

### GARDNERVILLE TOWN BOARD

#### **Meeting Agenda**

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

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, March 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 <u>www.gardnerville-nv.gov</u>. 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 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- Mike Philips

### 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:

February 4, 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 February 2014 claims
- 4. For Possible Action: Approve Town of Gardnerville 2013 Annual Report
- 5. <u>For Possible Action</u>: Approve Use of Heritage Park by the Douglas County Historical Society for a Young Chautauqua Performance to be held at Heritage Park June 17, 2014 from 5:00 p.m. to 6:00 p.m., considered to be a Class 1 use per policy.



- 6. <u>For Possible Action</u>: Approve a town special event application for Austin's House Poker Run Fundraiser scheduled for September 20, 2014 at Heritage Park from 9:00 a.m. to 5:00 p.m., considered to be a Class 1 use per policy.
- 7. <u>For Possible Action</u>: Approve resolution 2014R-10, requested by County Staff to dedicate Mathias Parkway, from Virginia Ranch Road to the Virginia Ditch, to the county for maintenance, which is an extension of the Muller Parkway right-of-way and county collector road.

#### ADMINISTRATIVE AGENDA

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

- 8. <u>For Possible Action</u>: Discussion on the Main Street Program Manager's Monthly Report of activities for February 2014.
  - Approve, approve with modifications or deny the Main Street Gardnerville Design Committee's selected location for the Basque mural; with public comment prior to Board Action. (approx. 10 minutes)
- 9. <u>For Possible Action</u>: Discussion on a request by Main Street Gardnerville and the Carson Valley Visitors Authority to hang 18"x 30" banners on decorative light poles within downtown, Mission Street to Church Street from January through June; with public comment prior to Board action. (approx. 15 minutes)
- 10. For Possible Action: Discussion on a request to approve a town event application by the Family Support Council for Grillin & Chillin BBQ Cook Off to be held at Heritage Park June 7, 2014 from 6:00 a.m. to 11:00 p.m., and waive fees associated with the rental of the park, considered to be a Class II use per policy. Appearance by a Family Support representative; with public comment prior to Board action. (approx. 10 minutes)
- 11. <u>For Possible Action</u>: Discussion on a request to approve a town street closure application by the Trinity Lutheran Church to close a portion of Douglas Avenue for a Holy Smoker Bar-B-Que and Car Show on May 3, 2014, and waive fees associated with the street closure, appearance by Ken Miller; with public comment prior to Board action. (approx. 10 minutes)
- 12. <u>For Possible Action</u>: Discussion to award, reject or modify Bid 2014-05 for Chichester Crack Repair; with public comment prior to Board action. (approx. 5 minutes)
- 13. <u>For Possible Action</u>: Discussion on a Master Plan Amendment (ref. DA 14-012), a request by county staff for the Town Board to review, comment, and provide a recommendation on the adoption of the 2014 Douglas County Bike Plan, funded and prepared by the Nevada Department of Transportation (NDOT), affecting areas outside of the Tahoe Basin and amending a portion of the 2003 Comprehensive Trails Plan. (approximately 20 minutes)
- 14. <u>For Possible Action</u>: Discussion to approve submittal of an application for a \$550,000 NDOT 2014 Transportation Alternatives Program (TAP) grant, to be funded in 2015, to improve the safety of the Highway 395 "S Curve" adjacent to the former Eagle Gas Station site located at 1395 Highway 395 North (APN 1320-33-402-075), including drainage improvements and new ADA sidewalks. TAP grants require a minimum match of 5%, which would be \$20,250 for this application; with public comment prior to Board action. (approx. 20 minutes)
- 15. <u>For Possible Action</u>: Discussion on movie rating to be played at the town's "Movies in the Park" event and for the board to consider playing edited versions only of PG-13 movies during "Movies in the Park"; with public comment prior to Board action. (approx. 10 minutes)



- 16. <u>For Possible Action.</u> Discussion on budget development for Fiscal Year 2014/2015 including, but not limited to;
  - a. review of Towns strategic plan and goals
  - b. review of the Town Values
  - c. update of capital improvement projects for fiscal year 2014-2019
  - d. review of the town employee merit increases
  - e. review and discuss proposed town projects anticipated for bidding award before June 30, 2014
  - f. review of the tentative budget for 2014-2015 and review of the revenue estimates,
  - g. review of health & sanitation fees and services, and other matters properly related thereto; with public comment prior to Board action. (approx. 60 minutes)
- 17. <u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for February 2014. (approx. 5 minutes)
- 18. <u>Not For Possible Action</u>: Discussion on the Town Manager/Engineer's Monthly Report of activities for February 2014. (approx. 10 minutes)

Next regular Town Board Meeting: Wednesday, April 2, 2014-5:30 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 1407 Highway 395 N. Gardnerville, Nevada 89410 (p)775-782-7134 (f): 775-782-7135 www.gardnerville-nv.gov

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

Tuesday, February 4, 2014	4:30 p.m.	Gardnerville Town Hall
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4:30 P.M. Chairman Slater called the meeting to order and made the determination a quorum is present.

PLEDGE OF ALLEGIANCE - Ken Miller 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.

#### Motion Higuera/Wenner to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

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

January 7, 2014 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Miller to approve the previous minutes.

No public comment.

Upon call for the vote, motion carried.

### PUBLIC INTEREST COMMENTS (No Action)

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No public comment.

### CONSENT CALENDAR FOR POSSIBLE ACTION

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

#### Motion Higuera/Miller to approve the consent calendar.

- 1. <u>For Possible Action</u>: Correspondence Read and noted.
- 2. <u>For Possible Action</u>: Health and Sanitation & Public Works Departments Monthly Report of activities Motion to accept.
- 3. <u>For Possible Action</u>: Approve January 2014 claims Motion to approve.
- 4. <u>For Possible Action</u>: Approve the recommendation to appoint Suzanne Carreau, to the Main Street Gardnerville Board 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)

### 5. <u>Not for Possible Action</u>: Discussion on the Main Street Program Manager's Monthly Report of activities for January 2014.

Dorette Caldana reported for Paula Lochridge. Today Paula is partnering with the Chamber of Commerce. We are putting on a website development/engagement through social media. We are planning a retreat March 15<sup>th</sup>. Steve Lewis, with University of Nevada Cooperative Extension office, will be conducting and facilitating this. We will be reviewing our master plan, making sure it is in alignment with the county and the town. Since the Town of Minden is considering developing a Main Street program, we want to be at the forefront and want to make sure we are prepared and being productive in our Main Street efforts to assist them. The organization committee is working on the annual report. We will present the information from the annual report at a later board meeting. Carol Sandmeier will be doing her quarterly report later on to you. Paula and I did a presentation to the Basque Club. We have been looking for funding. It has taken almost three years for us to get funded for our Basque mural. They thought that was our main focus when we came to the meeting, which it was not. We are looking at a palota/fronton court. They seemed quite interested. They also said if we need future moneys for the mural they would be willing to provide that to us. They are looking at providing a member of their committee to do further research into the fronton court. We will not be doing the holiday bazaar this year. Most of the businesses that have participated are not our main street businesses. It's not really supporting what our focus is. It takes months to prepare for and our profits are low. Stephanie Waggoner and Paula will be attending the Main Street Conference held in Detroit May 18 to the 21st. Penny Lane is closing their clothing and accessories shop but they are keeping open the furniture consignment store. A new hot tub business is going in where Curves was. We did have a cash mob on February 1<sup>st</sup>. (The email from the owner of the cash mob focus was read.) The morning coffee meeting was attended by 11 people. No new items, just a good discussion group. Heritage Park workday is March 1. Next morning coffee will be on March 4<sup>th</sup> at Sharkey's.

Mr. Higuera asked where the mural is going.

Ms. Caldana responded the original location was on Battle Born. Carol Yparraguirre was supposed to get back to me. That was in September. With the Basque club's influence the owner of the Overland is now considering placing the mural there. We felt that would be the best spot for the mural. The other location was Sharkey's but we really felt like more of a heritage building would Battle Born or property having Basque ownership.

### 6. <u>Not For Possible Action</u>: Presentation about the Nevada League of Cities and Municipalities, presented by Wes Henderson, Executive Director.

Chairman Slater read a summary of Mr. Henderson's background before becoming the executive director of Nevada League of Cities and Municipalities.

Mr. Wes Henderson, Nevada League of Cities and Municipalities Executive Director, thanked the Board for their membership and for allowing him to be here tonight. Mr. Henderson gave a power point presentation about the Nevada League of Cities and Municipalities.

# 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.

Mr. Mark Neuffer is here with Cecilia Hamilton, civil engineer for the project. We are here to answer any questions about the map.

Mr. Dallaire reviewed the project for the benefit of those present.

Cecilia Hamilton pointed out on the map for board members the drainage and traffic modifications they have made for the project.

Mr. Dallaire gave them the concerns that need to be addressed: pedestrian access and the floodway.

Mr. Dirk Goering, Douglas County Planning, has talked with Tom and Mark about the project. When it does come time for the project to develop they will have to do a design review. The town will have a chance to review it then. NDOT will look at it also. There was a traffic study and they have required a condition. It has to do with adding some improvements per NDOT requirements. There was a discussion about speed limit. After Wal Mart was built NDOT would look at this area after a year or so and then make a determination whether they need to lower the speed limit.

Mr. Higuera asked if they read the conditions on this. The recommendation is conditional approval based on the staff report.

Mr. Dallaire mentioned the conditions staff put on were the storm drain, the pedestrian access and reciprocating access on Riverview

Mr. Neuffer has submitted for the tentative map process only. I did read the concerns. We can't do anything about that today. We are just contracted to do a tentative parcel map. I will say I am a huge proponent of pedestrian access and linkages.

Mr. Dallaire would like to modify the letter to say "design review" not "improvement plans" before we send it to the county. The design review will be back in the future if they move forward with the project.

Chairman Slater called for public comment.

Mrs. Jeanne Lamb really appreciated his comment and observation. At one time I did work in engineering and I think this is a wonderful thing. My concern is, whenever I drive that way, is the traffic. I think this is a great idea but I am glad you insist that they need your approval. Thank you.

No further public comment.

Motion Miller/Higuera to conditionally approve the tentative parcel map for Alta Consulting Company, Mark Neuffer, to divide a 3.27 acre parcel into four parcels and approve staff conditions as outlined on page 7-2, including the design review. Motion carried unanimously.

### 8. For Possible Action: Discussion to accept a report of tortious conduct claims per NRS 41.0385; with public comment prior to Board action.

Mrs. Amens reported our firm sent the board a letter, which is included in section eight. It basically summarized the Pool/Pact summary of tortious claims. There was only one, a property damage claim, which was paid in full. There is a requirement that we file this every year in February. This is your notification and with your approval we will file it after the meeting.

Mr. Higuera asked about the wrongful death on the claim.

Mrs. Amens explained there was no wrongful death claim.

Mr. Dallaire explained the property damage was John Scott's insurance sign. Our cost was the \$500 deductible.

No public comment.

Motion Wenner/Higuera to accept legal counsel's summary of claims for tortious conduct as required annually by the NRS 41.0385. Motion carried unanimously.

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.

Mr. Dallaire stated this is the time of the year we augment the budget and add the funds that we didn't use from

last year. Page 9-2 gives a summary of all the funds. We put it all into capital projects and the next item shows the distribution. The \$2200 in the Health & Sanitation miscellaneous revenue was the fireworks donations. We will augment those and show them as income. The capital projects was \$4,000. We received \$4,000 more than we anticipated before. The debt service we had an additional cost of \$200 that we didn't account for in the budget. So it went down. We will handle all the expenses in the next item.

No public comment.

Motion Higuera/Wenner to approve Resolution 2014R-009 augmenting the Town of Gardnerville's 2013/2014 fiscal year budget. Motion carried unanimously.

### 10. For Possible Action: Approve budget transfers for fiscal year 2013/2014; with public comment prior to board action.

Mr. Dallaire explained the first sheet is a quarterly report from the county's finance department. The transfers on page 10-2, we are planning on transferring \$99,000, out of the \$218,000, to projects that we have done so far. The machinery and equipment is additional. We are hoping to buy a larger crack sealer from the City of Reno, and a sawcutting machine to work on the roads in Chichester.

Mr. Miller asked if they are required to put the crack sealer out to bid.

Mr. Dallaire thought they would just be able to buy it. With local government entities, I think we can just buy it.

Mr. Philips asked if we were clear with MGSD.

Mr. Dallaire responded the bill has been paid. We needed to transfer about \$1600 into that fund because we would be over budget. The benefits on the HSA part went up 26%. A lot of staff members jumped from HSA enhanced to HSA core and we needed to put in additional funds to cover the differences. Engineering, the \$17,000 is rolling forward. I spoke with Nichols Consulting about doing our PCI's (Pavement Condition Index) again. I would like to add the Valley Vision moneys and have some sort of conversation on how much we would like to transfer. We do have \$218,000 total. Of that, 106 of it is grant match funds like Kingslane. The projects moving forward from the 2013 budget are the NDOT match for the crosswalks, Hellwinkel, and the Martin Slough trail (the match for the grant we received from Land and Water Conservation). We are moving forward on the design. I submitted the 65 percent design plans. This year's projects that are left are the Kingslane match, Hellwinkel, sidewalk repairs and the Beneficial Designs contract (ADA compliance). The county is putting \$50,000 into the Valley Vision. I was thinking of \$20,000 into the fund. Then we would be able to use that for the Eagle Gas project and the S curve specifically. Next year we will propose some additional funds. As far as I understand the money will be in a separate fund for the Valley Vision and used for designated projects.

Chairman Slater asked where the \$20,000 would be accounted for: in the Town of Gardnerville's budget or a separate fund accessed by all three entities.

Mr. Dallaire understands each town and the county will have a separate fund for the Valley Vision specifically. Then we can use those funds for projects within the Valley Vision. The Board will be setting priorities next month on what projects we want done in downtown for the Valley Vision. Then we will meet with the managers and discuss the priorities and how we will go after funding.

Mr. Miller's impression is if we commit money it gives us the opportunity to get some Valley Vision money from the county towards our projects. If we don't commit we lose the opportunity.

Mr. Dallaire thought having Douglas County behind us on the S curve going to NDOT will be a little more impressive. The main project that is in the Valley Vision is the S curve, fixing Douglas Avenue's intersection with Highway 395. Giving NDOT the right-of-way for fixing the curve for the trucks will be huge for downtown.

Chairman Slater called for public comment.

Mr. Mark Sterling wondered what TAP stood for.

Mr. Dallaire explained the Transportation Alternatives Program.

No further public comment.

Motion Higuera/Wenner to approve the budget transfers for fiscal year 2013/2014 budget adding \$20,000 for Valley Vision projects. Motion carried unanimously.

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.

Mr. Dallaire reviewed what has happened up to now. This contract is open ended, but it is a spill and we don't know how much time or effort is involved. They have \$250,000 for the first round of the petroleum fund. There is an alternative to add an additional \$250,000 in the application. It will cost us an additional \$250. We have submitted the claim already from McGinley for the work that has already been done above and beyond the Brownsfield funding. That is going to the board March 12<sup>th</sup>. We will be up there at that meeting presenting our case and thanking them. As soon as we sign the contract they can start. It is a time and materials contract. We don't pay them until we get reimbursed. It will be costly removing the material and hauling it out to Mustang, Nevada. I did meet with the adjacent property owners. They were supportive of it.

Mrs. Lamb believed the board is doing a great job. Mr. Dallaire is incredible.

Mr. Dallaire will present the application to NDOT in March.

No public comment.

Motion Higuera/Wenner to approve the continuation of cleanup activities associated with the redevelopment of the Eagle Gas station site, including contractual services with McGinley and Associates, which will be reimbursed by the State of Nevada Petroleum fund less the \$250 deductible. Motion carried unanimously.

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;

Mr. Dallaire reported on the record of survey Linda Biaggi (RO Anderson Engineering) uncovered a little triangle. The triangular piece was dedicated to the town, not the county, and they missed a section of the radius. We are trying to clean that up. We are quitclaiming it to the county. The DA may want to change some things so that's why I wanted the board to approve the town manager signing the documents. The county engineer was open to accepting it. I have not heard anything from Doug Ritchie.

No public comment.

Motion Higuera/Miller to approve the quitclaim containing 86 square feet of the former Eagle Gas station 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 and authorizing the town manager to execute the document. Motion carried unanimously.

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.

Motion Miller/Higuera to approve the quitclaim of 366 square feet previously dedicated right-of-way in Book Z, Page 353 Document Number 7725 to be dedicated to Douglas County and authorizing the town manager to execute the document. Motion carried unanimously.

## 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.

Mrs. Amens is hoping these are final documents to be executed by Syncon. Based on comments made last month we made the letter from Syncon part of the recording. It will actually be recorded in the county recorder's office in terms of what we are trying to do. We will have to have them execute it before the chairman signs it. We did work with the county recorder to make sure it is correct.

Mr. Dallaire will try to get an Eagle Scout project out there. It is a bus stop also. We will put some benches, a trash receptacle and add trees. The parcel is 5,816 square feet.

Mr. Miller asked if they could get a used ski gondola out there.

Chairman Slater didn't want to spend money on that.

Mr. Miller thought the school district or ski resort would give them away for that purpose.

No public comment.

Motion Higuera/Wenner to approve acquiring fee title to a 0.13 acre parcel, APN 1220-03-210-015 containing a remaining vacant Arbor Garden's development parcel. Motion carried unanimously.

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.

Chairman Slater asked to put this on the agenda after realizing this is a town policy and as such should be discussed by the full board.

Mr. Dallaire explained the Lions Club was going to use the building tomorrow night. They cancelled. We are working on Eagle Gas. It will be a while before that will be finished. That would be a meeting room/visitor's center that could be open to the public. It is difficult to have other groups in here while we are working. With that we would propose to redo this whole building policy. We can wait to revise the policy until after we get the building done and it is open or we can do it now. We could just exclude it or cancel it for now. It is difficult to have staff down here if we are going to rent this out.

Chairman Slater felt the fee of \$15 an hour doesn't cover it. We should not be subsidizing someone using our facility.

Mr. Higuera had never had the opportunity to read the policy. It is a good policy. When you say a town employee will be on site I don't think anything will happen. It also mentions locking the file cabinets.

Mr. Dallaire advised all of the file cabinets are locked every night.

Mr. Miller asked who has access to unlock the building.

Mr. Dallaire answered not all staff have a key to the door. Craig would be the closest one to do that or Marie, Carol, Geoffrey Paula or I. Usually it is Main Street using it and she has a key and is here to lock up.

Mr. Philips thought in the past all the board members were given keys.

Chairman Slater asked if town staff is following our policies. Are we having proof of liability insurance?

Mr. Dallaire explained we get that from the Lions Club. Those are the only people who have ever used this facility that I am aware of. Tom Cook was on the town board at that time and he was the one that was here. It's not

happening now. I was planning on being here Wednesday, working in the back until they go home. The only other request was from the Kingslane HOA to see if they could use the room.

Mr. Higuera thought they should keep the policy and when they open the new facility then readdress and redo it.

Mr. Dallaire would like to keep the same thing. They could check out a key for the gas building. We would require a deposit. I was thinking \$50 an hour. That would pay for the time and a half, benefits and everything else we are paying. A cleaning deposit of \$50 seems reasonable. Proof of liability is always required. We could change this policy to the other building once it is done and leave this building out. We don't need the exceptions to the jail with 20-30 Club. The maintenance facility we would never rent out. The only other building that we might add would be the barn once that is rebuilt.

Mrs. Amens added you do want to make sure the policies are going to be in line. When you do get Eagle Gas set up it will be a public forum and if you advertise people can use it you will you want to make sure some of these other buildings and this one are classified as closed buildings so there won't be any issues come up. I would just say when you open something up a little more look at that and make sure.

Mr. Dallaire asked if we should change it now, get this off the books altogether or leave it until the gas station property is up and running.

Mrs. Amens thought what you have here and the way it is being used is, at least from our standpoint, good.

Chairman Slater agreed they need to change the hourly rate and change the lock access.

Mr. Dallaire would add checking out a key for the gas station property. Or if someone rents the barn they would check out a key. It is similar to what we do at the park.

Chairman Slater reviewed the only change you want to make at this time to this policy is the hourly rate. Change it from \$15 to \$50.

Mr. Dallaire added the cleaning deposit would be \$50 with a one hour minimum,

Chairman Slater asked if staff was still going to allow them to come in during the day. Just leave that in until such time as the other facility is complete and then we can put our comments in and do one clean sweep.

Mr. Dallaire will modify the policy now with the costs and then we will change the whole thing and bring it back when the gas station site is done as a new document with all these exclusions.

No public comment.

Motion Higuera/Wenner to update the town use policy with two changes: 1. \$50 an hour minimum fee for cleaning and 2. \$50 hourly rate for renting the facility. Motion carried unanimously.

### 15. <u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for January 2014.

Mrs. Amens reported in addition to some of the regular monitoring of Sharkey's, we already talked about the claim summary, the Arbor Gardens/Syncon Homes quitclaim and the two right of way quitclaims. Tom and I worked on the interlocal agreement between the county and the town and some language options. I don't know that is done yet but we have made some progress. We reviewed the McGinley and Associates contract and was able to provide some input as well as some work on the vision plan and the past claim on the sewer district with Eagle Gas. I'm also scheduled for the training. I am looking forward to that.

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

Mr. Miller asked if Christine or Steve had gotten back to him on the cost allocation.

Mr. Dallaire talked about it at the breakfast meeting. I don't know what they are doing. Debra has come up with a

new version.

Mrs. Amens reviewed there was a discussion at the last meeting about having some kind of way of making sure both sides were providing the services they agreed to provide before you go to termination. What wasn't listed in the interlocal agreement was all the services the town provided. It would be clearer what the town is providing to the county if it was listed out in the same format they had used and then have a paragraph that actually talked about an interim step between termination and ways that we can make sure the service is the same. The problem is it's all different kinds of activities so it is hard to have a measurement. It still needs some work.

Mr. Dallaire explained after the breakfast meeting I sent out the spreadsheet to Steve Mokrohisky and to Lee Bonner.

Mr. Higuera added when we brought up the spreadsheet they looked at us like we were speaking in a foreign language. I thought Tom did a beautiful job of all the services the town provides and what the county provides. It really should be a wash.

Mr. Dallaire continued the Gardnerville residents pay the county for the general fund services already. So is this in addition to that? Steve is just on the bandwagon this is cost allocation and that we are like a GID. I have a meeting with John Lafrano next Tuesday to discuss his budget and how he splits out his people with the water and sewer. I don't know how they can charge for those kinds of services when it is required by the state.

Mr. Higuera stated Steve was even willing to go as far as saying if we would sign the agreement the county would charge us nothing for the first year and then 10%, 20% and so on.

Mr. Dallaire changed the enterprise fund would pay 100 percent. The problem is the admin fund. We were created by the county to maintain the parks and streets. Street lights weren't even part of the agreement before and we are spending \$80,000 on those a year. We also maintain storm drains. Now we have three regional detention ponds that we maintain to a park like standard. The one on Stodick you can look at what the county standard used to be and this is what the new town standard is. It is a drastic difference between the two and it looks great. People can use it. If that's not a benefit to the county then why are we here? I got a little passionate about it but Steve kept comparing us to a GID.

Chairman Slater asked about item #7 on the interlocal agreement.

Mrs. Amens was concerned about that too. If there was a decision not to provide a service then you can walk away from everything.

Chairman Slater stated if you go on to page 4 it repeats itself at the top of the next page. Then there is another section that I couldn't figure out what it says. If you can't understand what it means it shouldn't be in here.

Mrs. Amens thought it would help to accept the changes and start over. It was getting a little bit difficult to straighten things out.

Mr. Dallaire commented by the end of the meeting Steve was saying if we contribute to the valley vision that would be comparable.

Chairman Slater questioned according to NRS they are supposed to be doing a certain state audit. Maybe they do have the ability to tack on an administrative fee but I think that should be addressed.

Mr. Dallaire believed that is part of what the taxpayers pay. They pay 83 cents into the general fund to the county and what services do you get back. When you look at the spreadsheet it is not just police and judicial. But the other 40 percent goes into engineering, building, design, planning and all of the county manager departments. I didn't take into account, and this is my argument for us as being not a GID, we can't charge a fee for anything that we do, whereas GRID, Indian Hills, East Fork Fire, and the sheriff can. So they have income above and beyond what we can get out of our tax revenue.

Chairman Slater didn't feel the county realizes what a service the town does for the residents and for Douglas County.

Mr. Dallaire pointed out the county is under the impression we are taking a portion of their tax rate away. That is

not the case. They have a maxed out tax rate of 3.66 in four areas, two are in the towns.

I didn't have on the list about the July 4<sup>th</sup> event. We would like to partner with the American Cancer Society on the run. It sounds like it would be a huge help. It would still be the Freedom 5K and then they will share the proceeds.

Chairman Slater asked if there were any funds that will be going into the fireworks for 2014. Any activities planned?

Mr. Higuera clarified for fundraising. We need something to engage the public.

Mr. Dallaire was asked at the 2013 Kickoff if we had a donation jar.

Mr. Higuera asked about Eagle Gas site. I would like the board to think about what we can actually call that. We need to come up with a name.

Mr. Philips suggested putting it in the newsletter to ask for recommendations for the site.

Mr. Dallaire has been approached by Jeff Foltz to give Mathias back to the county for maintenance. We will bring that to you next month.

### 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.

Chairman Slater asked to consider this. I don't know that we want to hold a meeting on April Fool's Day and I don't want to miss two meetings in a row.

It is fine with Ms. Wenner.

Mr. Miller does have a problem. If we start changing board meetings because a board member can't be here it might set a policy. The following week is the week of my daughter's wedding in the bay area and she might want to call me with changes. That week is a problem for me.

Mr. Dallaire has a state contracting class on Wednesday, Thursday and Friday. My class ends at 4:30.

Board members suggested the 2<sup>nd</sup> of February.

Chairman Slater would normally not ask the meeting be changed, but this is budget.

Ms. Wenner might have to work election night and that is the first Tuesday of November. So I may not be at that meeting.

Mr. Miller asked if the agenda for April reflects Mr. Dallaire's review.

Mr. Dallaire has it on the agenda. I am modifying the form slightly. I will hand it out in the packet, with the packet or I can send it out digitally.

Mr. Higuera suggested sending it electronically so there is a little more time.

Mr. Dallaire will change the board meeting for April to the 2nd at 5:30 p.m.

No public comment.

### Motion Higuera/Wenner to approve moving the April 1st meeting to April 2<sup>nd</sup> at 5:30 p.m. Motion carried unanimously.

Mr. Dallaire reminded board members training is on February 19<sup>th</sup> at 10:00 a.m. at East Fork Fire Emergency Operations Center. Mimi is coming first to do the land use planning and we are hoping the other boards will attend. We will have Debra coming to do the open meeting law training.

Meeting adjourned 6:47 p.m.

Respectfully submitted,

Linda Slater Chairman Tom Dallaire Town Manager

### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**



- 1. Title: Correspondence
- 2. Recommended Motion: Receive and File

Funds Available: 🖳 Yes 🔄 N/A

3. Department: Administration

**Prepared by: Tom Dallaire** 

4. Meeting Date: March 4, 2014

5. Agenda: Consent

### **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:

Denied

Approved with Modifications

Time Requested: n/a

### Gardnerville 2nd among 10 Best Places In Nevada

February 24, 2014 · by carsonvalleytimes · in COMMUNITY. ·



(http://carsonvalleytimes.files.wordpress.com/2013/10/morning-cvt-100113cobb.jpg) Photo courtesy of Adrian Cobb. Sunrise over the Gardnerville sign south of town.

### by Randy Nelson, Movoto.com

Every year, millions of people from all over the world flock to Nevada with dreams of striking it rich. What they might not know is that, while they're crowded around craps tables and rhythmically pulling slot machine levers, there are some 2.7 million people who get to live the Silver State lifestyle 24/7. Even among those, though, there are winners. These people live in the best places in Nevada.

After ranking cities in states from Oregon to Massachusetts, the Movoto Real Estate blog has turned our attention back west to find out which Nevada residents have been dealt the best hand when it comes to places to live. We did our best sports bookie impression and pored over the numbers until we had our winner: Incline Village. According to the data, this small town on the shore of Lake Tahoe is great for more than just its gorgeous view. It's in excellent company, too, atop this list of the 10 best places in Nevada:

(Continued Below)

(http://carsonvalleytimes.com/mike-eddy-american-family-insurance/)

- 1. Incline Village (http://www.movoto.com/incline-village-nv/)
- 2. <u>Gardnerville (http://www.movoto.com/gardnerville-nv/)</u>
- 3. Boulder City (http://www.movoto.com/boulder-city-nv/)
- 4. City of Las Vegas (http://www.movoto.com/las-vegas-nv/)
- 4. Arden
- 6. City of Henderson (http://www.movoto.com/henderson-nv/)
- 6. <u>City of Mesquite (http://www.movoto.com/mesquite-nv/)</u>
- 8. <u>City of Elko (http://www.movoto.com/elko-nv/)</u>
- 9. City of North Las Vegas (http://www.movoto.com/north-las-vegas-nv/)

10. Johnson Lane

Just how did the slots align to produce this ranking? We'll give you a look inside our methodology next, before digging into what makes each of these Silver State locations absolutely sterling.

### How We Created This Ranking

We call the ranking you're reading a Big Deal List-it's the culmination of over a year of figuring out how to best determine which cities are best for different things (like nerdy pursuits or retirees' needs) or, in this case, simply the best overall in their state. To do this, we rely on numbers-lots and lots of numbers.

The first one we look at is the number of cities to be ranked; in this case, it was the 35 cities and Census-Designated Places in Nevada with populations greater than 5,000. Then, we applied our seven Best Places criteria-the measures by which we determine a place's true greatness. These are broken down into 13 data points altogether:

Total Amenities

### 1-3

http://carsonvalleytimes.com/2014/02/24/gardnerville-voted-2nd-among-10-best-places-in-nevada/ 2/24/2014

- Quality of Life (cost of living, median home price, median rent, median household income, and student-to-teacher ratio)
- Total Crimes
- Tax Rates (sales tax and income tax)
- Unemployment Rate
- Commute Time
- Weather (temperature and air quality)

Using data from the U.S. Census Bureau and business listings, we scored each place from one to 35 across the individual criteria, with one being best, then found the average of those rankings to produce our overall Big Deal Score. The place with the lowest Big Deal Score was crowned the best in Nevada. You can find a full ranking of all 35 places at the end of this post. For now, though, let's go over why our top 10 shone so brightly amid the rest, like pieces of silver amid a bunch of sandstone.

### 2. Gardnerville



### Source: Flickr user Ken Lund

1-4

Before today, this small Nevada town-the tiniest in our top 10 at 5,656 residents-could say its biggest claim to fame was being a shooting location for the 1989 Nintendo infomercial/movie "The Wizard." If you can shake off being starstruck at Fred Savage, you'd see that Gardnerville has the highest quality of life in our top 10, placing fourth overall for that criterion.

Gardnerville also claimed a 14th place win for total amenities, a tie for third in weather, and a spot at sixth for crime. So, whether you're strolling through Lampe Park or heading to a special dinner at the historic J.T. Basque Bar & Dining Room, you'll be doing so in safety.

### Gardnerville second best place to live in Nevada

#### **Staff Reports**

Gardnerville was named the second best place to live in Nevada by a California real estate website.

Announced on Monday, the Movoto Real Estate Blog has ranked 35 Nevada communities with more than 5,000 residents.

The communities were scored in 13 data points broken down into total amenities, quality of life, total crime, tax rates, unemployment rate, commute time and weather.

According to the website, the information came from the U.S. Census Bureau and business listings, then averaged the rankings and gave first place to the low score.

Incline Village ranked No. 1 on the list, despite being ranked dead last for quality of life. It's median home price of \$921,060 and household income of \$90,281 put it in first place.

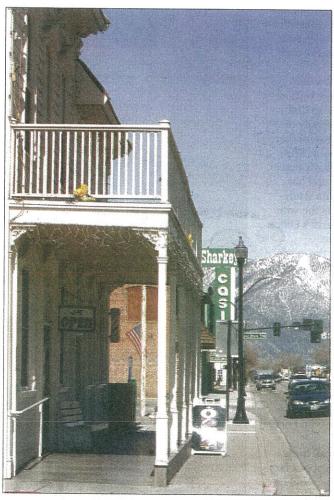
Gardnerville was the smallest town in the top 10 and had the highest quality of life, placing fourth. The town placed sixth for number of crimes and 14th for amenities. Douglas County's unemployment rate ranked Gardnerville 33rd in the state.

Boulder City was named third due in part to the lowest unemployment in the top 10. In the No. 4 spot was Las Vegas, which placed 31st in the crime ranking, but first for amenities. In fifth place, Arden, a suburb of Las Vegas, scored similarly.

Three other Douglas County communities made the list, with Johnson Lane coming in 10th, the Gardnerville Ranchos coming in 27th, and Indian Hills, 29th.

Carson City came in 11th on the list, with medium listings for quality of life, total crime, taxes, unemployment and weather, where it came in 17th, compared to Johnson Lane, which came in third.

The real estate site favored colder locations for weather, giving Elko and Spring Creek first places, while ranking Incline, Gardnerville, Johnson Lane and the Ranchos in third place. Pahrump in Southern Nevada ranked dead last.



SHANNON LITZ/R-C FILE PHOTO

Downtown Gardnerville looking west from the front of the J.T. Basque Bar & Dining Room.



### **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: March 4, 2014
  - **Consent Admi**

**Administrative** 

**Time Requested: none** 

6. Background Information:

5. Agenda:

Residential Accounts	1737
Commercial Accounts	217
Green Waste Accounts	1188
Cleanup Dumpsters	2
X-cans	678
# of new residential	4 accts transferred to new
accounts	owners
# of new commercial	2 – Parkway Vista &
accounts	Golden Gate Petroleum
Minimum User Accounts	42
Total tons of trash	341.41
Total tons of Greenwaste	4.76

- 7. Other Agency Review of Action:
- 8. Board Action:

E	Ар	pro	ve
Г	De	nie	d

Approved with Modifications Continued

### PARKS AND PUBLIC WORKS 2014 February M. Plut

Parks department: Pre-emergent for weed control got placed prior to the rain and snow storms so it got watered in as needed. The tree stakes at Carrick have been removed.

Public works: Banners of been going up on Monday mornings or Tuesdays on holidays. We have had one snow event to plow and clear up also putting cinders down. Pre-and post storm irrigation checks one windstorm event. There was enough water in Carrick Detention pond to run two pumps for three hours. After snow cleared the streets crack sealing has been ongoing in the Chichester area. All of the Gilsonite area should be complete the week of the 17th. Trash enclosure has been painted to match the Townhall building. We expect the recalibrated skin cancer awareness indicator light to be reinstalled within one month. Fall protection safety class on February 21 and Monday, 24 February is our annual inspection on the lift truck.

### **AGENDA ACTION SHEET**

Gardnerville Nevada

- 1. Title: Approve February 2014 claims
- 2. Recommended Motion: Approve claims as submitted

Funds Available: <u>Ves</u> N/A

3. Department: Administration

**Prepared by: Carol Louthan** 

4. Meeting Date: March 4, 2014

**Time Requested: none** 

5. Agenda: <u>F</u>Consent

**<u><u></u>** Administrative</u>

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: KN/A

8. Board Action:

Approved Denied

**Approved with Modifications Continued** 

X			Accounts		e by G	Payable by G/L Distribution Report G/L Date Range 02/01/14 - 02/28/14	<b>ution F</b> ge 02/01/14	<b>keport</b> - 02/28/14
Vendor	Invoice No.	Invoice Description	Status Held	Held Reason Invoice Date	Due Date	G/L Date Received Date	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Yown Department 921 - Gardnerville Admin Account 510.150 - Board Compensation 4288 - Higuera Llovd W 2/14 BOARD	1 Compensation 2/14 BOARD	G'VILLE	Paid by Check	01/30/2014	02/07/2014	02/07/2014	02/07/2014	250,00
28960 - Miller Kenneth	2/14 BOARD	G'VILLE	# 616049 Paid by Check	01/30/2014	02/07/2014	02/07/2014	02/07/2014	250.00
18629 - Philips Michael	2-14 BOARD	G'VILLE	# 616090 Paid by Check	01/30/2014	02/07/2014	02/07/2014	02/07/2014	250.00
2969 - Stater Linda	2-14 BOARD	G'VILLE	# 616127 Paid by Check # 616167	01/28/2014	02/07/2014	02/07/2014	02/07/2014	275.00
			Account 51	Account 510.150 - Board Compensation Totals	nsation Totals	Invoice Transactions	. 4	\$1,025.00
Account 511.131 - Ketirement 2433 - NV ST Public Employees 1-:	ment 1-14	PAYROLL	Paid by Check # 616301	02/12/2014	02/14/2014	02/14/2014	02/14/2014	(139.57)
				Account 511.181 - Retirement Totals	rement Totals	Invoice Transactions	- -	(\$139.57)
Account 511.201 - PEBS-Ret.Medical 20219 - NV ST Public Employees 2-14	Ret.Medical 2-14	731	Paid by Check	02/11/2014	02/21/2014	02/21/2014	02/21/2014	20.98
	PKEMIUMS		# DIDDO/ Account	Account 511.201 - PEBS-Ret.h	- PEBS-Ret.Medical Totals	Invoice Transactions	. 1	\$20.98
Account 520.055 - Telephone Expense 13097 - Verizon Wireless 971934175	ione Expense 9719341757	842011146-00001	Paid by Check # 616788	02/01/2014	02/21/2014	02/21/2014	02/21/2014	131.83
			# 010/00 Account 520.055	20.055 - Telephone Expense Totals	xpense Totals	Invoice Transactions	. 1	\$131.83
Account 520.064 - Travel 21673 - Dallaire Tom	2/6-8/14	TRAVEL	Paid by Check	02/08/2014	02/21/2014	02/21/2014	02/21/2014	108.53
12997 - Do Co Procurement Program	1-14 LOUTHAN	G'VILLE	# Paid by Check	01/27/2014	02/21/2014	02/21/2014	02/21/2014	111.00
			ACCOTO #	Account 520.064 - Travel Totals	· Travel Totals	Invoice Transactions	5 2	<b>\$219.53</b>
Account 520.084 - Replacement & Repair 11985 - Ace Hardware 088249/1	cement & Repair 088249/1	1236	Paid by Check	01/17/2014	02/14/2014	02/14/2014	02/14/2014	13.99
2549 - Dallaire Tom-Petty Cash	2-14 G'VILLE	PETTY CASH	# bio209 Paid by Check # 616FF3	01/21/2014	02/21/2014	02/21/2014	02/21/2014	8.00
2121 - Meeks Lumber	788427	06G1570	# paid by Check # 616653	01/22/2014	02/21/2014	02/21/2014	02/21/2014	9.74
			# 010020 Account 520.084	084 - Replacement & Repair Totals	Repair Totals	Invoice Transactions	۲ ۳	\$31.73
Account 520.089 - Power 2924 - NV Energy	791804 1-14	791804	Paid by Check	01/28/2014	02/14/2014	02/14/2014	02/14/2014	311.62
			3-7	Account <b>520.089 - Power</b> Totals	Power Totals	Invoice Transactions		\$311.62

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Vendor	Invoice No.	Invoice Description	Status Held	Held Reason - Invoice Date	Die Date	G/I Date Received Date	Received Date Davment Date 1	Tovoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 520.098 - Janitorial Services	e e		-		ş			
27347 - A+ Janitorial Service	T0G0114	G'VILLE	Paid by Check # 616481	02/11/2014	02/21/2014	02/21/2014	02/21/2014	85.00
Account 520.136 - Rents & Leases Equipment	& Leases Equipm	ent	Account 5:	Account 520.098 - Janitorial Services Totals	ervices Totals	Invoice Transactions	1	\$85.00
3519 - Xerox Corporation	072407726	716307012	Paid by Check # 616476	02/01/2014	02/14/2014	02/14/2014	02/14/2014	200.47
Account E30 107 - Tutornat Evana			Account 520.136 -	Account 520.136 - Rents & Leases Equipment Totals	pment Totals	Invoice Transactions	1	\$200.47
Account 2 220.167 - Internet 15887 - Charter Communications	et expense 0012509 2/14	8354110060012509	Paid by Check # 616540	02/02/2014	02/21/2014	02/21/2014	02/21/2014	35.99
			Account 5	Account 520.187 - Internet Expense Totals	cpense Totals	Invoice Transactions	1	\$35.99
Account 5:20.200 - Training & Education 12997 - Do Co Procurement Program 1-14 DALLAIF	ig & Education 1-14 DALLAIRE	G'VILLE	Paid by Check # 616550	01/27/2014	02/21/2014	02/21/2014	02/21/2014	99.50
12997 - Do Co Procurement Program	1-14 LOUTHAN	G'VILLE	# 616559	01/27/2014	02/21/2014	02/21/2014	02/21/2014	100.00
			Account 520.	Account 520.200 - Training & Education Totals	cation Totals	Invoice Transactions	2	\$199.50
Account 521.130 - Legal Services 10816 - Rowe Hales & Yturbide LLP 23219	iervices 23219	G'VILLE	Paid by Check # 616139	01/22/2014	02/07/2014	02/07/2014	02/07/2014	2,495.00
Account 533.800 - Office Supplies	Supplies		Accou	Account 521.130 - Legal Services Totals	ervices Totals	Invoice Transactions		\$2,495.00
12997 - Do Co Procurement Program	1-14 LOUTHAN	G'VILLE	Paid by Check # 616550	01/27/2014	02/21/2014	02/21/2014	02/21/2014	151.70
6089 - A-#1 Chemical Inc 6089 - A-#1 Chemical Inc	30877302 4954447	296958 296958		12/31/2013 02/12/2014	02/28/2014 02/28/2014	02/28/2014 02/28/2014		(.40) 90.61
Account 533.806 - Software	re			Account 533.800 - Office Supplies Totals	pplies lotals	Invoice Transactions		\$241.91
roote - strated c	10001	G VILLE	Pald by Check # 616288	02/01/2014	02/14/2014	02/14/2014	02/14/2014	37.50
12997 - Do Co Procurement Program	1-14 DALLAIRE	G'VILLE	Paid by Check # 616559	01/27/2014	02/21/2014	02/21/2014	02/21/2014	75.00
				Account <b>533.806 - Software</b> Totals Department <b>921 - Gardnerville Admin</b> Totals	<b>tware</b> Totals Admin Totals	Invoice Transactions 2 Invoice Transactions 24	2 24	\$112.50 \$4,971.49

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Vendor	Invoire No	Tovoice Description	Status	Held Rescon Townice Date Due Date	Dile Date	G/I Date Received I	Received Date Payment Date	Trivoice Amount
Fund 610 - Gardnerville Town Department 923 - Parks & Recreation								
1130 - Do Co Weed Control	31673W	G'VILLE	Paid by Check	01/27/2014	02/21/2014	02/21/2014	02/21/2014	861.52
1130 - Do Co Weed Control	337	G'VILLE	eck	01/28/2014	02/21/2014	02/21/2014		861.52
			**	Account 520.037 - Weed Spraying Totals	raying Totals	Invoice Transactions	tions 2	\$1,723.04
Account 520.084 - Replacement & Repair 13485 - Ahern Rentals Inc 12842187-1	ement & Repair 12842187-1	205304	Paid by Check # 616212	01/27/2014	02/14/2014	02/14/2014	02/14/2014	92.87
13485 - Ahern Rentals Inc	12941654-1	205304	# 010212 Paid by Check	01/29/2014	02/14/2014	02/14/2014	02/14/2014	51.98
2485 - PDM Steel Service Centers Inc	177254-01	78-805218	# 010212 Paid by Check # 616406	01/27/2014	02/14/2014	02/14/2014	02/14/2014	261.56
1133 - Douglas Fabrication Inc	322602	G'VILLE	# oro oo	02/14/2014	02/28/2014	02/28/2014		21.24
	1019977311	6090436-1	Edit	02/07/2014	02/28/2014	02/28/2014		19.95 408 E0
5607 - Gempler's Inc	1019976754	6090436-1	Edit	02/06/2014	02/28/2014	02/28/2014		22.00
			Account {	Account 520.084 - Replacement & Repair Totals	Repair Totals	Invoice Transactions 7	tions 7	\$968.10
Account 520.089 - Power 2924 - NV Energy	791804 1-14	791804	Paid by Check	01/28/2014	02/14/2014	02/14/2014	02/14/2014	352,84
				Account 520.089 - Power Totals	Power Totals	Invoice Transactions	tions 1	\$352.84
Account 532.003 - Gas & Oil 3814 - Flyers Energy LLC	oil CFS0774414	8308	Paid by Check # 616583	01/31/2014	02/21/2014	02/21/2014	02/21/2014	105.17
			1000T0 #	Account 532.003 - Gas & Oil Totals	s & Oil Totals	Invoice Transactions	tions 1	\$105.17
Account 533.817 - Small Projects 11985 - Ace Hardware 08804	Projects 088041/1	1236	Paid by Check	01/07/2014	02/14/2014	02/14/2014	02/14/2014	12.97
11985 - Ace Hardware	088122/1	1236	# outocut Paid by Check	01/10/2014	02/14/2014	02/14/2014	02/14/2014	18.48
21673 - Dallaire Tom	WALGREENS12-	- Reimburse	# 010203 Paid by Check # 616553	12/05/2013	02/21/2014	02/21/2014	02/21/2014	31.49
12997 - Do Co Procurement Program	1-14 LOUTHAN	G'VILLE	Paid by Check	01/27/2014	02/21/2014	02/21/2014	02/21/2014	16.40
				Account 533.817 - Small Projects Totals Department 923 - Parks & Recreation Totals	<b>ojects</b> Totals <b>eation</b> Totals	Invoice Transactions 4 Invoice Transactions 15	tions 4 tions 15	\$79.34 \$3,228.49

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X			Accoun	its Paya	ble	by G		Accounts Payable by G/L Distribution Report G/L Date Range 02/01/14 - 02/28/14	<b>Report</b> 4 - 02/28/14
Vendor	Invoice No.	Invoice Description	Status	Held Reason Invoi	Invoice Date	Due Date	G/L Date R	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.037 - Weed Spraying	s Spraying				1				-
1130 - Do Co Weed Control	337	G'VILLE	Paid by Check	01/28	01/28/2014	02/21/2014	02/21/2014	02/21/2014	344.60
1130 - Do Co Weed Control	369	<b>G'VILLE</b>	# crusso Paid by Check # 616568	02/0	02/05/2014	02/21/2014	02/21/2014	02/21/2014	516.90
intered & the many interest of the CCE the second				Account 520.037 - Weed Spraying Totals	leed Spra	<b>ying</b> Totals	Invoice	Invoice Transactions 2	\$861.50
5785 - Alcount 220,004 - Keplac	cement & Kepar LREN894664	000330	Paid by Check	01/28	01/28/2014	02/07/2014	02/07/2014	02/07/2014	7.50
5358 - ABC Fire Inc	IN00010822	G'VILLE	Paid by Check	01/28	01/28/2014	02/14/2014	02/14/2014	02/14/2014	94,95
11985 - Ace Hardware	088029/1	1236	# 010200 Paid by Check # 616200	01/06	01/06/2014	02/14/2014	02/14/2014	02/14/2014	3.58
11985 - Ace Hardware	088152/1	1236	# 010205 Paid by Check # 616200	01/13	01/13/2014	02/14/2014	02/14/2014	02/14/2014	20.98
11985 - Ace Hardware	088249/1	1236	# 010205 Paid by Check	01/17	01/17/2014	02/14/2014	02/14/2014	02/14/2014	47.98
13485 - Ahern Rentals Inc	12924124-1	205304	# plozog Paid by Check # 616010	01/23	01/23/2014	02/14/2014	02/14/2014	02/14/2014	10.99
24693 - NC Auto Parts	31077736	06062	# 010212 Paid by Check	01/21	01/21/2014	02/14/2014	02/14/2014	02/14/2014	368.40
2510 - Parts House	535945	4170	# oros/u Paid by Check	12/30	12/30/2013	02/14/2014	02/14/2014	02/14/2014	5.74
2510 - Parts House	536215	4170	# otocoto Paid by Check	12/31	12/31/2013	02/14/2014	02/14/2014	02/14/2014	42.50
2510 - Parts House	536870	4170	# 00000 Paid by Check # 616300	01/06	01/06/2014 (	02/14/2014	02/14/2014	02/14/2014	112.32
2510 - Parts House	537598	4170	Paid by Check	01/10	01/10/2014 (	02/14/2014	02/14/2014	02/14/2014	13.23
2510 - Parts House	539754	4170	# otocoo Paid by Check # 616200	01/24	01/24/2014 (	02/14/2014	02/14/2014	02/14/2014	54.34
2121 - Meeks Lumber	788257	06G1570	# orocoto Paid by Check # 616602	01/21	01/21/2014 (	02/21/2014	02/21/2014	02/21/2014	14.24
	322602 1019977311	G'VILLE 6090436-1	# olooco Edit Edit	02/14 02/07		02/28/2014 02/28/2014	02/28/2014 02/28/2014		31.88 154.75
5607 - Gempler's Inc	1019976754	6090436-1	Edit Account 520.084	- Repl		02/28/2014 Repair Totals	02/28/2014 Invoice	<b>D14</b> Invoice Transactions <b>16</b>	22.00 \$1,005.38
Account 520.095 - Street Lights 2924 - NV Energy 7918	Lights 791804 1-14	791804	Paid by Check	01/28	01/28/2014 (	02/14/2014	02/14/2014	02/14/2014	6,332.25
2924 - NV Energy	791804 1*14	791804	ല	01/31	01/31/2014 (	02/21/2014	02/21/2014	02/21/2014	13.50
				Account 520.095 - Street Lights Totals	Street Li	<b>Jhts</b> Totals	Invoice	Invoice Transactions 2	\$6,345.75
			30						

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Vendor	Invoice No.	Invoice Description	Status	Held Reason Invoice Do	Invoice Date Due Date	G/L Date Received Dat	Received Date Pavment Date I	Invoice Amount
Fund 610 - Gardnervitle Town Department 926 - Other Public Works Account 520.103 - Maint Road	i c				ny university in a first part of the first part			
13485 - Ahern Rentals Inc	12866318-1	205304	Paid by Check # 616212	01/08/2014	4 02/14/2014	02/14/2014		352.50
Account 520.116 - Veh. Maint-Co Shop 4268 - Do Co Vehicle Maintenance 1@14 TRANSFER	aint-Co Shop 1@14 TRANSFER	MOTOR POOL	Paid by Check # 616567	Account 520.105 - Maint Koad Totals 02/10/2014 02/21/2014	4 02/21/2014	Invoice Fransactions 02/21/2014	ns I 02/21/2014	324.16
Account 532.003 - Gas & Oil 3814 - Flyers Energy LLC	oil CFS0774414	8308	Accour Paid by Check	Account <b>520.116 - Veh. Maint-Co Shop</b> Totals heck 01/31/2014 02/21/2014	-Co Shop Totals 4 02/21/2014	Invoice Transactions 02/21/2014	ns 1 02/21/2014	\$324.16 277.23
			# 616583	Account 532.003 - Gas & Oil Totals	sas & Oil Totals	Invoice Transactions	ls 1	\$277.23
Account 532.019 - Storm Drain Maintenance 15836 - Summit Plumbing LLC 46435 G	Drain Maintenan 46435	ce G'VILLE	Paid by Check # 616753	12/26/2013	3 02/21/2014	02/21/2014	02/21/2014	4,769.47
:			Account 532	Account 532.019 - Storm Drain Maintenance Totals	ntenance Totals	Invoice Transactions	ns 1	\$4,769.47
Account 532.028 - Uniforms 5666 - Allied Uniform Sales	ns 3358	G'VILLE	Paid by Check	01/23/2014	4 02/07/2014	02/07/2014	02/07/2014	190.91
5785 - Alsco Inc	LREN888051	000330	# orosets Paid by Check	01/07/2014	4 02/07/2014	02/07/2014	02/07/2014	4.39
5785 - Alsco Inc	LREN890280	000330	Paid by Check	01/14/2014	4 02/07/2014	02/07/2014	02/07/2014	4.39
5785 - Alsco Inc	LREN892487	000330	# Paid by Check # 615044	01/21/2014	4 02/07/2014	02/07/2014	02/07/2014	4.39
5785 - Alsco Inc	LREN894664	000330	# 012211 Paid by Check # 615040	01/28/2014	4 02/07/2014	02/07/2014	02/07/2014	4.39
18821 - Fastenal Industrial/Cons Suppl	NVMIN39411	NVMIN0011	# 012274 Paid by Check # 616570	01/31/2014	4 02/21/2014	02/21/2014	02/21/2014	12.45
1749 - Interstate Safety & Supply Inc	1160636	101055	# Paid by Check	12/30/2013	3 02/21/2014	02/21/2014	02/21/2014	22.79
4287 - Red Wing Shoe Store	66000003862	G'VILLE	# utouzy Paid by Check # 616707	02/08/2014	4 02/21/2014	02/21/2014	02/21/2014	85.50
				Account 532.028 - Uniforms Totals	Jniforms Totals	Invoice Transactions	15 8	\$329.21

