

## GARDNERVILLE TOWN BOARD

## **Meeting Agenda**

Paul Lindsay, Chairman Ken Miller, Vice Chairman Lloyd Higuera, Board Member Mike Philips, Board Member Linda Slater, Board Member 1407 Highway 395 Gardnerville, Nevada 89410 775-782-7134 FAX: 775-782-7135 www.gardnerville-nv.gov

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| Tuesday, October 2, 2012   | 4:30 p.m.   | Gardnerville Town Hall  |
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### **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 894I0, or by calling (775) 782-7I34 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 burden 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 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 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- Lloyd Higuera

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:

August 14, 2012 Special Board meeting, with public comment prior to Board action. September 4, 2012 Regular Board meeting, with public comment prior to Board action.

#### PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

## CONSENT CALENDAR FOR POSSIBLE ACTION

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

- 1. Correspondence
- 2. Health and Sanitation Department Monthly Report
- 3. Approve September 2012 claims



#### ADMINISTRATIVE AGENDA

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

- 4. <u>For Possible Action</u>: Discussion regarding approval of Resolution 2012R-077 to prohibit left turns from Service Drive onto US 395; with public comment prior to Board action. (approx 10 minutes)
- 5. <u>Not For Possible Action</u>: Discussion on the Main Street Program Manager's Monthly Report of activities for September 2012, (approx 10 minutes)
- 6. <u>For Possible Action</u>: Discussion on Overhead Street Banner Policy and Main Street Banner form; with public comment prior to Board action. (approx 15 minutes)
- 7. For Possible Action: Discussion and direction to staff on revising the following Town policies;
  - a. Heritage Park Use Policy
  - b. Heritage Park Reservations Policy
  - c. Street Closure/Special Events Policy; with public comment prior to Board action.

(approx. 20 minutes)

- 8. <u>For Possible Action</u>: Discussion and possible action to allow a street closure for a Farmers Market which will be held adjacent to Heritage Park along Ezell Street each Saturday from October 6, 2012 to November 8th, including waiving the Town's 60-day application requirement under the Town's Street Closure Policy. This is not an request for exclusive use of Heritage Park. The park will remain open to the public during this event. Public comment prior to Board action.
- 9. For Possible Action: Discussion on providing a Town sponsored Fireworks display for two events;
  - a. The 2012 Christmas Kickoff, November 28th,
  - b. Fourth of July 2013 event, with public comment prior to Board action.
- 10. <u>For Possible Action</u>: Board discussion and possible action to determine a maximum not to exceed bid for the purchase and acquisition of real property located at 1395 Highway 395, APN: 1320-33-402-075, within the Town of Gardnerville and Main Street District, currently known as the Eagle Gas Station; with public comment prior to Board action.
- 11. For Possible Action: Discussion on town Health and Sanitation staff position modifications;
  - a. Health and Sanitation Maintenance Specialist II and proceeding with staff leadership,
  - b. Hiring an additional full time Health and Sanitation Maintenance Tech I,
  - c. Promoting the current H & S Department Maintenance Tech I to Maintenance Tech II with 10% pay increase, with public comment prior to Board action. (approx 20 minutes)
- 12. <u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for September 2012. (approx 10 minutes)
- 13. <u>Not For Possible Action:</u> Discussion on the Town Manager/Engineer's Monthly Report of activities for September 2012. (approx 20 minutes)

#### Adjourn

Calendar: Nevada League of Cities Conference, Elko, October 4-6, 2012 Regular Town Board Meeting – November 6, 2012



## GARDNERVILLE TOWN BOARD

## **Special Meeting Minutes**

Paul Lindsay, Chairman Ken Miller, Vice Chairman 1407 Highway 395 Gardnerville, Nevada 89410 775-782-7134 FAX: 775-782-7135 www.gardnerville-nv.gov

| Tuesday, August 14, 2012 | 10:00 a.m.                  | Gardnerville Town Hall |
|--------------------------|-----------------------------|------------------------|
|                          | Lloyd Higuera, Board Member |                        |
|                          | Mike Philips, Board Member  |                        |
|                          | Linda Slater, Board Member  |                        |

Chairman Lindsay called the meeting to order at 10:00 a.m. and made the determination a quorum is present.

Mrs. Slater led the Pledge of Allegiance.

PRESENT: Paul Lindsay, Chairman Ken Miller, Vice-Chairman Linda Slater Lloyd Higuera

Tyler Altom, Town Counsel Tom Dallaire, Town Manager/Engineer Carol Louthan, Office Manager Sr.

ABSENT: Mike Philips

## APPROVAL OF AGENDA

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

# Motion Slater/Miller to approve the agenda. Motion carried with Board Member Philips absent.

## PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

No public comment.

## ADMINISTRATIVE AGENDA

1. For Possible Action: Board discussion and possible action to waive the Town's Heritage Park Exclusive Use Policy ("the Policy") for the Civil War Reenactment ("the event") by Nevada Civil War Volunteers only as the Policy pertains to the requirement that the application be submitted 60 days prior to the event. Possible action to waive the Policy only as it pertains to the 60-day requirement, with all other Policy and application requirements remaining in effect, with public comment prior to Board action.

Mr. Dallaire reviewed under the park policy it is required to have 60 days advance notice before an event. This is the same event, just with a different re-enactor group. Therefore we are coming to the Board to waive the 60 day requirement.

Chairman Lindsay has no problem waiving the 60 days considering everything was in place before that. We are just changing the names.

No public comment.

Motion Miller/Higuera to waive the 60 day application period for the civil war re-enactment event. Motion carried with Board Member Philips absent.

2. For Possible Action: Board discussion and possible action to approve an application by Ken Auld on behalf of Nevada Civil War Volunteers for the Civil War Reenactment ("the event") at Heritage Park on August 31, 2012 through September 2, 2012, with public comment prior to Board action.

Mr. Dallaire stated this is a new application. The organization shows the Nevada Civil War Volunteers. It is still signed by Ken Auld as listed previously.

Mr. Miller had a chance to review the insurance certificate and it looks good.

No public comment.

Motion Higuera/Slater to approve the new application by Ken Auld on behalf of the Nevada Civil War Volunteers for the civil war re-enactment at Heritage Park, August 31 through September 2, 2012. Motion carried with Board Member Philips absent.

Motion Miller/Higuera to adjourn at 10:05 a.m. Motion carried with Board Member Philips absent.

Respectfully Submitted,

Paul Lindsay Chairman

Tom Dallaire Clerk to the Board



### Gardnerville Town Board Meeting Minutes

Paul Lindsay, Chairman Ken Miller, Vice Chairman Lloyd Higuera, Board Member Mike Philips, Board Member Linda Slater, Board Member 1407 Highway 395 Gardnerville, Nevada 89410 775-782-7134 FAX: 775-782-7135 www.gardnervillenv.gov

| Tuesday, September 4, 2012 | 4:30 p.m. | Gardnerville Town Hall |
|----------------------------|-----------|------------------------|
|                            |           |                        |

Call to Order and Determination of a Quorum

The meeting was called to order by Chairman Lindsay and a determination of a quorum was made.

PLEDGE OF ALLEGIANCE- Mike Philips led the pledge.

PRESENT:

Paul Lindsay, Chairman Ken Miller, Vice-Chairman Lloyd Higuera Mike Philips Linda Slater Tyler Altom, Town Counsel Tom Dallaire, Town Manager/Engineer Dorette Caldana, Main Street Board of Directors President Carol Louthan, Office Manager Sr.

**FOR POSSIBLE ACTION:** APPROVAL OF AGENDA, with public comment prior to Board action. The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

No public comment.

Motion Higuera/Philips to approve the agenda as written. Motion carried.

## FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

August 7, 2012 Regular Board meeting, with public comment prior to Board action.

Motion Philips/Higuera to approve the minutes of August 7, 2012. Motion carried.

## PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

### No public comment.

## CONSENT CALENDAR FOR POSSIBLE ACTION

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

### 1. Correspondence

Read and noted.

2. Health and Sanitation Department Monthly Report

Accepted

3. Approve August 2012 claims

Approved.

4. Approve the revised planned development modification (PD) 04-008-4, for the Ranch at Gardnerville, LLC, requesting a modification to a previously approved planned development; to modify the planned development boundary identified in ordinance #2004-1108, extend and modify the development

schedule, and to modify the subdivision design as a result of changes to the road improvements and re-designing of alley ways to the streets; including associated variances to the Douglas County Design Manual and Douglas County Development Code. The property is located south of Buckeye Road and north of Gilman Avenue along Heybourne Road, within the SFR-8,000 (Single Family Residential, 8,000 square foot minimum parcel size) zoning district with a PD (Planned Development) Overlay, and is located within the Minden-Gardnerville Community Plan Area, APN's: 1320-29-000-008, -014, 1320-33-210-033 & 1320-32-501-017

Approved.

End of Consent Calendar

No public comment.

Motion Higuera, second Slater to approve the consent calendar. Motion carried.

### ADMINISTRATIVE AGENDA

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

# 5. <u>Not for Possible Action:</u> Presentation from A.J. Frels, Executive Director for Carson Valley Visitor's Authority on "The Power of Tourism, Carson Valley's New Brand."

Mr. Frels introduced the new brand for the Visitor's Authority for Carson Valley. This study was 145 pages long and three disks. It took a little over a year to put this together. A little over a year ago the Carson Valley Chamber of Commerce and Visitors Authority joined with Northstar Destinations to determine and define the area's true, unique and relevant brand position to stand out in the tourism market. Mr. Frels gave a power point presentation. The recurring themes that came up were: natural beauty, authenticity, diversity of outdoor activities, western heritage, openness, unprocessed, location and geography and awareness. Insights: destination of great diversity; action and expansive geography; build overnight packages that tie the area together; outfitter equipping visitors for any kind of adventure: golfing, fishing, soaring hiking, gaming, adventures to Reno, Lake Tahoe; rugged persona gives credibility to be trusted. Carson Valley is "rugged, relaxed, reachable." As the new executive director for the Visitors Authority this work was done by the Chamber and the Visitors Authority Board led by Bill Chernock. This project was done before I came on board.

6. For Possible Action: Discussion on Planned Development Modification (PD) 09-001-1, for Sierra Nevada SW Enterprises, Ltd., requesting a modification to the Planned development boundary, incorporating areas of the approved 2011 development plan, and a request to amend areas of the A-19 zoning to General Commercial, within the A-19 (Agriculture 19 acre minimum parcel size) and GC (General Commercial) zoning districts. The subject property is part of the Virginia Ranch Specific Plan and is located north of Charlotte Way and east of US Hwy 395 in the Minden-Gardnerville and East Valley Community Plans, APNs: 1220-10-501-006, 1220-10-110-007, 1220-10-101-002, 1220-03-000-039, 1220-10-501-008 and 1220-10-510-009, with public comment prior to board action.

Mr. Dallaire pointed out this is just a formality part of this application. We approved the plan as shown on 6-4 previously. We made a condition they revise the overlay, and a portion of the A19 zone needs to be modified to general commercial. The applicant is including the commercial area that is part of Virginia Ranch Phase 2. It excludes the Les Schwab parcel and the Pro Lo building. Keith Ruben and Mark Forsberg are present. We have been watching the work that has been going on. I believe from what has been happening the Wal Mart contractor has pulled off the area where Barry Jones has a problem. It is still up in the air. I don't know if it has been rectified. As of last Thursday Barry informed me it had not been taken care of. We don't have any hold on that tonight because the final map stage is when things will get held up. Tonight it is creating an overlay boundary to match this plan that has been previously approved twice.

Mr. Philips asked if they are adding everything in the blue line to the area in pink.

Mr. Dallaire indicated it goes to the road. There are two areas shown on my plan that are actually part of the A19 zone. There is a settlement agreement that gives them the option of developing almost100 acres of commercial out there. There is opportunity for additional commercial zone if they deem it necessary. We have asked for access through the section across those two parcels to get to the pond. The rest we cannot plan for a walkway. We will have Muller Parkway and you will hopefully eventually be able to walk along there to get to the 7-11. The conditions are the

same.

Mr. Higuera thought it sounded like a housekeeping issue.

Mr. Dallaire agreed.

Mr. Barry Jones would like to say thank you. He still requests meetings before they develop the property because no one has ever approached him as far as work on site.

Mr. Dallaire explained again the history of the project and the issue Mr. Jones is having. I have not seen any improvement plans for the modification Barry is requesting. We had realigned our pond access for maintenance off that private drive that Barry will use. There have been some questions from George Keele whether or not the town will own and maintain that road or if Barry will own and maintain the road and provide the town access.

Mrs. Slater believed it was in the attorney, the county, and the developer's hands.

Mr. Philips remembers at the meetings they were assured at that time that the access had been taken care of.

Mr. Dallaire mentioned the minutes reflect that. I am not sure what happened in between. The problem is the design is done. It wasn't shared or approved by Barry apparently. There were a few concessions. I felt the truck issue had been taken care of. But we're going to end up with the same problem here as on Gilman where you have a 25 foot radius and a median in the middle. Trucks will not be able to make it. That's why they need a 50 foot radius.

Mr. Miller asked about pedestrian traffic. What would be the occasion for pedestrian traffic in that area?

Mr. Dallaire responded if they are walking down the highway there is curb, gutter and sidewalk along there against the retaining wall. The little chunks of property currently owned by Sierra Nevada Southwest, once the improvements are done; those little areas will become Barry's property as part of the agreement. And there is access through there from the sidewalk. It will be minimal pedestrian traffic.

Mr. Higuera shared Tom was at the commission meeting when they discussed this issue. I was there too. Wasn't it said this was all to be worked out?

Mr. Dallaire answered they did. But it has not been worked out yet.

Mr. Higuera did not believe it is in the Town Board's hands. It has nothing to do with us. It has to do with the attorneys.

Mrs. Slater agreed it is between client and attorney.

Mr. Philips asked Mr. Jones if the access goes around the pond will that be a problem.

Mr. Jones responded on a private drive I think the word he has is conceptual. It has not been a real draft until today. He has not had time to review it. From the looks of a few things it still needs to be massaged. It's up in the air right now. I would like to say people are communicating now and we are trying to work through this. George is a very busy man and I am glad he is there to represent me and walk me through it. I feel confident the Board and Mr. Forsberg will make the right decisions with Keith and George. With a prayer it will come out all right. If you have any questions I don't know too much. Just for the record do you have another access to the pond now?

Mr. Dallaire answered not that I am aware of. It is still off the private drive.

Mr. Jones was told I would get my access. After that time it changed where it will be the smallest access Douglas County required.

Mr. Forsberg, attorney for Sierra Nevada Southwest advised he doesn't represent Wal Mart. We were here in 2009 when this project first came before you. As you recall one of the issues was access for Mark Smith and Mr. Jones. Prior to the meeting I sent a letter to George Keele, who represents Mr. Jones, making a proposal to provide him, not only access to his property off of Grant Avenue, but also offering to give him all the land that ended up between Grant Avenue and his parcel. We also presented him a drawing made by engineers. It showed him where the road would be and how the driveway would be configured. He had that before the meeting. He came to this meeting and enthusiastically said he supported everything. We took him at his word. Wal Mart did too. They went ahead and

designed the driveway as it was shown on the plan. About six months ago Sierra Nevada Southwest went before the county and at that time Mr. Jones stepped forward and objected to the plan for the driveway and said he couldn't turn a semi truck right from the private driveway onto Grant, notwithstanding all the other accesses that he has. The county commission, over my objection, but with support from Mr. Jones and George Keele, dictated they change the radius for the driveway to make it a smoother curve so a semi could handle that turn. We hired an engineer at our cost to redesign the driveway. We sent that design to Mr. Keele. We understood it was approved. We finalized the plans. We submitted a permit to the county, which is pending approval with the new smoother turning radius that will accommodate a semi. I don't know what more we can do. He has been able to exact guite a bit of concessions from not only Wal Mart, but from Sierra Nevada Southwest. I think we have done everything possible that we can do to accommodate him. I am not sure I heard a real objection to the new plans that he has seen, I assume, because they have been sent to his attorney. Now we are waiting permit approval from the county. There was also an agreement for cost sharing on the adjustments. It is important to remember that Wal Mart is constructing this driveway. Had Mr. Jones objected in 2009 to the turning radius, Wal Mart simply would have designed it differently. It would have been a very simple matter. He didn't object. Now it is about a \$25,000 change that has to be made and we have to bear the cost and he has to bear some of the cost. That is what the county commission agreement was. He will answer any questions. Prior to this there was no Grant Drive. There was no access at all. This is an additional benefit to him to have an access to Grant Drive, which has a light, and is going to make his property much more valuable, not only today, but in the future, if he wishes to develop it.

Mr. Jones is not objecting. I don't think my neighbors looked out for my best interest. There is one thing that is bothering me and that is my front door is the lowest part of that spillway pond. It is three feet below the pond. I think that has to be addressed sometime. I think that should be passed by the town of Gardnerville or Douglas County. When this started, the construction man said come over and talk to me so they put a fence up. They went thirty feet on my property. He would still like a walkthrough to show me where the road is and maybe the county and maybe a foreman that knows what he is talking about. I never gave permission to build on my property.

Mr. Miller asked where he has access now.

Mr. Jones has access from Service Drive. I can make a left out or a right off Baltic. Right now I have to go around Service to the vet, which is not the best route because of the cars parked along Service Drive.

Mrs.Slater felt he has a good attorney. That is the person to deal with.

Mr. Jones believed Mr. Forsberg will work with George.

Mrs. Slater asked Mr. Jones to make sure he completely and fully makes Mr. Keele aware of what hisneeds and wants are. That way it will be more advantageous for him to be able to sit down and have a discussion with the other attorneys and the county to get it all resolved to everyone's benefit.

No further public comment.

Motion Slater/Higuera to approve the planned development modification PD 09-001-1 for Sierra Nevada Southwest Enterprises Ltd., requesting modification to the planned development boundary, incorporating areas of the approved 2011 development plan, and request to amend areas of the A-19 zoning to General Commercial, within the A-19 Agriculture 19 acre minimum parcel size and GC General Commercial zoning districts. Subject property is part of the Virginia Ranch Specific Plan located north of Charlotte Way and east of US Hwy 395 in the Minden/Gardnerville and East Valley Community Plans, APN's: 1220-10-501-006, 1220-10-101-007, 1220-10-101-002, 1220-03-000-039, 1220-10-501-008 and 1220-10-510-009. Motion carried.

7. For Possible action: Discussion to award, deny or re bid, the Chichester Crack Fill project (project number 2012-11). The project consists of noticing adjacent residents and providing materials and labor to fill the remaining two (2) inch and smaller cracks and gutter pan cracks on Gilman Avenue, Chichester Drive, and sections of Marion Russell Drive, Lampe Road, and Harvest Avenue and additive alternate on Petar Lane. Awarding the project will include authorizing the town manager to sign the contract and authorize the billings in addition to 10% over the total contract amount, and to cover any change orders during construction, with public comment prior to Board action.

Mr. Dallaire handed out a bid summary. We estimated the cost on the pavement repair and were right on the money. The square footages, however, we are having an issue. He explained the problem to the Board. We are still not done. It is \$57,874.55 on just the main portion of the project. There is an additional \$18,800 on just Petar

alone. We have run some numbers with our guys using the equipment. We can do it. It's a five person job, which we have three full time plus two seasonals. It will take them over a week to get what is out there sealed. Our guys take a little longer. It means we would drop everything and have our guys work on that alone. A lot of people think the base material is failing. The base is intact. There is infill from all the sand over the years, but the base is still there and it looks decent. Originally when it was placed the oil content was low. The only way to fix the cracks is a total reconstruction. But this is a 12 million dollar job. Our original plan was to fix the cracks along Gilman, Chichester, Marion Russell down to Lampe and the portion of Harvest to Waterloo. We fixed the bigger cracks. Traffic control was atrocious with the crack seal project. We are now preparing plans to close down Gilman. Everybody in Chichester will have to go around. Everyone drove through the construction on this project. Staff is proposing not to spend the full \$76,000. Petar doesn't need to be done right now. We only got one bid. Originally when we sent this out they had a mandatory pre-bid conference. Two companies: Scott Sealing and Striping and Kustom Koatings, do not have similar equipment like our Crafco machine where it pumps out of a hopper into the crack. We split the project out into two separate contracts because it is two different things. We will look at taking about \$50,000 out of reserves.

Mrs. Slater asked if the \$57,000 is to finish up with the exception of Petar.

Mr. Dallaire answered correct. He would like to award the 57 and get it going.

Mrs. Slater asked if they could leave Petar to the next fiscal year's budget.

Mr. Dallaire thought they could, but he would like to seal it up at least. We ordered three pallets of crack seal.

Mrs. Slater felt they need to complete the project. She doesn't want to see anything else go by the wayside but not dip into too much of the reserves. Complete what you can this season and then complete the rest in the next budget year.

Mr. Dallaire stated this was a three stage project: the large cracks, small cracks, and microsurface.

Mrs. Slater would like staff to remember they have other areas rather than one subdivision to address.

Mr. Dallaire shared we only had \$250,000. He would like to try the microsurface to see if the top seal coat will help. What we are experiencing here is the temperature extremes.

Mr. Philips would like to get it sealed before they get a lot of moisture.

Mr. Dallaire plans to get it done by October. All the roads need to be sealed. He would like to re-chip seal the Industrial Park. I was hoping to use reserves for that.

Mrs. Slater reminded Mr. Dallaire they have a maintenance program We need to make sure we adhere to it as best we can. That's what it was created for so we don't get behind and get into a situation we can't manage.

Mr. Dallaire is not sure the Gilsonite is working the way it is supposed to. It is supposed to be a rejuvenator. There is no need to spend 30 to \$50,000 on street seal when it doesn't do anything but turn the street black. The recommendation is to award the main project.

No public comment.

Motion Miller/Slater to approve Phase 1 of construction in the amount \$57,874.55. Motion carried.

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

Mrs. Dorette Caldana, President Main Street Board of Directors, reported for Mrs. Lochridge The first thing is Main Street is one of the co-sponsors of the Chamber's "How to Profit from the Arrival of Wal Mart" seminar. Under committee reports:

**Economic Restructuring** - They are re-launching their revolving loan fund. They have approximately \$30,000. They are researching the parameters of the intermediary re-lending program. This was discussed with members of the Rural Nevada Development Corporation. Recommendations were made to the Board on the 19<sup>th</sup>.

Organization - Focusing on membership, sponsorship and fundraising. We will be looking at our 501c3 at the

end of the month. Morning coffee, 11 people attended this morning.

**Promotion**, - One wine walk left. Holiday Shopping Bazaar is in the works and will be held at St. Galls. Working on Merry Main Street and Cash Mobs. Last month's wine walk was not as well attended, but they had bad weather.

**Design** - Heritage Park Garden members donated food from the garden to the local food bank. Planning an event for October 13 to recognize people for the flower baskets and to raise money for the garden. They are researching labyrinths and legacy stones. The Carson Valley Art Association will be putting new pictures on the sidewalk gallery walk. Since they don't have students to do that right now the Art Association is also a sponsor of Douglas High School and provides money for scholarships. We think they are a good partner to help with the photo gallery. August 28<sup>th</sup> the Record Courier did a piece on the class Paula is taking, Leadership Douglas County, about their oral history project.

No public comment.

# 9. <u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for August 2012.

Mr. Altom reported in August we did quite a bit of work on getting the civil war event going. We needed to get the language right. That went through well. Assisted Josh in preparing a new invitation to bid and contract that would integrate changes made to NRS 338. Recently in the 2011 session the legislature changed the retainage amounts to protect contractors during the tough economic times. We helped prepare the September agenda.

No public comment.

# 10. Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for August 2012.

Mr. Dallaire asked if there were any questions on the report. They met with Tina Fixman. She is going to help out with the design and implementation of the landscaping on Toler. They are hoping to meet sometime this week. She is very familiar with low maintenance plants. The grass concept is fine but not from seedling. The school just put DG in that is red that will be utilized rather than the white. We will get a plan and break it into phases. State Lands approved our extension of the \$307,250.00. The letter is in the packet. I am meeting with Denny on Thursday about this project and see where we are. There are some issues with the velocities. We will need some soil protection. We will come up with some options on the design side. If it does have a 100 year event we will have a lot of sediment in the pond and we can use a backhoe and get it out. Wal Mart, we heard from Barry. He is saying the low spot is at his door. I understand what he is talking about. We looked at it and have photos on the computer. Martin Harris, the superintendent out there, was told to leave the area alone. It will be a lot higher than what it is right now. Barry's building was originally before the Pine Nut wash in a one hundred year one foot flood zone, which means he needed to be two feet above the existing grade, which is close to the highway elevation. Had they built those projects around his property and filled them in like they were supposed to he would be a foot lower than the pond, not three. I have tried to explain that to Mr. Jones. I know it will be a continuing issue. The proposal from Pentacor originally was going right into his driveway. You can't do that. At full development at a hundred year storm that will be full, ready to overflow but they have designed it to contain a100-year event. Barry came to the flood meeting and had the same concerns. Martin Harris was told to leave the area alone there are some changes coming, which is holding up the entire project.

Mr. Philips asked about the wall.

Mr. Dallaire reported the Eddy Street planter was hit. The person who hit it has paid \$1,100. Talked with JB and asked if he wanted to cost share the change to the planter. We are going to cut off three and a half feet from the corner. The contractor will remove three and a half feet, remove the concrete between the planter and the curb and repour the corner.

Mrs. Slater would like to have a written agreement from JB just to make sure the town is covered.

Mr. Altom advised they cannot take action on the report.

Mr. Dallaire stated the Northern Nevada Development Authority has the same ad about the seminar Dorie was talking about. Paula and I are helping them set it up. We will attend the first session. Norrie and Dorie from Main Street will attend and maybe Mr. Miller. Critical issues conference is coming up. If anybody wants to go we need to know by September 12. The conference is on the 27<sup>th</sup>. If we sign up before the 12<sup>th</sup> it is \$45 and after \$55. Nevada Sesquicentennial is October 2013 through October 2014. They will go through and do celebrations all year to commemorate the 150<sup>th</sup> anniversary of Nevada's statehood. I don't know if we want to have a special event. Next

year's budget can be modified or added to for this if we want to do something special for the celebration. Walley's is doing a civil war event on the 15<sup>th</sup>. Old Town Days Friday had four schools tour the camps. They split them up in groups of 20 and took them around. Planning Commission will meet this month and there are a couple of items on the master plan update. They are going through and doing a Chapter 12 update, the public facilities element, Chapter 13 and Chapter 8. It is basically about water and sewer. There is a zoning text amendment on house occupation permits. I am meeting with them about the Ranch at Gardnerville. Received a letter today from Minden about the Ranch at Gardnerville and Minden's recommendations for that project. (Mr. Dallaire read from Minden's letter)

Chichester Homeowners Association meeting was last Saturday. There were some comments made about town staff and the lawsuit. They did approve several resolutions which are now the rules and guidelines for Chichester. That is what they use for writing everybody a ticket for not getting the trash cans in by3:00 p.m. A lot of animosity from the residents was that Ed Rich basically cut them off and said this isn't the proper place for these kinds of questions. There is a forum and proper channels. Homeowners need to direct it through New Valley and their manager. That was the end of it. They are trying to change the CC&R's and update them to something that actually fits within their subdivision because the CC&R's actually talk about the multifamily areas, duplex areas and landscaping. None of that really applies to them. They will have a shortened more condensed version. It will have to go to all the residents to be approved.

Chairman Lindsay noted there is no common area in the subdivision anymore. With the lawsuit from the town they have fundamentally gotten rid of all of it. They have given everything else back to the homeowners. What do you need the homeowners association for?

Mrs. Slater thought as long as it is not a problem to the town or for the town people working in that area.

Mr. Dallaire stated the only issue is the trail, the sidewalk portion that goes between Edlesborough and the pond. The property line there is a public easement. But we can't get on the private property to maintain it. We have to send letters to the homeowners to notify them. Ed Rich says he has seen white trucks with the Town of Gardnerville logo trimming the bushes. No one else trims them. He did say in the meeting it was a homeowners issue. They need to address that as a homeowners association. If a letter goes to the homeowners from the Town maybe it will be a little more substantial.

Mrs. Wenner heard that the Record Courier is supposed to be doing an article in the paper for Joe.

Mr. Dallaire went to Reno to the Connect Nevada and gave input on their global plan. We have three items on their topic sheets that they will address. They are going through a planning horizon of 2060 on the whole corridor and transportation. There were several things I did not know were coming down. One of them was possibly a light rail system between here and Reno and the bypass that is 22 miles between Pine Nut Road and Carson City.

Mrs. Slater shared the Nevada League of Cities has five bill drafts. If anybody is interested I can have copies made for everybody. It is what they are proposing to bring before the legislature. They have five bills that they can bring forward and these are the five they settled on.

Mr. Dallaire had a workshop for the Pine Nut study. They had the representative from the state, state insurance and FEMA. They had approximately 25 to 30 people attend. One of the questions asked was from the homeowner's association president but he didn't understand what we were talking about from what I heard on the CD. I could go and give a simple presentation to their board. The offer was thrown out in the public meeting, but never actually followed through to the town office. There will be residents that don't understand what is going on after Ed Rich's explanation of what FEMA is doing in the valley. He does not have a clue. If anybody has any questions please send them to me on the FEMA issue. Henry Dreyer was in today. Do any Board members remember when we put the ponds in was there some guarantee that the town made to the Dreyers that they would have irrigation waters continue through that pond?

Mr. Philips believed it sounded familiar.

Mr. Lindsay thought it sounded vaguely familiar.

Mr. Dallaire was informed by Mr. Dreyer that once the water gets to 1800 cfs they shut the irrigation off all together. Henry wanted to send the water he pays for out of the reservoir. He wants to get water to his ponds down the Martin Slough past our pond. But he doesn't want to fill up our pond. He was wondering if there was some well or something we had that he was guaranteed that amount of water. I will do some research on this.

No public comment.

## Motion Miller/Higuera to adjourn at 6:40 p.m.

Respectfully Submitted,

Paul Lindsay Chairman

Tom Dallaire Clerk to the Board

### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**



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

3. Department: Administration

**Prepared by: Tom Dallaire** 

4. Meeting Date: October 2, 2012 Time Requested: n/a

5. Agenda: 🔽 Consent 🛛 🗌 Administrative

## **Background Information:**

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

- 6. Other Agency Review of Action: Not Required
- 7. Board Action:
  - □ Approved □ Denied

□ Approved with Modifications □ Continued

## Reaching Out in Hope...



Suicide Prevention Network of Douglas County

September 24, 2012

Hello Town of Gardnerville Staff,

Attn: Tom Dallaire

On behalf of Suicide Prevention Network of Douglas County, we would like to thank you for your generous donation. Your commitment and support not only means a lot to us, but also to the community who was involved with our Walk in Memory–Walk for Hope. Our event was a success! This year more than 150 adults, children and teens walked down Highway 395 for the awareness of suicide.

Each year Suicide Prevention Network of Douglas County continues to provide suicide prevention, intervention, education and support services to all members of the Carson Valley. Through our programs we have seen many lives changed for the better.

Thanks again for your generous support and we hope we can count on you next year!!!

Blessings,

Debbie Posnien, Executive Director

1702 County Road A3-Minden, Nevada 89423 775-783-1510

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**Board of Directors** 

Denise Castle Board President Douglas County Social Services

Jan Garcia Board Secretary Edgewood Companies

Tricia Wentz Board Vice President And Treasure Counselor-Douglas High School

David Brady Brady & Associates, Owner Financial Advisor/Investments

Captain Terry Taylor East Fork Fire and Paramedic District-Investigator

Rick Ackerson No Place Like Home Senior Care CEO/Owner

Sergeant Greg Rooney Douglas County Sherriff's Office

William Penzel Retired Colonel (RET), US Army

Thenks again Town for all your help! your help!

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them. John Fitzgerald Kennedy SUICIDE PREVENTION NETWORK 1702 County Road A3-Minden, NV. 89423 775-783-1510

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## **Gardnerville Town Board**



## AGENDA ACTION SHEET

- 1. Title: Health and Sanitation Monthly Report
- 2. Recommended Motion: Accept as submitted

Funds Available:  $\Box$  Yes  $\blacksquare$  N/A

3. Department: Health and Sanitation

**Prepared by: Carol Louthan** 

Phone Number: 782-7134

4. Meeting Date: October 2, 2012

Time Requested: none

- 5. Agenda: 🔽 Consent 🗌 🗌 Administrative
- 6. Background Information:

| Residential Accounts | 1687                      |
|----------------------|---------------------------|
| Commercial Accounts  | 216                       |
| Green Waste Accounts | 1130                      |
| Cleanup Dumpsters    | 6                         |
| X-cans               | 639                       |
| # of new residential | 7 accounts transferred to |
| accounts             | new owners                |
| # of new commercial  | 0                         |
| accounts             |                           |
| Total tons of trash  | 393.27                    |
| Storm Drain Cleaning | 0                         |

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

□ Approved □ Denied □ Approved with Modifications □ Continued

Agenda Item #2

<u>PARKS DEPARTMENT</u>: Some rocks and dirt have been cleared from the fish grate at the Martin Slough pond.

Water was turned off for an event at the Museum and a three inch main line was repaired at that time.

A leak at Stodick Detention Pond was found to be end caps removed from drip line irrigation.

At Heritage Park -Vandals broke the men's room lock and Accurate Lock repaired the lock and fixed the same weak link at the woman's room. – Routine maintenance of hard water deposits in the restroom water valves has been done. –Some trees have been trimmed to provide clearance for the new mower as well as a better view at events and less people damage to branches, more trees will be trimmed this winter/spring. - Events this month all went well with Austin's House and Oktoberfest having good turnout. Vista Care Hospice Bereavement is next on 9-27-12.

We have started some seasonal clean up to prepare for fall fertilizer and pre-emergent for weed control.

**PUBLIC WORKS:** Remove chairs and plants for carpet cleaning at Town Hall.

Cut asphalt at cottonwood tree root on Hussman to prepare for repair. [Pardee house]

Cut weeds at basketball hoop on Pin Oak and White Ash.

Set up Heat Lance for crack repair.

Plumb sign posts and compact ground with compressor and jack hammer attachment, chip concrete rubble around base and lower decretive base.

On Venture at Southgate add two "no parking" signs at Central 5ystems Electric and Silver 5tate Towing. The property owner has asked for an additional sign and red paint on the curb, I again asked for tree pruning and to call DCSO for help on enforcement.

The planter on Eddy St. at Highway 395 has been resized and rebuilt for better access to Eddy from 395. We moved the Pear tree to Heritage Park Garden so it will not shadow the street when the light posts are placed later this year and have replaced removed dirt.

We are looking to remove the hanging plants after the Genoa Candy Dance.

The concrete flow mix to repair the sidewalk at High 5chool on 395 has not arrived yet.

Two street lights have been repaired, one north of Bell and one in the Walgreen Center. The ballast for the light south of Bell is still on back order.

2-2

## Health & Sanitation Report

Craig Tuthill

| Trash Cans Delivered    | 5 |
|-------------------------|---|
| Trash Cans Removed      | 4 |
| Trash Cans Repaired     | 5 |
| Greenwaste cans removed | 6 |

Returned 19 trash and greenwaste cans to the yard from foreclosed homes

Clean up bins delivered8Clean up bins dumped and removed10Clean up bins dumped1

Refurbished 2 bins Replaced lids on two commercial bins

Put leaf curtain on sweeper

Installed new brooms

Lubrication on chassis and PTO on entire fleet

Took 615 (Mack trash truck) to TEC for warranty work on broken oil line

Put new chain and bearings on 612, also had new fan clutch installed along with thermostat

608 - had thermostat installed to fix overheating. Put new tires on truck as well

Repaired monitor on 609

Ordered casters and caster plates for dumpsters.

