (BLA) and we are getting that drawn up to present to Dave and his family for approval to proceed with the BLA. We will be swapping land area for the new proposed right-of-way. Then we will go back to NDOT design to ensure they are ok with our new road alignment. I met with the adjacent property owner about what we will need to do to fix the sidewalk in front of his building. The plan is replace the curb, gutter and sidewalk from the town office to Mission Street.
- E. NDOT Sidewalk and 756 parking:** These were submitted to NDOT at the beginning of the month. We will then perform the work when it gets warmer.
- F. Kingslane:** I presented the proposed plan for the improvements at the Kingslane HOA. I plan on presenting the changes to the plan to NDOT this coming month, and to proceed with the design of the improvements. I have one more alternate design I need to get some feedback on from NDOT staff and will be asking them to review the revised conceptual design.
- G. 756 Cottonwood Slough crossing:** NDOT has determined the project to be too costly to proceed with the work as it exceeds the cost estimate and that does not include the relocation of any utilities. There may be an option to split the project up into phases. I have not received an answer back on that question.



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

- H. Edlesborough crack patching:** Geoff and I measured and painted the cracks we plan on replacing this winter. Once the plans are done we will get it out to bid and plan on having it on the March agenda for award.
- I. Martin Slough shared use path:** I attended a project kick-off meeting with NDOT, County and Minden staff to review the grant application and proposed agreement for the shared use path. There again, NDOT says this will take some time to get the easements in place and the agreement to a point it can be reviewed and executed. The county will go through a project engineer selection process. I will keep tabs on this project.
- J. Office Items:**
- Attended the Chamber Meeting and gave them an update on town activities.
  - Reviewed all the applications discussed at this board meeting.
  - Still need to finish the Southgate parking study.
  - Nathan from Beneficial Designs is making a lot of progress on the sidewalk evaluation. I have met and talked with him over the phone on several occasions to discuss the issues in the field and what he needs to evaluate.
  - Discussed with Mimi, Douglas County Community Development, who will be initiating a large or big box store code or guidelines. Further development of this should come out in the next couple weeks. Please let me know if you would be interested in serving on a committee for this effort.
  - I worked over the budget issues and where money needed to be provided in this transfer cycle.



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **Not For Possible Action:** Discussion on holding the April Town Board meeting on an alternate day from the regularly scheduled meeting on April 1, 2014, with public comment prior to board action.
2. **Recommended motion:** Motion to approve moving the April 1, 2014 board meeting to Tuesday, April 8, 2014 at 4:30 PM.
3. Department: Administration  
Prepared by: Tom Dallaire
4. Meeting Date: February 4, 2014 Time Requested: 10 minutes
5. Agenda:  Consent  Administrative

**Background Information:** The Board Chairman asked to discuss the possibility of moving the April town board meeting from April 1<sup>st</sup> to April 8<sup>th</sup> to allow the attendance of the entire board at the tentative budget review meeting and to discuss the performance review of the town manager.

Chaiman Slater will be back in town late on April 1<sup>st</sup>. Tom Dallaire is attending a contract class from 8:30 to 4:30 pm in Carson City on April 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>. Keeping the meeting on Tuesday will not throw the schedule off with the other town business meetings. Main Street Gardnerville committees usually utilize the building Wednesday and Thursday nights, and Tuesday night is available.

Other Agency Review of Action:  Douglas County  N/A

6. Board Action:

- |                                   |                                                      |
|-----------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied   | <input type="checkbox"/> Continued                   |