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Vendor Invoire No	o Invoire Description	Status Hold Reason	son Tavaira Data	Olio Dato	ofted 10	Doroitod Data Barmant Data	Torioice Amount
10 - Gardnerville Town			1			CEIVED DALE PAYRIERIL DALE	Invoice Amount
Department 926 - Other Public Works							
Account 532.116 - Crack Seal Maintenance	nance						
13485 - Ahern Rentals Inc 12856736-1	i-1 205304	Paid by Check	01/02/2014	02/14/2014	02/14/2014	02/14/2014	70.95
13485 - Ahern Rentals Inc 13485 - 12880281-1	-1 205304	# 010212 Paid by Check # 616212	01/09/2014	02/14/2014	02/14/2014	02/14/2014	65.67
13485 - Ahern Rentals Inc 12884603-1	-1 205304	Paid by Check	01/10/2014	02/14/2014	02/14/2014	02/14/2014	36.30
13485 - Ahern Rentals Inc 13485 - 1	-1 205304	# 010212 Paid by Check	01/14/2014	02/14/2014	02/14/2014	02/14/2014	37.29
13485 - Ahern Rentals Inc 12899213-1	-1 205304	# 010212 Paid by Check # 616213	01/15/2014	02/14/2014	02/14/2014	02/14/2014	39.60
13485 - Ahern Rentals Inc 12903479-1	-1 205304	# 010212 Paid by Check # 616013	01/16/2014	02/14/2014	02/14/2014	02/14/2014	47.19
13485 - Ahern Rentals Inc 12907590-1	-1 205304	# 010212 Paid by Check # 616213	01/17/2014	02/14/2014	02/14/2014	02/14/2014	23.43
13485 - Ahern Rentals Inc 13485 - Ahern Rentals Inc	-1 205304	# 010212 Paid by Check # 616213	01/21/2014	02/14/2014	02/14/2014	02/14/2014	38.94
13485 - Ahern Rentals Inc 12921540-1	-1 205304	# 010212 Paid by Check # 616213	01/22/2014	02/14/2014	02/14/2014	02/14/2014	1.99
5352 - Construction Sealants & Supply R89495	GARDNT	# UTOZIZ Paid by Check # 616550	01/13/2014	02/21/2014	02/21/2014	02/21/2014	4,500.00
5352 - Construction Sealants & Supply R89826	GARDNT	# crococo Paid by Check # 616550	02/07/2014	02/21/2014	02/21/2014	02/21/2014	6,289.48
2121 - Meeks Lumber 786535	06G1570	Paid by Check	01/09/2014	02/21/2014	02/21/2014	02/21/2014	175.00
		Account 532.116 - Account 9 Pepartment 9 Fund	Account <b>532.116 - Crack Seal Maintenance</b> Totals Department <b>926 - Other Public Works</b> Totals Fund <b>610 - Gardnerville Town</b> Totals	enance Totals Works Totals Prown Totals		Invoice Transactions 12 Invoice Transactions 44 Invoice Transactions 83	\$11,325.84 \$25,591.04 \$33,791.02

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Vendor	Invoice No.	Invoice Description	Status Heid	Heid Reason Invoice Date Due Date	Due Date	G/L Date Received Da	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation	c							
Account 510.150 - Board Compensation 4288 - Higuera Lloyd W 2/14 BOARD	Compensation 2/14 BOARD	G'VILLE	Paid by Check	01/30/2014	02/07/2014	02/07/2014	02/07/2014	250.00
28960 - Miller Kenneth	2/14 BOARD	G'VILLE	# bloud9 Paid by Check	01/30/2014	02/07/2014	02/07/2014	02/07/2014	250.00
18629 - Philips Michael	2-14 BOARD	G'VILLE	# 616090 Paid by Check	01/30/2014	02/07/2014	02/07/2014	02/07/2014	250.00
2969 - Slater Linda	2-14 BOARD	G'VILLE	# oloiz/ Paid by Check # 616162	01/28/2014	02/07/2014	02/07/2014	02/07/2014	275.00
			# 010102 Account 510	z Account <b>510.150 - Board Compensation</b> Totals	isation Totals	Invoice Transactions		\$1,025.00
Account 520.055 - Telephone Expense 13097 - Verizon Wireless 971934175	ione Expense 9719341757	842011146-00001	Paid by Check	02/01/2014	02/01/2014 02/21/2014 02/21/2014	02/21/2014	02/21/2014	131.84
			# 910/08 Account 52	Account 520.055 - Telephone Expense Totals	xpense Totals	Invoice Transactions	- 1 suc	\$131.84
Account 520.064 - Travel 21673 - Dallaire Tom	2/6-8/14	TRAVEL	Paid by Check	02/08/2014	02/08/2014 02/21/2014	02/21/2014	02/21/2014	108.54
12997 - Do Co Procurement Program	1-14 LOUTHAN G'VILLE	G'VILLE	# Paid by Check # 616550	01/27/2014	01/27/2014 02/21/2014	02/21/2014	02/21/2014	111.00
			ACCOTO #	Account 520.064 - Travel Totals	Travel Totals	Invoice Transactions	ns 2	\$219.54

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	Invoi	oment lotais	& Leases rqui	ACCOUNT 2 20.1.10 - MENUS			
02/14/2014	02/14/2014	02/14/2014	02/01/2014	Paid by Check # 616476	716307012	072407726	3519 - Xerox Corporation
ce Transactions 1	Invoi	o Shop Totals	Veh. Maint-Co	Account 520.116 -	ent	Leases Equipm	Account 520,136 - Rents & Leases Equipment
02/21/2014	02/21/2014	02/21/2014	02/10/2014	Paid by Check # 616567	MOTOR POOL	1@14 TRANSFER	4268 - Do Co Vehicle Maintenance
ce Transactions 1	Invoi	irvices Totals	- Janitorial Se	Account 520.098		aint-Co Shon	Arcount 520.116 - Veh. Maint-Co Shon
02/21/2014	02/21/2014	02/21/2014	02/11/2014	Paid by Check # 616481	G'VILLE	TOG0114	27347 - A+ Janitorial Service
ce Transactions 1	Invoi	Power Totals	unt 520.089 -	Accc		al Services	Account 520.098 - Janitorial Services
02/14/2014	02/14/2014	02/14/2014	01/28/2014	Paid by Check # 616382	791804	791804 1-14	2924 - NV Energy
ce Transactions 14	Invoi	Repair Totals	splacement &	Account 520.084 - Re			Arrented 530 080 - Doutor
	02/28/2014	02/28/2014	02/07/2014	Edit	610602	5453158	25328 - Michael Hohl Motor Co Inc
	02/28/2014 02/28/2014	02/28/2014 02/28/2014	02/05/2014 02/14/2014	Edit	LOWN01 G'VILLE	164162 322602	/198 - Consolidated Fabricators 1133 - Douglas Fabrication Inc
	02/28/2014	02/28/2014	02/07/2014	Edit	1015	1-77627	3890 - Arata Equipment Co.
02/21/2014	02/21/2014	02/21/2014	01/22/2014	# crocco Paid by Check	06G1570	788427	2121 - Meeks Lumber
02/14/2014	02/14/2014	02/14/2014	12/31/2013	Paid by Check	4170	536143	2510 - Parts House
02/14/2014	02/14/2014	02/14/2014	12/31/2013	# 616399	4170	536099	2510 - Parts House
02/14/2014	02/14/2014	02/14/2014	12/30/2013	# creck # 616399	4170	536055	2510 - Parts House
02/14/2014	02/14/2014	02/14/2014	12/30/2013	# c1c301 # 616300	4170	535931	2510 - Parts House
02/14/2014	02/14/2014	02/14/2014	01/13/2014	# 616394	1075650	3530-313321	12198 - O'Reilly Auto Parts
02/14/2014	02/14/2014	02/14/2014	12/24/2013	# cicco Paid by Check # 616347	A17-14675	71700058161	8043 - Mark Smith Tire Center Inc
02/14/2014	02/14/2014	02/14/2014	01/17/2014	# cicco # 616209	1236	088249/1	11985 - Ace Hardware
02/14/2014	02/14/2014	02/14/2014	01/15/2014	# utpert Paid by Check # 616200	1236	088208/1	11985 - Ace Hardware
02/07/2014	02/07/2014	02/07/2014	01/28/2014	Paid by Check	000330	ement & kepair LREN894664	Account 5.20.054 - Keptacement & Kepair 5785 - Alsco Inc
							Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation
Received Date Payment Date	G/L Date	Due Date	Invoice Date	Status Held Reason	Invoice Description	Invoice No.	Vendor
		bice Transactions	02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/14/2014 02/21/2014 02/14/2014	02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/14/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/28/2014 02/14/2014 02/21/2014 02/14/2014	0.1/28/2014 $0.2/0//2014$ $0.2/14/2014$ $0.2/14/2014$ $0.1/15/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.1/15/2013$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $1.2/24/2013$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $1.2/30/2013$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $1.2/30/2013$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $1.2/31/2013$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $1.2/31/2013$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.1/22/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.1/22/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.1/22/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.1/22/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.1/22/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.1/22/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/12/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ $0.2/14/2014$ <t< td=""><td>Motor         Fail by Check         <math>u_1/s_1/2u_14</math> <math>u_2/u_1/12u_14</math> <math>u_2/u_1/12u_14</math>           36         Paid by Check         <math>0_1/15/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           7-14675         Paid by Check         <math>0_1/13/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           75650         Paid by Check         <math>0_1/13/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           75650         Paid by Check         <math>0_1/13/2013</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           70         Paid by Check         <math>1_2/30/2013</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           70         Paid by Check         <math>1_2/30/2013</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           70         Paid by Check         <math>1_2/31/2013</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           70         Paid by Check         <math>1_2/31/2013</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           70         Paid by Check         <math>1_2/31/2013</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math> <math>0_2/14/2014</math>           70         Paid by Check         <math>1_2/31/2014</math> <math>0_2/14/2</math></td><td>Motor         Fail by Check         <math>u_1/s_1/2u_14</math> <math>u_2/u_1/12u_14</math> <math>u_2/u_1/12u_14</math>           36         Paid by Check         <math>01/15/2014</math> <math>02/14/2014</math> <math>02/14/2014</math> <math>02/14/2014</math>           7-14675         Paid by Check         <math>01/15/2014</math> <math>02/14/2014</math> <math>02/14/2014</math> <math>02/14/2014</math>           75650         Paid by Check         <math>01/13/2014</math> <math>02/14/2014</math> <math>02/14/2014</math> <math>02/14/2014</math>           75650         Paid by Check         <math>11/3/3014</math> <math>02/14/2014</math> <math>02/14/2014</math> <math>02/14/2014</math>           76         Paid by Check         <math>11/3/30/130</math> <math>02/14/2014</math> <math>02/14/2014</math> <math>02/14/2014</math>           70         Paid by Check         <math>12/30/2013</math> <math>02/14/2014</math> <math>02/14/2014</math> <math>02/14/2014</math>           70         Paid by Check         <math>12/31/2013</math> <math>02/14/2014</math> <math>02/14/2014</math></td></t<>	Motor         Fail by Check $u_1/s_1/2u_14$ $u_2/u_1/12u_14$ $u_2/u_1/12u_14$ 36         Paid by Check $0_1/15/2014$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 7-14675         Paid by Check $0_1/13/2014$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 75650         Paid by Check $0_1/13/2014$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 75650         Paid by Check $0_1/13/2013$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 70         Paid by Check $1_2/30/2013$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 70         Paid by Check $1_2/30/2013$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 70         Paid by Check $1_2/31/2013$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 70         Paid by Check $1_2/31/2013$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 70         Paid by Check $1_2/31/2013$ $0_2/14/2014$ $0_2/14/2014$ $0_2/14/2014$ 70         Paid by Check $1_2/31/2014$ $0_2/14/2$	Motor         Fail by Check $u_1/s_1/2u_14$ $u_2/u_1/12u_14$ $u_2/u_1/12u_14$ 36         Paid by Check $01/15/2014$ $02/14/2014$ $02/14/2014$ $02/14/2014$ 7-14675         Paid by Check $01/15/2014$ $02/14/2014$ $02/14/2014$ $02/14/2014$ 75650         Paid by Check $01/13/2014$ $02/14/2014$ $02/14/2014$ $02/14/2014$ 75650         Paid by Check $11/3/3014$ $02/14/2014$ $02/14/2014$ $02/14/2014$ 76         Paid by Check $11/3/30/130$ $02/14/2014$ $02/14/2014$ $02/14/2014$ 70         Paid by Check $12/30/2013$ $02/14/2014$ $02/14/2014$ $02/14/2014$ 70         Paid by Check $12/31/2013$ $02/14/2014$ $02/14/2014$

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Invoice Amount
Received Date Payment Date
G/L Date
Due Date
Invoice Date
Status Held Reason
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Invoice Description
Invoice No. Invoice Descri

Accounts Payable by G/L Distribution Report G/L Date Range 02/01/14 - 02/28/14

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Vendor	Invoice No	Invoire Decription	Chatric	Hald Descon	Tovolco Dato	Duo Dato	C/ Dato	Control Data Decimant Data	1
11 - Ga			214(12)					kecelveu Date Fayment Date	Invoice Amount
Account 520.197 - Landfill Expense 15853 - Carson City Landfill 1009866	l Expense 10098661	228079	Paid by Check		01/15/2014	02/14/2014	02/14/2014	02/14/2014	375.84
15853 - Carson City Landfill	10098713	228079	# 010250 Paid by Check		01/15/2014	02/14/2014	02/14/2014	02/14/2014	305,66
15853 - Carson City Landfill	10098728	228079	# 010200 Paid by Check # 616700		01/15/2014	02/14/2014	02/14/2014	02/14/2014	355.54
15853 - Carson City Landfill	10098883	228079	# Paid by Check		01/16/2014	02/14/2014	02/14/2014	02/14/2014	409.48
15853 - Carson City Landfill	10098904	228079	# 010250 Paid by Check		01/16/2014	02/14/2014	02/14/2014	02/14/2014	336.40
15853 - Carson City Landfill	10098981	228079	# 010200 Paid by Check		01/16/2014	02/14/2014	02/14/2014	02/14/2014	375.26
15853 - Carson City Landfill	10099142	228079	# 010200 Paid by Check # 616750		01/17/2014	02/14/2014	02/14/2014	02/14/2014	349.16
15853 - Carson City Landfill	10099144	228079	# 010230 Paid by Check		01/17/2014	02/14/2014	02/14/2014	02/14/2014	309.14
15853 - Carson City Landfill	10099617	228079	# 010200 Paid by Check		01/20/2014	02/14/2014	02/14/2014	02/14/2014	503.44
15853 - Carson City Landfill	10099913	228079	# 010230 Paid by Check # 616750		01/21/2014	02/14/2014	02/14/2014	02/14/2014	390.34
15853 - Carson City Landfill	10100117	228079	# 010200 Paid by Check # 616250		01/22/2014	02/14/2014	02/14/2014	02/14/2014	426.88
15853 - Carson City Landfill	10100146	228079	# 010200 Paid by Check # 616760		01/22/2014	02/14/2014	02/14/2014	02/14/2014	415.86
15853 - Carson City Landfill	10100175	228079	# 010200 Paid by Check		01/22/2014	02/14/2014	02/14/2014	02/14/2014	400.78
15853 - Carson City Landfill	10100341	228079	# 010200 Paid by Check # 616750		01/23/2014	02/14/2014	02/14/2014	02/14/2014	418.76
15853 - Carson City Landfill	10100364	228079	# vivesuo Paid by Check # 616250		01/23/2014	02/14/2014	02/14/2014	02/14/2014	438.48
15853 - Carson City Landfill	10100411	228079	# 010200 Paid by Check # 616750		01/23/2014	02/14/2014	02/14/2014	02/14/2014	250.56
15853 - Carson City Landfill	10100581	228079	Paid by Check		01/24/2014	02/14/2014	02/14/2014	02/14/2014	417.02
15853 - Carson City Landfill	10100584	228079	# 010230 Paid by Check		01/24/2014	02/14/2014	02/14/2014	02/14/2014	306.24
15853 - Carson City Landfill	10101111	228079	# 01025U Paid by Check		01/27/2014	02/14/2014	02/14/2014	02/14/2014	535.34
15853 - Carson City Landfill	10101383	228079	# paid by Check # 616750		01/28/2014	02/14/2014	02/14/2014	02/14/2014	382.22
15853 - Carson City Landfill	10101596	228079	# 01020U Paid by Check # 6167E0	Co J	01/29/2014	02/14/2014	02/14/2014	02/14/2014	459.36
15853 - Carson City Landfill	10101610	078070	Hotolo #	3-					

Accounts Payable by G/L Distribution Report G/L Date Range 02/01/14 - 02/28/14

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X			Accounts	ts Payabl	e by	G/L Di	Payable by G/L Distribution Report G/L Date Range 02/01/14 - 02/28/14	<b>1 Report</b> /14 - 02/28/14
Vendor	Invoice No.	Invoice Description	Status	Held Reason Invoice Date	Due Date	G/L Date	Received Date Payment Date	ate Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.197 - Landfill Expense	نن = =							
15853 - Carson City Landfill	10101637	228079	Paid by Check # 616250	01/29/2014	02/14/2014	02/14/2014	02/14/2014	4 351.48
15853 - Carson City Landfill	10101884	228079	Paid by Check # 616250	01/31/2014	02/14/2014	02/14/2014	02/14/2014	4 407.16
15853 - Carson City Landfill	10101900	228079	# 616250	01/31/2014	02/14/2014	02/14/2014	02/14/2014	4 358,44
9016 - Douglas Disposal Inc	40990612 1/14	40990612	Paid by Check # 616570	02/01/2014	02/21/2014	02/21/2014	02/21/2014	4 4,422.99
				Account 520.197 - Landfill Expense Totals	cpense Totals	Invoid	Invoice Transactions 45	\$21,680.31
Account 520.200 - Training & Education 12997 - Do Co Procurement Program 1-14 DALLATR	ng & Education 1-14 DALLAIRE	GVILLE	Paid by Check # 616550	01/27/2014	02/21/2014	02/21/2014	02/21/2014	99.50
			# Account 5	Account 520.200 - Training & Education Totals	ication Totals	Invoic	Invoice Transactions 1	\$99.50
Account 521.130 - Legal Services 10816 - Rowe Hales & Yturbide LLP 23219	Services 23219	G'VILLE	Paid by Check # 616139	01/22/2014	02/07/2014	02/07/2014	02/07/2014	30.00
Account 531 135 - Lensl-Collartion Cost	Collaction Cost		Ac	Account 521.130 - Legal Services Totals	ervices Totals	Invoic	Invoice Transactions 1	\$30.00
12997 - Do Co Procurement Program	1-14 LOUTHAN	GVILLE	Paid by Check # 616559	01/27/2014	01/27/2014 02/21/2014	02/21/2014	02/21/2014	4 75.00
			Account 5	Account 521.135 - Legal-Collection Cost Totals	n Cost Totals	Invoic	Invoice Transactions 1	\$75.00
Account 532,003 - 6as & 01 3814 - Flyers Energy LLC	CFS0774414	8308	Paid by Check # 616583	01/31/2014	02/21/2014	02/21/2014	02/21/2014	4 1,519.14
3814 - Flyers Energy LLC	14-923411	8308	Paid by Check	01/03/2014	02/21/2014	02/21/2014	02/21/2014	4 784.30
			TOTOTO 4	Account 532.003 - Gas & Oil Totals	s & Oil Totals	Invoic	Invoice Transactions 2	\$2,303.44

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	:							
Fund 611 - Gardnerville Health & San	TINUCE NO.	Involce Description	Status	Held Keason Invoice Date	te Due Date	G/L Date	Received Date Payment Date	Invoice Amount
Department 925 - Health & Sanitation Account 532.028 - Uniforms	su.							
5666 - Allied Uniform Sales	3358	G'VILLE	Paid by Check # 615043	01/23/2014	4 02/07/2014	02/07/2014	02/07/2014	190.91
5785 - Alsco Inc	LREN888051	000330	# 615044	01/07/2014	4 02/07/2014	02/07/2014	02/07/2014	4.39
5785 - Alsco Inc	LREN890280	000330	# clock # 615044	01/14/2014	4 02/07/2014	02/07/2014	02/07/2014	4.39
5785 - Alsco Inc	LREN892487	000330	# cross	01/21/2014	4 02/07/2014	02/07/2014	02/07/2014	4.39
5785 - Alsco Inc	LREN894664	000330	# clean	01/28/2014	4 02/07/2014	02/07/2014	02/07/2014	4.39
18821 - Fastenal Industrial/Cons Suppl	NVMIN39411	NVMIN0011	# otoeck # electo	01/31/2014	4 02/21/2014	02/21/2014	02/21/2014	12.46
1749 - Interstate Safety & Supply Inc	1160636	101055	# otoor9 Paid by Check	12/30/2013	3 02/21/2014	02/21/2014	02/21/2014	22.80
4287 - Red Wing Shoe Store	66000003862	G'VILLE	# vivezo Paid by Check # 616707	02/08/2014	4 02/21/2014	02/21/2014	02/21/2014	85.49
Account E33 000 - 06600 6.000	Cumilor			Account 532.028 - Uniforms Totals	Iniforms Totals	Invoic	Invoice Transactions 8	\$329.22
26465 - Diamond Printing Inc	7409	G'VILLE	Paid by Check	02/03/2014	<pre>4 02/14/2014</pre>	02/14/2014	02/14/2014	517.76
12997 - Do Co Procurement Program	1-14 LOUTHAN	G'VILLE	# 010201 Paid by Check	01/27/2014	4 02/21/2014	02/21/2014	02/21/2014	151.71
6089 - A-#1 Chemical Inc	4954447	296958	# eccore Acco	02/12/2014 02/28/2014 Account 533.800 - Office Supplies Totals	<pre>1 02/28/2014 Supplies Totals</pre>	02/28/2014 Invoice	114 Invoice Transactions 3	90.61 \$760.08
Account 2335.000 - SOLWATE 16648 - E Squared C	are 40661	G'VILLE	Paid by Check # 616288	02/01/2014	t 02/14/2014	02/14/2014	02/14/2014	37.50
<pre>* = Prior Fiscal Year Activity</pre>				Account <b>533.806</b> - <b>Software</b> Totals Department <b>925</b> - Health & Sanitation Totals Fund <b>611</b> - Gardnerville Health & San Totals Grand Totals	oftware Totals nitation Totals th & San Totals Grand Totals	Ιnvoic Ιnvoic Ιnvoic	Invoice Transactions 1 Invoice Transactions 88 Invoice Transactions 88 Invoice Transactions 171	\$37.50 \$32,258.10 \$32,258.10 \$66,049.12

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### Gardnerville Town Board

### AGENDA ACTION SHEET

- 1. For Possible Action: Approve Town of Gardnerville 2013 Annual Report
- 2. Recommended Motion: Funds Available: 🗆 Yes 🛛 🖻 N/A
- 3. Department: Administration

**Prepared by:** Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: N/A
- 5. Agenda: 
  <sup>¬</sup>Consent □ Administrative

**Background Information:** 

We do an annual report once the County audit is finalized. This year the audit took longer than normal so this is coming to you a little late. This report is a listing of the projects we have accomplished this past calendar year. We added back in some financial information. Please let us know if there is anything else you think should be included in this report. Provide us some

comments of any revision to the report you may see or have.

- 6. Other Agency Review of Action: 🔽 Douglas County 👘 N/A
- 7. Board Action:

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Town of Gardnerville Annual Report 2013

#### Contents

Message	1
Town Departments	
Administration	2
Parks & Recreation	2
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Main Street Gardnerville	4

### Town Board Members

Ken Miller, Chairman Linda Slater, Vice-Chairman Lloyd Higuera, Member Mike Philips, Member Mary Wenner, Member Town Staff: Tom Dallaire, Town Manager Carol Louthan, Office Manager Sr. Marie Nicholson, Office Assistant Sr. Geoffrey LaCost, Civil Engineer 1 Josh Poulson, Engineering Technician Paula Lochridge, Main Street Program Manager

> Maintenance Staff: Jaired Briggs Ryan Clark Ron Grove Jody Martin Steve McGee Mike Plut Steve Thompson Craig Tuthill

Town of Gardnerville 1407 Highway 395 N Gardnerville, NV 89410 775-782-7134 Phone 775-782-7135 Fax www.gardnerville-nv.gov

### Town Manager's Message

At the beginning of each year town staff prepares a brief report for you - the resident, property owner and/or business owner within the Town of Gardnerville in order to share the accomplishments and projects completed during 2013, and to provide information on proposed projects for 2014.

Major highlights for 2013 were: again the fireworks show that we included in the town's Carson Valley Christmas Kickoff event. The crowd has almost doubled. It was very cold but the weather cooperated by supplying moisture a day or two before the event, and none the evening of the event. We appreciate this past year's sponsors (Carson Valley Medical Center, Cassandra Jones and the Law Firm of Houghton Jones, Roger & Carol Sandmeier, Jonathan Park and Yu Shimizu Parker and the Johansens) of this event and will need additional sponsorships next year if we are to continue this Christmas in the nighttime sky fireworks tradition. We did our first online customer service survey and awarded a free year's worth of trash service from the town Health and Sanitation department to Rachel Alexander. We thank her for her survey entry and input. Thank you to everyone who participated in the survey for supporting our effort in supplying residents with excellent customer service.

The County Commissioners approved the town's request for a tax sale for the previous Eagle Gas station property this year. After much consideration and a public workshop in September, the site will be used for a public information center and conference room. It will also provide additional parking downtown and provide a safer, much needed right-of-way adjustment and sidewalk improvement. In addition, we will be upgrading the storm drainage facility along the S-curve, eliminating storm water ponding currently prevalent during any rain event and providing for storm drainage capability to parcels located on the south side of the highway. This project is moving along at a good pace with funding from the state Brownfield program, and the state petroleum fund. We have applied for the state's Community Development Block Grant (CDBG) through the county. This application is moving forward with a presentation to the committee in late winter.

Main Street Gardnerville (MSG) continues to hold events that attract people to the downtown core businesses, working to ensure that the whole community knows where businesses are located and what merchandise and services the Gardnerville businesses have to offer. MSG is planning more events and/or programs this coming year. We are looking forward to the spring flowers down main street. The labyrinth was completed in Heritage Park Gardens. The design committee is working on the children's garden with over \$5,000 in grant funds for that additional education station.

We had two new employees start mid-year but neither one passed probation. In December we hired two employees (Ron Grove & Jaired Briggs) that worked as seasonal employees during the summer months. We also hired an engineer 1 at the end of December, Geoffrey LaCost, who joins us from Florida. With his help we are getting back on track with our 2014 projects.

We are working with NDOT to add sidewalk along Highway 395 from Kingslane to the Waterloo Center. This is in the design phase now and with Geoff's help we are making progress on the revised improvement plans. Town staff is working with NDOT staff to come up with viable options to keep the public safe and still allow for the sidewalk to be installed. The town was awarded a \$25,000 grant from State Lands, Land, Water and Conservation Fund Grant Program for the Martin Slough Pond trail amenities. We began work on this project and were near completion when Josh Poulson, Engineer Tech, left this past June. Geoff is picking up the project and we progressing on improvement plans.

Town staff is still focusing on the transverse cracks in Chichester. We bid out the work on crack filling and crack sealing on Chichester and Marion Russell due to the time constraints we were under with the new micro-surface seal coat we placed on the streets in attempt to reduce the amount of shrinkage we are currently experiencing with asphalt used for those streets.

On behalf of the Gardnerville Town Board and staff, our sincerest thank you for living in and doing business in Gardnerville during 2013 and best wishes for 2014. Please feel free to contact the town administrative office at 775.782.7134 with any comments or suggestions of projects, areas you would like to see improvement in, or projects you would like to see the town pursue.

Sincerely, Tom Dallaire Gardnerville Town Manager

### Administration

Town Administration provides overall support for Town operations and serves as point in ensuring the Town Board's policies and goals are met. Department duties include accounts payable and receivable, purchasing and contracts, legal services, and public communications.

a. The Town website continues to be updated by staff.

b. We updated the Town Goals and Strategic plan.

c. The Gardnerville Main Street Program continues working on ways to attract people to the Gardnerville downtown core and recognize the shopping potential offered by our downtown businesses.

d Town Manager received the Public Official certification through the UNR and Nevada League of Cities program.

Town Purchases:

e. Public Works has a new Chevy 1 ton four wheel drive pickup with snow plow for a work truck you have probably seen pulling around the crack fill machine.

f. Parks department purchased a new Bobcat mower in September, which should speed up mowing in 2014.

g. Painted the Maintenance yard building to reduce the cooling costs and get all the building a uniform color and look. Thank you goes to Gardnerville Water Company for updating the look of the adjacent well site building to match.

### **Parks and Recreation**

The Parks and Recreation Department maintains community parks, open spaces, the Martin Slough area, and provides support for Town activities.

a. Received the "Tree City USA" recognition for the eleventh consecutive year.

b. The eighth season of Movies in the Park continued with four great movies (*Journey 2, The Mysterious Island, Despicable Me, Brave, and We Bought a Zoo*) for



Arbor Day 2013



CHRISTMAS KICKOFF 2013

residents and visitors to enjoy at Heritage Park. This event would not be possible without the contributions of local businesses: Avalon Lodge/Historian Inn, Bodywise Physical Therapy, Cash Advance, Market Café, Mark Smith Tire Center (Les Schwab), Parigini Orthodontics and Studio Vogue. We appreciate their support.

c. On Arbor Day 2013, the Town celebrated with the Douglas High School Environmental Club and again planted a tree at Heritage Park Community Garden at the home of the future children's garden.

d. Other annual events held at Heritage Park included;

July 4th Freedom 5k fun Run and Yankee Doodle Chalk Walk.

Valley Cruiser's annual Rockathon Car Show cosponsored by the Gardnerville Town Board

Sertoma Club's annual Oktoberfest

Old Town Days, special thanks to Nevada Civil War Volunteers for putting on such a great educational opportunity for the community.

The Carson Valley Christmas Kickoff, which again featured a fireworks display by Lantis Fireworks. Entertainment included the Sierra Ringers, the Carson Valley Boys & Girls Club, the Carson Valley Community Theater's Young Thespians, the Christmas Carolers, and the musical light show.

e. The Town of Gardnerville/Main Street Gardnerville float won best float in the Parade of Lights

f. The Nevada State Division of Conservation was contracted to clean the Cottonwood Slough behind 756 and Douglas Ave.

g. Toler Ave landscaping project was completed and will be replanted this spring with additional plants and flowers.

h. Troop 495 Eagle Scout Project to clean up and clean out the Hellwinkel barn.

i. Troop 240 Eagle Scout Project to install doggie pot stations along Toler Walking path and at the Virginia Ranch regional detention pond.



ACQUISITION OF EAGLE GAS

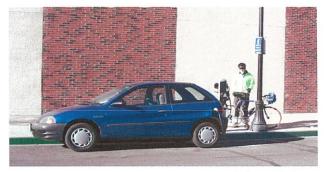
### **Public Works**

The Public Works Department maintains 40 lane miles of local streets, the Town's storm drain conveyances, controls weeds within the public right of way, provides snow and ice control measures in inclement weather, and all other maintenance associated with the street network. Review of development projects and design of road maintenance and repair projects is provided through the Town Manager/ Engineer. Josh Poulson, engineering tech, did many of the improvement projects and development reviews before he left in July. We welcome our new engineer 1, Geoffrey LaCost, E.I., in late December.

### Town Projects:

a. The ADA transition plan sidewalk study, performed by our local business, Beneficial Designs, is almost complete. Staff looks forward to bringing this project to a close.

b. We received a grant from NV Energy for an electric charging station, the first Electrical Car Charging station in the Carson Valley and it is located on Eddy Street adjacent to the Historian Inn.



c. Impact Construction was contracted for Chichester asphalt crack repair projects consisting of fixing cracks along Chichester, Petar and most of Marion Russell.

d. Cruz Construction crack filled and sealed Gilman Ave, Chichester Ave, and Marion Russell to allow for the micro surfacing to be completed to make the road smoother and a more pleasant drive. e. VSS International completed a micorsurface seal in Chichester Estates.



CHICHEESTER MICROSURFACE

f. The Eagle Gas Station was acquired from the County. We have made great progress in the short amount of time we have owned it. We have had the heating oil tanks removed and we had the site inspected and tested. We had NV Energy trim the overhanging trees and held a workshop to get input from the community.

g. NDOT LPA for Kingslane Sidewalk – Currently in design and coordination with NDOT.

h. Land and Water Conservation Fund Grant – currently in project design and development.

i. NDOT FY2013 Resubmitted project with Douglas County for trails – Ranked #1 and are waiting for funding.

j. NDOT FY2013 Transportation Alternative Program (TAP) – Staff submitted for crosswalk upgrades and rapid flashing beacons for the crosswalks at, Kingslane, Mission Street, High School Street and Mill Street, which serve the schools within the town. Currently waiting on an NDOT contract for funding.

k. Hellwinkel Flood Trench and Trail – Finished the flood analysis. The trench will not fix the flooding that crosses the highway along the "S" curve, but the trench will be a huge benefit and provide a great opportunity to fix many drainage issues and concerns along 395 and provide for additional drainage opportunities to the properties located on the south side of highway 395. Have revised the scope of work for the trench and will begin construction at the end of 2014.

1. Town staff has reviewed the plans for several developments and have been working with the developers and construction crews for these projects.



CARRICK/VIRGINIA RANCH DETENTION POND

Completed Development Projects within the Town :

a. Wal Mart was completed. Carrick Lane and the Virginia Ranch Regional Detention Pond was completed and accepted by the town for ownership and maintenance.

b. The Ranch at Gardnerville finished the 30 parcels in Phase I and began work on Phase IIB.

c. Golden Gate Petroleum, off of Grant Ave, will be opening in early 2014.

d. Parkway Vista Apartments will be opening soon. The Arbor Gardens regional detention pond was completed and accepted by the town for ownership and maintenance.

### Health & Sanitation

The Health and Sanitation Department collects and transports both residential and commercial municipal waste, performs street sweeping, operates the curb-side greenwaste pickup program, and maintains the Town's fleet of collection vehicles.

a. The Greenwaste program was once again put on hold for the winter to help with fuel costs and free up maintenance staff's time for other projects within the town. If residents call, they have been asked to put out their greenwaste during the off season with your normal garbage. Picking up 10 to 15 cans a week on the green waste route was not making sense during the winter months. With this mild winter the greenwaste service will most likely start back up sooner than April 2nd. Watch the paper or the town website for an updated start date.

b. We received another shipment of greenwaste cans. We have completed gcan replacement of 60 percent of the town's greenwaste customers. If your neighbor has a green greenwaste tote, please let the office know or place your old tote out on the normal greenwaste day so the old blue tote can be replaced by town staff.



RACHAEL ALEXANDER & SON

c. First online town customer service survey completed by residents and first raffle held for a year's free trash service awarded to Rachael Alexander, a residential trash customer. Stay tuned to the town website for the 2014 customer service survey.

d. We have refurbished and reconditioned the dumpster bins and are in the process of changing out the lids to the lighter weight lids for easier access.

d. We streamlined the routes for better fuel economy and minimized customer impact.

e. Continued maintenance of all town vehicles.

f. We continue to dispose of the refuse at the Ormsby Landfill and limit the amount of refuse going to Douglas Disposal, keeping the cost to our customers at the lowest price possible.

g. Maintenance buildings were painted and new lighting was updated.

h. Impact Construction was contracted to put in a concrete pad at the maintenance facility to accommodate more bin storage space.

i. Per the customer service survey, see the attached results page, recycling is what many of the survey participants would like to see within the town. It will be difficult for the town to do this on our own. Douglas Disposal and the towns would need to be able to provide for this additional service at additional operational costs. Is this something the town customers are willing to pay for? This question will be added to the 2014 customer service survey. So please participate in the survey this year and get your chance to enter and win a year's free trash service.

### Main Street Gardnerville

### Highlights of Main Street Gardnerville Accomplishments

1. Sidewalk Gallery produced three exhibits, added banner signage, and held a reception for student photographers and families.

2. Managed the Main Street Flower program through a volunteer subcommittee. Worked with three local high schools to produce 68 hanging flower baskets; produced and maintained 61 Adopt-A-Pots. Program self-supporting through sponsorship and donations.

3. Applied for and received a USDA Specialty Crop Block grant (\$5,000) for construction of a large Children's Garden that will offer growing space and educational opportunities for ages 3 through 12. A draft plan was completed in December.

4. Constructed a community labyrinth at HPG using grant funding (\$4,000). A Dedication was held in October.

5. Wine Walks (raising just over \$14,000, after expenses, for the program throughout the entire season)

6. Cash Mobs have been a successful tool in introducing people to various small businesses within the Main Street district.

7. Assisted Carson Valley Chamber of Commerce with their Parade of Lights event, in partnership with the Town of Gardnerville, with a parade entry and an announcing stand at the Museum.

8. Business Tracker Updated for 2013: 16 new businesses opened; 10 businesses closed; 1 business relocated outside of district; 6 businesses relocated/transferred ownership within the district and at least 16 businesses improved their business through private investment.

9. Revolving Loan Fund recipient increased jobs from 3 to 63, sold business and remains on as CEO.

10. Coop Advertisement with MSG and MSG businesses on billboard South of Town and in Reno-Tahoe Magazine.

11. Developed formal fundraising strategy for Basque Mural Project that can be later adjusted for other public mural projects

12. Assisted Douglas County Historical Society with the promotion of and execution of their Haunted Weekend Event.

13. 3rd Annual Holiday Shopping Bazaar featured 45 vendors, approximately 600 potential shoppers attended and it raised just over \$2,300 for the program.

14. Business Directory Updated.

- 15. Annual Volunteer Recognition Event held on April 4, 2013.
- 16. Developed recruiting strategies.
- 17. Worked together with the Town of Gardnerville on the first Freedom 5K Fun Run/Chalk Walk July 4, 2013



HERITAGE PARK GARDENS LABYRINTH

FREEDOM 5K RUN - JULY 4, 2013

enue
Rev
Actua
610
12/13
201

	Ame	Amended Budget		Actual	% of budget	% of fund
Ad Valorem	ŝ	982,823	Ş	991,169	101%	64%
СТХ	ŝ	228,755	Ş	245,034	107%	
NRS Gaming Tax	ŝ	25,000	Ş	21,645	87%	
Charges for service	Ş	6,000	Ş	12,633	211%	1%
Miscellaneous Revenue	Ş	r	Ş	19,994		1%
<b>Opening Fund/Reserves</b>	Ş	258,859	Ş	258,858	100%	17%
Interest	Ş	5,000	Ş	(385)	-8%	
Total	ş	1,506,437	Ŷ	1,548,948	103%	

## 2012/13 610 Actual Expence

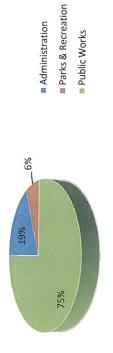
		Ame	ended Budget		Actual	% of budget	% of fund	
Administration		Ş	342,260	ŝ	323,416	94%	19%	
Parks & Recreation		Ş	112,425	Ŷ	111,483	%66	6%	
Public Works		Ş	\$ 1,510,415 \$	ŝ	1,304,374	86%	75%	
	Total 3	Ş	1,965,100	Ş	1,739,273	89%		



### Charges for service NRS Gaming Tax



# 2012/13 610 Actual Expence



## 2012/13 611 Actual Revenue

% of fund	61%	%0	39%	%0	
% of budget	104%	-30%	100%		102%
Actual				715	1
	ŝ	ŝ	ŝ	Ş	ŝ
ended Budget	859,000	3,000	582,946	\$ - \$	1,444,946
Am	Ş	Ş	Ş	Ş	Ş
					Total \$
	Fees/Rental	Interst	Reserves	Misc.	

### Fees/Rental 2012/13 611 Actual Revenue %0 39%



Reserves

Misc.

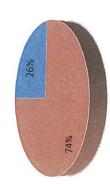
Interst

2012/13 611 Actual Expence	8%		2012/13 614 Actual Revenue 0%	<ul> <li>71%</li> <li>T1%</li> <li>Distribution from County</li> <li>Intrest on Investment</li> </ul>
% of fund 21%		100% 38% <b>95%</b> 5%		101% 29% -22% 0% 100%
Expence Actual 281,901	እ እ እ	4 \$ 526,544 6 <b>\$ 1,369,465</b>	Revenue Actual 112,112	6 \$ 44,952 0 \$ (130) 4 \$ 156,934
<b>2012/</b> 1 Amende	s and Supplies tion S	Reserves \$ 526,544 <b>Total \$ 1,444,946</b>	<b>2012/13 614 Actual</b> Amended Budget Opening fund reserves \$ 111,748 \$	Distribution from County \$ 44,586 Intrest on Investment \$ 600 <b>Total</b> \$ 156,934

### <sup>5</sup> fund 26% 74% 2012/13 614 Actual Expence

	Amende	Amended Budget		Actual	% of budget	% of f
Capitol Project/Equipment	Ş	45,000	Ş	40,050	89%	
reserves	Ş	111,934	ŝ	116,884	104%	
Total \$	Ş	156,934	Ş	156,934	100%	

# 2012/13 614 Actual Expence



Capitol Project/Equipment reserves

### CONSTANT CONTACT SURVEY RESULTS

For each of the following issues in DOWNTOWN GARDNERVILLE please rate your satisfaction on a scale of 1 to 5:

where 5 means "Very Satisfied" and 1 means "Very Dissatisfied"

1 = Very Satisfied, 2 = Satisfied, 3 = Average, 4 = Dissatisfied, 5 = Very Dissatisfied

I - Very Saustieu, Z - Saustie	Su, J - Average, 4 - D	issatisticu	, o = v cry Disc	Saustica				
Answer	1	2	3	4	5	Number of Response(s)	Rating Score*	
Cleanliness of downtown areas						45	1.4	
Feeling of safety of downtown at night	1999年1996年1996年19					44	1.5	
Quality of public events held downtown						45	1.5	
Landscaping and green space						45	1.5	
Signage and way finding	A HALLAND					43	1.6	
Availability of public event space						44	1.8	
Pedestrian accessibility						45	1.6	
Parking availability						45	1.9	

\*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

How would you rate your overall level of satisfaction of the services provided by the Town of Gardnerville?

Number

Deenenee

Answer 0%		Response(s)	Ratio
Highly satisfied		35	77.7 %
Somewhat satisfied		7	15.5 %
Neutral		1	2.2 %
Somewhat dissatisfied		0	0.0 %
Highly dissatisfied		0	0.0 %
No Response(s)		2	4.4 %
	Totals	45	100%



**Gardnerville Town Board** 

### **AGENDA ACTION SHEET**

1. For Possible Action: Approve Use of Heritage Park by the Douglas County Historical Society for a Young Chautauqua Performance to be held at Heritage Park June 17, 2014 from 5:00 p.m. to 6:00 p.m., considered to be a Class 1 use per policy.

2. Recommended Motion: Funds Available: 🗹 Yes 🛛 🗌 N/A

3. Department: Administration

**Prepared by:** Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: N/A
- 5. Agenda: Consent Administrative

Background Information: Per the Town Policy this is considered a class I use. The fees will be waived based on this being a nonprofit youth group.

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

7. Board Action:

Approved Denied □ Approved with Modifications □ Continued

Agenda Item #5



SEP 19 2013

### **Reservation Form and Release of Liability and Indemnification Agreement**

For Town Park Use, Street Closures, and/or Special Events 1407 Highway 395 Gardnerville, Nevada 89410 (775) 782-7134 (775) 782-7135 Fax

Date of Application: Ueptember 17, 2013 (Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)

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

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

Requesting use of Heritage Park? Yes X No

If No, describe which Town park you are requesting to reserve: \_\_\_\_\_N/A\_\_\_\_\_

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

Name of Applicant Organization or Business: Dovglas Co. Historical Corporation: Yes No\_\_\_\_\_\_ No\_\_\_\_\_ (If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Supervisor of Activity: <u>CITS FIGUSEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE</u>	Contact Person:	Grace	Bower	Supervisor of Activity:	Tris	Blaisdell
---	-----------------	-------	-------	-------------------------	------	-----------

Home Telephone #: 265-6097 Business Telephone # 782-2555 Fax #: 783-8802 (If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: 1477 Hwy 395 N. Suite B Gardnerville, NV 89410 (If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: Vane

Type of Activity Town Park will be used for: Young Chautauqua Performance

Will alcohol be sold or served? Yes\_\_\_\_\_No\_\_X\_ (If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits)

Band or amplified music? Yes No  $\times$ 

This event is Non-Profit K\_For Profit Closed to Public Open to Public K\_

5-2 original to CANCE for BAR pto

Will a fee be charged to attend the event? Yes No_X
Date(s) Requested (include setup and tear down time): June 17, 2014
Event hours: 47 to \$ PM
Event hours: 47 to SPM
Town services, if any, required: restrooms Electrical outlet in GAze
(Electrical outlets, restroom/toilet facilities, etc.)
Will you have tents, bounce houses, canopies, dance floors etc? Yes No
If Yes, specify quantity, dimesions, etc.: <u>CANOPIES MAY be, ChAIRS</u>
(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)
Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each lay it is proposed to be conducted: <u>40 to 60</u>
If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required) *Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster) Event Insurance Carrier & Telephone #: <u>All -Cal Insviance Agency</u> <u>916-784 9070 Mike Esparza</u> (Certificate of Insurance naming the Town as additional insured is required)
Event Security Plan: None
Submit Douglas County Sheriff's Office authorization and approval)
Vater and Sanitation Plan if food is being sold or consumed during event:
Event Clean-up/Sanitation/Garbage Plan:
Garbage dumpsters/porta-a-cans/restrooms/etc.)
ire/Emergency Medical Services Plan: None
Submit East Fork Fire Protection District authorization and approval)
vent Parking Area: <u>museum + paæk</u> Heritage Park Parking MUST remain open for visitors at all times)
Ieritage Park Parking MUST remain open for visitors at all times)
5-3

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

### WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant.	Gear Bower	_ Date: <u>9-1 9-13</u>
		Date:

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

Printed Name(s) of Authorized Representative(s) of Applicant above: 6141 c Bower

(Town	Office	Use	Only)
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Application Fees Paid:		
Deposit amount Paid:	Date Processed:	
Receipt Number:	Facility Reviewed:	
Scheduled for Town Board Ag	genda:	
Approved:		
Scheduled for Douglas Count	v Commissioner Agenda:	
Approved:	<b>7</b>	
Deposit Returned:		

A copy of the approved application MUST be at the event

ACORD <sup>®</sup> CER	TIF	ICATE OF		LITY II	NSUR	ANCE		E (MM/DD/YYY)
THIS CERTIFICATE IS ISSUED AS A CERTIFICATE DOES NOT AFFIRMA BELOW. THIS CERTIFICATE OF IN	MAT TIVEL' SURAI	TER OF INFORMATION Y OR NEGATIVELY	ON ONLY AN AMEND, EXT	D CONFERS	NO RIGHTS	UPON THE CERTIFIC	ATE H	17/2013 OLDER. THIS HE POLICIES
IMPORTANT: If the certificate holde	r ie an	ADDITIONAL INCLU						
IMPORTANT: If the certificate holde the terms and conditions of the polic certificate holder in lieu of such endo	y, cert rseme	ain policies may requint(s).	uire an endor	sement. A st	be endorsed atement on i	. If SUBROGATION IS his certificate does not	WAIVE confei	D, subject to rights to the
PRODUCER			CON	TACT Mike E	sparza			
All-Cal Insurance Agency			PHO		5) 784-907	) FAX	(01.6)	204 0150
505 Vernon Street				THE ARGIN		Linsurance.com	<u>]; (916)</u>	784-0158
Roseville Ca o						RDING COVERAGE		NAIC #
ROSEVILLE CA 9	5678	<u></u>	INSU	RERA:Allia	unce Of 1	Nonprofits For		10023
Douglas County Historical	0			RER B :				
1477 Hwy 395 N, Suite B	500	lety	INSU	RER C :				
			INSU	RER D :				
Gardnerville NV 8	9410		INSU	RER E :		<u></u>		
		ATE NUMBER:CL13	INSU	RER F :				
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						PERSONAL & ADV INJURY	<u>s</u>	20,000
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X POLICY PRO- JECT LOC	┼╌┼					LIQUOR LIABILITY	\$	1,000,000
						COMBINED SINGLE LIMIT (Ea accident)	s	1,000,000
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X HIRED AUTOS X AUTOS		2013-28274		7/16/2013	7/16/2014	BODILY INJURY (Per accident	}\$	
						PROPERTY DAMAGE (Per accident)	\$	·····
UMBRELLA LIAB OCCUR						Non-owned	\$	
EXCESS LIAB CLAIMS-MADE						EACH OCCURRENCE	\$	
DED RETENTION S					1	AGGREGATE	5	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU- TORY LIMITS ER	-	·····
ANY PROPRIETOR/PARTNER/EXECUTIVE	NIA					E.L. EACH ACCIDENT	s	
(Mandatory in NH)						E.L. DISEASE - EA EMPLOYE		
If yes, describe under DESCRIPTION OF OPERATIONS below	L					E.L. DISEASE - POLICY LIMIT		
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				EXPIRATION	I DATE THE	REOF NOTICE WILL	BE DE	LIVERED IN
TOWN OF GARNDERVILLE P.O. BOX 43			ACC	ORDANCE WI	TH THE POLIC	Y PROVISIONS.		
GARDNERVILLE, NV 8941	0		AUTHO	RIZED REPRESE	NTATINE	<u></u>		
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### THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

### ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

1. Designation of Premises (Part Leased to You):

2. Name of Person or Organization (Additional Insured): TOWN OF GARDNERVILLE

Any person or organization acting as a manager or lessor of a covered premises that you are required to name as an additional insured on this policy, under a written contract, lease or agreement currently in effect, or becoming effective during the term of the policy, and for which a certificate of insurance naming that person or organization as additional insured has been issued.

### 3. Additional Premium: INCLUDED

(if no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to included as an insured the person or organization show in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of the part of the premises leased to you in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

- 1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
- 2. Structural alterations, new construction or demolition operations performed by or on behalf or the person or organization show in the Schedule.

CG 20 11 01 96

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Page 1 of 1

5-6



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

- 1. For Possible Action: Discussion on a request to approve a town special event application for Austin's House Poker Run Fundraiser scheduled for September 20, 2014 at Heritage Park from 9:00 a.m. to 5:00 p.m. and waive fees associated with the rental of the park; appearance by Danny Villalobos; with public comment prior to Board action.
- 2. Recommended Motion: Funds Available: Ves V/A
- 3. Department: Administration

**Prepared by:** Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: 10 minutes
- 5. Agenda: Consent Administrative

Background Information: Per Town Park Policy this is considered to be a Class 1 use of the park benefitting youth, therefore the fee for park use is waived. Application is attached.

- 6. Other Agency Review of Action: Douglas County
- 7. Board Action:
  - Approved Denied

□ Approved with Modifications □ Continued

0,2-19-14;12:28PM;		;775 783 7303	# 1/ 3
Gardnerville Nevada			
For Town Park	elease of Liability and Inde Use, Street Closures, and/or Sp 1407 Highway 395 Gardnerville, Nevada 89410 5) 782-7134 (775) 782-7135 Fa	pecial Events	
(US 395, SR756 require NDOT permissio	NALE DAPIC AU sion if event is to be held on pri ONIE Ø n; Waterloo/Toler/Elges require (_No	USTINS House Pole	and/or UEL PUN
Name of Applicant Organization or Busin (If a corporation is applying for use, a cer Contact Person: <u>DANM VILLAUS</u> Home Telephone #: <u>721-7111</u> Busin (If applicant is an entity, must include home corporation, must include home or busines corporation) Home or Business Address: <u>1674</u> (If applicant is an entity or corporation, m corporation) Mailing Address: <u>1674</u> <u>HWC</u> Type of Activity Town Park will be used for Will alcohol be sold or served? Yes (If alcohol to be served, it may be necessard Band or amplified music? Yes <u>No</u>	ess: DANNY VILLAUS ess: DANNY VILLAUS tified copy of the Articles of Ind BDS Supervisor of Activity: mess Telephone # 282 - 71 me or business telephone number ss telephone numbers of preside HUN 395 MIM nust include names and address TOP MINLAU tor: BBQ, MUS No_ to obtain additional appropr	30 Corporation: Yes Corporation must be attached DANM VILCA(D) 11 Fax #: 782 - 7165 principals; if applicant ent, vice president, and secret <u>KN, NV 89433</u> es of principals of entity or of <u>NV 89433</u> IC, <u>DAFFUES</u> iate liquor licenses/permits)	No Be S is a tary of
This event is Non-ProfitFor Profit	Closed to Public	Open to Public	
	6-2		

Will a fee be charged to attend the event? Yes <u>No</u> No
Date(s) Requested (include setup and tear down time): SEPT. 20 9AM-5 PM
Event hours: 9AM-5PM
Describe proposed event, concessions, fund-raisers, etc. AUSTINS HOUSE POKED PUN FUND POISE W 100% COME TO AUSTINS HOUSE DEEP PUN FUNDE STOP SO WE SERVE LUNCH, PARE OFF PRIZES AND PUNG LAVE MUSIC Town services, if any, required ELECTRICAL AUTLETS FOR MICROPHONE & SPEAKEDS
(Electrical outlets, restroom/toilet facilities, etc.)
Will you have tents, bounce houses, canopies, dance floors etc? Yes No
If Yes, specify quantity, dimesions, etc.: <u>SUADE PROVINE BY</u> <u>SIEPPA CAMPIES</u> <u>SOLOO (ANDELS)</u> <u>FOR</u> (Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage USE 5 GAULN WATER COMMINCES FOR HOLD-DOWNS Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: <u>190-150</u>
(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required) *Groups of 50 or more require a mandatory and a people of the second second second second second second second
*Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster) Event Insurance Carrier & Telephone #:
(Certificate of Insurance naming the Town as additional insured is required) Event Security Plan: SECURITY NOT NEEDED
(Submit Douglas County Sheriff's Office authorization and approval)
Water and Sanitation Plan if food is being sold or consumed during event: BOTTEN WATER IS PROVIDED IN LAPLE ICE-FILLEN TUBST FOOD IS BROUGHT IN AND SERVED PICNIC STYLE
Event Clean-up/Sanitation/Garbage Plan: WE CLEAN-UP SO UN NEED REY TO DUMPSTER, PIT STOP POTS PROVIDES FOUR ADDITRINGL PORT-A-POTTLES. (Garbage dumpsters/porta-a-cans/restrooms/etc.)
Fire/Emergency Medical Services Plan: NONE
(Submit East Fork Fire Protection District authorization and approval)
Event Parking Area: OPEN (Heritage Park Parking MUST remain open for visitors at all times)
6-3

Date:

KNNIGER VILLALOBAS

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

### WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant:	Date: 2/19/14
--	---------------

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

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

(Town Office Use Only)

Application Fees Paid:		
Deposit amount Paid:	Date Processed:	
Receipt Number:	Facility Reviewed:	
Scheduled for Town Board Ag	enda:	
Approved:		
Scheduled for Douglas County Approved:	Commissioner Agenda:	
Deposit Returned:		

A copy of the approved application MUST be at the event



### **Gardnerville Town Board**

### AGENDA ACTION SHEET

- 1. For Possible Action: Approve resolution 2014R-10, requested by County Staff to dedicate Mathias Parkway, from Virginia Ranch Road to the Virginia Ditch, to the county for maintenance, which is an extension of the Muller Parkway right-of-way and county collector road.
- 2. Recommended Motion: Funds Available: 🗹 Yes 🛛 🗌 N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: N/A
- 5. Agenda: Consent Administrative

Background Information: The County is working on the Muller extension to Mathias Parkway. Mathias will be turned into Muller Parkway, which is a collector road and will be maintained by the county. This is simply the county request for the town to give back this road for maintenance.