Changed out old broken lids on older trash cans – approximately 20 lids

Installed banners for the month

Swept Town of Genoa

### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

- Gardnerville Nevada

- 1. Title: Approve September 2012 claims
- 2. Recommended Motion: Approve claims as submitted

Funds Available: 🗆 Yes 🛛 🖻 N/A

3. Department: Administration

**Prepared by:** Carol Louthan

4. Meeting Date: October 2, 2012

**Time Requested: none** 

5. Agenda: Consent Administrative

6. Background Information:

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

7. Other Agency Review of Action: V/A

8. Board Action:

**\_**Approved Denied

□ Approved with Modifications □ Continued

| Vendor  | Invoice No.  | Invoice Description | Status                                | Held Reason | Invoice Date                            | Due Date     | G/L Date   | Received Date Payment Date | e Invoice Amount |
|---|--------------|---------------------|---------------------------------------|-------------|---|--------------|------------|----------------------------|------------------|
| rund 610 - Gardnervine Town<br>Account 101.000 - Cash |              |                     |                                       |             |   |              |            |                            |                  |
| 3519 - Xerox Corporation                              | 063665759    | 716307012           | Paid by Check<br># 596938             |             | 09/01/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (251.82)         |
| 15887 - Charter Communications                        | 0012509 9/12 | 8354110060012509    | Paid by Check                         |             | 09/02/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (35.99)          |
| 1429 - Gardnerville Water Company                     | 1302.01 8/12 | 1302.01             | # Jao/03<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (1,740.86)       |
| 1429 - Gardnerville Water Company                     | 1321.01 8/12 | 1321.01             | # 290/29<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (56.77)          |
| 1429 - Gardnerville Water Company                     | 1340.01 8/12 | 1340.01             | # 296/29<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (94.80)          |
| 1429 - Gardnerville Water Company                     | 1348.01 8/12 | 1348.01             | # 596/59<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (1,857.83)       |
| 1429 - Gardnerville Water Company                     | 1373.01 8/12 | 1373.01             | # 596/59<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (120.40)         |
| 1429 - Gardnerville Water Company                     | 1745.01 8/12 | 1745.01             | # 596/59<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (185.20)         |
| 1429 - Gardnerville Water Company                     | 2139.01 8/12 | 2139.01             | # 596/59<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (110.40)         |
| 1429 - Gardnerville Water Company                     | 2140.01 8/12 | 2140.01             | # 290/29<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (100.91)         |
| 1429 - Gardnerville Water Company                     | 2226.01 8/12 | 2226.01             | Paid by Check                         |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (601.95)         |
| 1429 - Gardnerville Water Company                     | 2297.01 8/12 | 2297.01             | # 596/59<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (1,787.08)       |
| 1429 - Gardnerville Water Company                     | 2431.01 8/12 | 2431.01             | # 590/59<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (808.76)         |
| 1429 - Gardnerville Water Company                     | 2593.01 8/12 | 2593.01             | # 596/59<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (307.60)         |
| 1429 - Gardnerville Water Company                     | 2624.01 8/12 | 2624,01             | # 596/59<br>Paid by Check             |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (61.60)          |
| 1429 - Gardnerville Water Company                     | 640.01 8/12  | 640.01              | # 596/59<br>Paid by Check<br># roczro |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (23.54)          |
| 1429 - Gardnerville Water Company                     | 690.01 8/12  | 690.01              | # 200729<br>Paid by Check<br># 506750 |             | 09/04/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (60.08)          |
| 27147 - Impact Construction                           | 406          | G'VILLE             | # 290/29<br>Paid by Check             |             | 09/05/2012                              | 09/07/2012   | 09/07/2012 | 09/07/2012                 | (46,417.90)      |
| 13485 - Ahern Rentals Inc                             | 11221436-001 | 205304              | # 290203<br>Paid by Check             |             | 09/06/2012                              | 09/14/2012   | 09/14/2012 | 09/14/2012                 | (459.95)         |
| 1550 - Floor Master                                   | 6781         | G'VILLE             | # 590421<br>Paid by Check             |             | 09/08/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (74.97)          |
| 726 - Central Systems Electric Inc                    | 142939       | TOWNGA              | # 590/40<br>Paid by Check             |             | 09/11/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (53.99)          |
| 4268 - Do Co Vehicle Maintenance                      | 8@12         | VARIOUS             | # 590/00<br>Paid by Check             |             | 09/13/2012                              | 09/21/2012   | 09/21/2012 | 09/21/2012                 | (3,844.58)       |
|   | IKANSFEK     |                     | # 390/30                              | V           | Account <b>3.03 000 - Carl</b> y Totals | Cords Totols | , or set   | Terrora Transitions 33     |                  |

Accounts Payable by G/L Distribution Report Invoice Date Range 09/01/12 - 09/30/12

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| 06366759         71530713         Field by Check         09/01/2012         09/21/2  | Fund 610 - Gardnerville Town<br>Account 202,000 - Accou | unts Payable     |                     |                                       |                 | 1             |            |  |                |
| 001266 9/13         63541106001256         and by check         69/02/301         69/21/3012         69/21/3012         69/21/3012           9/         1302.01         1302.01         1302.01         9304 ycfeck         09/04/3012         69/21/3012 <t< td=""><td>3519 - Xerox Corporation</td><td>063665759</td><td>716307012</td><td>Paid by Check</td><td>09/01/2012</td><td>09/21/2012</td><td>09/21/2012</td><td>09/21/2012</td><td>00.</td></t<>                       | 3519 - Xerox Corporation                                | 063665759        | 716307012           | Paid by Check                         | 09/01/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| ψ         130.20.1 (k1.2)  | 15887 - Charter Communications                          | 0012509 9/12     | 8354110060012509    | # 50220<br>Paid by Check<br># 502705  | 09/02/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| W         132.10.1         8/30/33         9/9/12/01         9/21/2012         9/21/2012         9/21/2012         9/21/2012           W         1340.01         Pad by Cleck         9/9/4/3012         9/21/2012         0/21/2012         0/21/2012         0/21/2012           W         1340.01         Pad by Cleck         9/9/4/3012         9/21/2012         0/21/2012         0/21/2012         0/21/2012           W         1373.01         1373.01         Pad by Cleck         0/9/4/2012         0/21/2012         0/21/2012         0/21/2012           W         1373.01         8/12         1373.01         Pad by Cleck         0/9/4/2012         0/21/2012         0/21/2012         0/21/2012           W         1375.01         Pad by Cleck         0/9/4/2012         0/21/2012         0/21/2012         0/21/2012           W         1375.01         Pad by Cleck         0/9/4/2012         0/21/2012         0/21/2012         0/21/2012           W         1375.01         Pad by Cleck         0/9/4/2012         0/21/2012         0/21/2012         0/21/2012           W         1376.01         Pad by Cleck         0/9/4/2012         0/21/2012         0/21/2012         0/21/2012           W         2140.01         Pad by Cleck<  | 1429 - Gardnerville Water Company                       | 1302.01 8/12     | 1302.01             | # 20/06<br>Paid by Check              | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| W         1340.01         # 349.01         # 3  | 1429 - Gardnerville Water Company                       | 1321.01 8/12     | 1321.01             | # 596759<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| W         1346.01         #346.01         #346.01         #346.01         #346.01         93/01/2012         93/   | 1429 - Gardnerville Water Company                       | 1340.01 8/12     | 1340.01             | # 596/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| W         1373.01         # 595/35<br># 595/35         9974/701.5         0971/201.2         0971/201.2         0971/201.2           W         1745.01         Paldby Check         09/04/201.2         09/21/201.2         09/21/201.2         09/21/201.2           W         1745.01         Paldby Check         09/04/201.2         09/21/201.2         09/21/201.2         09/21/201.2           W         2139.01         Paldby Check         09/04/201.2         09/21/201.2         09/21/201.2         09/21/201.2           W         2139.01 8/1.2         2140.01         Paldby Check         09/04/201.2         09/21/201.2         09/21/201.2         09/21/201.2           W         2235.01         Paldby Check         09/04/201.2         09/21/201.2         09/21/201.2         09/21/201.2           W         233.01 8/1.2         Z43.10 8/1.2         Z43.10 18/1.2         243.10 18/1.2         09/21/201.2         09/21/201.2         09/21/201.2           W         2353.01         Pald by Check         09/04/201.2         09/21/201.2         09/21/201.2         09/21/201.2           W         2353.01         Pald by Check         09/04/201.2         09/21/201.2         09/21/201.2         09/21/201.2           W         2353.01         Pald by Check  | 1429 - Gardnerville Water Company                       | 1348.01 8/12     | 1348.01             | # 596/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00'            |
| W         1745.01         # 370579<br># 570575         09/04/2012         09/21/2012 </td <td></td> <td>1373.01 8/12</td> <td>1373.01</td> <td># 596/59<br/>Paid by Check</td> <td>09/04/2012</td> <td>09/21/2012</td> <td>09/21/2012</td> <td>09/21/2012</td> <td>00.</td>          |   | 1373.01 8/12     | 1373.01             | # 596/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| W         Z139.01 B/L3         Z139.01 Failor SMC/39<br>Failor SMC/39<br>Failor SMC/39         G9/24/2012         G9/21/2012         G9/21/2012         G9/21/2012           W         Z140.01 B/L3         Z140.01 Failor SMC/39<br>Failor SMC/39         G9/04/2012         G9/21/2012         G9/21/2012         G9/21/2012         G9/21/2012           W         Z126.01 B/L3         Z226.01 A/L3         Z040/10 Failor SMC/40         G9/04/2012         G9/21/2012         G9/21/2012         G9/21/2012         G9/21/2012           W         Z225.01 B/L3         Z235.01 B/L2         Z39/01 B/L3         Z39/01 B/L3         Z39/01 B/L3         G9/21/2012         G9/21/2012         G9/21/2012         G9/21/2012           W         Z254.01 B/L3         Z393.01 B/L3         Z39/01 B/L2         G9/01/2012         G9/21/2012         G9/21/2012         G9/21/2012           W         Z353.01 B/L3         Z654.01 B/L3         Z96759         G9/04/2012         G9/21/2012         G9/21/2012         G9/21/2012           W         Z654.01 B/L3         Z654.01 B/L3         Z65759         G9/04/2012         G9/21/2012         G9/21/2012         G9/21/2012           W         Z654.01 B/L3         Z65759         G9/04/2012         G9/21/2012         G9/21/2012         G9/21/2012         G9/21/2012         G9/21/2012   |   | 1745.01 8/12     | 1745.01             | # 596/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| V         Z140.01 &/I.2         Z140.01         # 380579<br># 586759         Og/04/2012         Og/21/2012         Og/21/2012         Og/21/2012           V         Z226.01 &/I.2         Z226.01 &/Z.2   | 1429 - Gardnerville Water Company                       | 2139.01 8/12     |                     | # 596/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| W         2226.01         # 396/59<br># 596759         69/12/12012         69/21/2012<   | 1429 - Gardnerville Water Company                       | 2140.01 8/12     |                     | # 596/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00             |
| V       2397.01       # 390.739<br># 596759       09/04/2012       09/21/2012       09/21/2012       09/21/2012         V       2431.01       8/12       2431.01       # 596759       09/04/2012       09/21/2012       09/21/2012       09/21/2012         V       2431.01       8/12       2533.01       # 596759       09/04/2012       09/21/2012       09/21/2012       09/21/2012         V       2593.01       Paid by Check       09/04/2012       09/21/2012       09/21/2012       09/21/2012       09/21/2012         V       2640.01       8/12       640.01       Paid by Check       09/04/2012       09/21/2012       09/21/2012       09/21/2012         V       660.01       8/12       690.01       Paid by Check       09/04/2012       09/21/2012       09/21/2012       09/21/2012         V       660.01       8/12       690.01       Paid by Check       09/04/2012       09/21/2012       09/21/2012       09/21/2012         V       660.01       8/12       690.01       Paid by Check       09/06/2012       09/11/2012       09/21/2012       09/21/2012       09/21/2012         V       660.01       8/01       Paid by Check       09/06/2012       09/11/2012       09/11/2012       09/11/2012   |   | 2226.01 8/12     |                     | # 596759<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | ,<br>00        |
| V         2431.01         8/10         # 596759         09/04/2012         09/21/2012         09/21/2012         09/21/2012         09/21/2012           V         2593.01         Paid by Check         09/04/2012         09/21/2012         09/21/2012         09/21/2012         09/21/2012         09/21/2012           V         2634.01         Paid by Check         09/04/2012         09/21/2  | 1429 - Gardnerville Water Company                       | 2297.01 8/12     | 2297.01             | # 200729<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00`            |
| V       Z593.01 8/12       2593.01 8/12       2593.01 8/12 253.01       # 396759 and by Check       09/04/2012       09/21/2012 <t< td=""><td>1429 - Gardnerville Water Company</td><td>2431.01 8/12</td><td>2431.01</td><td># 240/29<br/>Paid by Check</td><td>09/04/2012</td><td>09/21/2012</td><td>09/21/2012</td><td>09/21/2012</td><td>00.</td></t<>                                  | 1429 - Gardnerville Water Company                       | 2431.01 8/12     | 2431.01             | # 240/29<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| V       2624.01 8/12       5624.01 8/12       # 596759<br># 596759       09/04/2012       09/21/2012       09/21/2012       09/21/2012         V       640.01 8/12       640.01       # 596759       09/04/2012       09/04/2012       09/21/2012       09/21/2012       09/21/2012         V       640.01 8/12       690.01 8/12       690.01       0/12       09/21/2012       09/21/2012       09/21/2012       09/21/2012         406       G'VILLE       Paid by Check       09/04/2012       09/07/2012       09/07/2012       09/07/2012       09/07/2012         11221436-001       205304       Paid by Check       09/06/2012       09/14/2012       09/07/2012       09/14/2012         6781       G'VILLE       Paid by Check       09/06/2012       09/14/2012       09/14/2012       09/14/2012         6781       G'VILLE       Paid by Check       09/06/2012       09/14/2012       09/14/2012       09/14/2012         6781       G'VILLE       Paid by Check       09/06/2012       09/14/2012       09/14/2012       09/14/2012         142039       TOWNGA       # 596746       09/06/2012       09/14/2012       09/14/2012       09/14/2012         142039       TOWNGA       Paid by Check       09/08/2012       09/14/2012 <td>1429 - Gardnerville Water Company</td> <td>2593.01 8/12</td> <td>2593.01</td> <td># 540/59<br/>Paid by Check</td> <td>09/04/2012</td> <td>09/21/2012</td> <td>09/21/2012</td> <td>09/21/2012</td> <td>00</td>   | 1429 - Gardnerville Water Company                       | 2593.01 8/12     | 2593.01             | # 540/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00             |
| W       640.01 8/12       640.01 8/12       640.01 8/12       640.01 8/12       69/12/2012       09/21/2012   |   | 2624.01 8/12     | 2624.01             | # 590/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00             |
| y       690.01 8/12       690.01       # 596759       99/04/2012       09/21/2012       09/21/2012       09/21/2012         406       G'ULLE       # 596759       09/05/2012       09/07/2012       09/07/2012       09/07/2012       09/07/2012         11221436-001       205304       Paid by Check       09/06/2012       09/14/2012       09/14/2012       09/14/2012         6781       G'ULLE       # 596421       09/06/2012       09/14/2012       09/14/2012       09/14/2012         6781       G'ULLE       Paid by Check       09/06/2012       09/14/2012       09/14/2012       09/14/2012         11221436-001       205304       Faid by Check       09/06/2012       09/14/2012       09/14/2012       09/14/2012         6781       G'VLLE       Paid by Check       09/08/2012       09/11/2012       09/21/2012       09/21/2012         142039       TOWNGA       Paid by Check       09/11/2012       09/21/2012       09/21/2012       09/21/2012         8@12       VARIOUS       Faid by Check       09/11/2012       09/21/2012       09/21/2012       09/21/2012         7RANSFER       # 596730       09/11/2012       09/21/2012       09/21/2012       09/21/2012       09/21/2012         7ANSFER  |   | 640.01 8/12      | 640.01              | # 200759<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| 406       G'VILLE       # 390/39       909/05/2012       09/07/2012       00/07/2012 <t< td=""><td></td><td>690.01 8/12</td><td>690.01</td><td># 590/59<br/>Paid by Check</td><td>09/04/2012</td><td>09/21/2012</td><td>09/21/2012</td><td>09/21/2012</td><td>00.</td></t<>  |   | 690.01 8/12      | 690.01              | # 590/59<br>Paid by Check             | 09/04/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| 11221436-001       205304       # 596421       09/06/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/14/2012       09/11/2012       09/11/2012       09/21/2012  | 27147 - Impact Construction                             | 406              | G'VILLE             | # Paid by Check                       | 09/05/2012      | 09/07/2012    | 09/07/2012 | 09/07/2012                             | 00             |
| 6781       G'VILLE       # 59674c       09/08/2012       09/21/2012       09/21/2012       09/21/2012         142939       TOWNGA       Paid by Check       09/11/2012       09/21/2012       09/21/2012       09/21/2012         142939       TOWNGA       Paid by Check       09/11/2012       09/21/2012       09/21/2012       09/21/2012         8@12       VARIOUS       Paid by Check       09/13/2012       09/21/2012       09/21/2012       09/21/2012         RANSFER       # 596730       Account 202.000 - Accounts Payable Totals       Invoice Transactions 22  | 13485 - Ahern Rentals Inc                               | 11221436-001     | 205304              | # 530205<br>Paid by Check<br># 506431 | 09/06/2012      | 09/14/2012    | 09/14/2012 | 09/14/2012                             | 00             |
| # 596/46         # 596/46         09/11/2012         09/21/2012<  | 1550 - Floor Master                                     | 6781             | G'VILLE             | # 390421<br>Paid by Check             | 09/08/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00             |
| 8@12 VARIOUS # 590700<br>TRANSFER 4 596730<br>Account 202.000 - Accounts Payable Totals Invoice Transactions 22  | 726 - Central Systems Electric Inc                      | 142939           | TOWNGA              | # 590/40<br>Paid by Check             | 09/11/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00.            |
| Account 202.000 - Accounts Payable Totals Invoice Transactions 22  | 4268 - Do Co Vehicle Maintenance                        | 8@12<br>TDANGEED | VARIOUS             | # 530/00<br>Paid by Check<br># 506730 | 09/13/2012      | 09/21/2012    | 09/21/2012 | 09/21/2012                             | 00'            |
|  |   |                  |                     | Account 202.00                        | 0 - Accounts Pa | iyable Totals | Invoice    | Transactions 22                        | \$0.00         |

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| ion Report          | 12 - 09/30/12               |
|---------------------|-----------------------------|
| / G/L Distribution  | Invoice Date Range 09/01/12 |
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| Μq                  |                             |
| Payable             |                             |
| Accounts Payable by |                             |

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| Invoice No.  | Invoice Description         | Status Held Reason  | Invoice Date Due Date               | Due Date   | G/L Date Received Date Payment Date              | it Date Invoice Amount |
|--|-----------------------------|---|-------------------------------------|--|--|------------------------|
| nd 610 - Gardnerville Town<br>Department 921 - Gardnerville Admin<br>Account 520.055 - Telephone Expense |                             |   |                                     |  |  |                        |
| 268465621-098 268465621  | 8 268465621                 | Edit 09/18/2012 09/28/2012<br>Account 520.055 - Telephone Expense Totals                | 09/18/2012<br>- Telephone Ex        | 09/18/2012 09/28/2012<br>elephone Expense Totals | 09/28/2012<br>Invoice Transactions 1             | 135.31<br>\$135.31     |
| Account 520.092 - Heating  |                             |   |                                     |  |  |                        |
| 0015779022 9-  | 0015779022 9- 2410015779022 | Edit  | 09/14/2012                          | 09/28/2012                                       | 09/28/2012                                       | 20.c1                  |
| 1072224004 9-  | 1072224004 9- 2411072224004 | Edit  | 09/14/2012                          | 09/28/2012                                       | 09/28/2012                                       | 15.71                  |
| 12<br>1188600002 9-  | 1188600002 9- 2411188600002 | Edit  | 09/14/2012                          | 09/28/2012                                       | 09/28/2012                                       | 7.85                   |
| 71   |                             | Accou   | Account 520.092 - Heating Totals    | eating Totals                                    | Invoice Transactions 3                           | \$38.59                |
| Account <b>520.098 - Janiforial Services</b><br>laster   | G'VILLE                     | Paid by Check<br># coc746   | 09/08/2012                          | 09/21/2012                                       | 09/21/2012 09/21/2012                            | .012 74.97             |
|  |                             | # Account 520.098 - Janitorial Services Totals  | - Janitorial Se                     | r <b>vices</b> Totals                            | Invoice Transactions 1                           | \$74.97                |
| Account <b>520.136</b> - Rents & Leases Equipment<br>Corporation 063665759 71                            | nent<br>716307012           | Paid by Check<br># 596938   | 09/01/2012                          | 09/21/2012                                       | 09/21/2012 09/21/2012                            | 012 251.82             |
|  |                             | Account 520.136 - Rents & Leases Equipment Totals                                       | & Leases Equip                      | pment Totals                                     | Invoice Transactions 1                           | \$251.82               |
| Account <b>520.1</b> 87 - Internet Expense<br>er Communications 0012509 9/12                             | 8354110060012509            | Paid by Check<br># 596705   | 09/02/2012                          | 09/21/2012                                       | 09/21/2012 09/21/2012                            | .012 35.99             |
|  |                             | Account 520.137 - Internet Expense Totals<br>Department 921 - Gardnerville Admin Totals | 7 - Internet Ex<br>- Gardnerville / | i <b>pense</b> Totals<br>Admin Totals            | Invoice Transactions 1<br>Invoice Transactions 7 | \$536.68<br>\$536.68   |
| Department 923 - Parks & Recreation<br>Account 520,084 - Replacement & Repair                            |                             |   |                                     |  |  |                        |
| 11221436-001   | 205304                      | Paid by Check<br># 596421   | 09/06/2012                          | 09/14/2012                                       | 09/14/2012 09/14/2012                            |                        |
|  |                             | Account 520.084 - Replacement & Repair Totals   | eplacement & F                      | Repair Totals                                    | Invoice Transactions 1                           | \$459.95               |

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| X   |                    |                     | Accounts                                      | Payabl   | 6 pA                          | Payable by G/L Distribution Report<br>Invoice Date Range 09/01/12 - 09/30/12 | <b>bution</b>  <br>ange 09/01/1 | <b>Report</b><br>2 - 09/30/12 |
|---|--------------------|---------------------|---|--|-------------------------------|--|---------------------------------|-------------------------------|
| Vendor<br>Erind 610 - Cardianavitla Taura                                     | Invoice No.        | Invoice Description | Status Held Reason                            | ion Invoice Date   | Due Date                      | G/L Date Received I  | Received Date Payment Date      | Invoice Amount                |
| Department 923 - Parks & Recreation<br>Account 520.090 - Water                |                    |                     |   |  |                               |  |                                 |                               |
| 1429 - Gardnerville Water Company   | 1302.01 8/12       | 1302.01             | Paid by Check                                 | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 1,740.86                      |
| 1429 - Gardnerville Water Company   | 1321.01 8/12       | 1321.01             | # 506750<br># 506750                          | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 56.77                         |
| 1429 - Gardnerville Water Company   | 1340.01 8/12       | 1340.01             | # 550/35<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 94.80                         |
| 1429 - Gardnerville Water Company   | 1348.01 8/12       | 1348.01             | # 506750<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 1,857.83                      |
| 1429 - Gardnerville Water Company   | 1373.01 8/12       | 1373.01             | # 290/29<br>Paid by Check<br># Encreo         | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 120.40                        |
| 1429 - Gardnerville Water Company   | 1745.01 8/12       | 1745.01             | # Every<br>Paid by Check                      | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 185.20                        |
| 1429 - Gardnerville Water Company   | 2139.01 8/12       | 2139.01             | # 290/29<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 110.40                        |
| 1429 - Gardnerville Water Company   | 2140.01 8/12       | 2140.01             | # 296/59<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 100.91                        |
| 1429 - Gardnerville Water Company   | 2226.01 8/12       | 2226.01             | # 596759<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 601.95                        |
| 1429 - Gardnerville Water Company   | 2297.01 8/12       | 2297.01             | # 500.09<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 1,787.08                      |
| 1429 - Gardnerville Water Company   | 2431.01 8/12       | 2431.01             | # 590/39<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 808.76                        |
| 1429 - Gardnerville Water Company   | 2593.01 8/12       | 2593.01             | # 596759<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 307.60                        |
| 1429 - Gardnerville Water Company   | 2624.01 8/12       | 2624.01             | # 596759<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 61.60                         |
| 1429 - Gardnerville Water Company   | 640.01 8/12        | 640.01              | # 596/59<br>Paid by Check                     | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 23.54                         |
| 1429 - Gardnerville Water Company   | 690.01 8/12        | 690.01              | # 596/59<br>Paid by Check<br># 566750         | 09/04/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 60.08                         |
|   |                    |                     | oartment 9                                    | Account 520.090 - Water Totals<br>Department 923 - Parks & Recreation Totals | Water Totals<br>eation Totals | Invoice Transactions 15<br>Invoice Transactions 16                           | ons 15<br>ons 16                | \$7,917.78<br>\$8.377.73      |
| Department 926 - Other Public Works<br>Account 520.084 - Replacement & Repair | ement & Repair     |                     |   |  |                               |  |                                 |                               |
| 726 - Central Systems Electric Inc  | 142939             | TOWNGA              | Paid by Check<br># 596700                     | 09/11/2012   | 09/21/2012                    | 09/21/2012   | 09/21/2012                      | 53.99                         |
| 11625 - Accurate Mobile Locksmith Inc   | G'VILLE<br>9/17/17 | G'VILLE             | Edit  | 09/12/2012   | 09/28/2012                    | 09/28/2012   |                                 | 136.74                        |
| - Clambra - COL 102 tourcook  |                    |                     | Account 520.084 - Replacement & Repair Totals | Replacement & F  | Repair Totals                 | Invoice Transactions 2   | ons 2                           | \$190.73                      |
| Account 520.105 - Maint Koad<br>27147 - Impact Construction 40                | оац<br>406         | G'VILLE             | Paid by Check<br># 506.265                    | 09/05/2012   | 09/07/2012                    | 09/07/2012   | 09/07/2012                      | 46,417.90                     |
|   |                    |                     |   | Account <b>520.103 - Maint Road</b> Totals                                   | R <b>oad</b> Totals           | Invoice Transactions   | ons 1                           | \$46,417.90                   |
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| X  | Tavoice No                           | Tovoice Description | ACCOUN<br>Status                      | Held Reason   | Vable<br>Invoice Date   | by G   | Invoice Date   | CCOUNTS Payable by G/L Distribution Report<br>Invoice Date Range 09/01/12 - 09/30/12 | <b>Ceport</b><br>- 09/30/12<br>Invoice Amount |
|--|--------------------------------------|---------------------|---------------------------------------|---|---|--|--|--|---|
| Fund 610 - Gardnerville Town<br>Department 926 - Other Public Works<br>Account 520.116 - Veh. Maint-Co Shop<br>4268 - Do Co Vehicle Maintenance 8@12 | aint-Co Shop<br>8@12                 | VARIOUS             | Check                                 |   | 1   | 09/21/2012   | 12   | 09/21/2012   | 3,844.58                                      |
| sumseinti = ΩCO CC3 €sussas  | TRANSFER                             |                     | <b># 596730</b><br>Account            | Account 520.116 - Veh. Maint-Co Shop Totals   | . Maint-Co :  | <b>Shop</b> Totals                                       | Invoice Transactions   | nsactions 1  | \$3,844.58                                    |
| Account 552.025 - Officiant<br>4287 - Red Wing Shoe Store  | 660000003147 G'VILLE                 | , G'VILLE           | Edit<br>Depart                        | 09/04/2012 09/28/2012<br>Account 532.028 - Uniforms Totals<br>Department 926 - Other Public Works Totals<br>Fund 610 - Gardnerville Town Totals | 09/04/2012 09/28/2012<br>Account 532.028 - Uniforms Totals<br>it 926 - Other Public Works Totals<br>nd 610 - Gardnerville Town Totals | 09/28/2012<br>orms Totals<br>/orks Totals<br>fown Totals | 09/28/2012<br>Invoice Transactions<br>Invoice Transactions<br>Invoice Transactions | nsactions 1<br>nsactions 5<br>nsactions 72   | 76.49<br>\$76.49<br>\$50,529.70<br>\$387.13   |
| Fund 611 - Gardnerville Health & San<br>Account 101.000 - Cash<br>3519 - Xerox Corporation   | 063665759                            | 716307012           | Paid by Check                         | 60  | 09/01/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (251.83)                                      |
| 15887 - Charter Communications   | 0012509 9/12                         | 8354110060012509    | # 290938<br>Paid by Check<br># 506705 | 60  | 09/02/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (36.00)                                       |
| 1429 - Gardnerville Water Company  | 640.01 8/12                          | 640.01              | # 230/03<br>Paid by Check<br># 506750 | 60  | 09/04/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (23.55)                                       |
| 1429 - Gardnerville Water Company  | 690.01 8/12                          | 690.01              | # Paid by Check<br># cocyco           | 60  | 09/04/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (60.08)                                       |
| 2549 - Dallaire Tom-Petty Cash   | 9-12 G'VILLE                         | PETTY CASH          | # 200724<br>Paid by Check             | 60  | 09/05/2012  | 09/14/2012   | 09/14/2012   | 09/14/2012   | (1.00)  |
| 26482 - Peterbilt Truck Parts & Eq LLC   | 5152870                              | 365290              | # 290474<br>Paid by Check<br># 506054 | 60  | 09/06/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (37.98)                                       |
| 21697 - Blue Ribbon Personnel Services   | 12410                                | 653202              | # 200024<br>Paid by Check             | 60  | 09/07/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (388.08)                                      |
| 6717 - Ridgway Allen   | 314264                               | G'VILLE             | # Paid by Check<br># Encoco           | 60  | 09/07/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (13.77)                                       |
| 1550 - Floor Master  | KEFUNU<br>6781                       | G'VILLE             | # 290000<br>Paid by Check<br># 505745 | 60  | 09/08/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (74.98)                                       |
| 3925 - Carson Valley Carquest  | 8092-71606                           | 6965                | # 290/40<br>Paid by Check<br># 506603 | 60  | 09/10/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (23.41)                                       |
| 3286 - U S Postmaster-G'VILLE  | 9-12 BULK<br>MAIL                    | G'VILLE             | # 59092<br>Paid by Check<br># 596916  | 60  | 09/12/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | (1,000.00)                                    |
|  |                                      |                     |                                       | Account   | Account 101.000 - Cash Totais   | Cash Totals  | Invoice Tra  | Invoice Transactions 11  | (\$1,910.68)                                  |
| Account 115,000 - Accounts Receivable<br>6717 - Ridgway Allen<br>Declinity   | its Kecelvapie<br>314264<br>DECLINIC | G'VILLE             | Paid by Check<br># 506868             | 50  | 09/07/2012  | 09/21/2012   | 09/21/2012   | 09/21/2012   | 13.77   |
|  |                                      |                     | # Javava<br>Account                   | Account 115.000 - Accounts Receivable Totals  | unts Receiv   | able Totals  | Invoice Tra  | Invoice Transactions 1   | \$13.77                                       |

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| \$61.39            | Invoice Transactions 2        | Invaic               | <b>tepair</b> Totals         | olacement & F                                       | Account 520.084 - Replacement & Repair Totals |                     |  |   |
|--------------------|-------------------------------|----------------------|------------------------------|---|---|---------------------|--|---|
| 23.41              | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/10/2012  | Paid by Check<br># 596692                     | 6965                | 8092-71606                             | 3925 - Carson Valley Carquest   |
| 37.98              | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/06/2012  | Paid by Check<br># 596854                     | 365290              | 5152870                                | 26482 - Peterbilt Truck Parts & Eq LLC  |
| \$1,000.00         | Invoice Transactions 1        | Invoic               | k Rent Totals                | stage/Po Bo)  | Account 520.060 - Postage/Po Box Rent Totals  |                     | ment & Ranair                          | Account 520.084 - Renjacement & Renair  |
| 1,000.00           | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/12/2012  | Paid by Check<br># 596916                     | G'VILLE             | e/Po Box Rent<br>9-12 BULK<br>MAIL     | Account 520.060 - Postage/Po Box Rent<br>3286 - U S Postmaster-G'VILLE 9-12 BULK<br>MAIL                                    |
| 135.32<br>\$135.32 |                               | 09/28/2012<br>Invoic | 09/28/2012<br>pense Totals   |   | Edit Account 520.055 -                        |                     | one Expense<br>268465621-098 268465621 | Account 520.055 - Telephone Expense<br>5061 - Sprint/Nextel 268465621-  |
| 599.76<br>\$987.84 | )12<br>Invoice Transactions 2 | 09/28/2012<br>Invoio | 09/28/2012<br>Ilaries Totals | 09/14/2012 09/28/2012<br>- Contract Salaries Totals | Edit Account 516.120                          | 653202              | 12518                                  | 21697 - Blue Ribbon Personnel Services  |
| 388.08             | 012 09/21/2012                | 09/21/2012           | 09/21/2012                   | 09/07/2012  | Paid by Check 09/07/2012 09/21/2012           | 653202              | t<br>ct Salaries<br>12410              | Department 925 - Health & Sanitation<br>Account 516.120 - Contract Salaries<br>21697 - Blue Ribbon Personnel Services 12410 |
| 00                 | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/12/2012  | Paid by Check<br># 596916                     | G'VILLE             | 9-12 BULK<br>MAIL                      | 3286 - U S Postmaster-G'VILLE   |
| .00                | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/10/2012  | Paid by Check                                 | 6965                | 8092-71606                             | 3925 - Carson Valley Carquest   |
| .00                | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/08/2012  | # 596746<br># 596746                          | G'VILLE             | 6781                                   | 1550 - Floor Master   |
| 00                 | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/07/2012  | # Jacuas<br>Paid by Check<br># 596868         | G'VILLE             | 314264<br>RFFUND                       | 6717 - Ridgway Allen  |
| 00'                | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/07/2012  | Paid by Check                                 | 653202              | 12410                                  | 21697 - Blue Ribbon Personnel Services  |
| .00                | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/06/2012  | # 506854<br># 506854                          | 365290              | 5152870                                | 26482 - Peterbilt Truck Parts & Eq LLC  |
| .00                | 09/14/2012                    | 09/14/2012           | 09/14/2012                   | 09/05/2012  | # 290/29<br>Paid by Check<br># 506/77         | PETTY CASH          | 9-12 G'VILLE                           | 2549 - Dallaire Tom-Petty Cash  |
| .00                | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/04/2012  | Paid by Check                                 | 690.01              | 690.01 8/12                            | 1429 - Gardnerville Water Company   |
| 00                 | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/04/2012  | Paid by Check                                 | 640,01              | 640.01 8/12                            | 1429 - Gardnerville Water Company   |
| 00.                | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/02/2012  | # Jacaba<br>Paid by Check<br># 596705         | 8354110060012509    | 0012509 9/12                           | 15887 - Charter Communications  |
| 00                 | 09/21/2012                    | 09/21/2012           | 09/21/2012                   | 09/01/2012  | Paid by Check<br># 506038                     | 716307012           | its Payable<br>063665759               | Fund 611 Gardnerville Health & San<br>Account 202.000 - Accounts Payable<br>3519 - Xerox Corporation                        |
| Invoice Amount     | Received Date Payment Date    | G/L Date             | Due Date                     | Invoice Date  | Status Held Reason                            | Invoice Description | Invoice No.                            | Vendor  |

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| ×   |                              | -                   | Accounts  | Payable  | b<br>A<br>a                                 | Accounts Payable by G/L Distribution Report<br>Invoice Date Range 09/01/12 - 09/30/12 | <b>učion R</b> (<br>ge 09/01/12 -       | <b>eport</b><br>09/30/12       |
|---|------------------------------|---------------------|---|--|---|---|---|--------------------------------|
| Vendor  | Invoice No.                  | Invoice Description | Status Held Reason                                | son Invoice Date   | Due Date                                    | G/L Date Received Date  | Payment Date                            | Invoice Amount.                |
| Fund 611 - Gardnerville Health & San<br>Department 925 - Health & Sanitation<br>Account 520.090 - Water |                              |                     |   |  |   |   |   |                                |
| 1429 - Gardnerville Water Company   | 640.01 8/12                  | 640.01              | Paid by Check                                     | 09/04/2012   | 09/21/2012                                  | 09/21/2012  | 09/21/2 <b>01</b> 2                     | 23.55                          |
| 1429 - Gardnerville Water Company   | 690.01 8/12                  | 690.01              | leck  | 09/04/2012   | 09/21/2012                                  | 09/21/2012  | 09/21/2012                              | 60.08                          |
| Account 520.092 - Heating<br>3021 - Southwest Gas-Las Vegas   |                              | 2410015779022       | Edit  | Account 5.20.090 - Water Lotals<br>09/14/2012 09/28/2012   | water lotais<br>09/28/2012                  | Invoice transactions<br>09/28/2012  | 7                                       | \$83.03<br>15.04               |
| 3021 - Southwest Gas-Las Vegas  | 12<br>1072224004 9-          | 2411072224004       | Edit  | 09/14/2012   | 09/28/2012                                  | 09/28/2012  |   | 15.71                          |
| 3021 - Southwest Gas-Las Vegas  | 12<br>1188600002 9-          | 2411188600002       | Edit  | 09/14/2012   | 09/28/2012                                  | 09/28/2012  |   | 23.57                          |
|   | 71                           |                     | Ac  | Account <b>520.092 - Heating</b> Totals  | eating Totals                               | Invoice Transactions 3  | e ع                                     | \$54.32                        |
| Account 520.098 - Janitorial Services<br>1550 - Floor Master 6781                                       | al Services<br>6781          | GVILLE              | Paid by Check                                     | 09/08/2012   | 09/21/2012                                  | 09/21/2012  | 09/21/2012                              | 74.98                          |
|   |                              |                     |   | Account 520.098 - Janitorial Services Totals   | rvices Totals                               | Invoice Transactions 1  | s 1                                     | \$74.98                        |
| Account 520.136 - Rents & Leases Equipment<br>3519 - Xerox Corporation 063665759 71                     | . Leases Equipm<br>063665759 | ent<br>716307012    | Paid by Check<br># 596938                         | 09/01/2012   | 09/21/2012                                  | 09/21/2012  | 09/21/2012                              | 251.83                         |
| Account 520,187 - Internet Expense  | t Expense                    |                     | Account 520.136 - Rents & Leases Equipment Totals | nts & Leases Equip<br>correction   | oment Totals                                | Invoice Transactions 1  | 5 1<br>2100/10/00                       | \$251.83<br>26 00              |
| 1388/ - Charter Communications  | 21/6 6052100                 | 60C710000119558     | #310 by Uneck<br># 596705<br>Arrount 570          | .k 09/02/2012 09/02/2012 09/21/2012<br>Account 520.187 - Internet Exnense Totals                                 | us/zt/zutz<br>nense Tofals                  | 09/21/2012<br>Invoice Transactions 1  | 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 | 30.00<br>\$36.00               |
| Account <b>520.197 - Landfill Expense</b><br>2549 - Dallaire Tom-Petty Cash 9-12 G <sup>v</sup>         | Expense<br>9-12 G'VILLE      | PETTY CASH          | Paid by Check                                     | 09/05/2012   | 09/14/2012                                  | 09/14/2012  | 09/14/2012                              | 1.00                           |
|   |                              |                     |   | Account 520.197 - Landfill Expense Totals  | pense Totals                                | Invoice Transactions  | s 1                                     | \$1.00                         |
| Account <b>532.028 - Uniforms</b><br>4287 - Red Wing Shoe Store   | IS<br>660000003147 G'VILLE   | G'VILLE             | Edit<br>Aco<br>Department 9.                      | 09/04/2012 09/28/2012<br>Account <b>532.028 - Uniforms</b> Totals<br>Department 925 - Health & Sanitation Totals | 09/28/2012<br>forms Totals<br>tation Totals | 09/28/2012<br>Invoice Transactions<br>Invoice Transactions                            | s 1<br>s 16                             | 76.50<br>\$76.50<br>\$2,762.81 |
| * = Prior Fiscal Year Activity  |                              |                     | Fund 611 - Ga                                     | Fund 611 - Gardnerville Health & San Totals<br>Grand Totals  | & San Totals<br>Grand Totals                | Invoice Transactions<br>Invoice Transactions  | s 39<br>s 111                           | \$865.90<br>\$1,253.03         |
|   |                              |                     |   |  |   |   |   |                                |

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**AGENDA ACTION SHEET** 



- 1. <u>For Possible Action</u>: Discussion regarding approval of Resolution 2012R-077 to prohibit left turns from Service Drive onto US 395; with public comment prior to Board action.
- 2. Recommended Motion: Approve Douglas County Resolution 2012R-077 to prohibit left turns from Service Drive onto US 395.

