

GARDNERVILLE TOWN BOARD

Meeting Agenda

Lloyd Higuera, Chairman
Mary Wenner, Vice Chairwoman
Cassandra Jones, Board Member
Ken Miller, Board Member
Linda Slater, Board Member

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

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

Tuesday, July 7, 2015

4:30 p.m.

Gardnerville Town Hall

MISSION STATEMENT

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

Copies of the finalized agenda were posted at 8:13 A.M. on July 1, 2015 or before the third day prior to the meeting date, by Carol Louthan, Office Manager, Signed: Carol Louthan: in

accordance with NRS Chapter 241 at following locations; **Gardnerville Town Offices**, 1407 HWY 395 N, **Gardnerville Post Office**, 1267 US HWY 395 #L, **Carson Valley Chamber of Commerce and Visitors Authority**, 1477 Hwy 395 N, Gardnerville NV 89410 and the **Douglas County Historic Courthouse**, 1616 8th Street, Minden NV 89423, and on the Internet at www.gardnerville-nv.gov. All items shall include discussion and possible action to approve, modify, deny, or continue.

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

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

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

INVOCATION – Pastor Jim Beilstein of Trinity Lutheran Church

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

PLEDGE OF ALLEGIANCE – Ken Miller

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.

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:

June 2, 2015 Regular Board meeting, with public comment prior to Board action.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

1. **For Possible Action:** Correspondence
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
3. **For Possible Action:** Approve June 2015 claims
4. **For Possible Action:** Approve 32' foot wide Ditch Irrigation & Maintenance Easement for downstream



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

- users of the Martin Slough waters on the Hellwinkel property APN 1320-33-402-080, along the existing irrigation ditch alignment, as required by Water Conveyance Advisory Committee for the Flood Channel site improvement project review.
5. **For Possible Action:** Approve the Main Street Gardnerville newly elected officers for FY 15-16 with Linda Dibble, President, Scott Bergan, Vice-President, Norie Jenkins, Treasurer, Suzanne Carreau, Secretary
 6. **For Possible Action:** Approve Special Event Entertainment Endorsement Application submitted by Marie Lekumberry, representing J. T. Basque Bar & Dining Room for an accordion band – Basque Folk Dance Event on Friday, August 7, 2015 from 8:00 pm until 11:00 pm, with an anticipated attendance of approximately 200 people. J.T. Basque Bar & Dining Room is located at: 1426 Hwy 395, Gardnerville, Nevada 89410.
 7. **For Possible Action:** Approve and accept maintenance responsibility of landscaping installed by the Overland behind the sidewalk to the face of the curb along the parking lot and building along Gilman Avenue from Courthouse Alley to Highway 395, all located within the public right of way.
 8. **For Possible Action:** Approve Main Street Gardnerville and Record Courier Fall Art Show, September 12, 2015, at Heritage Park.
 9. **For Possible Action:** Approve a request by Sarah Sanchez, Carson Valley Community Food Closet, to divide the existing 2.84 acre parcel into two parcels, the smallest being 1.0 acres, in the Neighborhood Commercial (NC) zoning district in the Minden-Gardnerville Community Plan, APN 1220-04-002-009, 1245 Waterloo Lane.

ADMINISTRATIVE AGENDA

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

10. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for May 2015. (approx. 10 minutes)
11. **Not for Possible Action:** Discussion and presentation on an update on State of Nevada 2015 Legislative Session by Wes Henderson, Nevada League of Cities & Municipalities. (approx. 15 minutes)
12. **For Possible Action:** Discussion and presentation on a request by Sierra Chef (Cynthia Ferris Bennett and Leslie Broderson) for a Farmers Market Family Event from May through September 2016, the 1st, 2nd, and last Thursday nights of each month in Heritage Park; with public comment prior to Board action. (approx. 20 minutes)
13. **For Possible Action:** Discussion on a request to use Heritage Park for a fee of \$500 for the 2.5 days for a Flyball tournament on September 25 – 27, 2015, authorizing the handled dogs in the park for the event, presentation by John Tresise, Fly dog team member; with public comment prior to board action. (approx. 20 minutes)
14. **Not For Possible Action:** Discussion and presentation of Douglas County Pay and Compensation Study, including the modification to annual leave policy 200.36, Pay Grades, new job descriptions and classifications, and paying the full PERS contribution rate of 2.25%, Presentation by Jim Nichols, Douglas County Manager, OR Wendy Lang, HR (Approx. 20 minutes)
15. **Not for Possible Action:** Discussion and information only presentation on the Esplanade at the Ranch at Gardnerville, Major Design Review (DA-14-047) of a 41 unit multi-family housing project which includes thirteen (13) triplexes and one (1) duplex regarding the changes made to the plan since the Gardnerville Town Board approval on January 6, 2015. The subject property is located at Heybourne Road and Gilman Avenue in the MFR (Multi-family residential) zoning district (APN #1320-33-210-069), presentation by Hope Sullivan, Douglas County Planning Manager (approx. 10 minutes)
16. **For Possible Action:** Discussion and provide direction to staff on NOT proceeding with posting a Request for Qualifications (RFQ) for Council representation for the Town of Gardnerville; with public comment prior to Board action. (approx. 15 minutes)
17. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for May 2015. (approx. 5 minutes)