- 6. Other Agency Review of Action: Douglas County
- 7. Board Action:

<b>Approved</b>	
□ Denied	

□ Approved with Modifications □ Continued

### **Douglas County Board of Commissioners**

### **AGENDA ACTION SHEET**

- 1. <u>Title</u>: For possible action. Discussion to approve Resolution 2014R-010 regarding acceptance of Grant Avenue, Mathias Parkway, Crown Way, Timber Court and portions of Muller Parkway, Heybourne Road, Nye Drive and Pinenut Road for maintenance by Douglas County, and removal of Goa Way, Genoa Street and Dayton Street #2 from the list of County-maintained roads.
- 2. <u>Recommended Motion</u>: Approve Resolution 2014R-010 regarding acceptance of Grant Avenue, Mathias Parkway, Crown Way, Timber Court and portions of Muller Parkway, Heybourne Road, Nye Drive and Pinenut Road for maintenance by Douglas County, and removal of Goa Way, Genoa Street and Dayton Street #2 from the list of Countymaintained roads.
- 3. Funds Available: NA Amount: NA
- 4. <u>Prepared by</u>: Jeff Foltz, PE, Senior Civil Engineer
- 5. <u>Meeting Date</u>: March 6, 2014 <u>Time Required</u>: 5 minutes
- 6. <u>Agenda</u>: Consent
- 7. <u>Background Information</u>: Mathias Parkway was constructed in 1997 with the Jewel Commercial Park improvements, and has been maintained by the Town of Gardnerville since that time. Mathias aligns with Muller Parkway to the north and south. Mathias will soon be renamed Muller, and the Virginia Canal Crossing improvements will complete two lanes of Muller from Pinenut Road to Grant Avenue. All of the roads proposed for acceptance have been constructed to County standards.

The public right-of-way for Goa Way was abandoned in 2008 and the adjacent landowners accepted maintenance responsibilities for the road at that time. Genoa Street and Dayton Street, both in the Topaz Lake area, were not constructed to County standards and do not meet the County's minimum requirement of 50' of right-of-way.

### 8. <u>Committee/Other Agency Review:</u>

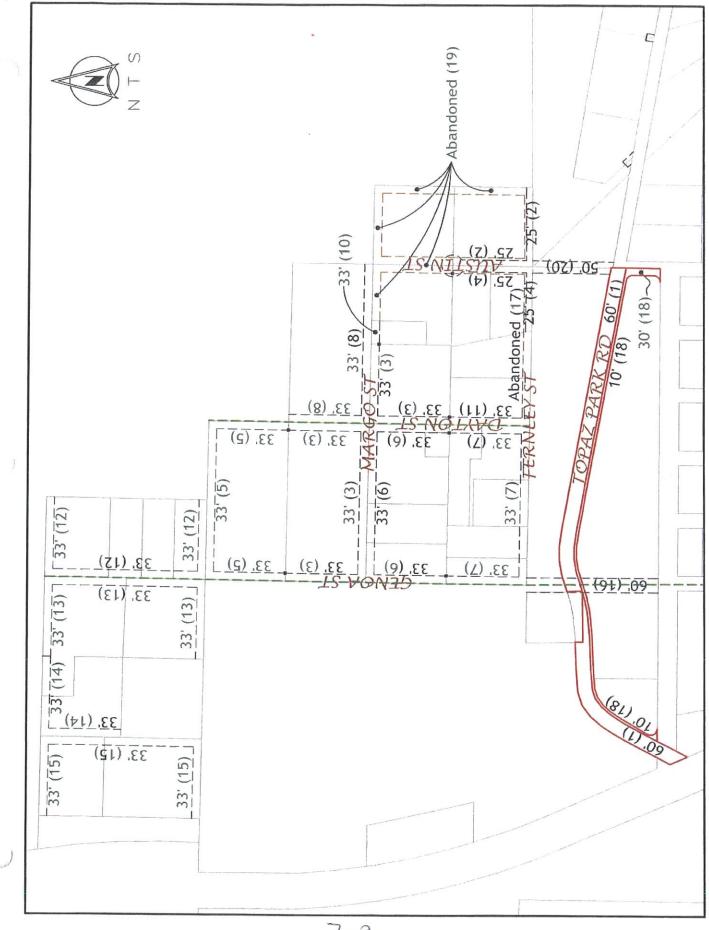
9.	<u>Reviewed by:</u>
----	---------------------

 Department Manager		County Manager
 District Attorney	<del></del>	Other

- 10. <u>Commission Action</u>:
  - \_\_\_\_\_ Approved
  - \_\_\_\_\_ Denied
  - \_\_\_\_\_ Other

\_\_\_\_\_ Approved with Modifications \_\_\_\_\_ Deferred

Agenda Item # <u>7-2</u>



U:\ACAD\Right of Way<sup>1, nut</sup> L15.dwg, 85 x 11, 2/3/2014 9:17:39 AM

7-3

### Resolution No. 2014R-010

### A RESOLUTION ACCEPTING MAINTENANCE RESPONSIBILITIES FOR GRANT AVENUE, MATHIAS PARKWAY, CROWN WAY, TIMBER COURT AND PORTIONS OF MULLER PARKWAY, HEYBOURNE ROAD, NYE DRIVE AND PINENUT ROAD FOR MAINTENANCE BY DOUGLAS COUNTY, AND REMOVAL OF GOA WAY, GENOA STREET AND DAYTON STREET #2 FROM THE LIST OF COUNTY-MAINTAINED ROADS

WHEREAS, the Douglas County Board of Commissioners did, on August 11, 1994, establish a Policy and Procedure for acceptance of paved roads constructed to County standards; and,

WHEREAS, Grant Avenue, Mathias Parkway, Crown Way, Timber Court and portions of Muller Parkway, Heybourne Road, Nye Drive and Pinenut Road were constructed to County standards; and

WHEREAS, the public right-of-way for Goa Way was abandoned in 2008 with responsibility for maintenance being transferred to the adjacent homeowners at that time; and

WHEREAS, Genoa Street in the Topaz Lake area was not constructed to County standards and has less than the minimum 50' of right-of-way required for acceptance of a road for maintenance; and

WHEREAS, Dayton Street in the Topaz Lake area was not constructed to County standards, and has at its northerly end less than the minimum 50' right-of-way required for acceptance of a road for maintenance;

NOW THEREFORE, BE IT RESOLVED that the Douglas County Board of Commissioners does accept Grant Avenue, Mathias Parkway, Crown Way, Timber Court and portions of Muller Parkway, Heybourne Road, Nye Drive, and Pinenut Road for maintenance by Douglas County, and removes of Goa Way, Genoa Street and Dayton Street #2 from the list of County-maintained roads as indicated on the attached Exhibits "A" through "I".

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by the following vote:

AYES:	
NAYS:	
ABSENT:	

)

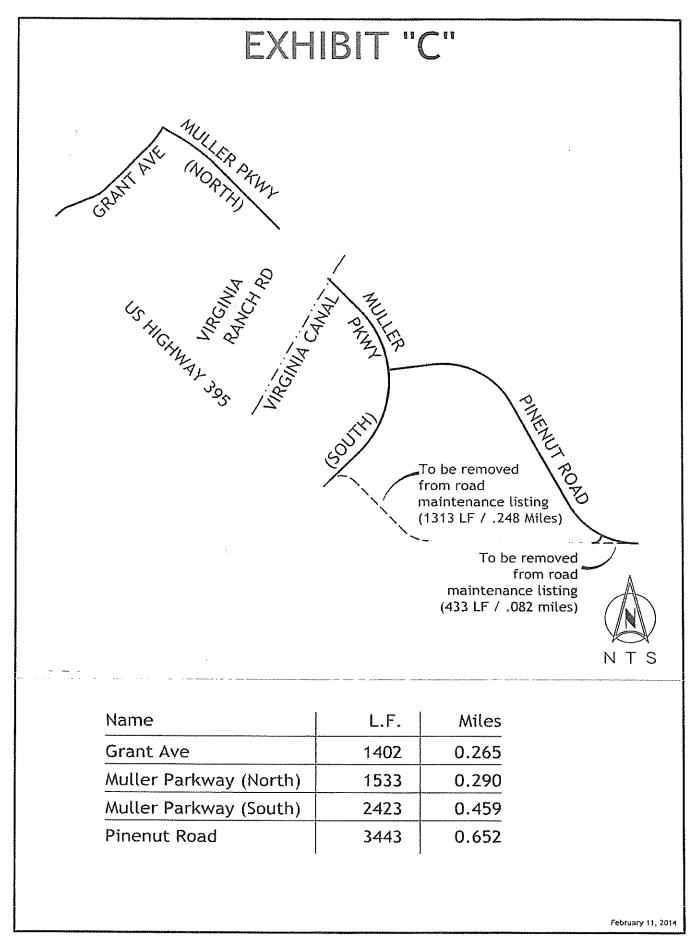
### EXHIBIT "A"

	Streets accepted	for maintenance	2	
Street Name	Vicinity	Subdivision	Gravel (mi.)	Paved (mi.)
Grant Avenue	Town of Gardnerville	Wal-Mart	N/A	0.265
Mathias Parkway	Town of Gardnerville	Jewel Commercial Park Phase 2	NA	0.124
Crown Way	East Valley	Skyline Ranch Phase 3	NA	0.36
Timber Court	East Valley	Old Sawmill Industrial Park	NA	0.263
Muller Parkway (north)	Town of Gardnerville	Wal-Mart	N/A	0.290
Muller Parkway (south)	Town of Gardnerville	Peri Enterprises	N/A	0.459
Heybourne Road	Airport	Meridian Business Park	NA	0.714
Nye Drive	Johnson Lane	Skyline Ranch Phase 3	NA	0.523
Pinenut Road	Town of Gardnerville	Peri Enterprises	N/A	0.652
		Total	0.00	3.650

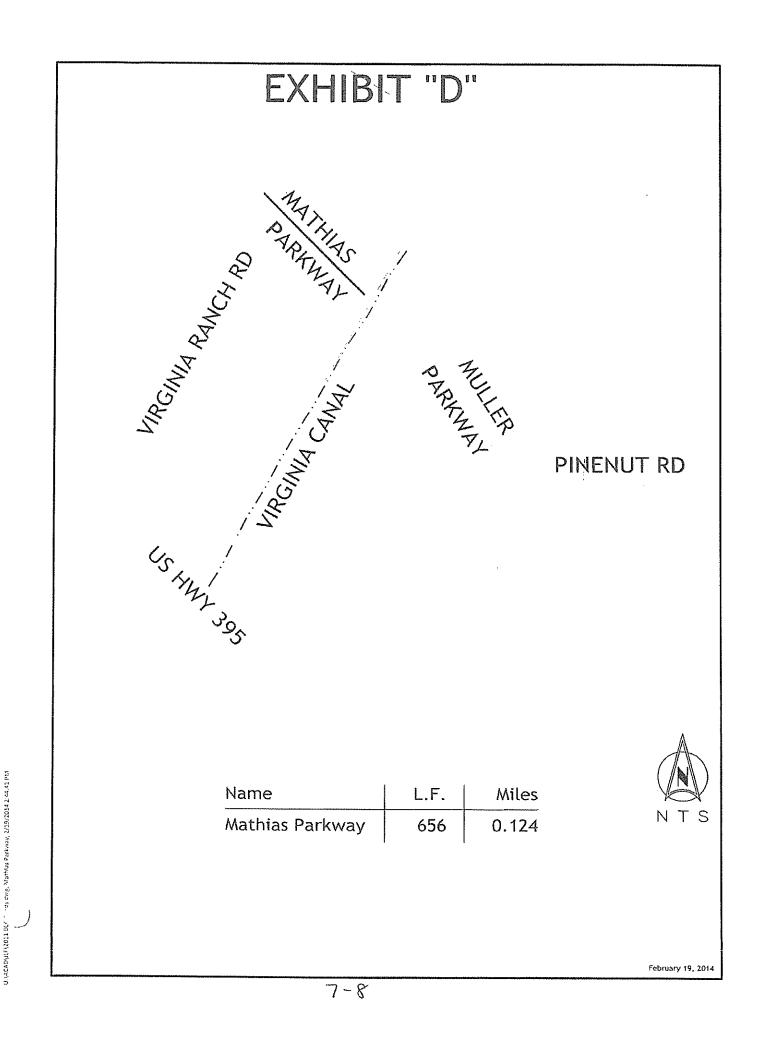
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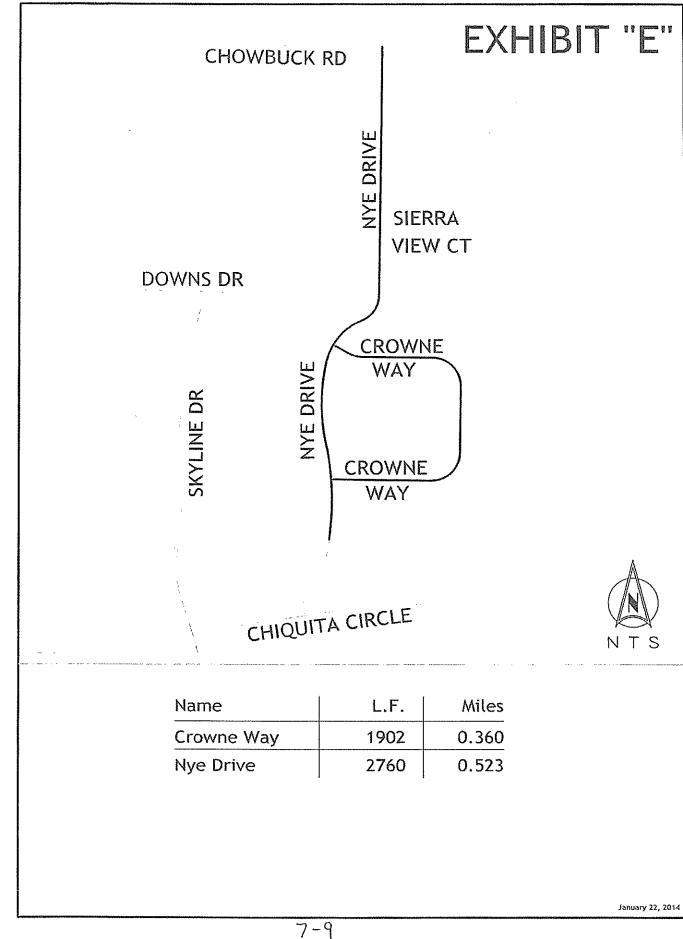
### EXHIBIT "B"

Streets rem	oved from the lis	<u>t oi County-mai</u>	ntained ro	ads
Street Name	Vicinity	Subdivision	Gravel (mi.)	Paved (mi.)
Goa Way	Foothill	NA	N/A	0.057
Genoa Street	Topaz Lake	NA	0.409	NA
Dayton Street	Topaz Lake	NA	0.249	NA
		Total	0.658	0.057

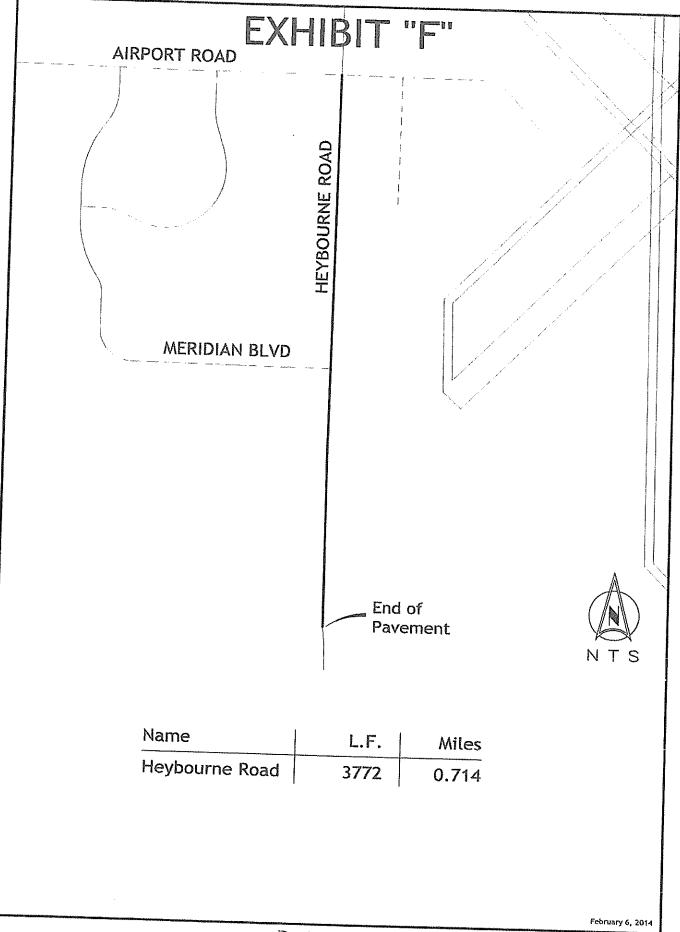


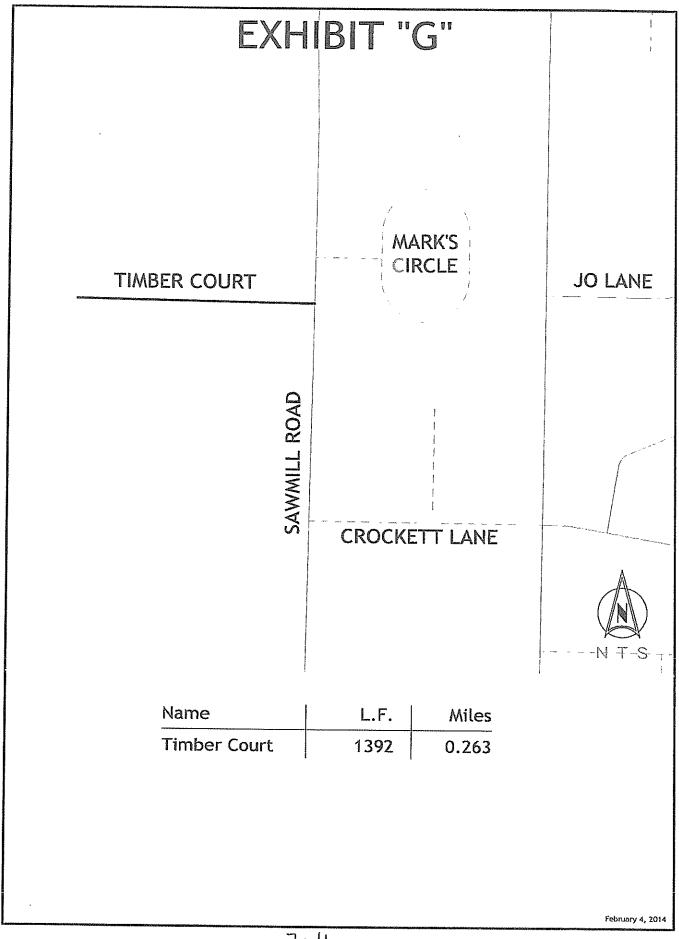
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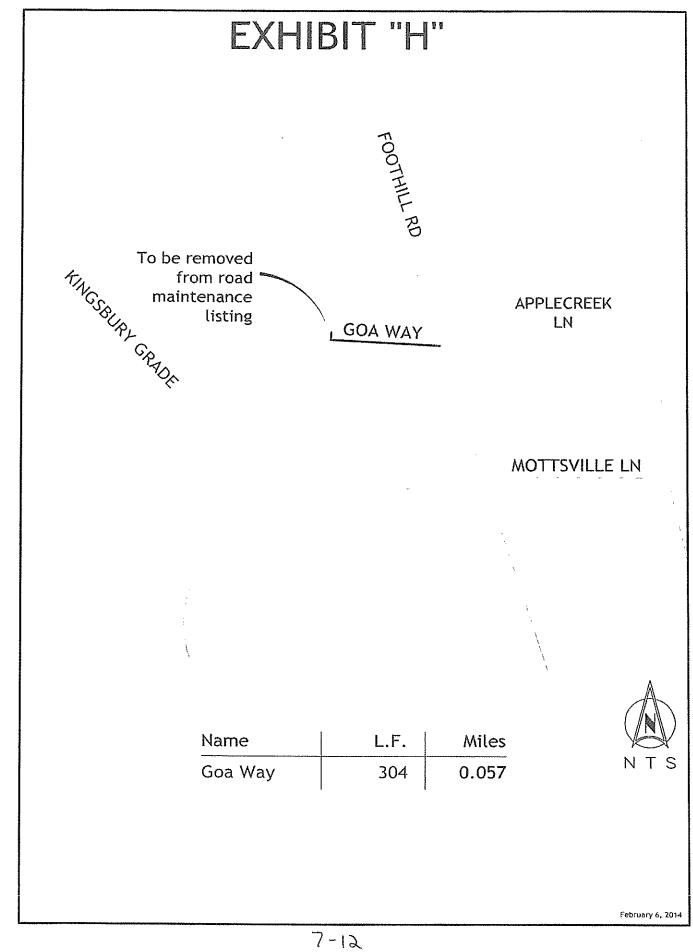
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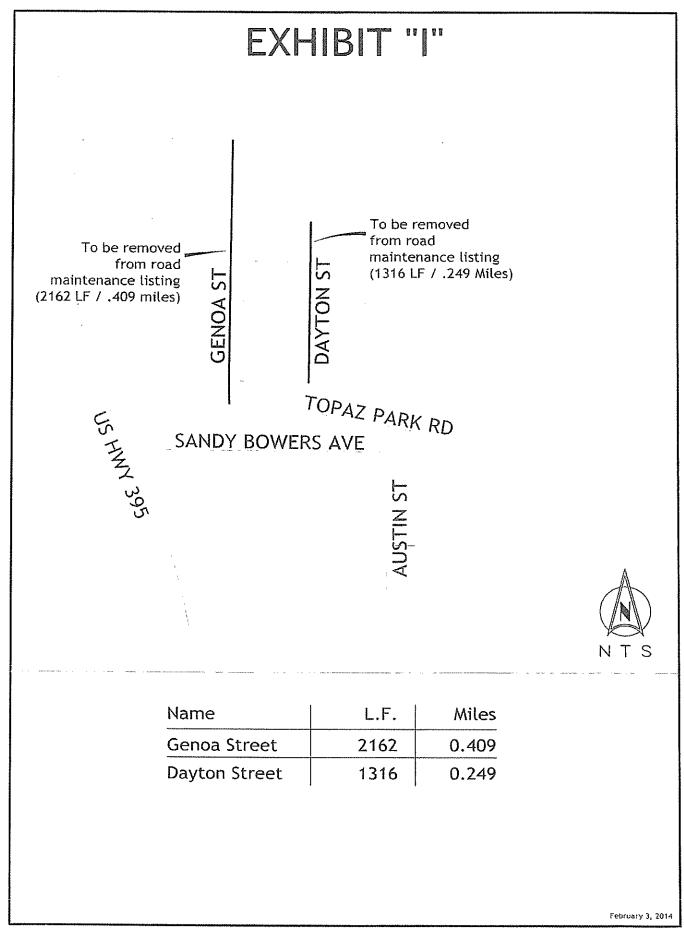


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Thread I



U. ACADU(5:2011 BCC Frads dwg. Goa Way. 2/6/2014 2.11 16 PM



U \ACAD\URV2014 BE<sup>2</sup> \*radidwg, Genus Darton Remove, 2/6/2014 2:12:56 PM

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### **Gardnerville Town Board**

### AGENDA ACTION SHEET

1.	<b>For Possible Action:</b> Discussion on the Main Street Program Manager's Monthly report of activities for February 2014.
	a. Approve, approve with modifications or deny the Main Street Gardnerville Design Committee's selected location for the Basque mural; with public comment prior to Board Action.
2.	Recommended Motion: Funds Available: 🗆 Yes 🛛 🖻 N/A
3.	Department: Administration
	Prepared by: Paula Lochridge
4.	Meeting Date: March 4, 2014 Time Requested: 10 minutes
5.	Agenda: Consent Z Administrative
	Background Information: See attached reports
6.	Other Agency Review of Action: Douglas County V/A
7.	Board Action:

□ Approved □ Denied □ Approved with Modifications □ Continued

Agenda Item #8



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

### Hello Gardnerville Town Board Members, Here is our report for activities from February 2014:

- Dorette Caldana, the President of our Main Street Gardnerville Board, is planning on presenting our annual report to the Town Board at your April meeting.
- 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.
- MSG Board Member Susie Biaggini has resigned. She started a new job in Carson and she no longer has the time available to dedicate to the program. A press release will be sent out soon announcing the vacancy. The applicants for this position shall reside, be a lessee, or own property in the program area, as defined by Article IV, Section 7 of the Main Street Gardnerville By-Laws.
- Carol Sandmeier, Vice-President of the MSG Board and Chair of the Design and Heritage Park Gardens Committees, will:
  - o Discuss the action item for Design Committee's Mural Project location.
  - Present her quarterly report to the Town Board.

### **Upcoming Conferences:**

- Rural Round Up in Ely, April 30-May 2. Sending Ken Miller
- California Main Street Alliance Annual Conference, in Hanford, CA, March 26-28. Sending Board Members Carol Sandmeier and Stephanie Waggoner
- National Main Street Conference in Detroit, May 18-21. Sending Program Manager Paula Lochridge & Board Member Stephanie Waggoner.

Thank you for your continued support of our program.

Paula Sochridge

Paula Lochridge Program Manager, Main Street Gardnerville

### Upcoming events and dates:

- Cash Mob: Saturday, March 1<sup>st</sup> at Quail Cottage Antiques. (*Flyer in your packet*)
- Heritage Park Gardens Work Day and Meet & Greet, March 1<sup>st</sup>. (*Press release in your packet*)
- Monthly Morning Coffee Meeting, Tuesday, March 4<sup>th</sup>, at 8:30 am at Sharkey's Casino. (*Flyer in your packet*)

Main Street Gardnerville Attn: Paula February 19, 2014

Dear Paula,

It sadden me to say, but I have to resign from Main Street Gardnerville as a Board member and Promotions Committee chairperson. As you know I have taken on a new job with the DMV and my new hours are a lot later than they have ever been. I would not be able to attend any meetings or help with the wine walk.

I have truly loved taking care of the wine walk and helping you in any way I could. I am so sorry to give you this news. If my hours change later on down the road, I would love to come back.

Thank you for everything, including our friendship. I hope to never lose that.

Sincerely,

Susie Biaggini



February 20, 2014

Susie Biaggini

Dear Susie,

I accept your resignation from the Main Street Gardnerville Board of Directors. You have been an important part of our team as we strive to improve the downtown corridor of Gardnerville. Your expertise and creativity will be greatly missed.

Please know that Main Street Gardnerville values the time and contributions you have made to the board and the organization as a whole. Best wishes for your continued success in your new career and in your volunteer contributions to our community.

Respectfully,

atte of Caldana

Dorette L. Caldana, President Board of Directors

### BEVERLY A. CAPUTO ARTIST

Gardnerville, NV 89460

### **PROJECT# 01232014**

DATE: 01/023/2014

**CLIENT:** Main Street Gardnerville 1407 Main Street, Gardnerville, NV 89410 (775) 782-8027

**PROJECT:** Basque public mural

**PROJECT DESCRIPTION:** 12' x 16' Basque Mural to be painted on six 4' x 8' panels.

**PROJECT FEE:** \$6000.00 (\$5000 artist fee + \$1000 materials fee)

**RETAINER DEPOSIT:** \$1000.00 (received 1/23/14)

**STARTING DEPOSIT:** \$2500.00 (1500.00 artist fee + 100% materials fee) Balance of artist fee due upon completion of mural painting.

START DATE: TBD 2014

WORK SCHEDULE: TDB Estimate 60 days

8-5a



1407 Hwy 395, Gardnerville, NV 89410 775-782-8027 • Info@MainStreetGardnerville.org MainStreetGardnerville.org

To the right is a simple line drawing for composition.

Shown below is the Basque Mural the artist, Beverly Caputo, did at Sharkey's and in the lower right hand corner one of the boxes she painted in Genoa, just to show you the quality of her finished work.

These two pieces of artwork are not in color, but the larger mural would can be represented in the proposed sketch will be.

We are hoping to finalize a location for the larger mural soon. The Basque

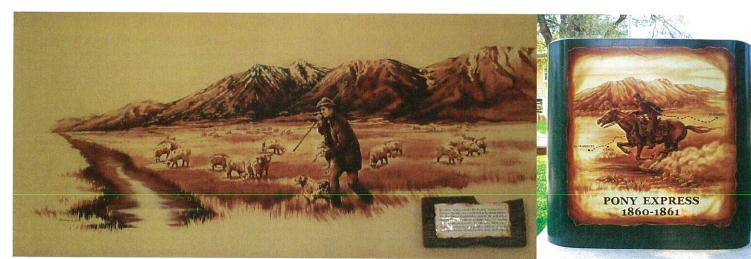
Mural is to be 12' x 16', painted on six 4' x 8' panels. (However, size is dependent on location selected.)

This is the side view of the Overland building.

#### Basque Mural Project for the Main Street District

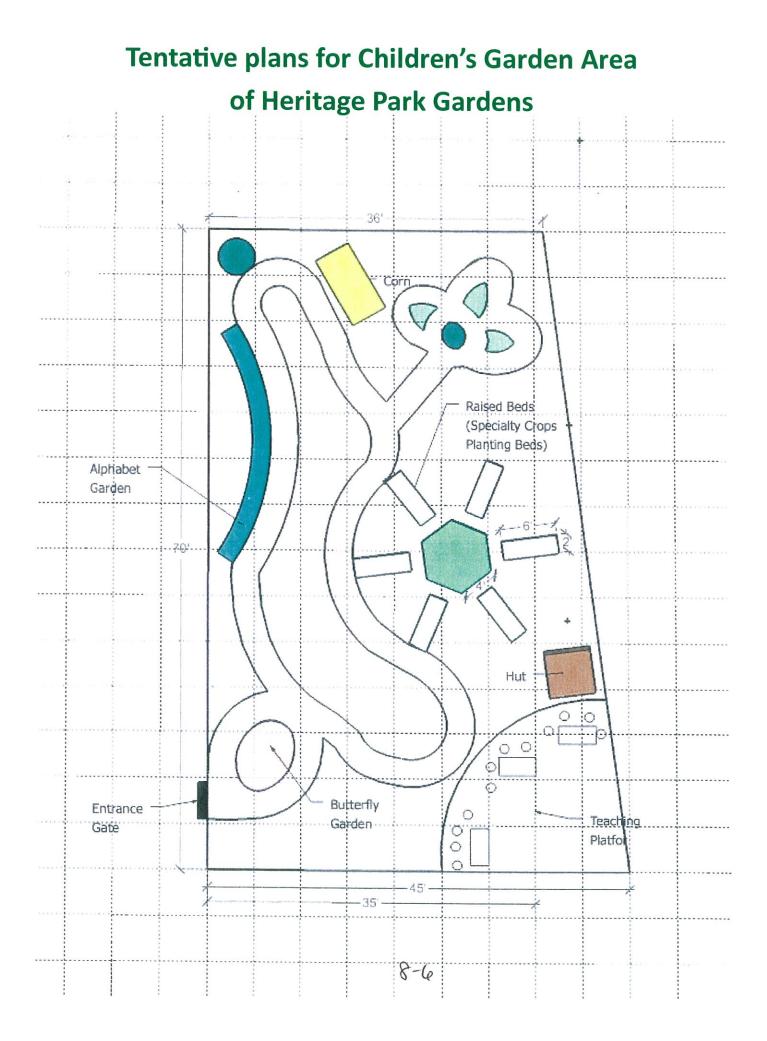






8-5

#### Samples of the artist's work...



#### 1. WHAT?

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

#### 2.WHERE?

Quail Cottage

Antiques

1459 Hwy 395 N

#### **QUESTIONS?**

MainStreetGardnerville.org info@MainStreetGardnerville.org

#### 775.782.8027





3. WHEN? Saturday, March 1st 10 am—5:30 pm

#### 4. HOW?

They will be hosting a party and will offer 15% off store-wide the day of the mobbing. A list of some of the items you'll find under \$20 include: Depression Glass; Crystal; Vases; Tea Cups; Collector Spoons; Decorative Items; Trinkets; Music Boxes; Jewelry; and much more. Refreshments will be served.

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

8-7



Press Release: Main Street Gardnerville's Heritage Park Gardens Spring Kickoff, March 1st Release Date: Immediate Release as of 2/13/14 Contact: Paula Lochridge, Program Manager Phone: 775.782.8027 E-Mail: plochridge@mainstreetgardnerville.org

#### Heritage Park Gardens Event press release:



It's Spring Kickoff time at Heritage Park Gardens on Saturday, March 1<sup>st</sup> at 1pm, weather permitting. Community garden plots of varying sizes will be available for rent for the 2014 growing season, and there will be refreshments, a seed giveaway, and "Garden Goodies" yard art available.

Volunteers will be on site working to get the garden in shape for the coming planting season, so bring a hat and gloves if you'd

like to join in and help. Or take a walk around the labyrinth, tour the gardens, and learn about this year's Children's garden project. Heritage Park Gardens is a project of Main Street Gardnerville and Town of Gardnerville. Contact: Carol <u>cjsandmeier@aol.com</u> or Paula 782-8027 or <u>PLochridge@mainstreetgardnerville.org</u>.





#### Calendar item:

**Garden Event:** Spring Kickoff at Heritage Park Gardens, **Sat. Mar 1<sup>st</sup>, 1pm.** Garden beds for rent, refreshments, seed giveaway, "Garden Goodies". Also a workday, bring hat and gloves if you wish to help. Contact: Carol <u>cjsandmeier@aol.com</u> or Paula 782-8027.

8-8

Ph: 775.782.8027

Main Street Gardnerville 27 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 www.mainstreetgardnerville.org

Fax: 775.782.7135

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

#### Spring is in the air at Heritage Park Gardens

#### **Staff Reports**

It's spring kickoff time at Heritage Park Gardens 1 p.m. March 1, weather permitting.

Community garden plots of varying sizes will be available for rent for the 2014 growing season. There will also be refreshments, a seed giveaway, and garden goodies yard art available for a donation.

"It's a great way to meet all the volunteers who have been working on the project, and the people from the community who help support the project by renting the plots," Main Street Gardnerville Director Paula Lochridge said.

Heritage Park Gardens began three years ago and has grown to 15 beds. There are six plots available to rent with costs varying from \$30-\$70 a season depending on size.

"If more come we'll take names and build more gardens," garden committee chairwoman Carol Sandmeier said. "We're not going to turn anyone away."

Volunteers will be on site working to get the garden in shape for the coming planting season, so people are encouraged to bring a hat and gloves if they'd like to help.

Guests can also take a walk around the labyrinth that was constructed last summer, tour the gardens, and learn about this year's children's garden project.

The 50-by-75-foot children's garden will include plots for children, and offer educational classes on growing their own food. It was made possible through a \$6,000 specialty block crop grant through the USDA.



SHANNON LITZ FILE PHOTO

Sandi Morrison of Minden plants tomatoes in the community garden at Heritage Park on June 22.

As an accent to the community garden, the labyrinth is a circular meditative walking path lined with painted rocks, leading to a larger rock in the middle.

Heritage Park Gardens is a project of Main Street Gardnerville and Town of Gardnerville.

For more information, contact Carol at cjsandmeier@aol.com, or Lochridge at 782-8027 or PLochridge@mainstreetgardnerville.org.



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.

## TIMES



### A.V.I.D. compiles 327,823 hours of community service in 2013

February 20, 2014 · by carsonvalleytimes · in COMMUNITY. ·

Story courtesy of A.V.I.D.

A.V.I.D., Active Volunteers in Douglas, has completed compilation of the contribution of its twenty-seven member organizations. These organizations have over 5,228 volunteers who contributed 327,823 hours of service to Douglas County communities in 2013. Based on the value of volunteer time determined by Independent Sector, that contribution has a value of at least \$7,376,017.

What a rich resource we have in our volunteers! The members of A.V.I.D. are: Boys and Girls Club of Northern Nevada, Community Emergency Response Team (CERT), Carson Valley Arts Council, Carson Valley Community Theatre, Carson Valley Medical Center, Carson Valley Food Closet, Court Appointed Special Advocates (CASA), Douglas Animal Welfare Group (DAWG), Douglas County Back Pack Buddies, Douglas County Employment Development and Training Program, Douglas County Historical Society, Douglas County Public Library, Douglas County School District, Douglas County Senior Center, Douglas County Parks and Recreation, Douglas County Sheriff's Department, ESL-In-Home Program of Northern Nevada, Family Support Council, Kids and Horses, Main Street Gardnerville, Medical Reserve Corps of Northern Nevada Health and Human Services, Minden-Tahoe Airport, Mothers Against Drunk Driving (MADD), Partnership of Community Services, Tahoe Youth and Family Services, Special Advocates for Elderly (SAFE), and Suicide Prevention Network.

A.V.I.D's purpose guides its programs: To promote, maintain and support volunteerism in all county communities and provide avenues for recognition and encouragement of volunteers. The A.V.I.D. website is <u>www.douglasvolunteers.org</u>. All Douglas County non-profits who use volunteers are invited to join. Contact Sgt. Pat Brooks (<u>LPbrooks@co.douglas.nv.us</u>) or Mary Ellen Conaway (<u>meconaway@charter.net</u>) for application form. Volunteers in all member organizations will be attending the annual A.V.I.D. picnic September 7<sup>th</sup>.

8-11



1407 Hwy 395, Gardnerville, NV 89410 775-782-8027 • Info@MainStreetGardnerville.org MainStreetGardnerville.org

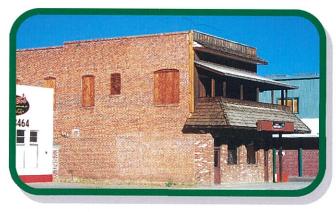
#### Basque Mural Project for the Main Street District

To the right is a simple line drawing for composition.

Shown below is the Basque Mural the artist, Beverly Caputo, did at Sharkey's and in the lower right hand corner one of the boxes she painted in Genoa, just to show you the quality of her finished work. These two pieces of artwork are not in color, but the larger mural represented in the proposed sketch will be.

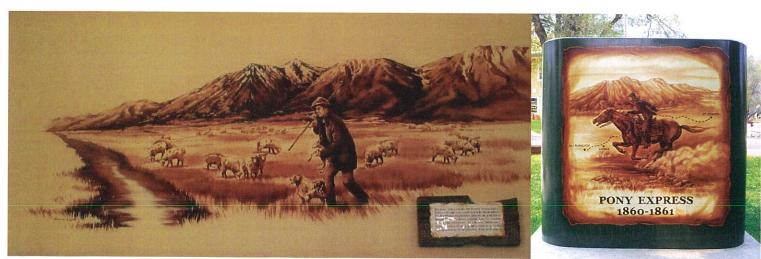
We are hoping to finalize a location for the larger mural soon. The Basque Mural is to be  $12' \times 16'$ , painted on six 4' x 8' panels. (However, size is dependent on location selected.)





This is the side view of the old Pyrenees Building..

Samples of the artist's work...





#### Are <u>YOU</u> the Missing Piece to the Puzzle? Join Us In

#### **Celebrating Success on Main Street**

Wednesday, April 9, 2014 - 6:00 – 8:00 pm Carson Valley Museum and Cultural Center 1477 Main Street in Gardnerville

April is National Volunteer Appreciation Month and we want to celebrate with you!

Please join us as we honor all of our Main Street Gardnerville Volunteers and Businesses for their support, service and dedication assisting with the revitalization efforts of the Main Street District!

You'll have the chance to meet those who are passionate about our community as well as those individuals who truly appreciate the efforts that our volunteers and businesses put forth.

Appetizers will be provided along with a no host bar.

RSVP <u>Required</u> for you and a guest by Wednesday, April 2, 2014 775.782.8027 or via email PLochridge@MainStreetGardnerville.org



#### **Gardnerville Town Board**

#### **AGENDA ACTION SHEET**

- 1. For Possible Action: Discussion on a request by Main Street Gardnerville and the Carson Valley Visitors Authority to hang 18"x 30" banners on decorative light poles within downtown, Mission Street to Church Street from January through June; with public comment prior to Board action.
- 2. Recommended Motion: Motion to approve the installation of the 18"x30" street banners on the banners along highway 395 from Mission Street to Church Street sponsored by the town, Main Street and the Carson Valley Visitors Authority. Funds Available: ☑ Yes ☑ N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: 15 minutes
- 5. Agenda: Consent Administrative

Background Information: This concept was presented to the Town Board a few years ago and was not permitted at that time. We do have a history of banners on the larger light poles around the Waterloo Lane area, which the chamber installed on the existing cobra head street light poles. That program was costly; banners did not last for a long time in the weather and wind. There have been significant developments in the banner material over the years. The materials now are more durable in the sun and windy conditions. It will be important that they look good and are refreshed frequently. Until we get something up we will not know how they will handle our Nevada sun. With the Visitors Authority wanting to do banners on the poles, some discussion has taken place and the attached concept is the result of those discussions. Staff thinks it is time to get some decorations on the poles during the off season from January to June, then flowers through September and November the Christmas decorations go up. We can alternate the flowers and the banners to reduce the number of flowers depending on the demand for hanging basket sponsorships, or remove the banners and put up the flowers along 395.

- 6. Other Agency Review of Action: Douglas County V/A
- 7. Board Action:

Approved Denied □ Approved with Modifications □ Continued

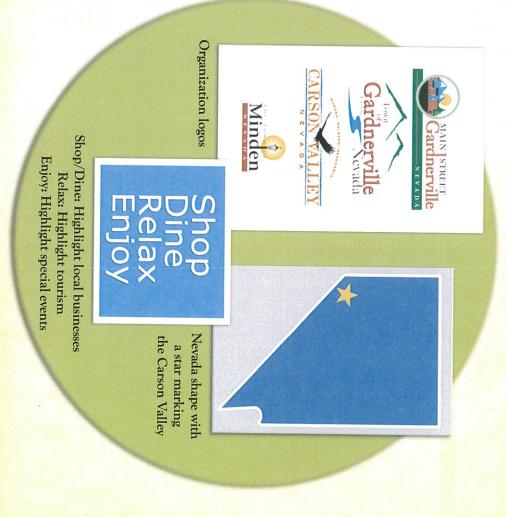
# **Banner Project Outline**

- 0 Purpose: To enhance the streetscape of Main Street Gardnerville
- along HWY 395 Objective: Design light pole banners to be displayed
- O Design Considerations:
- Highlight local businesses
- Include the Carson Valley Visitors Authority logo
- Adoptable by the Town of Gardnerville or Minden
- Appeal to vehicle drivers (color/font selection)



## Design Elements

- O Organization Logos
- A symbol to reflect
   the location of
   the Carson Valley
- Headline: grab attention of local residents AND visitors

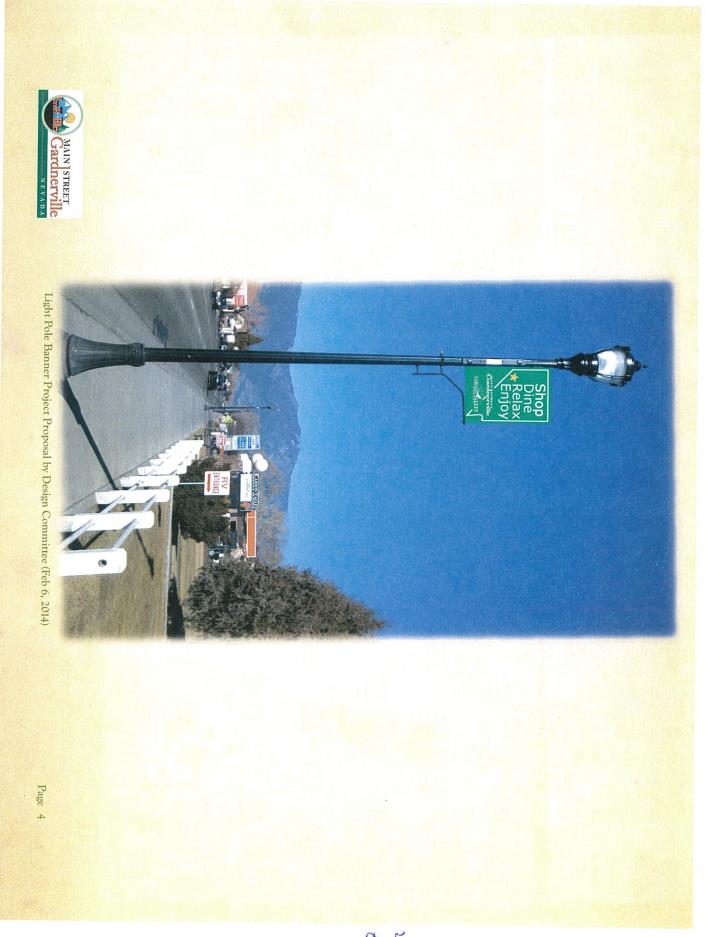




Light Pole Banner Project Proposal by Design Committee (Feb 6, 2014)

Page 2





# **Design Action Plan--Streetscape**

# **Responsible: Design Committee**

Goal: Assist the Town administration with continued streetscape additional pieces of street furniture maintained public investments, more consistent signage and 10 improvements including the highest level of cleanliness and well

Step #

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Strategy Number: BUDGET

\* \$5,000 N

							#
Design and purchase banner flags to install 2014/2015. Basque mural creation and placement within the district in 2014/2015.		Update Sidewalk Gallery on empty bldg. at the corner of Main and Eddy Streets as needed.	Research signage needs for MSG and obtain bids and possible funding options	Maintain displays and information in Kiosk	Placement & installation of benches	Secure sponsors for benches and plaques	Action Step
Paula/Carol/Tom Carol/Tom/Paula/Yu		Stephanie/Carol	Carol/Jennifer/Tom	Paula/Carol/Sandi/Yu	Carol S./Geoff/Tom	Carol S./Paula/Design Committee	Who's Responsible
Ongoing	7/1/2014	as needed Ongoing 7/1/2014 Ongoing		as needed	Ongoing	Start Date	
6/30/2015	5/15/2015	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Date Due
							Date Done
Coordinate efforts with the Carson Valley Visitors Authority and Towns. (*Possibly up to \$4,000 needed for this project.)	Determine date(s) and needs with Town. Recruit volunteers as needed. Weather & scheduling premitting.	Working with DHS Photo Club and other organizations on this project	To include gateway signage	weekly updates of posters & event info.	Possible additional costs for installation and easements	Sponsors will be presented with a certificate at each bench warming event.	Status
	purchase banner flags to install Carol/Tom/Paula/Yu Ongoing 6/30/2015	vecute Town "Clean-up" Day     Paula/Carol/Tom     7/1/2014     5/15/2015       purchase banner flags to install     Carol/Tom/Paula/Yu     Ongoing     6/30/2015	ewalk Gallery on empty bldg. at the Aain and Eddy Streets as needed.Stephanie/CarolOngoingOngoingkecute Town "Clean-up" DayPaula/Carol/Tom7/1/20145/15/2015purchase banner flags to install .Carol/Tom/Paula/YuOngoing6/30/2015	ignage needs for MSG and obtain bidsCarol/Jennifer/Tom7/1/2014Ongoingle funding optionsewalk Gallery on empty bldg. at the Main and Eddy Streets as needed.Stephanie/CarolOngoingOngoing//ain and Eddy Streets as needed.Paula/Carol/Tom7/1/20145/15/2015//wecute Town "Clean-up" DayPaula/Carol/Tom7/1/20145/15/2015//purchase banner flags to install .Carol/Tom/Paula/YuOngoing6/30/2015	isplays and information in KioskPaula/Carol/Sandi/YuOngoingOngoingignage needs for MSG and obtain bidsCarol/Jennifer/Tom7/1/2014Ongoingle funding optionsStephanie/CarolOngoingOngoingewalk Gallery on empty bldg. at the Aain and Eddy Streets as needed.Stephanie/CarolOngoingOngoing/ain and Eddy Streets as needed.Paula/Carol/Tom7/1/20145/15/2015Stephanie/Carol/ain and Eddy Streets as needed.Paula/Carol/Tom7/1/20145/15/2015Stephanie/Carol/ain and Eddy Streets as needed.Paula/Carol/Tom7/1/20145/15/2015Stephanie/Carol/Tom/ain and Eddy Streets as needed.Paula/Carol/Tom7/1/20145/15/2015Stephanie/Carol/Tom/ain and Eddy Streets as needed.Paula/Carol/Tom7/1/20145/15/2015Stephanie/Carol/Tom/ain and Eddy Streets as needed.Paula/Carol/Tom/Paula/YuOngoing6/30/2015Stephanie/Carol/Tom	& installation of benchesCarol S./Geoff/Tomas neededOngoingisplays and information in KioskPaula/Carol/Sandi/YuOngoingOngoingignage needs for MSG and obtain bidsCarol/Jennifer/Tom7/1/2014Ongoingle funding optionsCarol/Jennifer/Tom7/1/2014Ongoingewalk Gallery on empty bldg. at the ewalk Gallery on empty bldg. at the Aain and Eddy Streets as needed.Stephanie/CarolOngoingOngoing/ain and Eddy Streets as needed.Paula/Carol/Tom7/1/20145/15/2015/purchase banner flags to installCarol/Tom/Paula/YuOngoing6/30/2015	nsors for benches and plaquesCarol S./Paula/Design CommitteeOngoingOngoing& installation of benchesCarol S./Geoff/Tomas neededOngoing& installation of benchesCarol S./Geoff/Tomas neededOngoingisplays and information in KioskPaula/Carol/Sandi/YuOngoingOngoingignage needs for MSG and obtain bidsCarol/Jennifer/Tom7/1/2014Ongoingle funding optionsCarol/Jennifer/Tom7/1/2014Ongoingewalk Gallery on empty bldg. at the ewalk Gallery on empty bldg. at the Aain and Eddy Streets as needed.Stephanie/CarolOngoingOngoing/ain and Eddy Streets as needed.Paula/Carol/Tom7/1/20145/15/2015/ecute Town "Clean-up" DayPaula/Carol/Tom7/1/20145/15/2015/purchase banner flags to installCarol/Tom/Paula/YuOngoing6/30/2015

\*If \$4,000 is not entirely used for the banners project, the remaining money will go back into the general fund

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#### Flower Basket Project

	Grown	Cost Per Basket to Grow	Cost for all baskets	Sold	Left Available	Sponsorship Cost per basket	Total Raised
2009	55	\$40.00	\$2,200.00	51	4	\$60.00	\$3,060.00
2010	68	\$50.00	\$3,400.00	58	10	\$75.00	\$4,350.00
2011	68	\$50.00	\$3,400.00	54	14	\$75.00	\$4,050.00
2012	68	\$50.00	\$3,400.00	56	12	\$85.00	\$4,200.00
2013	68	\$55.00	\$3,740.00	68	0	\$85.00	\$5,745.00
2014	68	\$55.00	\$3,740.00		in progress	\$85.00	



#### **Gardnerville Town Board**

#### **AGENDA ACTION SHEET**

- 1. For Possible Action: Discussion on a request to approve a town event application by the Family Support Council for Grillin & Chillin BBQ Cook Off to be held at Heritage Park June 7, 2014 from 6:00 a.m. to 11:00 p.m., and waive fees associated with the rental of the park, considered to be a Class II use per policy. Appearance by a Family Support representative; with public comment prior to Board action.
- 2. Recommended Motion: Motion to approve the town event application by the Family Support Council for Grillin & Chillin BBQ Cook Off to be held at Heritage Park June 7, 2014 from 6:00 a.m. to 11:00 p.m. and deny waiving class II park use fee.
- 3. Funds Available: 🗌 Yes 🛛 🖾 N/A
- 4. Department: Administration Prepared by: Tom Dallaire
- 5. Meeting Date: March 4, 2014 Time Requested: 10 minutes
- 6. Agenda: Consent Administrative

Background Information: Family Support Council is a 501c3 organization. According to the park use policy this could fall either in Class I or Class II uses. Applicant needs to provide information on what the event proceeds will benefit. Park policy is included for your review. Class I uses currently state youth organizations and this could go either way. Class II reduces the park fee by 50% and is for non-recreation community groups when funds raised support community charitable, or recreational activities.