Funds Available: 🗌 Yes 🛛 🖾 N/A

3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: October 2, 2012 Time Requested: 10 minutes
- 5. Agenda: Consent Administrative

Background Information: A raised median is being constructed on US 395 as a part of the improvements for the new Wal Mart in Gardnerville. The median will prohibit left turns from Service Drive onto US 395 southbound. Drivers on Service Drive will continue to be able to access US 395 southbound via Southgate Drive. The new sign will be installed by the Wal Mart developer and maintained by the Town of Gardnerville.

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

□ Approved with Modifications □ Continued

## **Douglas County Board of Commissioners**

## AGENDA ACTION SHEET

- 1. <u>Title</u>: For possible action. Discussion regarding approval of Resolution 2012R-077 to prohibit left turns from Service Drive onto US 395.
- 2. <u>Recommended Motion</u>: Approve Resolution 2012R-077 to prohibit left turns from Service Drive onto US 395.
- 3. Funds Available: NA
- 4. <u>Prepared by</u>: Jeff Foltz, PE, Senior Civil Engineer
- 5. <u>Meeting Date</u>: October 4, 2012 <u>Time Required</u>: 5 minutes
- 6. <u>Agenda</u>: Consent
- 7. <u>Background Information</u>: A raised median is being constructed in US 395 as a part of the improvements for the new Wal-Mart in Gardnerville. The median will prohibit left turns from Service Drive onto US 395 southbound. Drivers on Service Drive will continue to be able to access US 395 southbound via Southgate Drive. The new sign will be installed by the Wal-Mart developer and maintained by the Town of Gardnerville.
- 8. <u>Committee/Other Agency Review</u>: NA

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

| <br>Department Manager | <br>County Manager |
|------------------------|--------------------|
| <br>District Attorney  | <br>Other          |

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

| <br>Approved with Modifications Deferred |
|--|
| <br>· · · · · · · · · · · · · · ·        |

Agenda Item # \_\_\_\_\_

### Resolution No. 2012R-077

### Resolution to prohibit left turns from Service Drive onto US 395

WHEREAS section 10.08.030 of Douglas County Code empowers the Board of County Commissioners to direct that certain traffic control devices be placed and maintained at various locations in Douglas County, Nevada, in order to regulate traffic safety in said County; and

WHEREAS Douglas County wishes to create and maintain a comprehensive list of regulatory traffic control devices which are approved by Douglas County, excluding those located on State of Nevada Highways; and

WHERAS a median island curb has been constructed in US 395 to prohibit left turns from Service Drive onto US 395 southbound;

NOW, THEREFORE, BE IT RESOLVED that the Douglas County Board of Commissioners does hereby approve the traffic control devices shown in the attached Exhibits A & B.

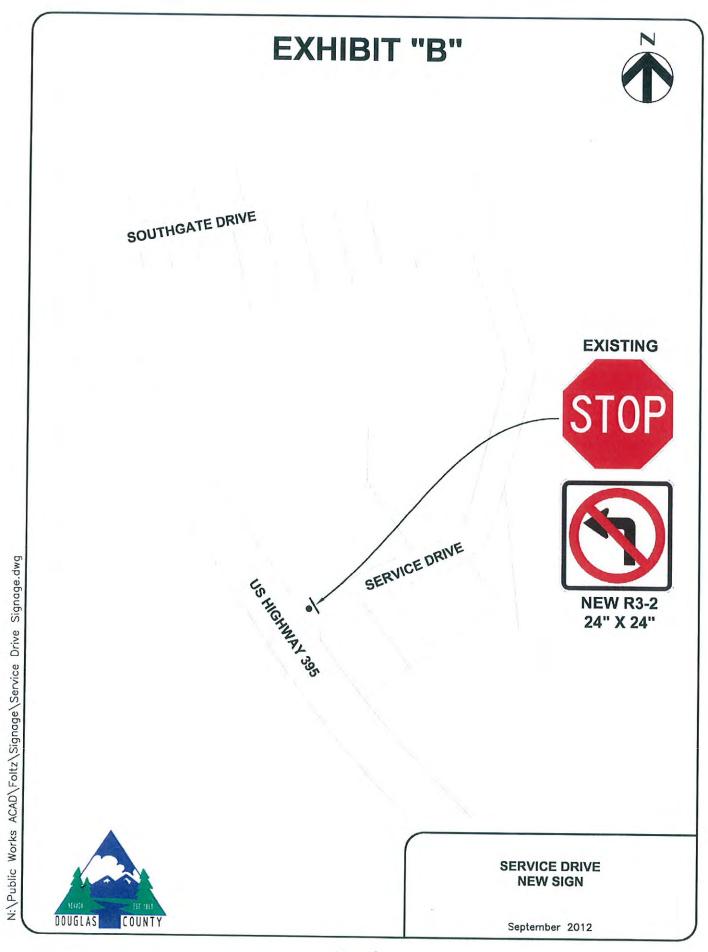
| _ day of       | , 2012, by the following vote:                                |
|----------------|---|
| Commissioners: |   |
|                |   |
| Commissionara  |   |
| Commissioners, |   |
| Commissioners: |   |
|                | Lee Bonner, Chairman<br>Douglas County Board of Commissioners |
|                | Commissioners:<br>Commissioners:                              |

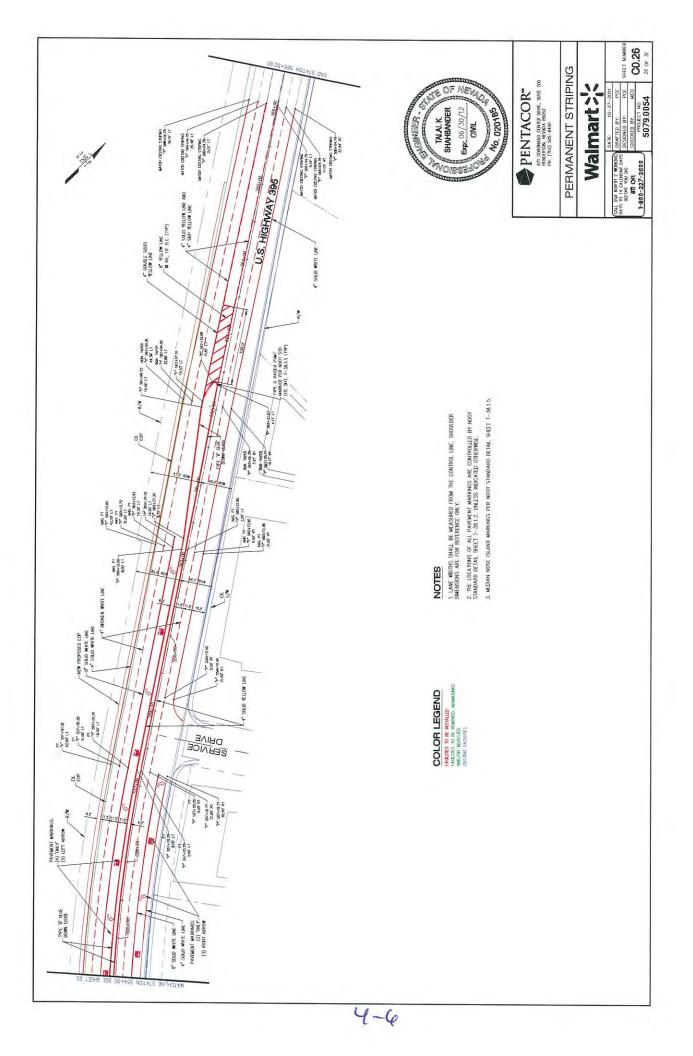
Ted Thran, Clerk/Treasurer

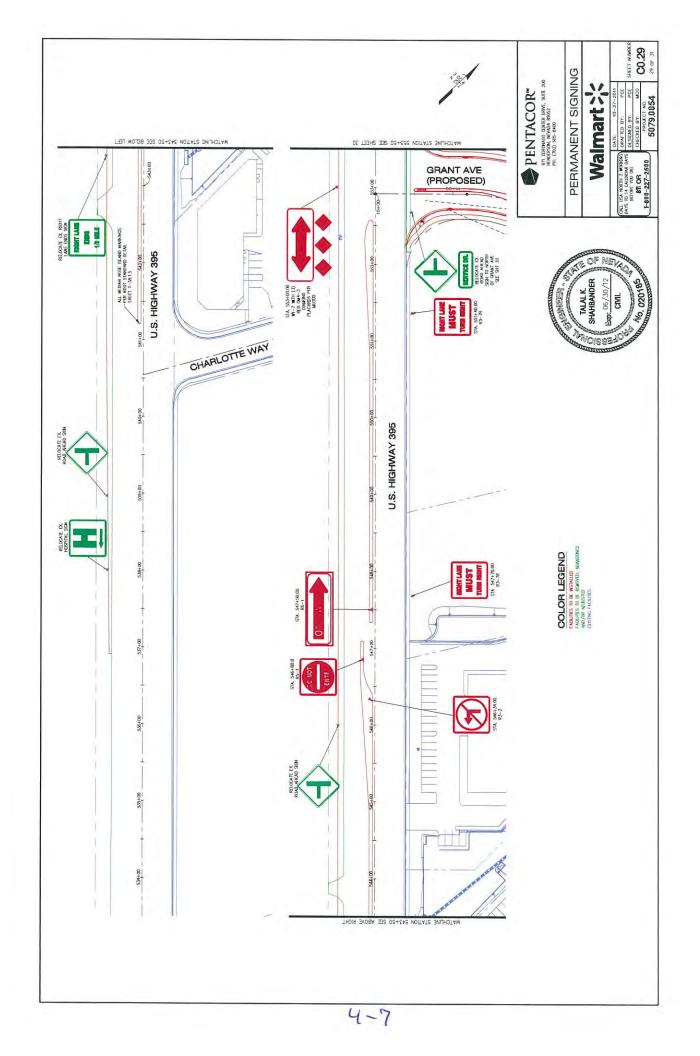
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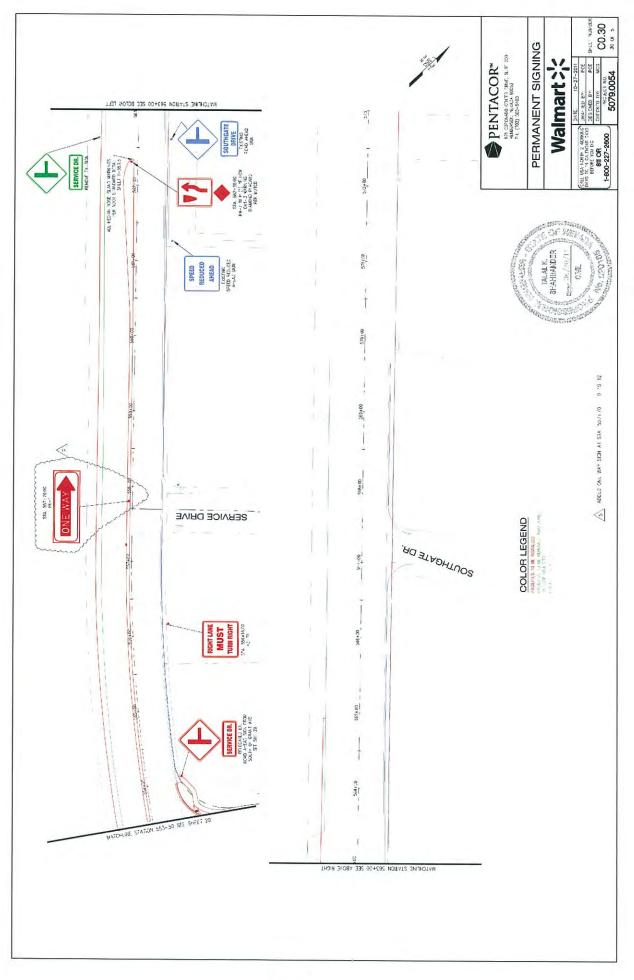
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|        |                  |  |      | _ |                    | ce                                    | lity Area             | e Gardnerville          |   |
|--------|------------------|--|------|---|--------------------|---------------------------------------|-----------------------|-------------------------|---|
|        |                  |  |      |   |                    | Maintenance                           | Responsibility        | Town of<br>Gardnerville | 2 |
|        |                  | <br>   | <br> |   | Direction Distance | from Int.                             | to Sign to Sign       | 90,                     | 2                                       |
| Sheet1 |                  | <br>lled   | <br> |   | Direction          | Side of from Int. from Int.           | to Sign               | East                    | _                                       |
|        |                  | be insta   |      |   |                    | Side of                               | Road                  | North                   |   |
|        | ΓA               | <br>bigns to                                     | <br> |   |                    | Sign                                  | Faces                 | East                    | -1                                      |
|        | <b>EXHIBIT A</b> | control S  |      |   | MUTCD              | Sign                                  | Code                  | R3-2                    |   |
|        | Ň                | Regulatory Traffic Control Signs to be installed |      |   |                    |                                       | Sign Description Code | Left Turn<br>Prohibited |   |
|        |                  |  |      |   |                    | ۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰ | At Intersection of    | US 395                  |   |
|        |                  |  |      |   |                    |                                       | Sign Located on       | Service Drive           |   |









## **Gardnerville Town Board**



## AGENDA ACTION SHEET

1. <u>Not for Possible Action.</u> Discussion on the Main Street Program Manager's Monthly Report of activities for September 2012. (approx 5 minutes)

Funds Available: 
UYes X N/A

2. Department: Main Street Program

**Prepared by: Paula Lochridge** 

3. Meeting Date: October 2, 2012

**Time Requested: 5 minutes** 

- 4. Agenda: 
  Consent X Administrative
- 5. Background Information: See attached
- 6. Other Agency Review of Action: X N/A
- 7. Board Action:

□Approved □Denied □Approved with Modifications □Continued



- To: Gardnerville Town Board
- Fr: Paula Lochridge, Main Street Gardnerville Program Manager
- **Re: Program Manager's Report for October 2, 2012**

Here are some of the items that we will be reporting on:

The Main Street Gardnerville October 17<sup>th</sup> Board Meeting will include a Presentation by AJ Frels, Director for the Carson Valley Visitors Authority, regarding the "New Brand for Carson Valley". Bill Chernock will also be joining us to discuss the Chamber of Commerce's "Local First" Campaign.

## Committee Updates:

## **Economic Restructuring:**

- We are re-launching our Revolving Loan Fund campaign. We have close to \$30,000 that we can loan out at this time.
- Our Board of Directors has decided to decline receipt of Intermediary Relending Program (IRP) Funds from USDA Rural for our Revolving Loan Fund (RLF) at this time for a number of reasons including: additional staff would be needed to administrate IRP Loans thus being cost prohibitive for our program; in case of default, obtaining payment through collection of collateral is challenging; and there doesn't appear to be enough demand for this type of loan at this time as some RLF funds are still available.

## **Organization:**

- Focusing on Memberships/Sponsorships/Fundraising.
- Planning a meeting to train our chair and co-chair volunteers.
- A subcommittee will resume discussions in october to determine the possibilities and logistics of acquiring a 501c3 status.
- Monthly morning coffee meetings are going well. Feel free to join us the first Tuesday of each month, 8:30 -9:30 am at Sharkey's Casino (in the Rib Room).

## **Promotions:**

Focusing currently on these items:

- Wine walks
  - We are collecting surveys from business participants on this year's wine walk season. We are holding two meetings and inviting the public/businesses to join us to discuss this year's season and begin planning for next year's season. The first meeting is Tuesday, October 2<sup>nd</sup> during our Monthly Morning Coffee Meeting at

Sharkey's Casino, 8:30-9:30am and the second meeting is Wednesday, October 3<sup>rd</sup> during our Promotions Committee Meeting at 5:30 pm here at the offices.

- Holiday Shopping Bazaar (November 10<sup>th</sup> at St. Galls)
  - Are actively seeking vendors and raffle donations at this time.
  - More details on this event are in your packet.
- Cash Mob, October 6<sup>th</sup>
  - We are holding our first Cash Mob Saturday, October 6<sup>th</sup>. Details on this event are in your packet.
- Merry Main Street Day Activities in park and throughout town for Dec. 1<sup>st</sup> (parade of lights).
  - We are awaiting the next meeting with the Chamber and other participating agencies to finalize plans for this.

#### Design:

- Planning a Fall Harvest Celebration for Saturday, October 13<sup>th</sup>, 3-6 pm. Details are in your packet.
- Holding a "thank you" gathering for our flower basket and adopt-a-pot sponsors on Thursday, September 27<sup>th</sup> on the lawn at the Village Motel from 5:30-6:30 pm.

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

ula Sochridge

Paula Lochridge, Main Street Gardnerville Program Manager

#### Upcoming events:

- Cash Mob, Saturday, October 6<sup>th</sup> at Fresh Ideas (flyer in your packet)
- Fall Harvest Celebration, Saturday, October 13<sup>th</sup> at Heritage Park Gardens (flyer in your packet)
- Holiday Shopping Bazaar, Saturday, November 10<sup>th</sup> at St. Galls (flyer in your packet)



# **Main Street Gardnerville**

has launched a

"Cash Mob"

Economic Stimulus Campaign

5-4

A "Cash Mob" is a new movement aimed at supporting local businesses and rebuilding communities.

"Cash Mobbers" join together and commit to spending \$10-20 at a predetermined local business.

> The first **"Cash Mob"** will take place on **Saturday, October 6<sup>th</sup>** at **Fresh Ideas**, 1455 Main Street (Hwy 395) in Gardnerville.

Show up anytime during **Fresh Ideas'** regular business hours 10 am – 4 pm on the 6<sup>th</sup> and commit to investing \$10-20 back into our local economy.

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

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

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

Main Street Gardnerville

Ph: 775.782.8027 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 Fax: 775.782.7135 www.MainStreetGardnerville.org

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



# You are cordially invited to join us...



# Saturday, October 13th, 3 PM until 6 PM

(Across from Heritage Park off Gilman)

- · Refreshments apple cider and donuts
- Free pumpkin raffle for the kids
- Free iris roots
- Share the abundance of our veggies
- Painted pot/wire art display
- Donate plants/seeds from your own garden
- Sign ups for 2013 raised beds for veggies/flowers

#### Earlier in the day you are also invited to join the Heritage Park Gardens Volunteers at the *"Plant-It Fall Harvest Festival"* Saturday, October 13th, 9 AM until 5 PM 1346 Centerville Lane, Gardnerville

- Pictures of the past summer achievements
- Free iris roots
- Painted pot/wire art for sale
- Sign ups for 2013 raised beds for veggies/flowers

Main Street Gardnerville

Ph: 775.782.8027 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 Fax: 775.782.7135 www.MainStreetGardnerville.org

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



# 2nd Annual

Holiday Shopping Bazaar Saturday, November 10th, 11 am-4 pm

at St. Galls, 1343 Centerville Lane in Gardnerville

Over 40 vendors under one roof

Entertainment . Refreshments

5-6

775.782.8027

MainStreetGardnerville.org

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Contact Main Street Gardnerville for more info:



## Cash mob organizers hope to stimulate Main Street

SEPTEMBER, 25 2012 STAFF REPORTS

Main Street Gardnerville has launched a so-called cash mob campaign as a consumerdriven economic stimulus program of sorts.

According to Main Street Program Manager Paula Lochridge, cash mobs are part of a new movement aimed at supporting local businesses and rebuilding communities.

"It's comparable to a flash mob, but instead of singing and dancing, cash mobbers join together and commit to spending \$10-20 at a predetermined local business," she said in a press release. "Cash mobbing is an increasingly popular way to enable community members to make a difference for locally owned businesses. These cash mobs have proven to be quite popular not only nationwide, but also in the Reno-Sparks area. Main Street Gardnerville would like to now bring it to the Main Street District."

Lochridge said locals will be asked to join the Facebook group, "Main Street Gardnerville Cash Mob," then invite their friends to do the same.

"A cash mob business is selected via random drawing of Main Street Gardnerville business members," she said.

The first cash mob will take place on Oct. 6 at Fresh Ideas, 1455 Highway 395, Gardnerville. Show up anytime during their regular business hours, 10 a.m.-4 p.m., on that day and commit to investing \$10-20 back into the local economy.

Besides economic stimulus, cash mobs also highlight individual businesses.

"Fresh Ideas has resided in Gardnerville for 17 years now, in the same little white home on Main Street," said Lochridge. "It's best described as neo-classic, mixing the old with the new."

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

"A cash mob is just one way that a shopper can have a huge impact on our local economy," she said.

For more information, contact 782-8027 or plochridge@mainstreetgardnerville.org.

#### Main Street offers loans to businesses within district

Main Street Gardnerville, a community-based revitalization program, once again has low-interest loans available for qualified business owners.

While seed money for the MSG revolving loan fund initially came from USDA Rural Development, payments into the account from previous successful applicants have replenished the fund, and monies are now available for redistribution at attractive rates.

The loans are designed for qualified business owners who would like to renovate their facilities, expand their operations, or do something else that improves their business and the downtown atmosphere.



Businesses must be a member of Main Street Gardnerville and located within the Main Street District.

All loan applications are kept confidential and subject to approval by a loan committee comprised of local financial professionals who handle similar and confidential documents daily. No Main Street Gardnerville board or staff member will be privy to any personal information.

Loans vary from \$1,500 to \$10,000 but may go higher under certain conditions. Repayment is 5-10 years at a 2 percent interest rate. There is no pre-payment penalty.

Eligible uses include signs and awnings, remodeling interior or exterior of a building, purchasing additional equipment or inventory, working capital, expansions, and leveraging grants for measures such as energy conservation.

The Main Street Gardnerville program is part of the National Trust for Historic Preservation.

For more information, visit <u>www.mainstreetgardnerville.org</u> or call 782-8027.

http://www.recordcourier.com/apps/pbcs.dll/article?AID=/20120926/NEWS/120929923/1062&ParentProfile=1049&template=printart



- Special to The R-C

# Sidewalk gallery in downtown Gville offers new art work

SEPTEMBER, 11 2012 STAFF REPORTS

Main Street Gardnerville is inviting the public to check out new artwork in their Sidewalk Gallery, featuring photographed works of several local artists with the Carson

Valley Art Association.

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

"This Main Street Gardnerville project helps showcase the exceptional talent of our local artists and provides a vacant building with a purpose," said MSG Program Manager Paula Lochridge.

The new exhibit is replacing previous work provided by Douglas High students and will be displayed for three months. A new display from the DHS photography class is expected to return to the location soon after.

Those interested in ordering originals or prints displayed in the Sidewalk Gallery can contact Main Street Gardnerville at 782-8027. A portion of proceeds will benefit organization's revitalization efforts.

Furthermore, the CVAA will be holding its annual scholarship art show in early November to help fund scholarships for graduating DHS students.

For information about the CVAA event, call 782-8035.

For more information about Main Street Gardnerville, visit www.mainstreetgardnerville.org.

http://www.recordcourier.com/apps/pbcs.dll/article?AID=/20120912/NEWS/120919988/1062&ParentProfile=1049&template=printart

Main Street Gardnerville Cash Mob Facebook page

#### Paula Lochridge

Great article in the Record-Courier today about our upcoming Cash Mob... Thanks, RC! Check out the story here:

> Cash mob organizers hope to stimulate Main Street | RecordCourier.com www.recordcourier.com Main Street Gardnerville has launched a so-called cash mob campaign as a consumer-driven economic stimulus

· Unfollow Post · Share · 14 minutes ago



...

....

...

#### Paula Lochridge

Like ·

Please be sure and share the news with all your facebook friends... the Cash Mob is coming... the Cash Mob is coming! :-)

Like ·

Unfollow Post · Monday at 5:00pm



Therese Abraham-Noble what is the cash mob? Monday at 7:14pm · Like



Paula Lochridge A Cash Mob is a new movement aimed at supporting local businesses and rebuilding communities. A Cash Mob is a Flash Mob but instead of singing and dancing, Cash Mobbers join togeth... See More 23 hours ago · Like



Therese Abraham-Noble Wonderful! 17 hours ago · Unlike · 1



17 hours ago . Unlike . 1



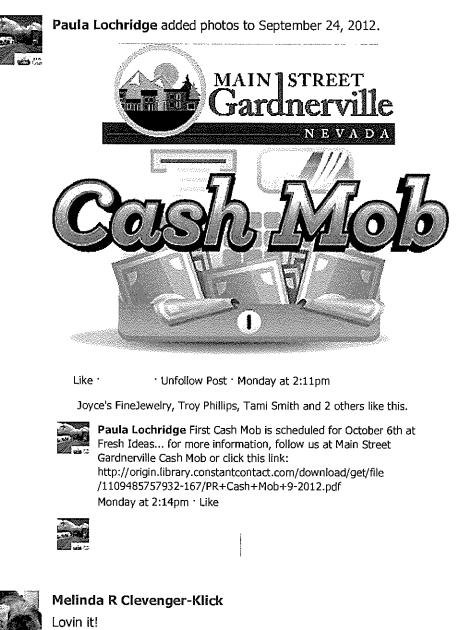
Paula Lochridge was in Gardnerville.





Tami Smith and Marcia Voeller like this.





🖲 Unlike :

Follow Post - September 21 at 10:54pm near Johnson Lane

You like this.





#### Nicole Turner

Clever idea! 🖲 Unlike '

' Follow Post ' September 20 at 3:11pm via mobile

You like this.





#### **Robin Eissinger**

You, Ted Thran and Don Miner like this.



Paula Lochridge And thank you... hope to see you on Oct. 6th as we kick off the campaign! September 20 at 11:55am · Like





#### Jody Branson Long

Thank you Paula for bringing new ideas to our community.

Unlike · Unfollow Post · September 20 at 9:52am

You, Susie Stasiak Biaggini, Cindi L Otto and Troy Phillips like this.



**Paula Lochridge** It's definitely a collaborative effort! :-) Thank you for being a part of what we're doing! September 20 at 10:38am · Like





#### Paula Lochridge

We have scheduled our very first Cash Mob for the Main Street Gardnerville District. Hope you will make plans to join us Saturday, October 6th at Fresh Ideas! A special thanks to Jody for allowing us to use her business as our very first Cash Mob. To find out more, please visit this link: http://origin.library.constantcontact.com/download/get/file/ 1109485757932-167/PR+Cash+Mob+9-2012.pdf

http://origin.library.constantcontact.com/download/get/file /1109485757932-167/PR+Cash+Mob+9-2012.pdf origin.library.constantcontact.com

Like ' ' Unfollow Post ' Share ' September 19 at 4:55pm

Joyce's FineJewelry, Heather Paterson Lewis, Lisa Granahan and 3 others like this.





#### Paula Lochridge

A Cash Mob is a new movement aimed at supporting local businesses

٢

ian State and rebuilding communities. A Cash Mob is a Flash Mob but instead of singing and dancing, Cash Mobbers join together and commit to spending \$10-20 at a predetermined local business. Cash Mobbers come together to support local businesses and are an increasingly popular way to enable community members to make a difference for locally owned businesses... and it's FUN! More info coming your way later this week!

> Like . Unfollow Post · September 17 at 4:29pm

Ted Thran, Tomacina Hochgurtel, Robin Tapp and 4 others like this.



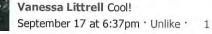
Tomacina Hochgurtel Awesome September 17 at 5:00pm via mobile ' Unlike ' 1



HolidayinnExpress Minden Nevada I sounds like a great way to kick in the Shop Local program in mass. September 17 at 5:45pm · Unlike · 1



Nancy Epstein Count me in. September 17 at 6:15pm · Unlike · 1



Debra Ross I'm in September 17 at 9:50pm via mobile · Unlike · 1





Paula Lochridge updated the description.

Creating our own Economic Stimulus Campaign one shopper at a time! Like . · Unfollow Post · September 17 at 4:31pm

Liz Weirauch, Beth La Vigne Swanberg and 2 others like this.





Paula Lochridge created the group.

· Unfollow Post · September 17 at 4:18pm

Larry Rice likes this.



Like .

Susie Stasiak Biaggini I can't wait. I think it is going to be so much fun.... September 17 at 4:19pm · Unlike · 1



Cindi L Otto Wow! Can't wait to find out more.



September 17 at 4:23pm · Unlike · 1



Paula Lochridge

A Cash Mob is coming SOON to Main Street Gardnerville. It's one way that you, as a shopper, can have a huge impact on our local economy while investing \$10-20! More information coming soon! Mark October 6th on your calenda

#### Lochridge, Paula

| From:    | Facebook < notification   |
|----------|---|
| Sent:    | Wednesday, September 26, 2012 10:27 AM  |
| То:      | Lochridge, Paula  |
| Subject: | Wendi Semas Fauria shared your link: "What a GREAT idea, I LOVE this! Support our |
|          | local economy!"   |

#### facebook

Wendi Semas Fauria shared your link: "What a GREAT idea, I LOVE this! Support our local economy!"

#### View Share

This message was sent to plochridge@co.douglas.nv.us. If you don't want to receive these emails from Facebook in the future, please click: unsubscribe. Facebook, Inc. Attention: Department 415 P.O Box 10005 Palo Alto CA 94303

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#### Lochridge, Paula

| From:    | Facebook <update+pin manaleane<="" manaleaneling="" th=""></update+pin>      |
|----------|--|
| Sent:    | Wednesday, September 19, 2012 8:19 PM  |
| То:      | Lochridge, Paula   |
| Subject: | Debbie Gardia (friends with Beth La Vigne Swanberg) commented on Main Street |
|          | Gardnerville's link.   |

#### facebook



# <u>Debbie Gardia</u> (friends with <u>Beth La Vigne Swanberg</u>) commented on <u>Main Street Gardnerville</u>'s <u>link</u>.

Debbie wrote: "We'll be there! I LOVE this community! More unites us than decides us especially WINE!!"  $\ensuremath{\mathsf{WINE}}$ 

Reply to this email to comment on this link.

#### See Comment

This message was sent to **plochridge@co.douglas.nv.us**. If you don't want to receive these emails from Facebook in the future, please click: **unsubscribe**. Facebook, Inc. Attention: Department 415 P.O Box 10005 Palo Alto CA 94303

#### Lochridge, Paula

| From:    | Facebook  |
|----------|---|
| Sent:    | Wednesday, September 19, 2012 11:11 PM  |
| То:      | Lochridge, Paula  |
| Subject: | Beth La Vigne Swanberg shared your link: "Come and support Downtown<br>Gardnerville!!! Perhaps a cold |

#### facebook

Beth La Vigne Swanberg shared your link: "Come and support Downtown Gardnerville!!! Perhaps a cold, refreshing beverage at The Overland, then shop at FRESH IDEAS (and EVERY other store, if you have a chance), then a picon and an amazing Basque lunch or dinner at JT's! FUN!!!"



#### Lochridge, Paula

| From:    |
|----------|
| Sent:    |
| To:      |
| Subject: |

Norie Jenkins **diversional Solution** Friday, September 21, 2012 10:31 AM Lochridge, Paula Re: Tonight's wine walk

Thank you one and all for the fine work. We at Joyce's really appreciate all the efforts. We had approx. 179 thru the store! The Wine Walk has become a crucial marketing element for our business. Many thanks.

Norie Jenkins, President



#### Lochridge, Paula

From: Sent: To: Subject:

#### facebook



#### Ian Perry commented on your link.

Ian wrote: "Just got home from the Wine Walk, had a blast! Thank you to Paula and all those who work so hard to make this a success."

Reply to this email to comment on this link.







#### **AGENDA ACTION SHEET**

- 1. <u>For Possible Action</u>: Discussion on Overhead Street Banner Policy and Main Street Banner form; with public comment prior to Board action.
- 2. Recommended Motion: Approve, deny or continue the proposed modifications to the Overhead Street Banner Policy and Main Street Banner form as provided by staff or including any additional modifications mentioned.

Funds Available: Ves V/A

3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: October 2, 2012 Time Requested: 15 minutes
- 5. Agenda: Consent Administrative

Background Information: See the attached modified form and policy staff has prepared for your review. We would like to discuss this policy and adding the For-Profit organizations to the policy if the event is local and free of charge to the public.

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

Approved Denied └ Approved with Modifications └ Continued



#### Town of Gardnerville Main Street Banner Form and Release of Liability and Indemnification Agreement

Day(s) Requested to display banner:

| 1 <sup>st</sup> Choice: From: | To: |  |
|-------------------------------|-----|--|
| 2 <sup>nd</sup> Choice: From: | To: |  |
| 3rd Choice: From:             | To: |  |

(1 week display time-typically Monday thru Monday)

| Nevada Department of Transportation Temporary Permit approved? |                | (Include copy of approved permit) |  |
|--|----------------|-----------------------------------|--|
| Name and address of banner manufacturer:                       |                |                                   |  |
| Copy of Banner language attached?(                             | required)      |                                   |  |
| Organization or Individual                                     | Phone # Home   | Work                              |  |
| Contact Person:  | E-mail         |                                   |  |
| Mailing Address:   |                |                                   |  |
| Nonprofit Organization (Provide 501 letter)                    | For Profit Org | anization                         |  |

The UNDERSIGNED, for himself/herself and on behalf of the above named group, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville from any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract. This indemnification is inclusive of any damage to banners irrespective of source.

I do hereby certify that, in representation of the above named group, I have received a copy of the rules and regulations governing use of the Town of Gardnerville Main Street Banner Crossing and that I have read and will observe all rules and regulations. I understand that submittal of this form does not guarantee a banner will be installed on the date requested due to potential adverse weather conditions, equipment malfunctions, and/or the unavailability of Town staff to install the banner.

|                        | Typed or Printed Name |  |
|------------------------|-----------------------|--|
| Date:                  |                       |  |
| (Town Office Use Only) |                       |  |
| Amount Paid:           | Date Received:        |  |
|                        | Approved By:          |  |



#### TOWN OF GARDNERVILLE OVERHEAD STREET BANNER POLICY

 PURPOSE The purpose of this policy is to provide general guidelines for the placement of overhead street banners within the public rights of way (ROW) of the Town of Gardnerville ("Town"), and to provide specific guidelines for banners proposed to be installed over Main Street (US 395). The US 395 public rights of way (ROW) are administered by the Nevada Department of Transportation (NDOT). As such, all banners proposed for hanging across US 395 are subject to all conditions and requirements of the NDOT and require a temporary permit from the NDOT.

2. ELIGIBILITY Only Neot-for-profit organizations.; as evidenced by an Internal Revenue Service 501 letter, may request permission to place banners within the public ROW for the purpose of promoting the organization, the organization's purpose, or a special event/exhibit promoted by the organization. If promoting an event, the event must be held in Carson Valley and be open to the public, or of common interest to the general community, or recognize and/or contribute to the cultural fabric of the community. Such events may include (but are not limited to): an arts, entertainment, or education related activity; a public social occasion; a sports contest; or a public concert.

2. For-Profit businesses or organizations may request permission to place banners within the public ROW for the purpose of promoting the organization's special event that will be held in Carson Valley, open to the public and free of charge, or and will be of common interest to the general community, or recognize and/or contribute to the cultural fabric of the community. Such events may include (but are not limited to): an arts, entertainment, or education-related activity; a public social occasion; a sports contest; or a public concert.

- 3. TERMS AND CONDITIONS: The Town shall require strict compliance with the NDOT terms and conditions (see attached "Additional Terms and Conditions" in effect at the time and date currently in full force and effect at the time the banner is installed. Thus, the Town of Gardnerville shall require that:
  - a. Banner shall be installed a minimum of 18 feet above the pavement surface.
  - b. Banners that contain telephone numbers, websites, or commercial advertisements shall not be displayed over the highways of Nevada.
  - c. The Permittee shall deliver the banner to the Town for review and approval prior to banner being installed.
  - Banners must be constructed of a minimum 18 ounce vinyl banner fabric, with inner core polyester fiber.
  - e. Banners shall be 34 inches high and 40 feet in width, unless otherwise approved by the Town.
  - f. All banners shall have the following, see the attached detail:
    - 5/16" Spring snap connectors at 24 inches on center top and 12" staggered bottom, installed into the grommets that provide for a connection to a 3/4" cable.
    - ii. Sewn-in polyester webbing on all edges.
    - iii. Reinforced corners, both front and back.
    - iv. "O" or "D" rings sewn into the webbing on each corner.
    - v. Appropriate (12" or larger) wind holes for banner size.

Updated 7/13/11

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- g. Banner shall be kept in good repair. The Permittee shall repair the banner prior to the town's re-installation of the banner after notification of the problem.
- Banners will be delivered to the Town of Gardnerville Administrative offices at 1407 Highway 395, (775) 782-7134, no later than Thursday of the week prior to banner installation.
- *i.* Banners may be removed or installation may be delayed due to wind advisory conditions as determined by Town staff.
- 4. MAXIMUM TIME FOR DISPLAY OF BANNER Typically banners will be displayed for one (1) week (seven (7) consecutive calendar days) beginning on the Monday that the banner is installed by Town staff. This timeframe allows the banner pole crossing to be the available for all organization's use as much as possible. When there are no approved permits for use the week following a permitted display, the Town may allow the currently displayed banner to remain up for a period not to exceed two (2) weeks (fourteen (14) consecutive calendar days) if requested by the applicant at the Town's sole discretion. The Town is exempt from the maximum time limitations delineated in this provision.
- 5. UNAVAILABILITY The Town retains first priority for use of Town owned and operated banner crossings. As such, the following dates, *including but not limited to*, are unavailable for use:
  - a. Second week of November thru second week of January (Christmas decorations)
  - b. Last two weeks of June (Red, White and Blue Celebration)<u>The week of, or prior to a</u> scheduled Main Street Thirsty Third Thursdays.
  - <u>The week of, or prior to a scheduled Last two weeks of May (Movies in the Park series</u>).
- 6. "FIRST COME, FIRST SERVE" To provide an equal opportunity for all organizations, <u>businesses</u> and/or persons to have banners displayed for specific dates within the calendar year, reservation requests for specific date(s) will be accepted on a "first come, first serve" basis beginning January 1 of each yearone year and <u>one a day prior to the requested banner hanging date</u>. Requests must be furnished in writing on the Town Bbanner application request form. A request does not NOT guarantee reservation of the requested date(s) that the banner will be displayed until the applicant provides a copy of the approved NDOT Temporary Encroachment permit relative to the banner to be displayed. Upon receipt of the approved NDOT Temporary Encroachment permit, the dates, or alternative dates, shall be confirmed by Town staff.