This event covers 17 hours of park use. 6:00 am starts the event set up with the actual event starting later in the morning. The event needs to end at 10:00 p.m. with event cleanup extending until 11:00 pm. A street closure fee and application will be required. The Class II allows a reduction of park use fee of 50%, which may or may not cover town staff time on dropping of extra trash totes, providing extra bags for event use, plus paying for the electricity and extra lighting of the pavilion for the band. A fee needs to be paid for use of the park for such a large event.

- 7. Other Agency Review of Action: Douglas County N/A
- 8. Board Action:
  - □ Approved □ Denied

□ Approved with Modifications □ Continued



10 GET US ALC INFO 134 2114 70 MAR BROMTE TO Deposit 1/21/14 1/2 4300

#### Reservation Form and Release of Liability and Indemnification Agreement

For Town Park Use, Street Closures, and/or Special Events 1407 Highway 395 Gardnerville, Nevada 89410 (775) 782-7134 (775) 782-7135 Fax

Date of Application: Clamary 31, 3014

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

Location of Event/Activities: <u>Haitage</u> Hask (Submit letter of property owner's permission if event is to be held on private property)

Street(s) proposing to be closed: Court house Col Stange House Red . (US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes 🔀 No

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

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

Name of Applicant Organization or Business. Family Support Council Corporation: Yes\_\_\_\_\_ No\_\_\_\_ (If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached). Contact Person Kame Koune Shirley Jibs, Supervisor of Activity: Kame Korner Home Telephone #: 690-9184 Business Telephone #\_\_\_\_\_ Fax #265-9262 (If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation) Home or Business Address: 1255 Waterloo Lane A Sandrerville 89410 (If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation) Mailing Address: Same Type of Activity Town Park will be used for: Aillin & Chillin BB2 Cask SFF Will alcohol be sold or served? Yes 🔀 No\_ (If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits) Band or amplified music? Yes No\_\_\_\_\_ This event is Non-Profit\_\_\_\_\_ For Profit\_\_\_\_\_ Closed to Public\_\_\_\_\_ Open to Public 🔀

Will a fee be charged to attend the event? Yes <u>&gt;</u> No
Date(s) Requested (include setup and tear down time) June 7, 2014
Event hours: 6dm - 11pm
Describe proposed event, concessions, fund-raisers, etc: 4073 20 Anil Contestante erch w/ Own 10x10 fint/grill station, and, raffle tickets, bornne house, bar
Town services, if any, required: electrical outlets (all) both noom facilities
(Electrical outlets, restroom/toilet facilities, etc.)
Will you have tents, bounce houses, canopies, dance floors etc? Yes <u></u> No
If Yes, specify quantity, dimesions, etc.: burce house 20x20 that's Desited (10x10)
(Stakes are not permitted for use in securing tents, etc., bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)
Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: $522 - 620$
(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required) *Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster) Event Insurance Carrier & Telephone #:
(Certificate of Insurance naming the Town as additional insured is required)
Event Security Plan:
Submit Douglas County Sheriff's Office authorization and approval) Water and Sanitation Plan if food is being sold or consumed during event:
Event Clean-up/Sanitation/Garbage Plan: Muds 2 bin + ligular Caro Oroun (All & 6495 So Cim S CAN be Englished park Garbage dumpsters/porta-a-cans/restrooms/etc.)
ire/Emergency Medical Services Plan: Dave Aymanni
Submit East Fork Fire Protection District authorization and approval)
vent Parking Area: Spence Properties WILL be contracted for permission Jeritage Park Parking MUST remain open for visitors at all times)

1

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

#### WAIVER OF LIABILITY

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

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

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

- Date: 1-21-14 luga Kileson Date: 1/21/14

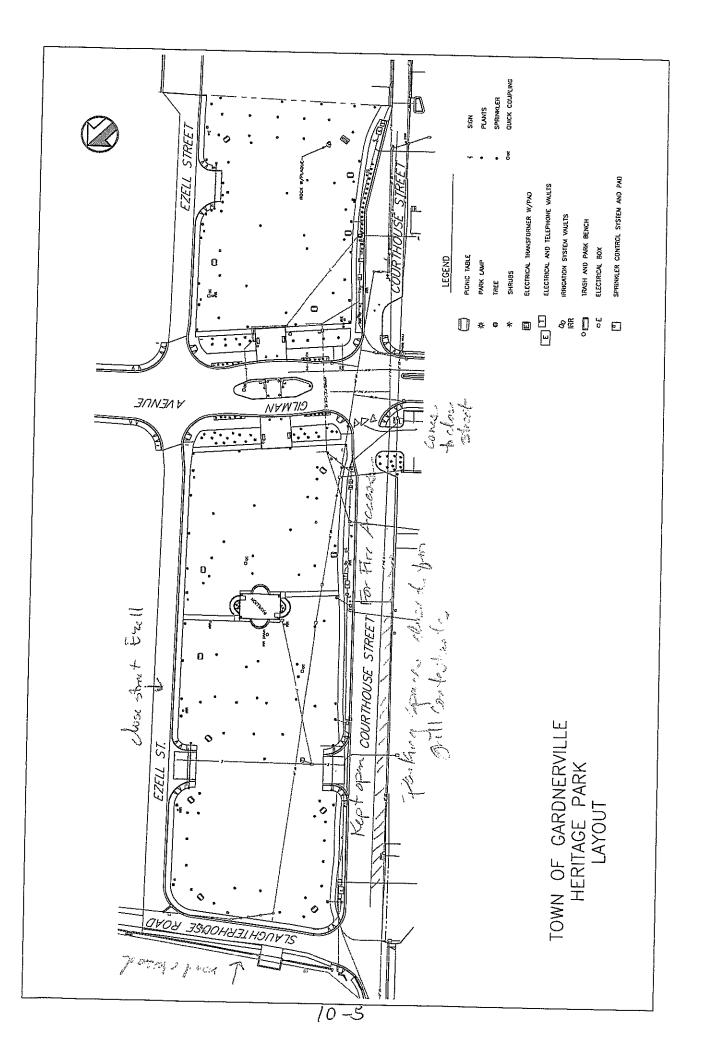
(If applicant is a corporation, must include signature of president, vice president, and secretary of corporation)

Printed Name(s) of Authorized Representative(s) of Applicant above: Whene 1

(Town Office Use Only)

Application Fees Paid:	
Deposit amount Paid:	Date Processed:
Receipt Number:	Facility Reviewed
Scheduled for Town Board Ager	da:
Approved:	
Scheduled for Douglas County (	ommissioner Agenda
Approved:	station and a second and a second a s
Deposit Returned:	_

A copy of the approved application MUST be at the event





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THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.											
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1	OUCER Tren Reed Insurance, Inc.			775-782-2277		СТ					
152	1 Highway 395 North dnerville, NV 89410			775-782-7387	PHONE (A/C, No E-MAIL	, Ext):		FAX (A/C, No):			
Toc	d R. Wilcks				ADDRESS:						
					INSURER(S) AFFORDING COVERAGE N/						
INS	IRED Family Support Council							. of Nevada			
	P O Box 810 Minden, NV 89423				INSURE	RC:					
					INSURE	RD:					
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1407 Hwy 395			AUTHO	RIZED REPRESE	NTATIVE						
	Gardnerville, NV 89410				AUTHORIZED REPRESENTATIVE Todd R. Wilcks						
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						© 1988	-2010 ACO	RD CORPORATION. All r	ights reserved.		

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#### TOWN OF GARDNERVILLE PARK USE AND RESERVATION POLICY RULES AND REGULATIONS

(Revised in January 2013)

#### 1. Park Use and Reservation Policy:

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

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

No person or entity shall use Town parks without compliance with this Park Use and Reservation Policy ("Policy"). Any person desiring to use a Town park for an event must first apply to the Town office for a permit issued by the Board for the conduct of the event within the park. Any completed application will be placed on the next available Board agenda for consideration and possible approval by the Board after its review and approval by the Gardnerville Town Manager ("Manager").

#### 2. <u>Board Findings</u>:

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

- a. Youth activities are to be supported and subsidized to ensure an open and inviting park-use environment. The Town will not charge a fee for youth activities except for minimum fees necessary for security and/or cleaning of Town park facilities.
- b. Adult activities are also to be supported, but are subject to fees based on a greater ability to support and pay for use of Town parks.
- c. Youth-oriented community organizations should be allowed to maximize fundraising efforts in support of a non-profit youth activity organization.
- d. All requests are subject to the Manager's priority ranking to ensure reservation of Town parks.

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- e. Deposits and insurance requirements will be required according to the schedule set forth in this Policy to ensure continuing availability and security of Town parks.
- f. Additional fees may be charged beyond the minimum fees, at the discretion of Town staff, when the impact on the Town in accommodating the park use is beyond normal operations, such as Town staff overtime and cleanup costs.
- g. Uses of Town parks which are for commercial purposes, or other uses creating major impacts on the park facilities, will be reviewed by the Manager on a case-by-case basis. The Manager's recommendation shall be provided to the Board prior to approval of such park use.

#### 3. <u>Definitions</u>:

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

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

#### 4. <u>Permit Required</u>:

No person or entity shall be entitled to reserve any area or the entire area of a Town park for the operation, maintenance, conduct, or advertisement of any activity, or advance ticket sales related thereto, unless a permit from the Town is first obtained by submitting an application, described below, to the Town and the Board, and the Board approving such application.

#### 5. <u>Priority of Uses</u>:

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

For applications received, but not yet approved, that request the same period of time of use of a Town park, then park use will be based on a priority pursuant to the Board's findings and the following priorities:

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

#### 6. <u>Application</u>:

A completed "Reservation Form and Release of Liability and Indemnification Agreement" ("application") for use of a Town park to conduct an activity or event, which may or may not involve the closure of a street or alleyway within the Town, must be submitted in writing to the Town at least 10 business days prior to the next Board meeting preceding the time indicated for the commencement of the planned use and shall be accompanied by any fees and/or deposits established or required pursuant to this Policy. The following information related to the specific use shall be contained in the application prior to its submission to the Town.

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

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- f. If applicable, proof that the applicant is seeking, or has sought and received the requisite approvals and/or permits from Douglas County, including, without limitation, and if required, a liquor license and/or an outdoor festival and entertainment event license, and that the applicant has received any and all other approvals and/or permits from Douglas County. Failure to submit the requisite proof of Douglas County approval(s) and/or permits shall be deemed to be an automatic determination that the application is incomplete, and shall not be heard by the Board until complete.
- g. Where applicable, if an application proposes the erection of temporary facilities to be used for the event to be conducted in the Town park, the application shall utilize the Town's template for location of temporary facilities, such as booths, and demonstrate to the satisfaction of the Manager that all temporary facilities are located in conformity with the template.
- h. The Board may, in limited and special circumstances, waive any fee(s) and/or deposit(s) required by this Policy, provided that the applicant has complied with all other requirements of this Policy, and provided that any such waiver of fees or deposits was done at a Board meeting complying with NRS Chapter 241.

#### 7. Insurance:

As part of the application, each applicant shall supply proof of insurance as required below, unless the applicant is a local government entity sharing the same liability insurance as the Town, in which latter instance Town staff shall verify the status of the local government entity and the liability insurance of such entity. Subject to the immediately preceding sentence, comprehensive general liability insurance naming the Town as an additional insured and certificate holder with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate will be required for any Town park use when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require(s) liability insurance; 4) alcoholic beverages are to be sold; and/or 5) as recommended by the Town Manager to the Board and/or as determined by the Board. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

#### 8. <u>Explanation of Use</u>:

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

concluded.

#### 9. <u>Time of Operation:</u>

- a. All park uses which are the subject of this policy are available for individual or group use during normally scheduled hours of operation. Exceptions are subject to review by the Manager and review and approval by the Board. Additional hours of operation may be allowed and approved by the Board.
- b. No group or individual may reserve a Town park more than four times per month, two of which may be weekends, including Friday, Saturday and Sunday. Additional use beyond these periods shall be subject to the regulations set forth in Paragraph c below.
- c. Extended park use involving multiple dates within a one month period may be granted for a maximum of one calendar year. All permits shall expire on December 31 of each year. Town park use is subject to the priority ranking schedule of this Policy. Reservations may be cancelled for a full refund of fees and/or deposits up to 5 business days prior to the scheduled use. If a reservation is cancelled with less than 5 business days remaining prior to the scheduled use, no refund of fees will be given, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God, but any deposits made will be refunded.

#### 10. Alcohol and Food:

Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of a Town park use, the applicant must request permission from the Board on the application. Only beer or wine may be consumed at an event and/or during a Town park use. The applicant shall obtain any other permits required for the dispensing or consumption of alcoholic beverages, including but not limited to any liquor permits required by Douglas County, and proof of compliance with such permit requirements must be submitted with the completed application within the time for submitting the application as set forth in this Policy. The applicant shall ensure that no participant in the park use shall use or possess any liquid container made wholly or partially of glass or metal, and demonstrate, as a part of the application, the measures to be taken to restrict alcoholic beverage containers and to ensure that no alcoholic beverage will be consumed or dispensed outside of the area of the park.

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

#### 11. <u>Smoking Prohibited:</u>

Smoking is prohibited in the park except where specifically authorized.

#### 12. <u>Security/Law Enforcement Protection:</u>

Security and law enforcement protection may be required for certain uses of a Town park, subject to the Board's discretion and the Douglas County Code. The Board shall consider the following when determining whether security and/or law enforcement protection is required: 1) where an event makes a major impact on a Town park and/or Town park facilities; 2) when alcohol is served; and/or 3) when additional precautions are deemed necessary due to the nature of the event. If required by the Board or by Douglas County Code, the applicant shall employ at his, their or its own expense, law enforcement protection or private security personnel. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the park. If security and/or law enforcement protection is required, the applicant shall demonstrate to the satisfaction of the Board that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the Town park use. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee, or to a private security firm if applicable. Security shall be subject to the complete direction and control of the Sheriff's Office.

#### 13. <u>Sanitation Facilities</u>:

The park facilities include limited sanitation facilities. The applicant shall comply with the Douglas County Code and Nevada Administrative Code 444.825 regarding providing toilet facilities, which may include, but is not limited to, providing enclosed portable chemical toilets or enclosed flush type water closet facilities, marked "Men" and "Women" as appropriate, the type and quantity of such toilets and/or facilities to be determined by the Town Manager and approved by the Board pursuant to Nevada.

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

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

#### 14. Cleaning and Security Deposit:

A cleaning and security deposit ("deposit") of \$300.00 will be required to be paid upon submission of each application. The \$300.00 deposit applies one time to one event, so that if an applicant is also applying for a Town street closure and/or special event permit, only one \$300.00 cleaning deposit shall be paid per event. If the application is denied by the Board, the deposit will be refunded to the applicant within 30 days of the application being denied.

Upon recommendation by the Town Manager, the deposit may be waived subject to the Board's discretion, and based upon the use proposed and the Board's consideration of the matters set forth within a completed application, including, without limitation, the planned use, the number of attendees anticipated, whether or not alcohol will be dispensed or consumed, the hours of operation, and the sanitation facilities required. Even if the Board waives the deposit, the applicant may be responsible for payment of cleanup and/or other expenses as set forth in the Policy if such expenses are necessary of the applicant's use.

The deposit, once paid, may be refunded to the applicant, in whole or in part, subject to the Board's discretion, at the conclusion of the Town park use after inspection by Town staff for any additional clean-up and/or damages other than normal wear and tear. Cleanup by Town staff will be billed at \$25.00 per hour and will be applied to the deposit, with any remaining portion of the deposit refunded as consistent with this Policy. The applicant will remain responsible for any additional damages or repair expenses as a result of the use. A full or partial refund of the deposit, if Town staff determines it is due, will be returned to the applicant within thirty (30) days of the park use.

If the application is approved, prior to the event the applicant will be given instructions for cleaning the Town park to be used. An applicant shall clean the Town park to be used after the event. If, after the event has concluded, additional cleaning is required, it will be provided by the Town, which will bill at the rate of \$25.00 per hour as described in the paragraph immediately above.

#### 15. Damage to Facilities:

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

#### 16. <u>Reservation Fee:</u>

A basic reservation fee at the rate of \$25.00 per hour, up to \$300.00 maximum per day ("basic rate") is established by Board. At the time an applicant submits the completed written application, the Town Manager shall require a reservation fee based on the basic rate, the proposed use and classification of uses set forth below, and the proposed length of time of use, subject to final approval of the Board. The reservation fee set forth in this paragraph does not include the cleaning and security deposit described above.

#### 17. <u>Classification of Uses and Charges:</u>

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

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

- B. Class I: No fee (0% of basic rate)
  - a. Non-profit county youth groups when the activity is open to the public for activities and meetings for recreational purposes.
  - b. Groups or community organizations providing adult or youth group recreation activities which are free and open to the public.
  - c. All governmental meetings and fund-raising activities sponsored by a government agency when a reciprocal agreement exists with the governmental applicant.

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

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

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

charitable and/or recreational activities.

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

D. Class III: 100% of basic rate

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

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

E. Class IV: 100% of basic rate plus 25% of gross receipts

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

The full basic rate plus 25% of gross receipts received by applicant during the applicant's use of the Town park and for the specified Town park use.

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

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

#### 18. Additional Charges:

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

a. When the facility would not normally be open and Town staff are required to be on

duty or to perform a service.

- b. When the applicant requests Town staff to assist in set-up, breakdown, clean-up, park preparation or other maintenance duties when required during other than normal operating hours.
- c. When Town staff are required for control of the event.
- d. When the proposed use requires park renovation or facility repair as a result of the proposed activity.
- e. When damage to the park and its facilities is reasonably foreseeable, or has occurred, and includes without limitation all material costs, supplies and labor.

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

A total of the basic rate and any additional deposit, as required by this Policy, shall be paid in full at the time of the submission of the application. In no event shall any fee or deposit required by the Town be paid later than 10 business days prior to the date of the event. If the fees are not paid in full prior to 10 business days prior to the event, the permit shall be revoked.

#### 19. <u>Refunds</u>:

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

An approved applicant may cancel its reservation 5 business days prior to the event with a full refund of the reservation fee minus a \$25.00 administrative fee. In the event an applicant cancels its reservation for Town park use at any time prior to the event, the cleaning and security deposit will be refunded regardless of when the cancellation is made.

If an approved applicant cancels its reservation less than 5 business days prior to the event, the reservation fee will not be refunded, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God.

A cleaning and security deposit of \$300.00 is set forth in Section 14 above. Deposits may be refundable subject to the terms of this Policy.

#### 20. <u>Miscellaneous</u> Park Use Rules:

*Street Closures or Special Events:* In the event that the applicant proposes to close any streets or alleyways within the Town, the applicant shall also comply with the Town's Street Closure / Special Events Policy.

**Dumpster Fee and Litter:** The applicant will be charged a fee of \$25.00 per garbage dumpster for groups of 50 or more people. Litter must be placed in appropriate garbage containers and/or wastebaskets and/or removed by park users from the Town park being used.

*Winter Restroom Use:* The applicant will be charged \$50.00 if park restroom use is required from the time period of the day immediately after Thanksgiving until March 31 of the next year.

**Damage or Destruction of Town Property:** No person shall intentionally damage, destroy, remove or modify any Town property. No person shall operate any vehicle, including but not limited to motorcycles, all-terrain vehicles, dune buggies, or other motor vehicles, within a Town park, except on designated paved roads. Vehicles may not be driven on any lawn or surface other than the designated parking areas without the express permission of the Board and as recommended to the Board by the Town Manager.

Music: The Board must authorize any amplified music.

*Tents, Canopies, Awnings, etc.:* The Board must authorize the erection of tents, canopies, awnings, or other like structures. Bounce houses, dance floors, or tents larger than 20 ft. by 20 ft. may be subject to additional security deposits and/or insurance coverage, at the discretion of the Board and as recommended to the Board by the Town Manager. Stakes are not permitted for use in securing tents, etc.

*Signs:* Signs are not allowed within the park without the express permission of the Board and as recommended to the Board by the Town Manager.

**Dogs:** Dogs, except seeing eye guide dogs, police dogs or service dogs, are not allowed in Town parks. The Board may allow other animals in Town parks when part of an event at its sole discretion.

*Hunting, Trapping, and/or Fishing:* Hunting and trapping in Town parks are strictly prohibited. Fishing is not permitted, except in areas specifically designated for that use in the manner provided for. All fishing is subject to and in conformance with Nevada Revised Statutes and Nevada Division of Wildlife regulations.

Firearms, Crossbows, Air Rifles, and Fireworks: The discharge of firearms, crossbows, air rifles or fireworks is strictly forbidden.

*Camping:* Camping is not permitted in Town parks. Exceptions may be granted at the sole discretion of the Board.

All Other Laws: An applicant requesting to use a Town park for an event is responsible for complying with all federal, state, and county laws and ordinances, including the Nevada Revised Statutes, the Nevada Administrative Code, and the County Code for Douglas County, Nevada ("Douglas County Code"). This includes but is not limited to any outdoor festival permits, liquor licenses, etc. required by the U.S. government, the State of Nevada, Douglas County - Nevada, or the Town of Gardnerville.

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



#### **Gardnerville Town Board**

#### **AGENDA ACTION SHEET**

- 1. For Possible Action: Discussion on a request to approve a town street closure application by the Trinity Lutheran Church to close a portion of Douglas Avenue for a Holy Smoker Bar-B-Que and Car Show on May 3, 2014, and waive fees associated with the street closure, appearance by Ken Miller; with public comment prior to Board action.
- 2. Recommended Motion: Staffs recommends approval of the street closure application to close a portion of Douglas Ave, on Saturday, May 3, 2014 and deny waiving the town's \$100.00 street closure fee.
- 3. Funds Available: 🗌 Yes 🛛 🖻 N/A
- 4. Department: Administration

Prepared by: Tom Dallaire

- 5. Meeting Date: March 4, 2014 Time Requested: 10 minutes
- 6. Agenda: Consent Z Administrative

Background Information: Application attached. Special Events policy has been included for your review. The street closure/special event policy as well as the park policy was revised with reduced use fees for these kinds of events and the policy was approved in January of 2013. The charge for a street closure is \$100.00 and accounts for the time staff spends on coordinating the traffic control plan with the county engineer and town staff to pull out cones and signs from storage so event staff can pick up in the maintenance yard.

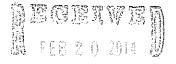
The county engineer is working on a policy or code provision to require a traffic control plan prepared by a PE, and these closures will soon require approval from the county engineer. This additional procedure will soon be implemented.

- 7. Other Agency Review of Action: Douglas County
- 8. Board Action:

Denied	

□ Approved with Modifications □ Continued





Name of Applicant Organization or Business: Trinity Lustheran Corporation: Yes X No\_\_\_\_\_\_ (If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached). Contact Person: Archie Walke ;- Supervisor of Activity: Archie user for the strong chearter ince 775 Home Telephone #: 752-6c918 Business Telephone # 755 (If applicant is an entity, must include home or business telephone numbers of the 1752-8154 (If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation) Home or Business Address: 1450 Descafaces Ave Coasterille (If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation) Mailing Address: Same Type of Activity Town Park will be used for: NA Will alcohol be sold or served? Yes No X (*If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits*) Band or amplified music? Yes X No\_\_\_\_ This event is Non-Profit \_\_\_\_\_ For Profit \_\_\_\_\_ Closed to Public \_\_\_\_\_ Open to Public \_\_\_\_\_

Will a fee be charged to attend the event? Yes\_\_\_\_ No\_X\_\_\_

Date(s) Requested (include setup and tear down time): SAN to 3 PM, May 3, 2014

Event hours: 9AM to 2-PM

Describe proposed event, concessions, fund-raisers, etc: Fund-poiser for Ford Close, and Memorial Gauden

Town services, if any, required: <u>None (All Sciences provided by</u> <u>Ininsty Latherson Church</u> (Electrical outlets, restroom/toilet facilities, etc.)

Will you have tents, bounce houses, canopies, dance floors etc? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, specify quantity, dimesions, etc.:

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted:  $\underline{400}$ 

(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required) \*Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster)

Event Insurance Carrier & Telephone #: <u>Charten Mistical Tens Surgers</u> e Company <u>702-384-404-3 Fax of 1-800-554-264-2</u> (Certificate of Insurance naming the Town as additional insured is required) #

Event Security Plan: Private (Charch)

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

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

Event Clean-up/Sanitation/Garbage Plan: Church Crew

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

Fire/Emergency Medical Services Plan: <u>Submit to like Arovided</u> <u>To East Fork Fire Dept. and Forem board</u> (Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: Charles Pork I may Lots (Heritage Park Parking MUST remain open for visitors at all times)

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

#### WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: Loelice 1200 alko Date: 2-20-14 neu JIM BEILSTERALE: 2/20/14

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

Printed Name(s) of Authorized Representative(s) of Applicant above: Archie Walker-51M BELLSTECN

(Town Office Use Only)	(Town	Office	Use	Only)
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Application Fees Paid:		
Deposit amount Paid:	Date Processed:	
Receipt Number:	Facility Reviewed:	
Scheduled for Town Board Ag	zenda:	<u> </u>
Approved:		
Scheduled for Douglas County	y Commissioner Agenda:	
Approved:		
Deposit Returned:		

A copy of the approved application MUST be at the event

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	DF LIABILITY INSURANCE
BELOW. THIS CERTIFICATE OF INSURANCE DOES NO REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATI IMPORTANT: If the certificate helder is an ADDITIONAL INF	MATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. ELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLI
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Thursh Mutual Insurance Pompany 1065 S. Pecos Rd., Stel 120	HONE 1.000 554.2642 Opton 1 1.400 vaj 702 184 4043 HAD NA EXIL 1.000 554.2642 Opton 1 1.400 vaj 702 184 4043 ADDRESS: CGOMEZ@NVCHURCHINS.COM
fenderson NV 89074	INSURERIS) AFFORDING COVERAGE
NSURED	INSURER A. Church Mutual Insurance Company 15767
RINITY LUTHERAN CHURC-	INSURER B
480 DOUGLAG AVE	(INSURER D.
	PISURERE
	INSURER F
THIS IS TO CERTIFY THAT THE POLICIES OF INSUBANCE LIST	REVISION NUMBER:
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ERTIFICATE HOLDER	CALINE LATINA
TOWN OF GARDENVILLE.	CANCELLATION
1407 MICH/MAY 206 MOBIN	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BE
GARDNERVILLE NV 89410	ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Ms. Carol Louthan, Office Manager Sr.

Feb. 19, 2014

1407 Highway 395 N

Gardnerville NV 89410

Dear Ms. Louthan:

The Men's Ministry at Trinity Lutheran Church will again be having it's Holy Smoker Bar-B-Que and Car Show on May 3, 2014. It will be held on the church front lawn and on Douglas Ave.

The antique cars will be parked in the street in such a way to still allow room for emergency vehicles to pass through as requested by the Fire Department. The show cars will be the only thing on the street, everything else will be on church property.

On May 3, 2014, we request permission to close the street from 8AM to 3PM. All signage will be provided by the church. Signage will include detour arrows, road closure signs, and cones and saw horse barricades.

We thank you in advance for your support of our activity.

Archie Walker

Event Coordinator, Trinity Lutheran Church

Verkee Walker



¥.) 2:13 53-1 511 7 5 6-210-14 XXXX Bet-couge Dian Lire/Emergency Medical Schrices TLC DirtLot Front Laur Show Car - Public チャモ OPEN 10' Parking 50 a 10 395 Threw 9h <u>م</u> (415-17) 17-17-17 1-1-17-17 1-1-17-17 Hwy 10. 6 101 Vehicle Access Our in The event Clearance for Emory EMERICIA XXX Vesider Opero PROVIDE 15' WIDE 2 H 50 VA O 5 aru off IN LASE OF V A A L 200 2 anno 10 0 ĩ., SCC 11-8



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

## 1. <u>Street Closure/Special Events Policy:</u>

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

## 2. <u>Definition</u>:

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

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

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

## 3. <u>Permit Required</u>:

No person or entity shall operate, maintain, conduct, advertise or sell or furnish tickets for a special event in the Town unless a permit from the Board is first obtained after public hearing before the Board.

Adopted 1/7/03 Revised January 2013

## 4. <u>Application</u>:

A completed "Reservation Form and Release of Liability and Indemnification Agreement" ("application") for permission to conduct a special event, which may or may not involve the closure of a street, park or alleyway within the Town, shall be made in writing to the Town Manager at least 10 business days prior to the time indicated for the commencement of the planned event; shall be accompanied by a refundable application fee of \$100.00; and shall contain the following information to be considered complete and eligible for consideration by the Board:

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

Adopted 1/7/03 Revised January 2013

G. Proof that the applicant has sought and received the requisite approvals from Douglas County, including, without limitation, and if required, a liquor license and/or an outdoor festival and entertainment event license, and that the applicant has received all approvals from Douglas County. Failure to submit the requisite proof of Douglas County approval(s) shall be deemed to be an automatic determination that the application is incomplete, and shall not be heard by the Board until complete.

The application fee for a complete application will be refunded if an applicant cancels a street closure and/or special event, as set forth in this Policy, at least 5 business days prior to the event. In any event, the cleaning and security deposit set forth in this Policy will be refunded if the applicant cancels a street closure and/or special event prior to such closure or event, regardless of when the applicant cancels. All refunds will be given within 30 days of cancellation.

### 5. <u>Festival Plans</u>:

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

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

Should the Board approve of the applicant's request to close a street or alleyway, the applicant shall be required to provide notice to all residents and tenants affected by the closure at least 10 business days in advance and provide notice to the Town Manager that such residents and tenants have consented to the closure of the street and/or alleyway. Such consent(s) is not required for park use.

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

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Adopted 1/7/03 Revised January 2013

## 6. <u>Insurance</u>:

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

# 7. <u>Alcohol</u>:

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

# 8. <u>Security/Law Enforcement Protection</u>:

For every special event/street closure permit, the applicant shall employ, at its own expense, security and/or law enforcement protection. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the place of the special event/street closure. The applicant shall demonstrate to the satisfaction of the Town Board that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the special event/street closure. The applicant shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee, or to a private security firm. Security shall be subject to the complete direction and control of the Sheriff.

## 9. <u>Hours of Operation</u>:

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

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Adopted 1/7/03 Revised January 2013

### 10. <u>Sanitation Facilities</u>:

Every applicant shall provide at least one enclosed portable, chemical toilet, or one enclosed flush type water closet facility marked "Men" and one facility marked "Women" at the site of the special event/street closure on the basis of one such facility for each forty (40) males and one such facility for each forty (40) females expected to be in attendance. This paragraph is subject to the Douglas County Code and NAC 444.825, and toilet facility requirements may vary depending on the event being conducted.

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

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

### 11. <u>Cleaning and Security Deposit</u>:

A cleaning and security deposit ("deposit") of \$300.00 will be required to be paid upon submission of each application. The \$300.00 deposit applies one time to one event, so that if an applicant is also applying for a Town park use reservation, only one \$300.00 cleaning deposit shall be paid per event. If the application is denied by the Board, the deposit will be refunded to the applicant within 30 days of the application being denied.

Upon recommendation by the Town Manager, the deposit may be waived subject to the Board's discretion, and based upon the event and/or use proposed and the Board's consideration of the matters set forth within a completed application, including, without limitation, the planned event and/or use, the number of attendees anticipated, whether or not alcohol will be dispensed or consumed, the hours of operation, and the sanitation facilities required. Even if the Board waives the deposit, the applicant may be responsible for payment of cleanup and/or other expenses as set forth in the Policy if such expenses are necessary of the applicant's use.

The deposit, once paid, may be refunded to the applicant, in whole or in part, subject to the Board's discretion, at the conclusion of the street closure and/or special event after inspection by Town staff for any additional clean-up and/or damages other than normal wear and tear. Cleanup by Town staff will be billed at \$25.00 per hour and will be applied to the deposit, with any remaining portion of the deposit refunded as consistent with this Policy. The applicant will remain responsible for any additional damages or repair expenses as a result of the use. A full or partial refund of the deposit, if Town staff determines it is due, will be

Adopted 1/7/03 Revised January 2013

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returned to the applicant within thirty (30) days of the park use.

If the application is approved, prior to the event the applicant will be given instructions for cleaning the area used. An applicant shall clean the area used after the event. If, after the event has concluded, additional cleaning is required, it will be provided by the Town, which will bill at the rate of \$25.00 per hour as described in the paragraph immediately above.

## 12. <u>Park Use</u>:

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



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

- **1.** For Possible Action: Discussion to award, reject or modify Bid 2014-05 for Chichester Crack Repair; with public comment prior to Board action.
- 2. Recommended Motion: Motion to approve and award the Town's 2014-05 Chichester Crack repair bid to \_\_\_\_\_\_.

Funds Available:  $\square$  Yes  $\square$  N/A This was a \$33,000 Budgeted project. We have \$50,000 in grant match funding for Kings Lane that will not be used by June 30<sup>th</sup> and will be budgeted next year.

3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: 5 minutes
- 5. Agenda: Consent Administrative

Background Information: The Kings Lane project is in design. We have an agreement with NDOT. The project will be reimbursed for staff time. Staff is now working on the design plans and NDOT will need to approve them. We are hoping to start construction after this irrigation season ends or over next winter. The \$50,000 in funding can be used to speed up the replacement of the large cracks in Chichester. They are getting worse and worse and we need to step up our maintenance schedule, which was \$33,000 each year for 10 years. But we need to do more than that to keep the PCI above 80. The roads are shrinking too fast and we cannot afford to let them go and have to replace the pavement in a couple years. This work will allow them to be manageable over the next couple of years.

- 6. Other Agency Review of Action: 
  <sup>IF</sup> Douglas County
  <sup>IF</sup> N/A
  NDOT, and Army Corps of Engineers need to approve this project.
- 7. Board Action:
  - □ Approved □ Denied

□ Approved with Modifications □ Continued

	TOWN OF GARDNERVILLE				(Martin Construction Constructi					
2014-05 Chichester C		SIERRA NEVAL	DA CONSTRUCTION	WEST (	COAST PAVING	KUSTOM	KOATINGS INC	ADVANC	CED ASPHALT	
CORE PROJECT	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Mobilization	1	unit	\$2,500.00	\$2,500.00	\$1,835.00	\$1,835.00	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00
Traffic Control	1	unit	\$300.00	\$300.00	\$150.00	\$150.00	\$400.00	\$400.00	\$500.00	\$500.00
AC Removal	1647	ft <sup>2</sup>	\$1.25	\$2,058.75	\$2.00	\$3,294.00	\$1.50	\$2,470.50	\$1.50	\$2,470.50
Overexcavate	5	cf	\$1.00	\$5.00	\$20.00	\$100.00	\$10.00	\$50.00	\$0.00	\$0.00
AC-20 Replacement	1647	ft <sup>2</sup>	\$2.75	\$4,529.25	\$2.70	\$4,446.90	\$3.75	\$6,176.25	\$5.83	\$9,602.01
BID TOTAL				\$9,393.00		\$9,825.90		\$13,596.75		\$14,572.51
ALTERNATE A	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1	unit		\$700.00	\$150.00	\$150.00	\$400.00	\$400.00	\$500.00	\$500.00
AC Removal	2238	ft <sup>2</sup>	2007AV	\$2,797.50	\$2.30	\$5,147.40	\$1.50	\$3,357.00	\$1.50	\$3,357.00
Overexcavate	5	cf		\$5.00	\$20.00	\$100.00	\$10.00	\$50.00	\$0.00	\$0.00
AC-20 Replacement	2238	ft <sup>2</sup>	\$2.75	\$6,154.50	\$3.40	\$7,609.20	\$3.75	\$8,392.50	\$5.83	\$13,047.54
BID TOTAL	:			\$9,657.00		\$13,006.60		\$12,199.50		\$16,904.54
ALTERNATE B	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1	unit	\$1,121.75	\$1,121.75	\$150.00	\$150.00	\$200.00	\$200.00	\$500.00	\$500.00
AC Removal	6279	ft <sup>2</sup>	\$1.50	\$9,418.50	\$1.50	\$9,418.50	\$1.50	\$9,418.50	\$1.25	\$7,848.75
Overexcavate	10	cf	\$1.00	\$10.00	\$20.00	\$200.00	\$10.00	\$100.00	\$0.00	\$0.00
AC-20 Replacement	6279	ft <sup>2</sup>	\$3.25	\$20,406.75	\$4.00	\$25,116.00	\$4.00	\$25,116.00	\$3.74	\$23,483.46
BID TOTAL	****	a separation of the		\$30,957.00	and a second	\$34,884.50		\$34,834.50		\$31,832.21
GRAND TOTAL	 			SIERRA NEVADA		WEST COAST PAVING		KUSTOM KOATINGS INC	1	ADVANCED ASPHALT
				CONSTRUCTION \$50,007.00	general and	\$57,717.00		\$60,630.75		\$63,309.26
2014-05 Chichester Crack Repair										
	rack kenair		OUALCON	CONTRACTORS	VEGA ASP	HALT PAVING INC	НС	DRIZON	BR CONST	FRUCTORS LLC
	E			CONTRACTORS		HALT PAVING INC		DRIZON		TRUCTORS LLC
CORE PROJECT	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
CORE PROJECT Mobilization	E	unit	UNIT PRICE \$5,000.00	LINE ITEM PRICE \$5,000.00	UNIT PRICE \$1,500.00	LINE ITEM PRICE \$1,500.00	UNIT PRICE \$1,757.05	LINE ITEM PRICE \$1,757.05	UNIT PRICE \$2,000.00	LINE ITEM PRICE \$2,000.00
CORE PROJECT Mobilization Traffic Control	UNITS 1 1	unit unit	UNIT PRICE \$5,000.00 \$2,275.00	LINE ITEM PRICE \$5,000.00 \$2,275.00	UNIT PRICE \$1,500.00 \$500.00	LINE ITEM PRICE \$1,500.00 \$500.00	UNIT PRICE \$1,757.05 \$85.00	LINE ITEM PRICE \$1,757.05 \$85.00	UNIT PRICE \$2,000.00 \$2,000.00	LINE ITEM PRICE \$2,000.00 \$2,000.00
CORE PROJECT Mobilization Traffic Control AC Removal	UNITS 1 1 1647	unit unit ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50	UNIT PRICE \$1,500.00 \$500.00 \$4.80	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60	UNIT PRICE \$1,757.05 \$85.00 \$2.25	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate	UNITS 1 1 1647 5	unit unit ft <sup>2</sup> cf	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00
CORE PROJECT Mobilization Traffic Control AC Removal	UNITS 1 1 1647	unit unit ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50	UNIT PRICE \$1,500.00 \$500.00 \$4.80	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60	UNIT PRICE \$1,757.05 \$85.00 \$2.25	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL	UNITS 1 1 1647 5 1647	unit unit ft <sup>2</sup> cf	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL ALTERNATE A	UNITS 1 1 1647 5	unit unit ft <sup>2</sup> cf ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL	UNITS 1 1 1 647 5 1647 647 UNITS 1	unit unit ft <sup>2</sup> cf	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL ALTERNATE A Traffic Control	UNITS 1 1 1647 5 1647	unit unit ft <sup>2</sup> cf ft <sup>2</sup> unit	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE \$800.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE \$250.00	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE \$250.00	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$350.00	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE \$350.00	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE \$2,000.00
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL ALTERNATE A Traffic Control AC Removal	UNITS 1 1 1 1 647 5 1 647 UNITS 1 2238	unit unit ft <sup>2</sup> cf ft <sup>2</sup> unit	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00 \$2.50	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE \$800.00 \$5,595.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE \$250.00 \$5.25	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE \$250.00 \$11,749.50	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$350.00 \$2.25	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE \$350.00 \$5,035.50	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00 \$4.31	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE \$2,000.00 \$9,645.78
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL ALTERNATE A Traffic Control AC Removal Overexcavate	UNITS 1 1 1647 5 1647 UNITS 1 2238 5	unit unit ft <sup>2</sup> cf ft <sup>2</sup> unit ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00 \$2.50 \$50.00	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE \$800.00 \$5,595.00 \$250.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE \$250.00 \$5.25 \$0.00	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE \$250.00 \$11,749.50 \$0.00	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$350.00 \$2.25 \$15.00	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE \$350.00 \$5,035.50 \$75.00	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00 \$4.31 \$100.00	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE \$2,000.00 \$9,645.78 \$500.00
CORE PROJECTMobilizationTraffic ControlAC RemovalOverexcavateAC-20 ReplacementBID TOTALALTERNATE ATraffic ControlAC RemovalOverexcavateAC-20 Replacement	UNITS 1 1 1647 5 1647 UNITS 1 2238 5	unit unit ft <sup>2</sup> cf ft <sup>2</sup> unit ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00 \$2.50 \$50.00	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE \$800.00 \$5,595.00 \$250.00 \$250.00 \$7,833.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE \$250.00 \$5.25 \$0.00	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE \$250.00 \$11,749.50 \$0.00 \$7,273.50	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$350.00 \$2.25 \$15.00	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE \$350.00 \$5,035.50 \$75.00 \$6,937.80	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00 \$4.31 \$100.00	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE \$2,000.00 \$9,645.78 \$500.00 \$8,392.50
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL ALTERNATE A Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL	UNITS 1 1 1647 5 1647 UNITS 1 2238 5 2238	unit unit ft <sup>2</sup> cf ft <sup>2</sup> unit ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00 \$2.50 \$50.00 \$3.50 UNIT PRICE	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE \$800.00 \$5,595.00 \$250.00 \$250.00 \$14,478.00 LINE ITEM PRICE	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE \$250.00 \$5.25 \$0.00 \$3.25	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE \$250.00 \$11,749.50 \$0.00 \$7,273.50 \$19,273.00 LINE ITEM PRICE	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$350.00 \$2.25 \$15.00 \$3.10	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE \$350.00 \$5,035.50 \$75.00 \$6,937.80 \$12,398.30 LINE ITEM PRICE	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE \$2,000.00 \$9,645.78 \$500.00 \$8,392.50 \$20,538.28 LINE ITEM PRICE
CORE PROJECT Mobilization Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL ALTERNATE A Traffic Control AC Removal Overexcavate AC-20 Replacement BID TOTAL ALTERNATE B	UNITS 1 1 1647 5 1647 UNITS 1 2238 5 2238 UNITS	unit unit ft <sup>2</sup> cf ft <sup>2</sup> unit ft <sup>2</sup> cf ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00 \$2.50 \$50.00 \$3.50	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE \$800.00 \$5,595.00 \$250.00 \$250.00 \$14,478.00 LINE ITEM PRICE \$800.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE \$250.00 \$5.25 \$0.00 \$3.25 UNIT PRICE	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE \$250.00 \$11,749.50 \$0.00 \$7,273.50 \$19,273.00	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$350.00 \$2.25 \$15.00 \$3.10 UNIT PRICE	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE \$350.00 \$5,035.50 \$75.00 \$6,937.80 \$12,398.30	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00 \$4.31 \$100.00 \$3.75	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE \$2,000.00 \$9,645.78 \$500.00 \$8,392.50 \$20,538.28
CORE PROJECTMobilizationTraffic ControlAC RemovalOverexcavateAC-20 ReplacementBID TOTALALTERNATE ATraffic ControlAC RemovalOverexcavateAC-20 ReplacementBID TOTALALTERNATE ATraffic ControlAC RemovalOverexcavateAC-20 ReplacementBID TOTALALTERNATE BTraffic Control	UNITS 1 1 1647 5 1647 5 1647 UNITS 1 2238 5 2238 UNITS 1 LUNITS 1 6279	unit unit ft <sup>2</sup> cf ft <sup>2</sup> unit ft <sup>2</sup> cf ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00 \$3.50	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE \$800.00 \$5,595.00 \$250.00 \$250.00 \$14,478.00 LINE ITEM PRICE \$800.00 \$14,478.00 \$14,478.00 \$14,478.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE \$250.00 \$5.25 \$0.00 \$3.25 UNIT PRICE \$500.00 \$2.40	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE \$250.00 \$11,749.50 \$0.00 \$7,273.50 \$19,273.00 LINE ITEM PRICE \$500.00	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$350.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$1,750.00 \$2.35	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE \$350.00 \$5,035.50 \$75.00 \$6,937.80 \$6,937.80 \$12,398.30 LINE ITEM PRICE \$1,750.00 \$14,755.65	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00 \$3.75	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE \$2,000.00 \$9,645.78 \$500.00 \$8,392.50 \$20,538.28 LINE ITEM PRICE \$2,000.00 \$8,392.50 \$20,538.28
CORE PROJECTMobilizationTraffic ControlAC RemovalOverexcavateAC-20 ReplacementBID TOTALALTERNATE ATraffic ControlAC RemovalOverexcavateAC-20 ReplacementBID TOTALALTERNATE ATraffic ControlAC RemovalOverexcavateAC-20 ReplacementBID TOTALALTERNATE BTraffic ControlAC RemovalAC Removal	UNITS 1 1 1647 5 1647 UNITS 1 2238 5 2238 UNITS 1 UNITS 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	unit unit ft <sup>2</sup> cf ft <sup>2</sup> unit ft <sup>2</sup> cf ft <sup>2</sup> unit ft <sup>2</sup>	UNIT PRICE \$5,000.00 \$2,275.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00 \$2.50 \$50.00 \$3.50 UNIT PRICE \$800.00	LINE ITEM PRICE \$5,000.00 \$2,275.00 \$4,117.50 \$250.00 \$5,764.50 \$17,407.00 LINE ITEM PRICE \$800.00 \$5,595.00 \$250.00 \$250.00 \$14,478.00 LINE ITEM PRICE \$800.00	UNIT PRICE \$1,500.00 \$500.00 \$4.80 \$0.00 \$3.25 UNIT PRICE \$250.00 \$5.25 \$0.00 \$3.25 UNIT PRICE \$3.25	LINE ITEM PRICE \$1,500.00 \$500.00 \$7,905.60 \$0.00 \$5,352.75 \$15,258.35 LINE ITEM PRICE \$250.00 \$11,749.50 \$0.00 \$7,273.50 \$19,273.00 LINE ITEM PRICE \$500.00 \$15,069.60	UNIT PRICE \$1,757.05 \$85.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$350.00 \$2.25 \$15.00 \$3.10 UNIT PRICE \$35.00 \$3.10	LINE ITEM PRICE \$1,757.05 \$85.00 \$3,705.75 \$75.00 \$5,105.70 \$10,728.50 LINE ITEM PRICE \$350.00 \$5,035.50 \$75.00 \$6,937.80 \$12,398.30 LINE ITEM PRICE \$1,750.00	UNIT PRICE \$2,000.00 \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00 \$4.31 \$100.00 \$3.75 UNIT PRICE \$2,000.00	LINE ITEM PRICE \$2,000.00 \$2,000.00 \$7,098.57 \$500.00 \$6,176.25 \$17,774.82 LINE ITEM PRICE \$2,000.00 \$9,645.78 \$500.00 \$8,392.50 \$20,538.28 LINE ITEM PRICE \$2,000.00
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2014-05 Chichester (	Crack Repair		IMPACT CONSTRUCTION		INTERMOUNTAIN SLURRY SEAL INC		CROCKETT ENTERPRISES INC	
CORE PROJECT	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Mobilization	1	unit	\$4,500.00	\$4,500.00	\$1,382.65	\$1,382.65	\$3,500.00	\$3,500.00
Traffic Control	1	unit	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$1,000.00	\$1,000.00
AC Removal	1647	ft <sup>2</sup>	\$4.25	\$6,999.75	\$4.25	\$6,999.75	\$6.60	\$10,870.20
Overexcavate	5	cf	\$40.00	\$200.00	\$25.00	\$125.00	\$20.00	\$100.00
AC-20 Replacement	1647	ft <sup>2</sup>	\$4.99	\$8,218.53	\$6.00	\$9,882.00	\$5.00	\$8,235.00
BID TOTAL				\$21,418.28	· · · · · · · · · · · · · · · · · · ·	\$19,139.40	·,	\$23,705.20
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ALTERNATE A	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1	unit	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$1,500.00	\$1,500.00
AC Removal	2238	ft <sup>2</sup>	\$3.50	\$7,833.00	\$4.25	\$9,511.50	\$6.60	\$14,770.80
Overexcavate	5	cf	\$40.00	\$200.00	\$25.00	\$125.00	\$20.00	\$100.00
AC-20 Replacement	2238	ft <sup>2</sup>	\$4.95	\$11,078.10	\$6.00	\$13,428.00	\$5.25	\$11,749.50
BID TOTAL				\$20,611.10		\$23,814.50		\$28,120.30
ALTERNATE B	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	
Traffic Control	1	unit	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$2,100.00	\$2,100.00
AC Removal	6279	ft <sup>2</sup>	\$1.80	\$11,302.20	\$2.40	\$15,069.60	\$2.50	\$15,697.50
Overexcavate	10	cf	\$30.00	\$300.00	\$25.00	\$250.00	\$20.00	\$200.00
AC-20 Replacement	6279	ft <sup>2</sup>	\$3.45	\$21,662.55	\$3.50	\$21,976.50	\$3.75	\$23,546.25
BID TOTAL				\$34,764.75		\$38,046.10		\$41,543.75
GRAND TOTAL				IMPACT CONSTRUCTION \$76,794.13		INTERMOUNTAIN SLURRY SEAL INC \$81,000.00		CROCKETT ENTERPRISES INC \$93,369.25

Sierra Nevada Construction Inc. West Coast Paving Kustom Koating Inc Advanced Companies Inc. Qualcon Contractors Inc. Vega Paving Inc Horizon Construction Inc. BR Contractors, LLC Impact Construction Intermountain Slurry Seal Inc. Crockett Enterprises Inc.

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PO Box 50760 Sparks, NV 89431 PO Box 19102 Reno, NV 89503 Reno, NV 89506 7998 Security Circle PO Box 2602 Truckee, CA 96160 Minden, NV 89423 1645 Esmeralda Ave. 4079 Talladega Dr. Sparks, NV 89436 PO Box 942 Carson City, NV 89702 1668 Pinenut Rd Gardnerville NV, 89410 PO Box 59 Gardnerville NV, 89410 PO Box 1841 Sparks, NV 89432 1101 Sawmill Rd. Gardnerville, NV 89410



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

- 1. For Possible Action: Discussion on a Master Plan Amendment (ref. DA 14-012), a request by County staff for the Town Board to review, comment, and provide a recommendation on the adoption of the 2014 Douglas County Bike Plan, funded and prepared by the Nevada Department of Transportation (NDOT), affecting areas outside of the Tahoe Basin and amending a portion of the 2003 Comprehensive Trails Plan.
- 2. Recommended Motion: Motion to approve providing the County, town staff comments, along with the additional comments mentioned this evening, and recommend to the County Planning Commission and County Commissioners future adoption of the plan. once staff comments are implanted into the proposed plan.

Funds Available: 
Yes N/A

3. Department: Administration

**Prepared by: Tom Dallaire** 

- 4. Meeting Date: March 4, 2014 Time Requested: 20 minutes
- Administrative 5. Agenda: Consent

Background Information: Dirk asked if the town would participate in the meetings and workshops for the development of this plan as support staff to the state and Kimley-Horn who developed the plan. The board members now have the opportunity to review and make additional comments to the plan components or add to or modify staff comments. See the 13-2 for staff's comments on the plan. It appears the state plans required each county to develop a county plan. The county plan encourages the towns to create a town bike plan (see strategy 1B on page 11 of the county plan) The plan is not ready for adoption but there is not enough time in the process to come back to all the entities involved in the plan for final plan adoption. So county staff is requesting we provide a recommendation to the county planning commission and county commissioners to adopt the plan once the corrections and comments have been addressed. There is not enough time in the process now to come back after everyone's comments to adopt the final plan.

- 6. Other Agency Review of Action: Douglas County □ N/A GID's and Town of Genoa and Minden

- 7. Board Action:
  - Approved □ Denied

**Approved** with Modifications 

Douglas County Bike Plan February 2014 – Town Staff Comments;

The comments are items town staff identified in the existing proposed Draft plan.

Page 3 : Change Tim to "Tom" Dallaire

Page 11: Define "mode share"

Goals: Should we add increase existing bike route awareness

Increase existing and new bike route or lane signage

Create an existing bike lane route plan for education and visitors?

Strategy 1B states the towns will need to create a bike plan as well?

Strategy 1E is blank?

Page 12:

Strategy 2C – Add signage or route marking to this?

Add Strategy 3F: county to initiate a bicycle and or pedestrian advisory committee as indicated in 8.3 of the recommendations.

**Page 14** Can a generic detail be added to show what each facility looks like. The county will need to establish a new development code section for this. But a generic detail would be helpful with all these facility types. The guide is \$144 to obtain a copy of it.

Is 12' wide enough for a shared lane. Not if the vehicle is required to give 3' of clearance, or they travel in the other lane. What is a recommended minimum width of this facility?

Bold the labels.

Shared Lane marking - what does a typical marking look like?

Pave shoulder does not have bike lane markings.

Buffered bike lane Need to add description and detail

Bike Lane – a photo of these would work well also marked on the street and signage.

**Bike Boulevard.** Add detail for this. This will be difficult to do in town because there are not many roads that do not access homes. So what would this look like. I had a different image of this at the workshop.

### Page 19 - Figure 7 - Gardnerville

The existing highway 395 width is not wide enough to accommodate a bike Lane from Mill Street to Toler. The shoulder ends at Mill and at the Village motel at Toler and 395. Can we show an alternative route around this area? Mission to Ezell to Gilman. Or direct the bike lane down the shared trail in the future when is finished.

The alignment of Muller does not appear to be accurate. Muller does not continue along Decker Road which is currently gated off for access. The section from Grant to Toler does not appear to be accurate as well. Can we add the shared use path as identified in the Specific plan to this plan as well to Carrick and the terminus at the Virginia Ranch Regional Detention Pond path. there will be a shared use path off of Muller in the 100' from behind the Industrial parks?

Can show Chichester with bike lanes like Gilman? It would be Chichester Drive from Gilman to harvest, Harvest; Chichester to Waterloo Lane.

Toler Lane from Harvest to 395 has a bike lane on the street. Do we need it or can we put parking on both sides of the local street?

Page 26 – Table 4 needs to add the Asterisk symbol to the title so people refer to the footnote at the bottom of the sheet.

The table has a blank section

A sections stating "Shared" Do we want to add Mission, Ezell to Gilman, Douglas; Gilman to Spruce to Wildrose, Wildrose to 2nd, 2nd from Wildrose to County in order to avoid the narrow section of US highway 395. Or do these need to be on the town plan?

Page 27 Can Item 8.3 be added as a strategy 3F

Field review notes:

Show "W" & "RS" & "FS" in the legend.

assume the SRd is the same as SRD.



# **COMMUNITY DEVELOPMENT**

1594 Esmeralda Avenue, Minden, Nevada 89423

Hope Sullivan, AICP PLANNING MANAGER

775-782-6200 FAX: 775-782-9007 website: www.douglascountynv.gov Planning Division Engineering Division Building Division Code Enforcement

### MEMORANDUM

Date:	February 26, 2014
То:	Towns of Gardnerville, Genoa, and Minden, and the Gardnerville Ranchos and Indian Hills General Improvement Districts.
From:	Dirk Goering, AICP, Associate Planner, Direct Line 782-6212
Subject:	2014 Douglas County Bike Plan, funded and prepared by the Nevada Department of Transportation (NDOT) (ref. DA 14-012)

### **I. REQUEST**

Douglas County Community Development Department and NDOT are requesting comments on the Draft 2014 Douglas County Bike Plan.

### **II. BACKGROUND/DISCUSSION**

Since August 2013, the Community Development Department has been working with the Nevada Department of Transportation and their consultants, Kimley-Horn and Associates, Inc, to create a Douglas County bike plan. The proposed plan focuses on documenting the existing and proposed bicycle facilities desired within Douglas County. The plan does not incorporate areas within the Tahoe Basin and the Carson Area Metropolitan Planning Organization. The plan builds on the 2013 Nevada State Bike Plan and supplements and updates the Douglas County 2003 Comprehensive Trails Plan. If adopted, the 2014 Bike Plan will update certain figures in the 2003 Comprehensive Trails Plan and additional objectives and strategies.

### **Adopted 2003 Comprehensive Trails Plan**

Within the 2003 Trails Plan, there are figures that identify high and low priority on and off street trails. The off street trails are not specific to bike facilities, but rather a comprehensive designation of future trails for walking, hiking, horseback riding, biking, and multi-purpose trails. The focus of the 2014 Bike Plan is to update the figures and policies related to bikeways and on-street trails.

The 2014 Bike Plan is proposing to update the following figures adopted with the Douglas County Trails Plan in June 2003 (Attachment 2):

- Figure 10.48 Carson Valley Lake Tahoe, page 19
- Figure 10.49 East Valley Trails, page 21
- Figure 10.50 North Valley Trails, page 23
- Figure 10.51 Tahoe/Foothill, page 28
- Figure 10.52 South Valley Trails, page 31
- Figure 10.53 topaz Trails, page 33

### **Public Comment**

The development of this Plan was guided by local coordination and public input. Input was initially gathered during the development of the State Plan in November 2011. In addition, a two day workshop was held on August 27 and 28, 2013, in Minden, specifically for the 2014 Bike Plan. During the workshop, representatives of the local community provided input on specific bicycling conditions in Douglas County and recommendations on proposed bicycle facility improvements as well as recommendations for policy, program, legislation, and tourism improvements to bicycling.

### Summary of Proposed Updates to the 2014 Douglas County Bike Plan

The 2014 Bike Plan proposes a vision along with goals, objectives and strategies to achieve the vision. The vision, goals, and objectives are identified below. In addition, starting on page 11, the plan identifies a number of strategies to help focus implementation and to support the main objectives.

### Vision

For Douglas County residents and visitors of all ages and abilities to experience a convenient, pleasant, and safe bicycling environment.

There are two major goals of the Douglas County Bicycling Program that will guide the specific objectives and strategies within this plan.

- Goal 1: Increase bicycling's mode share throughout Douglas County in and between communities, both by residents and tourists.
- Goal 2: Reduce crashes involving bicyclists and eliminate all bicyclist fatalities in support of Nevada's "Zero Fatalities" and the national "Towards Zero Deaths" initiatives.

The following objectives are the specific tasks to be evaluated to determine the success of this Plan and bicycling in Nevada.

- Objective 1: Increase local support of bicycling
- Objective 2: Increase bicycle tourism
- Objective 3: Accommodate appropriate bicycling facilities on all roadways in Nevada open to bicycling
- Objective 4: Increase motorists and bicyclists compliance with laws associated with bicycling

Notable changes and additions to the 2003 Trails Plan:

- The proposed maps will create a consolidated network work of designated bike lanes and facilities, focusing on better connectivity through the County and between population centers with fewer bike facilities.
- Adoption of a High Priority Bicycle Improvement project to prioritize critical bicycle improvements aimed at improving connectivity and geotourism.
  - Improvement Projects
    - \* Bicycle Lane: Centerville Lane, Hwy. 395 to Dresslerville Road
    - \* Bicycle Lane: Buckeye Road, Hwy 395 to Orchard Road
    - \* Bicycle Lane: Hwy 395, Riverview Drive to Ironwood Lane
    - \* Buffered Bicycle Lane: Jacks Valley Rd/Foothill Road, Hwy 395 to State Route 88 (Pony Express Route)
    - \* Bicycle Lane: Tillman Lane, Kimmerling Road to Dresslerville Road
    - \* Bicycle Lane, Vista Grande Clear Creek through Indian Hills and out through Mica
    - \* Shared Use Path: Hwy 395 between Carson City and Minden.
- The Adoption of historical rights-of-ways and corridors as multi-use trails to build a community connected by trails, making it easy and inviting for residents and visitors to enjoy the outdoors, including:
  - Old Kingsbury Multi-use Trail (Part of the Pony Express Route)
  - Virginia and Truckee Multi-use Trail

The following Goals from the 2011 Master Plan Update are identified to support the proposed bike plan.

Transportation Element

 TP Policy 5.29 - Establish and preserve a transportation corridor in the vicinity of the former Virginia & Truckee railroad right-of-way between Minden and the Carson City line, parallel to Heybourne Road.

Economic Development Element

- Focus Area Outdoor Recreation & Lifestyle #5: Tremendous Trails Goal To build a
  sustainable community connected by trails, making it easy and inviting for residents and
  visitors to connect outdoors and enjoy more than 22-types of outdoor activities year round in
  Douglas County.
- ED Action 2.6 Support the development of itinerates focused on outdoor activities, natural amenities, environmental education, and geotourism. Rebrand the visitor experience to focus on environmental quality, health and wellness, and recreation activities.

### Conclusion

The development of the Douglas County Bike Plan has involved collaboration from State and local agencies. NDOT has funded and contracted with Kimly-Horn and Associates, Inc. to write and manage the project. County staff is working closely with NDOT and Kimly-Horn and Associates, Inc. to provide local knowledge and coordination with the local agencies.

County staff is requesting comments from the towns, general improvement districts, and all interested parties regarding all aspects of the proposed plan. The draft 2014 Douglas County Bike Plan provided with this report is still a working draft.

While the entire bike plan will be used to assist the State and County in planning for and implementing bicycle facilities, there are a few sections of the plan that are critical to its success. The critical sections are Section 5 Vision, Goals, Objectives, and Strategies, Section 6 Recommended Bicycle Network, specifically the maps which identify a proposed network, and Section 8 Implementation Plan, which identifies a High Priority Bicycle Improvement Project.

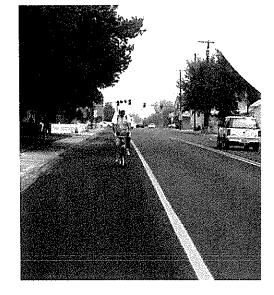
### Attachments:

- 1. Draft 2014 Bike Plan
- 2. 2003 Comprehensive Trails Plan

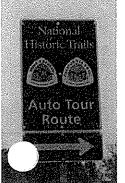
STATE OF NEVADA DEPARTMENT OF TRANSPORTATION

# COUNTY Bicycle Plan

BIKE JANE



DRAFT





| FEBRUARY 2014

PREPARED FOR: DOUGLAS COUNTY SPONSORED BY: NDOT





Bicycle Plan



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# LIST OF ACRONYMS

AASHTO	American Association of State Highway and Transportation Officials
FHWA	Federal Highway Administration
GIS	Geographic Information Systems
HSIP	Highway Safety Improvement Program
MAP-21	Moving Ahead for Progress in the 21st Century Act
MPO	Metropolitan Planning Organization
NACTO	National Association of City Transportation Officials
NBPAB	Nevada Bicycle and Pedestrian Advisory Board
NDOT	Nevada Department of Transportation
NHPP	National Highway Performance Program
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
SHSP	Strategic Highway Safety Plan
SRTS	Safe Routes to School
STP	Surface Transportation Program
ТАР	Transportation Alternatives Programs
TMA	Transportation Management Areas







## **1.** ACKNOWLEDGEMENTS

The Nevada Department of Transportation (NDOT) Transportation Planning Division would like to express its appreciation to the dedicated individuals who provided valuable input in the development of Douglas County Bicycle Plan. The following individuals representing local, regional and state agencies or organizations were instrumental in the preparation of the plan:

- Dirk Goering, Douglas County Planning
- Jeff Foltz, Douglas County Public Works
- Dan Doenges, Carson Area MPO
- Tim Mueller, NDOT Planning
- John Stevens, Local Cyclist/Town of Minden Board Member
- Tom Dallaire, Gardnerville Town Manager

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- Plan Preparation Molly O'Brien, P.E., PTOE, Kimley-Horn and Associates, Inc.
- GIS Mapping and Crash Analysis Devin Moore, Kimley-Horn and Associates, Inc.
- GIS Mapping Matt Farmen, Kimley-Horn and Associates, Inc.





# 2. INTRODUCTION

Communities throughout Nevada have been steadily expanding their emphasis on improving bicycling over the last few decades. In February 2013, NDOT formalized this momentum in the Nevada Statewide Bicycle Plan (State Bike Plan), which focused on areas outside of the four Metropolitan Planning Organizations (MPOs) in Nevada. Representatives from NDOT and other public and private organizations throughout the state came together to support bicycle planning within the development of this plan. This State Bike Plan focused on recommendations to improve bicycling through Policies, Programs, Legislation, Tourism, and Infrastructure improvements.

The first strategy listed within the State Bike Plan is for NDOT to assist local jurisdictions with adopting local bicycle plans that are endorsed by the Nevada Bicycle and Pedestrian Advisory Board (NBPAB). This Douglas County Bicycle Plan has been prepared in support of that strategy. This Plan references the major elements of the State Bike Plan that are relevant to Douglas County with a focus on documenting the existing and proposed infrastructure improvements desired within Douglas County, as well as, adjacent areas.

This Plan is being developed with significant input from county and local representatives as well as cycling advocates from Douglas County. The project is being led by NDOT in coordination with the Nevada Bicycle and Pedestrian Advisory Board.







# 3. PUBLIC INVOLVEMENT

The development of this Plan was guided by local coordination and public input. Public input was gathered during the development of the State Bike Plan. A public meeting for the State Plan was held in Minden on November 18, 2011. This meeting was attended by seven people and the following summarizes the key topics identified at the meeting:

### Largest Need:

• Wider shoulders, additional bike lanes and paths

### **Biggest Issue:**

• Lack of connectivity within Douglas County

### Greatest Asset:

• Proximity to Lake Tahoe

### Additional Information:

- A driving tour and field review of bike facilities was done by members of the project team and local representatives;
- There is a need to improve connectivity between residential and commercial centers of the County. ;
- There are limited bike education events in Douglas County;
- Alternative design standards for roads should be explored to allow for the addition of bike facilities; and
- Douglas County is working to preserve and utilize historic rights-of-ways and corridors, such as the Virginia & Truckee Railroad and the Old Kingsbury Grade.

Section 3 of the State Bike Plan includes a summary of all public input received, which was from 15 public meetings throughout the state and 777 responses to a user survey. The State Bike Plan includes a summary of the user survey on Page 22 and of the issues identified at the public meetings on Page 23 of the State Bike Plan. This information from the State Bike Plan was used as a baseline for a workshop held specifically for development of the Douglas County Bicycle Plan.

A two day workshop was held on August 27 and 28, 2013, in Minden, Nevada. The two day workshop was held in order to gain input from representatives of the local community on specific bicycling conditions in Douglas County and to develop recommendations on proposed bicycle facility improvements as well as recommendations for policy, program, legislation, and tourism improvements to bicycling. The following is a list of attendees at the workshop:

- Dirk Goering, Douglas County Planning
- Jeff Foltz, Douglas County Public Works
- Dan Doenges, Carson Area MPO
- Tim Mueller, NDOT Planning
- John Stevens, Local Cyclist/Town of Minden Board Member
- Tim Dallaire, Gardnerville Town Manager
  - Bill Story, NDOT Project Manager
  - Mike Colety, Kimley-Horn and Associates, Inc.
  - Peter Lagerwey, Toole Design Group







The two day workshop covered a variety of bicycling topics, including a field review. The schedule is included below:

	8:00 – 8:30	Meet-and-Greet
	8:30 – 9:00	Overview of planning process, review Statewide Bike Plan
Υ1	9:00 – <del>9</del> :30	Review bicycle facility types
DAY	9:30 – 12:00	Review maps, identify opportunities, barriers
	12:00	Adjourn
	1:00 - 6:00	Field assessment*
	8:00 - 12:00	Field assessment*
۲2	1:00 – 2:30	Review maps
DAY 2	2:30 5:00	Plan development – interactive exercise
	5:00	Adjourn
$*T_{L-1}$	-1.1	

\*The field assessment was attended by a subset of the workshop attendees and then presented to the group

The attendees provided input on good existing bicycling conditions, existing issues, desired routes, needed programs and policies, and then provided input on priorities. The field assessment reviewed existing conditions and potential for improvements. Notes from the countywide field assessment are included in **Appendix A**.







# 4. EXISTING CONDITIONS

### 4.1 Countywide Observations

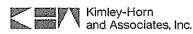
Bicycling conditions throughout Douglas County were observed as part of the development of the State Bike Plan and during the field review as a part of the workshop. The following are examples of good existing bicycling conditions in Douglas County:

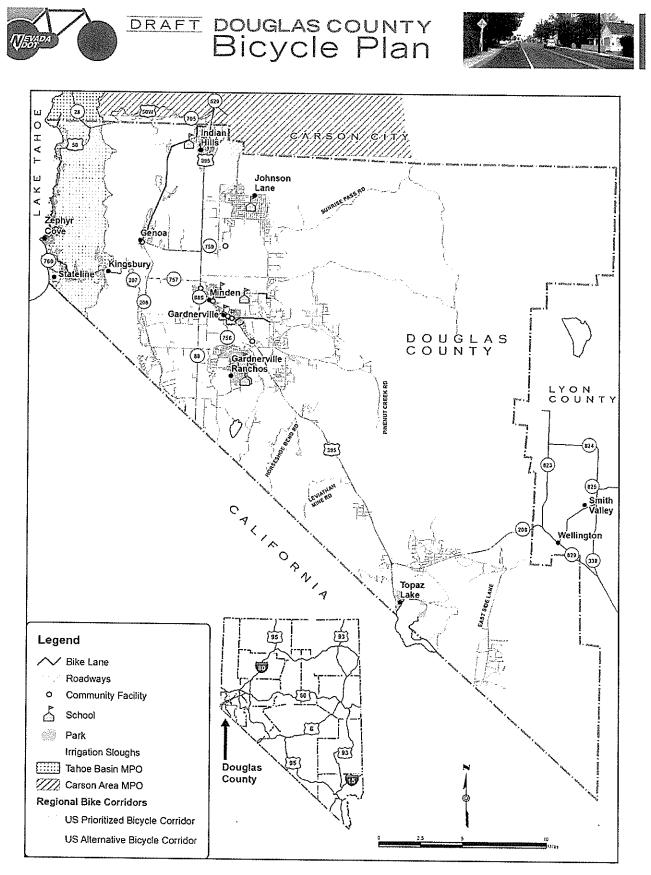
- Bike lanes
- Shared use path
- Wide shoulders
- Bike parking
- Bike shops
- Bike amenities and lodging

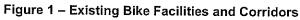
Similarly, the following are examples of non-desirable conditions that can be observed in Douglas County:

- Narrow shoulders
- No shoulders
- Pinch points for bicyclists
- Lack of directional signage
- Lack of amenities
- Lack of funding
- Development requirements to provide bicycle facilities not always followed
- Lack of advocates or champions

**Figure 1** shows a map of the existing bicycle infrastructure in Douglas County and the U.S. Prioritized and Alternate Corridors within Nevada. In addition, the map shows major bicycle traffic generators. The U.S. Prioritized and Alternate Corridors are a preliminary designation by the American Association of State Highway and Transportation Officials (AASHTO) and Adventure Cycling Association with state and local officials responsible for designating the specific route within 50 miles of the highway corridor.













### 4.2 Existing Documents, Policies, Programs and Legislation

Existing bicycle related documents from Douglas County were collected as part of the development of the State Bike Plan. The following sections are a summary of bicycle related documents, policies, programs and legislation in Douglas County in matrix form (**Table 1**) and paragraph form.

### Table 1 – Douglas Countywide – Existing Bicycling Documents, Policies, Programs, and Legislation

	Douglas County			
Douglas County Comprehensive Trails Plan (Not Approved by NBAB) Existing/Proposed Facility Map	2003			
Major Bikeway Initiatives	No			
Laws	No			
Policies	Yes			
Safe Routes to School Program	Limited			
Construction Standards	Yes			
Maintenance Expectations and Protocols	No			
Cycle Tourism Initiatives	No			

### 4.2.1 Douglas County Comprehensive Trails Plan 2003

The purpose of the 2003 Douglas County's Comprehensive Trails Plan was to provide enhancement and development of a coherent, workable community trails program which will assist towards the creation of a system of hard and soft surface multi-use paths, through Douglas County. The Plan established specific public access points, trailhead, and trail locations to be developed over the life of the Master Plan.

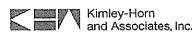
This Plan was submitted to the Nevada Bicycle Advisory Board (later changed to the Nevada Bicycle and Pedestrian Advisory Board) for adoption in 2010. On November 22, 2010, NDOT received a response letter stating the Board did Not Approve the Plan. The letter identified 13 issues that needed to be addressed for the Plan to be approved. A copy of that letter is included in **Appendix B**. The Douglas County Bicycle Plan addresses all of the 13 issues identified in the response letter.

### 4.2.2 Safe Routes to School Program

Douglas County has access to resources within the Carson City Health and Human Services Safe Routes to School Program (SRTS). The program incorporates the Five Es: evaluation, education, encouragement, engineering and enforcement. The goal of SRTS is to get more children bicycling and walking to schools safely on an everyday basis. This improves the built environment and increases opportunities for healthy physical activity for everyone. The State currently funds a SRTS coordinator who is available to assist the county and school district personnel in program expansion and implementation.

### 4.2.3 Construction Standards

The 1998 Douglas County Design Criteria and Improvement Standards include bicycle access (bicycle parking and bicycle connections), path design standards, roadway design standards with bike lane (urban) and shoulder (rural) bikeways, definitions as well as pedestrian access standards.





### 4.2.4 Legislation

Although there was no specific bicycle related legislation identified in Douglas County, existing statewide legislation related to bicycling is summarized in Section 4.3.9 on Page 39 of the State Bicycle Plan.

### 4.3 Crash Data

As part of the State Bike Plan, bicycle crashes with motor vehicles were reviewed. NDOT annually completes a crash data review for the preceding 3 years. The most recent report is the 2008 to 2010. It is important to recognize that most bicycle crash data only includes bicycle crashes with motor vehicles that are significant enough to require a police report. The data included in NDOT's report does not include minor collisions with bicycles and motor vehicles that do not have a police report, nor does it include bicycle crashes that do not include a motorist (i.e., crashes between two bicycles or a single bicycle crash). The following is a summary of the bicycle and motor vehicle crashes for years 2008 to 2010 in Douglas County.

### Table 2 – Summary of Churchill County Bicycle and Motor Vehicle Crashes 2008-2010

2008					2009				2010			
COUNTY	TOTAL INJURY CRASHES	TOTAL INJURIES	TOTAL FATAL CRASHES	TOTAL FATALTIES	TOTAL INJURY CRASHES	TOTAL	TOTAL FATAL CRASHES	TOTAL FATALTIES	TOTAL INJURY CRASHES	TOTAL INJURIES	TOTAL FATAL CRASHES	TOTAL FATALTIES
ARSON	11	12			6	6	1		8	8		
HURCHILL	5	5	1	1	3	3			1	1		
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OUGLAS	6	6			9	9	1	-	10	10	1	
LKO	<u> </u>	3	L		4	4	f		1 1			
SMERALDA										····· *		
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(HITE PINE				<del></del>			<u> </u>	· · ·	¥8	102	3	3
DTAL	383	395	7	7	555	572	6		504	527		<b>.</b>

Source: NDOT Crash Data Report 2008-2010

The following are additional key results from the NDOT crash data for all of the crashes that occurred outside of the four MPOs within Nevada between the years 2008 and 2010:

- Bicycle crashes trended up over the three years, but fatalities decreased slightly.
- Failure to yield is the most common motorist factor.
- Improper crossing and wrong side of road are most common bicyclist factor, followed by darting, failure to obey signs, signals or officer, and failure to yield right of way. Not visible, inattentive and lying in roadway are minor contributing factors.
- There are typically more bicycle crashes and fatalities per day on weekdays than on weekends. Most collisions are between 3 and 5 PM, with noon to 3 being secondary.

NDOT also provided Geographic Information System (GIS) bicycle crash data for Nevada from 2006 to 2011. The data is spatially located where the event occurred, and is coded with information related to the incident including crash severity and type. Figure 2 contains a summary of the GIS crash data provided for Douglas County. Figure 3 is a map to the exact location of each crash within Douglas County.





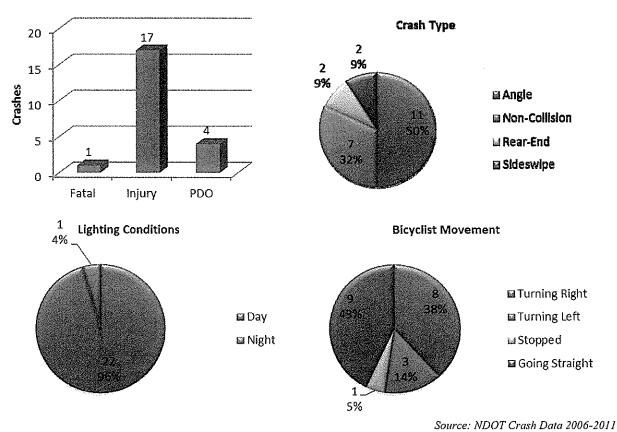


Figure 2 – Summary of Douglas County Bicycle and Motor Vehicle Crashes 2006-2011

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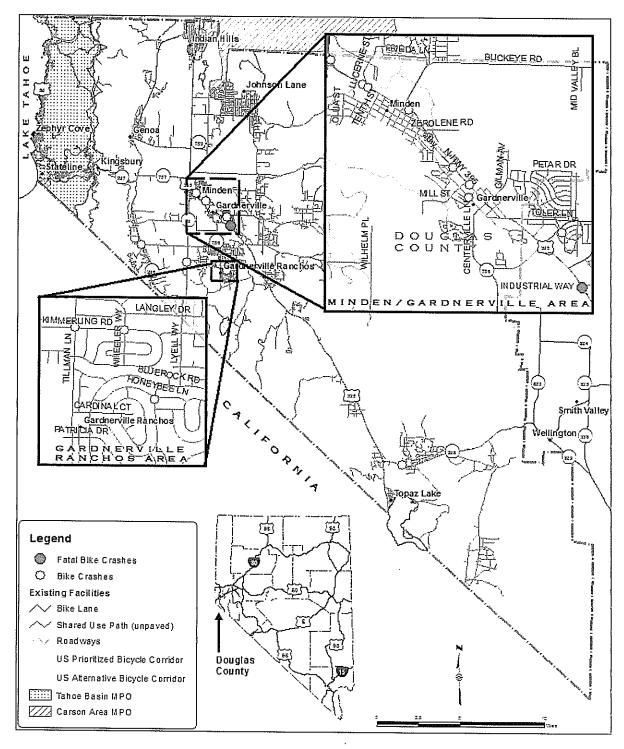


Figure 3 – Reported Bicycle and Motor Vehicle Crashes in Douglas County







#### 5. VISION, GOALS, AND OBJECTIVES

The Vision, Goals, and Objectives for the Douglas County Bicycle Plan are:

#### 5.1Vision

For Douglas County residents and visitors of all ages and abilities to experience a convenient, pleasant, and safe bicycling environment.

#### 5.2 Goals

There are two major goals of the Douglas County Bicycling Program that will guide the specific objectives and strategies within this plan.

- Increase bicycling's mode share throughout Douglas County in and between communities, both by residents and tourists. To Define -
- Reduce crashes involving bicyclists and eliminate all bicyclist fatalities in support of Nevada's "Zero Fatalities" and the national "Towards Zero Deaths" initiatives.

#### 5.3Objectives

The following objectives are the specific tasks to be evaluated to determine the success of this Plan and bicycling in Nevada. Dauglas Courts

- Objective 1: Increase local support of bicycling
- Objective 2: Increase bicycle tourism
- Objective 3: Accommodate appropriate bicycling facilities on all roadways in Nevada open to bicycling
- Objective 4: Increase motorists and bicyclists compliance with laws associated with bicycling

#### Strategies in Support of Objectives 5.4

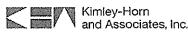
The following strategies have been developed to support the four main objectives of this Plan.

#### **Objective 1: Increase Local Support of Bicycling**

Strategy 1A: Improve the connectivity of bicycle facilities between population centers in a safe and effective manner.

- Strategy 1B: Provide guidance and technical support to the local jurisdictions, including the towns and general improvement districts for developing bicycle plans that are consistent with the County and State Bicycle Plans.
- Strategy 1D: Douglas County should collaborate with the towns and general improvement districts to employ consistent design and maintenance policies for bicycle facilities.

- Strategy 1F: To work with local agencies on the creation of funding mechanisms for bicycle related projects.
- Strategy 1G: To collaborate with local agencies in applying for available state and federal funding opportunities and programs that are available for bicycle related projects.
- Strategy 1H: To work with the Douglas County School District and other health advocates and agencies to promote bicycling as part of a healthy lifestyle for children and adults, including SRTS, Bike Month, and Nevada Moves Day.





Strategy I: To work with the Douglas County School District, Towns, and General Improvement Districts to develop bicycle plans that identify safe routes and identify needed bike facilities for each school and incorporate the needs of each school into the County's Community Development overall planning.

#### Strategy 2 Increase Bicycle Tourism

- Strategy 2A: To encourage the County's Economic Vitality Division to collaborate with the State's Office of Economic Development, local governmental agencies, and business organizations to promote bicycle tourism.
- Strategy 2B: If supported by local business and local agencies, the County should assist in the development of bicycle tourism materials related to road and mountain bicycling, including maps that show destinations and designated routes.
- Strategy 2C: To encourage NDOT to establish US Bicycle Routes and regional bicycle routes in Douglas County, Nevada.
- Strategy 2D: To review the County's existing permit process for bicycle events, and if needed, develop a streamlined permitting process that establishes clear rules and guidelines along with acceptable temporary wayfinding methods.

## Strategy 3 Accommodate appropriate bicycling facilities on all roadways in Nevada open to bicycling

- Strategy 3A: To adopt Countywide design guidelines and specifications that address bicycle facility design, including wayfinding and informational signs, and accommodating bicycle facilities in work zones.
- Strategy 3B: Develop protocols with the state and local agencies that review maintenance projects which require restriping, to evaluate redesign options for adding bicycle facilities.
- Strategy 3C: County to define, inventory, and preserve, as necessary, alternate corridors such as railroad, irrigation easements, utility, and roadway rights-of-way for bicycling.
- Strategy 3D: County to maintain and evaluate, every two years, a list of high priority bicycle improvement projects.
- Strategy 3E: Strengthen requirements for developers to provide the space for a bicycle facility through street design standards. Provide guidance on when developer is to install the bicycle facility and when the developer must provide the space and funding for a future County improvement if it is not appropriate to install the facility at the time of development.

## Strategy 4 Increase motorists and bicyclists compliance with laws associated with bicycling

- Strategy 4A: County, in partnership with the state, local, and private sector organizations, will encourage bicycle training for youth and adult bicyclists.
- Strategy 4B: County should provide assistance with state and local bicycle media and safety campaigns, materials, and outreach.
- Strategy 4C: County should work with the Douglas County Sheriff's Office and state law enforcement agencies to encourage the enforcement of state laws related to bicycling from a motorist's and bicyclist's perspective, regarding unsafe and unlawful behaviors.
- Strategy 4D: County to encourage a state sponsored Bicycle Infraction Diversion. Program that allows violators of bicycling related infractions (motorists and bicyclists) to complete a training course instead of paying a fine.
- Strategy 4E: County to continue to work with advocates and the state to address legislative issues and needed changes related to bicycling during Nevada's bi-annual legislative sessions.







## 6. **Recommended Bicycle Network**

Recommendations within the State Bicycle Plan are based upon the Vision, Goals and Objectives developed from the review of existing conditions and bicyclists' needs discovered through public input and stakeholder improvement processes.

The Douglas County Bike Plan's primary focus is to document the proposed bicycle infrastructure in Douglas County. The facility recommendations take into account that bicycle accommodation is not a one size fits all approach and that bicycling accommodation should be responsive to the preferences of different bicycling user groups and trip types. The 2012 AASHTO Guide for the Development of Bicycle Facilities (2012 AASHTO Bike Guide) defines two user groups based on bicyclist skill and comfort level:

#### **Experienced and Confident:**

- Most comfortable riding with vehicles on streets and are able to navigate streets like a motor vehicle, including using the full width of a narrow travel lane when appropriate and using left-turn lanes
- While comfortable on most streets, some prefer on-street bike lanes, paved shoulders or shared use paths when available
- Ride with the flow of traffic on streets and avoid riding on sidewalks
- Typically ride at speeds of 15 to 25 miles per hour on level grades and can reach up to 45 miles per hour on steep descents

#### Casual and Less Confident:

- Prefer shared use paths, bicycle boulevards, or bike lanes along low-volume streets
- May have difficulty gauging traffic and may be unfamiliar with rules of the road as they pertain to bicyclists; more likely to walk bike across intersections
- May use less direct route to avoid arterials with heavy traffic volumes
- May ride on sidewalk if no on-street facility is available
- Typically ride around 8 to 12 miles per hour
- Typically cycle shorter distances, one to five miles

Bicyclists generally also have different preferences based on if the trip is local versus long distance. Local trips are often more utilitarian (e.g., biking to a shopping destination or school) and long trips more recreational (e.g., biking for exercise or sport), although there are also short recreation trips and long utilitarian trips. Local trips typically do not go much further beyond the populated area; whereas, long distance trips may be cross-state, touring type trips, or regional trips between destinations. These trip types are also based on information in the 2012 AASHTO Bike Guide and generally have the following characteristics:

#### Long-Distance Trips:

- Directness of route not as important as visual interest, shade, and protection from wind
- Loop trips may be preferred to back tracking; start and end points are often the same with an exception being bicycle touring trips
- Trips typically range from under a mile to over 50 miles
- Short term parking is needed at recreational sites, parks, trailheads and other activity centers
- Varied topography may be desired, depending on the fitness and skill level of the bicyclist
- More likely to be riding in a group
- Sometimes drive with bicycle to starting point of ride







Typically ride on the weekend or on weekday before or after commute hours

#### Local Trips:

- Directness of route and connected, continuous facilities more important
- Trips generally travel from residential to schools, shopping or work areas
- Trips typically range from 1 to 10 miles in length
- Short-term and long-term bicycle parking is needed at destinations
- Flat topography preferred
- Often ride individually
- Bicycle is primary mode of transportation for the trip; may transfer to public transportation and may not have access to a car for the trip

Table 2 summarizes the preferences of both trip types for the two user groups.

		Experienced/Confi	dent Bicyclists	Casual/Less C Bicyclis	
		Long Distance	Local	Long Distance	Local
	Bicycle Lane	✓	$\checkmark$	✓	$\checkmark$
Type	Paved Shoulder	1	$\checkmark$	✓	✓
ity T	Shared Lanes	1	~		
Facility	Marked Shared Lanes		×		✓
	Shared Use Path				✓

#### Table 3 – User Group and Trip Types

As displayed in **Table 2**, all of the different facility types are preferred by at least one particular user group for either a local or long distance trip. Therefore, the recommendations of this Plan recognize that all of these different facility types serve a particular purpose and should be considered for particular conditions and in some cases two facilities may be appropriate within the same area or corridor.

#### 6.1 Bicycle Facility Types

The following bicycle facility type terms and descriptions from the 2012 AASHTO Guide for the Development of Bicycle Facilities (AASHTO Bike Guide) will be used for this plan:

#### **On-street Bicycle Facilities**

- Shared Lane Bicycles may be operated on all roadways except where prohibited by statute or regulation. There are no roadways in Douglas County that prohibit bicycles. Generally speaking, roadways that carry very low to low volumes of traffic, and may also have traffic typically operating at low speeds, may be suitable as shared lanes in their present condition.
- Marked Shared Lane In situations where it is desirable to provide a higher level of guidance to bicyclists and motorists, marked shared lanes include the shared-lane marking.
- Paved Shoulder adding or improving paved shoulders can greatly improve bicyclists' accommodation on roadway with higher speeds or traffic volumes as well as benefit motorists, and are most often used on rural roadways.







### Add description of buffered bike lanes.

- Bike Lane a portion of the roadway designated for preferential use by bicyclists. One-way facilities that typically carry bicycle traffic in the same direction as adjacent motor vehicle traffic. Bike lanes are the appropriate and preferred bicycle facilities for thoroughfares in both urban and suburban areas.
- Bicycle Boulevard A bicycle boulevard is a local street or series of continuous street segments that have been modified to function as a through street for bicyclists, while discouraging through automobile travel.

#### **Off-street Bicycle Facility**

- Shared Use Path Bikeways that are physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Paths are most commonly designed for two-way travel. Shared use paths can be paved or unpaved. A paved surface is generally preferred over un-paved surfaces, however unpaved surface may be appropriate on rural paths or as a temporary measure before funding is available for paving.
- Side-path a shared use path that is adjacent to a roadway. Provision for a side-path is not a substitute for an on-street bicycle accommodation. Side-paths can create operational issues, but can function along highway for short sections, or for longer sections where there are few street and/or driveway crossings.

All bicycle facilities recommended in this Plan should be designed and constructed based on the most current version of the AASHTO Guide for the Development of Bicycle Facilities, the National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide and any applicable NDOT and County design standards. In addition to the recommended on-street and off-street bicycle facilities, individual improvement projects should include:

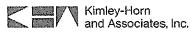
- Signage and marking
- Bicycle guide signs and wayfinding
- Bicycle parking at destinations
- Roadway crossings and intersection accommodations (including signal detection)

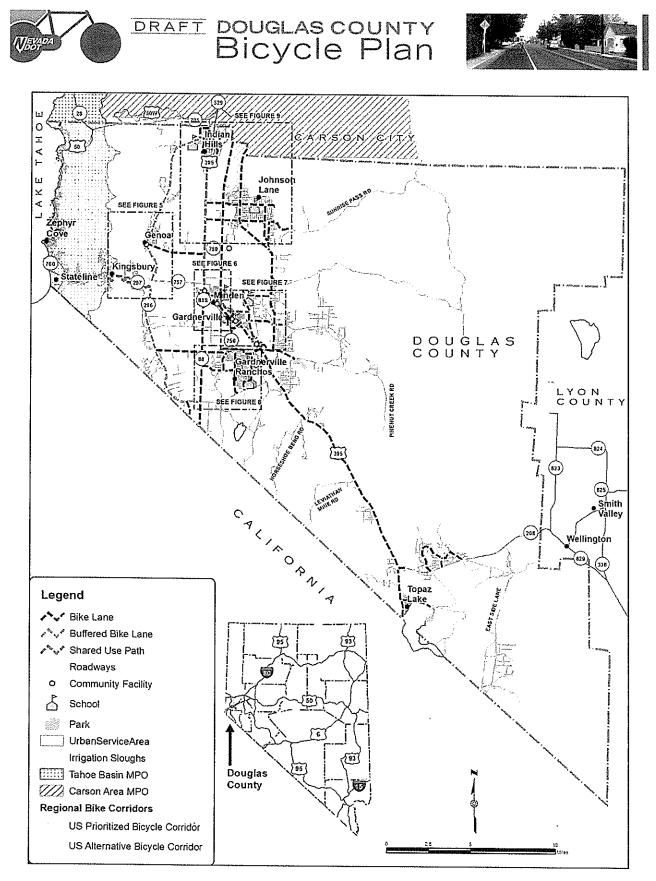
Schools within Douglas County are a part of the SRTS Program operated by Carson City Health and Human Services. As such, the bicycle facility recommendations took into account SRTS within Douglas County.

#### 6.2 Bicycle Network

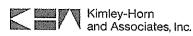
The Bicycle Network identified as part of this Plan is included in the following Figures:

- Figure 4 Bicycle Network Douglas County
- Figure 5 Bicycle Network Genoa
- Figure 6 Bicycle Network Minden
- Figure 7 Bicycle Network Gardnerville
- Figure 8 Bicycle Network Gardnerville Ranchos
- Figure 9 Bicycle Network Johnson Lane and Indian Hills











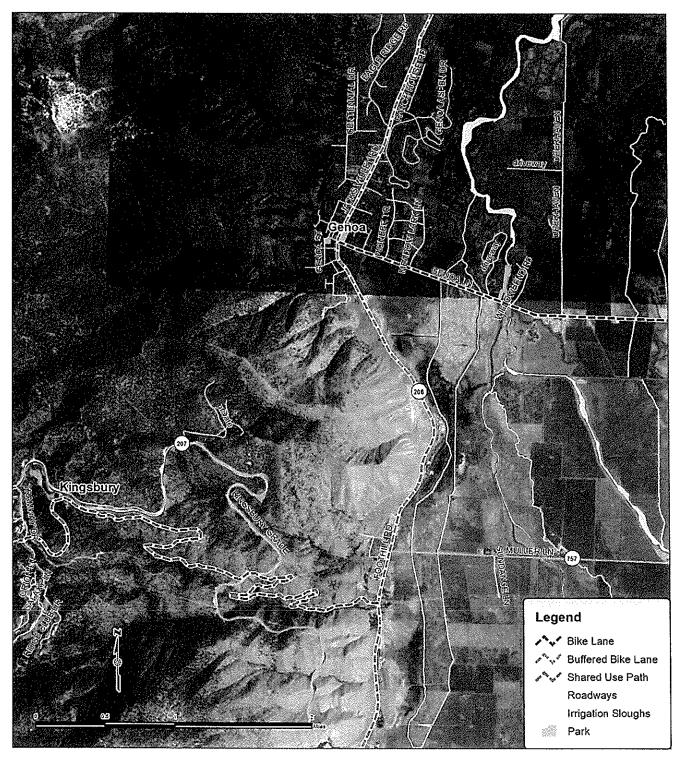


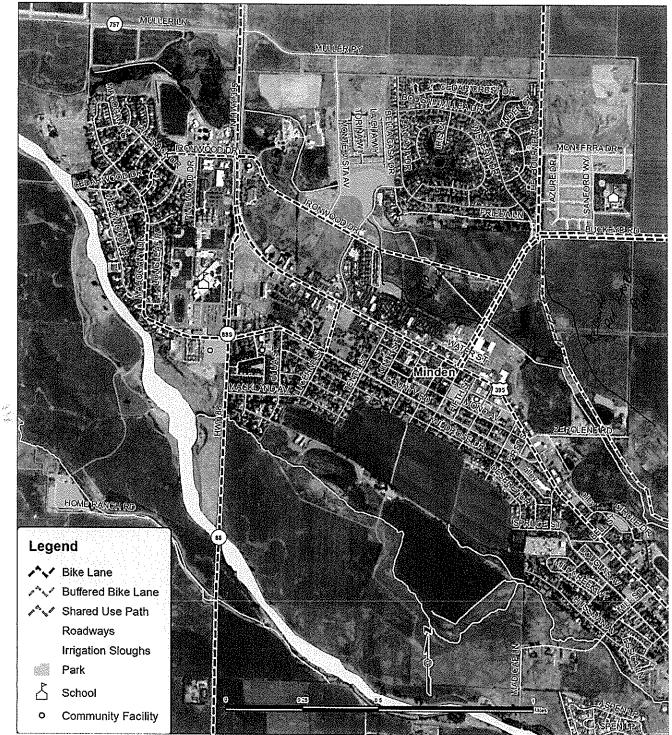
Figure 5 - Bicycle Network - Genoa

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Figure 6 - Bicycle Network - Minden





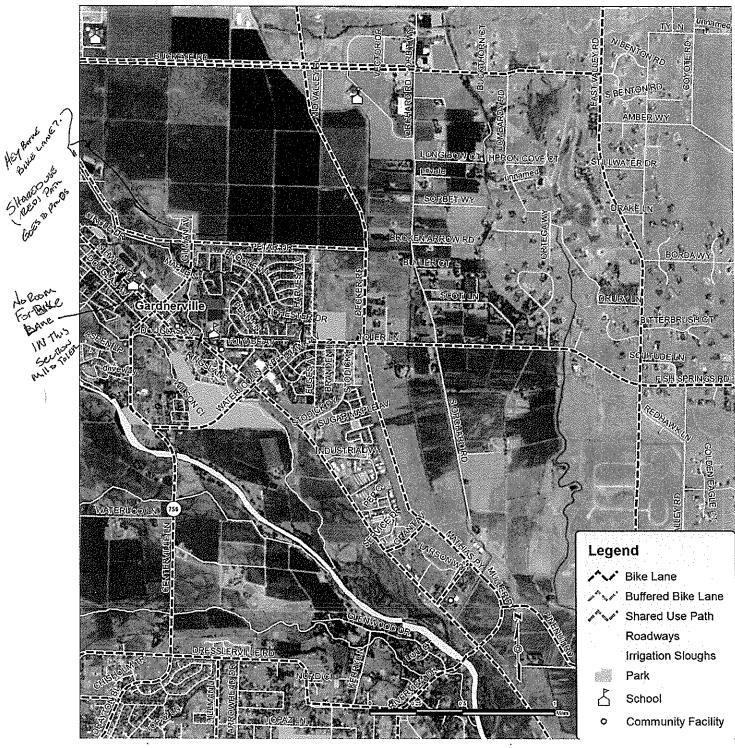


Figure 7 – Bicycle Network – Gardnerville





# DRAFT DOUGLAS COUNTY Bicycle Plan



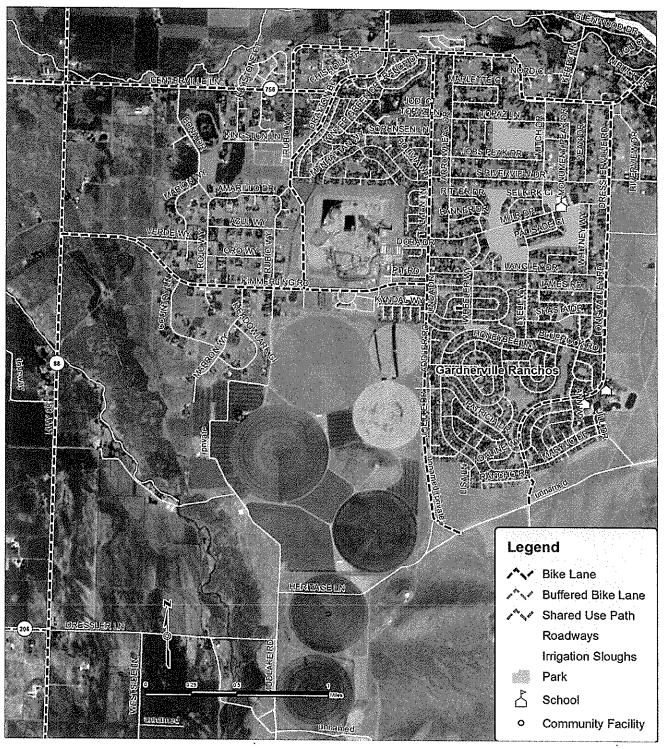


Figure 8 – Bicycle Network – Gardnerville Ranchos







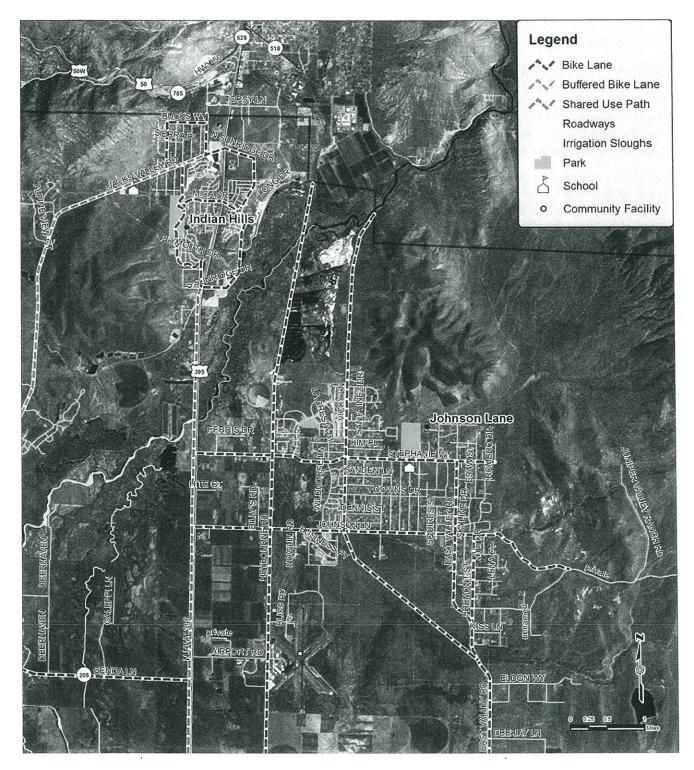


Figure 9 – Bicycle Network – Johnson Lane and Indian Hills

Douglas County Bicycle Plan February 2014





## 7. Funding

Funding bicycling improvements can come from federal, state, and local sources. At the state level, Plan recommendations may be implemented by incorporating bicycle infrastructure local improvements into NDOT's Statewide Transportation Improvement Program. Localities may take similar actions by dedicating staff and budget resources to support bicycle planning and programs (e.g., education, encouragement, and enforcement), incorporating bicycle improvements into capital improvement programs, and routinely accommodating bicycle facilities when making major roadway improvements.

Federal transportation funding is an important source of funding for states and localities. With passage of the most recent federal transportation bill, Moving Ahead for Progress in the 21st Century Act (MAP-21), the Transportation Enhancements, SRTS, Recreational Trails, and redevelopment of underused highways to boulevards programs have been consolidated into the Transportation Alternatives Program (TAP). The TAP builds upon the legacy of the Transportation Enhancement program by expanding travel choices, strengthening the local economy, improving the quality of life, and protecting the environment.

The TAP is one component of the total federal transportation funding apportionment that states receive. Other programs that are part of the federal apportionment to states, and which could be important for supporting this Plan's recommendations, include the National Highway Performance Program, the Surface Transportation Program (STP), and the Highway Safety Improvement Program (HSIP). The Section 402 State and Community Highway Safety Grant Program is another potential source of funding for certain types of projects that may benefit bicyclists. The following are details for each of these funding sources.

#### 7.1 Transportation Alternatives

MAP-21 gives states more flexibility in how they allocate federal monies. States have the option to increase funding that supports walking and bicycling, keep funding levels the same, or decrease funding. Under the new bill, state DOTs are to distribute 50% of TAP funding to defined Transportation Management Areas (TMA), which consist of cities or metro areas with populations greater than 200,000. TMAs (Regional Transportation Commissions in Nevada and often MPOs) are required to distribute these funds through a competitive grant process. The other 50% of funds are distributed directly by state DOTs through a competitive grant process with no sub-allocation of funding by population. Governors are given the authority to opt-in or out of the Recreational Trails program on an annual basis. If they choose to opt-out funding set aside for the Recreational Trails program automatically goes into the TAP.

#### 7.1.1 Eligible Activities for Transportation Alternatives Program

The following activities are eligible to receive funding from TAP:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Inventory, control, or removal of outdoor advertising.







- Historic preservation and rehabilitation of historic transportation facilities.
- Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
- Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329; or reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

In addition to the eligibilities listed above from Section 101 of MAP-21, eligible TAP projects also include any projects eligible under the Recreational Trails Program or SRTS Program. Major changes to SRTS funding include elimination of the requirement that states spend between 10 and 30 percent of SRTS funds on non-infrastructure activities (e.g., public awareness campaigns and outreach to press and community leaders, traffic education and enforcement, student training, and funding for training, volunteers, and managers of SRTS programs), and state SRTS coordinators are no longer mandated, but are an eligible use of funds. Law enforcement activities within 2 miles of a K-8 school remain eligible for funding as SRTS projects. SRTS-related law enforcement activities can also be funded by HSIP funds, if SRTS is identified in the Strategic Highway Safety Plan (SHSP).

Eligible TAP projects also include the "planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways" as stated in Section 213(b)(4) of title 23 U.S.C. Lastly, although the language for the national Scenic Byways program will stay intact, funding for projects has not been included in the new transportation bill. There will be no national Scenic Byways funding program.

The TAP is a part of the Federal-aid Highway Program. Although the program is a "grant" program under federal regulation, it is not an "up-front" grant program and funds are available only on a reimbursement basis. Only after a project has been approved by the State Department of Transportation or MPO and the Federal Highway Administration (FHWA) division office can costs become eligible for reimbursement. This means project sponsors must incur the cost of the project prior to being repaid. Costs must be incurred after FHWA division office project approval or they are not eligible for reimbursement.

#### 7.1.2 Relevance of MAP-21 to the Douglas County Bicycle Plan

Funding from MAP-21's TAP may be instrumental for making bicycling improvements in areas such as Douglas County with a population less than 200,000. For areas with populations less than 200,000, MAP-21 directs state DOTs to administer a competitive grant process.

Recreational trails, and the development of new trails, are an important component of Douglas County's bicycling system, and therefore the Recreational Trails program could prove to be a vital funding source for expanding the county's trail system.

More information, including updates, on MAP-21 and final rulemaking can be found at Advocacy Advance <u>http://www.advocacyadvance.org/MAP21</u> and from the FHWA at <u>http://www.fhwa.dot.gov/map21/</u>.

#### 7.2 Surface Transportation Program

The STP provides flexible funding that may be used by States and localities for projects on any Federal-aid highway, including the National Highway System (NHS), bridge projects on any public road, transit capital





projects, and intracity and intercity bus terminals and facilities. Among the eligible activities under STP are projects relating to intersections that: have disproportionately high accident rates; have high congestion; and are located on a Federal-aid highway.

#### 7.3 Highway Safety Improvement Program

The HSIP emphasizes a data-driven, strategic approach to improving highway safety that focuses on results. A highway safety improvement project corrects or improves a hazardous road location, or addresses a highway safety problem. Funds may be used for projects on any public road or publicly owned bicycle and pedestrian pathway or trail. Each State must have a SHSP to be eligible to use up to 10 percent of its HSIP funds for other safety projects under 23 USC (including education, enforcement and emergency medical services).

### 7.4 State and Community Highway Safety Grant Program

Highway Safety Funds are used to support State and community programs to reduce deaths and injuries on the highways. In each State, funds are administered by the Governor's Representative for Highway Safety. Pedestrian safety has been identified as a National Priority Area and is therefore eligible for Section 402 funds. Section 402 funds can be used for a variety of safety initiatives including conducting data analyses, developing safety education programs, and conducting community-wide pedestrian safety campaigns. Since the 402 Program is jointly administered by the National Highway Traffic Safety Administration (NHTSA) and FHWA, Highway Safety Funds can also be used for some limited safety-related engineering projects. A State is eligible for these formula grants by submitting a Performance Plan, which establishes goals and performance measures to improve highway safety in the State, and a Highway Safety Plan, which describes activities to achieve those goals.