Recognizing the financial investment required for the minimum requirements for banner construction, organizations and/or persons having a previously approved banner displayed by the Town in the past calendar year will have priority of date(s) selection (e.g. pre-approval) for the upcoming calendar year. All "pre-approval(s)" shall be required to obtain an approved NDOT temporary permit and comply with all other banner policy requirements, as well as furnish a completed Town banner application request form each and every year the banner is requested to be displayed.

7. **INDEMNIFICATION** All persons and entities will be required to sign an indemnification, release and hold harmless holding the Town of Gardnerville, its employees and agents harmless prior to the installation of banner and releasing the Town of any liability arising there from.

Updated 7/13/11

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#### Additional Terms and Conditions

- Banner(s) shall be installed a minimum of 18 feet above the pavement surface; 20 feet is preferred.
- 8. Banner(s) that contain telephone numbers, email addresses, websites or commercial advertisement shall not be displayed over the highways of Nevada.
- 9. The PERMITTEE shall obtain permission from the building or pole owner before attaching the banner(s) to their facility.
- 10. Banner(s) shall be kept in good repair. The PERMITTEE shall repair or remove banner(s) as soon as possible after notification of any problem.
- 11. Banner(s) shall not interfere with any luminaire, signal, or other traffic control device. The PERMITTEE shall remove the banner(s) immediately upon notification that a traffic control device is being blocked.

Updated 7/13/11



#### AGENDA ACTION SHEET

- 1. <u>For Possible Action</u>: Discussion and direction to staff on revising the following Town policies;
  - a. Heritage Park Use Policy
  - b. Heritage Park Reservations Policy
  - c. Street Closure/Special Events Policy; with public comment prior to Board action.
- 2. Recommended Motion: None

Funds Available: 🗹 Yes 🛛 🗌 N/A

- 3. Department: Administration Prepared by: Tom Dallaire
- 4. Meeting Date: October 2, 2012 Time Requested: 20 minutes
- 5. Agenda: Consent Administrative

Background Information: Both Heritage Park policies and the Street Closure/Special Event policy require a 60-day notice to rent the park or close the street. Staff has simplified and combined park policies and modified the street closure/special event policy to make town properties more accessible to the community. We have combined the park applications into one and modified the street closure/special event form taking out the 60 day requirement. Attached are the current policies, the modified policies and for reference, the Douglas County policy and Minden policy.

- 6. Other Agency Review of Action: 
  <sup>
  Douglas County
  </sup>
- └ N/A

- 7. Board Action:
  - □ Approved □ Denied

□ Approved with Modifications □ Continued



#### A TOWN OF GARDNERVILLE PARK USE POLICY RULES AND REGULATIONS (Combined with Heritage Park Reservation Policy Rules & Regulations)

#### 1. Park Use in General:

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

#### 2. <u>Reservation Policy</u>:

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

<u>Application</u>: A Park Reservation Form and Release of Liability and Indemnification Agreement must be completed and submitted 60 days before the requested use.

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

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

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

A security deposit of \$300.00 will be required. The application form and deposit must be on file in the Town office in order to guarantee the reservation. The security deposit will be refunded to the applicant after inspection by Town staff for any additional cleaning and/or damages other than normal wear and tear of the park. The applicant will remain responsible for any additional damages, cleaning or repair expenses as a result of the reservation or special event. A refund, if the Town determines it is due, will be returned to applicant within thirty (30) days of the event or cancellation.

Park fees and charges shall be established by the Town Manager, subject to the approval, review, revision, and/or amendment by the Town.

**Insurance:** Comprehensive general liability insurance naming the Town of Gardnerville as additional insured will be required for any event when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require liability insurance; 4) beer and alcohol are to be sold; and/or 5) as determined by the Town Manager or his or her authorized

Revised March 2, 2010

1

designee. The minimum limits of the insurance shall be as follows: \$1 million for each occurrence and \$1 annual million aggregate. Insurance coverage must include premises, operations, products and completed operations at a minimum.

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

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

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

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

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

<u>Other Permits</u>: If beer and/or wine service is approved by the Town, the applicant shall be responsible for obtaining any additional permits as may be required. The Applicant shall provide copies of such approvals to the Town with the application but in no event-less than ten (10) days prior to the event.

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

#### **Cancellations:**

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

2

Revised March 2, 2010

- 2. An approved applicant may cancel its reservation thirty (30) calendar days prior to the event with a full refund, less a \$25.00 administration fee.
- A cancellation-fee of 50% of the application fee and security deposit will be assessed if cancellation is made between 29 days-and-48 hours-prior to the date of reservation. The cancellation fee will be deducted from the deposit.
- 4. In the event the group fails to appear for the scheduled use or cancels with less than 48 hours notice, no refunds will be given.
- 5. In the event of acts of God, e.g., natural disasters, heavy storms, etc., and cancellation occurs, fees will be waived.

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

- A. No person shall intentionally damage, destroy, remove or modify any natural or unnatural item or article owned by the Town.
- B. The Town must authorize any amplified-music.
- C. The Town must authorize the erection of tents, canopies, awnings, bounce houses, etc.
- D. Signs are not allowed within park without the express permission of the Town.
- E. \_\_\_\_Litter must be placed in appropriate containers and/or removed by park-users from the facility.
- F. No person shall operate any vehicle including, but-not-limited-to-motorcycles, all terrain-vehicles or dune buggies, except on designated paved roads within the park. Vehicles may not be driven on any lawn or surface other than the designated parking areas without the express permission of the Town.
- G. Dogs, except seeing eye guide dogs, police dogs or service dogs, are not allowed in Town parks. The Town may allow other animals in the park when part of a special event at its sole discretion.
- H. Hunting and trapping-are strictly prohibited. Fishing is only permitted at the Martin Slough ponds located on Gilman Avenue, and in accordance with all Nevada Division of Wildlife rules and regulations. Fishing hours are from sunrise until one hour after sunset, with a three (3)-limit catch.
- I. The discharge of firearms, crossbows, air-rifles or fireworks is strictly forbidden.
- J. Camping is not permitted in Town parks. Exceptions may be granted at the sole discretion of the Town.

Revised March 2, 2010

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#### HERITAGE PARK RESERVATION POLICY RULES AND REGULATIONS

Available year around

Park area – 2.57 acres (large side) 1.37 acres (small side)

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

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

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

Gardnerville Town Parks are available for the enjoyment of all. However, if you wish to have exclusive use of an area of Heritage Park there are areas that can be reserved for that purpose for a fee.

Heritage Park is available on a first come-first served basis. At the request of an individual or organization a section of the park may be reserved. However, Town sponsored or co-sponsored events will have the right of priority over all other reservations or special events. Any event may be subject to Town Board approval at the discretion of the Town Manager.

#### 2. Board Findings:

1.

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

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. Youth activities are to be supported and subsidized to ensure an open and inviting

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park for community recreation. Fees for youth activities are either to be waived or are to be assessed at a low rate to cover costs to the Town.

- b. Adult activities are also to be supported, but are subject to fees based on a greater ability to support and pay for recreation service.
- c. Youth oriented community organizations should be allowed to maximize fund raising efforts in support of a non-profit youth activity organization.
- All requests are subject to the Manager's priority ranking to ensure reservation of the park.
- e. Deposits and insurance requirements will be required according to the schedule set forth in this policy to ensure continuing availability and security of the park.
- Additional fees will be charged beyond the minimum fee when the impact on the Town in accommodating the park use is beyond normal operations, such as overtime and clean up costs.
- g. Uses of the park which are for commercial purposes, or other uses creating major impacts on the park facilities, will be reviewed by the Manager on a case by case basis whose recommendation shall be provided to the Board prior to approval of the park use.

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

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

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

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

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

No person or entity shall use the park for the operation, maintenance, conduct, advertisement, or advanced ticket sales unless a permit from the Town is first obtained.

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#### Priority of Uses:

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

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

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

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

An application for use of the park to conduct an event, which may or may not involve the closure of a street or alleyway within the Town, should be made in writing to the Manager at least-60 days-prior to the time indicated for the commencement of the planned use and shall be accompanied by a deposit established-pursuant to this policy. The following information shall be contained in the application prior to its submission to the 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 use which the applicant proposes to conduct, operate or carry on, and if applicable, the name(s) of the street(s), park(s) or alleyway(s) within the Town for which permission to close such street, park or alleyway is sought.

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.

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

#### **Reservation Policy**

- Application: An application form and deposit must be on file in the Town office in order to guarantee a reservation. Please include the time needed for setup, breakdown and cleanup of your activity on the application. Upon receipt of the application and deposit, the Town will confirm or deny the request within seven (7) days. Bounce houses, dance floors or tents larger than 20' X 20' are subject to additional security deposits and/or insurance coverage.
- Security Deposit. A deposit of \$300 is required. The deposit will be returned to the applicant pending an inspection of the park. The refund amount is subject to any and all claims for cleaning and/or repair.

#### 3. Minimum Age: Applicant must be 21 years of age.

- 4. Comprehensive general liability insurance naming the Town of Gardnerville as additional insured is required for any event when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or number of attendees require liability insurance; 4) beer and alcohol are sold; and/or 5) as determined by the Town Manager or his or her authorized designee. The minimum limits of insurance shall be as follows: \$1 million for each occurrence and \$1 million annual aggregate. Insurance coverage must include the premises, operations, products and completed operations at a minimum. If alcohol is to be sold, the insurance policy shall include liquor liability naming the Town of Gardnerville as additional insured, with the same aforementioned requirements and limits.
- 5. Health Regulations: Renters are obligated to follow Nevada State Health Division rules for any food preparation and service at any public event. Renters must contact the Nevada State Health Division about obtaining a Temporary Food Establishment Permit, a copy of which needs to be submitted to the Town office before the event date.
- 6. Park limits: Park use typically is limited to two consecutive days due to watering.
   Exceptions can be made. When submitting an application for use of more than two consecutive days, please be specific on the reasons and dates of the exception.
- 7. Extra Charge: There will be an extra charge if Town personnel are required to be present at a public event. For private events, the renter will be responsible for trash, restroom cleanup, and return of keys to the Town office. If the park requires cleaning after the event it will be provided by the Town. Applicant will be charged \$25 per hour for such cleaning. Cleaning charges will be deducted from the deposit.
- 8. **Dumpsters:** Park rental includes use of trash receptacles already on site. If additional dumpsters are required there will be a corresponding fee charged.
- 9. Park Restrooms: Restrooms are winterized and closed from Thanksgiving through March but may be reopened for an extra charge of \$100.
- 10. Portable Toilets: Where expected attendance of an event is one hundred (100) or more people, applicant shall be responsible for providing portable toilet facilities. The rental, service and removal of portable toilet facilities shall be provided at the expense of the applicant.

- 11. Amplified sound/music must be approved by the Town Manager. Please be considerate of the neighborhood and keep sound/music at a reasonable level.
- 12. Electricity is available. Use of electrical outlets is limited to renters. Renters are responsible for providing extension cords in adequate size and length for use with electrical outlets. Please be specific in your application on what your usage will entail.
- **13. Other Permits:** If beer/wine service is approved by the Town, the applicant shall be responsible for obtaining any additional permits as may be required. The applicant shall provide copies of such approvals to the Town with the application no less than ten (10) days prior to the event.

If the special event or gathering is a commercial entertainment event or outdoor festival, applicant must obtain an outdoor festival entertainment event permit and submit copies of such permits to the Town with the application no less than ten (10) days prior to the event. This type of event also requires Town Board approval.

- **14. Barbecues** are allowed in the park; however, any ashes must be disposed of properly. No ashes can be disposed of on park grounds or in park trash receptacles. Ashes must be safely transported offsite. No cooking or barbecuing is allowed on the pavilion.
- **15.** Stakes are not permitted for use in securing tents or any other equipment. Tents are limited to those with no permanent bottoms.
- 16. Ground cover: At no time may tarps or any type or material be used to cover grass.
- **17. Grass Marking:** Water based paints used for marking athletic fields may be used to mark grass. No other paint may be used.
- 18. Vehicles: No person shall operate any vehicle, including, but not limited to, motorcycles, all-terrain vehicles or dune buggies, except on designated paved roads within the park. Vehicles may not be driven on any lawn or surface other than the designated parking areas without the express permission of the Town.
- 19. No dogs are allowed in Town Park except seeing eye guide dogs, police dogs or service dogs. The Town may allow other animals in the park, when part of a special event, at its sole discretion.

- 20. **Decorations:** Decorations which require nails, eye bolts or staples **may not** be used. Decorations must be removed in entirety when event is over.
- 21. Signs: Signs are not allowed within the park without the express permission of the Town.

#### 22. Alcohol:

23. Should the applicant desire to dispense alcoholic beverages, or to permit the consumption \* of alcoholic beverages as part of the use, the applicant making such a request must obtain the necessary permits, including Temporary Liquor License (permit) from the Douglas County Sheriff's Office and an Outdoor Festival Permit, if required, the applicant must request permission to consume or dispense alcoholic beverages from the Board. 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.

#### 24. Smoking Prohibited:

Smoking is prohibited in the park except where specifically authorized.

#### **Rental Rates:**

(See Rate Schedule)

#### **Refund Policy:**

- A minimum administration fee of \$25 will be assessed for cancellation of any event.
- If a cancellation is made between 29 days and 10 days prior to the date of the reservation, a cancellation fee shall be assessed based upon fifty percent (50%) of all fees, or 100% of the deposit, whichever is less. The cancellation fee will be deducted from the deposit.
- If cancellation is made between 29 days and 48 hours prior to the date of reservation, a cancellation fee of 50% of the application fee and security deposit will be assessed. The cancellation fee will be deducted from the deposit.
- If an individual or a group fails to appear for the scheduled use or cancels with less than 48 hours notice to the Town's administrative office, no refund will be issued by the Town.

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#### In the event of acts of God (e.g. natural disasters, heavy storms, etc.) cancellation fees will be waived.

#### 7. Insurance:

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

#### 8. <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 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.

#### 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 and approval by the Manager. Additional hours of operation may be allowed by the Board.
- No group or individual may reserve the park for more than four times per months, 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.
- Extended park use involving multiple dates within a one month period may be granted for a maximum of one calendar year. All permits shall expire on December 31 of each year. Because of the number of requests for park use, the Board shall review in January of each the contemplated uses of the park by various persons or entities. Uses are subject to the priority ranking schedule of this policy. Reservations are subject to cancellation with a minimum of 14 days'

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written notice if a higher priority use application is received. No reservation shall be cancelled with less than 14 days' notice.

#### 10.

#### 12. Security/Police Protection:

Security and police protection may be required for any use of the park. If required by the Board, the applicant shall employ at his, their or its own expense, police protection. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the park. The applicant shall demonstrate to the satisfaction of the Town Board that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the use. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee. Security shall be subject to the complete direction and control of the sheriff.

#### 13. Sanitation Facilities:

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

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

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

#### 14. Cleaning Deposit:

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

The cleaning deposit will be established by the Town staff and by the Board based upon

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Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of the use, the applicant must request permission to consume or dispense alcoholic beverages from the Board. 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 will be consumed or dispensed outside of the area of the park.<sup>4</sup>

#### 11. Smoking Prohibited:¶

Smoking is prohibited in the park except where specifically authorized.

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the use proposed, and based upon 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.

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

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

#### 15. Damage to Facilities:

Any-applicant whose use of the park causes damage or excessive wear and tear to the park or its fixtures shall be required to reimburse the Town for all costs to repair, replace, restore, repaint or clean up the affected area to its original condition prior to the use. 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 reservation-fee of \$1,000.00 ("basic rate") is established by Board. The Town Manager may review and recommend fees as set forth in this policy depending upon the use of the park-proposed.

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

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

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

#### B. Class I: No fee (0%) of basic rate

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

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

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

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

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

#### D. Class III: Full basic rate (\$1,000.00 or 100%)

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

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

organization or will not be open to the public.

E. Class IV: 100% of basic rate (\$1,000.00) plus a percentage

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

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

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

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

#### 18. Additional Charges:

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

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

The determination of requirements for additional charges shall be made by the Manager-

A total of the basic rate and any additional deposit, as required by this schedule, shall be

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paid in full-at the time of the submission of the application. In no event shall any fee required by the Town be paid-later than 10 days prior to the date of the event. If the fees are not paid in full prior to 10 days prior to the event, the permit-shall be revoked and an appropriate cancellation fee will be assessed based upon any Town costs at the time of the revocation.

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

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

An approved applicant may cancel its reservation thirty (30) calendar-days-prior to the event with a full-refund, less-a \$25.00 administration fee.

If cancellation is made between 29 days and 10 days prior to the date of the reservation, a cancellation-fee shall be assessed based upon fifty percent (50%) of all-fees, or 100% of the deposit, whichever is less.

In the event an event is cancelled within-10-days-of-the-scheduled-event, no refunds will be given.

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

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

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

# Rental Rate Schedule (2012)

| Hourly<br>Street Closure              | \$150.00 - \$500.00                      |
|---------------------------------------|--|
| (Fee dependent on street, time of day | y, business access, residential access.) |
|                                       | \$300.00                                 |
| Town Personnel                        | \$25.00/hr                               |
| Town rersonner                        |  |

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| Park Reservation Form and Release of Lial  | bility and Indemnification Agreement              |                         |
|--|---|-------------------------|
| (Application and all applicable fees   | must be submitted before use)                     | Deleted: <u>60 days</u> |
| Date of Application:   | Area Desired:                                     |                         |
| Organization or Individual   | Phone # Home Work                                 |                         |
| Contact Person:  | E-mail  |                         |
| Mailing Address:   |   |                         |
| Supervisor of Activity:  | Music: (yes/no) Beer/Wine:(yes/no)                |                         |
| Day(s) Requested: Mon/Tues/Wed/Thurs/Fri/Sat/Sun Date:                                 | FromTo  |                         |
| Гуре of Activity:  |   |                         |
| Exact Date & Time of Event:  | Size of Group:                                    |                         |
| Setup begins: Teardo   | wn complete by:                                   |                         |
| Reason for Reservation:  |   |                         |
| Concessions/Fund Raisers (Indicate Type):  |   |                         |
| Town services required (electrical outlets, etc.):                                     |   |                         |
| Will you have tents, bounce houses, canopies, dance floors et                          |   |                         |
| Specify:   |   |                         |
| (how many, dimensions, etc.)(Stakes are not permitted for use in securing tents, etc.) |   |                         |
| Bounce houses, dance floors or tents larger than 20' X 20' at                          | re subject to additional security denosits and/or |                         |
| insurance coverage.)   | e subject to udditional security deposits and/or  |                         |
| *Groups of 50 or more require a mandatory dumpster service                             | (\$25.00/dumpster)                                |                         |
| *No cooking or barbecuing allowed on the pavilion                                      |   |                         |
| **Park restrooms are winterized from Thanksgiving to tl                                | he end of March. If your event will require the   |                         |
|  |   |                         |

(Application for private individuals, small nonprofit groups or private business functions.)

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Town of Gardnerville Park Reservation Form Page 2

The UNDERSIGNED, for himself/herself and on behalf of the above named group, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville from any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

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

Applicant's Signature:\_

Date:\_\_\_\_

**Typed or Printed Name** 

#### RESERVATION FEE AND DEPOSIT MUST ACCOMPANY RESERVATION FORM

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

| (Town Office Use Only)   |                          |
|--------------------------|--------------------------|
| Amount Paid:             | Date Processed:          |
| Receipt Number:          | Facility Reviewed:       |
| Date Received:           | Deposit Returned (Date): |
| Reservation Approved By: | Refund Approved:         |

|                         |                        | Deleted: 6/24/07 |  |
|-------------------------|------------------------|------------------|--|
|                         |                        | 4                |  |
| Updated <u>\$/27/12</u> | L:\town policies\parks | l'               |  |



# Application for Special Event/Street Closure/Exclusive use of Heritage Park 1407 Highway 395 Gardnerville, Nevada 89410 (775) 782-7134 (775) 782-7135 Fax

| Date of Application:   |              | -                     |                                      |
|--|--------------|-----------------------|--------------------------------------|
| Location of Event/Activities:  |              | event is to be held o | n private property)                  |
| Street(s) proposing to be closed:<br>US 395, SR756 require NDOT per          | mission*Wate | erloo/Toler/Elges re  | equire County permission)            |
| Requesting use of Heritage Park? Y<br>If yes, is the request for Exclusive I |              |                       |                                      |
| Organization:<br><i>(if a corporation is applying for use</i>                |              |                       | es No<br>poration must be attached). |
| Contact Person:  |              |                       |                                      |
| Home Telephone #:  | _Business Te | lephone #             | Fax #:                               |
| Mailing Address:   |              |                       |                                      |
| Type of Activity Park will be used f   | or:          |                       |                                      |
| Will alcohol be sold or served? Yes  | No           | Band or amplij        | fied music? YesNo                    |
| Is food being served? YesNo_   | If yes, H    | Iealth Permit #       |                                      |
| This event is Non-Profit For   | r Profit     | _ Closed to Public_   | Open to Public                       |
| Will a fee be charged to attend the  | event? Yes   | No                    |                                      |
| Date(s) Requested (include setup a   | nd tear down | time):                |                                      |
| Event hours:   |              |                       |                                      |
|  |              |                       |                                      |

Event Insurance <u>Required</u>: Include Certificate of Insurance naming the Town of Gardnerville as additional insured (See Special Event Policy for policy limits) Event Security Plan:

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

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

Event Clean-up/Sanitation/Garbage Plan:\_\_\_\_\_

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

Fire/Emergency Medical Services Plan:\_\_\_\_\_

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area:

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

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

Waiver of Liability: Said group agrees that it shall indemnify, defend and hold harmless the Town of Gardnerville and Douglas County from any and all expenses or damages which may occur, or liability that it may sustain, including reasonable attorney's fees, administrative costs, and court costs, by reason of the Town's permission to said group for conducting referenced event at denoted location. Said group, through its representative, hereby agrees to abide by the conditions of approval of the Town Board and any other conditions that may be set forth by Douglas County.

| Date:                   | Signature:                                    |          |
|-------------------------|---|----------|
| Printed name:           |   |          |
|                         |   |          |
| (Town Office Use Only)  |   | <u>.</u> |
| Deposit amount Paid:    | Date Processed:                               |          |
| Receipt Number:         | Facility Reviewed:                            |          |
|                         | ord Agenda:                                   |          |
| Approved:               |   |          |
| Scheduled for Douglas C | County Commissioner Agenda:                   |          |
| Approved:               |   |          |
| Deposit Returned:       | ······  |          |
|                         | can of the approved form MUST be at the event |          |

A copy of the approved form MUST be at the event



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

(Application combined with Exclusive Use/Street Closure/Special Event application)

| Date of Application:   |  |                              |
|--|--|------------------------------|
| Location of Event/Activities:  |  |                              |
| submit letter of property owner's permission                                 | <del>1 if event is to be held on p</del> | <del>private property)</del> |
| Street(s) proposing to be closed:<br>US 395, SR756 require NDOT permission*V | Waterloo/Toler/Elges requ                | uire County permission)      |
| Requesting use of Heritage Park? Yes   | <u>_No</u>                               |                              |
| Organization:  | Corporation: Yes_                        | <u> </u>                     |
| if a corporation is applying for use, a copy o                               |  |                              |
| Contact Person:  | =  |                              |
| Home Telephone #: Busines:   | s Telephone #                            | <i>Fax #</i> :               |
| Mailing Address:   |  |                              |
| Type of Activity Park will be used for:                                      |  |                              |
| Will alcohol be sold or served? YesNe  | > Band or amplified                      | l music? YesNo               |
| This event is Non Profit For Profit  | Closed to Public                         | <u> </u>                     |
| Will a fee be charged to attend the event? Ye                                | sNo                                      |                              |
| Date(s) Requested (include setup and tear de                                 | <del>wn time):</del>                     |                              |
| Event hours:   |  |                              |
| Describe proposed event, concessions, fund-                                  | raisers, etc:                            |                              |
|  |  |                              |
| Event Insurance Carrier & Telephone #:                                       |  |                              |
| a nina nina an ann an tha nina an tha tha tha tha she                        |  |                              |

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Event Security Plan: \_\_\_\_\_

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

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

Event Clean up/Sanitation/Garbage Plan:\_\_\_\_\_

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

Fire/Emergency Medical Services Plan:

(Submit East Fork-Fire Protection District authorization and approval)

Event Parking Area:\_\_\_\_\_

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

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

Waiver of Liability: Said group agrees that it shall indemnify, defend and hold harmless the Town of Gardnerville and Douglas County from any and all expenses or damages which may occur, or liability that it may sustain, including reasonable attorney's fees, administrative costs, and court costs, by reason of the Town's permission to said group for conducting referenced event at denoted location. Said group, through its representative, hereby agrees to abide by the conditions of approval of the Town Board and any other conditions that may be set forth by Douglas County.

Date:\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_ Printed name above:\_\_\_\_\_

(Town Office Use Only)

| Deposit amount Paid:        | Date Processed:        |   |
|-----------------------------|------------------------|---|
| Receipt Number:             | Facility Reviewed:     | _ |
| Scheduled for Town-Board A  |                        | ~ |
| Approved:                   |                        |   |
| Scheduled for Douglas Count | y Commissioner Agenda: |   |
| Approved:                   |                        |   |
| Deposit Returned:           |                        |   |

A copy of the approved form MUST be at the event



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

#### 1. Street Closure/Special Events Policy:

The Gardnerville Town Board ("Board") finds and declares that the public health, safety and welfare of the inhabitants of the Town of Gardnerville ("Town") requires the regulation and control of all persons desiring to promote, encourage or sponsor special events which may include closure of certain streets or alleyways within the Town for limited amounts of time. The Town 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 to conduct a special event and/or street closure. Any event with 500 or more in attendance requires a Douglas County Outdoor Festival Permit and approval by the Town Board.

#### 2. Definition:

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

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

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

#### 3. <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 Town is first obtained

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#### 4. Application:

Adopted 1/7/03 Revised 2/4/03\_9/26/12

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| be placed on the n | ompleted application submitted will<br>ext available Town Board agenda<br>nsideration by the Board. |

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| Deleted: after public hearing before the Bo | ard |
| Deleted:                                    |     |

An application for permission to conduct a special event, which may or may not involve the closure of a street, park or alleyway within the Town, shall be made in writing to the Town Manager\_ (This section is taken care of in the actual application) The name, age, residence and mailing address of the person or entity making the application. If Α. 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. A statement of the kind, character or type of special event which the applicant proposes to R. 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. The home, office and/or work telephone numbers of the applicant, and if the application is by an C. 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, vicepresident, 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. The date or dates and hours during which the special event is proposed to be conducted. E 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. Proof that the applicant has sought and received the requisite approvals from Douglas County, G. 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 refundable application fee for a complete application may be applied to the security deposit H. required. Should a security deposit be waived by the Board as provided below, the application fee may be refunded, if the Town determines it is due, within thirty (30) days after the special event/street closure.

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Adopted 1/7/03 Revised 2/4/03. 9/26/12

**Deleted:** at least sixty (60) days prior to the time indicated for the commencement of the planned event and shall be accompanied by a refundable application fee of \$100.00 and shall contain the following information to be considered complete and eligible for consideration by the Town Board:

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#### 5. Festival Plans:

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

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

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

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

#### 6. Insurance:

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

#### 7. Alcohol:

Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of the special event and/or street closure, the applicant must <u>obtain a liquor license from the Douglas County Sheriff.</u> (please include a copy of liquor license with application or within seven (7) days of submission of application. request permission to consume or dispense alcoholic beverages from the Town 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

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Adopted 1/7/03 Revised 2/4/03, 9/26/12

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occur.

#### 8. <u>Security/Police Protection</u>:

For events with 500 attendees or more, the applicant shall employ, at his, their or its own expense, police protection. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the place of the special event/street closure. The applicant shall demonstrate to the satisfaction of the Town Board that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the special event/street closure. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee. Security shall be subject to the complete direction and control of the sheriff.

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

All special events which are subject to this policy shall close and cease operation continuously between the hours of 11:00 a.m. and 8:00 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.

#### 10. Sanitation Facilities:

If an applicant is closing a street where there are no facilities within 500 feet or holding a special event with more than 200 attendees, applicant shall provide at least one enclosed portable, chemical toilet, or one enclosed flush type water closet facility marked "Men" and one facility marked "Women" at the site of the special event/street closure on the basis of one such facility for each forty (40) males and one such facility for each forty (40) females expected to be in attendance.

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

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

#### 11. Cleaning Deposit:

A cleaning deposit <u>may</u> be required to be paid upon approval of each application based upon the content of the completed application.

Adopted 1/7/03 Revised 2/4/03, 9/26/12

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**Deleted:** If the application is denied by the Board, no cleaning deposit shall be required. If the application is approved, the refundable application fee may be applied to pay a part of the cleaning deposit.

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

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

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

 
 12.
 Extra Charge: There may be an extra charge for Town personnel when streets are closed or for large events.

#### 12. Park Use:

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.

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Adopted 1/7/03 Revised 2/4/03, 9/26/12

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# Rental Rate Schedule (2012)

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|--|------------------------|
| Hourly\$25.00  | Formatted: Font: 12 pt |
| Street Closure\$150.00 - \$500.00  |                        |
| (Fee dependent on street, time of day, business access, residential access.) |                        |
| Deposit Rate\$300.00   |                        |
| Town Personnel\$25.00/hr   |                        |

Adopted 1/7/03 Revised 2/4/03, 9/26/12



# Application for Special Event/Street Closure/Exclusive use of Heritage Park 1407 Highway 395 Gardnerville, Nevada 89410 (775) 782-7134 (775) 782-7135 Fax

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Event Insurance <u>Required</u>: Include Certificate of Insurance naming the Town of Gardnerville as additional insured (See Special Event Policy for policy limits)

Event Security Plan:

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

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

\_\_\_\_\_

Event Clean-up/Sanitation/Garbage Plan:\_\_\_\_\_

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

Fire/Emergency Medical Services Plan:

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area:

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

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

Waiver of Liability: Said group agrees that it shall indemnify, defend and hold harmless the Town of Gardnerville and Douglas County from any and all expenses or damages which may occur, or liability that it may sustain, including reasonable attorney's fees, administrative costs, and court costs, by reason of the Town's permission to said group for conducting referenced event at denoted location. Said group, through its representative, hereby agrees to abide by the conditions of approval of the Town Board and any other conditions that may be set forth by Douglas County.

| Date:                  | Signature:                                     |  |
|------------------------|--|--|
| Printed name:          |  |  |
|                        |  |  |
| (Town Office Use Only) |  |  |
| Deposit amount Paid:   | Date Processed:                                |  |
| Receipt Number:        | Facility Reviewed:                             |  |
| Scheduled for Town Boa | rd Agenda:                                     |  |
| Approved:              |  |  |
|                        | ounty Commissioner Agenda:                     |  |
| Approved:              | · · · · · · · · · · · · · · · · · · ·          |  |
| Deposit Returned:      |  |  |
|                        | conv of the approved form MUST be at the event |  |

A copy of the approved form MUST be at the event

# The Town of MINDEN PARK Minden POLICIES & PROCEDURES

The Town of Minden maintains parks in Westwood Village as well as the park in downtown Minden. Minden Park has limited lighting for evening use.

The parks are available for rent on a first come first served basis for activities, including street sales, meetings, exhibits, etc.

# **MINDEN PARK**

- Available year round
- Rest room facilities closed during winter months.
- Park area 2 acres
- Gazebo capacity 50 persons maximum
- Tables, chairs and sound system available upon request.

This is a public park and rental will not guarantee exclusive right to the park grounds (with the exception of the gazebo). At the request of the renter, a section of the park may be cordoned off.

# **RESERVATION POLICIES**

- Minden Park is available for rent on a first come-first served basis.
- A deposit of \$300.00 is required. The application form and deposit must be on file in the Town office in order to guarantee reservation. Upon receipt of the application and deposit, the Town office will mail out confirmation of rental.
- Applicant must be at least 21 years of age.
- Liability insurance may be required at the discretion of the Town. Professional bonded Security may also be required at the discretion of the Town.
- Renters are obligated to follow Nevada State Health Division rules for any food preparation and service at their gathering. Renters must contact the Nevada State Health Division about obtaining a Temporary Food Establishment Permit, if needed.
- Park use will be limited to two consecutive days due to watering limitations.
- Town personnel will maintain Minden Park restrooms if park is used for a public event. There will be a corresponding charge. For private events the renter will maintain the bathrooms. If there is any unresolved problem with bathrooms (i.e. plugged toilet) please call a town employee.
- The park is available for non-use; however, all rental fees will apply.

# **RENTAL RATES**

\$25.00 per hour *(includes time used for setup and cleanup)*. No fees will be waived or reduced. Rent is due and payable at the end of rental time.

# **REFUND POLICY**

The following refund policy will be in effect regarding all parks and recreation facilities available for reservation:

# CANCELLATIONS:

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- 1. A minimum cancellation fee of \$50.00 will be assessed for cancellation of any event.
- 2. In the event an individual or a the group fails to appear for the scheduled use or cancels with less than 48 hours notice to the towns administrative office, no refund will be issued by the Town.
- 3. In the event of Acts of God (i.e. natural disasters, heavy storms, etc.) and cancellation occurs, fees will be waived or returned.

# **REFUNDS AFTER RENTAL:**

Deposits shall be returned to the permittee, pending an inspection of the reserved facility, subject to any and all claims for cleaning and/or repair and any cancellation administrative fee.

# PLEASE ALLOW 30 DAYS FOR RETURN OF DEPOSIT.

# CLEANING

The renter is given instructions for cleaning and park use at the beginning of rental time. If the park needs any cleaning after rental it will be done by the Town of Minden employees and renter will be charged accordingly.

Cleaning rates: \$25.00 Minimum charge \$50.00 per hour

# HOURS OF USE

Park rental hours will be limited to hours of daylight.

# **EXTRA INFORMATION**

- **TRASH** Park rental includes use of trash receptacles already on site. If additional Dumpsters are requested there may be a corresponding fee charged.
- **PORTABLE TOILETS** If an event has an anticipated number of 500 people attending, the Town may require the applicant to supply portable toilets and hand-washing stations.
- ALCOHOL The sale of alcohol is prohibited in park facilities unless the applicant making such a request has obtained necessary permits, including Temporary Liquor License (permit) from the Douglas County Sheriff's Office and an Outdoors Festival Permit, if required.
- **DECORATIONS** Decorations, which require nails, eye bolts, or staples may not be used. Decorations must be removed in entirety when event is over.
- **VEHICLES** The Town must be notified if any vehicles will be brought unto park grounds. Renter assumes any liability for breakage to sprinklers, etc.
- **GROUND COVERS** At no time may tarps of any type or material be used to cover grass.
- **GRASS MARKING** Water based paints used for marking athletic field may be used to mark grass. No other paint may be used.
- **BARBECUE USE** The use of barbecues in the Parks is allowed. However, any ashes from the barbecue(s) should be disposed of properly please do not put them on the ground.
- **CANOPIES/TENTS** Use of tents is limited to those with no permanent bottoms and those requiring stakes less than 10 inches in depth.
- **ELECTRICAL USAGE** Electricity is available at Minden Park only. Eight 20 amp circuits are located at the corner of 5th Street and Esmeralda Avenue. Nine 20 amp circuits are at the gazebo. Use of electrical outlets is limited to renters. Renters are responsible for providing extension cords in adequate size and length for use with electrical outlets.
- **DAMAGE TO PARK FACILITIES** Please report any damage or problems observed during your use of the park to a Town employee before leaving park. Renters will be liable only for damages resulting from misuse or neglect.
- **AMPLIFIED SOUND** Please be considerate of the residential character of the neighborhood and keep sound/music at a reasonable level.
- **NOTICE** The Town of Minden will not be held responsible for lost, stolen or damaged property. The Town will also not be responsible for injuries or damage sustained by persons using the facility. Renters agree to indemnify and hold harmless the Town of Minden from any liability arising from the use of the facility. Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, will result in the immediate termination of the Park rental without refund or deposit. Town employees are instructed to call law enforcement officers to respond to any unlawful or disruptive activity.

\* \* \* % You are here: Home > Departments > Departments G - Z > Parks > Reservation Information

Home | Print | Email | 🚺 | + Share

# **Reservation Information**

### **General Information**

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Douglas County Parks are available for free for the enjoyment of all, however if you wish to have exclusive use of an area of a park, there are areas/facilities that can be reserved for that purpose, for a fee. There are also some basic guidelines that need to be followed to exclude the rest of the public for your event or activity:

- All applications require a \$5.00 administrative processing fee. Once an application is approved, the deposit must be paid within 10 working days to hold your date, and all fees must be paid 10 working days prior to your reservation.
- Comprehensive General Liability insurance naming Douglas County as additional insured will be required for any event when: 1) the event is open to the public, 2) a fee is charged for the event, 3) the very nature of the event and/or the number of applicants require its application, and/or 4) as determined by the Director of Community Services or his/her authorized designee. The minimum limits for the insurance shall be as follows:
  - o \$1,000,000 for each occurrence
  - o \$1,000,000 annual aggregate
  - Insurance coverage must include premises and operations, and products and completed operations as a minimum. Further, if alcohol is to be sold, the insurance policy shall include Liquor Liability naming Douglas County as additional insured, with the same aforementioned requirements and minimum limits.
- Depending on the nature of the event, the Department may require that security services be provided as a condition of application approval.
- Individuals or groups causing damage or excessive wear and tear to any building, grounds, fixtures, furniture, or park facility shall be required to reimburse the County for all costs involved to clean, repair, restore or replace the affected area to its original condition prior to the reservation use.
- Smoking is prohibited in all County buildings.
- Please include the time needed to set up, breakdown and clean up from your activity on the application.