Additional information is available from the following web sites:

- <u>NHTSA 402 Programs and Grants</u>
  - <u>http://www.nhtsa.gov/</u>
- Traffic Safety Fact Sheets for Section 402 and Related Programs
  - http://www.nhtsa.gov/Laws+&+Regulations/Section+402+SAFETEA-LU+Fact+Sheet
  - Uniform Guidelines for State Highway Safety Programs
    - http://www.nhtsa.gov/nhtsa/whatsup/tea21/tea21programs/
- Traffic Safety Fact Sheets—Links to laws
  - http://www.nhtsa.dot.gov/people/injury/TSFLaws/PDFs/810728W.pdf
- 7.5 National Highway Performance Program

The National Highway Performance Program (NHPP) provides support for the condition and performance of the NHS, for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

NHPP projects must be on an eligible facility and support progress toward achievement of national performance goals for improving infrastructure condition, safety, mobility, or freight movement on the NHS, and be consistent with Metropolitan and Statewide planning requirements. Eligible activities include:

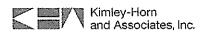
 Construction, reconstruction, resurfacing, restoration, rehabilitation, preservation, or operational improvements of NHS segments.







- Construction, replacement (including replacement with fill material), rehabilitation, preservation, and protection (including scour countermeasures, seismic retrofits, impact protection measures, security countermeasures, and protection against extreme events) of NHS bridges and tunnels.
- Bridge and tunnel inspection and evaluation on the NHS and inspection and evaluation of other NHS highway infrastructure assets.
- Training of bridge and tunnel inspectors.







#### 8. IMPLEMENTATION PLAN

#### 8.1 Introduction

This Plan primarily contains infrastructure improvement recommendations for Douglas County. While there are a number of criteria that could be considered when prioritizing what actions and roadway improvements to pursue and when, this Plan focuses on projects and programs that are pragmatic, e.g., low cost/high benefit and result in improved mobility for all roadway users. Recommendations have been prioritized using the following criteria:

- Level of expected improvement to bicycle mobility and safety
- Degree to which action is likely to encourage ridership
- Stakeholder input 4
- Feasibility in terms of required funding and staff resources and level of coordination

Recommendations that meet multiple criteria are favored in the short-term, particularly those recommendations that are relatively low cost/high benefit.

#### 8.2 High Priority Bicycle Improvement Projects

Table 4 is a list of high priority bicycle improvement projects identified through the creation of this plan. The initial projects list was developed through the two day bike plan workshop where input was collected from individuals representing local, regional and state agencies or organizations and a few members of the public who participated in the workshop. Some of these projects were originally identified in the 2003 trail plan developed by Douglas County.

\*All bicycle facilities should be designed and constructed based on the most current version of the AASHTO Guide for the Development of Bicycle Facilities, the NACTO Urban Bikeway Design Guide and any applicable NDOT and County design standards.







#### 8.3 Douglas County Bicycle Advisory Committee

Implementing this Plan and improving bicycling conditions in Douglas County will depend on collaboration and cooperation among county, local, and state representatives as well as bicycle advocates. In order to keep momentum on implementation of this Plan, it is recommended that Douglas County initiate a Bicycle Advisory Committee and/or a Bicycle and Pedestrian Advisory Committee.

#### 8.4 Bicycle Facility Design Training

It is recommended that Douglas County coordinate with state or national training resources to have key staff attend bicycle facility design training, such as the one day bicycle facility design course hosted as part of the State Bike Plan in 2012.

#### 8.5 Complete Streets Policy

In support of Strategy 1B of the State Bike Plan, it is recommended that Douglas County adopt a complete streets policy. The following is the recommended policy included in the State Bike Plan, see page 58 of the State Bike Plan for more information.

"Douglas County shall provide for the needs of motor vehicle drivers, public transportation vehicles and patrons, bicyclists, and pedestrians of all ages and abilities in all planning, programming, design, construction, reconstruction, retrofit, operations, and maintenance activities and products. Douglas County shall view all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in Nevada and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system."

#### 8.6 Education and Enforcement

It is recommended that in coordination with the facility improvements recommended in this plan, that Douglas County focus on educational and enforcement strategies identified in the State Bike Plan. See the State Bike Plan Implementation Matrix on Pages 89 to 96 of the State Bike Plan for more details.







# **APPENDIX A**

# NOTES FROM COUNTWIDE OBSERVATIONS

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Field Review Notes (Not Final Recommendations)

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<b>[</b> ]			EXISTING						PROPOSED		legend
٥	STREET NAME	FROM	10	ONEWAY	NUMBER LANES	S MEDIAN WIDTH		D FACILITY	RECOMMENDED ACTION	CROSS SECTION WIDTH	
1000	Spruce Street	Wildrose Drive	Douglas Avenue	z	2	NONE	37	BBİvğ	A	D	
D:002	Douglas Avenue	Spruce Street	Gilman Avenue	z	2	NONE	3	BBIvđ	×	0	SRD - Shared Roadway
D003	Gilman Avenue	Douglas Avenue	Cottonwood Slough	z	2	NONE	44	BL	ß	44	SH - Sharrow
P004	Gilman Avenue	Cottonwood Slough	Dresslerville Road	z	2	NONE	27	BL	WS	34	PS ~ Paved Shoulder
D005	Dravton Boulevard	Dresslerville Road	Pleasantview Drive	z	2	Striped	38	BL	RS	38	BL - Bike Lane
2006	Pleasantview Drive	Dravton Boulevard	Rubio Way	z	2	NONE	28	Bt	WS	34	BFBL (1) · Buffered Bike Lan (BL & Travel Lane
000	Centerville Lane	Rubio Way	Edna Drive	z	2	Striped	44	BL	RS	44	BFBL (2) - Buffered Bike Lane (BL & Parked Car)
8000	Centerville tane	Edna Drive	HWY 88	z	2	Striped	26	PS	WS	32	SUP - Shared Used Path
6000	Centerville Lane	HWY 88	Foothill Road	z	2	Striped	24	PS	ws	32	SWBP - Sidewalk w/ Bike Permitted
0100	Foothili Road	Centerville Lane	Fredericksburg Road	z	2	Striped	25	BFBL (1)	WS	40	S - Further Study Needed
104	Fairview Lane	Foothill Road	HWY 88	z	2	Striped	25	BF8L (1)	WS	40	CT1-1 - Cycle Track (1side 1way)
D012	Fredericksburg Road	Foothill Road	CA State Line	z	2	Striped	24	BL	WS	34	CT2-1 - Cycle Track (2sides 1 way)
	Breeder Lane	HWY 88	Mudlake Road	z	2	Striped	23	SR	NAC	0	CT2-2W - Cycle Track (2 way operation)
Pion	HWY 88	Dresseler Lane	Kimmerline Road	z	2	Striped	33.5	54	WS	36	BBtvd - Bicycle Boulevard
200	Kimmerline Road	FIWY 88	Rubio Way	z	2	Striped	28	P5	ws 🍝	32	CFBL - Contra-Flow Bike Lane
5100	Vimmering Road	Rubio Wav	Tilman Lane	z	2	Striped	38.5	BL	ws f	43	CL - Climbing Lane & Sharrow
2100	Tilman Lane	Kimmerline Road	Redwood Circle	z	2	Striped	35			38	WOL - Wide Outside Lane
0010	Titration and a condition	Reduced Circle	Aresclewille Road	z	2	Striped	24			38	B/BL - Bus/Bike Lane
	Disrefacille 2014	Tillman Lane	River View Drive	z	2	Striped	24	PS SQ	ws	32	PHB/BL - Peak Hour Bus/Bike Lane
0.00	Adirch Drive	Dresslewille Road	Muir Drive	z	2	NONE	0	SRD	NAC	0	
0700			Occupantilo Dand	2	-	NONF	-	SRO	NAC	0	Action Code
1700	Muir Urive		Discosts Pand	2 2	4	Strined	, 79	BI	MC	44	NCA - No Action Needed
7700					•	String	5	515	85	0	<
0023	Bluerock Road	Patricia Drive		z :	7 4	- Inchine	3 0	*10			
D024	Open Space	tyell Way	Lyeli Way	z :		NUNE	- i i	613	NAC		RD - Road Diet
0025	Langley Drive	Tillman Lane	Long Valley Road	z	7	Striped	Q (	515			R01 - Remove Parking 1 Side
0026	Mulr Drive	Fillman Lane	Mitch Drive	z	2	NONE		10	MAL	-	and a growth Control - Cation
0027	Riverview Drive	Dresslerville Road	Fairway Drive	z	2	Striped	54	CT1-1, WB, SH, EB		or	
0028	Riverview Drive	Fairway Drive	395 YWH	z	2	Striped	36	81.	FS		and T Shuke and the total the cost
D029	Glenwood Drive	Carson River	Carson River		0	NONE	0		FS 7	0	
D030	Muelter Parkway	HWY 395	Pinenut Road	z	2	Curb	0			0	W5 - Widen Street
1200	Pinenut Road	Mueller Parkway	Sawmill Road	z	2	Striped	0			0	W5w - Widen Sidewalk
0033	Duma Road	Pinenut Road	Fairgrounds	z	2	Striped	24	PS	WS	32	CFD - Construct Bike Facility w/ Future Development
1002	Eact Valley Road	Pinenut Road	Red Hawk Lane	z	2	Striped	32.5	Sd	NAC	0	S - Further Study Reeded
Prove	East Valley Brad	Red Hawk Road	Fish Springs Road	z	2	Striped	24.5	PS	WS	32	MC - Move Center Line
T TENA	Fich Springs Road	Tofor Avenue	Elges Avenue	z	2	Striped	33	18	R5 🕈	33	RhExB - Rehabilitate Existing Bike Fac.
1036	Orchard Road	Tofer Avenue	Buckeye Road	z	2	Striped	27	PS		32	PShdr - Pave Existing Shoulder
2000	Waterfoo Fane	Fires Avenue	Harvest Avenue	z	2	Striped	0	BC	NAC, ASM	0	RECON - Reconstruct Roadway
000	Materioo Lane	Lamoe Pack	Centerville Lane	z	2	Striped	30	18	WS	34	
0000	Douelas Avenue	Gilman Avenue	Meadow Lane	z	2	NONE	0	BBlvd	ASM	0	
1500	Meadow Lane	Douglas Avenue	Lamping Park	z	2	NONE	0	BBlvd	ASM	0	
D042	Gilman Avenue	365 YWH	Ezell Street	z	2	Curb	•	81			
D043	Gilman Avenue	Ezell Street	Heybourne Road	z	2	NONE	46	81	RS	40	
D044	Chichester drive	Gilman Avenue	Harvest Avenue	z	2	NON	0	BBIVG		2	
D045	Harvest Avenue	Chichester Drive	Toler Lane	z	2	NONE	۰ م	BBIVG		2	
D046	Kittyhawk Avenue	Elges Avenue	Stodick Lane	z	2	NON	•	BBING	96	02	
D047	Mathias Parkway	Muller Parkway	Grant Avenue	z	2	NONE	Ω,	BL	5H		
D048	Grant Avenue	Mathias Parkway	HWY 395	z	2	e S		20 CI IN	NAL	0Y	
D049	Buckeye Road	Orchard Road	395 YWH	z	~	Striped	57	2015	55	64	
0020	County Road	3rd Street	Olua Street	z	2	Striped	24		56	CP T	
0051	County Road	Olua Street	HWY 88	z	7	Dading	26		ac Bc	42	
D052	Mahogany Drive	HWY 88	Westwood Drive	z	2	striped	74	00	ASM		
D053	Mahogany Drive	Westwood Drive	Ironwood Drive	z	5	NON	<b>2</b>	BBIVD	ASIN		
D054	Ironwood Drive	Mahogany Drive	Tamarack Drive	z	2	NONE	7¥ (		NLC N	0	
D055	Iranwood Drive	Tamarack Drive	- 1 m 295	z	7	Stripeu	2 2	DF9L (1)	WS	34	
D056	MullerLane	HWY 395	Foothill Koad	2	<mark>، د</mark>	Stringer	J K	BFBL (1)	WS	40	
D057	Foothill Road	Centerville Lane	Muller Lane	2 2	÷	Stribed	54	PS	WS	34	
D058	Mottsville Lane	FOOTNII KOAD	1141 00	:	4						

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Field Review Notes (Not Final Recommendations)

LEGEND		FACILITY CODE	SRD - Shared Roadway	SH - Sharrow	PS - Paved Shoulder	BL - Bike tane	BFBL (1) - Buffered Bike Lan (BL & Travel Lane	BFBL (2) - Buffered Bike Lane (BL & Parked Car)	SUP - Shared Used Path	SWBP - Sidewalk w/ Bike Permitted	S - Further Study Needed	CT1-1 - Cycle Track (Iside 1way)	CT2-1 - Cycle Track (Zsides 1 way)	CT2-2W - Cycle Track (2 way operation)	BBIvd - Bicycle Boulevard	CFBL - Contra-Flow Bike Lane	CL - Climbing Lane & Sharrow	WOL - Wide Outside Lane	B/BL - Bus/Bike Lane	PHB/BL - Peak Hour Bus/Bike Lane		Action Code	NCA - No Action Needed	ASM - Add Striping/Marking	LD - Lane Diet	RD - Road Diet	RP1 - Remove Parking 1 Side	RP2 - Remove Parking 2 Sides	FTP1 - Add Full Time Parking 1 Side	FTP2 - Add Full Time Parking 2 Sides	W5 - Widen Street	WSw - Widen Sidewalk	CFD - Construct Bike Facility w/ Future Development	S - Further Study Needed	MC - Move Center Line	RhExB - Rehabilitate Existing Bike Fac.	PShdr - Pave Existing Shoulder
	<b>CROSS SECTION WIDTH</b>	40	34	40	40	0	42	0	0	0	0	0	34	34	34	34	34	q	34	0	0	0	0	0												•	
PROPOSED	RECOMMENDED ACTION	WS	ws	WS			ws	ASM	ASM	ASM	ASM		WS	ws	WS	WS	MS	WS	SW	ASM	NAC	NAC															
	NUMBER LANES   MEDIAN   WIDTH   RECOMMENDED FACILITY	BFBL (1)	BL	8584 (1)	BFBL [1]		BFBL (1)	BBIVd	81,	BBIvd	BBIvd	SUP	BL	5d	BL	BL	18	PS	PS	SH	SRd	SRd	NAC	BL, SH if Constrained													
	WIDTH	_	26	34	29	0	42	42	39	0\$	27	0	27	23	24	24	24	29	25	28	40	40	48	0													
	5 MEDIAL	Striped	Striped	Striped	Striped		Striped	Striped	NONE	Striped	Striped	Striped	Striped	Striped	Striped	Striped	Striped	Striped	Striped	Curb	NONE	NONE	Striped	Striped													
	NUMBER LANE:	2	2	2	2	0	2	2	2	2	2	4	2	2	2	2	2	2	2	2	2	2	2	4													
	ONEWAY	z	v	z	z		N	N	z	z	Z	N	N	N	N	z	N	N	z	N	N	N	z	z													
EXISTING	70	Genoa lane	HWY 395	W. of schoolhouses	Vista Grande Boulevard	Old Clear Creek Road	S. of Home Depot	Plymouth Drive	HWY 395	Tennant Lane	HWY 395	Ironwaad Drive	End of Pavement	End of Pavement	Sunrise Pass Road	Johnson Lane	Fremont Street	Airport Road	HWY 395	Lucerne Street	HWY 395	Frieda Lane Easement	End of Pavement	HWY 88													
	FROM	Muller tane	Foothill Road	Genoa Lane	W. of schoolhouses	Jacks Valley Road	Jacks Valley Road	S. of Home Depot	Vista Grande Boulevard	Vista Grande Boulevard	Tennant	Plymouth Drive	HWY 395	. Johnson Lane	HWY 395	East Valley Road	East Valley Road	Johnson Lane	Heybourne Road	HWY 395	Lantana Drive	Frieda Lane Easement	Buckeye Road	Muller Parkway													
	STREET NAME	Foothill Road	Genoa Lane	Jacks Valley Road	Jacks Valley Road	Vista Grande Boulevard	Vista Grande 8oulevard	Vista Grande Boulevard	Mica Drive	Plymouth Drive	Plymouth Drive	HWY 395	Stephanie Way	Vicky Lane	Johnson Lane	Fremont Street	East Valley Road	Heybourne Road	Airport Road	Ironwood Drive	Lucerne Street	Frieda Lane Easement	Heybourne Road	HWY 395													
	٥	D061	D062	D063	D064	D065	D066	D067	D068	D069	D070	D071	0073	0074	520Q	D076	D077	D078	DD79	D080	0081	D082	0083	D084													

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# **APPENDIX B**

# NEVADA BICYCLE ADVISORY BOARD LETTER

Douglas County Bicycle Plan February 2014



Kimley-Horn and Associates, Inc.

Robinette Bacon Dept. Of Education

Dennis Taylor Dept. Of Transportation

Rick Keller Div. of State Parks

Dean Reynolds Dept of Public Safety

Kandi Qualis Health Division

Connie Mancillas Commission on Tourism

SIGURD JAUNARAJS, Chair Div. of Environmental Protection

(775) 888-RIDE





**BICYCLE ADVISORY BOARD** 

P. O. Box 251 Carson City, Nevada 89702

November 22, 2010

Timothy Rowe Org, Promoting Bicycling

Denis Coyne Org. on Bicycle Safety/Education

> Robin Munier General Public

Richard Staley Bicycle Business

Mark Kimbrough Org. on Environmental Issues

> Dennis Stark General Public

Noah Jennings Under 21 Years of Age

WWW.BICYCLENEVADA.COM

Susan Martinovich, P.E., Director Nevada Department of Transportation 1263 South Stewart Street Carson City, NV 89712

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Subject: Douglas County Bicycle Plan

Dear Susan,

The Nevada Bicycle Advisory Board has recently reviewed the <u>Douglas County Comprehensive Trails</u> <u>Plan</u> submitted by Douglas County to satisfy an update to their Bicycle Plan. The members of the Nevada Bicycle Advisory Board (Board) independently and in an unbiased manner have reviewed the plan submitted. Issues and concerns with the plan were discussed at our meeting and are outlined below. The Board unanimously agreed to NOT RECOMMEND APPROVAL of the plan.

Some of the issues raised with the plan in its current form are:

- It is very out of date (2003 8 years old).
- It does not reflect the newer planning jurisdictions of Tahoe MPO and Carson Area MPO and the connectivity with respect to their adopted Bicycle & Pedestrian Elements of their Regional Transportation Plans.
- It is written as a recreational trails plan and not a transportation plan providing for a functional integrated network of blcycle facilities as an alternative to vehicle use.
- Many of the maps are either difficult or Impossible to read.
- It is difficult to determine on which side of a roadway a path facility is proposed.
- The plan does not follow FHWA, MUTCD and/or AASHTO nomenclature and definitions (shareduse path, blcycle lane, blcycle route, signed shared roadway, shared roadway, shared lane marking (sharrow), etc.)
- · It does not indentify and characterize potential bloycle traffic generators (major employers,
- , schools, shopping centers, community centers, etc.) on which a non-motorized network would be based.
- It does not address user types and abilities as it relates to facility type selection.
- It does not address bicycle parking issues or improvements.
- It does not identify existing network gaps, intermodal connections (transit, park-and-rides, etc.), or linkages with nationally recognized bicycle routes such as the Western Express Route, etc...
- It does not discuss directional signage or a wayfaring plan for the network.

 There is no discussion of bicycle crash data analysis, conflict points, mode shift goals, bicycle/vehicle education, Safe Routes to School needs, or local codes, ordinances or laws related to bicyclists use of the network.

The Board does not take its recommendation to Not Approve a plan lightly. We would be happy to assist Douglas County In any way we can towards their development of an effective and current Bicycle Transportation Plan.

The Board was glad to again be of service to you on this issue. We look forward to working with you and NDOT on future Bicycle Plans and other bicycle projects.

Sincerely,

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Trans C

Sigurd Jaunarajs Chairman Nevada Bicycle Advisory Board

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# Douglas County Comprehensive Trails Plan





























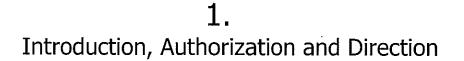
# Douglas County Comprehensive Trails Plan

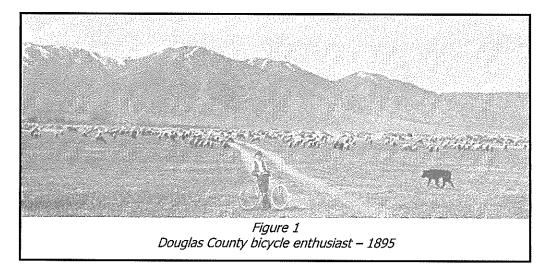
Final Adopted June 5, 2003 Prepared by the Douglas County Community Development Department, the Douglas County Manager's Office, the Douglas County Geographic Information Systems Division and the people of Douglas County

Technical assistance provided by the United States Forest Service, the United States Bureau of Land Management, the Carson Valley Trails Association, the Pony Express Association and the Alta Alpina Bicycle Club

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3	Maps and Trail Designations16Qualifier Recommended to Appear on Adopted Trails Maps Master Plan Adopted Maps Carson Valley – Lake Tahoe Summary Map East Valley Trails Map 
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#### Overview

The adopted 1996 Douglas County Master Plan lays out the basic structure for the development of a County-wide Public Trails Plan. The Master Plan generally identifies a number of areas that should be considered for the development of public access into public lands; however, detailed design and placement of trails, trailheads and other amenities are not specifically identified within the Master Plan. This Comprehensive Trails Plan lays out a detailed trails plan for Douglas County.

The purpose of this Comprehensive Trails Plan is to provide for the enhancement and development of a coherent, workable community trails program which will assist Douglas County's elected and appointed officials toward the creation of a system of hard and soft surface multi-use paths throughout Douglas County. The Plan establishes specific public access points, trailhead and trail locations to be developed over the life of the Master Plan. The Trails Plan also updates the County's bicycle plan to include connection points across the Carson Valley and between various community areas.

Douglas County contains an almost unlimited variety of outdoor recreational opportunities with seasonal climate types, variances in topography and a substantial amount of public land. Public access to public lands is a critical aspect of recreational opportunities in Douglas County. The outdoor recreational opportunities in Douglas County add to the quality of life enjoyed by residents and visitors to Douglas County. A well-defined and integrated public trails plan not only enhances the recreational opportunities of residents, but also serves to bolster the tourism economy in Douglas County, providing a greater level of outdoor experience. The availability and development of outdoor recreational opportunities is not only compatible with the quality of life standards established for Douglas County, but also compliments the State of Nevada's tourism efforts, which encourages visitors to enjoy the outdoor recreational opportunities afforded throughout the Silver State.

As Douglas County continues to experience various development pressures, legal passage from existing rights-of-way onto public lands and through new development is of utmost importance. Specific access points and trails need to be identified to provide a guideline for future development. This need is recognized in the 1996 Master Plan as amended, and provisions for planning a multi-purpose countywide trail system have been identified. By combining trail designation with development, Douglas County will effectively ensure lasting legal access to a wide variety of outdoor activities that await residents and visitors alike.

The first draft of the Douglas County Trails Plan was initiated at public community workshops and includes input from Douglas County staff, U. S. Forest Service and Bureau of Land Management representatives, the Carson Valley Trails Association, the Alta Alpina Bicycle Club and representatives from the Towns of Minden, Gardnerville and Genoa, the Indian Hills General Improvement District and homeowner associations, various user groups and individual residents and property owners.

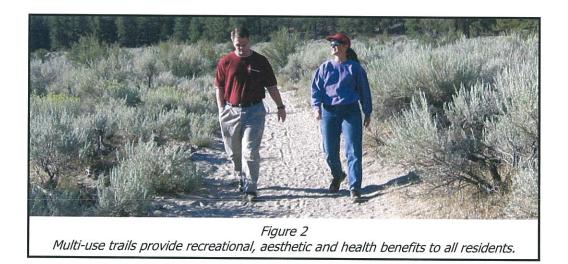
The Trails Plan has attempted to follow and incorporate the various goals and objectives as provided for in the County's Master Plan. In a number of areas the Trails Plan also recognizes that specific access points and trails may be modified based upon specific development, other opportunities and funding. Therefore the plan will be used as a guideline and planning tool for an integrated trails plan, but also not imposed as a strict standard, limiting the County and communities to take advantage of opportunities as they may be presented throughout the life of the plan. The Plan provides adequate detail to require specific access and trails as a condition of future development projects within the County.

The Plan is designed to allow additional sections to be added with more detail for specific areas within the County. This includes specific sections to be developed for the Tahoe Planning Area as well as South Douglas County. Specific community sections may also need to be strengthened as additional trails, bikeways and pedestrian access points are more clearly defined in existing developed communities or as new developments come forward that provide public access points. This plan intends to provide information that will be useful for real estate easement acquisition and dedications required as part of land subdivision activity, development, maintenance, and funding. In addition, it provides information regarding implementation priorities and direction on special projects, such as projects undertaken by the *Carson Valley Trails Association, Alta Pina Bicycle Club* and other community volunteer organizations.

A successful integrated trails plan also requires the support of U. S. Forest Service, and the Bureau of Land Management officials through the implementation and updates of the agencies land use plans. This proposed Comprehensive Trails Plan has been developed in conjunction with U. S. Forest Service and Bureau of Land Management representatives.

In general, the trails proposed within this comprehensive plan connect key population centers and recreational amenities such as the Gardnerville Ranchos, Gardnerville, Lampe Park, Minden, the Swim Center, Library and Douglas High School. Furthermore, the trails proposed are linked from Douglas County to Carson City as well as California's public trail systems developed on USFS, BLM, around Lake Tahoe and throughout California.

Any reference to "public lands" within this document shall refer to USFS, BLM, State, County, General Improvement Districts or other public agencies, except for State owned waterways.



#### Advantages of Trails and Bikeways

A well planned, safe network of bicycle, hiking, equestrian and walking Trails offer both recreational opportunities as well as a real alternative to commuting to and from work via motor vehicles. The creation of a Comprehensive Trails Plan will offer Douglas County residents and visitors a tangible amenity based upon the following advantages:

- 1. reduced automobile use will improve the regional air quality,
- 2. leg and peddle power equate to increased exercise and public health benefits,
- 3. empirical evidence indicates that trails increase property values,
- 4. economic benefits will accrue based upon increased tourism,
- 5. provision of educational opportunities through interpretation of the environment,
- 6. environmental benefits will accrue when trails serve as an open space buffer, and,
- 7. communities become more livable; simply put, trails make life enjoyable.

The following paragraphs offer a brief summary of the advantages offered by a comprehensive trails network:

**Transportation:** Trails can increase the transportation mode split of bicycling and walking trips, and they can also improve safety and increase access. The trail system should include a commuter system for employees and students that will encourage non-motorized travel by connecting residential areas with major destinations. This system may ultimately reduce or avoid traffic congestion and air pollution in future years.

**Historic and Culture:** Trails can educate and increase awareness about the history and culture of Douglas County. Preserved historic sites, (the Pony Express Trail and California Overland Trails), provide unique locations for cultural, local and social events. Methods, such as on site interpretive material and promotional literature, can aid in Douglas County's effort to preserve historic sites and help establish our sense of place.

**Recreation:** Trails provide an easily accessible outdoor resource for many forms of recreation, most notably bicycling, horse back riding and walking. Trails greatly increase community access to physical activity and fitness opportunities by providing more miles of safe, attractive bicycling, equestrian, walking, and hiking facilities.

**Economic:** Walkable communities can produce income from shared utility leases, increase the value of real estate, and generate income from tourist, special events, and other users. Improved walking conditions improve the quality of life by making an area more attractive for business relocations and inmigration. Costs of developing and maintaining the road access infrastructure are also reduced. -660 ·

**Land Use Planning:** Trails and other green way corridors promote park and recreation development, and buffered environmental protection. Trails preserve undeveloped lands in urban areas and serve to separate and buffer contradicting land uses.

**Environment:** An established access trail system promotes wildlife preservation, water quality protection, storm water management, preservation of vegetation, and other benefits, such as firebreaks by focusing trails in disturbed or less sensitive areas. Noise and visual pollution is reduced where non-motorized trails are developed.

**Education:** A trail corridor often encompasses several different environments along its route and can be thought of as an outdoor classroom full of educational materials. The scientific community, educators and students can realize the value of trails through a wide range of studies, such as biology, geography, history, recreation management, and art.

**Quality of Life:** Increases in the quality of life associated with non-motorized trails are realized through expressions of community character and pride, aesthetics of the local environment, economic stimulation of Douglas County, access to the outdoors, opportunities for socialization, and easy increase of mobility.

#### Master Plan Authorization and Direction

In 1996 the Board of County Commissioners adopted the *Douglas County Master Plan* including a *Transportation Element*. The *Transportation Element* includes a "Trail System" Section and a "Bicycle and Pedestrian Systems" Section.

Authorization for this Comprehensive Trails Plan is contained within *Master Plan* Goal 10.24 which states:

#### Adopt and implement a safe comprehensive bikeway and pedestrian trail plan that provides opportunity for nonmotorized transportation within the County that meets both recreational and commuter needs.

Further direction for this Comprehensive Trails Plan is contained within *Master Plan* Objectives 10.23.01 and 10.24.02 stating:

1. Prepare a comprehensive trails plan and map for Douglas County, and

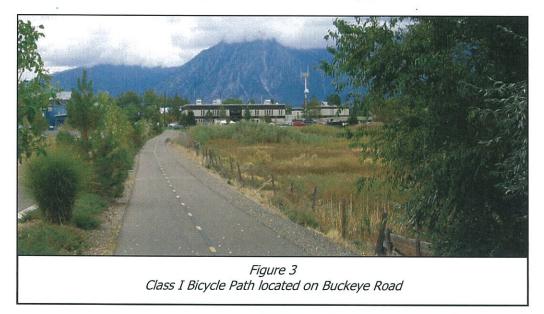
# 2. Provide adequate pedestrian/biking facilities to serve the needs of County residents.

The *Master Plan* contains numerous Implementation Strategies establishing criteria for this Comprehensive Trails Plan including the following direction:

- cooperate with Federal and State agencies to develop a Countywide Trail Plan and Map,
- integrate the bikeway and pedestrian system with the Transportation Plan,
- establish design criteria and evaluate and address trail systems adjacent to river and other water corridors,
- evaluate individual public and private projects relative to access to public lands and address means of acquiring, constructing, and maintaining trails,
- designate and construct regional bicycle routes to connect residential areas with major activity centers,
- class I, II & III Bikeways shall be provided on roadways as indicated in the Transportation Element,
- trail systems and bicycle lanes shall be connected at appropriate points to maximize the accessibility of the system to commuter and recreational users, and,
- design of commercial and industrial facilities should include provisions for bicycle and pedestrian facilities, including parking of bicycles.

The Comprehensive Trails Plan summary, goals and implementation strategies and accompanying maps are also identified in Chapter 10, (Transportation Element) of the adopted Master Plan.

Plan Formulation, Review and Approval Process

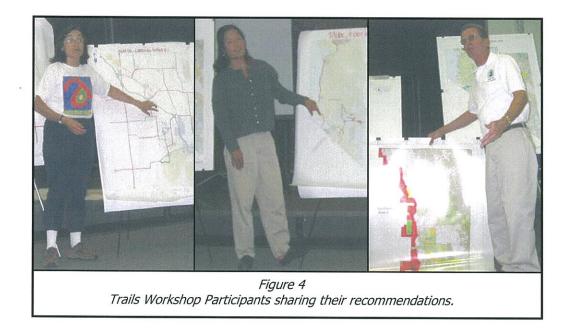


#### The Trails Plan Formulation, Review, Approval and Adoption

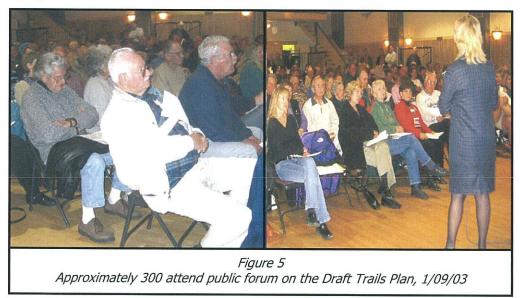
The Comprehensive Trails Plan Formulation, Review, Approval and Adoption Process encompasses approximately seven months from October, 2002 through April 2003. This time period set aside for Plan formulation and review was established in order to ensure ample opportunity for broad public input, review and consideration.

Appendix Exhibit 1 provides the Comprehensive Trails Plan Formulation, Review and Adoption Timeline undertaken within this process. The seven month plan process includes the preparation of draft maps, mailout of public notices, property owner committee and commission meetings, re-notification of the public and property owners, plan revisions, final review and plan adoption.

In order to generate public interest and attendance at the workshops, a press release was sent to the local and regional media. Local radio and feature newspaper articles also encouraged County residents to attend the Trails Workshops and public meetings. Over 400 citizens have provided input on the plan.



Emphasis of the workshops was directed toward locating desirable on-street, offstreet and other trails, (including hard and soft surface trails), as well as prioritizing the proposed trails into low, medium, high and very high priority categories.



Based upon public input as well as direction received from the Douglas County Water Conveyance Advisory Committee, the Park and Recreation Commission, the Planning Commission and Ad Hoc Trails Committee, (comprised of various volunteers representing a cross section of perspectives and/or knowledge about trails), draft maps were evaluated and revised.

In summary, based upon public input, the criteria utilized to determine revisions to the proposed future trail head and trails maps includes the following:

- Remove trails adjacent to rivers and sloughs, (except on public or Nature Conservancy land),
- Re-route trails from private to public land where possible,
- Trails shall be included within all public lands,
- Trails shall be included within all undeveloped Receiving Areas,
- Trails shall be considered for all developments proposed adjacent to or within most undeveloped property zoned RA-10, RA-5, SFR-2, SFR-1, SFR-1/2, SFR-12,000, SFR-8,000, MFR, NC, OC, GC, MUC, TC, LI, GI PF, AP and PR, and,
- Trails may be included within undeveloped property zoned A-19 or FR-19 where necessary in order to preserve historic trail access or provide access to public lands.

*Table 1* summarizes the on-street and off-street trails, (typically synonymous with hard and soft surfaced trails respectively), proposed to comprise the Comprehensive Trails Plan. Included within this Table are the proposed trail lengths recommended for each geographic sub area.

In all, and based upon the remapping process which resulted from public input, the total length of proposed trails within Douglas County was reduced by 18% from 593.6 miles recommended following the community workshops in November, 2002 to 488.3 miles recommended in March, 2003. In reality, however, the reduction in the length of proposed trails proposes removing much more than 105.3 miles from private property located on the Draft Trails Map. In many instances, the remapping process called for the removal or the addition of new trails on public lands.

<i>Table 1 Douglas County Comprehensive Trails Plan Miles of Trails by Priority</i>								
	Existing Trails <sub>v</sub>	Propos ery high	A CONTRACTOR OF	s by Prio nedium	rity Iow	Total	Subtotal	Subtotal
TAHOE/FOOTHILL								
On-street	8.9		30.5	17.8	2.1	67.0	59.3	
Off-street	46.0		25.9	19.7	13.0	104.6		104.
NORTH VALLEY								
On-street	1.5		22.0	10.0	11.0	44.5	44.5	
Off-street	2.5		10.2	3.5	1.4	17.6		17.
EAST VALLEY								
On-street	2.0		23.5	16.2	6.2	47.9	47.9	
Off-street	22.4		25.0	7.2	4.7	59.3		59.
SOUTH VALLEY								
On-street	2.6	6.7	28.7	14.7	15.3	68.0	68.0	
Off-street			10.1		1.8	11.9		11.
TOPAZ								
On-street			1.9	19.1		21.0	21.0	
Off-street			27.7			27.7		27.
OUTSIDE								
On-street			4.3	2.0	3.4	9.7	9.7	
Off-street				1.8		1.8		1.
Total On-street							260.0	
Total Off-street								228.
Grand Totals	89.9	6.7	216.0	111.5	64.2	488.3		

*Table 2* identifies the impact to property owners resulting from the revisions to the Draft Trails Plan Map made during January, 2003 and March, 2003. The First Draft Trails Plan Map indicated that preliminary trails or trailheads may affect 879 parcels of land owned by 438 property owners. Following the remapping process, the Second Draft Trails Plan Map indicated that preliminary trails or trailheads may affect 438 parcels of land owned by 155 property owners. Finally, following additional direction from the Planning Commission and the Board of Commissioners, the Draft Trails Plan Maps were further modified to reduce the number of parcels possibly impacted by the placement of future trails to 315, affecting 51 property owners.

The number of property owners, (including public and quasi-public agencies), possibly impacted by the Trails Plan Maps has been reduced from 438 last December, 2002 to 51 in May 2003.

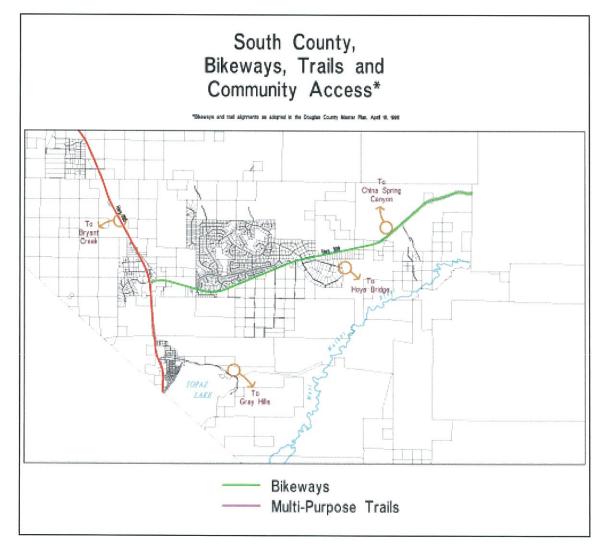
Table 2 Revisions to the original Draft Trails Plan Map made during January and March, 2003							
Draft Trails Map	Parcels Possibly Impacted by Trail or Trailhead	Property Owners					
FIRST DRAFT TRAILS MAP December, 2002	879	438					
1 <sup>st</sup> Revised Draft Trails Map January, 2003	435	155					
2 <sup>ND</sup> REVISED DRAFT TRAILS MAP MARCH 11, 2003	306	97					
3 <sup>rd</sup> Draft Trails Map March 24, 2003	287	53					
4 <sup>™</sup> revised draft Trails map May 13, 2003	315	51					

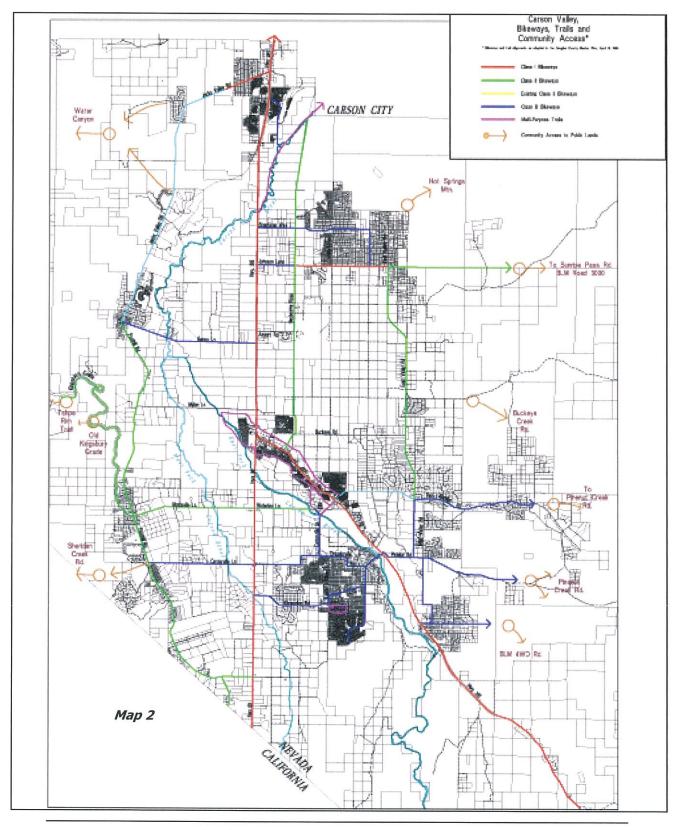
While the revised trails map proposes trails or trailheads that may impact 287 parcels, it is noteworthy to point out that 162 of the parcels belong to public or quasi public agencies, (i.e., 85 belong to USFS, 29 belong to the BLM, 15 belong to the Gardnerville Ranchos GID and 14 belong to Douglas County). Most of the trails now proposed on private lands are located on lands that are already designated for future arterial or collector road connections on the County's adopted Transportation Plan, part of an approved subdivision, (i.e., Job's Peak Ranch, Clear Creek, Mountain Meadows, Skyridge, Nevada Northwest), or already designated as part of the currently adopted Trails Plan, (i.e., the multipurpose trail proposed adjacent to the Martin and Cottonwood Sloughs).

# **3.** Maps and Trail Designations

#### **Master Plan Adopted Maps**

The following two maps – *Map 1*) South County Bikeways, Trails and Community Access Map and *Map 2*) Carson Valley Bikeways, Trails and Community Access Map, were adopted as part of the Douglas County Master Plan Transportation Element in April, 1996. These plans generally recognize future proposed trails and bikeways within existing rights-of-way and generally identify access points to United States Forest Service and Bureau of Land Management property.





Douglas County Comprehensive Trails Plan June 5, 2003

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# Qualifier Recommended to Appear on Adopted Trails Maps

In order to minimize the public misconstruing "proposed" trails for "de facto" trails, the following language is recommended to appear upon all adopted Comprehensive Trails Plan Maps:

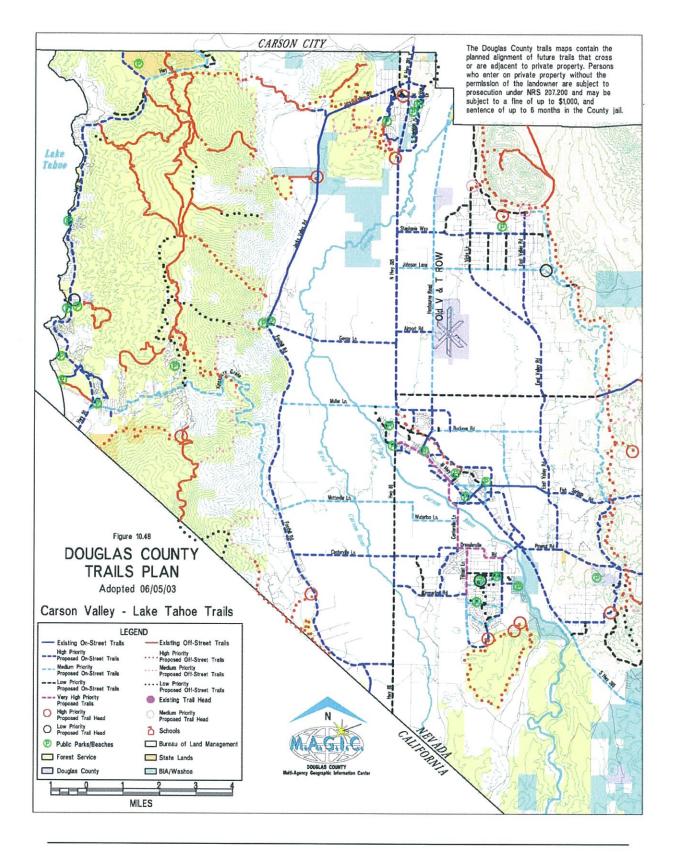
"These maps contain the planned alignment of future trails that cross or are adjacent to private property. Persons who enter on private property without the permission of the landowner are subject to prosecution under NRS 207.200, and may be subject to a fine of up to \$1,000, and sentence of up to 6 months in the County Jail."

Further language recognizing that future trails do not confer rights for public access until they are dedicated and accepted by the County has been incorporated as an implementation strategy.

# Carson Valley – Lake Tahoe Summary Map

The Carson Valley and Lake Tahoe Summary Map, *(Figure 10.48)*, includes all areas shown on the Lake Tahoe and Foothills Map, the South Carson Valley Map, the North Carson Valley Map and a portion of the East Carson Valley Map. Therefore, the geographic regions that are excluded from the summary map and are provided as separate maps and include the easterly portion of the East Carson Valley Regional Map and the Topaz Regional Map.

Large Topographical Maps for the five County regions noted above were used by the workshop participants. These large regional Workshop maps did contain the jeep trails found on USGS maps. However, so as not to bias the citizen input process, the workshop excluded the proposed trails that had been adopted as part of the 1996 Transportation Element. The existing and proposed trails have been identified as either on-street, (typically hard surface) or off-street, (typically soft surface). Hard surface trails are typically comprised of asphalt or concrete while soft surface trails include dirt, sand, gravel or a combination of impervious surfaces.



# **East Valley Trails Map**

The East Valley Trails Map, (*Figure 10.49*), includes the Community Plan Areas of East Valley, Fish Springs, Ruhenstroth and is located generally easterly of East Valley Road, providing public access points to the BLM Lands, (Pine Nut area). Pine Nut Road provides a primary access into the Pine Nut Mountain Area with access both to the Ruhenstroth community and the Fish Springs area. The Fairgrounds area is planned to be developed to accommodate overnight stays and to serve as a multifunctional access point. This access point may be developed incorporating hiking, mountain biking, equestrian and motorized access into the Pine Nut Mountains.

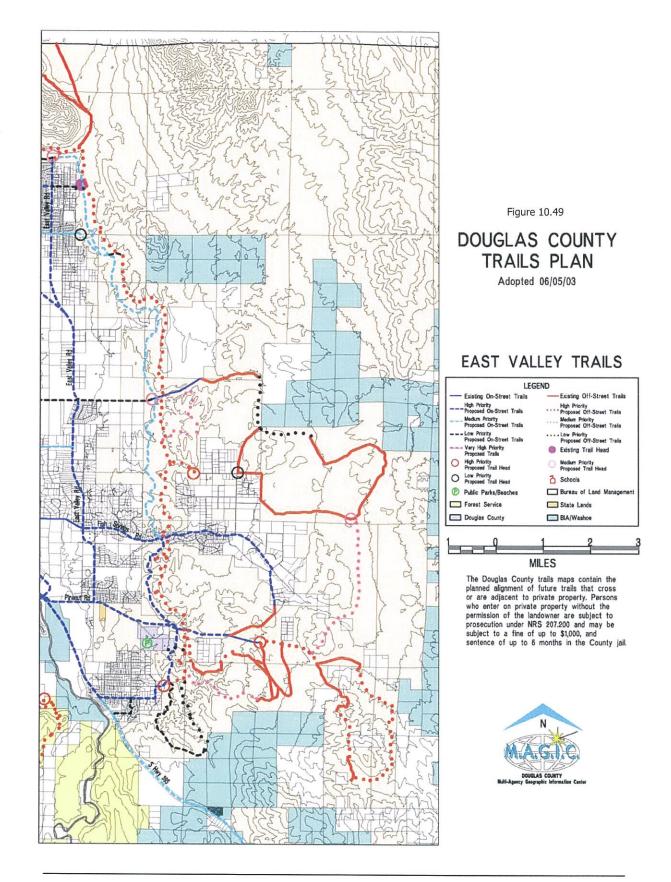
Access within the Ruhenstroth area is primarily local and limited to designated public easements granted to previous developments. However, a multiuse access point should be considered along the northwest and southern edge of the Ruhenstroth Planning Area. This would provide access to BLM property and allow for equestrian, biking and motorized access around the Ruhenstroth community area with a connection to the Douglas County Fairgrounds facility and Fish Springs Road.

It is proposed that the proposed north-south East Valley Road Trail enter upon BLM land at it's southern terminus.

Trails within the Fairgrounds area will need to be done carefully to avoid conflicts with the Douglas County Shooting Range. Trail developments from the Fairgrounds to Fish Springs Road through BLM property is also identified. The Fish Springs area would have trailheads providing parking and access into BLM property.

Bike lanes are shown to be extended along East Valley Road to Fish Springs Road. The bicycle lane along Fish Springs Road extends into the Gardnerville area intersecting with Stodick Park, which can serve as an access point for equestrian and/or bicycle access.

The bike lanes along East Valley Road will also include the intersection of similar bike lanes along Buckeye Road, which allows for the extension from the East Valley area back into the core of Minden. Accesses off East Valley Road may be provided through the dedication of public accesses from the Grandview Estates Project and/or coordinated for access east of Stockyard Road. Development of the trailhead in this area allows for access up and around the Douglas County Sewer District Storage Ponds and opening up access into the broader Pine Nut area.



Douglas County Comprehensive Trails Plan June 5, 2003

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Trails and 2 trailheads extend north from the Fish Springs area extending along BLM property and along the southern edge of the Sewer District Ponds, providing access back off of East Valley and opening to Johnson Lane and Stephanie Way. An additional trailhead is identified off of East Valley Road entering into the more developed areas of the Johnson Lane Planning Area.

#### North Valley Trails Map

*Figure 10.50,* indicates the proposed trails and trailheads recommended for the Johnson Lane, Airport, Indian Hills and Jacks Valley Community Planning areas. An on-street bike lane is proposed to extend along Johnson Lane to Vicky Lane and Heybourne Road.

The bikelane along Heybourne Road would extend back to the Douglas County Airport. The preferred alignment would be an offset lane running adjacent to or over proposed County water lines providing access to Airport Road and ultimately extending along future Heybourne Road to Muller Lane extensions with the trail connecting with Buckeye Road and the existing Buckeye multipurpose trail. The location of any bikelanes along Heybourne Road would not conflict or be inconsistent with the future development of the V&T Railroad right-of-way.

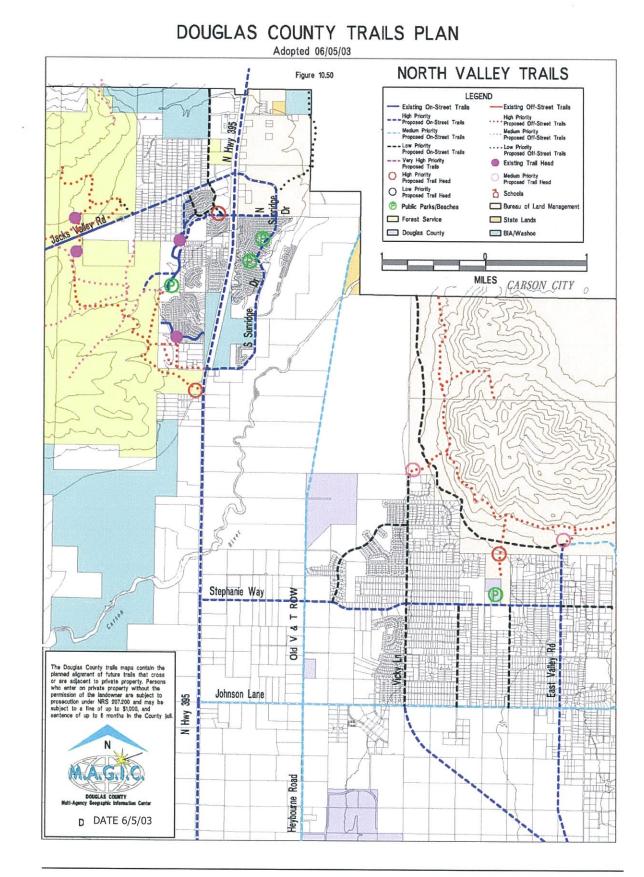
This will provide access into the Town of Minden via either Buckeye Road or Muller Lane. The trail along Johnson Lane is anticipated to provide a paved trail supporting access to the BLM area.

Bike lanes shall be extended along Stephanie Way potentially from Highway 395 to East Valley. At a minimum, an extension from Heybourne to East Valley shall be provided. This will allow for the safe travel of students to both Pinion Elementary School and Johnson Lane Park.

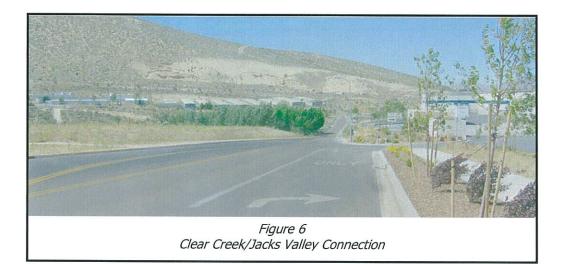
Public access at the end of Stephanie Way has already been provided in the form of a parking area. It is designated primarily for equestrian access but may also be utilized for hiking and biking.

Johnson Lane Park located off Stephanie Way is also designated to provide equestrian, hiking and biking access into the Pine Nut Mountain Area, specifically into the Hobo Hot Springs mountain area. This area may also be pursued to create specific trails to be utilized by off-road vehicles. The development of the trailhead at Johnson Lane Park would also provide good linkages between East Valley Road, Vicky Lane and Heybourne Road for other types of accesses to the park to enjoy the variety of planned recreational facilities.

In the Indian Hills/Jacks Valley area, there are a number of opportunities to take advantage of existing trails and pedestrian access points, which tie together existing community facilities and improve access into the Jacks Valley Wildlife Management area.



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Development of the commercial property along the west side of Highway 395 in North Douglas County includes the ultimate extension of Vista Grand Boulevard from the intersection of Jack's Valley Road to Old Clear Creek Road. The first phase of this connection is a part of the Retail Development during 2003 and 2004.

This trail provides a linkage between Old Clear Creek Road and Jacks Valley Road and as a linkage to Fuji Park located in Carson City. This is a multi purpose trail serving pedestrian, equestrian, and bicycle uses. It will provide access into the commercial developments as well as between major roads. With the connection to Clear Creek, it allows for a continued use of Old Clear Creek Road to access trails located at the end of Old Clear Creek.

A substantial amount of interconnected trails servicing James Lee Park are also planned and/or currently exist. This includes extensions off Vista Grande behind the Home Depot and Target Shopping Centers servicing a small park area with a trail access for area residents into James Lee Park.