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### Additional Information

- <u>Reservation Application</u>
- Current Fees and Deposits



COMMUNITY SERVICES PARKS & RECREATION

▲ Parks 1325 Waterloo Lane Gardnerville, NV 89410 (775) 782-9835 Fax (775) 782-5799

▲ Recreation 1327 Waterloo Lane Gardnerville, NV 89410 (775) 782-9828 Fax (775) 782-9844

▲LakeTahoe Kahle Community Center 236 Kingsbury Grade Stateline, NV 89449 (775) 586-7271 Fax (775) 586-7273

Director: Scott Morgan

Mail: PO Box 218 Minden, NV 89423

# **DOUGLAS COUNTY PARKS & RECREATION** FACILITY APPLICATION AND USE PERMIT

| Name of Group/Organization                         | Work Pho                                    | ne                           |            |  |
|--|---|------------------------------|------------|--|
| Mailing Address of Group/Organization              | ng Address of Group/Organization City/State |                              | Zip Code   |  |
| Name of Person Completing Application              | Home Phone                                  | Work Phone                   | Cell Phone |  |
| Mailing Address                                    | City/State                                  |                              | Zip Code   |  |
| Facility Requested (Name of area to be used)       | · · · · · · · · · · · · · · · · · · ·       |                              |            |  |
| Requested Dates                                    | Requested Time (T                           | Requested Time (To and From) |            |  |
| Type/Name of activity to be conducted              |   |                              |            |  |
| Anticipated number of participants                 |   |                              |            |  |
| What (if any) vehicles or equipment will be brou   | ght into the facility?                      |                              |            |  |
| Nature and duration of any amplified sound         |   |                              |            |  |
| Do you request the privilege for alcohol consum    | ption?                                      | Yes                          | No         |  |
| f yes, will alcohol be sold?                       |   |                              | N          |  |
| County services that will be required (including I | lights, electrical outlets, etc.)           | Yes                          | No         |  |
|  |   |                              |            |  |
|  |   |                              |            |  |
|  |   |                              |            |  |

#### IMPORTANT FACILITY INFORMATION NO PHONE RESERVATIONS

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. ALL GROUPS WILL BE EXPECTED TO COMPLY WITH ALL DOUGLAS COUNTY PARK RULES AND REGULATIONS WHEN USING COUNTY FACILITIES. TITLE 13 OF THE DOUGLAS COUNTY CODE OUTLINES THESE RULES. A COPY OF THE RULES IS AVAILABLE AT THE LAMPE PARK ADMINISTRATION OFFICE.

- 1. Fees, deposits and conditions of the application to reserve any Douglas County Park facility must be filled out ten (10) days prior to the requested day of use. All applications are reviewed and subject to approval by the Park Superintendent.
- 2. Rules prohibiting the presence of dogs or animals and use of any glass beverage containers will be strictly observed and enforced. Exceptions to this include Seeing Eye dogs with masters and any special activity previously authorized by Park Superintendent.
- 3. Violation of any established rules or regulations regarding facility usage are contract infractions and are subject to immediate termination of the application by the Park Superintendent or his representative thereof.
- 4. Douglas County, its employees and representatives, shall be held harmless for damage or loss of applicant's or group's property and equipment and for any personal injury or loss incurred by the applicant or by the group's personnel, employees or participants. Applicant or groups shall be obligated to reimburse Douglas County for all expenses incurred by the County in the event of legal action taken against your organization or group.

5. The user of the facility covered by this permit MUST have the approved application in possession during time of use.

# AGREEMENT

1,

Name of Individual

\_of the \_\_\_

Name of Organization

am familiar with the rules and regulations regarding use by the public of parks and other recreation areas and agree on behalf of the organization to abide by all provisions thereof. I, furthermore, agree to be responsible and liable on behalf of the organization, for any damages occurring to County property as a result of our use.

| Signature  |  |
|--|--|
| THIS APPLICATION GRANTS NO PRIVILEGES UNTIL VALIDATED<br>APPROVED IS FIRM AND CANNOT BE CHANGED WITHOUT DEPA | AND RETURNED TO YOU. NOTE: THIS SCHEDULE, IF<br>ARTMENT APPROVAL IN ADVANCE. |
| Date Received  | Remarks:   |
| Approved:  |  |
| Disapproved:   |  |
| Fees:  |  |
| Deposit:   | Refund Date:   |

| ALL PARK FACILIT  | IES                                      |         |
|---|--|---------|
| LOCATION  | FEE / CHARGE<br>BY EVENT<br>AND FACILITY | DEPOSIT |
| Tournament Fees   |  |         |
| Field Use {1} Mon - Fri<br>Sat / Sun / Holiday                      | \$25/day/field<br>\$50/day/field         |         |
| Chalk   | \$8 / bag                                |         |
| Lights (when available) {2}   | \$50 / field / night                     |         |
| Tournament Deposit  | <b>X</b>                                 | \$200   |
| Total Minimum<br>Tournament Fee*<br>*Kahle & Zephyr Cove Parks Only | \$250/ day / field                       | \$300   |
| Field Use Fees  |  |         |
| Individual Use {3} - Fields   | \$5 / hour / field                       |         |
| Private Leagues   | \$5 / hour / field                       | \$100   |
| Infield Preparation*<br>*Based on Staff Availability                | \$75/ preparation                        |         |
| Lights (when available) {3}   | \$25 / hour / field                      |         |
| Event   | \$300/ Day                               | \$200   |

{1} County will provide mat drag, rakes, hoses, template, chalker and bases. Facility user may bring in own equipment for field preparation. However, no cars or trucks are allowed. Outside small equipment such as a quad or golf cart are permitted with a licensed driver minimum age of 18. Failure to comply with regulations will lead to loss of deposit.

{2} Not included in minimum tournament fee & entire facility rentals

3 Includes a team game or practice

| Banners / Advertising    |                        | İ |
|--------------------------|------------------------|---|
| Adult Softball Fields    | \$300 / Field / Season |   |
| Outfield Fences Only {4} |                        |   |

{4} Banner Design to be approved by Department. Department is not responsible for loss of or vandalism to banner. Banner owner is responsible for banner storage and banner maintenance/replacement needed due to damage, theft or loss.

| lennis Court Rentals |  |
|----------------------|--|
| Tennis Court Rentais |  |
|                      |  |
|                      |  |

| Individual Use           | \$2 / hour / ct    |      |
|--------------------------|--------------------|------|
| Tournaments/ Club Events | \$30 / court / day | \$50 |
| Commercial Use Permit /  | \$50 / Month or    |      |
| Lessons {5}              | \$300 / Year       |      |

{5} Allows permit holder use of courts during non-peak times on a first-come, firstserved basis. Permit holders must follow posted tennis court use guidelines. Tennis instructors must be certified by a recognized association (i.e. USTA) with appropriate insurance coverage.

| Other Facilities / Uses                  |                                     |  |
|--|-------------------------------------|--|
| Picnic Tables                            | Limit 3 tables<br>\$0 / Table / Use |  |
| Commercial Balloon<br>Launch             | \$15 / Launch or<br>\$90 / Month or | \$50<br>\$90   |
|  | \$500 / Year                        | \$200  |
| Alcohol                                  |                                     | <u> </u>   |
| Permit for Sale {6}                      | \$50 / Event                        |  |
| Application Fee {6}<br>(Non refundable)  | \$5.00                              | personal de la constante de la c |
| Key Deposit {6}                          |                                     | \$50   |
| Transportation Request<br>Processing {6} | \$20 / Bus or Van                   |  |
| Parking Fee                              | \$2 - \$5 per vehicle by event      |  |
|  | for Class IV use                    |  |

{6} Unless a reciprocal agreement exists to justify no charge, these fees are not waivable, and are separate from any other fee or class imposed. Additional permits may be required by the Sheriff's Office.

| TOPAZ RANCH         |                                       | S*       |           |
|---------------------|---------------------------------------|----------|-----------|
| LOCATION            | BASE FEE                              | FEE      | DEPOSIT   |
|                     |                                       | 2 HR MIN |           |
| Recreation Building | \$30/hour                             | \$60     | <br>\$100 |
| Annual Permit {7}   | \$100/year (<br>\$200/year (2<br>uses | or more  |           |

{7} Annual Permit - Limited to community, non-profit organizations; excluding religious, union, and political organizations.

| CARSON VAL | LEY SENIC | R CEN | TER     |  |
|------------|-----------|-------|---------|--|
| LOCATION   | BASE FEE  | FEE   | DEPOSIT |  |

|                    |           | 2 HR MIN |       |
|--------------------|-----------|----------|-------|
| Multi-Purpose Room | \$25/hour | \$50     | \$100 |

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| ZEPHYR COVE PARK   |           |                 |  |         |  |  |
|--|-----------|-----------------|--|---------|--|--|
| LOCATION   | BASE FEE  | FEE<br>2 HR MIN |  | DEPOSIT |  |  |
| Group Picnic Area (GPA) (BBQ's, sand volleyball, and horseshoe |           |                 |  |         |  |  |
|  | \$25/hour | \$50            |  | \$100   |  |  |
| Pavilion A or B  |           |                 |  |         |  |  |
|  | \$20/hour | \$40            |  | \$50    |  |  |
| Pavilion A and B   | •         |                 |  |         |  |  |
|  | \$35/hour | \$70            |  | \$50    |  |  |
| <b>Combination Pavil</b>                                       | ions/GPA  |                 |  |         |  |  |
|  | \$400/day |                 |  | \$200   |  |  |
| Entire Facility<br>(excludes tennis courts)                    |           | \$1,000/day     |  | \$1,000 |  |  |

| LAMPE PARK               |             |                |              |            |
|--------------------------|-------------|----------------|--------------|------------|
| Group Pavilion           |             |                |              |            |
|                          | \$35/hour   | \$70           |              | \$100      |
| <b>Group Picnic Area</b> | #1 (Pavilio | n, sand volle  | yball, and h | orseshoes) |
|                          | \$50/hour   | \$100          |              | \$200      |
| Group Picnic Area        | #2 (Sand v  | olleyball, (3) | picnic table | s, BBQ's)  |
|                          | \$25/hour   | \$50           |              | \$50       |
| Entire Facility          |             | \$1,000/day    |              | \$1,000    |

| KAHLE PARK      |           | т продокти и селото на селото на селото<br>Подруги селото Понисти на селото на селот |         |
|-----------------|-----------|--|---------|
| Group Pavilion  |           |  |         |
| 1               | \$40/hour | \$80   | \$100   |
| Entire Facility |           | \$1,000/day  | \$1,000 |

| RANCHOS AS      | PEN       | a dada se nga pangan se sen<br>Nga nga Agusta Se nga pangan sen | e a discus estas s<br>Receptor estas en original |         |
|-----------------|-----------|---|--|---------|
| Group Pavilion  |           |   |  |         |
|                 | \$25/hour | \$50  |  | \$50    |
| Entire Facility |           | \$1,000/day   |  | \$1,000 |

| JOHNSON LA     | NE |
|----------------|----|
| Group Pavilion |    |

|                 | \$25/hour | \$50        | \$50        |
|-----------------|-----------|-------------|-------------|
| Entire Facility |           | \$1,000/day | <br>\$1,000 |

| Option 2 | 20% of     | gate                                     |       |       |
|----------|------------|--|-------|-------|
| Option 1 | \$100/hour | \$200                                    | \$800 | \$500 |
| SKATE FA | CILITY     | o bacalenti Antona<br>Norregio de la com |       |       |

| STODICK PAR     | K  | ingen en e  | andre<br>Statestante de la casa antica de la casa de |
|-----------------|--|--|--|
| Group Pavilion  | an a | energy and replace energy and replaced and replaced and replaced and replaced and replaced and replaced and re |  |
|                 | \$25/hour                                | \$50   | \$50   |
| Entire Facility |  | \$1,000/day  | \$1,000  |

| HERBIG PARK (                | Undeveloped)            |       |
|------------------------------|-------------------------|-------|
| Entire Facility*             | \$500/event (7 day max) | \$500 |
| *Does not include Skate Faci | lity                    |       |

| *Does | not | includ | e Skate | Faci | lity. |
|-------|-----|--------|---------|------|-------|
|       |     |        |         |      |       |

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| FAIRGROUNDS  |                                      |  |
|--|--------------------------------------|--|
| LOCATION<br># Participants   | BASE FEE                             | DEPOSIT                                |
| Main Arena & Concession {8}  |                                      |  |
| Primary Users (\$250 annual fee pays for access to both Main & North Arenas.)          | \$250 annual fee<br>and \$25 per use | + • • •                                |
| All Other Uses   | \$150 per day                        | \$200                                  |
| Lights<br>No lights available for North arena<br>Fee is not waivable for Primary Users | \$25 per night                       |  |
| North Arena {8}  |                                      |  |
| Primary Users  | \$15 per use                         |  |
| All Other Uses   | \$100 per day                        | \$200                                  |
| {8} Fee includes 1 free arena prep and water   | down before event da                 | uily.                                  |
| Horse Stalls   |                                      |  |
| Department provided stalls   | \$15/head/day                        | \$50                                   |
| Pole Barn  | \$50 per day                         | \$50                                   |
| Pavilion   |                                      | ······································ |
|  | \$400 per day                        | \$200                                  |
| Event maintenance*   | \$15/hour                            |  |
| Utility Surcharge - Pavilion use only<br>Fee is not waivable                           | \$30/application                     |  |

| Comping |                     |
|---------|---------------------|
|         | 5 per day per linit |
|         |                     |
|         |                     |

\*For additional maintenance beyond normally scheduled work hours of staff assigned to the facility.

| Miscellaneous   |                          |       |
|---|--------------------------|-------|
| Tractor   | \$50 per hour<br>metered |       |
| Water truck   | \$50 per hour<br>metered |       |
| The Department reserves the right to charge for parking |                          |       |
| Entire Facility*  | \$500 per day            | \$500 |

\*Excluding stalls, event maintenance and miscellaneous services. Facility deposit may be doubled per Section 206 regarding the consumption of alcohol.

# **MODEL AIRPLANE COMPLEX**

• • \*

| Entire Complex | \$2 per car   | \$100 |
|----------------|---------------|-------|
|                | \$25 per hour |       |
|                | \$200 per day |       |

# SHOOTING RANGEEntrance Fee\$2 per carAnnual Pass\$50 per car

# **Gardnerville Town Board**



# AGENDA ACTION SHEET

- 1. <u>For Possible Action</u>: Discussion and possible action to allow a street closure for a Farmers Market which will be held adjacent to Heritage Park along Ezell Street each Saturday from October 6, 2012 to November 8th, including waiving the Town's 60-day application requirement under the Town's Street Closure Policy. This is not an request for exclusive use of Heritage Park. The park will remain open to the public during this event. Public comment prior to Board action.
- 2. Recommended Motion: Approve the application for a Farmers Market to be held adjacent to Heritage Park along Ezell Street each Saturday from October 6, 2012 to November 8, 2012 and waive the 60-day application requirement under the Town's Street Closure Policy.

Funds Available: Ves V/A

3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: October 2, 2012 Time Requested: 15 minutes
- 5. Agenda: Consent Administrative

Background Information: Attached is the application for a Farmers Market to be held on Ezell Street each Saturday from October 6 through November 8, 2012. Main Street Gardnerville has been trying to get a Farmers Market on Main Street for quite some time. This is a great opportunity to bring residents and visitors into Gardnerville and to Heritage Park. These folks wanted to have an event on September 29<sup>th</sup>, but with the policies in place, the organizers of this event would not be able to hold this event until December 2012, a little late for a farmers market. The Ezell Street closure on Saturdays will require minimal effort from staff. Per the policy, this is a Board decision. Staff will also notify Dispatch of the closure prior to the event.

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

Approved Denied └ Approved with Modifications └ Continued

<sup>7.</sup> Board Action:



۰.

Application for Special Event/Street Closure/Exclusive use of Heritage Park 1407 Highway 395 Gardnerville, Nevada 89410 (775) 782-7134 (775) 782-7135 Fax

| Date of Application: Sept. 18,2012   |
|--|
| Location of Event/Activities: <u>HUTITAGE</u> Park<br>(submit letter of property owner's permission fevent is to be held on private property)                    |
| Street(s) proposing to be closed: Portion of Heritage PATK druce way<br>(US 395, SR756 require NDOT permission * Waterloo/Toler/Elges require County permission) |
| Requesting use of Heritage Park? Yes_VNo   |
| Organization: $MRKET 395$ Corporation: Yes No $V$ (if a corporation is applying for use, a copy of the Articles of Incorporation must be attached).              |
| Contact Person: Miguel Vega 775-740-6998   |
| Home Telephone #: 303-815-6012 Business Telephone # 303-815-6712 Fax #:  |
| Mailing Address: 1210 Jo Lane, Gavelnerville, NV 89410   |
| Type of Activity Park will be used for: Community MARKET - Public Event  |
| Will alcohol be sold or served? YesNo Band or amplified music? Yes 🖌 No  |
| This event is Non-Profit For Profit_V Closed to Public Open to Public_V  |
| Will a fee be charged to attend the event? Yes $No$  |
| Will a fee be charged to attend the event? Yes No $2000000000000000000000000000000000000$  |
| Event hours: 10am · 3pm .  |
| Describe proposed event, concessions, fund-raisers, etc: Vandur Market<br>open to local farmers, Artisans, Artists + merchants.                                  |
| Event Insurance Carrier & Telephone #: BCDENSTEIN INSURANCE<br>775-782-3030  |

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| Event Security Plan: Utilize local sheriff as needed, remove<br>street barrier to provide Access it necrossary, iso hired   |
|---|
| (Submit Douglas County Sheriff's Office authorization and approval)   |
| Water and Sanitation Plan if food is being sold or consumed during event: EACH VEADOR<br>responsible for bringing own water & value Sanclard Sanitation<br>measures. Value parts frosh bins if needed.  |
| Event Clean-up/Sanitation/Garbage Plan: Organizer will Empty frush cans<br>in provided Dumpster, Will Ensure, debris in partier surrounding<br>areas are picked up during event of At End of event<br>(garbage dumpsters/porta-a-cans/restrooms/etc.) |
| Fire/Emergency Medical Services Plan: Can Services if needed. Market<br>manager will Ensure ACOCS & be point of contact,<br>(Submit East Fork Fire Protection District authorization and approval)  |
| Event Parking Area: Heritage Park Designated parking Area.<br>(Heritage Park Parking MUST remain open for visitors at at times)   |

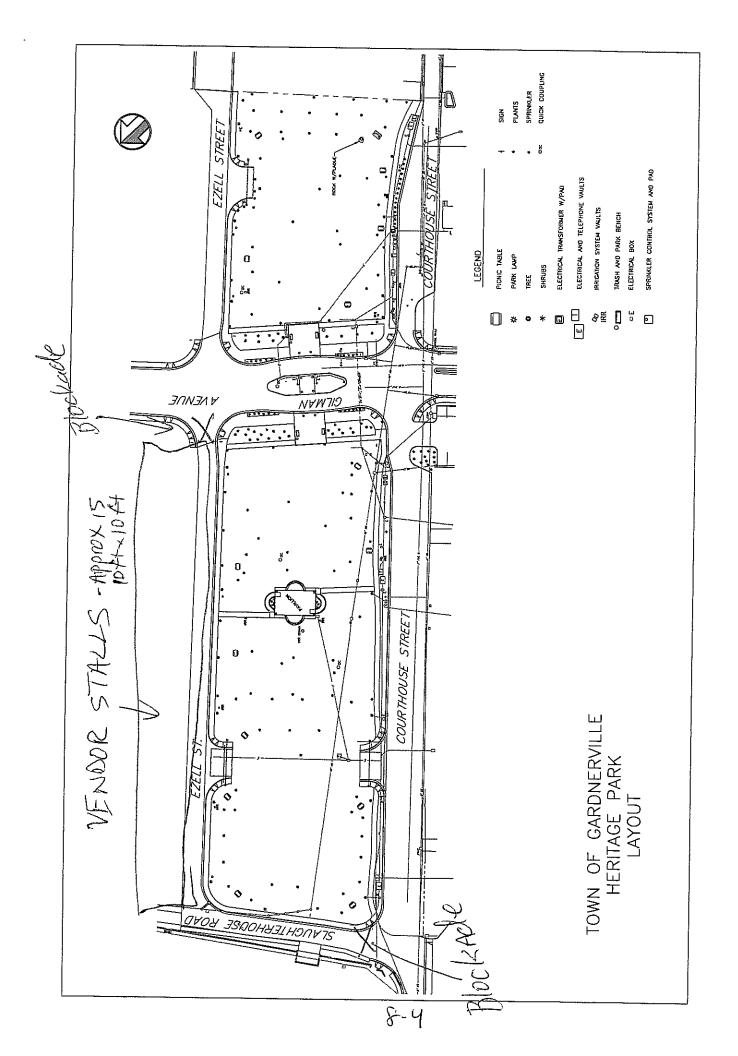
Event Layout: Applicants MUST provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.

Waiver of Liability: Said group agrees that it shall indemnify, defend and hold harmless the Town of Gardnerville and Douglas County from any and all expenses or damages which may occur, or liability that it may sustain, including reasonable attorney's fees, administrative costs, and court costs, by reason of the Town's permission to said group for conducting referenced event at denoted location. Said group, through its representative, hereby agrees to abide by the conditions of approval of the Town Board and any other conditions that may be set forth by Douglas County.

| Date: SCP 18, 2012 Signature: Multipa<br>Printed name above: Muguel Vega                                       | <u></u> |
|--|---------|
| (Town Office Use Only)   |         |
| Deposit amount Paid: Date Processed:<br>Receipt Number: Facility Reviewed:<br>Scheduled for Town Board Agenda: |         |

Approved:\_\_\_\_\_\_ Scheduled for Douglas County Commissioner Agenda:\_\_\_\_\_\_ Approved:\_\_\_\_\_\_ Deposit Returned:

A copy of the approved form MUST be at the event



### **AGENDA ACTION SHEET**



- 1. <u>For Possible Action</u>: Discussion on providing a Town sponsored Fireworks display for two events;
  - a. The Christmas Kickoff, November 28th,
  - b. Fourth of July event, with public comment prior to Board action.
- 2. Recommended Motion: Motion to (approve or deny), staff to proceed with the planning of the events to include the fireworks display. Approve the Town manager to execute the contract with Lantis Fireworks and Lasers

Funds Available: Ves N/A

Funds can be augmented from 610- -227-408 deferred revenue special event, which are the park use fees collected over the years, and additional sponsorships can be obtained.

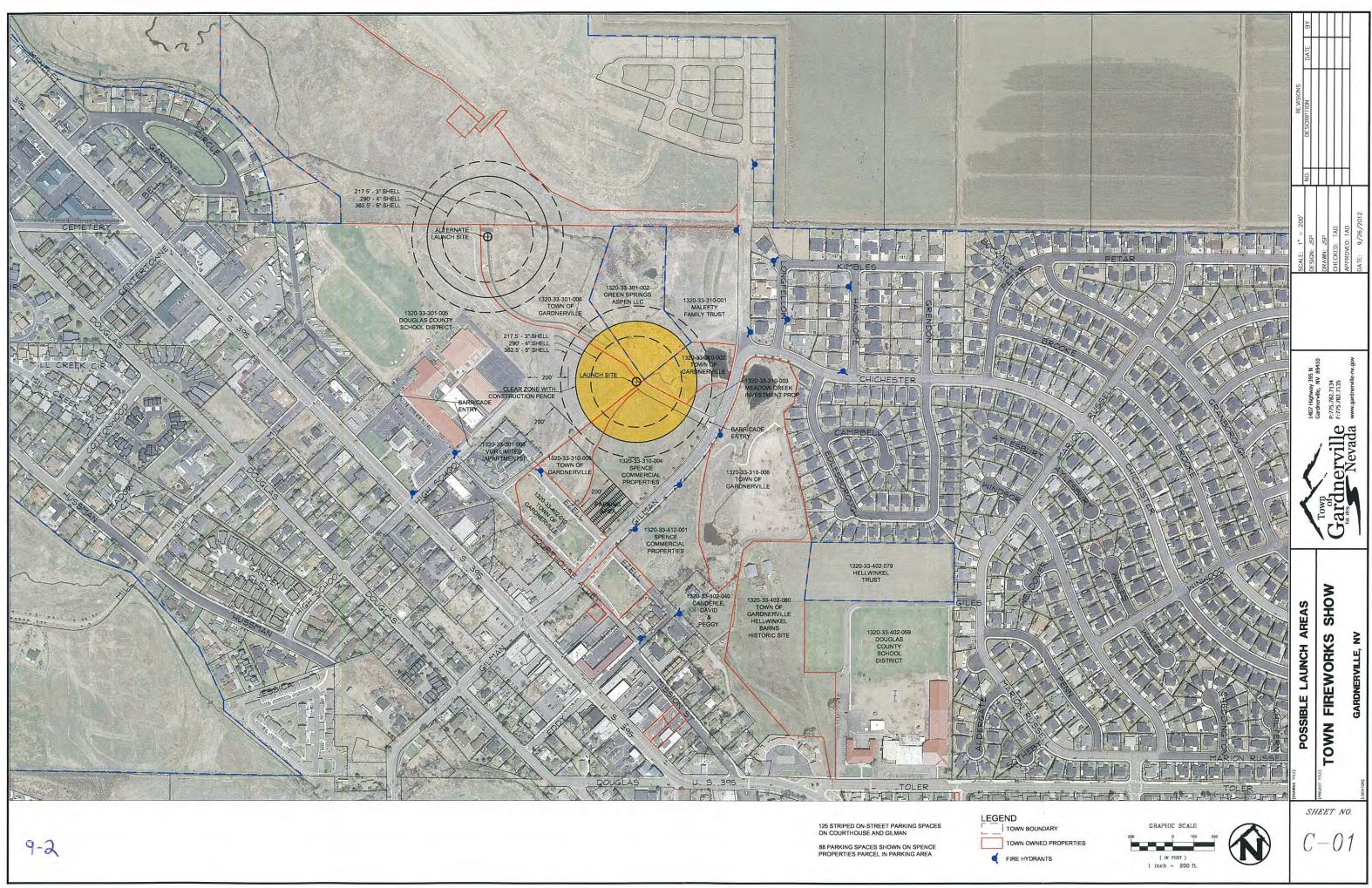
- 3. Department: Administration Prepared by: Tom Dallaire
- 4. Meeting Date: October 2, 2012 Time Requested: 20 minutes
- 5. Agenda: Consent Administrative

Background Information: We discussed the possibility of having a fireworks show for the Christmas Kickoff or Parade of Lights, and possibly having a new Fourth of July event sponsored by the town but making it a Carson Valley event. We have met with Lantis Fireworks and Lasers, which put on the show and they are excited about the opportunity. The Christmas Show will cost \$8,000 and staff will start searching for sponsors for the fireworks portion of the event. We will still hold the Christmas Kickoff, it will just include an additional program of fireworks to end the nights activities. The 4th of July event could potentially cost \$15,000 to \$20,000 to hold a 15 to 20 minute fireworks show. We are looking at about \$1,000 to \$1,200 per minute of show. Our hope would be to get the show fully funded by June. Then we can determine, with the donations received, and possibly modifying the show accordingly with the money raised. There has never been a fireworks display in the valley on the 4th of July and this task has been attempted on several occasions. We need to start planning now in order to raise that kind of funding and create an advertising and sponsorship campaign. Staff hopes to start advertising the 4th of July event after the Christmas Kickoff.

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

Approved Denied ☐ Approved with Modifications □ Continued

Agenda Item # 9



#### Show # 12303

## FIREWORKS DISPLAY CONTRACT AND PURCHASE ORDER

THIS CONTRACT, entered into on September 25, 2012 and between LANTIS PRODUCTIONS, INC. (a Utah corporation hereinafter referred to as LANTIS), and Town of Garnerville Nevada of (hereinafter referred to as CLIENT).

WITNESSETH: LANTIS agrees to furnish the CLIENT, in accordance with the terms and conditions hereinafter set forth, a Fireworks Display Show as per our proposal made a part hereof, including the services of a licensed and trained Pyrotechnician to take charge of and fire the Display.

CLIENT shall pay LANTIS the sum of Eight Thousand and No/100 (\$8,000.00) DOLLARS, in United States Currency, according to the following terms and conditions:

1. Due upon execution of contract \$4,000.00

2. Check due time of show \$4,000.00

All sums due herein shall be mailed directly to the corporate offices of Lantis Productions Inc., P.O. Box 491, Draper, Utah 84020, unless otherwise directed in writing.

Note: Balance due at time of show must be given to the authorized representative of LANTIS before said show will be commenced.

The said display is hereby scheduled to be performed on November 28, 2012. The display may be cancelled by CLIENT up to ten (10) days before display's date. At this time only the cost of the set pieces (if applicable) and permit fees will be paid for by CLIENT. If for reasons other than adverse weather conditions the display shall be cancelled within the ten (10) days prior to the show date, the CLIENT agrees to pay an amount equal to one-half of the total contract amount as a cancellation fee.

If the scheduled presentation of the show is delayed due to adverse weather conditions, or other circumstances beyond the reasonable control of either LANTIS or CLIENT, each shall bear an equal share (i.e., 50%) of all "out-of-pocket" expenses incurred by LANTIS due to the delay. Such expenses shall include, but shall not be limited to, additional lodging, meals, Pyrotechnician fees, permits, vehicle rentals, and equipment rentals (if any) incurred by authorized representatives of LANTIS necessary to present the show.

CLIENT hereby agrees that any show so delayed must be presented within 10 calendar days of the originally scheduled date without incurring additional expenses except as detailed in the paragraph above. If the presentation of the show is delayed beyond ten (10) calendar days from the originally scheduled date, this contract shall be subject to renegotiation between LANTIS and CLIENT.

CLIENT agrees to provide and furnish a suitable place to display the said fireworks. LANTIS, on behalf of CLIENT, will secure all required state and/or local fireworks permits. Any required marine permits will be obtained by LANTIS on behalf of the CLIENT. CLIENT will obtain any required <u>event</u> permits, and will arrange for any security bonds as required by law in CLIENT'S community when necessary. CLIENT agrees to furnish necessary and adequate police and/or private security, fire and other necessary protection for proper crowd control, auto parking control, and proper security around the designated safety area during the set-up, during firing, and for a minimum of thirty minutes following show completion.

Any vehicles or personal property located within the designated safety area shall be removed at the CLIENT'S Expense. Any damage or destruction of vehicles or personal property left remaining in the designated safety area shall be the sole responsibility of the CLIENT.

CLIENT hereby acknowledges and agrees that the LANTIS Pyrotechnician, the CLIENT, or Local Fire Authority, shall have the right to delay the start of, or terminate the firing of, the Fireworks Display Show if, in any one of the individuals' reasonable judgment, unsafe conditions exist as detailed in the LANTIS Safety Procedures Manual, NFPA 1123 Guidelines, or other applicable local law or regulation.

LANTIS shall provide insurance coverage for the following amounts and specified risks only:

Bodily Injury and Property Damage, including Product Liability of \$2,000,000.00.

Under the provisions of our insurance coverage, this protection shall be extended to the CLIENT and additional insured only upon receipt by LANTIS of a properly executed original copy of this contract.

It is agreed that this contract shall be governed by the laws of the State of Utah. Should any legal action be brought to enforce or interpret the terms or provisions of this Contract, any court of competent jurisdiction shall be proper venue for such an action. Interest at 2% per month (AN ANNUAL PERCENTAGE RATE OF EIGHTEEN PERCENT PER ANNUM A.P.R. 24%) will be charged on all accounts past due, and the Client agrees to pay the same. If any legal action is brought to enforce or interpret the terms or provision of this Contact, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief they may be entitled to. It is further agreed that nothing in this Contract shall be construed as forming a partnership, the parties hereto being severally responsible for their own separate debts and obligations, and neither party shall be held responsible for any agreement not stated in this Contract. The parties hereto do mutually and severally guarantee the terms, conditions and payments of this Contract and these articles shall be binding on the parties themselves and on their heirs, executors, administrators, successors and assigns. CLIENT further warrants that the signature affixed hereto on their behalf is properly authorized to execute such documents and incur such obligations on behalf of the CLIENT. CLIENT further agrees that none of the provisions of this contract may be changed or modified in any way without the express written permission of LANTIS.

**Additional Provisions:** 

IN WITNESS WHEREOF, the parties hereto, by and through their duly authorized agents, have set their duly authorized signatures and seals the dates and places indicated below.

LANTIS

Executed on behalf of LANTIS PRODUCTIONS INC. on September 25, 201 at Fairfield, UT.

,

Lantis Productions Inc.

by:

Kenneth L. Lantis, President

CLIENT

| Executed on behalf of | this | day of |
|-----------------------|------|--------|
| at,                   |      | -      |

| by: |  |
|-----|--|
|     |  |

Title: \_\_\_\_\_

# **CLIENT COMMUNICATIONS DATA**

Lantis Productions Inc.

Show # 12303

| Please provide requested informatic<br>Lantis Productions Inc. Fairfield, Uta | on to assure constant and immediate comn<br>ah and the Show Sponsor | unication with   |
|---|---|------------------|
| Show Sponsor: Town of Gardnerville  |   |                  |
| Billing/Address:  |   | -                |
| Show Date: November 28, 2012  | Approximate TimeAM / PM   |                  |
| Show Location:  |   |                  |
| Lantis Productions representative she   | ould contact the following person or persons f                      | or instructions: |
| Primary Contact   | 2 <sup>ND</sup> Alternate   |                  |
| Name  | Name  |                  |
| Address   | Address   |                  |
| City, State, Zip  | City, State, Zip  |                  |
| Phone Office<br>Home<br>Cell  | Phone Office<br>Home<br>Cell  |                  |
| Specific Address of Display Site  | ,   |                  |
| Routing to Location from Major Hig  | hway:   | _                |
| Extremely Important   |   |                  |
| _<br>Approximate Distance: M  | iles  |                  |
| Additional Comments.  | _Use reverse side if needed.  |                  |

# INSURANCE CERTIFICATE REQUISITION Lantis Productions Inc

| Show # 12303                              |                   |   |
|---|-------------------|---|
| Client Name: Town of Gardnerville         |                   |   |
| Address:                                  |                   |   |
| Display Date: November 28, 2012           | Approximate Time: |   |
| Location of Display                       |                   |   |
| Exact Names of those to be insured:       |                   |   |
| Name of Site Property Owner:              |                   |   |
| Insurance Certificate is to be issued to: |                   |   |
| Title: Phone:                             |                   | - |
| Address:                                  |                   |   |

This form must be returned with your signed contract in order for the Insurance Certificate to be processed. Our Insurance Carrier requires that we have this form in addition to the signed contract prior to the Certificate being issued and the coverage extended to the show sponsor(s).

The Insurance Carrier also requires that a diagram of the display show site and a description of the surrounding properties be submitted before the show. Please attach this diagram to this form. If you have any questions, please contact our Corporate Office at 1-800-443-3040 8 a.m. to 5 p.m. Mountain Time.

# PROPOSAL FOR A FIREWORKS DISPLAY

For

Town of Gardnerville 1407 Highway 395N, Garnerville, Nevada 89410

#### TO BE HELD

November 28, 2012

Submitted by Lantis Fireworks and Lasers P.O. Box 491 Draper, UT 84020 1-800-443-3040

#### DISPLAY FIREWORKS PROPOSAL

Lantis Fireworks and Lasers appreciates, the opportunity to submit a proposal for a fireworks display for the Lyon County Fair.

The enclosed proposals outline the fireworks materials that will be provided for you:

#### Proposal \$5,000 Fireworks Site #1

| Main Program |      |   |
|--------------|------|---|
| 150 each     | 2.5" | Premium Assorted Shells                             |
| 30 each      | 2.5" | Premium Finale Shells                               |
| 15 each      | 2.5" | Premium Salute Shells                               |
| 140 each     | 3"   | Premium Assorted Shells                             |
| 30 each      | 3"   | Premium Finale Shells                               |
| 20 each      | 4"   | Premium Assorted Shells                             |
| 3 each       |      | Multi-Shot Cake Items<br>With over 400 shot effects |

#### This will be a total of 365 individual shots with over 400 shot effects.

The cost for this show is \$8,000. Lantis has discounted the show for the Town of Gardnerville.

This will include the services of a professional, licensed Pyro and crew to set up, shoot show and do the necessary clean up after, transportation, our \$2,000,000 insurance policy and all permitting. We have also listed the shells by general description, size, and quantity. Aerial shells suitable for the firing site and your budget will include.

**Premium shells** consist of basic colors and shapes, including chrysanthemums willows and peonies in a variety colors, diamonds, bouquets, and titanium salutes. Also included are variations on classic chrysanthemums and peonies that change color or feature glittering patterns. There will also be rings or a variety of palms, hearts, bowties, tourbillions, strobes and comets. Generally if you take the size of shell in inches and times by 100', that is your break height and then take your shell size and times by 12' for your bloom width.

**Multi Shot Items** consist of basic colors and shapes including chrysanthemums, willows and peonies. These items are designed to keep the sky busy and exciting. A host of these items are also multi break, meaning, they will give a large effect and then many smaller effects. The same measurement formula applies for height and break size. Fans will give horizontal skyline coverage.

Please call me at the corporate office at 1-800-443-3040 with any questions or concerns you might have. We are looking forward to doing business with you.

# **REQUEST FOR DIAGRAM OF FIRING AREA** Lantis Productions Inc.

Show # 12303

**Dear Customer:** 

In an effort to better understand and plan for your fireworks display show, it is of the utmost importance that you supply our office with a diagram or map of the proposed display site and the surrounding areas in all directions.

The map should show distances (in feet) from spectators and parking areas as well as buildings wires and overhead obstructions. We need to receive this information before we can apply for permits and insurance.

Preparation and planning can bring out the best in a fireworks display. It can also reduce accidents. Thank you for your cooperation and attention to this matter!

Lantis Productions Inc.



Invoice No.

12303

P.O. Box 491 Draper, Utah 84020 801-768-2255 fax 801-768-2433

INVOICE -

| NV Zip 89410 | Rep<br>FOB<br>Unit Price | TOTAL      |
|--------------|--------------------------|------------|
| iption       | Unit Price               | TOTAL      |
|              |                          |            |
|              | \$8,000.00               | \$8,000.00 |
|              |                          |            |
|              |                          |            |

| Payment Det        |         | Chinai | SubTotal               | \$8,000.00 |
|--------------------|---------|--------|------------------------|------------|
| O Cash             |         | Taxes  | ng & Handling<br>State | \$0.00     |
| Check     Credit C | ard     |        | TOTAL                  | \$8,000.00 |
| Name<br>CC #       |         | Offic  | e Use Only             |            |
|                    | Expires |        |                        |            |

Thank You

# Music Request Form

This form has been created to aid with the design and editing of the music for your fireworks display. Please be detailed in your responses and answer as many of the questions as you can.

| What is the length of the display?   | ✓ 5 min<br>□ 25 min | 10 min<br>30 min | 15 min<br>Other (Pleas | 20 min<br>se specify) | min |
|--|---------------------|------------------|------------------------|-----------------------|-----|
| Is there a theme for the display?<br>If Yes – Please specify:                    | Yes                 | ⊡No              |                        |                       | _   |
| What is the targeted age group tha<br>Under 16 16-25 26-35                       | t will be vie       |                  | lay?<br>56-6566        | 5-75 75+              |     |
| What Genres of music would you li Blues Country Electronic Other Please Specify: |                     |                  | ` ` `                  | Rock                  |     |
|  |                     |                  |                        |                       |     |

Please list any songs, along with the artist, that you would like included in the cut:

Please list any other details that you think would be valuable to creating the cut:

Please save this form as Music Request-[display name] and e-mail the completed form to: bryan@lantisfireworks.com



#### Permission of use of Land

Lantis Productions Inc. / Lantis Fireworks and Lasers

| is permitting the use of his land                              |
|--|
| for the purpose of fireworks display.                          |
| will be named as additional insured for the fireworks display. |

Property Owners Signature:

Property Owners:

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

Town of Gardnerville 1407 Highway 395N, Garnerville, Nevada 89410

#### **Gardnerville Town Board**

#### **AGENDA ACTION SHEET**



- 1. <u>Title</u>: For Possible Action: Board discussion and possible action to determine a maximum not to exceed bid for the purchase and acquisition of real property located at 1395 Highway 395, APN: 1320-33-402-075, within the Town of Gardnerville and Main Street District, currently know as the Eagle Gas Station, with public comment prior to Board action.
- 2. Recommended Motion: Motion per the discussion of the Board. Staff would recommend setting a maximum bid price they are willing to spend for the property. Motion to approve the Town Manager to bid on the subject site and to bid a maximum bid of \$175,000 plus authorize the payment of the back taxes due to Douglas County of \$25,334.64 and authorize the Town Board Chairman to sign any documents on behalf of the Town for this property acquisition.

Funds Available: Ves N/A

3. Department: Administration

**Prepared by: Tom Dallaire** 

- 4. Meeting Date: September 26, 2012 Time Requested: 20 minutes
- 5. Agenda: Consent Administrative
- 6. **Background Information:** This Eagle Gas station property is being auctioned off at the county courthouse on Wednesday, October 3<sup>rd</sup> at 10:30 am. The property has been abandoned in the past, and was recently painted, modified and re-opened for business around June 2011. The site was not improved with sidewalks and parking to support the newly remodeled and added retail/convenience store and the operators just recently installed a 1000 gallon propane tank with used bollards in the parking area of the facility, without obtaining a permit from the county. Propane has not been delivered to the site to sell as of today, and a permit application is on hold at the county pending the outcome of the auction. Staff has invested much time trying to keep the current business operators current on the Health and Sanitation bills. The prior operators of the gas station (Eagle Gas also) owe the town \$408.00 for past services rendered from 2008 prior to closing the facility.

The reason this is before the Board, is to discuss acquiring the property which is identified in the March 2007 Gardnerville Parking District Strategy, part of the Gardnerville Plan for Prosperity. This is shown on the plan as phase one of several phases and staff has prepared a preliminary plan of what that parking area would or could look like. The adjacent properties were also identified on the plan as additional parking area. This document identifies that the parking district is critical to the future success of reinvestment in Old Town Gardnerville. (See the attached staff report for more information.)

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

Approved Denied ☐ Approved with Modifications ☐ Continued

V/A



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

#### MEMORANDUM

Date: September 24, 2012

To: Gardnerville Town Board

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

Subject: To determine a maximum not to exceed bid for the purchase and acquisition of real property located at 1395 Highway 395, APN: 1320-33-402-075, within the Town of Gardnerville and Main Street District, currently know as the Eagle Gas Station.

## I. TITLE:

<u>For Possible Action</u>: Board discussion and possible action to determine a maximum not to exceed bid for the purchase and acquisition of real property located at 1395 Highway 395, APN: 1320-33-402-075, within the Town of Gardnerville and Main Street District, currently know as the Eagle Gas Station, with public comment prior to Board action.

#### **II. RECOMMENDATION**

Staff recommends to the Gardnerville Town Board to acquire the property in one of two ways;

- 1. Bid on the property during the opening bidding bank foreclosure process, IF there are other bidders on site actually bidding.
- 2. Wait for the bank to take the property back, and the county will start the 90 day noticing period on the tax sale, and the county commissioners can deem the property of interest to the community and if approved by the County Commissioners the property can be deeded over to the town for the good of the community.

## **II. BACKGROUND INFORMATION AND RESEARCH.**

The parcel was identified as being sent to auction on Friday September 14<sup>th</sup>. Town staff contacted the bank in an effort to find out what the minimum bid was to be. A week later they contacted staff and thought the minimum bid would be starting at \$200,000. We were somewhat interested in that property at that price. It will be a stretch for the town funds and current CIP projects that are on the books. Last Thursday the bank contacted staff and determined the minimum bid to be \$100,000. For that price the parcel acquisition could be possible.

The bank has done their homework on the parcel and provided the town with a Phase I environmental report dated March 27, 2012 prepared by Krazan & associates, Inc, out of Clovis California. The staff summary of the report is below. The appraisal of the property indicated the "AS-IS" site value at \$390,000 and the "Liquidation Value" at \$220,000. This report would not be provided to the town at the time requested. The proposed minimum bid was set at \$100,000.

## **III. DISCUSSION AND EVALUATION**

#### **Property Summary:**

APN: 1320-33-402-075
1395 Highway 395, Gardnerville NV 89410
0.39 acres site
1,218 SF convenience store – Used to be a dual bay Garage repair – Bay area possibly is filled with concrete now
1,300 SF Steel Canopy
3 Fuel Dispensers with 8 fueling positions

2 – 8,000 gallon tank
1 – 6,000 gallon tank

1 Waste oil Tank (550 gallon tank)
1 Heating oil Tank (variously reported to be 550 to 1,000 gallon tank)
1 above ground Kerosene tank (500 gallon tank)

1 1000 gallon propane tank – never filled to sell propane

## Annual Taxes into the community:

Tax Bill: Total Tax Rate 3.66 - Total Annual Tax Bill 2012-2013 year is \$3,354.61

Of that total bill a few of the entities annual funds (see copy of the tax bill for the entire breakdown)

| \$611.99 |
|----------|
| \$687.41 |
| \$300.82 |
| \$145.92 |
| \$796.48 |
| \$155.82 |
|          |

The property will be sold in "as is" condition. Should the town acquire the property, this site will be taken off the tax roll as public facility.

The Parking District Strategy identified this parcel as costing \$12.00 per sq. ft to acquire, producing a total investment of \$203,860 dollars. This proposed site acquisition comes in at 7.36 - 11.77 sf. Depending on the cost at the auction.

Per the Phase I environmental report: Eagle Gas has a history of non compliance starting in 2005. The fuel and waste oil tanks are in compliance with the 1998 USEPA facility upgrade requirements but Eagle Gas has failed to provide NDEP with updated test results of the tanks. A non-compliance letter was sent to them in November 9, 2010, and we have obtained a copy of the second notice of non-compliance dated September 17, 2012, (see attached letter from NDEP).

The Environmental Phase I report indicates (pg 3, p.1) last test results for the tank tightness was performed in December 2006. The heating and hydraulic oil tanks were not tested at that time, nor does the report indicate a time when those two tanks will be tested. The condition of the sub surface is unknown.

The site had two limited Phase II studies done in late 2004. There was a petroleum hydrocarbon impact in two soil samples that resulted in the contamination to an area of 10 to 15 feet. No further assessment has been performed since that time.

In 2009 Krazan's previous phase I ESA indicated a hydraulic lift in the east bay and assumed a lift was installed in the west bay. This report indicates the floor is now concrete and possibly covers the old vehicle lifts. This is why the hydraulic oil tank is onsite to feed these lifts. I do not believe these have been removed. That would have been a big job for them. The ram itself could be leaking into the ground under the building. The condition of the soil adjacent to these hoists is again, unknown.

(2) 55 gallon drums and (2) 5 gallon containers of unknown petroleum products were stored and appeared to be leaking on the surface of the trash enclosure. It is not determined the extent of the contamination orf leakage of fuel or where those containers ended up.

According to the report (pg 17, p 1) the owner has walked away from the site and cannot be reached.

# **OTHER CONCERNS I HAVE BEEN ASKED:**

Is it the public's responsibility to clean up private property? If private ownership will not clean up the mess then I would say yes. We do not want a potential contaminated site to be ignored forever and grow into a larger contaminated site over the years and possibly contaminate other adjacent sites in the future.

Is Clean up Funding available? There are several sources we can go to for funding this type of project. Community Development Block Grants are being funded still and with the County's participation we can apply for this type of funding; also NDOT corridor improvement grants.

NDEP has the Brownfield program to help with the Phase I and II report preparation. There are some circumstances where they will help with the re development.

Joe with McGinley and Associates, says there is a process to go though once we do own the property. We need to make sure the tanks are part of the Petroleum Fund through NDEP. That may mean testing and paying the fees per tank. This could amount to \$2,000, but once they are in the Petroleum Fund NDEP will help with the cost to have the tanks removed and cleaned up. As a municipality the town would be responsible for 5%, (maximum out of pocket of \$50,000) to have the tanks and clean up of the contamination removed.

## Discussion with Brett from McGinley & Associates

Phase I needs to be done and NDEP needs to accept the report prior to entering into the Brownfield program. May need a reliance letter from Krazan. NDEP provides funding for the assessments and in some cases remediation.

The three fuel and possibly the hydraulic tank can be qualified under the Petroleum Fund to be removed based on the Phase II assessment.

## **FUNDING:**

- 614 fund: Currently available: \$112,000.
- 610 Fund: Currently proposed larger than anticipated funds available for the site: \$100,000
  \$50,000 in redirected funds from this current budget cycle for the Hellwinkel Trench Project.
  \$25,000 revenue over and above the budgeted revenue.

I recommend we use the 614 fund \$100,000 + 610 funds \$25,000 increase in 2012 revenue + \$75,000 in larger than anticipated 2012 funds (not funded Capital projects and parks projects): Total of \$200,000 maximum investment.

**<u>Roads/Traffic</u>**: This is a dangerous site to enter and exit from due to the increase in traffic on 395. Having three (3) access ramps in or out onto 395 from the site is ridiculous. We would propose to improve the curb gutter and sidewalk along the highway and on Mission Street and reduce the in/out driveway movements to two (2) for the entire project site.

**Drainage/Flood Plain:** This is in the AO 1 flood zone. Reducing the site elevation will help the neighboring parcels be reducing the overall flood drainage elevation. We could also participate in a potential storm drain fix with a new ditch and storm drain system back to the proposed Hellwinkel property flood control channel. This was discussed at length at my last meeting with Denny Peters.

**Parking District Strategy:** This document was presented to the Board in March 2007. It identifies this parcel as being one of the proposed phase 1 parking lots within the downtown district. The site was abandoned and has never been available for purchase until now. See the Parking District information for more insight. The parking district was created to help motivate multi-use development within Gardnerville. Parking is an issue for the Mexican restaurant across Mission Street and at the commercial building complex at the northwest corner of Douglas and Hwy 395. The water company just recently put up no parking signs in the dirt parking lot as too many cars were being parked in the lot over night. Both these business locations could use the additional parking area this site would provide.

## **VI. CONCLUSIONS**

I heard about this parcel getting auctioned off in the paper two Fridays ago. I saw it on Monday a week and a half ago. We have been trying since then to get a confirmation from the auction company on how much the beginning bid was going to be. We heard Wednesday afternoon that the site was going to be auctioned, starting at \$100,000.

I contacted Candace to see if the county would have any interest in helping the town with this project. She emailed Mimi; Mimi emailed Doug, Ted, and the assistant DA's. I have discussed this with the Board Chairman (Mr. Paul Lindsay) and he thought we should at least discuss it as a Board. The sale is this next Wednesday at 10:30 am. The Town Board meeting is Tuesday at 4:30 am to provide direction to me and a limit on what they are willing to spend on the property and if they are willing to proceed with this acquisition. We will never get another chance like this again, at least in the near future.

The sale requirement is to actually pay the back taxes owed to Douglas County, which will pay a small portion back into our fund, as part of the this transaction in addition to the bid price. This parcel is identified in the Gardnerville's Parking District Strategy as being a parking lot and owned by the town along with three more properties north of this particular site.

I say owned by the town because what developer would come in a tear the building down and only build a parking lot? The site is not large enough to build a retail building on.

I think we can turn this into a great gateway to the main street Gardnerville district and clean up the run down look of the site and improve the area by providing a public restroom, picnic area and parking lot with landscaping and street lights. (see the attached existing and proposed plans)

I do not think we should stand by and let this opportunity pass us by and see what happens with the parcel and hope the new owner cleans it up. EPA has grants to fix these kinds of sites as long as we are willing and compliant participants in the program. There are so many things wrong with this parcel we need to step in and save the groundwater and clean up the site once and for all and turn it into something nice and attractive for the downtown. We have a parking issue on that side of town and this would/could be a potential fix. The only problem is the traffic on 395.

According the bank's appraisal, which she would not release, the property appraised for \$390,000 and has a liquidation value of \$220,000. So my question is why not try get the property? I would feel better knowing I tried than not try at all.

We do have many projects on the books and it is going to be a sacrifice. This needs to be a Board priority or we should not do it at all. I am not supposed to talk about this with Board members without a public meeting. So we will hold the public meeting and at least discuss it.

# **VI. ALTERNATIVES/OPTIONS**

The Gardnerville Town Board options for acquiring the parcel could be as follows:

## 1. Recommend approval of the property acquisition of the subject site:

Advantages: The Town would take the first step toward making the parking district a reality with this acquisition. The site could be demolished, reclaimed and improved to better the downtown corridor. This would remove one gas station from town. We currently have four (4) operating gas stations, (AM/PM, Chevron, Pacific Gas, and Eagle Gas), not including the 7-11 gas station and convenience store located just outside of the town boundary. Staff understands that there could be two more gas stations being proposed within the town boundary in the near future with the new construction south of town.

The site can be used for not only parking but as a gateway to the Gardnerville downtown district with a public restroom facility and a pocket park.

This site would provide additional public parking for the adjacent properties and help the overall downtown parking situation. I was hoping that it would help with the parking situation at Douglas and Hwy 395, although it is a lit bit of a walk and across the street. But with the future crosswalk improvements it should be easier and I hope safer to cross the highway.

**Disadvantages**: This project would reduce the amount of funding for the town to complete currently planned projects. This site acquisition was not planned for during this budget year, and could potentially delay the Hellwinkel trench project, and the additional sidewalk at Toler and Toiyabe connecting to the Raley's parking lot sidewalk and 395 along with the accompanying town maintenance yard improvements. It would leave the opportunity for someone to re-open the site as a gas station without it being required to at least comply with NDOT requirements for access or parking for the site. The EPA is coming down on this project site as it is becoming a liability to the state and the town. There has not been a test performed on the existing tanks or on the site since December 20, 2006.

2. Recommend the town does not bid if other bidders are not present and let the property go back to the bank so the county then can start the tax sale process. The bank does not want the site to go into a tax sale process and the risk is that the bank will try to sell it again in the future prior to the county doing a tax sale: Advantages: This option would not cost the town any money. If the tax sale actually went through, the town could get the property from the county and could then reinvest the property acquisition funds into the cleanup fund for the site.

**Disadvantages:** The site would most likely remain the same for some time. Depending on when the Douglas County Treasurer's Office can start the tax sale process and if the bank allows the tax sale process to start. All the entities lose the taxes that have not been paid for the past several years. The new owner would have the duty to test the facility and make necessary remediation to keep the site open as a gas station

The indication I received is that the bank does not want the tax sale to happen and will try to sell it again in the future. We can wait and see and process this request at that time.

# Board meeting Topics of Discussion / Notes:

# **NOTE's from Board Meeting:**

- •
- .
- .

Tauthan SEP 27 2012 to: Town of Concinunalle Beard Cept. 27, 2012 - Irom: Victoria J. Reberts -Mi Laga Dus Station Bill, purcher OCOLOSISI What is the proposed replacement project, and how will we pay for it As responsible Dound mimble you are Community membris and tex-payme fue information that you have committed financial finding for the three in michat responsibitits of oconership \_\_\_\_ - one - The complex deconstitution, conthat a required oversight, on and landin - COSYS zhi poundtwo-the project ed replacement project cists Than - maintana costs? Please explain before the did construction discussion, accustable consultant it phytise you have abtained for this above This auas & finarciel responsibility and die bility is a good riling but, in this continuing take appropriate stys not to corner up cuity a la lite Eliptant. Please use individual dull di li guna in this dicesion - Making placess Thank you ba you alleation Lucour The Luces 10-A

#### PROPERTY TAX

#### FEDERAL AND OTHER CASES.

Action brought more than 3 years after tax sale was barred. 1943 NCL § 6449 (cf. NRS 361.590 and 361.600) barred the recovery of mining land by a receiver after tax sale because the action was brought more than 3 years after the sale and because failure of taxing authorities to obtain the consent of the court prior to the sale was irregularity, informality, omission or want of form or substance with which the legislature might have dispensed within the meaning of the statute. Haskins v. Roseberry, 119 F.2d 803 (9th Cir. 1941)

NRS 361.603 Acquisition by local government or Nevada System of Higher Education of property held in trust.

1. Any local government or the Nevada System of Higher Education may, in the manner provided in this section, acquire property held in trust by the treasurer of the county in which the local government or any part of the System is located by virtue of any deed made pursuant to the provisions of this chapter.

2. Whenever any local government or the Nevada System of Higher Education determines that a public purpose may be served by the acquisition of the property, it may make application to the board of county commissioners for permission to acquire the property. If the board of county commissioners approves the application, it shall direct the county treasurer to give notice of intent to sell to the last known owner or heirs or devisees of the last known owner of the property in the manner provided by law.

3. The last known owner may, within 90 days after the notice, redeem the property by paying to the treasurer the amount of the delinquent taxes, plus penalties, interest and costs.

4. If the owner fails to redeem the property within the time allowed, the county treasurer shall transfer the property to the local government or the Board of Regents of the University of Nevada upon receiving from it the amount of the delinquent taxes, except as otherwise provided in subsection 5.

5. If property is so transferred to a local government for street, sewer or drainage uses, for use in a program for the rehabilitation of abandoned residential properties established by the local government pursuant to chapter 279B of NRS, or for use as open-space real property as designated in a city, county or regional comprehensive plan, the delinquent taxes need not be paid.

6. As used in this section, "open-space real property" has the meaning ascribed to it in NRS 361A.040.

(Added to NRS by 1969, 259; A 1973, 278; 1979, 486; 1981, 505; 1989, 191; 1993, 397; 1999, 1321)

#### NRS 361.604 Acquisition by Indian tribe of property held in trust.

1. Any Indian tribe may acquire property held in trust by the county treasurer if:

(a) The property is an undivided interest in Indian land which is allotted to members of the tribe;

(b) The taxes due on the property are delinquent; and

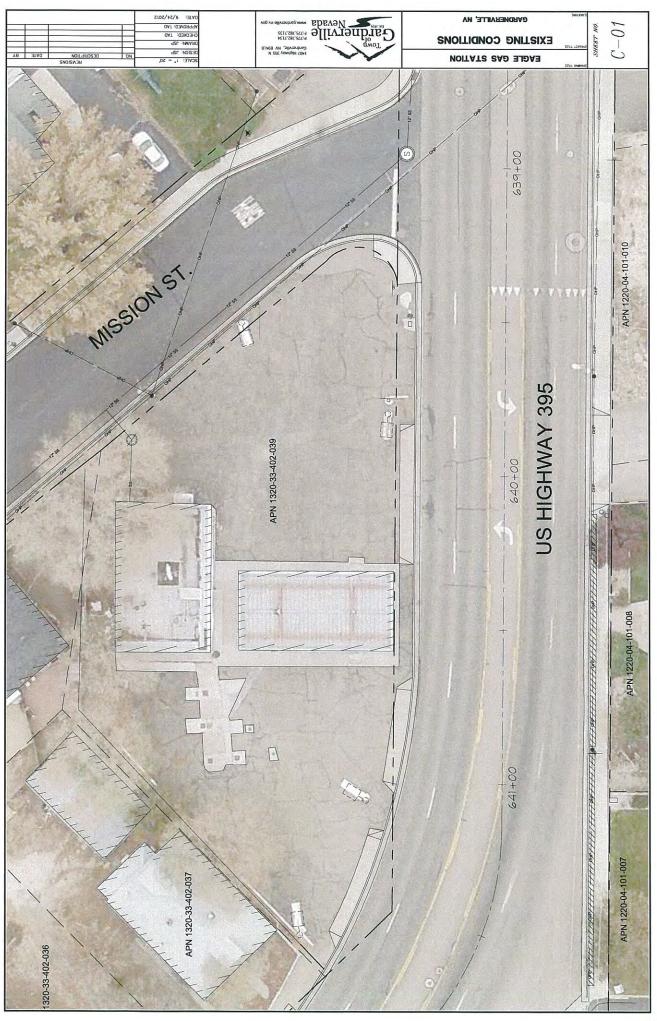
(c) The period of redemption has expired.

2. The tribe must apply to the board of county commissioners of the county in which the property is located for permission to acquire the property under this section.

3. If the board of county commissioners is satisfied that all of the conditions specified in subsection 1 are met, it may order the county treasurer to convey the property to the tribe without consideration.

(Added to NRS by 1979, 465)

PROCEEDURE. Tax SALE.

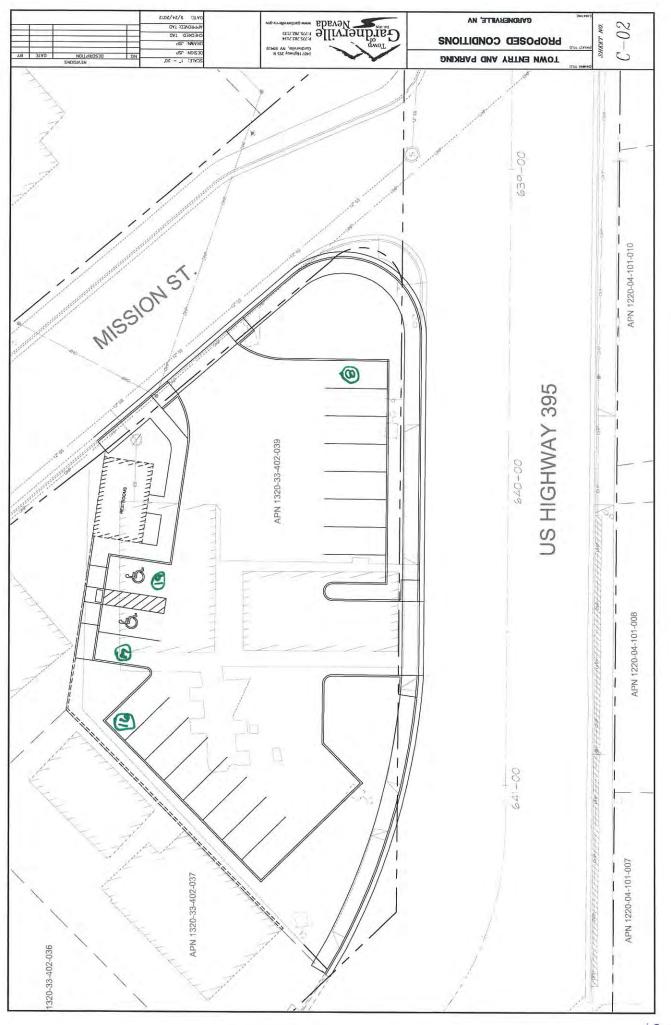


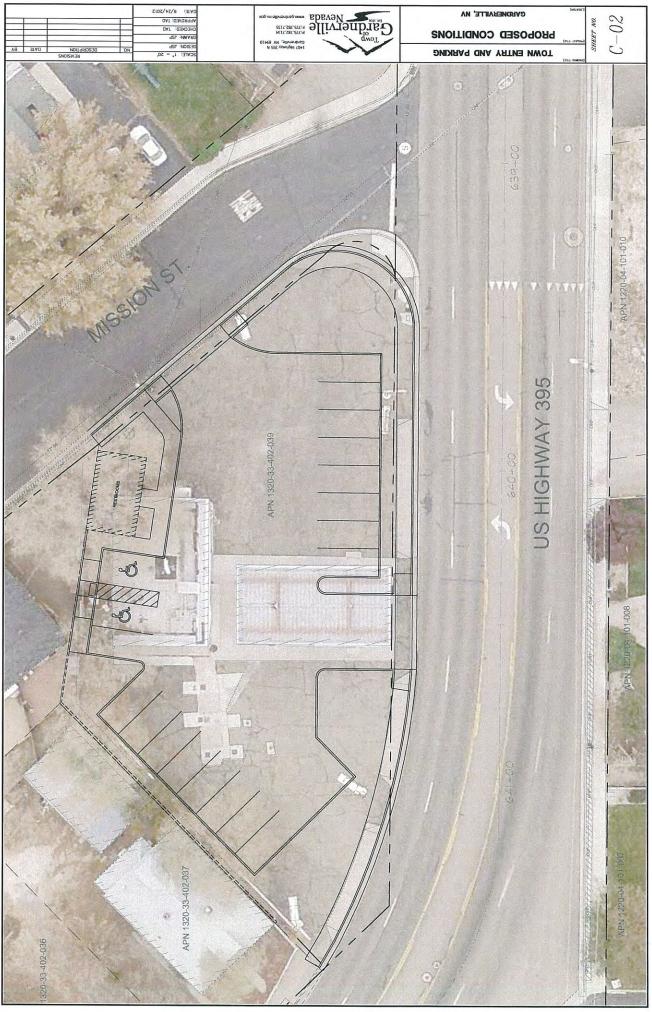
# EAGLE GAS STATION DEMOLITION ESTIMATE 1395 Hwy 395 APN:1320-33-402-075

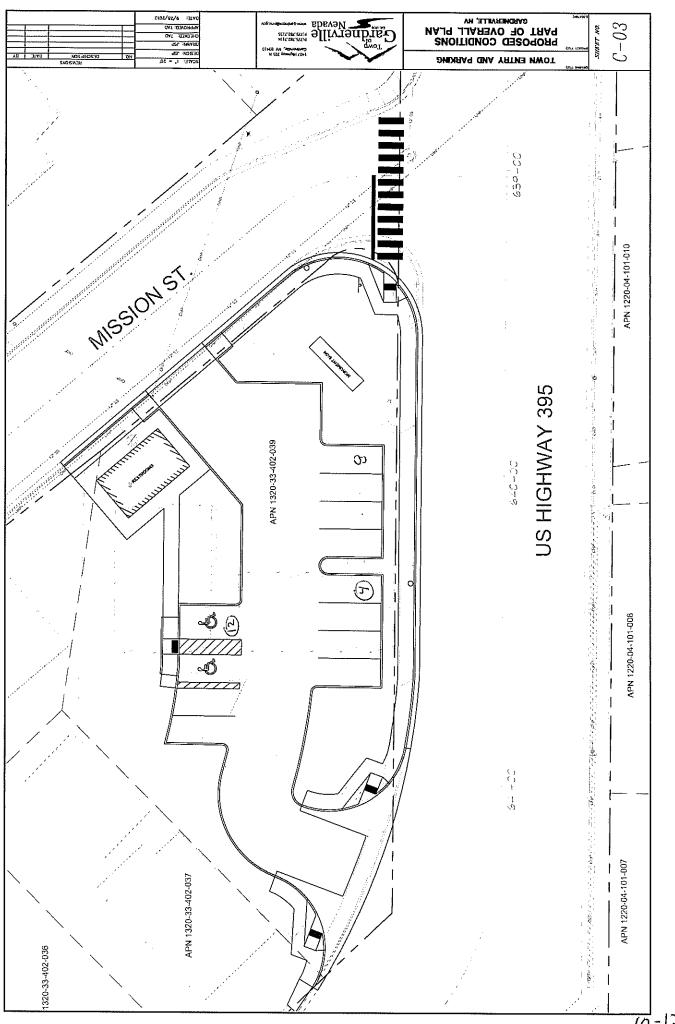
•

|   | QTY   |    | Unit<br>Price | Total              |
|---|-------|----|---------------|--------------------|
| lights and light pole footing                 | -     | EA | \$<br>400     | \$<br>1,600        |
| Eagle Gas Sign                                |       | EA | \$<br>600     | \$<br>1,000<br>600 |
| ac paving:                                    | 14972 | SF | \$<br>5       | \$<br>74,860       |
| concrete removal                              | 2729  | SF | \$<br>8       | \$<br>21,832       |
| Fuel Tank - 8,000 gallon tank                 | 2     | EA | \$<br>5,500   | \$<br>11,000       |
| Fuel Tank - 6,000 gallon tank                 | 1     | EA | \$<br>4,500   | \$<br>4,500        |
| Waste oil tank - 550 gallon Tank              | 1     | EA | \$<br>3,500   | \$<br>,<br>3,500   |
| Heating oil tank - 550 to 1,000 Gallon tank   | 1     | EA | \$<br>4,000   | \$<br>4,000        |
| Building CMU block walls & roof Demo 10' tall | 160   | LF | \$<br>68      | \$<br>10,880       |
| Building Foundation removal                   | 160   | LF | \$<br>35      | \$<br>5,600        |
| Gas pump bay Cover demo                       | 152   | SF | \$<br>100     | \$<br>15,200       |
| Trash Enclosure                               | 1     | EA | \$<br>300     | \$<br>300          |
| Back Trash Wall behind building               | 30    | LF | \$<br>80      | \$<br>2,400        |
|   |       |    |               |                    |

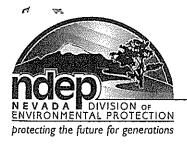
\$ 156,272







1320-33-402-075



STATE OF NEVADA

Department of Conservation & Natural Resources

DIVISION OF ENVIRONMENTAL PROTECTION

Brian Sandoval, Governor Leo M. Drozdoff, P.E., Director

Colleen Cripps, Ph.D., Administrator

#### SECOND NOTICE OF VIOLATION

September 17, 2012

Ajay Shama Rassam LLC 1395 US HWY 395 N Gardnerville, Nevada 89410

#### CERTIFIED MAIL RETURN RECEIPT REQUESTED

Re: Underground Storage Tank Compliance Inspection at the Following Facility:

FACILITY: Eagle Gas #3, 1395 FACILITY ID #: 2-000007

Dear Mr. Shama:

On April 17, 2012, the Nevada Division of Environmental Protection (NDEP) conducted a site visit at the facility referenced above. Subsequently, NDEP expressed concern regarding multiple issues July 24, 2012 for which documentation was requested. To date, the requested documentation has not been received. During the inspection the following violations were noted:

- 1. The underground storage tanks (USTs) previously placed in temporarily out of use (TOU) are now currently in use.
- 2. Twelve months of leak detection records for the tanks were not available as required by 40 CFR 280.45 Release detection record keeping.
- 3. There was no record of an annual test of the automatic line leak detectors (ALLD's) as required by 40 CFR 280.44 Methods of release detection for piping.
- 4. There are no records of line tightness testing before within the last twelve months, as required by 40 CFR 280.45 Release detection record keeping.
- 5. The facility lacks documentation of financial responsibility for damage caused by accidental releases to the environment in accordance with 40 CFR 280.93 Amount and scope of required financial responsibility.
- 6. Documentation of the most recent 3-year cathodic protection (CP) survey was not available in accordance with 40 CFR 280.31Operation and maintenance of corrosion protection.
- 7. Records of the last three (60 day) inspections of the impressed current system were not available at the time of inspection as required by 40 CFR 280. 31Operation and maintenance of corrosion protection.



8. As a new owner/lessee of the subject facility, you must complete the EPA Underground Storage Tank notification form 7530-1 in accordance with 40 CFR 280.22.

To verify compliance with applicable UST regulations, NDEP requests that you submit the following documentation to this office no later than October 17, 2012:

- 1. Provide NDEP with the results of annual ALLD testing.
- 2. Provide NDEP with the last Three month tank leak detection records, March 2012 to May 2012.
- 3. Provide NDP with the results of the annual line tightness testing.
- 4. Provide NDEP with proof of financial responsibility.
- 5. Provide a log of the last three 60-day rectifier readings.
- 6. A completed EPA Form 7530-1.

If you have any questions, please contact me at (775) 687-9380 or <u>xtarango-castorena@ndep.nv.gov</u>

Sincerely,

Xavier Tarango-Castorena Environmental Scientist Bureau of Corrective Actions UST Program

Cc: Douglas County Trustee, C/O Clerk/Treasurer, Douglas County, P.O. Box 3000, Minden, Nevada

Certified Mail # 9171969009350011863233

|                    | Secured Tax Payment Inquiry         | 9/21/12 09:26:12 TC0100B |
|--------------------|-------------------------------------|--------------------------|
| Parcel # 13        | 320-33-402-075                      |                          |
| Property Loc 13    | 395 N HWY 395, TOWN OF GARDNERVILLE | 2013 Roll #: 020247      |
| Billed to DO       | OUGLAS COUNTY TRUSTEE               | District: <b>521.0</b>   |
| C,                 | O CLERK-TREASURER                   | Tax Service:             |
| PC                 | O BOX 3000                          | Land Use Code: 500       |
| MI                 | INDEN, NV 89423                     |                          |
|                    | Monthly Totovot Amount              | 107 00                   |
| Outstanding Taxes: | : Monthly Interest Amount           | I_Z_7_•_9,3              |

| , <u>o,a,o,o,o,a,ir,a,r,i</u> ,g |            |                  |           |                                       |           |
|----------------------------------|------------|------------------|-----------|---------------------------------------|-----------|
| Prior Year                       | Tax        | Penlty/Intrst    | Total     | Amount Paid                           | Total Due |
| 2010+                            | 9,396.42   | 4,227.67         | 13,624.09 | 1,470.25                              |           |
| 2011 🛬                           | 3,614.81   | 1,355.51         | 4,970.32  | .00                                   |           |
| 2012                             | 3,782.21   | 1,040.11         | 4,822.32  | .00                                   | 21,946.48 |
| Current Yea                      | ir (Unsecu | red Taxes exist) | ·         |                                       |           |
| 08/20                            | 838.66     | 33.55            | 872.21    | .00                                   | 22,818.69 |
| 10/01                            | 838.65     |                  | 838.65    | .00                                   | 23,657.34 |
| 01/07                            | 838.65     |                  | 838.65    | .00                                   | 24,495,99 |
| 03/04                            | 838.65     |                  | 838.65    | .00                                   | 25,334.64 |
| Tot1s                            | 3,354.61   |                  | 3,388.16  | , , , , , , , , , , , , , , , , , , , |           |

.