A long-term effort should be made to extend multiuse trails from the Sunridge development area to the Carson River, allowing for a Carson River trail to extend north toward Carson City. A river crossing should be pursued to allow for a connection into the Johnson Lane Planning Area. A proposed location for such a trail would be to follow the existing water and sewer line easements to reduce the level of disruption of any wetlands area. This trail is not anticipated to be supported by future development and will need to be pursued through other means and is not anticipated for several years.

# Tahoe / Foothill Trails Map

*Figure 10.51* includes the proposed trails and trailheads recommended for the Lake Tahoe and Foothills areas including the Town of Genoa, the North Agriculture Area and portions of the Central Agriculture Area.

The existing Jacks Valley trail system will need to be extended along Jacks Valley Road between the Residential area and Jacks Valley Elementary School. The Master Plan currently calls for a Class I Bikeway on this section of road. A second alternative is for an offset trail along the south side of Jacks Valley Road. Final design will depend on securing necessary right-of-way and costs. This will require a cooperative effort between the Forest Service, Douglas County and Douglas County School District. Completion of this trail will provide safe access for students to travel from the residential areas to the elementary school. The trail ultimately connects with the Class 1 Bicycle lanes that extend along Jacks Valley Road to the Town of Genoa.

The Alpine View development includes two public access points. These access trails are located off of Mont Blanc Ct. and extend between existing private parcels. The access is primarily designed for neighborhood use and is limited to hiking. However, as the development is served by public roads these access points may be utilized by the general public.

The Southwest Point Partners proposed golf community development is required to dedicate a public trail easement along the south portion of their development. This trail will extend from the Jacks Valley Wildlife Management Area, (across their property), to U. S. Forest Service property on the east side of Jacks Valley Road. If this project doesn't move forward, then any future division of the property (i.e., intensification of use) will need to consider trail / bikeway connections to public lands located to the east and west.

The discussion related to the dedication of this easement included a request from the Alpine View homeowners that a trailhead be located along Foothill Road in order to have a lesser impact on existing residents. With the concept of the co-location of community facilities, a trailhead parking area is proposed to be located within the Jacks Valley Wildlife Management Properties, (USFS).

An additional trail development is also considered to extend north around the Alpine View development and then west to intersect with the trail easement dedicated as part of the Southwest Point Partners development. The location of this trail is proposed to be along the outside edge of the existing fire break that extends around the Alpine View area. This will allow for limited impact on neighbors and also serve to enhance the viability of the fire break trail. Usage is designated for non-motorized use but would allow at a minimum, hiking and equestrian access and potentially mountain biking. The development of the trails outlined above will provide for multiple access into the Jacks Valley Wildlife Management Area, located on both the north and south sides of Jacks Valley Road, and provide a minimum of two access points into the Sierra Nevada mountains, one being through the top of Clear Creek, and the second one being across the Southwest Point Partners development. The trailhead, or staging areas, would be accommodated through Fuji Park, the Jacks Valley Elementary School, James Lee Park, the USFS property and the Indian Hills GID open space area north of Hobo Hot Springs.

The plan considers two access points on the west side of Jacks Valley Road, affecting tribal Land and a portion of the Mountain Meadows, (Little Mondeaux)., subdivision. The development of this trail linkage will require negotiations with the Washoe Tribe, the private property owner and the Forest Service.

The Genoa community planning area provides an opportunity for a number of different levels of trails and access into and through the Carson Valley as well as into the Sierra Nevada Mountains. The Town of Genoa also affords the connectivity through the Mormon Station State Park Facilities as well as Town park amenities. These specific access points are a potential for the Town of Genoa extending into the Sierra Nevada Mountains with additional development of bike lanes and multipurpose pedestrian trails extending down Genoa Lane and to Foothill Road.

Access to USFS public land exists off of Snowshoe Lane via access from Jacks Valley Road and Centennial Drive. For general access location, the Mormon Station State Park may be utilized.

At the end of Carson Street where Douglas County has installed a water tank, there is the potential for co-location of a trailhead area. However, this Plan does not advocate this recommendation. There is an existing Forest Service property which may be utilized for a smaller trailhead facility. The access in this area is steep and somewhat difficult. No improvements or trailhead is recommended at this time.

The Plan considers bikelanes extending eastward for Genoa Lane, Muller Lane, Mottsville Lane and Centerville Lane to U.S. Highway 395.

A primary interconnection with the trail / bikeway system would be the continuation of the Jacks Valley/Foothill bike lanes from the Town of Genoa to David Walley's Hot Springs Resort to provide for a better level of recreational connection between the time-share/resort development and the Town of Genoa.

Along Foothill Road, the bicycle lanes would be continued from David Walley's Hot Springs Resort to the intersection with Kingsbury Grade. This extension will allow the park-and-ride area at the base of Kingsbury to serve as a starting point for use of bike trails as well as to serve as a park-and-ride facility.

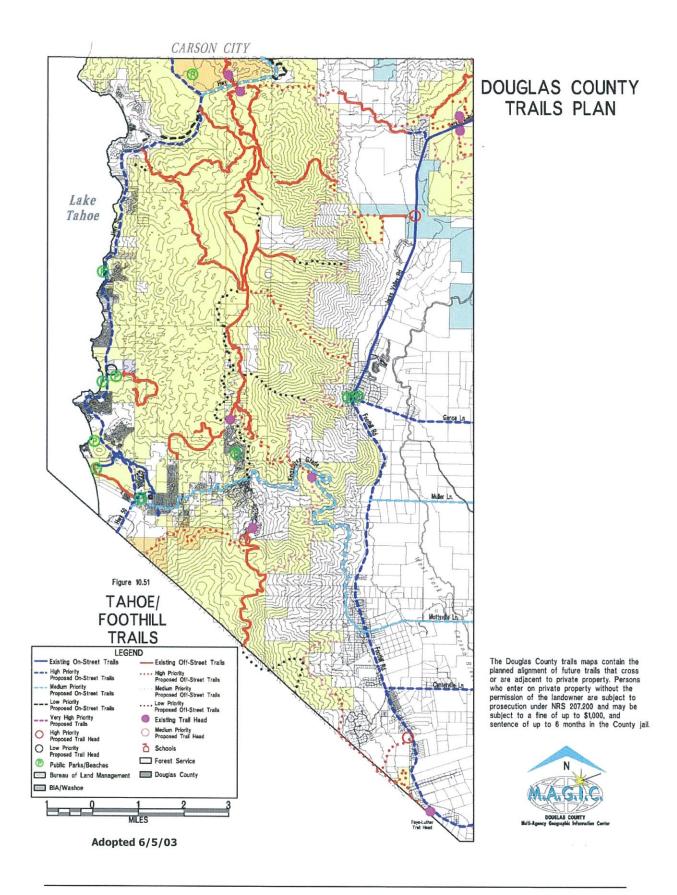
The establishment of a day facility in the Pine Basin area off Kingsbury Grade would provide for an access point that would service the Foothill Trail and extend to the north as well as to the south. As noted above, depending on the ability to construct a trail on the steep terrain, an access point could also be made to connect to Foothill Road just north of David Walley's Hot Springs.

The Pine Basin development would also serve as a potential location for a trail continuing west to connect with the Tahoe Rim Trail. This area has been identified by Douglas County as a potential day-use area to be provided with picnic tables and restroom facilities.

Bicycle Lanes along Foothill Road should be extended from Kingsbury Grade to Centerville and options should be pursued, again working with the East Fork Fire Protection District on a joint-use staging area as part of the Sheridan Fire Station. The property located to the west of the station would need to be cleared for a trail parking area, which could also be utilized to support some staging of wildland firefighting equipment.

The staging area should work well for bicyclists as well as equestrian users who would want to access the various trailheads along Foothill Road and/or one of the longer bicycle loops around the Carson Valley. Ultimately, the bicycle lanes would need to extend the full distance of Foothill Road intersecting with Highway 88 to the south. This would provide an alternate access along Highway 88 into Alpine County and Markleeville as well as north back into the Carson Valley area. The bike lanes along Foothill Road would also enhance the multiple-use characteristics of the Faye-Luther trailhead, allowing it to be used for bicyclists as well as trail access.

The Plan includes a trail and trailhead upon the Job's Peak Ranch subdivision providing access from Foothill Road to United States Forest Service property. Providing these improvements is a condition of approval required by Douglas County.



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#### South Valley Trails Map

*Figure 10.52* includes the proposed trails and trailheads recommended for the south Carson Valley including the Gardnerville Ranchos and the Towns of Gardnerville and Minden.

The extension of bicycle lanes along Centerville Lane will allow for the extension of bicycling into the Gardnerville Ranchos area. Access into the Ranchos area shall be provided through bicycle lanes extending off of Highway 88 at Centerville Lane and Kimmerling Road. An extension from Centerville Lane would extend to the intersection with Dresslerville Road and into the Gardnerville area tying into Lampe Park. Access off Highway 88 off of Kimmerling Road would also allow for an extension from Kimmerling to Centerville following existing and future construction of Drayton Blvd. and the use of Tillman Lane.

Tillman Lane south of Dresslerville will need improvements to accommodate bicycles. Going north from Kimmerling will require striping. Tillman Lane also provides an access point into the U. S. Forest Service property located south of the Gardnerville Ranchos General Improvement District. This Forest Service property is considered as a multiple use area for various recreational activities. It is well situated for an off-road vehicle park as well as hiking and equestrian activities. The area may have multiple accesses, including Tillman Lane.

Bicycle trails in and through the Gardnerville Ranchos will need to be coordinated with the existing trail system, including utilizing Blue Rock Park as a starting point for the internal trail system. There is adequate road right-of-way on Blue Rock as well as Tillman to accommodate Class 1 bicycle lanes. The extension down Long Valley and Riverview-Dresslerville will need additional work, including widening and striping.

The development of bicycle lanes to Centerville will allow for a connection for the Ranchos community into the park facilities at Lampe Park and the Towns of Gardenrville and Minden. Internal trails already provide limited access to Aspen Park.

This Comprehensive Trails Plan seeks to create a safe and efficient on-street means of bicycling from the populous Gardnerville Ranchos community to Douglas County High School and the Swim Center via the Lampe Park and the Towns of Gardnerville and Minden. The proposed route suggests 4' - 5' bicycle lanes along both sides of Centerville Lane, (referenced above).

The Lampe Park area should serve as a multipurpose access point allowing for bicyclists and others to follow the trail from the park area. By creating an efficient means of bicycling through the built up portions of Gardnerville, the Plan anticipates "Bike Route" signage along Douglas Avenue, along Wildrose Drive through Minden to 2<sup>nd</sup> Street and on to County Road. This bicycle route will

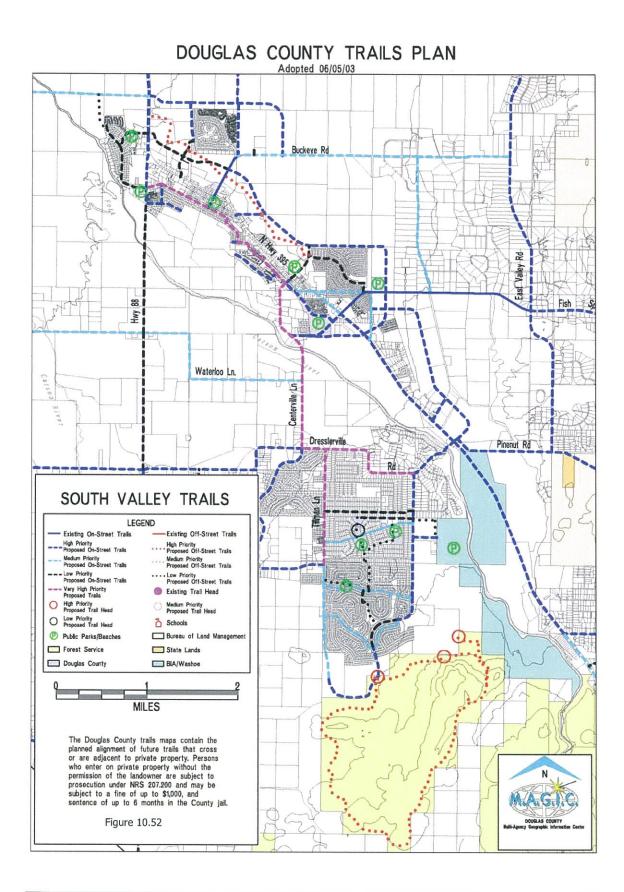
provide bicyclists a more desirable route permitting them to avoid U. S. Highway 395.

Traversing Minden via County Road is recommended and consistent with the Town of Minden's intent of improving the County Road right-of-way to accommodate a multi use bicycle and pedestrian path.

Currently, bike lanes exist on the initial phases of Waterloo Lane and Stodick Parkway. Bike lanes would need to be extended to the east along Fish Springs Road connecting west to East Valley Road.

A soft surface, (off-street) trail is proposed along the Martin Slough north of Minden and Gardnerville. In some areas, the trail exists or will be in the near future as part of an approved subdivision. This trail is shown on the existing, adopted Bikeway Plan for Douglas County. No change for these trails are considered with this plan, with the exception of adjusting the alignment of the Martin Slough Trail to coincide with the approved development in North Minden. It is noteworthy to point out that no intent will be made to provide trail access adjacent to the Martin Slough so long as these properties remain in agricultural activities.

A new objective brought forward with this Comprehensive Trails Plan proposes trails as part of all new Specific Plans, subdivisions and planned developments proposed within the Receiving Areas or those undeveloped lands proximate to the Gardnerville Ranchos, Gardnerville and Minden which are earmarked within the Master Plan for future urban development.



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# **Topaz Trails Map**

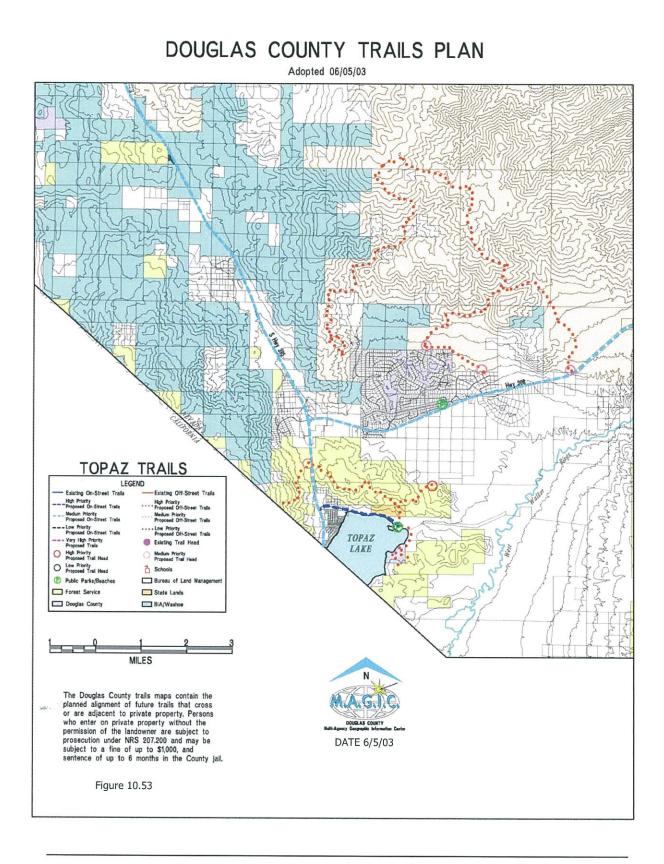
*Figure 10.53* includes the proposed trails and trailheads recommended for the Topaz region of Douglas County.

Class II Bicycle Lanes are proposed for the entire length of U. S. Hwy. 395 within the Topaz area northerly from the California State Line and along the entire length of Nevada Hwy. 208 within the Topaz area easterly from Holbrook Jct., (at Hwy 395). These on-street trails proposed within these highway rights-of-way have both been identified as "medium priority" trails.

A high priority on-street trail is proposed along Topaz Park Road between Hwy. 395 easterly to the Douglas County Park located on Topaz Lake. An off-street, soft surface trail is recommended to proceed east and westerly from the County Park along the Topaz Lake shoreline, first upon Walker River Irrigation District property thence onto and looping within Douglas County and USFS property.

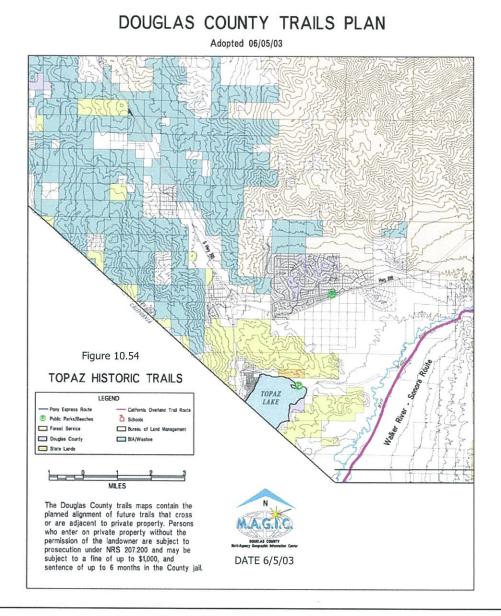
Other off-road trails proposed within the Topaz region include soft surface trails and trail heads to BLM land accessing Topaz Ranch Estates as well as a soft surface trail proposed within USFS property running both easterly and westerly of U.S. Highway 395.

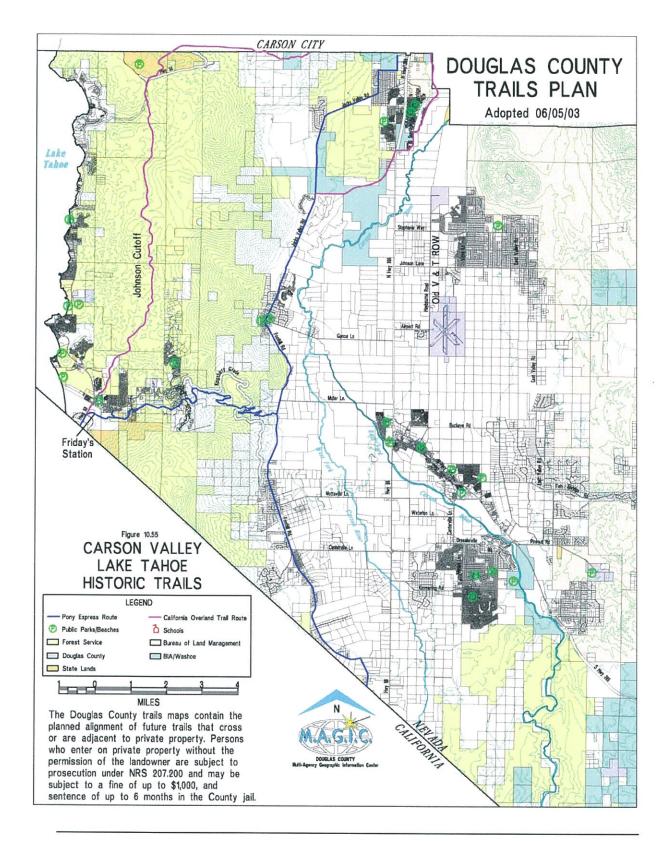
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#### **Historic Trail Maps**

The public meetings scheduled as part of the comprehensive trails plan planning process generated interest from the local chapter of the Pony Express association. This comprehensive Trails Plan recognizes both the U. S. Pony Express as well as the California Overland Trails traversing Douglas County (*Refer to Figure 10.54 and 10.55*). As development occurs in these areas, measures to maintain the historic trails should be considered.

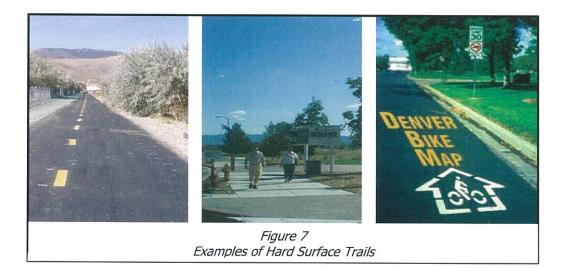




# **4.** Trail Standards

#### **Trail Location and Construction Standards**

The following guidelines provide specific recommendations for how trails should be routed and/or constructed to reduce maintenance and environmental impacts.



In most instances, hard surface trails will be accomplished within Douglas County as bicycle lanes constructed on either side of existing roadways. It is anticipated that improvements will not require wider roadway right-of-way dedication widths than current County public works standards call for. If additional right-of-way is necessary, based on the final roadway design, the transportation element of the master plan would need to be amended to accommodate the needed width. In addition, it will be necessary to amend the County's current standard roadway cross section to ensure that walking, bicycling and / or equestrian paths are provided within all new roadway improvements.

Soft surface trails include footpaths as well as jeep trails. In most instances soft surface trails are appropriate for hikers, mountain bikers, equestrians and off road vehicles.



#### A. General Guidelines

Trails should be located and constructed in such a manner as to minimize maintenance and maximize access.

Trails should follow natural contours where possible and respect surrounding land forms. For example, trails crossing steep sites should flow with the land form.

Drainage features should be constructed where appropriate to reduce erosion.

Trail slopes should match expected user volumes and types.

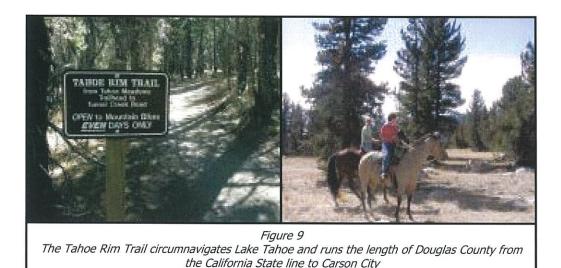
#### **B. Trail Separation From Vehicle Traffic**

Where feasible, trails should be separated from vehicle traffic. Snow removal and general maintenance are less costly when trails are separated from roads and parking lots. Users are generally safer on separated trails and travel experiences are enhanced on separated trails.

**Security for Trail Improvements:** Where trails are required as part of a development project, the improvements must be constructed or a security or bond will be posted for the full cost of the trail improvements. This would be required prior to the recordation of any phased final map.

**Phasing of Trail Improvements:** When trails are part of a phased project, the phasing of various trail segments will follow a logical sequence for trail users. Construction may be required through an entire project to provide completed

trail connections at an early phase in the project. Further improvements can be made as funding becomes available.



**Trail Easements:** All trails that are open to the public should be located on publicly dedicated property. There are a variety of mechanisms for this to occur. Public street rights-of-way and dedicated easements are the most common and acceptable forms of access rights. In special circumstances some other form of access may be considered, such as a temporary easement.

Often liability concerns are raised in the process of acquiring trail easements. In cases where public easements are dedicated, or lease agreements are negotiated for public use with private landowners, Douglas County, BLM or the USFS should assume general liability responsibility in the same manner as assumed for streets and other public areas.

In specific cases, temporary trail easements and installations may be required. An example of such a need might be on a large phased project where a trail exists but is to be relocated and dedicated in a future phase. In this case, a temporary trail easement is needed to access the existing trail until the future phase is constructed. Another example involving a temporary trail easement is where a developer has property that will not be developed until a future time. The developer may allow trail access on this property on an interim basis until the land is developed. Thus, a temporary easement should be granted for trail purposes.

# C. Recommendations for Environmentally Sensitive Sites

Special location or construction methods may be necessary to reduce impacts and minimize disturbance in environmentally sensitive areas. Examples of visually or environmentally sensitive sites include: wetlands, highly visible hillsides, significant vegetation areas, highly erodible soils, unstable slopes, and ridgelines.

Techniques, such as site specific trail routing, erosion control measures, site specific adjustment of construction standards, and site specific construction practices should be implemented to minimize environmental, visual or construction impacts. Construction methods that should reduce impacts include installing retaining walls to reduce cut and fill slopes on a visually prominent hillside, hand construction of the trail, stabilizing a mine hazard that is located within or adjacent to a trail corridor or installing a tree well around a significant tree to be preserved.

Each environmentally sensitive site is unique, specific trail proposals through such locations need to be considered on a case-by-case basis.

# **D. Guidelines for Sensitive Sites**

**Construction Practices For Sensitive Sites:** Disturbance fencing limits should be implemented to minimize construction impacts. Construction limits should be as small as practical to construct the trail. Significant vegetation root zones should be considered when locating the trail and establishing construction limits.

*Erosion Control:* Methods should be employed to protect areas adjacent to the trail from impacts both during and after construction.

*Indigenous Materials:* Indigenous construction materials should be used for retaining walls, bridges, and barriers wherever possible.

**Existing Vegetation:** Existing significant vegetation should be preserved wherever possible. Trees, riparian vegetation, scrub oak, and rare plants are considered significant. Root zones, as well as above ground vegetation require protection when preserving plants. In general, the area within the drip line of trees, especially on the down slope side of the vegetation, is sensitive to disturbance. If root zones are impacted or grades are changed significantly, temporary irrigation may be necessary.

**Re-Vegetation**: Native and/or self-sustaining plant materials should be used for re-vegetation of all disturbed areas where trails pass through native or non-irrigated sites. Re-vegetation can be used to provide screening. Construction techniques to preserve vegetation and trail routing techniques should be used to minimize visual intrusion.

*Natural Considerations:* Where significant wildlife or other natural features exist, special trail routing, construction methods and trail use should be considered.

**Wetlands:** Trails that cross or are located adjacent to wetlands should be designed for minimal impact. Wooden boardwalks or other techniques may be necessary to impose minimal construction impacts. Wildlife needs should also be considered when setting trails near wetlands.

**Visually Sensitive Areas:** Locations that are visually sensitive, such as tallus slopes, may require reduced cut and fill slopes, hand-construction, and low retaining walls to minimize site disturbance and visual intrusion.

**Environmentally Hazardous Areas:** Where environmental hazards are present, special trail construction techniques or locations should be used to mitigate the hazard. Hazardous areas can be abandoned mine sites, where mine tailings should be stabilized, top soiled and revegetated.

Other hazardous locations, such as lightening prone areas, rockslide and avalanche areas should either be avoided or be closed seasonally when hazardous conditions are a problem.

*Micro Climatic Trail Use Opportunities:* Locate the trails for both summer and winter activities, where possible, given the terrain and climatic considerations. Identify snow retention areas for possible cross-country ski trails. In open areas, place trail alignment to take advantage of wind protection and shaded canyon areas.

# E. Utilities:

The routing of utilities within trail corridors is generally encouraged. Many trail managers have allowed co-location of utilities in consideration for appropriate fee payments by the utility company. Locations that are visually or environmentally sensitive may restrict or preclude sharing utilities with trails. The following guidelines for placement, site disturbance and access should be followed.

**Placement:** Utility lines that run parallel to the trail should be placed under the trail bed where possible to minimize site disturbance. Utility lines that are perpendicular to the trail and lateral lines should be located to minimize site disturbance and removal of significant vegetation. Physical obstructions, such as utility pedestals, transformers and the like should be located out of the clear zone so they are not hazards to trail users. Access points which are not a physical obstruction, such as manhole covers should be located flush with the trail surface and where they do not pose a hazard to trail users.

*Site Disturbance:* Construction of utility lines within naturally vegetated areas should minimize site disturbance wherever possible. All disturbances should be

re-vegetated according to the requirements for trail construction. Bonding for this work should be required.

**Utility Access:** Access for utility maintenance vehicles will be evaluated on a case by case basis and provided for as part of the trail construction. Visually or environmentally sensitive sites may preclude full access to trail/utility corridors.

# F. Vertical Clearance Guidelines

The vertical clearance to obstructions will be identified in the *Douglas County Design Criteria and Improvement Standards Manual.* 

# G. Trail Surfacing Guidelines for Hard Surfaced Trails

Asphalt, concrete and base specifications will meet those set forth in the *Douglas County Design Manual*.

# H. Drainage Planning

Careful study of topography adjacent to the trail may yield insight to maximize protection of the trail, while minimizing trail structures. General drainage should be studied at 50' stations with provisions made to protect the trail.

*Swells and Culverts:* Drainage swells or culverts should be installed on trails at locations where the normal cross slope will not allow for adequate drainage. Drainage swells are not allowed on paved trails. Drains are best located at low points or bends in the trail along existing natural drainage ways. Wherever water is concentrated into new locations or in heavier concentrations, erosion protection needs to be evaluated and installed if necessary. Native stone is the preferred material.

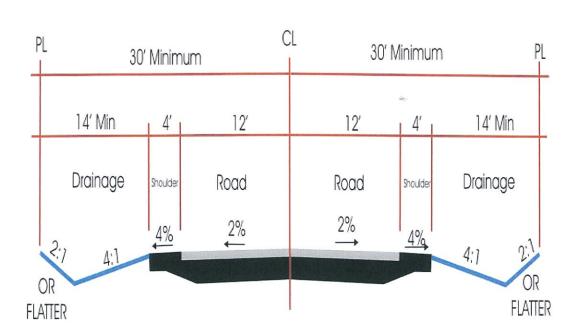
**Cobble Drain:** Use where intermittent flow is expected, such as in pronounced gullies or established drainageways. Do not use where continuous flow is expected, such as at seeps, springs or streams. Cobbles shall be 2"-3" stones stockpiled during trail construction. Add rock spillway to slopes greater than 4:1.

**Cobble Drain Trail Drain:** Use where trail construction requires drainage such as along long and/or steep vertical ascents. Do not use where established drainageways exist. They are best if located at loss points or bends in trail. Transition from Trail to drain may require 6' at low points. 6' transition will be required up to normal trail.

*Figure 10* identifies Douglas County's current cross section design standard for local rural roadways. As this illustration illustrates, a minimum of 28 feet, (47%) of the this County roadway cross section is currently devoted to a drainage ditch, 14 feet on either side of the roadway's shoulder.

Figure 10 Douglas County Design Standard

Local Rural



An Alternative to the current Douglas County standard rural local roadway cross section is depicted within *Figure 11*. Here, the minimum right-of-way width remains constant at 60 feet. Also, the alternative cross section roadway design maintains a minimum of two 12-foot travel lanes as well as two 4-foot shoulders. The Alternative Design is different from the current standard by tightening up the drainage ditch width from 14 feet on either side to 9 feet, thereby permitting two five foot bicycle / pedestrian lanes on each side of the right-of-way.

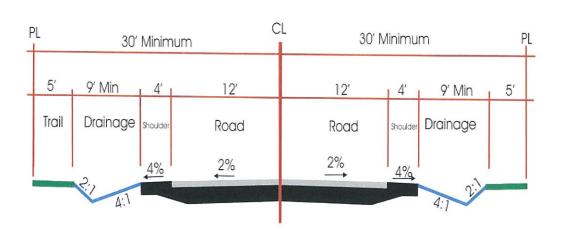


Figure 11 Possible Modified Local Rural Roadway Cross Section

In addition to re-evaluating the Cross section Design Standards for the it's designated local rural roadways, Douglas County should consider providing improved bicycle and / or equestrian trail opportunities within the cross section standards for Local Urban, Rural Collector, Urban Collector, Rural Arterial and Urban Arterial roadways. Final details will be identified in the *Douglas County Design and Improvement Standards Manual.* 

# 5. Goals and Objectives

#### Trail System

Douglas County should facilitate legal public access to public lands. As community growth occurs on private lands adjacent to public lands, rights-of-way should be provided through the proposed subdivision to assure regional access to public lands consistent with the adopted Trails Plan. The purposes of the Douglas County Comprehensive Trails Plan is to implement specific goals and objectives identified in the Douglas County Master Plan.

Goal 10.23 of the Master Plan states,

Douglas County will ensure development and maintenance of multipurpose (hiking, equestrian, bikeway, and off-road bicycle) trail systems throughout Douglas County. This system should provide connection and access to public lands (BLM and National Forest), recreation facilities, facilities of local and regional interest and public facilities.

Objective 10.23.01 of the Douglas County Master Plan requires the County to "Prepare a comprehensive trails plan and map for Douglas County". The Master Plan also outlines a number of implementation strategies. The Trails Plan is the primary implementation tool for trails and sets forth conditions for Douglas County to require and facilitate legal access to public lands.

An integrated Comprehensive Trails Plan will meet a number of different goals and objectives, including:

Define multi-use trails to provide the greatest amount of outdoor public recreational opportunities.

Limit impacts on neighbors and adjoining property owners by defining locations for trails and trailheads.

Locate trails to reduce erosion or other impacts on trail surface and adjoining property.

Locate trails to limit impact on neighbors and adjoining property owners, including impacts from dust, noise, trash, parking and trespassing.

Define primary type(s) of trail uses. This includes pedestrian, equestrian, biking and motorized.

Define trails that may be improved to ADA standards to provide a greater level of recreational opportunity for handicapped users.

Define trails that provide linkages between existing and future trails.

Provide linkages between community facilities such as parks.

Provide linkages between public access trails and bicycle lanes to allow nonmotorized access across and through the Carson Valley.

Provide a plan for the co-location of community facilities to reduce costs and impact on property.

# **Bikeway and Pedestrian Systems**

A system of bikeway and pedestrian paths provides both recreational and functional transportation opportunities. Such systems can relieve traffic congestion, particularly in urban areas, create visual amenities, and contribute to an overall quality of life within the community.

The following goals and objectives have been incorporated to provide direction relative to bikeway and pedestrian access within and in conjunction with the street and highway plan.

Goal 10.24 of the Master Plan states,

Adopt and implement a safe comprehensive bikeway and pedestrian trail plan that provides opportunity for non-motorized transportation within the County that meets both recreational and commuter needs.

# Objective 10.24.01:

*Provide adequate pedestrian/biking facilities to serve the needs of County residents.* 

# 6.

# Implementation

#### Background

In addition to serving as an implementation tool for the Douglas County Master Plan, the Trails Plan also serves as a planning guide for development activities. This plan will assist the County in the prioritization of acquiring rights of way and specific parcels of land through various mechanisms for trails and access points. Most notably will be the use of Southern Nevada Public Land Management Act funds, which may be utilized to acquire property and easements that meet the requirements of the Act.

One of the components used by Douglas County in the prioritization process of properties in Douglas County for acquisition is the dedication of easements for trails and trailhead facilities. A comprehensive Trails Plan will also assist the County in the implementation of the public facilities element of the Master Plan and the integration and linking of recreational and public facilities throughout Douglas County.

The first step in the implementation of the Trails Plan is to identify and build off the existing trails, bikeways and pedestrian facilities that currently exist in Douglas County. The integration of public facilities should provide for a greater level of usage and enhance safety throughout the County as these facilities receive greater levels of use. The overall quality of our facilities, type, number and use is enhanced as they are integrated in to a countywide system. To this end, the Trails Plan attempts to integrate public access trails, trailheads and other pedestrian facilities with existing or proposed pedestrian trails, bikeways, roadways and other planned development activities or facilities.

The co-location of facilities is desired to reduce the cost of the construction and maintenance of public facilities as well as to reduce the amount of impact such facilities have on our natural surroundings. Co-location of facilities may include not only like facilities, such as pedestrian paths, bike trails, trailheads and park facilities, but also may incorporate other public facilities that can support similar activities. This would include the location of water tanks and access roads for other public facilities, including power substations, power-line easements and roads, outlying fire stations, the Douglas County Fairgrounds and other similar public facilities as may be appropriate. The integration and co-location of facilities will limit impact and will also provide for the "multiple use" of existing and future defined public facilities, utility easements and public access points.

The second implementation step is to design the Trails Plan to integrate with existing federal agency plans for public land within Douglas County as well as in surrounding counties. For example, the Carson Ranger District includes more than 200,000 acres in Nevada, including land in Douglas County, Carson City and Washoe County. The District also includes over 200,000 acres in California.

The Carson Ranger District extends approximately 100 miles along the Sierra Nevada Mountains, which serves as an attractive backdrop for recreational opportunities throughout Western Nevada and Eastern California. The development of a trails plan in Douglas County must be integrated with the goals and objectives of the U.S. Forest Service as outlined by the Carson Ranger District. Such goals include the integration of trails connecting the various communities together, the integration of the Tahoe Rim Trail with other trail access points as well as the protection of natural resources, including watershed, wildlife and vegetation. The forest component also provides a scenic backdrop for much of Douglas County and is an integral part of the quality-of-life experience enjoyed by residents and visitors. Being able to access this scenic backdrop and enjoy it personally is an experience desired by many. An integrated trails plan servicing the Sierra Nevada Mountains will provide a greater level of outdoor experience for those living and visiting Western Nevada.

The Bureau of Land Management manages the majority of public lands along the eastern side of Douglas County. The Bridgeport Ranger district (U.S.F.S.) manages lands around Topaz Lake. The BLM's Pine Nut Land Use Plan amendment will be completed in August or September 2004. The Douglas County Trails Plan may need to be updated with the completion of the Pine Nut Plan Amendment to ensure continuity and consistency of proposed uses and access points. This will ensure the public's access, enjoyment and multiple use components of the Pine Nut Range.

The integrated planning with federal agencies will allow for a trails system that actually links various communities, including linkages to Carson City, Lyon County and the Tahoe Basin. Links into Alpine and Mono Counties in California may also be provided.

# Implementation Strategies

This Plan's Implementation Strategies have been organized as sub areas to the two adopted Master Plan Goals relating to Trails: 1) Douglas County will ensure development and maintenance of multi-purpose (hiking, equestrian, bikeway, and off-road bicycle) trail systems throughout Douglas County. This system should provide connection and access to public lands (BLM and National Forest), recreation facilities, facilities of local and regional interest, and public facilities. and 2) Adopt and implement a safe comprehensive bikeway and pedestrian trail

plan that provides opportunity for non-motorized transportation within the County that meets both recreational and commuter needs.

1) Goal 10.23:

Douglas County will ensure development and maintenance of multipurpose (hiking, equestrian, bikeway, and off-road bicycle) trail systems throughout Douglas County. This system should provide connection and access to BLM and National Forest land, recreation facilities, facilities of local and regional interest, and public facilities.

#### **Implementation Strategies**

- 10.23.01.1.a The development code will be revised to implement the plan once adopted.
- 10.23.01.1.b The plan shall be integrated with the bikeway and pedestrian system contained within the Transportation Plan.
- 10.23.01.1.c Design criteria and standards including, but not limited to, trail and trailhead requirements, parking, and improvements.

#### 2) Goal 10.24:

Adopt and implement a safe comprehensive bikeway and pedestrian trail plan that provides opportunity for non-motorized transportation within the County that meets both recreational and commuter needs.

#### Implementation Strategies:

- 10.24.01.1: Designate and construct regional bicycle routes to connect residential areas with major activity centers.
- 10.24.01.1a Development within RA areas shall provide bicycle and trail system improvements as identified in the adopted Trails Plan. Trail and bike route linkages for internal roads shall be considered as part of the development.
- 10.24.01.2: Designate and construct bicycle and hiking trail systems throughout the County to provide access to the County's recreational trail system as indicated in the Parks and Recreation Element of the Master Plan and the Comprehensive Trails Plan.

- 10.24.01.3: Bikeways shall be provided on roadways as indicated in the Transportation Element and as may be further detailed in Community Area Plans.
- 10.24.01.4: Bicycle (Class I Bikeways), pedestrian and equestrian paths (separate from roadways) shall be included in the County's recreational trail system, as indicated in the adopted Park and Recreation Master Plan and the Recreation Element of this Master Plan.
- 10.24.01.5: Trail systems and bicycle lanes shall be connected at appropriate points to maximize the accessibility of the system to commuter and recreational users.
- 10.24.01.6: Design and maintenance of public bicycle and pedestrian routes shall be encouraged to provide user convenience and safety with cost-effective construction and maintenance. Design of commercial and industrial facilities shall include provisions for bicycle and pedestrian facilities, including parking of bicycles.
- 10.24.01.7: Bicycle facilities shall be constructed as designated by roadway functional classification in accordance with the designated roadway sections.
- 10.24.01.7a. The portions of East Valley Road and Heybourne Road designated as major rural collectors shall be improved with a class II bikeway. Both have the potential for future upgrade to minor arterials. If and when traffic volumes require these improvements, provisions should be made for a Class I Bikeway/multi-purpose trail with the improvements.
- 10.24.01.7b. Areas that are planned for future Residential, Commercial, Industrial, Specific Plan Area, Cluster Development or Planned Development shall be required as a condition of such development, to construct bike routes or trails as part of the approval, where linkages are adjacent to, and, found to be compatible with the Comprehensive Trails Map. Excluded are divisions of land, not intended for residential development, among family members or pursuant to an order of court in the A-19 and FR-19 land use districts.
- 10.24.01.8: Bicycle facilities shall be constructed in accordance with American Association of State Highway and Transportation

Officials (AASHTO), "Guide for the Development of Bicycle Facilities", 1991.

- 10.24.01.9: The County shall improve maintenance of existing roads and shoulders where identified on the Comprehensive Trails Plan and commonly used for bicycle travel and provide signage and striping to alert motorists for safety of the bicyclist.
- 10.24.01.10: Regional trail access shall be provided to public lands in cooperation with the Forest Service and Bureau of Land Management through community access points as designated on the adopted Comprehensive Trails Plan. Persons who enter trails on public lands in Douglas County for equestrian use must comply with the Certified Weed Free Fee Program.
- 10.24.01.11: Pedestrian travel shall be encouraged within communities through the provision of sidewalks in urban communities and trails, where appropriate, throughout the County. This shall be effected through incorporation of the "Walkable Communities" concepts into the Development Code and Engineering Design Manual.
- 10.24.03.1: The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) "Recognizes the transportation value of bicycling and walking" and provides opportunities to set aside Federal funding for bicycle and pedestrian facilities.
- 10.24.03.2: Within Douglas County, U.S. Highway 395, State Route 88 and U.S. Highway 50 are eligible for Federal funds within the Federal and Highway Program under the National Highway System (NHS) authorized by ISTEA (Section 1006). In conjunction with any improvement plans to these routes, proposed bicycle and pedestrian facilities adjacent to the NHS route are eligible for construction funds.
- 10.24.03.3: The Surface Transportation Program (STP) authorized by ISTEA (Section 1007) provides Federal funds for State and local roads (including National Highway System roads) that are functionally classified above a local or rural minor collector. Again, any proposed bicycle or pedestrian facilities are eligible for funding in conjunction with any roadway improvement plans.

- 10.24.03.3.a: Under the STP of the ISTEA, a minimum of 10 percent of the State's funds are set aside for transportation enhancement. To qualify for funds, the enhancement activity must have a direct relationship to the Intermodal Transportation System, but not necessarily to a currently planned roadway project. Once the relationship is established, the enhancement project may be developed as part of a larger transportation project or as a stand alone project. Any proposed bicycle or pedestrian facility which will add community value to the transportation system are considered enhancements and may be eligible for funding.
- 10.24.03.3.b: Conversion of the old V&T Railroad R.O.W., designated on the Comprehensive Trails Plan for use as a bicycle / recreational trail is eligible for funding as a transportation enhancement under the STP. Douglas County should acquire the R.O.W. from the adjoining property owners.
- 10.24.03.4: Douglas County should provide sources for matching available Federal and State funds, thereby increasing prioritization of the proposed projects including both active and passive activities.
- 10.24.03.4.a: Douglas County should implement this Comprehensive Trails Plan by seeking Question 1 Funding Allocations authorizing the State of Nevada to issue up to \$200 million for natural resource projects.
- 10.24.03.5: Through the development review process, the County shall require any proposed development adjacent to a proposed bikeway or trail on the adopted Comprehensive Trails Plan to participate in facility development.
- 10.24.03.6: Douglas County shall consider allocating resources within the Capital Improvement Program to be utilized for funding bicycle, and pedestrian facility development.
- 10.24.03.7: Douglas County shall consider an ordinance which would provide a means for the County to acquire right-of-way easements along the existing Martin Slough designated on the Comprehensive Trails Plan. The ordinance should include provisions that allow:

- 10.24.03.7a Developers to utilize a bonus density under the transfer of development rights program for compensation of lands set aside for trails easements, or,
- 10.24.03.7b Parks and Recreation fees may be waived in lieu of dedication of multi-purpose trail right-of-way lands to the County at the time of building permit issuance.
- 10.24.03.8: Douglas County shall consider use of a community bond issue as a source of funding for facility construction of the County-wide trails system in accordance with the adopted phasing plan.
- 10.24.03.9 Trails proposed for future development on private property in the Douglas County Comprehensive Trails Plan do not confer any rights of public access until and unless they are dedicated by the property owner and accepted by the County or other public entity. The adopted maps will contain a reference to NRS 207.200 as follows:

These maps contain the planned alignment of future trails that cross or are adjacent to private property. Persons who enter on private property without the permission of the landowner are subject to prosecution under NRS 207.200, and may be subject to a fine of up to \$1,000, and sentence of up to 6 months in the County Jail.

# Appendix

C	ompre	hensi	ve Tra	ils Pla	n For	Exhib mulat		eview	and /	Adopti	ion Til	meline	2	
	Oct,	, <b>`02</b>	Nov,	<b>`02</b>	Dec	, `02	Jan	, `03	Feb	, `03	Mar	, `03	Apr	, `03
Public Workshops														
Draft Map Preparation														
Mail Out Draft Map & Notices														
Property Owner Meetings														
Parks & Recreation Com Review														
First Map Revisions														
Plng Com Review & Approval				7-0-0										
Mail Out Revised Map & Notices														
Draft Text Distributed														
Second Map Revisions														
Text Revisions														
County Com Review & Adoption														
Final Trails Map Revisions														
Final Text Revisions														

# Public to have voice on trails plan

# **Douglas County:**

Daylong workshop set for Saturday.

By Tim Anderson RENO GAZETTE JOURNAL

After several years discussing creation of a comprehensive trails plan for Douglas County, officials will involve the public in earnest discussion of the project. With an aim toward lay-

ing the groundwork for establishing a trail system — as called for in the 1996 master plan - a daylong workshop has been scheduled Saturday at Pau-Wa-Lu Middle School in Gardnerville Ranchos.

Officials said they want to hear from residents on what they would like to see, then follow through with additional meetings. "This is a long overdue

first step in getting a comprehensive plan prepared and adopted," Matthew Alexander, senior planner for the county said Tuesday. "It's essential for us to learn what people want so we can

develop a strategy." Alexander said public in-put — beginning with Satput — beginning with Sat-urday's workshop — will help guide the process to identify the best locations

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IF YOU GO The public is invited to a

comprehensive Douglas County trails workshop Saturday, 9 a.m. to 5 p.m., Pau-Wa-Lu Middle School, 701 Long Valley Road, Gardnerville Ranchos.

for future walking, jogging and hiking trails, bridal paths, bicycle lanes and paths, mountain bike and

off-road vehicle trails. He said hikers, bikers, equestrians and off-road vehicle enthusiasts will be asked for their views on where trailheads and trail linkages should be vice president. placed.

The goal of establishing

a trails system is contained in the transportation ele-ment of the county's master plan.

For some time, members of the Carson Valley Trails Association, have, pressed for county officials to address the need for a formal plan. Trails advocates have also argued for developers to be required to provide trails as a condition of approval for projects.

"The association is very enthusiastic about this project and our members are willing to work with the county any way we can," said Phil Brisack, the group's

See TRAILS on 4C

4C --- RENO GAZETTE-JOURNAL/RGJ.COM

### WEDNESDAY, OCTOBER 2, 2002

Trails/Results set for discussion Nov. 9

### From 1C

Trails enthusiasts and county staffers are also coordinating activities with representatives of the Forest Service and Bureau of Land Management, Alexander said.

said. Tom Crawford of the BLM's Carson City Field Office and Steve Hall of the Forest Service's Carson ranger district are scheduled to be at Saturday's initial workshop. Also, Carson City open space manager Juan Guzman will talk about how the capital city's trails program is evolving.

Alexander said trail con-straints as well as opportunities will be covered during the first part of the workshop. Later, par-ticipants will break into geo-graphic sub groups to put their trail preferences on a map. Near the end of the day, all participants will reconvene as committees pre-sent their ideas sent their ideas.

Information from the brainstorming sessions will be used as the basis for a draft report to be prepared by Alexander. He said the results are scheduled to be discussed in a Nov. 9 meeting at Pau-Wa-Lu. "At that point, I hope we can

begin setting priorities," Alexander said.

He said the Parks and Recreation Commission would consid-er the plan before it goes to the Douglas County Planning Commission in January. County commission in January. County com-missioners will probably see the proposal in February, Alexander said. A master plan amendment will be required for the document to be advect

to be adopted. Alexander acknowledged officials have some work to do to break down preconceived notions about trails and their relationship to crime rates. Contrary to arguments raised by some res-

idents that trails near their homes intensify the threat of burglaries, Alexander said there is a strong body of evidence to show just the

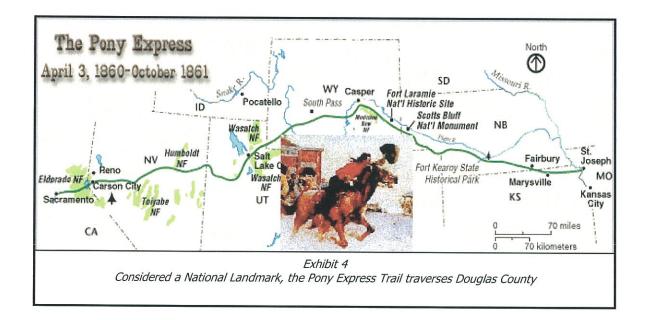
opposite is true. In addition, Alexander said some communities have used their trails network as a tourism selling point. "For Douglas County, the mas-

ter plan makes it clear a trails plan is viewed as an important com-munity need," Alexander said. The Douglas County manag-

er's office, Parks and Recreation and Community Development departments are sponsoring Saturday's workshop.