F9=Scan >/< > F5=Notes FI2=End F13=History F14=Print Summary F17=Assesrs File Inquiry

**DOUGLAS COUNTY REAL PROPERTY AND SPECIAL TAXES FOR FISCAL YEAR** CORTAC TAXAREA: 521.0 1320-33-402-075 020247 2012 - 2013PROPERTY DESCRIPTION 1395 N HWY 395 SEE REVERSE SIDE FOR IMPORTANT TAX INFORMATION MAKE REMITTANCE PAYABLE TO: **DOUGLAS COUNTY TREASURER PO BOX 3000 MINDEN, NV 89423** STATE, COUNTY AND SPECIAL TAXES FOR FISCAL YEAR JULY 1 DOUGLAS COUNTY TRUSTEE MAKE CHECKS PAYABLE TO DOUGLAS COUNTY TREASURER, C/O CLERK-TREASURER PO BOX 3000 MINDEN, NV 89423 P.O. BOX 3000, MINDEN, NEVADA 89423. TAXES BECOME DELINQUENT 10 DAYS AFTER DATE DUE. FOR QUESTIONS REGARDING THIS BILL CALL (775) 782-9017. PAYMENTS ONLINE AND/OR E-MAIL REMINDERS - http://cltr.co.douglas.nv.us ALL PAYMENTS MUST BE IN U.S. DOLLARS THROUGH A U.S. BANK Information concerning taxing authorization, rates and uses of taxes collected can be found at http://cltr.co.douglas.nv.us or by calling (775) 782-9018 DESCRIPTION VALUE TAXING ENTITY GROSS AD VALOREM TAX ABATEMENT RATE NET TAX DUE 65,450 EF SWIM POOL 0.1300 119.15 119.15 Real Estate Building/Improvemnts 26,206 MOSQUITO ABAT 0.0345 31.62 31.62 27.50 27.50 CRSN WATR SUB 0.0300 0.7500 687.41 D.C. SCHOOL 687.41 112.19 MIN/GVIL SANI 0.1224 112.19 0.1000 SCHOOL DEBT 91.66 91.66 TOWN OF G'VIL 0.6677 611.99 611.99 26.40 W NEV REG YTH 0.0288 26.40 PARAMED-AMBUL 0.1592 145.92 145.92 ST MED ASSIST 0.1000 91.66 91.66 9.17 SELF INSUR 0.0100 9.17 0.0475 43.54 E911 43.54 CAPTL IMPRVMT 0.0500 45.83 45.83 STATE 0.1700 155.82 155.82 SOCIAL SERVCS 0.0337 30.88 30.88 EF FIRE DIST 0.3282 300.82 300.82 CHINA SPRINGS 0.0040 3.67 3.67 ST MV ACCIDET 0.0150 13.74 13.74 COUNTY GENRAL 0.8690 796.48 796.48 AG EXTENSION 9.16 0.0100 9.16 Ad Valorem Totl 3.6600 3,354.61 Penalties 33.55 Prior Delinquencies 21,946.48 91,656 NET ASSESSED

FOR ADDRESS CHANGE SEE REVERSE SIDE OF STUB







TOTAL

Parcel # 1320-33-402-075 DUE DATE: MARCH 4, 2013

2012-2013 Mail to: Douglas Co. Treasurer P.O. Box 3000, Minden, NV 89423

\$ 838.65 DOUGLAS COUNTY TRUSTEE





Parcel # 1320-33-402-075 DUE DATE: OCTOBER 1, 2012

2012-2013 Mail to: Douglas Co. Treasurer P.O. Box 3000. Minden. NV 89423

838.65 \$ DOUGLAS COUNTY TRUSTEE

Parcel # 1320-33-402-075 DUE DATE: JANUARY 7, 2013

3,354,61

2012-2013 Mail to: Douglas Co. Treasurer P.O. Box 3000, Minden, NV 89423 838.65

DOUGLAS COUNTY TRUSTEE

.00

25,334.64



\$

\$

Parcel # 1320-33-402-075 DUE DATE: AUGUST 20, 2012

2012-2013 Mail to: Douglas Co. Treasurer P.O. Box 3000 Minden NV 89423

\*\*\* 22,818.69 DOUGLAS COUNTY TRUSTEE 1n-iles

# tranzon<sup>®</sup> *f* auction

# **PROPERTY INFORMATION PACKAGE**

# Foreclosure Auction | Gardnerville, NV Gas Station & C-Store



May & APPARSAL ON Property. ASIS VALLE \$390,000 LIQU DATION VALUE \$220,000

Auction: September 26<sup>th</sup> | 10:30 AM Property Address: 1395 N. Hwy 395, Gardnerville, NV 89410 Auction Location: Douglas County Courthouse, 1038 Buckeye Rd, Minden, NV 89423 Property#: TAS120926



Tranzon Asset Strategies Contact: Tiffeny Cook P: 888.314.1314 F: 949.727.9022 Email <u>tcook@tranzon.com</u>

# TRANZON.COM

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#### DISCLAIMER

All information contained in this package and any advertisements was obtained from sources believed to be accurate. However, no warranty or guarantee, either expressed or implied, is intended or made with regard to the accuracy or completeness of this information. All purchasers must independently investigate and confirm any information or assumptions on which any bid is based. Neither auction company nor the Seller shall be liable for any errors or the correctness of the information provided in this package or in any advertisements or materials disseminated pertaining to the property.

Property is sold "AS IS, WHERE IS, with all faults". Prospective bidders should verify all information. The property is offered for auction to qualified bidders without regard to prospective purchaser's race, color, religion, sex, marital status or national origin. The property and improvements will be offered "AS IS" without representation or warranty of any kind, including any representations regarding environmental conditions affecting the property or its title.

The property shall be offered subject to conditions, restrictions, rights-of-way, easements, and reservations, if any, of record; subject to the rights, if any, of tenants-in-possession, under law. Neither the auction company nor the Seller make or have made any representations or warranty with respect to the accuracy, correctness, completeness, content or meaning of the information contained herein.

Any decision to purchase or not to purchase is the sole and independent business decision of the potential purchaser. No recourse or cause of action will lie against any of the abovementioned parties should purchaser become dissatisfied with its decision, whatever it may be, at a later date.

Tranzon Asset Strategies is a member company of Tranzon, LLC. The member companies of Tranzon are independently owned and operated.

#### PROJECT SUMMARY

Foreclosure Auction – Gas Station and C-Store

| Property #        | TAS120926   |  |
|-------------------|---|--|
| Auction Date:     | September 26, 2012 – 10:30 AM                                     |  |
| Property Type:    | Commercial  |  |
| Address:          | 1395 Highway 395, Gardnerville NV 89410                           |  |
| Auction Location: | Douglas County Courthouse<br>1038 Buckeye Rd.<br>Minden, NV 89423 |  |

- Douglas County APN 1320-33-402-075
- 1,218sf C-Store on .39 Acres
- 1,300sf Steel Canopy
- 3 Fuel Dispensers with 6 Fueling Positions
- Zoned C-G General Commercial
- Located on the northwest corner of Hwy 395 and Mission St.

Full payment in certified funds at time of sale; property sold "as-is" with no guarantees or warranties of any kind; see Notice of Trustee's Sale for complete terms.

Phase I Environmental Assessment is available from our website at www.tranzon.com/TAS120926

*Buyer is responsible for payment of all back property taxes. Balance due as of September 5<sup>th</sup> - \$25,334.64 according to Douglas County records.* 

AP #1: 1320-33-402-075

RECORDING REQUESTED BY

First American Title Company

And when recorded mail to T.D. SERVICE COMPANY 4000 W. METROPOLITAN DRIVE SUITE 400 ORANGE, CA 92868 4006210

\_\_\_\_ Space above this line for recorder's use

#### NOTICE OF TRUSTEE'S SALE



DOC #

808320

Fee: \$16.00

08/31/2012 08:45AM Deputy: SG OFFICIAL RECORD Requested By

Karen Ellison - Recorder Page: 1 of 3 Fee: \$16.0

BK-812 PG-7695 RPTT: 0.00

First Américan National De Douglas County - NV

T.S. No: F380249 NV Unit Code: F

T.D. SERVICE COMPANY, as duly appointed Trustee under the following described Deed of Trust WILL SELL AT PUBLIC AUCTION TO THE HIGHEST BIDDER FOR CASH (in the forms which are lawful tender in the United States) and/or the cashier's, certified or other checks (payable in full at the time of sale to T.D. Service Company) all right, title and interest conveyed to and now held by it under said Deed of Trust in the property hereinafter described:

Trustor: V-R PROPERTY MANAGEMENT

Recorded May 25, 2007 as Instr. No. 0701836 in Book --- Page --- of Official Records in the office of the Recorder of DOUGLAS County; NEVADA, pursuant to the Notice of Default and Election to Sell thereunder recorded February 5, 2009 as Instr. No. 737219 in Book --- Page --- of Official Records in the office of the Recorder of DOUGLAS County NEVADA.

Said Deed of Trust describes the following property: SEE ATTACHED EXHIBIT PERSONAL PROPERTY TOGETHER WITH ALL EXISTING OR SUBSEQUENTLY ERECTED OR AFFIXED BUILDINGS, IMPROVEMENTS AND FIXTURES; ALL EASEMENTS, RIGHTS OF WAY, AND APPURTENANCES; ALL WATER, WATER RIGHTS AND DITCH RIGHTS (INCLUDING STOCK IN UTILITIES WITH DITCH ORIRRIGATION RIGHTS); AND ALL OTHER RIGHTS, ROYALTIES, AND PROFITS RELATING TO THEREAL PROPERTY, INCLUDING WITHOUT LIMITATION ALL MINERALS, OIL, GAS, GEOTHERMAL AND SIMILAR MATTER

YOU ARE IN DEFAULT UNDER A DEED OF TRUST DATED MARCH 7, 2007. UNLESS YOU TAKE ACTION TO PROTECT YOUR PROPERTY, IT MAY BE SOLD AT A PUBLIC SALE. IF YOU NEED AN EXPLANATION OF THE NATURE OF THE PROCEEDING AGAINST YOU, YOU SHOULD CONTACT A LAWYER.

1395 N HIGHWAY 395, GARDNERVILLE, NV 89410 "(If a street address or common designation of property is shown above, no warranty is given as to its completeness or correctness)."

Said Sale will be made, but without covenant or warranty, express or implied, regarding title possession, or encumbrances, to pay the remaining principal sum of the notes(s) secured by said Deed of Trust, with interest as in said note provided, advances, if any, under the terms of said Deed of Trust, fee, charges and expenses of the Trustee and of the trusts created by said Deed of Trust. As of the date hereof the following amount is REASONABLY ESTIMATED to the amount of the unpaid advances: \$572,589.64. THIS AMOUNT IS ONLY AN ESTIMATE AND NO REPRESENTATION OR WARRANTY IS MADE,



Page 2 T.S. No: F380249 NV Unit Code: F

EXPRESS OR IMPLIED, AS TO THE ACCURACY THEREOF.

Said sale will be held on: SEPTEMBER 26, 2012, AT 10:30 A.M. AT THE DOUGLAS COUNTY COURTHOUSE 1038 BUCKEYE ROAD MINDEN, NV 89423

It is possible that at the time of sale the opening bid may he less than the total indebtedness due.

Date: August 28, 2012

T.D. SERVICE COMPAN as said Trustee, BY CINDY GASPAROVIC, ASSISTANT SECRETARY T.D. SERVICE COMPANY

1.D. SERVICE COMPANY 4000 W. Metropolitan Drive, Suite 400 Orange, CA 92868-0000 (714) 543-8372

The Beneficiary may be attempting to collect a debt and any information obtained may be used for that purpose.

This property is sold AS-IS, lender is unable to validate the condition, defects or disclosure issues of said property and buyer waives the disclosure requirements under NRS113.130 by purchasing at this sale and signing said receipt.

If the Trustee is unable to convey title for any reason, the successful hidder's sole and exclusive remedy shall be the return of monies paid to the Trustee, and the successful bidder shall have no further recourse.

If available, the expected opening bid and/or postponement information may he obtained hy calling the following telephone number on the day before the sale: (714) 480-5690 or (800) 843-0260 ext 5690 or you may access sales information at <u>http://www.tacforeclosures.com/sales.</u>

STATE OF CALIFORNIA ) COUNTY OF OR ANGE )SS

On 08/28/12 before me, W. SOLANO, a Notary Public, personally appeared CINDY GASPAROVIC, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the Laws of the State of California that the foregoing paragraph is true and correct.

| WITNESS my hand and official scal. | W. SOLANO<br>COMM. # 1895120 \$  |
|------------------------------------|--|
| Signature VVV                      | (Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal)<br>(Seal) |
|                                    | My Collin, CAP   |



#### EXHIBIT "A"

THE LAND REFERRED TO IN THIS GUARANTEE IS SITUATED IN THE STATE OF NEVADA, COUNTY OF DOUGLAS, CITY OF GARDNERVILLE, AND IS DESCRIBED AS FOLLOWS:

ALL THAT REAL PROPERTY SITUATED IN THE CITY OF GARDNERVILLE, COUNTY OF DOUGLAS, STATE OF NEVADA, BEING A PARCEL OF LAND SITUATED IN AND BEING A PORTION OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 33 IN TOWNSHIP 13 NORTH, RANGE 20 EAST, M.D.B&M., WHICH IS DESCRIBED AS FOLLOWS:

M.D.B&M., WHICH IS DESCRIBED AS FOLLOWS: BEGINNING AT A POINT WHICH BEARS NORTH 36°17'30" EAST, 35.41 FEET FROM THE TOWN MONUMENT, KNOWN AS THE DETTLING MONUMENT, MARKING THE CENTER LINE OF THE INTERSECTION OF THE SOUTHERN EXTREMITY OF MAIN STREET, GARDNERVILLE, WITH THE FORMER COUNTY ROAD NOW THE STATE HIGHWAY, LEADING TOWARDS WELLINGTON, NEVADA, SAID MONUMENT BEARS 77°22' EAST, 12.63 FEET FROM THE SOUTHEAST CORNER OF THE SOUTHWEST 1/4 SOUTHWEST 1/4 OF SECTION 33, TOWNSHIP 13 NORTH, RANGE 20 EAST, M.D.B.&M.; THENCE FROM SAID POINT OF BEGINNING ALONG THE NORTHEASTERN LINE OF MAIN STREET, NORTH 44°54' WEST, A DISTANCE OF 29.98 FEET TO A POINT ON THE SOUTHEASTERN LINE OF THE PARCEL CONVEYED TO TAKEO NISHIKIDA AND MISSO NISHIKIDA IN DEED RECORDED NOVEMBER 27, 1959 AS DOCUMENT NO. 15305, DOUGLAS COUNTY, NEVADA, RECORDS; THENCE ALONG SAID SOUTHEASTERN LINE NORTH 44°50' EAST A DISTANCE OF 111.62 FEET TO THE MOST EASTERN CORNER OF SAID NISHIKIDA PARCEL; THENCE NORTH 89°46' EAST A DISTANCE OF 87.65 FEET TO A POINT ON THE SOUTHWESTERN LINE OF MISSION STREET; THENCE ALONG SAID SOUTHWESTERN LINE SOUTH 41°44' EAST A DISTANCE OF 95.32 FEET TO THE NORTH CORNER OF THE PARCEL DESCRIBED IN THE DEED TO THE UNINCORPORATED TOWN OF GARDNERVILLE, RECORDED DECEMBER 11, 1950 IN BOOK Z OF DEEDS AT PAGE 353, DOUGLAS COUNTY, NEVADA, RECORDS; THENCE SOUTH 0°14' EAST A DISTANCE OF 87.7 FEET; THENCE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 20 FEET AND TANGENT TO THE LAST MENTIONED COURSE THROUGH A CENTRAL ANGLE OF 90° FOR AN ARE DISTANCE OF 31.42 FEET TO A POINT ON THE NORTH LINE OF THE FORMER COUNTY ROAD NOW STATE HIGHWAY, LEADING TOWARDS WELLINGTON, NEVADA; THENCE ALONG SAID NORTH LINE SOUTH 89°46' WEST, A DISTANCE OF 188.76 FEET TO THE POINT OF BEGINNING.

1320-33-402-075











10-25



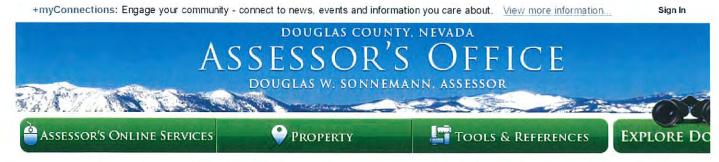
Go back to search page

# Parcel Account Detail Tax Summary For 2012 - 2013

| Parcel Number                                 | Name                   | <b>Total Account Balance</b> |
|---|------------------------|------------------------------|
| 1320-33-402-075                               | DOUGLAS COUNTY TRUSTEE | \$25,334.64                  |
| 1395 HWY 395                                  |                        |                              |
| Current Year Taxes                            | Amount                 | Click here to pay taxes      |
| Installment 1: Due Aug. 20, 2012              | \$838.66               |                              |
| Installment 2: Due Oct. 1, 2012               | \$838.65               |                              |
| Installment 3: Due Jan. 7, 2013               | \$838.65               |                              |
| Installment 4: Due Mar. 4, 2013               | \$838.65               |                              |
| Other Current Year Amounts (if any)           |                        |                              |
| 20120904                                      | \$127.93               | Interest                     |
| 20120904                                      | \$33.55                | Penalty                      |
| 20120801                                      | \$127.93               | Interest                     |
| Current Year Payment Dates                    | Payment Amount         |                              |
| Prior Installments and Other Amounts (if any) |                        |                              |
| \$21,980.03                                   |                        |                              |

# "All Prior Years" - Click and Scroll down to see more

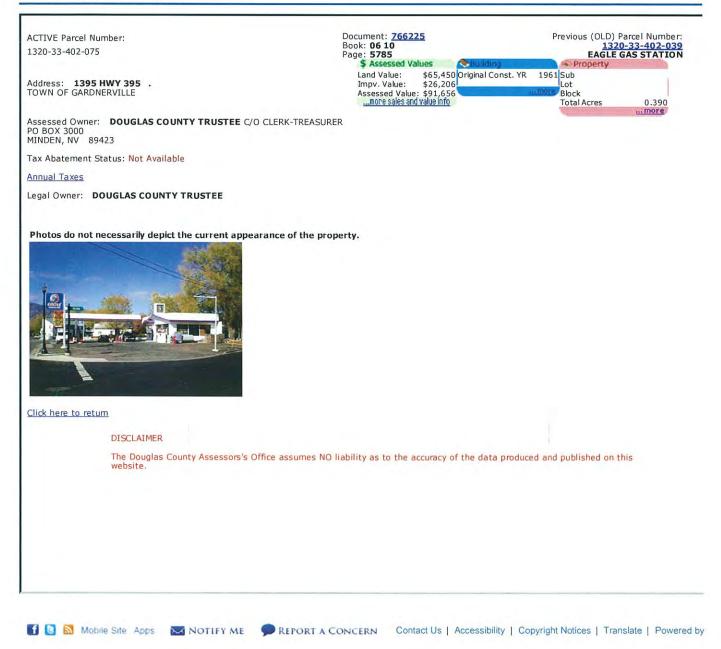
10-26 9/5/2012 10:52 AN



You are here: Home > Departments > Departments A - F > Assessor > Assessor's Online Services > Assessment Information

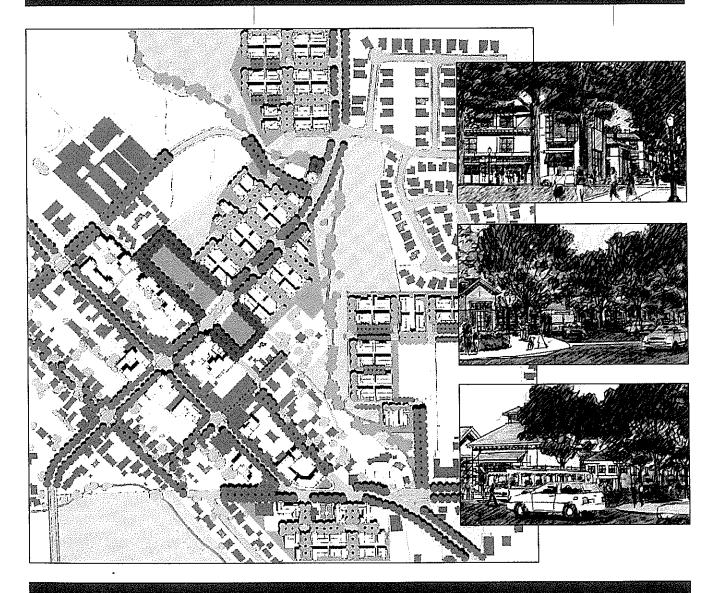
Home | Print | Email |

### **Assessment Information**



# Gardnerville Parking District Strategy

# Plan for Prosperity



March 2007

### Introduction

Parking solutions are critical to the future success of reinvestment in Old Town Gardnerville. The parking district study is intended to identify implementing steps to make off-site parking feasible for property owners, developers, the Town and County. The study includes an overall parking, financing, and action plan strategies that are an extension of the Gardnerville Plan of Prosperity adopted by the Town Board in 2006.

- Process and Purpose
- Parking District Planning Area
- Organization of Report

### Purpose of Parking District Strategy

The parking district strategy implements policies, supports reinvestment in Old Town, and provides a course of action for implementing the district.

### Policy Direction: Plan for Prosperity

In 2005, the Town of Gardnerville prepared the Plan for Prosperity. The Plan included land use, circulation and community design policies and a supporting action plan for vacant and underutilized land along US 395. The Plan provides additional flexibility for property owners and investors to mix residential and commercial uses. These policies are expressed in a Mixed-use Overlay where new standards are intended to be more flexible and the Guidelines communicate the expected quality for new investment. The goals and policies were integrated into the County Master Plan 10-year update.

### Policy 1.2: Old Town Circulation

Public and private investment in Old Town should enhance pedestrian access, calm and slow traffic, and provide convenient parking.

The analysis from the Plan for Prosperity illustrated how difficult it is to create projects that fit into Old Town Gardnerville's traditional pattern. Parking requirements limit the amount of possible development, create suburban auto-oriented projects and reduce economic opportunity. The parking standards have also made it more difficult to invest in renovation of older buildings and development of new ones. The Plan for Prosperity recommended creating a parking district to allow off-site parking.

The community discussed how a parking district approach would:

- Increase the amount of investment in Old Town by allowing additional development while providing a lower cost for parking;
- Support existing businesses by improving wayfinding and accessibility; and
- Provide an opportunity to better utilize the Town's investment in public streets.

The Plan acknowledged the need for a parking district approach that evolves with the community by:

- Anticipating changes in land uses;
- Providing short-term and long-term parking for patrons and employees;
- Anticipating special event parking; and
- Identifying land acquisition, capital costs and management budgets.

### Supporting Economic Development

The parking district strategy is intended to support the efforts of the Town, County and their private sector partners to increase the viability of investing in Old Town Gardnerville. A more strategic approach to parking is required to support economic development and land use concepts and policies in the Gardnerville Plan for

Prosperity. The parking strategy identifies how to employ existing and future public assets to support reinvestment.

### Plan for Action

The parking strategy is to inform public participation requirements for formation of a Parking District. The parking strategy identifies:

- Administrative, financial and collaborative roles for public sector;
- Private sector participation benefits;
- · Financial and real estate benefits of participating in a parking district; and
- Potential in-lieu fees and other financing approaches required to both initiate and provide on-going support for a parking district.

### Parking District Planning Area

The parking district planning area includes Old Town Gardnerville, the 'S' Curve and Millerville (Exhibit 1). These three sub-areas were identified in the Plan for Prosperity as mixed-use infill areas that could benefit from creation of public-private approach to providing for parking.

### Report Organization

The report is organized into three sections. The first section provides and overview of objectives, parking demand and supply, and phasing. The second outlines an implementation plan. The third section uses a case study infill mixed-use project to demonstrate the financial opportunities and commitments to provide parking for higher density infill projects in Old Town. The appendix includes spreadsheets for the case study site, slideshow and glossary.

### SECTION 1: Overall Parking Strategy

The overall parking strategies for Gardnerville's existing and future mixed-use areas is based on goals and objectives that support implementation of the Plan for Prosperity. It identifies the boundaries, potential demand and supply of parking, phasing concepts, and potential parking facilities.

- Parking District Goals and Objectives
- Parking District Boundary
- Parking Demand and Supply
- Phasing Concept
- Parking Facilities

### Parking District Goals and Objectives

To address parking needs in Old Town Gardnerville, the 'S' Curve and Millerville there are certain recommendations that should be considered by the Town and County. These include a combination of increasing parking supply (both on-street and off-street surface parking) and implementing a parking management program.

### **Overall Goals**

The goals of the downtown parking program supporting Plan for Prosperity objectives are to:

- Support downtown business development and livable neighborhoods;
- Provide parking supply to meet existing and projected needs;
- Use time limits and enforcement to efficiently manage parking supply;
- Make parking safe, secure, attractive and convenient;
- Operate public parking in a financially sound manner; and
- Minimize the negative impacts of parking.

The recommendations for increasing parking supply and parking management are intended to address parking needs in the downtown commercial and mixed-use areas of Gardnerville. These recommendations are presented in a manner that would allow the Town and County to implement components in a phased process. The recommendations are intended to improve the use of existing parking supply and provide for additional parking capacity in order to address existing and future parking demand.

In addition the Town and County should pursue potential for joint use and shared parking with the private sector for future off-street surface parking lots and structured parking. This would be important if there are different peak period parking demands for the uses sharing such parking – e.g. parking used primarily for private business activity during the day and for restaurant and retail activity in the evenings and on weekends.

### **Overall Objectives**

The parking district has economic, community image, financial and regulatory objectives.

Economic development objectives include:

- Supporting existing businesses;
- Facilitating new infill development;
- Using a parking district to enhance development financial feasibility; and
- Increasing tax base (property and sales tax).

Community design and image objectives include:

- Support development of traditional multi-story buildings that reflect the value and improve the image
  of Old Town, the 'S' Curve and Millerville; and
- Improve pedestrian access and comfort in Old Town, the 'S' Curve and Millerville.

Financing objectives include:

- Using Town and County assets to support economic development objectives; and
- Approach financing of district in phases that lays the groundwork for future parking facilities and development projects.

Regulatory objectives include:

- Initially support voluntary nature of parking district participation;
- Inform creating County ordinances for creating parking districts; and
- Inform possible State legislation for formation of parking districts.

### Parking District Boundary

The proposed parking district boundary roughly corresponds with the Old Town, 'S' Curve and Millerville subareas identified in the Plan for Prosperity (Exhibit 2). This area has development opportunity sites planned for commercial and mixed-use residential infill projects that can benefit from access to off-site parking. These areas also have historic buildings may not be able to provide on-site parking.

### Parking Demand and Supply

Development analysis of the Plan for Prosperity indicates the Old Town and 'S' Curve area has about 30 acres of opportunity sites. These sites could be developed to accommodate up to 230,000 SF of commercial uses and 380 units of housing. The commercial uses could require up to an additional 690 spaces in private parking lots at 3/1,000 SF. A parking district approach will allow projects to share parking and use public rights-of-way to provide required parking.



Gardnerville striped several of Town's streets in 2005. This effort created approximately 260 on-street spaces. Including the 26 spaces at the Town office lot, there are about 286 spaces that can be made available through an in-lieu program for existing and new development in the parking district area. For illustrative purposes, one can imagine how at 3 /1,000 SF, the existing 286 public spaces could support approximately 95,000 SF. This is over 40% of the parking needed for new commercial development identified in the Plan for Prosperity for Old Town and the 'S' Curve areas. Other parking facilities would be included in projects, future lots and structures developed by the Town, County and their private sector partners. It is important to take the long view in regards to parking in Gardnerville. It will evolve with the needs and market support for commercial space.

Another feature of a managed parking district in a mixed-use downtown area would be the ability to reduce the amount of parking that is required. This is due to several factors including:

- Using shared parking for a variety of uses that do not have the same peak demand;
- Combining uses that support one another and reducing the need to drive between businesses and increase the ability to walk; and
- Enhanced use of transit and walking from nearby existing and new/future neighborhoods.

This may allow up to a 20% reduction compared to the County's existing suburban standards that require each site/project to provide parking for its peak use.

### **Phasing Concept**

The creation of a parking in-lieu program that supports business and property owners' desires to get more efficiency from their land should be approached as a phased strategy. Generally, it can be characterized as a three-step process that parallels the development of infill projects.

Over time, the demand for parking, rise in land values and rents reflecting the success, and growth of the community will require treating land as a more valuable resource. This suggests that the evolution of parking will move from on-street and on-site parking, to shared public parking lots and eventually (when land prices justify it) to structured parking (Exhibit 2).

### Phase 1: On-street Parking

The first phase of creating a parking district would include marketing the existing on-street parking to support existing and new businesses. This would include a voluntary program that would allow property owners and developers to increase the amount of off-site parking as part of the development review process by paying an in-lieu fee. This fee would be used to manage public parking and to create a fund for future acquisition and development of surface parking lots. The initial phase would involve a design and development plan for future parking facilities.

### Phase 2: Public Parking Lots

The second phase would focus on creation of public parking lots. This might include land acquisition and a shift to a mandatory in-lieu program to encourage the design and economic objectives for Gardnerville's mixed-use areas. The in-lieu fee program would be reassessed and revised to reflect the market realities at that time.

### Phase 3: Public Parking Structures

The third phase of the parking district would reflect Gardnerville's maturity as a real estate market and desirable business and residential address. This phase would include development of parking structures to support new development projects. This phase would also require design and management plan revisions and revisiting the in-lieu fee to reflect the market realities at that time. This phase is part of the long-term future of Gardnerville. If it is an economic development priority of the Town and County, development of parking structures could be part of an earlier phase, but would likely require a public subsidy.

### **Parking Facilities**

As discussed in the phasing description, on-site, on-street, public parking lots and structures all will play an important role in the Gardnerville parking district.

### **On-Site Parking**

Currently, up to 50% of parking is allowed off-site for commercial projects in Old Town. However, there in no managed district that supports this County standard. For restaurants and commercial uses, this means a significant amount land is still dedicated to parking essentially limiting development to a single story. This means development of two story buildings similar to Gardnerville's historic storefront buildings would not be economically feasible. In the future, for some uses, on-site parking will be a necessity. Formation of a parking district makes it possible to develop mixed-use and multi-story buildings and for property owners and developers to take advantage of the benefits of a parking district.

### On-Street Parking

In 2005, the Town striped public streets creating a reservoir of parking that can be allocated to new development. This parking is an important resource for the formation of the district and providing nearby and convenient parking for existing and future businesses. Phase 1 assumes about 108 spaces would not be allocated because those spaces already support existing businesses. These spaces would be included in the second phase when replacement parking can be included in new public lots. Up until the 1970's, Main Street/US395 had on-street parking. This is an important feature of successful main street districts. The regional design guidelines prepared for NDOT make it possible reintroduce on-street parking, pending commitment to creation of a regional bypass. Therefore, the third phase for the parking strategy includes reintroduction of on-site parking on Main Street.

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### Public Parking Lots

The strategy identifies three potential locations for shared parking lot facilities. Parking lot options for these locations could create between 169 and 299 additional shared parking spaces (Exhibits 3A, 3B, 3C and 3D). At 3/1,000 SF of development, this could support approximately 56,000 SF to 100,000 SF of commercial uses.

### Town Office Site (Exhibit 3A)

There are two options illustrated for expanding the parking next to the Town Offices. The first option has a 32 space lot southeast of the Town office and the second has a 77 lot that spans from the Town office to the corner of Mission Street. These lots are assumed to be interim uses until mixed-use projects can be developed with structured parking in them or nearby.

#### East Fork Site (Exhibit 3B)

The second potential location is the old East Fork Hotel property. There are two options illustrated. The first adds a 20-space lot behind the existing building. The second option reconfigures lots behind the two properties to the southeast and the East Fork property into a 100-space lot. This approach nets about 58 additional new spaces. These parking lots would be an interim use until the land is redeveloped into a mixed-use project facing on to Heritage Park.

### Sharkey's Lot (Exhibit 3C and 3D)

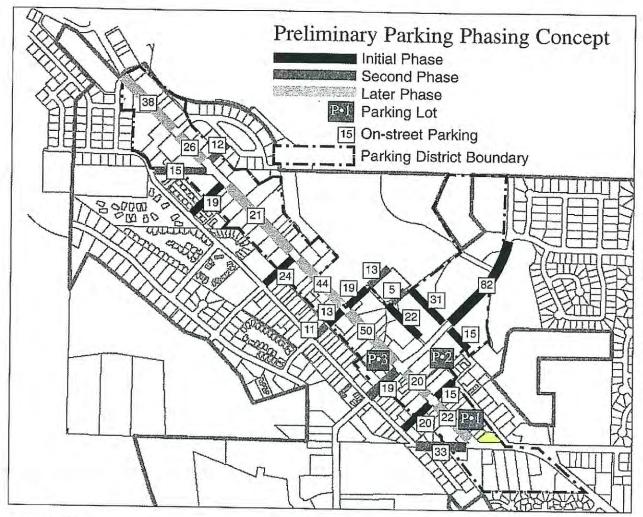
The third opportunity site for a parking lot is the existing Sharkey's lot and contiguous unpaved areas. If the entire site is used for parking, a 164-space lot could be created. Another approach illustrated is to include a new commercial building along Main Street and a 117-space lot behind it.

### Public-Private Parking Structures

In the longer term, the strategy identifies three potential parking structures located on the parking lot sites. Only one of these has been modeled (see Section 3 of this report). These facilities would be developed as part of mixed-use projects freeing up parking lots for commercial and mixed-use projects.

6

### Exhibit 2



### Assumptions:

### Boundaries

 Commercial uses in the US395/Main Street corridor and Old Town District.

### Phasing of On-street Parking

 First phase of existing marked spaces made available for existing and initial development in-lieu

• Second phase existing marked spaces made available to in-lieu development after parking lots open

• Third phase includes US395 on-street spaces to be implemented when regional traffic solutions create the opportunity

### **Off-street Public Parking**

 Initiates the start of the second phase using in-lieu fees created by first phase development

|   | On-street              | Public<br>Lots                        | Public<br>Structures                       | Phase<br>Total |
|---|------------------------|---------------------------------------|--|----------------|
| Phase<br>1  | 260 spaces             | P•1<br>26 extg.                       |  | 286            |
| Phase<br>2  | 108 spaces             | P•1 103<br>P•2 100<br>P•3 117-<br>164 |  | 475            |
| Later<br>Phase<br>(future<br>potential<br>estimate) | 221 spaces<br>(US 395) |                                       | P•1 TBD<br>P•2 TBD<br>P•3 348<br>(318 net) | TBD            |

## Exhibit 3A



P 1: Town Office Site

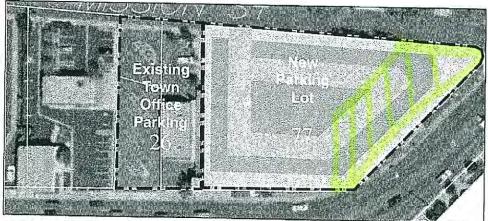


26 spaces



Option 1: 0.42 acres acquired

32 new spaces (58 net)



Option 2: 1.09 acres acquired

77 new spaces (103 net)

### SECTION 2: Implementation Plan

Preparation of an implementation plan for the parking district and program considers the scope of improvements, how parking will be managed, program costs, how it can be financed, and related actions by the Town and County.

- Parking Improvements Assumptions
- Parking Management Program
- Program Costs
- Financing
- Implementation Actions

### Parking Improvements Assumptions

The construction of the proposed additional on-street parking spaces and off-street surface parking lots could be accomplished in phases over time as discussed in Section 1. For the purposes of formatting the implementation plan, the following improvements are assumed.

Phase 1 would include 260 existing on-street spaces and 26 existing off-street spaces (Town Office Site).

Phase 2 would include allocation of 108 on-street spaces and 240 net new off-street spaces through the following:

- Expansion/improvement of the Town Office Site (1.54 acres) from 26 to 103 spaces;
- Expansion/improvement of the East Fork Site (1.35 acres) from 42 to 100 spaces; and
- Expansion/improvement of the Sharkey's Lot Site (1.58 acres) from 30 to 135 spaces.

Later phases would include construction of 221 net new on-street spaces (along US Highway 395) and construction of an initial parking structure (approximately 348 spaces) on a site to be determined by the Town of Gardnerville, the County and participating property owners.

### Parking Management Program

The proposed solution for parking in downtown commercial district of Gardnerville includes a comprehensive parking management program based on maintaining free parking with enforcement of time restrictions. Some of the components of such a program can be implemented with minimal initial costs (e.g. installation of signage for time restrictions) while others might require developing capital improvements and associated financing for improvements (e.g. acquisition of property and construction of additional on-site surface parking lots).

Meeting existing and projected future parking needs in downtown Gardnerville will continue to be an ongoing process. While certain recommendations could be implemented earlier than others, the recommendations need to be viewed as part of a comprehensive, coordinated program.

### Time-Restricted Parking

The objective of a time-restricted parking management program would be to maximize utilization of existing parking (on-street and surface parking lots) supply through centralized management and enforcement, and provide additional short-term parking in the Town's downtown commercial district. Such a program would impose time restrictions on both on-street parking spaces and surface parking lots. The program would include centralization of the management effort, enforcement and designation of parking time limits (e.g. short-term, etc.).

The primary need in the downtown commercial district of Gardnerville appears to be for short-term (e.g. 2-hour) parking. This type of parking best serves commercial, retail, service and restaurant uses that make up

the majority of existing downtown businesses. Using the parking supply for short-term use when combined with enforcement of time-restrictions could provide for high turnover rates for space usage and increased number of vehicles accessing the area.

Under the proposed program, on-street parking and off-street surface parking lots in certain designated areas of the downtown commercial district would be covered under a 2-hour time restriction. Within such designated areas however, certain spaces should be designated for commercial loading zones, passenger drop-off/pick-up zones (e.g. 15- minute), physically disabled/handicapped parking, no- parking zones (e.g. adjacent to fire hydrants). In addition there would be certain exceptions to the permitted 2-hour parking such as for street cleaning and/or snow removal purposes on designated days and hours.

### Structured Parking

As indicated previously the potential development of a parking garage would be a later phase of implementation of the Town's comprehensive parking program for the downtown commercial district. In the context of any policy decision to proceed with development of an initial parking garage the Town could consider the policy issue of establishing a paid-parking management program. At that point the Town would have two basic options:

1) Use a time-restricted parking program for the parking garage with the appropriate signage and enforcement related to the parking activities within the garage (e.g. short-term (2-hour) parking, long-term parking, monthly employee parking and/or hotel guest parking (if applicable); or

2) Establish a paid-parking program to create revenue to help offset the development and ongoing operational costs of the parking garage(s). This later option would require that the Town undertake an analysis to determine the appropriate parking rates for use of the parking garage spaces (short-term, long-term, monthly permits, etc.)

### **Enforcement**

With a time-restricted parking management program, the Town would need to consider establishing a program for parking fines through issuance and collection of parking citations. The specific citation amount should be evaluated annually in the context of the Town's operating budget in relation to actual cost of administering the time-restricted parking management program.

Parking citations provide for a source of revenue that can help offset the ongoing administration costs of operating a time-restricted parking management program, and related capital costs. Parking citations could be established and issued for the types of violations listed below.

- Overtime parking
- Parking in no parking zones
- Illegal parking in handicapped parking zones/spaces
- Obstructing street cleaning activity and/or snow removal activity
- Blocking fire hydrants
- Penalties for non-payment of parking fines

Parking enforcement is important for a successful and effective time-restricted parking management program, and helps establish and maintain desired parking characteristics. Enforcement would also help the Town closely monitor the impacts of the parking management program and make adjustments over time e.g. changing time restrictions. The benefits of strict enforcement are:

- Maintaining and promoting desired parking utilization, including turn-over rates;
- Providing revenues that can be used for implementing other parking improvements;
- Protecting the public including keeping areas open for emergency vehicle access; and
- Maintaining special use parking such as drop-off and loading zones.

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Capital costs related to implementation of the proposed Phase 2 improvements include purchase and installation of parking enforcement signage for an additional 108 on-street parking spaces (existing), and additional net new 240 off-street parking spaces (surface parking lots). The estimated costs for development of the net new off-street parking spaces (surface parking lots) are presented in the table below. The estimated cost to construct the proposed net new 240 off-street parking spaces described as part of Phase 2 above is approximately \$4,090,700 (or \$17,045 per space) in 2006 dollars.

| Table 2:                              |                               |
|---------------------------------------|-------------------------------|
| Summary of Estimated Capital Cost – P | hase 2 (Surface Parking Lots) |
|                                       |                               |

| 11 IIII                             |      |           |   |
|-------------------------------------|------|-----------|---|
| No. of Spaces                       |      | 338       | 4QUIRE 0.39 ALRES = 16988.4 SF.   |
| Land                                | \$   | 1,620,500 | \$12.00 per square feet of land area to be (\$ 203, 860 acquired (3.1 acres)                                    |
| Construction                        |      |           | acquired (S. Tacres)  |
| Demolition/Site Preparation         |      | 222,000   | \$5.00 per square foot of site area (\$\$5,000)   |
| Off-site Improvements               |      | 327,500   | \$200 per square foot of site area (#25,000)<br>\$200 per lineal foot of public street right-of-way<br>frontage |
| Parking Spaces                      | 1    | ,421,600  | \$4,156 per space   |
| Contingency                         |      | 137,900   | 7.0% of direct construction cost  |
| Subtotal                            | \$ 2 | 2,109,000 | 7.0% of direct construction cost  |
| Indirect                            |      |           | the second se |
| Permits                             | s    | 60,200    | 3.0% of the estimated direct construction   |
| Design/Construction Administration  | Ŷ    | 301,000   | 15.0% of the estimated construction cost  |
| Subtotal                            | \$   | 361,200   | 13.0% of the estimated construction cost  |
| Total                               | \$4  | ,090,700  |   |
| Cost per Space (240 net new spaces) | s    | 17,045    |   |
| Cost per Space (total of 338 with   |      |           |   |
| existing spaces)                    | \$   | 12,103    |   |

A summary of the estimated capital costs for implementation of both Phases 1 and 2 is presented below in Table 3 in 2006 dollars.

|               | apital Cost - Phases 1 and 2 | (in 2006 dollars)        |
|---------------|------------------------------|--------------------------|
| No. of Spaces | Phase 1                      | Phase 2                  |
| On-street     | 260                          | 108                      |
| Surface       | <u>26</u>                    | <u>338</u> (240 net new) |
| Total         | 286                          | 446 (348 net new)        |
| Land          | NA                           | \$ 1,620,500             |
| Construction  | \$49,500                     | 2,127,700                |

| Indirect                              | <u>8,900</u> | <u>364.500</u> |  |
|---------------------------------------|--------------|----------------|--|
| Total                                 | \$58,400     | \$ 4,113,700   |  |
| Cost per Space (net new spaces)       | \$   204     | \$    11,821   |  |
| Cost per Space (with existing spaces) | \$   204     | \$    9,224    |  |

Structured Parking

The estimated total development cost of the proposed structured parking (348 spaces) that would occur as a later phase(s) is presented below in 2006 dollars. As indicated above the site of such parking garage(s) is subject to the determination of the Town of Gardnerville and Douglas County. For the purposes of this report, it is assumed the 348 spaces would be developed in a single parking garage in the mid-area of downtown Gardnerville.

The total estimated total development cost for a 348-space parking garage is approximately \$9,407,400 or \$27,033 per space (in 2006 dollars) as summarized in the table below.

| No. of Spaces                                     | 348                          |  |
|---|------------------------------|--|
| Land<br>Construction                              | \$ 661,700<br>6,909,900      | \$12.00 per square foot of site area<br>Site preparation - \$2.00 per square foot of site<br>Off-site public improvements - \$200.00 per<br>lineal foot of public right-of-way frontage<br>On-site improvements - \$10.00 per square foot<br>of area to be improved<br>Construction cost - \$50.00 per square foot of<br>building area (131,640 square feet)<br>Contingency - 7.0% of direct construction cost<br>area |
| Indirect  | <u>1,835,800</u>             | Indirect cost (including financing) - 27.0% of estimated direct construction cost (not . including land).  |
| Total   | \$ 9,407,400                 |  |
| Cost per Space<br>Cost per Square Foot (Building) | \$    27,033<br>\$     71,46 | 1  |

Program Administration Costs

Annual operating costs related to implementation of the recommended time-restricted parking management program include program administration, enforcement, snow removal and general maintenance. The estimated costs presented below (in 2006 dollars) are based on full implementation of both Phases 1 and 2 resulting in a total of 368 on-street parking spaces and 338 off-street parking spaces (surface parking lot). These costs would be incurred by the Town as implementation of Phase 1 and then Phase 2 are undertaken/completed by the Town.

### **Gardnerville Town Board**



- Gardnerville Nevada
- 1. <u>For Possible Action</u>: Discussion on town Health and Sanitation staff position modifications;
  - a. Health and Sanitation Maintenance Specialist II and proceeding with staff leadership,
  - b. Hiring an additional full time Health and Sanitation Maintenance Tech I,
  - c. Promoting the current H & S Department Maintenance Tech I to Maintenance Tech II with 10% pay increase, with public comment prior to Board action.
- 2. Recommended Motion: Dependent on discussion. Funds Available: <sup>I</sup> Yes □ N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: October 2, 2012

**Time Requested: 20 minutes** 

5. Agenda: Consent Z Administrative

**Background Information:** 

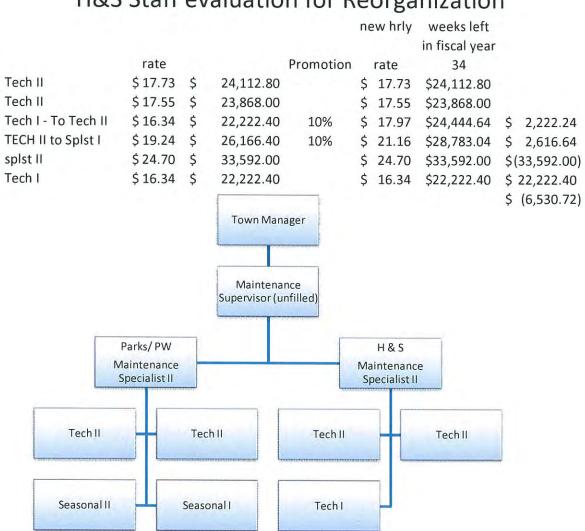
- a. I will provide an update on Dan's condition and his plan for employment. I am meeting with Dan and HR Friday Sept 28<sup>th</sup> in the early afternoon.
- b. This position would be advertised as soon as we can to start the job search for a new permanent full time position to work with the Health and Sanitation Department to replace the current temporary employee through a temp agency.
- c. We currently have a position Maintenance Tech 1 position filled and a Maintenance Tech II position will be opening. It only makes sense to move the current Tech I position into the Tech II position and fill the Tech I.

Without going into the all the details and keeping the salaries and names of staff confidential, all the options listed above, a., b. and c., the 611 fund would still have a savings of \$6,765.00 plus the difference in benefit costs. The finance department did not have enough time to get that information to me before the packet went out.

- 6. Other Agency Review of Action: Douglas County N/A Vicky at HR is looking into seeing if the staff change needs to go before the BOCC. I do not think it does if it is listed and updated in the town's budget, and with a reduction of costs to the fund, I do not think a change needs to be made.
- 7. Board Action:

| <b>E</b> Approved | <b>Approved</b> with Modifications |
|-------------------|------------------------------------|
| □ Denied          | └─ Continued                       |

Agenda Item # 11



## H&S Staff evaluation for Reorganization



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

- 1. <u>Not for Possible Action</u>. Discussion on the Town Attorney's Monthly Report of activities for September 2012
- 2. Recommended Motion: None

Funds Available:  $\Box$  Yes  $\Box$  N/A

3. Department: Administration

**Prepared by: Tom Dallaire** 

- 4. Meeting Date: October 2, 2012 Time Requested: 10 minutes
- 5. Agenda: Consent Z Administrative
- 6. Background Information: Presented at meeting
- 7. Other Agency Review of Action:  $\Box$  Yes  $\Xi$  N/A
- 8. Board Action:
  - □ Approved □ Denied

□ Approved with Modifications □ Continued



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

- 1. Not for Possible Action. Discussion on the Town Manager/Engineer's Monthly Report of activities for September 2012
- 2. Recommended Motion: None

N/A Funds Available: 
Yes

3. Department: Administration

**Prepared by: Tom Dallaire** 

- 4. Meeting Date: October 2, 2012 **Time Requested: 10 minutes**
- Administrative 5. Agenda: Consent
- 6. Background Information: See report
- N/A
- 8. Board Action:
  - **Denied**

**EApproved EApproved** with Modifications 



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

Town Manager/Engineer's Monthly Report October 2, 2012 Board Meeting

- A. **Hellwinkle Channel:** Josh and I met with Denny Peters with NHC to discuss flood analysis progress, and construction options for the channel. He will be performing an evaluation on the flood zone with a box culvert installed along the Ezell Ditch between the highway and Kinglane. The model shows that a larger culvert under highway 395 will help but it needs to be much larger than I anticipated. 20' x 36" culvert. That size of the culvert will not take the entire flow. There is currently a 6'x24" box culvert under 395. Even with that large of culvert the flood water still flows through Kingslane development and over Highway 395 at the 'S' Curve (Eagle Gas). One thought was to see if we can put a storm drain system in at the gutter of the highway to collect the flood water and divert it back into the proposed Hellwinkle Flood Channel. He will look at the feasibility of that design option. That may need to be installed with re-development of the Eagle Gas station, pending the Board's decision on the acquisition of the Eagle Gas property. Denny is starting the improvement plan phase of the contract. We will meet again when he has a rough draft concept of the plans completed. Does the Board want to see a presentation of this prior to the improvement plans?
- B. Toler Lane Improvement Plan: Tina prepared a revised landscape plan. We are working with the local nurseries on locating the plants and obtaining the quantities needed for the first section to be planted this coming month.
- C. Chichester Crack Seal is underway: This project is progressing slowly. They have finished Gilman Ave. The Gilman road closure was performed by town staff. We closed the 395 turn lane onto Gilman for a few hours so the work could be performed by the contractor. The contractor currently is working with a 7-man team of which two people are performing traffic control around the work area. This is taking longer that we anticipated and he has a week left to finish his work.
- D. Walmart: The contractor is working on the water stop construction of the storm drain line they hit ground water in. This has become a huge issue due to the size of the original trench that was excavated and how wide the trench was at the time of the pipe installation. I have not seen a revised plan for the Jones' property. Atlas did a great job on the patch repair over the new water tie in located at Virginia Ranch Road and Mathias.
- E. Lampe and White Ash Water line patch is complete. A&A did a good job with those patches also.
- F. Minden Gardnerville Trail Plan: I attended a trails meeting today to discuss with the committee the updates that have happened over the past couple of months, and update on the progress for the trails located within Gardnerville on the trails. We have not heard from NDOT on the status of the trail and crosswalk improvement funding.
- G. Eddy Street Lighting: We obtained the NV Energy approval this Wednesday. The plan modifications are at the county for an update and then will go out to bid.
- H. The Eddy Street planter: The Eddy Street planter was repaired this last week. The tree was too close to the proposed wall and was removed. The Main Street Flower committee and Mike Plut decided to relocate the tree during the revised wall construction to the Heritage Park Garden.



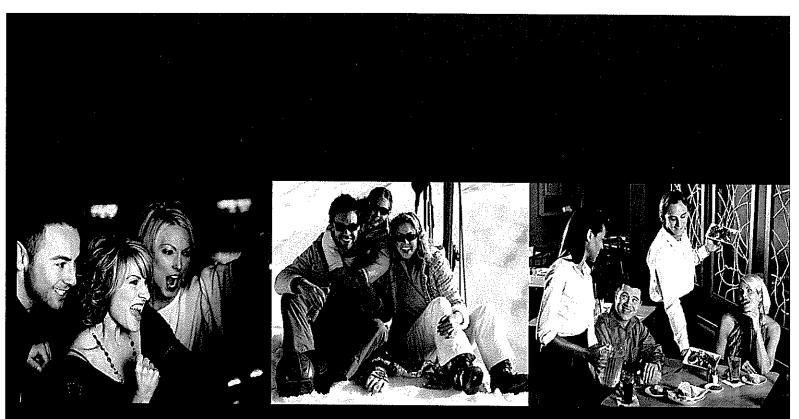
Paul Lindsay, Chairman Ken Miller, Vice Chairman Mike Philips, Board Member Linda Slater, Board Member Lloyd Higuera, Board Member

- 1. Kingslane Sidewalk: No update NDOT is still working on the right-of-way issue at Kingslane and will get a revised contract to the Board to review and approve after this effort is complete.
- I. Toiyabe Sidewalk: The permit is ready to go. We just need to identify funding. With the Eagle Gas property coming up this past week, we wanted to see what happens with this. If funding is available we will proceed with the work.
- J. Office Items:
- **Douglas County Standard Details:** Josh and I met with the group to discuss the county standard details appendix A. We made much progress and finished the revisions to Section A. Next meeting is in November to review the final draft of the details.
- I attended Pool/Pact Social Meeting Policy: If I have some time I will be working on a social media policy for town staff. Douglas County may be coming up with one as well.
- I attended S.E.T workshop in Fernley: S.E.T (Stronger Economies Together) is a committee
  on State Economic Vitality Program through NNDD where all the counties and cities have come
  together to prepare an economic development strategy document and encourage better
  working relationships between Northern Nevada cities and counties. This month they focused
  on the priorities and goals for the program and identified areas that the group thought was
  important for the region to work on and market. There is one possibly two more meetings.
  Washoe County, City of Reno and Sparks are late participants. The committee wants to
  include them and get them up to speed. I was only able to participate in two of these
  workshops. Please let me know if you are interested in additional information.
- Solar Transformation: I signed up to assist the Southwest Solar Transformation over the past couple months. I have assisted them in gathering code information and data or pointed them to existing County Code and was the point of contact for them to get in touch with the Douglas County Community Development Department. They evaluated the Town of Gardnerville for solar possibilities for, residential, commercial, and municipal solar panel installation. Attached is the September edition of the monthly Southwest Solar Transformation Initiative (SSTI) newsletter. The SSTI is part of the DOE funded Rooftop Solar Challenge a program designed to spur solar market deployment by streamlining permitting processes and improving market conditions
- **Priority based Budgeting:** Thank you to Josh and Carol for working through that spreadsheet. Priority based budgeting puts a monetary value to all the town programs. I can see the use of this concept on programs paid by the general fund, but not much use for this on the Health and Sanitation enterprise fund. The time is broken out for each program so programs can be identified and eliminated if the program is not a priority for the Board. We will have more on this program soon once all the legwork is complete and the county has had time to review it. Douglas County BOCC is having a special meeting on Priority Based Budgeting on October 1<sup>st</sup> at 1:00 P.M., East Fork EOC at 1649 County Road.
- **Downtown Highway 395 Vision Committee:** The 1st meeting will be held on October 11th. I will attend the meeting then I'm heading to Parker Arizona to the BITD race.
- Flowers will be coming down the first week in October. About 10 of them are not looking so good. We were hoping to have the Flower Thank You party and after Candy Dance traffic.
- **Purple Ribbons will be going up on October 4th at the latest.** There will not be lights this year as it was too time consuming last year to get them installed.

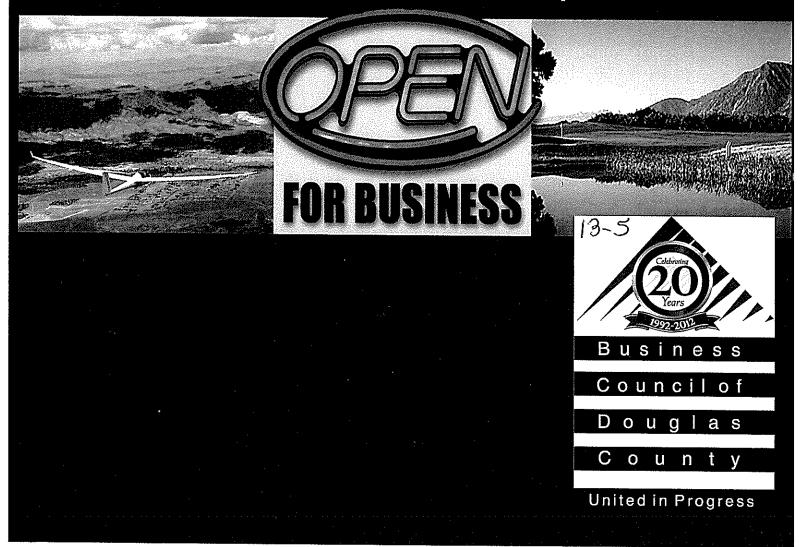


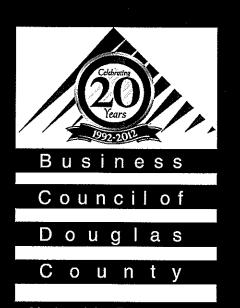
Paul Lindsay, Chairman Ken Miller, Vice Chairman Mike Philips, Board Member Linda Slater, Board Member Lloyd Higuera, Board Member

- Fireworks: Lloyd and I met with Ken Lantis and Bryan Leiran with Lantis Fireworks to discuss the options we have for these two events on the agenda for this meeting. They are very excited about performing another Christmas show. I have a meeting on Friday Sept. 28 with Steve Eisele, East Fork Fire, to discuss this event and the concerns East Fork will have with the December or July event. (See the item 9 in this packet)
- **CIP:** We received all the inspection forms from Nichols consulting this month. Josh is in the process of importing the data into MicroPaver so we can present this new PCI index of the streets at a future board meeting.



# 18th Annual Critical Issues Conference September 27, 2012 • 7 a.m. to 1 p.m.





United in Progress

P O Box 2886 Minden, NV 89423

775-782-6715 Office 775-782-6716 Fax 775-790-1544 Cell

Email: <u>Bizcouncildc@aol.com</u> www.BCDouglascounty.org

Serving Douglas County Since 1992

Dear Fellow Nevadans,

Welcome to the 18th Annual Critical Issues Conference. We are pleased and honored that each of you chose to join us today. As leaders in our community you are to be commended for your vision, commitment and hard work.

The Business Council uses this Conference to focus our own research, the research of other experts, and the thoughts of our members and Conference



participants on the critical issues related to the business climate in Douglas County. Using our research and considering events of the past year, the 2012 Critical Issues Conference is a timely response to ongoing issues relating to responsible economic growth, tourism, stability and recovery.

Today's conference contemplates the long term economic outlook as it relates to various aspects of Douglas County business. including tourism, redevelopment, infrastructure investment, job growth and more. We have many distinguished speakers who bring with them a wealth of knowledge and information on these issues. The Business Council is committed to the community and business owners as are all participants who have taken time out of their busy scheduled to attend this annual event.

The Council is entering its 20th year and is proud to be the region's premier organization of business and civic leaders that has focused the resources of its broad membership on the key issues relating to the business climate and quality of life in Douglas County

A trademark feature of our annual conferences of which we are particularly proud is the discussions that ensue after each presentation. We welcome and encourage all Conference participants to contribute and share to add to our understanding of these vital issues. We hope you enjoy the day and come away with quality information that will assist you in the coming year as leaders in our community.

Sincerely, Rick Chambers President, Business Council of Douglas County

# **20 YEARS OF LEADERSHIP**

### 1992-1993

Rob Anderson, President Marsha Tomerlin, Vice President Tony Schopf, Secretary Lex Adams, Treasurer

### 1993-1994

Rob Anderson, President Marsha Tomerlin, Vice President Tony Schopf, Secretary Lex Adams, Treasurer

### 1995-1996

David Williams, President Mark Neddenriep, Vice President Steve Teshara, Secretary Vicki Scott, Treasurer

Vicki Scott, Treasure

### 1996-1997

Mark Neddenriep, President Rick Campbell, Vice President Kelly Chase, Secretary Mary Davis, Treasurer

### 1997-1998

Rick Campbell, President Rob Anderson, Vice President Paul Lumos, Secretary

Greg Partamian, Treasurer

1998-1999 Rob Anderson, President Rudy McTee, Vice President Linda Turria, Secretary Mark Neddenriep, Treasurer

**1999-2000** Rudy McTee, President Jerry Bing, Vice President

Linda Turria, Secretary Mark Neddenriep, Treasurer

2000-2001 Rudy McTee, President ,Jerry Bing, Vice President Scott Brooke, Sect/Treas 2001-2002 Scott Brooke, President

Tonja Park-Nichols, Vice President Rick Campbell, Sect/Treas

2002-2003 Scott Brooke, President Jim Winans, Vice President Byron Waite, Sect/Treas

### 2003-2004

Byron Waite, President Jim Winans, Vice President Cheri Glockner, Sect/Treas

2004-2005

Byron Waite, President Cheri Glockner, Vice President Mike Olson, Sect/Treas

### 2005-2006

Cheri Glockner, President Mike Olson, Vice President JeriLynn Johnson, Sect/Treas

### 2006-2007

Cheri Glockner, President Mike Olson, Vice President JeriLynn Johnson, Sect/Treas

### 2007-2008

Mike Olson, President JeriLynn Johnson, Vice President Nicola Neilon, Sect/Treas

### 2008-2009

Mike Olson, President JeriLynn Johnson, Vice President Nicola Neilon, Sect/Treas

### 2009-2010

JeriLynn Johnson, President Nicola Neilon, Vice President Lee Bonner, Sect/Treas

### 2010-2011

Nicola Neilon, President Lee Bonner, Vice President Rick Chambers, Sect/Treas

### 2011-2012

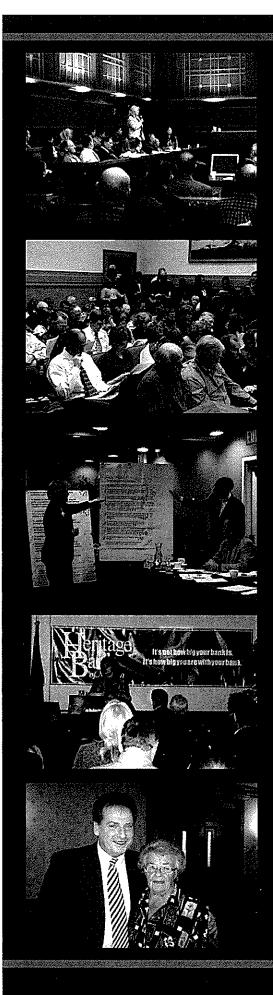
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Nicola Neilon, President Rick Chambers, Vice President Brent Holderman, Sect/Treas

### **2012-2013** Rick Chambers, President Brent Holderman, Vice President Chad Cox, Sect/Treas









### 7:00 a.m. - 7:30 a.m. Networking Breakfast, Exhibits Open

### 7:30 a.m. Welcome and introductions

**7:45 a.m. Sam Shad** - Veteran broadcaster Sam Shad has been covering Nevada politics and topics on radio and television for twenty years. He moved to Reno from his native England in 1978 where he started on KGLR Radio. He helped us along as our local weatherman for many years and while at KOLO TV channel 8 he was the political interviewer for all of the elections held from 1994 to 2002. He helped create and



produce Nevada Newsmakers. Sam is also the Host for this show and other shows produced by Sam Shad Productions. Sam has interviewed every major political figure in the State of Nevada over the last twenty years and looks forward to a positive, educational and interactive day today with you. Our MC for the day, Sam will offer opening remarks and his views on the 2012 election.

8:00 a.m. Steve Mokrohisky, County Manager. His views on the county today.

### 8:15 a.m. Bobbi Thompson, Airport Manager

Minden-Tahoe Airport & Chief Operating Officer/Partner ABS Aviation. Ms. Thompson has been in the aviation industry for more than 40 years serving in airport management, FBO management and as a pilot and air show producer. She is a World Record Holding pilot with more than 4,000 flight

hours. In addition to managing MEV she has three FBO's and provides aviation consulting services worldwide. Bobbi is a published author and has made aviation issue presentations in eight other



countries and to three US Presidents and Congress. She has been on multiple Boards within the aviation industry and is currently the 1st vice president for the Nevada Airports Association and the Board of Nominations for the National Aviation Hall of Fame. Bobbi also serves on the Carson Valley Chamber and Visitors Authority Boards and their Executive Committee. Bobbi will share details regarding positive changes at the airport, new businesses and upcoming opportunities, the next few years of growth potential and new events that may come to the Valley.

### 9:00 a.m. U.S. Senator Dean Heller and U.S.

**Congressman Mark Amodei**. Our tradition continues with our national leadership, who will share their views on the 2012-13 economy and the election and outlook for Northern Nevada.

**9:35 a.m. Executive Board members** Rick Chambers, Brent Holderman and Chad Cox: Recognition of sponsors and members, 20th Anniversary proclamation presented by Douglas County Commission, State Senator James Settelmeyer and State Assemblyman Kelly Kite.

9:55 a.m. BREAK - Enjoy a snack and visit with exhibitors & sponsors







10:10 a.m. Blaise Carrig, President - Mountain Division and Co-President of Vail Resorts. Mr. Carrig was appointed President of Vail Resorts in September

2008. Previously, he was Executive Vice President and Chief Operating Officer of Heavenly Mountain Resort since January 2008 and prior to that had served as Senior Vice President since 2002. From 1997-2002, Mr. Carrig was the President and Managing Director for The Canyons in Park City, Utah. Prior to 1997, he served as the Managing Director of the Sugarbush Resort in Warren, Vermont. Mr. Carrig had been at Sugarbush since 1976 in a variety of positions from Ski Patrol to President. Mr. Carrig has been active in the ski industry, having served on the boards of



VAIL RESORTS" Just Another Day In Paradise"

the Vermont Ski Area Association, Ski Utah and the California Ski Industry Association. Mr. Carrig currently serves on the Executive Board of the National Ski Areas Association, as well as the Board of Directors of the Tahoe Baikal Institute, an international environmental organization. He also serves on the Nevada Commission on Tourism. Mr. Carrig will share the investments, upgrades and plans for Heavenly, Kirkwood and Northstar and how they will impact jobs, the properties and Douglas County.

10:45 a.m. Patrick Rhamey, Vice President of Real Estate, Edgewood Compa-

nies. Mr. Rhamey is charged with guiding the Edgewood Lodge entitlements, the Horizon feasibility studies, and Edgewood's diversification strategy. His experience in vertical development and construction allows Edgewood Companies the flexibility to take these projects through the development and construction process into becoming operating assets for the company. Mr. Rhamey's experience prior to joining Edgewood Companies includes over 15 years in development of primarily residential projects. He held a senior position with CLB Partners in San Diego where his projects included luxury condominiums, apartments, and mixed use. Patrick joined



Elliott D. Pollack

& Company

Edgewood in 2008 and is president-elect of the Carson Valley Chamber and Visitors Authority and a member of the Douglas County Sherriff's Advisory Council. Mr. Rhamey will discuss the progress of the Lodge at Edgewood Project and the up close details of the possible economic impact to Douglas County and the Region as well has the outlook for tourism and other plans for Stateline, Nevada.

### 11:15 a.m. BREAK and a Celebration

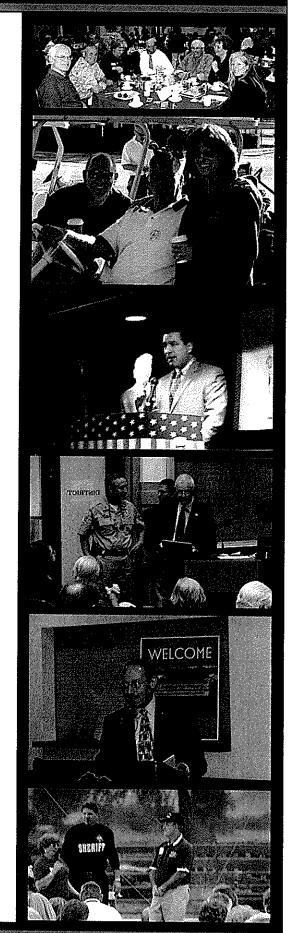
**11:30 a.m. KEYNOTE - Jim Rounds** is Senior Vice President and Senior Economist with Elliott D. Pollack and Company. Mr. Rounds specializes in preparing economic analyses for both public and private sector organizations, including overviews related to the national and state economies. Jim has extensive expertise in matters of eco-

nomics, finance, rural and urban economic development, public policy, taxation, real estate analysis, and litigation. Learn what 2013 holds for the Nevada Economy and

your business. You will be wowed by this keynote presentation.

12:30 p.m. Sam Shad, Closing remarks and final questions

### 12:45 p.m. Adjourn





# Members Investing in their Community

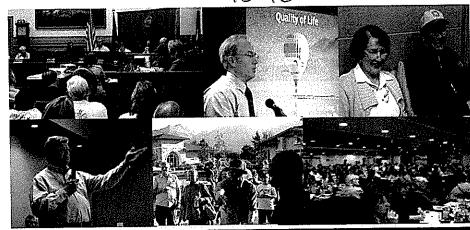
Regional stewards are leaders who are committed to the long-term well being of communities. They are integrators who cross boundaries of jurisdiction, sector and discipline to address complex regional issues such as housing/job balance, equity, education, transportation



concerns, growth, consideration of environment and making bureaucracy work. They see the connection between economic, environmental and social concerns and they know how to connect the dots to create opportunities for their regions. Regional stewards are leaders who combine an understanding that we are responsible for making this place, our home town, a better place for future generations with the need to confront and solve the problems of today.

Stewardship means the careful and responsible management of something entrusted in our care. Regional stewardship combines the idea of "regional citizenship" with "stewardship of place." We look beyond the narrow focus of our personal needs, the needs of our business, the needs of our particular jurisdiction and organization – we look beyond them to the needs of, and possibilities of the region and of, the many jurisdictions and organizations within the region. We analyze and we act with that broader perspective.

The Business Council has created a more effective and united voice for business in Douglas County and regionally. Together, we spend time to determine those issues that are most important to all of us as businesses and business supporters and unite to convey our message and serve as stewards.





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# Your hosts and sponsors today



## Town of Gardnerville Solar Roadmap

The SSTI team has worked in close coordination with the Town of Gardnerville to develop a customized, interactive solar roadmap containing guidance on how to transform the local solar market. This solar roadmap contains specific and actionable steps divided into four focus areas:

**Permitting Process** contains recommendations for improving and streamlining the permitting and inspection of PV installations

**Planning & Zoning** includes model zoning codes, design review standards, and language for comprehensive plans

Financing Options provides resources for increasing the awareness of and access to financing options for end users

Solar Market Development features guidance on innovative programs for deploying solar locally

Each recommendation in the roadmap is supported with relevant reports, case studies, examples, and templates to support local and regional implementation efforts. Shown below are an overview of the solar market potential within the Town and the detailed solar roadmap.

### Market Potential

The potential for local and regional impact in the Town of Gardnerville over the next five years from broad adoption of solar power using this roadmap:

Market Size: 11,800 KW Environmental Benefit: 2,614 Tree-acres Solar Viable Residences: 874 Homes Economic Impact (\$): 22 Million Workforce Impact (Jobs): 110 Residential Market Size (kW): 4,459

[To learn more about the methods and assumptions visit the Resources tab above.]

### Roadmap Goals and Progress

These roadmap goals are derived from attributes of successful solar communities nationwide, along with input from industry experts. Each goal represents a step toward making solar easier and more cost effective for all residents within the community. Your specific roadmap has been customized using a subset of the entire compilation of attributes, based on what is relevant at the city-level in the local solar market.

Notice the indicators in the progress bar for each focus area. These indicators reveal the status of the average SSTI municipality (orange indicator) along with the U.S. Department of Energy targets for all communities (green indicator). While this gap may seem large in some cases, you'll find that many of the goals are actionable and relatively easy to implement. The SSTI team is here to help with that process with dozens of resources and direct assistance, as needed.

Achieving even a small number of these goals can make a large difference in the success of the local solar

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market. To that end, you'll find some goals are marked with a sun icon. This indicates a high impact goal, one that can have an immediate effect on market activity.

Lastly, you'll see each goal is highlighted in either green or blue. Green indicates goals that the community has already achieved (congratulations!), while blue indicates that the goal has not yet been reached.

Expand each focus area below to show its related goals, and click the 'Take Action' button next to each one to access the case studies, templates, reports, and other resources designed to help you achieve your recommended goals.

Permitting Process Current Progress: 9of 17goals achieved

[P1] Standard Permit Application Form for PV

**Initial Status:** General building permit used for all projects **Guidance:** Consider adopting a standard permit application form specific to solar electric (PV) for qualifying projects less than 10kW.

[P2] Permit Application Form Online

Initial Status: Permit application form online Guidance: City currently at market best practice. Goal Achieved!

[P3] Electronic Permit Application Submittal

Initial Status: Electronic submittal not available

**Guidance:** Consider allowing for electronic (online or email) submittal of permit application package for qualifying solar projects under 10kW. Nevada Revised Statute (NRS) allows for electronic or manual seals, signatures, and dates as well as electronic or hard copy submission of either format.

[P4] Single Permit Application Submittal
 Initial Status: 1 submittal
 Guidance: Town currently at market best practice.
 Goal Achieved!

[P5] Permit Process Information is Online

Initial Status: Comprehensive process information online Guidance: Town currently at market best practice. Goal Achieved!

[P6] Permit Process Time

**Initial Status:** Within 5 business days residential, 10 business days commercial **Guidance:** Consider avenues for reducing permit review and approval to fall within 3 business days of submittal for residential projects and within 5 business days for commercial.

[P7] Tracking of Permit Process Time
 Initial Status: Turnaround time tracked
 Guidance: Town currently at market best practice.
 Goal Achieved!

[P8] OTC Process for Qualifying PV Projects

Initial Status: No OTC process available

**Guidance:** Consider making over-the-counter permit approval available for qualifying PV projects under 10 kW using the standard solar PV permit application form. See guidance under this objective for qualifying projects.

[P9] Permit Fee Information is Online
 Initial Status: Fee information online
 Guidance: Town currently at market best practice.
 Goal Achieved!

[P10] Permit Fee for Residential Projects

Initial Status: Flat fee less than \$250 Guidance: Town currently at market best practice. Goal Achieved!

[P11] Permit Fee for Commercial Projects

Initial Status: \$1,200

Guidance: Move to flat fee less than \$500 or base fee on cost recovery.

[P12] Inspection Requirements are Online

Initial Status: No inspection requirements online

**Guidance:** Provide inspection information online including sample PV inspection checklist, alongside of permit process and related information.



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[P13] Inspection Turnaround Time
 Initial Status: Within 2 business days
 Guidance: Town currently at market best practice.
 Goal Achieved!

[P14] Inspection Appointment
 Initial Status: Appointment window is am or pm
 Guidance: Town currently at market best practice.
 Goal Achieved!

[P15] Single Permit Inspection
 Initial Status: 1 permit inspection
 Guidance: Town currently at market best practice.
 Goal Achieved!

[P19] Building and Electrical Codes

Initial Status: Do not currently use standards from most recent code cyclesGuidance: Consider adopting solar standards from most recent code updates. See the spreadsheet resource associated with this objective for more details and for model language.

[P20] Fire Department Design Guidelines

Initial Status: Solar friendly guidelines not adopted

Guidance: Consider following National (2012) Fire Code Solar Guidelines.

### Planning & Zoning Current Progress: 1 of 3 goals achieved

[Z4] Solar Planning Guidelines

**Initial Status:** No solar friendly standards for new construction; solar not specifically addressed in General Plan

**Guidance:** As part of General Plan update, consider adoption of solar specific language, such as standards for new construction and solar access. See examples and model language associated with this objective.

[Z5] Solar Related Zoning and Regulations

Initial Status: Solar friendly zoning ordinances currently in place; solar permitted by right in all zones.Guidance: Town currently at market best practice.Goal Achieved!

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### [Z6] Minimize Restrictive Ordinances for Solar

**Initial Status:** Ground and wall mount systems are required to be hidden from view **Guidance:** Consider modifying existing standards to allow for aesthetic considerations that do not significantly impact the cost or performance of PV systems.

Financing Options Current Progress: 1of 2goals achieved

[F6] Affordable Solar Loan or Financing Programs

Initial Status: City currently offers a Business Improvement Program

**Guidance:** Explore host of solar loan and financing resources available in your region and publicize these resources to residents and businesses through appropriate municipal channels (e.g.: online; in-person; print, etc.).

### **Goal Achieved!**

[F7] Availability of Solar Evaluation Tools

Initial Status: No apparent activity in this area

**Guidance:** Consolidate and provide online tools for potential solar system buyers to evaluate and value solar projects for their homes and businesses. See objective for 1 or more examples associated with this objective.

### Solar Market Development Current Progress: Oof 4goals achieved

[M1] Residential Aggregation Program

### Initial Status: No working group

**Guidance:** Establish a working group of community leaders and financing providers to evaluate aggregated purchasing options for residential solar based on successful case studies (see associated objective for additional details).

### [M2] Commercial Aggregation Program

Initial Status: No working group

**Guidance:** Establish a working group of businesses and property owners to aggregate their facilities and buying power for solar evaluation and procurement to decrease energy costs while demonstrating their leadership (see associated objective for additional details).





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### Initial Status: No event or online resources

[M7] Solar Industry Training

**Guidance:** Consolidate regional and statewide standards and best practices, provide online as a resource to the installer community, and organize an outreach/training event to generate awareness and understanding (see associated objective for additional details and supporting resources).

### [M8] Market Outreach and Education Programs

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### Initial Status: No event or online resources

**Guidance:** Consolidate solar resources and best practices, provide online as a resource to the consumer market (residential and commercial), and organize an outreach/training event to generate awareness and understanding across the community (see associated objective for additional details and supporting resources).