Exhibit 2 One of numerous articles related to the Douglas CountyTrails Plan

	Exhibit 3 - Written Public Comments RE: Draft Trails Plan (1/09/03	- 1/31/03	ソ
#	Category	No.	%
1.	Objection to Trails Plan By Property Owners Property May Be Affected By Trail or Trailhead	10	7.2%
2.	Objection to Trails Plan By Property Owners No Trail Ever Proposed on Parcel	6	4.3%
3.	Objection to Trails Plan By Property Owners Draft Trail Designation Removed	50	36.0%
4.	Objection to Trails Plan By Property Owners w/ Two or More Parcels – Mixed Disposition $= 1., \&/ \text{ or } 2., \&/ \text{ or } 3.$ Above	4	2.9%
5.	Objection to Trails Plan	17	12.2%
6.	Comments to Trails Plan - Not Necessarily Pro or Con	17	12.2%
7.	Support of Trails Plan	35	25.2%
	Total	139	100.0 %



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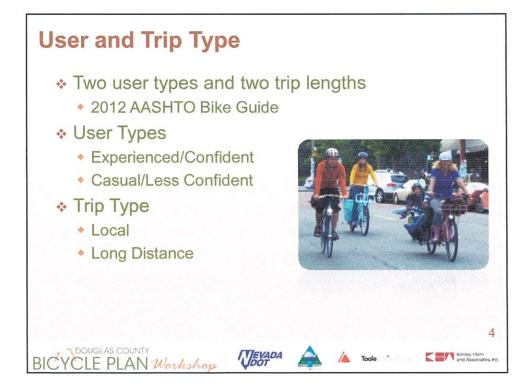


# Key Elements of Planning Bicycle Transportation Networks

- Bicyclists need accommodation on ALL roadways
- Deciding and prioritizing where improvements are needed
- The practical approach of network planning
- Choosing an appropriate facility type

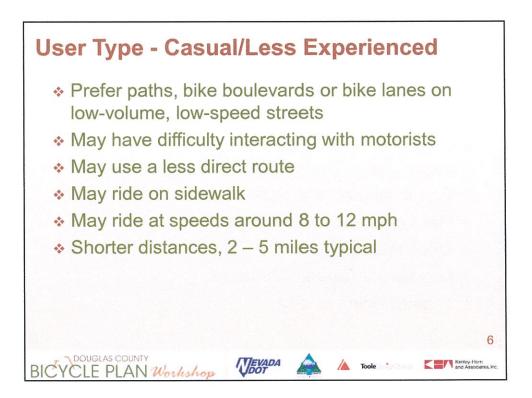
BICYCLE PLAN Workshop

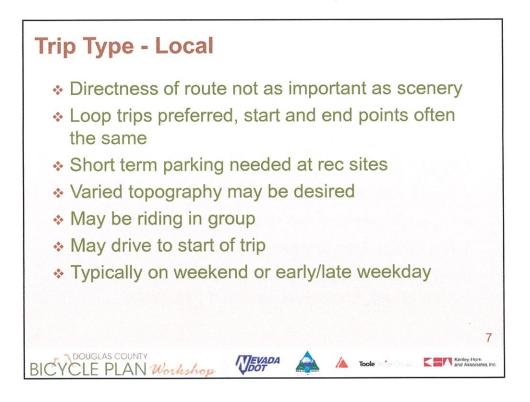


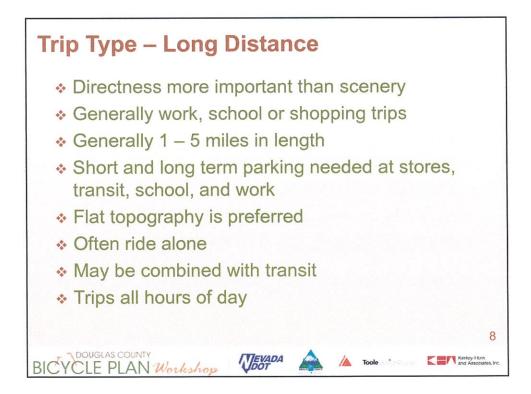


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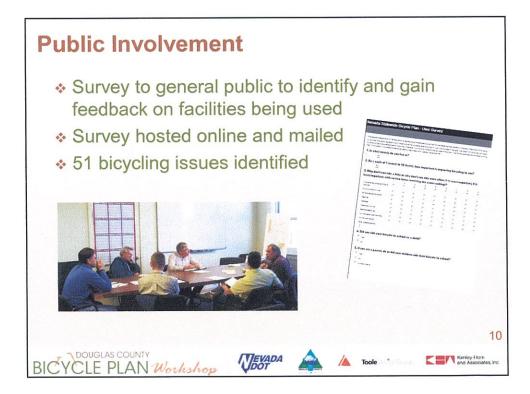


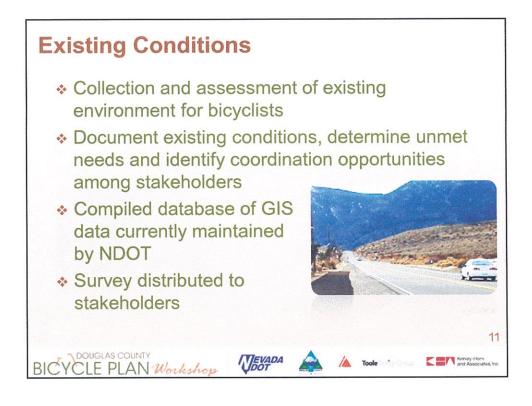












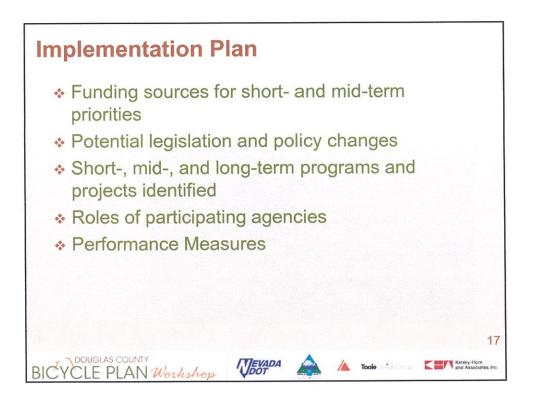


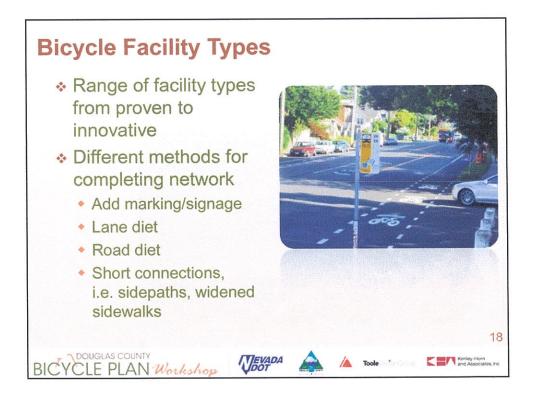






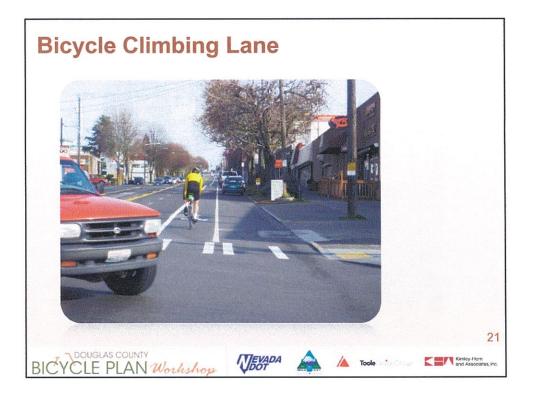






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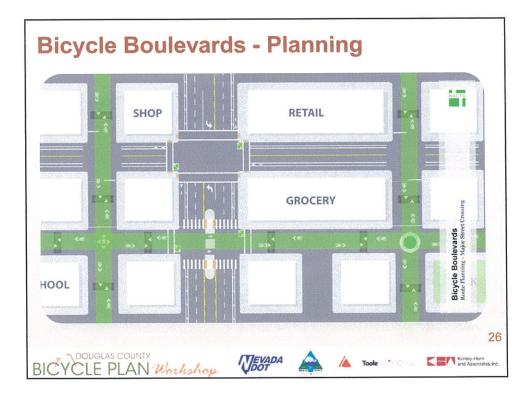














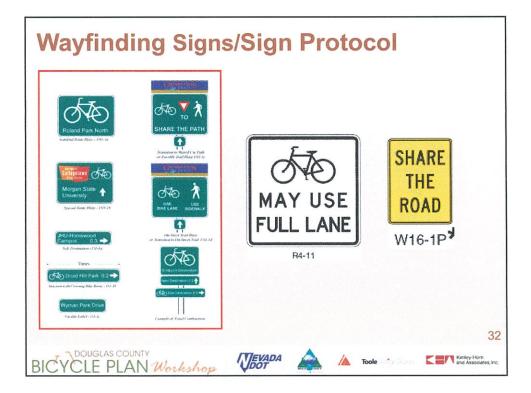




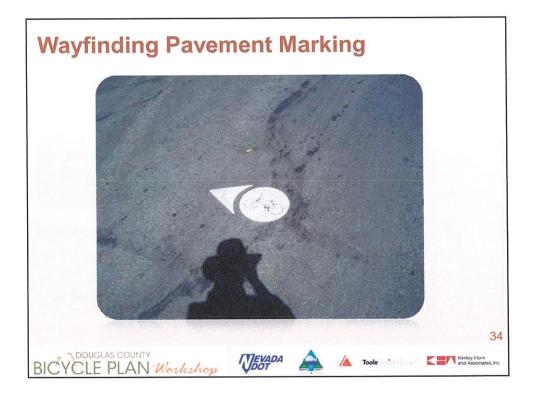


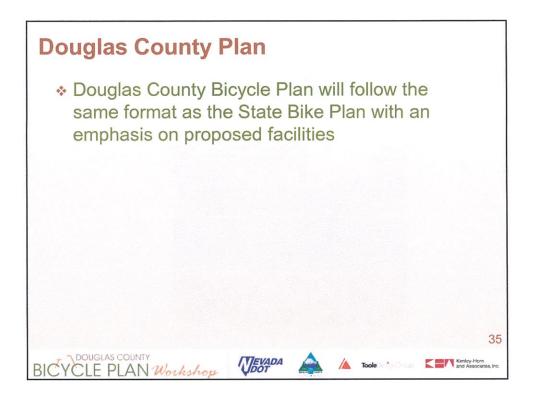
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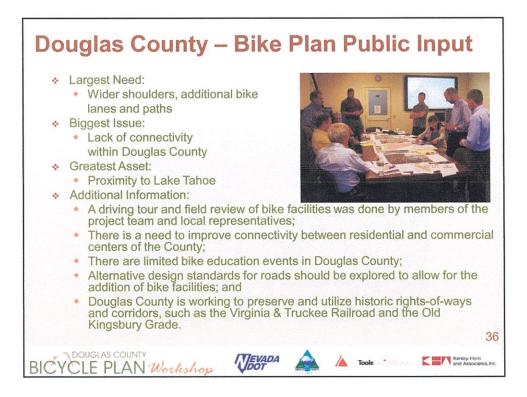


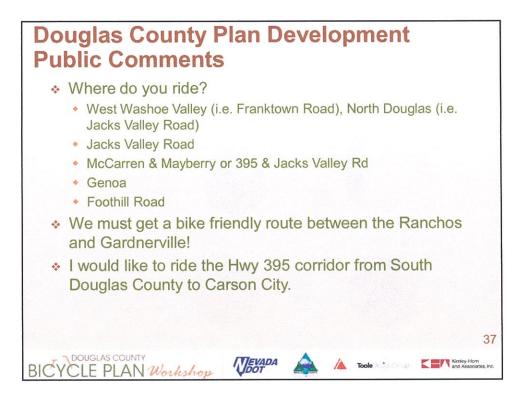


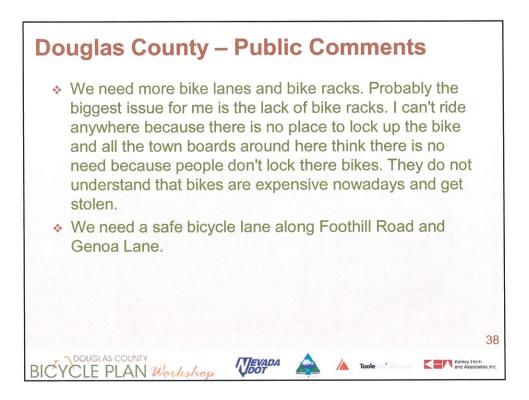


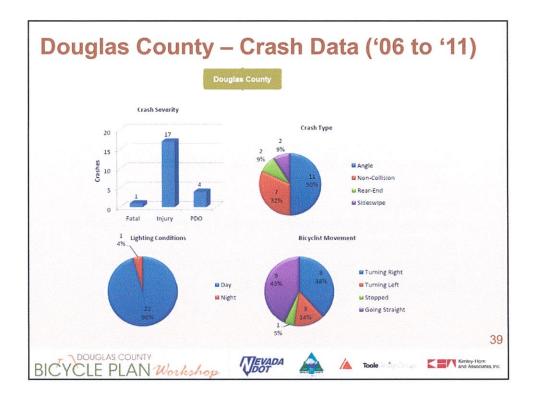


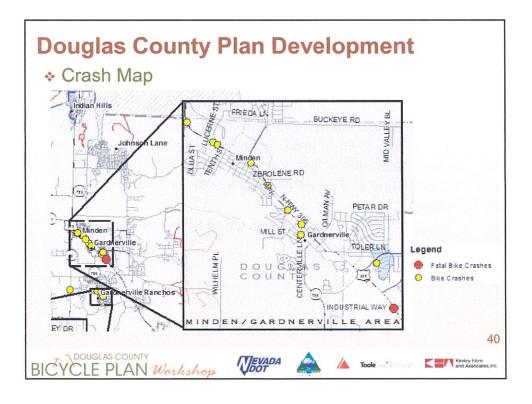


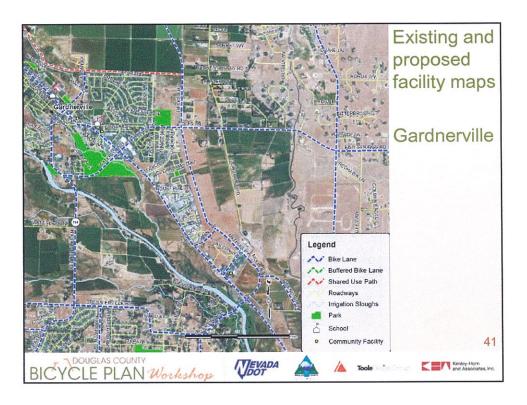




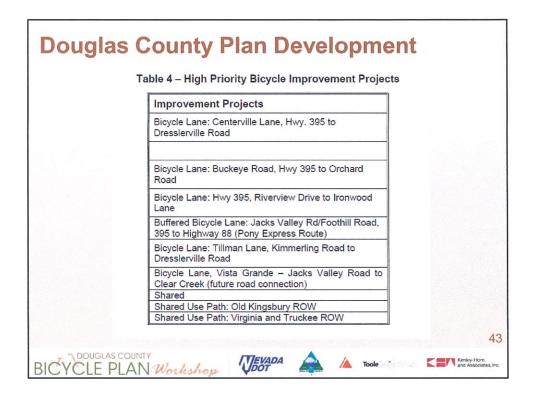














**Gardnerville Town Board** 

# **AGENDA ACTION SHEET**

- For Possible Action. Discussion to approve submittal of an application for a \$550,000 NDOT 2014 Transportation Alternatives Program (TAP) grant, to be funded in 2015, to improve the safety of the Highway 395 "S Curve" adjacent to the former Eagle Gas Station site located at 1395 Highway 395 North (APN 1320-33-402-075), including drainage improvements and new ADA sidewalks. TAP grants require a minimum match of 5%, which would be \$20,250 for this application; with public comment prior to Board action.
- 2. Recommended Motion: Approve the submittal of an application for a \$550,000 NDOT 2014 TAP grant with a required 5% match not to exceed \$27,500.

Funds Available: 🗹 Yes 🛛 🗌 N/A

3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: 20 minutes
- 5. Agenda: Consent Z Administrative

**Background Information:** 

The attached staff report provides information on the proposed application for the NDOT TAP grant for 2014-2015, which must be submitted by March 14, 2014.

- 6. Other Agency Review of Action: Douglas County V/A
- 7. Board Action:

Approved	
Denied	

Approved with Modifications



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

**bMEMORANDUM** 

Date:	March 4, 2014
To:	Gardnerville Town Board
From:	Tom Dallaire, P.E., Town of Gardnerville
Subject:	Eagle Gas Station NDOT Transportation Alternatives Program Application

# I. TITLE:

<u>For Possible Action.</u> Discuss and approve submittal of an application for a \$550,000 NDOT Transportation Alternatives Program (TAP) grant to improve the safety of the Highway 395 "S Curve" adjacent to the former Eagle Gas Station site located at 1395 Highway 395 North (APN 1320-33-402-075), including drainage improvements and new ADA sidewalks.

TAP grants require a minimum match of 5%, which would be \$27,500 for this application. With public comment prior to board action. (approx. 20 minutes)

# **II. RECOMMENDATION**

Approve the submittal of an application for a \$550,000 NDOT TAP grant with a required 5% match not to exceed \$27,500.

# **III. BACKGROUND**

NDOT is now accepting applications for TAP Grants for Fiscal Year 2014-2015. Applicants may apply for up to \$650,000 for infrastructure projects. If the town is successful in obtaining this funding, NDOT will reimburse 95% of the project costs. Eligible categories include bicycle and pedestrian facilities, lighting, ADA improvements, scenic beautification, and storm water management. The deadline is March 14, 2014.

# **IV. DISCUSSION**

The conceptual plan for the improvement of the Highway 395 "S Curve" includes donating additional right-of-way to NDOT from the Eagle Gas Station parcel. The Town is also planning to obtain additional right-of-way from the private property to the north through a boundary line adjustment. The town expects to submit this boundary line adjustment to Douglas County shortly for review and approval.

The Eagle Gas Station redevelopment budget presented to the town board last month showed a total cost of \$403,732 for the NDOT TAP application. The items include new sidewalks, curbs, gutter, and the storm drainage improvements. However, it is expected that the town will submit a request for approximately \$550,000 to NDOT after additional items are included (e.g., repaving of Highway 395, and new sidewalk north and south of Douglas Avenue). Town staff is



currently revising the cost estimates for the "S" curve improvements and an updated budget will be presented at the town board meeting.

# V. CONCLUSION

The NDOT TAP grant application allows the town to continue moving ahead on the redevelopment plan for the former Eagle Gas Station. The town has needed to improve the "S curve" for many years and the NDOT TAP grant will allow the town to finally accomplish this longstanding goal. Further, the NDOT TAP grant will provide funding to create a dramatically improved streetscape at the former Eagle Gas Station (new ADA ramps, sidewalks, lighting, and landscaping).

Board meeting Topics of Discussion / Notes:

# **Project Initiation Form**

(Funding Request/Needs Submittal)

1 - A	PPLICANT/PROJI	ECT SPONSOR I	NFORMATION							
SPONSOR/AGENCY:	CONTA	CONTACT:								
Name:	Name:			02/21/2014						
Town of Gardnerville	Candace	. Н	Stowell							
Division:	Title:									
Town Manager Office - Tom Dallair	Urban Pl	anning Consultant								
Street Address:	Phone:		Fax:							
1407 Highway 395 N	775-882-	0414								
City: State: Zip:	E-mail:									
Gardnerville NV 89410		chstowell@me.com								
	<u></u>									
DUNS No.:	CCR Ex	piration Date:								
□ Re-Submittal										
	2 - PROPOSED F	ROJECT INFOR	MATION							
PROJECT TYPE: (Based on project ne	ed)									
Primary: <u>Transportation Alternatives</u>	Program	Secondary: _								
Route_Name	District Name	County Name	Mileposting Begin	Mileposting End						
US395N (Mileposting: 1.000 - 33.96	District 2	DOUGLAS	21.00	22.00						

Project C/L Length (miles):

# 

Consistent w/ RTP?

# PROJECT NAME:

# **PROJECT LOCATION:**

FROM /Highway 395 N, From the junction with Mission Street at the former Eagle Gas Station (1395 Highway 395 N) to<br/>the junction with Douglas Avenue

# BRIEF DESCRIPTION OF THE PROJECT NEED(S) AND SCOPE OF WORK:

1.00

The Town of Gardnerville is requesting funds to improve the safety of Highway 395 at the "S Curve" in Gardnerville by donating additional right of way to NDOT in order to improve the radius of the Highway and create a safer gateway into Main Street Gardnerville. The Town of Gardnerville is currently removing all Underground Storage Tanks at the former Eagle Gas Station site and will redevelop the property for public off-street parking, a meeting room and information center for Main Street Gardnerville, a bus stop for DART, and an electric vehicle charging station.

# 2 - PROPOSED PROJECT INFORMATION (con't)

# **SCOPE ELEMENTS:**

(e.g., # of added lanes, intersection/interchange improvements, utility/drainage improvements, and traffic operations).

Was the scope develope	d from a Plar	nning/Corrid	lor Stud	y?		⊙ N(	5	0	YES				
Study Name/Location:	Eagle Gas St	tation Redevo	elopmen	t Pla	n		D	ate of	Study:	10/01	/2013		
COST ESTIMATE:	\$400,000.00 to					\$410,	000.00			OT Wiza	rd estima	ition tool	
NTERMODAL ACCOM	ODATION:	(Se	lect all t	hat a	apply)								
☑ Pedestrian	🗹 Trans	sit			Airport								
☑ Bicyclists	🗆 Rail				Other (I	Please li	st):						
oes the project incorpora	ite Landscap	e/Aesthetic	Elemen	its?		⊙ ye	ES	C	) NO				
		3	- EXIS	TIN	G CON	DITION	S						
UNCTIONAL CLASS:				N	HS STA	TUS:							
Principal Arterial				<u>L</u>	ocal Na	tional Hi	ghway	Syste	m (NHS	)			
lo. of Traffic Lanes:	5 Lane width (ft)	12.00	Inside Sl width (ft)		der -	12.00	Outsic width		oulder	12.00	Median width (f		12.
Curb & Gutter? <ul> <li>YES</li> </ul>	O NO		Structu	ires?	۱ © ۱	10	O YE	s	No.	of Structu	ires:		0
Right of Way width (ft):	80.00	Pri	mary Su	rrour	nding lan	d use:	Mix	ed U	se				
djacent to Railroad/Crossi	ıg? O Y	′ES ☉ N	١O	No	on-Attain	ment/Ma	intena	nce A	rea?	Ογ	ΈS		
nown utility lines/elements	:												
												•••••	
ADT:	%	6 Trucks:			0.0	0 LOS	6 - Leve	el of S	ervice:	А			
			<u></u>		0.0	-					7.000.0	to 24.8	32.3
roximity to Activity Centers	/Attractions (m	ni.): <u>0</u>				– Popula	tion De	ensity	(people	/sqmi):	7,000.0	to 24,88	32.3
roximity to Activity Centers	/Attractions (m	ni.): <u>0</u> ed (Special Ev			sional S	Popula	tion De vents,	ensity Conc	(people erts, an	/sqmi): 1 etc.):		to 24,88	32.3
roximity to Activity Centers	/Attractions (m	ni.): <u>0</u>			sional S	Popula	tion De vents,	ensity Conc	(people erts, an	/sqmi): 1 etc.):		to 24,81	32.3
roximity to Activity Centers lumber of Major Traffic Ge DENTIFIED DEFICIENCIES Safety Issues - (list crash	/Attractions (m nerators Serve 5: (Descrit ocations,	ni.): <u>0</u> ed (Special Ev	fic deficie Turve at H radius ar alk at the drainage	Hight Hight d re	sional S s the pro vay 395 sults in t ner Eagl	Popula porting E pposed p at Missic rucks an e Gas S	tion De vents, roject i on Stre d Recr tation.	ensity Conc s inte et is u eatior The S	(people erts, and nded to insafe fo nal Vehic Curve	/sqmi): d etc.): address) or vehicle cles drivir s also un	and peding over a	estrians portion to	32.3
ADT: Proximity to Activity Centers Jumber of Major Traffic Gen DENTIFIED DEFICIENCIES Safety Issues - (list crash types, frequency): Mobility Issues - (list activi and major traffic generator	/Attractions (m nerators Serve c: (Descrit ocations,	ni.): <u>0</u> ed (Special Ev be the specif Existing S C due to tight r of the sidewa inadequate o	fic deficie Turve at H radius ar alk at the drainage Station.	Highv Highv dre forr and	sional S s the pro vay 395 sults in t ner Eagl the exco	Popula porting E oposed p at Missic rucks an e Gas S essive cu	tion De vents, roject i on Stre d Recr tation. irb cuts	ensity Conc s inte et is u eatior The S s alon	(people erts, and nded to insafe fo al Vehio i Curve g Highw	/sqmi): d etc.): address) or vehicle cles drivir s also un ay 395 fr	and ped ng over a isafe due om the fo	estrians portion to prmer	32.3

### **4 - PROJECT IMPACTS**

# 4A - ENVIRONMENTAL IMPACTS:

NEPA REQUIRED: <ul> <li>YES</li> </ul>	0 NO
----------------------------------------	------

## IS THE PROJECT ADJACENT TO OR WILL IT DIRECTLY IMPACT THE FOLLOWING:

Wildlife Corridors	OYES	⊙NO	OUnknown	Farmland of Statewide or Local Importance	OYES	⊙NO	OUnknown				
Invasive Species	OYES	⊙NO	OUnknown	100 - Year Floodplain	⊙YES	ONO	OUnknown				
Rivers, Streams, Wetlands, Riparian Areas	OYES	⊙NO	OUnknown	Designated Scenic Road/ Byway	OYES	⊙NO	OUnknown				
Sole-source Aquifers	OYES	⊙NO	OUnknown	Archaeological/Historical Resources or Districts	⊙YES	ONO	OUnknown				
Designated Wild and Scenic Rivers	OYES	⊙NO	OUnknown	Low Income or Minority Populations	OYES	ONO	⊙Unknown				
Sensitive Biological Resources	OYES	⊙NO	OUnknown	Utilities	OYES	ONO	⊙Unknown				
Prime or Unique Farmland	OYES	⊙NO	OUnknown	Hazardous Material Sites	OYES	⊙NO	OUnknown				
IS THE PROJECT ADJACENT TO OR DOES IT INCORPORATE PORTIONS OF THE FOLLOWING:											
Wildlife Refuge	OYES	⊙NO	OUnknown	Recreational Area	OYES	⊙NO	OUnknown				
Waterfowl Refuge	OYES	⊙NO	OUnknown	Existing or Planned Park	OYES	⊙NO	OUnknown				
Historic Site	OYES	⊙NO	OUnknown	Land and Water Conservation Fund Act Recipient Facility	OYES	⊙NO	OUnknown				
Will the project introduce visual	elements	inconsiste	ent with the existing	g environment?	OYES	⊙NO	OUnknown				
Will the project help improve	air quality	y?			OYES	⊙NO	OUnknown				
Will the project help improve	water qu	ality?			OYES	⊙NO	OUnknown				
Will the project help reduce of		⊙YES	ONO	OUnknown							
Is the project required to bet		⊙YES	ONO	OUnknown							
Is the project required to bet	ter serve	blanned	future developme	ents?	⊙YES	ONO	OUnknown				
Will the project change exist	ing acces	s to adja	cent areas?		©YES	ONO	OUnknown				
Other environment improvements (Please list/explain):											

# HAS AN ALTERNATIVE ANALYSIS BEEN CONDUCTED?

• NO (Please provide a brief explanation of type of

O YES analysis and any documentation available):

# HAVE ANY MITIGATION MEASURES BEEN IDENTIFIED OR OTHER CONSIDERATIONS MADE TO LIMIT POTENTIAL ENVIRONMENTAL IMPACTS?

⊙ NO

(List possible impact areas):

O YES

IS THE PRO	JECT LOCATED	) WITHIN M	1UL	TIPLE JURISDICTIONS?					
⊙ NO (L	ist all counties, citie	es, or							
O YES Tr	ribal affiliated):								
KEY STAKEH	OLDERS: (Please i	dentify specifi	ic a	gencies or individuals.)					
Federal	:								
State	: NDOT, Governo	r's Office of E	con	omic Development (CDBG Fur	nds), Nevad	a N	DEP (Brown	fields Gr	ant & Nevada Pet
Regional	: Douglas County								•
Local	: Town of Gardne	erville, Main S	tree	t Gardnerville		_			
Community	•								
Other	-								
	UBLIC INPUT/OI		00						
O NO				CORRED!					
	ease select all that a	apply:	o	Public Notice	(	Э	Public Mee	tina	
			õ	Public Service Announcement		Э	Local News	-	ticle
			õ	Other (please list):	-	-		papor ra	
concerns, opposition, and/or redevelopr support: conducted plan for the improving			ent ( o ob site vera	ardnerville held a public worksh options for the former Eagle Ga stain additional public input. Th based on the public input whic Ill safety at this portion of Highv plan on October 1, 2013.	as Station. I le Town Boa h including i	In a ard red(	ddition, an o approved a esigning the	online sur redevelop "S Curve	ment " and
4B - RIGHT OF	WAY IMPACTS:								Approx. No. of
RIGHT OF V	VAY ACQUISITIC	DNS:							parcels/property owners
ls a fee acqu	isition of propert	y needed fo	or th	ne project?	⊙Unkn	ow	n ONO	OYES	0
ls a permane	ent easement nee	eded (maint	tena	ance, drainage)?	⊙Unkn	ow	n ONO	OYES	0
ls a tempora	ry easement nee	ded for con	stru	uction of the project?	⊙Unkn	ow	n ONO	OYES	0
ls a change i	in access to prop	erty(s) nee	ded	1?	⊙Unkn	ow	n ONO	OYES	0
Are private o	wner driveways i	impacted?			OUnkn	ow	n ⊙NO	OYES	0
RIGHT OF V	VAY UTILITIES:								
	any utility reloca	tions?			⊙Unkn	ow	n ONO	OYES	0
	ity covers needir		ent?	)	⊙Unkn			OYES	0
	/er source or dro				⊙Unkn			OYES	0
•		-						-	

### 4C - MISCELLANEOUS IMPACTS: (Select all that apply)

		Below please explain the extent of all impacts selected:
0	Drainage	
0	Bridge	
0	Geotechnical	
0	Railroad	
0	Landscape & Aesthetics	
0	Bike, Pedestrian, ADA	
0	Transit	
0	Emergency Services	
0	Specialized Workforce (fiber optics, ITS, blasting)	
0	Other (Please List):	

### 4D - TRIBAL CONSIDERATION:

Does the project directly require the use of or is any portion of the project adjacent to Tribal Trust Lands or other lands with an existing			
or planned Tribal interest?	OYES	⊙NO	OUnknown
Is the project consistent with Tribal planning documents?	OYES	⊙NO	OUnknown
Has the project received approval by the Tribal Council?	OYES	⊙NO	OUnknown
	Date:		
4E - LOCAL CONSIDERATION:			
4E - LOCAL CONSIDERATION: Is the project consistent with Local planning documents?	©YES	ONO	OUnknown

**5 - PROJECT FUNDING & ADMINISTRATION** 

Date: 10/01/2013

## ANTICIPATED CONTRACT DESIGN/DELIVERY AGENCY: (Please identify specific agencies or individuals)

		NDOT	Other Agency						
Pr	eliminary Engineering:	0	Town of Gardnerville						
	NEPA:	۲							
C	ontract Administration:	0	Town of Gardnerville						
Cons	truction Management:	0	Town of Gardnerville						
Right of Way Acquisition: O			Town of Gardnerville						
ANTICIPATED DELIVERY TYPE:									
O NO	List Sources and Spec	ify	Town of Gardnerville Capital Improvement Budget and potentially CDBG						
● YES	Funding and Project P	hase(s):	funds for Phase II of redevelopment project.						
PROPOSED FINANCIAL CONTRIBUTION TO THE PROJECT?									
O NO	List funding type, amo	unt of	Town of Gardnerville Capital Improvement Budget, 5% or Total Cost, or						
<ul> <li>YES</li> <li>funding, and percentage of</li> </ul>			approximately \$20,000						

•

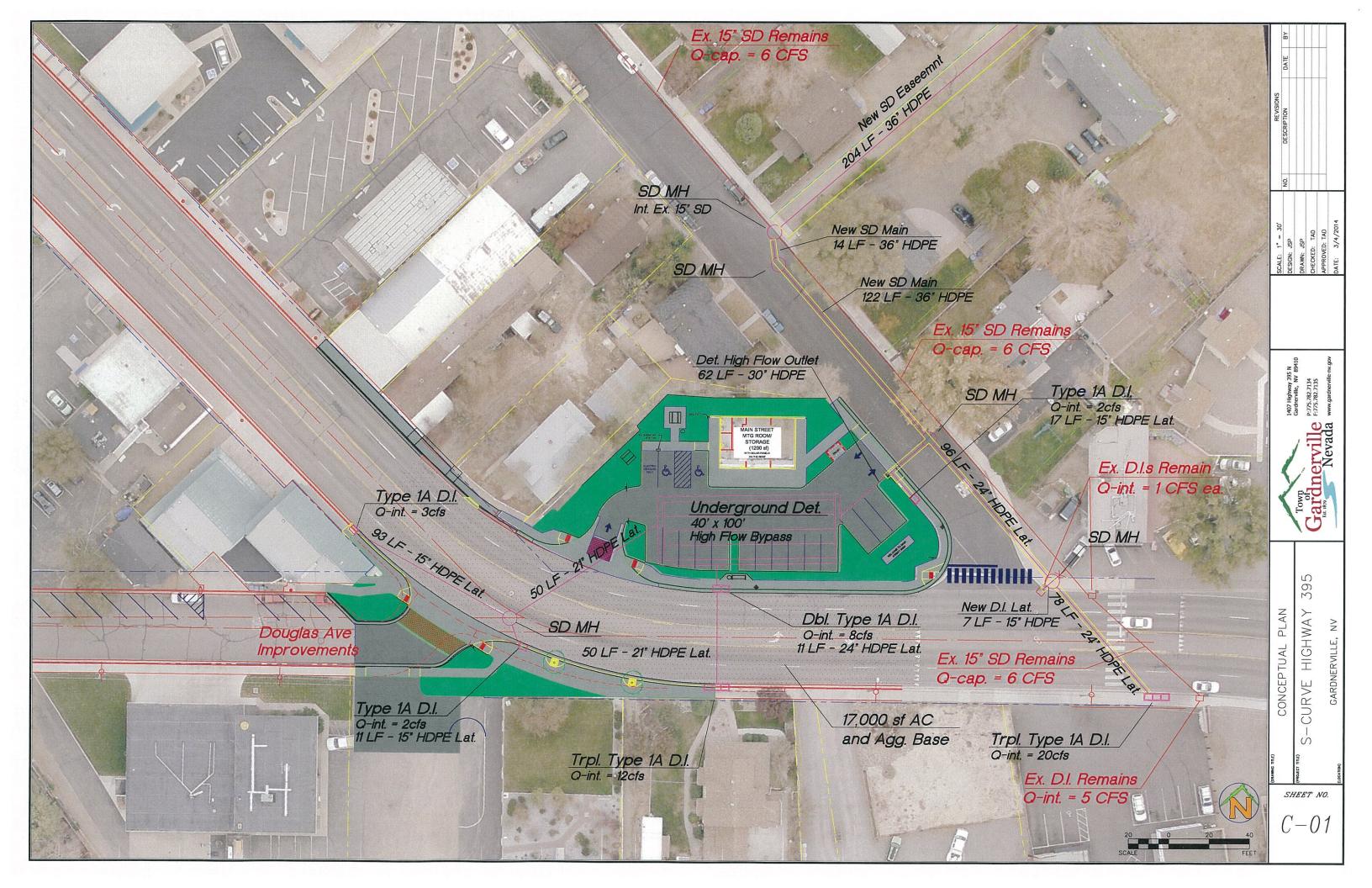
### 1 to 5

.

## PROJECT COMMITMENTS:

Commitments to others:

Commitments made by others:





### **AGENDA ACTION SHEET**

- 1. For Possible Action: Discussion on movie rating to be played at the town's "Movies in the Park" event and for the board to consider playing edited versions only of PG-13 movies during "Movies in the Park"; with public comment prior to Board action.
- 2. Recommended Motion: Motion to approve the use of "edited" PG-13 movies to play at the town's Movie in the Park event.

Funds Available: Ves VA

3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: N/A
- 5. Agenda: Consent Z Administrative

**Background Information:** 

Last year there were two new PG rated movies released that were not animated. We are getting requests to play movies like Captain America, Iron Man, Avengers, Thor and Transformers. These are good movies for older families but with the current restriction of the movie to PG we cannot play them due to the current movie rating. Swank offers edited versions of the PG-13 movies but does not re-rate this movies to a PG rating. So we would just advertise them and add the available movies to the annual movie survey for next year's movie series. See attached survey results from this past movie year.

- 6. Other Agency Review of Action: Douglas County V/A
- 7. Board Action:

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Approved	<b>Approved</b> with Modifications
Denied	<b>Continued</b>

# Vote for the films you'd like to see for the 2014 season "MOVIES in the Dark" Vote for only one in each category

	1	T	<b>.</b>	r	I	1		1	I	<u> </u>		_	r	r		r				<b></b>	r	
Classic	2 American Graffiti	17 Back to the Future	Bullitt	1 Summer Magic	1 It Happened One Night	McClintock	Notorious	3 Remember the Titans	Roman Holiday	Sabrina	1 Singin' in the Rain	1 Snowball Express	To Catch a Thief	2 To Kill A Mockingbird	Treasure Island	Twelve Angry Men	Vertigo	15 Willy Wonka & Choc Fctry	1 Bachelor & Bobby Soxer	Other G or PG movies	1 Poseidon Adventure	1 Increator Gadaat
Animated	14 Despicable Me2	12 Planes	11 Gnomeo & Juliet	3 Turbo	3 Ice Age	Kung Fu Panda	Madagascar 3	7 Monsters University	1 Megamind	Monsters vs. Aliens	Wreck It Ralph	2 Puss in Boots	Treasure Planet	Rio	1 Escape from Planet Earth	1 The Incredibles	Great & Powerful Oz	Hotel Transylvania	Smurfs	1 Smurfs 2	1 Dr. Seuss' The Lorax	3 The Cronde
Action/Adventure	1 101 Dalmations	8 A Dolphin Tale	Big Miracle	1 Fantastic Four	6 Ghostbusters	3 The Sorcerer's Apprentice	3 Jumanji	1 Legend of the Guardians	National Treasure	1 Speed Racer	Spiderwick Chronicles	Superman	Tron Legacy	12 Percy Jacksn & Sea of Monsters	1 Zookeeper	1 Hugo	1 Rise of the Guardians	2 The Secret of Nimh	Starman	War Games	2 Super Mario Bros.	The Three Mucketeere
Comedy	1 Bedtime Stories	2 Space Jam	1 Daddy Daycare	5 Dennis the Menace	Enchanted	Troop Beverly Hills	4 Freaky Friday	Jonny English Redborn	2 Yogi Bear	Nanny McPhee	1 Nanny McPhee Returns	3 Princess Bride	2 Jungle 2 Jungle	3 Snow Dogs	1 Short Circuit	6 Spaceballs	1 The Love Bug	1 The Pacifier	The Rocketeer			

15-2

1 Beetlejuice 1 Never Ending Story 1 Jaws



### AGENDA ACTION SHEET

- 1. For Possible Action: Discussion on budget development for Fiscal Year 2014/2015 including, but not limited to;
  - a. review of Towns strategic plan and goals
  - b. review of the Town Values
  - c. update of capital improvement projects for fiscal year 2014-2019
  - d. review of the town employee merit increases
  - e. review and discuss proposed town projects anticipated for bidding award before June 30, 2014
  - f. review of the tentative budget for 2014-2015 and review of the revenue estimates,
  - g. review of health & sanitation fees and services, and other matters properly related thereto; with public comment prior to Board action.
- 2. Recommended Motion: Funds Available: 
  Yes 
  N/A
- 3. Department: Administration

**Prepared by:** Tom Dallaire

- 4. Meeting Date: March 4, 2014 Time Requested: 60 minutes
- 5. Agenda: Consent Administrative

**Background Information:** 

- 6. Other Agency Review of Action: Douglas County
- 7. Board Action:

<b>E</b> Approved	<b>C</b> Approved with Modifications
□ Denied	<b>Continued</b>

	1: Town of Gardnerville Capital Improv					from Tentative to Final												
FISCAL YEAR				RKS & RECRE	ATION/OPEN SPACE		FLEET/EQUIPMENT/FACILITIES/OTHER											
YEA	Roads	CAPITAL	Storm Drain		Roads	NON-CA	PITAL	Storm Dr.	ain		CAPITAL		NON-CAPITAI	-	CAPITAL		NON-CA	APITAL
4	Description	(	Cost Description		t Description		Cost	Description	am	Cost	Description	C	ost Description	Cos	t Description	Cost	Description	(
	FY 2013 TE NDOT Match - Crosswalks	\$ 15.	000 Bank Hellwinkel Channel		6 Road Maintenance	\$		Storm Drain Maintenance	<u>-</u> \$	-7,000-	LWCF Trails Amenities Match	\$ 25,0			Debt Service Series 2005	-\$ 122,982	e	\$ 2,:
					Chichester Microsurfacing (Gilman, Chichester, Portions of Marion Russell and Harvest)	\$	123,003-								613.730.564.500-Lawn Mower- replacement-	\$-29,000	-	
2.84					Sunset Park Microsurfacing (Wilson, Easton, North Hampto	n) \$	33,253								Town Server	-\$	+	
2012-2013 558,532,84					Seal Coat Stodick Estates	\$	31,000-											
					Crack sealing	\$	10,000											
					Patch repair in Chichester area	<del>.s</del>												
——	TOTAL	\$ 15,	000	\$ 49,24	6	\$	297,256		\$	7,000	Card and a second se	\$ 25,0	00	\$		\$ 162,531		\$ 2,5
14 00	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,	000 Bank Hellwinkel Channel	\$ 23.03	7 Road Maintenance	\$	50,000	Storm Drain Maintenance	\$	8,500	Raley's to Toler Sidewalk (Sidewall Portion)	\$ 35,0	00 Repair Hellwinkel Shop	\$ 40,00	00 613-Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 2,5
2013-2014 447,631.00			Kingslane NDOT Match	\$ 50,000	0 Crack sealing	\$	15,000								-614 Fleet Vehicle-	\$ 42,612	-	
<b>ч</b> 4					Patch repair in Chichester area	\$	33,000											
	TOTAL	\$ 25,	000	\$ 73,033	7	\$	98,000		\$	8,500		\$ 35,0	00	\$ 40,00	00	\$ 165,594	1	\$ 2,5
	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,	000		Road Maintenance	\$	50,000	Storm Drain Maintenance	\$	8,500					613-Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 2,5
4-2015					Crack sealing	\$	15,000											
2014- 434,2					Cape Seal Industrial Way	\$	174,000											
	TOTAL	\$ 25,0	200		Patch repair in Chichester area	\$	36,300			_								
				\$ -		\$	275,300		\$	8,500	Waterloo Islands Water Saving	\$	-	\$	•	\$ 122,982		\$ 2,5
	Sidewalk Repair and ADA Ramp Upgrades Main Street Gateway Demolition (Former Eagle Gas)	\$ 25,0			Road Maintenance	\$		Storm Drain Maintenance	\$	8,500	Landscaping	\$ 12,0	00		Larger Crack Seal Unit	\$ 45,000	Small equipment replacements	\$ 2,5
2015-2016 499,430.00	Anticipating Grant Funding to Assist	\$ 55.0			Crack sealing	\$	15,000											
2015	Main Street Gateway Construction (Former Eagle Gas)	\$ 112,0	000		Slurry Stodick Estates	\$	78,500											
	Town Maintenance Facility Upgrades (Part of Raley's to Toler Sidewalk Plans)	\$ 56,0	000		Patch repair in Chichester area	\$	39,930											
	TOTAL	\$ 248,0	000	\$ -		\$	183,430		\$	8,500		\$ 12,0	00	\$	-	\$ 45,000		\$ 2,5
	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,0	000		Road Maintenance	\$	10 10 10 10 10 10 10 10 10 10 10 10 10 1	Storm Drain Maintenance	\$	8,500			Repair Hellwinkel Hay Barn	\$ 20,00	00 2 Equipment Trailers	\$ 12,000	Small equipment replacements	\$ 2,5
6-2017 923.00					Crack sealing	\$	15,000	Storm Drain Replacement Sou of Cemetery	<sup>ith</sup> \$	96,000								
2016-430,95					Slurry Arbor Gardens	\$	158,000											
					Patch repair in Chichester area	\$	43,923											
_	TOTAL	\$ 25,0	000	\$ -		\$	266,923		\$	104,500		\$	-	\$ 20,00	0	\$ 12,000		\$ 2,50
	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,0	000		Road Maintenance	\$	50,000	Storm Drain Maintenance	\$	8,500	Gilman Water Saving Landscaping	\$ 12,0	00		3 Yard Dump Truck	\$ 65,000	Small equipment replacements	\$ 2,50
2017-2018 429,315.30	Ezell Ave Half Street Improvements - North	\$ 73,0	000		Crack sealing	\$	15,000				"The Ranch" Trail	\$ 35,0	00					
2017.					Cape Seal Southgate, Service Dr. Pep Cir	\$	95,000											
				a 1921 11	Patch repair in Chichester area	\$	48,315											
	TOTAL	\$ 98,0	000	\$ -		\$	208,315		\$	8,500		\$ 47,0	00	\$		\$ 65,000		\$ 2,50

# Table 1: Town of Gardnerville Capital Improvement Program, 2012-2018 - <Final Budget>

Highlighted	represents change

Town of Gardnerville Capital Improvement Program 2012-2018



### AGENDA ACTION SHEET

- 1. <u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for February 2014.
- 2. Recommended Motion: None Funds Available: □ Yes □ N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: March 4, 2014

Time Requested: 5 minutes

5. Agenda: <sup>□</sup>Consent <sup>□</sup> Administrative

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

- 6. Other Agency Review of Action: □ Douglas County □ N/A
- 7. Board Action:
  - □ Approved □ Denied

□ Approved with Modifications □ Continued



### AGENDA ACTION SHEET

- 1. <u>Not For Possible Action</u>: Discussion on the Town Manager/Engineer's Monthly Report of activities for February 2014.
- 2. Department: Administration

Prepared by: Tom Dallaire

- 3. Meeting Date: March 4, 2014 Time Requested: 10 minutes
- 4. Agenda: Consent Administrative

Background Information: See attached report.

- 5. Other Agency Review of Action: Douglas County
- 6. Board Action:

<b>Approved</b>	
<sup>□</sup> 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 March 2014 Board Meeting

- A. The Ranch to Gardnerville Phase I: We have removed some of the LED lights facing the homes within the development. Hopefully that will help. We are talking with RO Anderson Eng. about the improvement plans for the next phases of Phase II. Leanna and I inspected the sidewalk on Phase I and found many minor cracks, but cracking none the less, and it will become a problem later on. So the builder will be working on its replacement and testing.
- B. New Beginnings: Project is complete.
- **C. Virginia Canal:** The county started work on this crossing at the beginning of the month. The county is managing the project and it is one of the RTC projects for the year that they are moving on. The culvert headwalls were poured last week, so back fill operations should be happening soon, weather permitting.
- **D. Hellwinkel Channel:** Denny is working on the final plans. He took a job with Fernley and the plans are almost complete.
- **E. Eagle Gas:** The contractor repaired the sewer, buried the holes, and capped them for now with cold patch and cleaned up the site. The guard rail and tree stumps will soon be removed. McGinley is working with the state to finalize all the documentation for the project to proceed with their site evaluation.
- **F. NDOT Sidewalk and 756 parking:** We have approval of the 756 parking stalls and ordered the signs for the new parking spaces. Once those are received the guys will install them, paint the lines and curb. The sidewalk needed more revisions and that has been resubmitted to the state for final approval.
- **G. Kingslane**: NDOT did not get back with me on the presentation. We are proceeding with the original concept. The bike plan needs a bike lane there and we will eventually need the extra space for a bike lane. So we are moving forward with the design as proposed to Kings Lane.
- H. 756 Cottonwood Slough crossing: NDOT had a meeting last week to discuss this project. NDOT staff was very willing to make this project a go. We had to cut out all the sidewalk improvements and do that under a separate application once the bridge is widened. They plan to widen both sides of the bridge and connect one side with pedestrian access from the existing walkway on the northwest side of the street. They did elect to split the project into a couple of jobs.
- I. Chichester crack patching: this item is on the agenda for bid award.
- J. Martin Slough shared use path: There is a project meeting with RO Anderson this month.



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

# K. Office Items:

- Attended the chamber meeting and gave them an update on town activities.
- I have not worked on 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.
- Met with the county on the plan for implementation of the Valley Vision projects. This is listed under the budget item.
- Reviewed and revised the Interlocal agreement with Debra. I met with Christine on the interlocal agreement. She will be working up an agreement between the county and towns for the enterprise funds. I also talked with Doug Johnson and Barry Penzel about the interlocal agreement and where the towns were coming from with the general fund fees. This was due to some comments made during the budget item of the February 20<sup>th</sup> meeting.
- Attended the county budget kickoff meeting and training for this year.
- Reviewed the county bike plan and prepared a staff report.
- Reviewed the HR agreement of the 2014 update to the employee pay plan and job descriptions.
- Review the proposed 10.10 temporary traffic control. This is going to be more work for the towns on projects or events where a road will be temporarily closed. We have a couple events each year this will apply towards. We can have the asking person have an engineer prepare a plan and review and approve that, or the fee we charge will be for preparing our own plan and submitting to the county for approval. It will be easier for us to do it and keep the information on file. An engineering firm will charge a lot of money to prepare these for the applications and we want this to be a pleasant experience. See attached document if you would like to add anything to my comments.
- Attended towns and GID meeting and discussed with Indian Hills the trash costs and shared with them our budget for the enterprise fund.
- Attended the DC quarterly technology steering committee meeting
- Provided the annual board member training for the required NRS training.
- Attended a class in Portland Or. on Organization Skills for the Overwhelmed. It was a great class. We have started implementing some of those ideas and had a staff meeting of which we have developed our own plan for the files. I am still working on my office and hope to be complete by the end of March.

### **CHAPTER 10.10**

### Temporary Traffic Control

Sections:

10.10.1 Purpose of title 10.10.2 Application of title

10.10.3 Manual on uniform traffic control devices

- 10.10.4 Authority to approve or deny restriction and issue permits
- 10.10.5 Permit fees

GOVERNING? 10.10.1 Purpose of title.

The purpose of this title is to establish uniform requirements across all towns, general improvement districts (GID), Comt + departments, and agencies for the complete or partial closing of a county right-of-way or easement dedicated for the facilitation of public transportation.

### 10.10.2 Application of title.

This title shall be applied to any construction, work, maintenance, parades, special events, or activity where the partial or total closing of the right-of-way, access or road easement is desired. This title does not apply to emergency closures of the right-of-way as determined by the sheriff, fire chief, utility company, or other state or federal agencies. STAFF or office

### 10.10.3 Manual on uniform traffic control devices.

- (A) Douglas County adopts the Manual on Uniform Traffic Control Devices (MUTCD) as the reference guide for placement of temporary traffic control within Douglas County. The MUTCD shall be used in streets, alleys, highways, transit stops or other facilities, hereinafter referred to as "county transportation facilities." The county may also adopt manuals, in whole or in part, developed and published by other cities, states or the federal government, along with modifications, amendments, or a supplement specific to Douglas County.
- (B) All temporary traffic control plans (TTCP) must be prepared by an American Traffic Safety Services Association (ATSSA) Certified Work Zone Traffic Control Supervisor or a Nevada Registered Professional Civil Engineer.
- (C) Clarifications and corrections. The county engineer is authorized to publish changes and corrections to the MUTCD as needed to provide clarification, additional explanation or illustration of any provisions, or to correct typographical or other similar errors. Such clarifications and corrections shall be in writing and TRAFFIC CONTROLAS STATES stated on the road closure permit form.

10 Casmin Adopted Got

(D) The county engineer or designee, is authorized to approve or disapprove barricading utilized on any county transportation facility, and to take those actions necessary, in his or her professional judgment and in accordance with the MUTCD, to promote, preserve and protect public health, safety and welfare on such transportation facilities with respect to barricading and temporary traffic control.

Not By easement in a manner that is not in compliance with the MUTCD unless approved by the county engineer Mis Dowo or designee. Little is Code Section ?

### 10.10.4 Authority to approve or deny restriction and issue permits

for Commy The MainTained Facilities?

(A) Permit required. No person shall restrict any portion of a county transportation facility, county right-of-way or easement without first obtaining a valid road closure permit unless otherwise provided for in this title 3 The necessity of a road closure permit shall be as follows:

- 1) For temporary restrictions of a transportation facility that have a duration of under one hour no road closure permit is required if the following conditions are met:
  - i. No intersections are restricted.
  - ii. No roadways within 300-feet of a traffic signal are restricted.
- 2) For temporary restrictions of a transportation facility that has a duration of greater than one hour, but less than four hours a road closure permit is required. All provisions of the road closure permit shall be completed except the "Public Notice" provision.
- 3) For temporary restrictions with a duration of greater than four hours all provisions of the road closure shall be completed.
- How the Town of way (US 395, 88, 50, SR 756, 757, 759, 206, 207, 209, etc.) the applicant shall contact going To Noor? NDOT to verify what additional permits and requirements may be necessary to gain approval. From Strict at 5) Parades may be exempt from strict at
  - closed for more than four hours. Due to the general "rolling" closure of roads along parade routes, volunteers may be used in lieu of signage to denote the closure of roads. Proposed parade routes and traffic control measures shall be submitted to the county engineer for review and approval.
  - 6) Transportation facility closures which occur as a result of a reoccurring event may have a traffic control plan on file with the county. A permit shall not be required for each event, but notification of parties listed under the "Affected Party All Closures" of the road closure permit shall be notified for each event. L Which ProvISION IS THIS LISTER?
  - (B) Authority to approve or deny restrictions. 10,10,3,07
    - The county engineer or a designee shall have the authority to approve or deny all partial and full restrictions of county transportation facilities in conjunction with any work, construction, maintenance, or other use of county rights-of-way or easements to promote, preserve or protect public health, safety and welfare by minimizing impact on the traveling public and gaining compliance with temporary traffic control standards with respect to such restrictions.
    - 2) For a closure of a town or GID maintained county transportation facility, the town or district and the engineer may approve or deny the closure permit. WMAT? WWAT? WWAT? For M? How That
      - i. An application shall be made to the town or general improvement district on a form provided by the entity.
      - ii. The TTCP shall be prepared or approved by the town or GID engineer.
      - iii. The approved TTCP shall be forwarded to the county engineer for notification, but not

for review or approval. For closures within 300 feel of a county maintained right of way the county engineer shall review the plan for its impact to the county transportation facility.

The county requires that as a minimum the following parties by notified for a 1. planned closure that will be in effect for more than one hour:

sheriff's dispatch, paramedics, school district transportation division, jurisdictional fire department, homeowner or business residing along the street, and the refuse collection agency.

2. Additional notifications may be required by the town or GID. For events anticipated to attract more than 500 attendees or that cross jurisdictional

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boundaries the TTCP shall be submitted through the county's outdoor festival permit and shall be under the review of the county engineer. The county engineer shall coordinate with the engineer or manager representing the affected towns or GID.

C) The county engineer may establish procedures, rules and issue permits. The county engineer shall develop, publish and revise from time to time as needed, procedures and rules, hereinafter referred to as the rules, for applying for permission to restrict any portion of a county transportation facility, and is authorized to issue or cause to be issued a road closure permit for all such requests that are approved. The rules may include blanket exceptions for certain types of work or specific types of restrictions for which a road closure permit is not necessary. Each road closure permit shall include general and special conditions as determined necessary by the county engineer or designee for the permit holder's temporary use of the right-of-way to promote, preserve or protect public health, safety and welfare by minimizing impact on the traveling public and gaining compliance with temporary traffic control standards with respect to such restrictions.

- (D) Temporary traffic control permit modification, suspension or revocation. The county engineer or designee. may modify any condition of a permit, or suspend or revoke such temporary traffic control permit at any time when necessary, in (his sole discretion, to promote, preserve or protect public health, safety and welfare. Such permit may also be suspended or revoked if the permit holder fails to follow the MUTCD; applicable laws, or any general or special conditions of the permit.
- (E) This ordinance shall not limit any town or general improvement district to require additional forms,

information, permits or compensation from the applicant for the temporary closure. IT DOES? This CREATES MORE WORK for STAFF BASED ON ACTIVITES Permit Fees. By RESIDENTS or TOWN STAFF WHEN CRACK SEALING.

ISTING (A) No permit fee is required where the applicant is a Douglas County based charitable or nonprofit DETENMINED. DETENMINED. Wincorporated town or general improvement district

- (B) Fees shall be set by the board of county commissioners on the road closure permit application.
- (C) Temporary traffic control fees must be paid at the time of submittal of a road closure permit.
- (D) The county shall not charge any fees in addition to those collected by a town or GID under their submittal processes. Should BE THE SAME THE TOWNS IF B. 2, 1 IS IMPLEMENTED

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