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

18. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for May 2015.
(approx. 5 minutes)

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

Adjourn

Gardnerville Town Board Meeting – August 4, 2015



GARDNERVILLE TOWN BOARD

Meeting Minutes

Lloyd Higuera, Chairman
Mary Wenner, Vice Chairwoman
Cassandra Jones, Board Member
Ken Miller, Board Member
Linda Slater, Board Member

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Contact: Carol Louthan, Office Manager
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Tuesday, June 2, 2015

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Pastor Tony, Carson Valley Methodist Church

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

PLEDGE OF ALLEGIANCE – Ken Miller



PUBLIC INTEREST COMMENTS (No Action)

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Ms. Jeannie Lamb asked when they were going to fix the asphalt cracks on our street. I am the last street in Chichester area.

Chairman Higuera let Mrs. Lamb know we have an ongoing street program.

Mr. Dallaire informed Mrs. Lamb it is slated for later this year around November.

Mr. Linderman commented they were paving the Overland parking lot when I came to the meeting.

No further public comment.



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

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

Chairman Higuera asked that item 6 and 7 be switched.

Motion Wenner/Jones to approve the agenda for June 2, 2015.

No public comment.

Upon call for the vote, motion carried.



FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

May 5, 2015 Regular Board meeting, with public comment prior to Board action.

Mrs. Jones has a correction on page 9 item 13. It says Mr. Yturbide. It should be Ms. Yturbide.

Motion Slater/Miller to approve the May 5 regular board meeting minutes with the correction on item 13, page 9.

No public comment.

Upon call for the vote, motion carried.

CONSENT CALENDAR FOR POSSIBLE ACTION

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1. **For Possible Action:** Correspondence
Read and noted.
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
Accepted.
3. **For Possible Action:** Approve May 2015 claims
Approved.
4. **For Possible Action:** Approve the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of \$20,976.74 for fiscal year 2015-2016.
Approved.
5. **For Possible Action:** Approve 2014 Year End Report for Town of Gardnerville
Approved.

Motion Wenner/Slater to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried.

ADMINISTRATIVE AGENDA

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

6.  **For Possible Action:** Discussion and provide direction to staff on the Town of Gardnerville sponsoring in the amount of \$500, the Minden Airport event Aviation Roundup to be held August 22 & 23, 2015 and direct staff to provide a display booth representing the Town and Main Street Gardnerville. Presentation by Bobbi Thompson; with public comment prior to Board action.

Ms. Bobbi Thompson, airport manager for the Minden/Tahoe airport. This evening I would like to give an overview of the planning process of putting the air show on, give you an idea of the events related to the air show and how all that is going. We have a number of committees working on this event. We have to have guards with military weapons there because one of the aircrafts that has been promised is an F22. Field preparation, we will need an air show box, where the performers will be performing safety and distances away from the crowd. Performers will start arriving on Wednesday before the air show. Thursday the rest of the team arrives, along with 80 support personnel. Thursday the vendors will start setting up. Friday we will hold a dress rehearsal for the event. We start the show day with a pilot briefing, gates open at 10. Airport Road will be one way in. Our print ads will start running this month. TV ads will run starting 6 weeks before. We will bring in an air boss which is our air traffic controller for the whole air show.

Mr. Miller mentioned the Main Street Program has made a proposal to put something into the welcome packets for the pilots and the group that comes with them. We have decided to put a coupon with a flier on the Thirsty Third Thursday wine walk, which is the same week. It would be a \$5 discount coupon for those individuals.

Ms. Thompson advised the hotels are putting together packages with an air show weekend.

(Video shown)

Mr. Dallaire addressed the email from Mrs. Roberts about the donation coming from taxes. The \$500 is not coming from health and sanitation. The county tax Gardnerville receives is a town tax and we get a portion of sales tax. We also have the park rental fees. There are a lot of other opportunities for these funds to specifically come from. When we do the budget we put all the money together and have a total. It's difficult to say this is where the money came from. We could develop the budget that way if we feel the need. We also receive a gambling tax.

Mrs. Jones believed the revenue stream could be boosted with this event if we invest \$500.

Mr. Dallaire pointed out this is making Carson Valley a destination. This is what we want to see here. Jenifer from Minden and I talked about it. Whatever you decide to contribute tonight I will let her know. I'm sure Minden will match that.

Mrs. Slater suggested a donation of \$750.

Public comment.

Mrs. Dorie Caldana is in support of the \$750. Having been a resident of Clark County, the Thunderbirds not only brought tourists but it was a draw for the families of the town. We benefitted greatly every time they put on an air show.

Ms. Thompson is looking at an every other year schedule.

**Motion Miller/Slater to donate \$750 to support the Aviation Roundup to be held August 22nd and 23rd 2015.
Motion carried.**

7.  **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for May 2015.**

a. Annual report to the board Dorette Caldana

Mrs. Dorie Caldana, Main Street Board of Directors President, reported we had our first wine walk and it rained the entire day. There were under 200 participants. We did bring in a fair amount of money. The Carson Valley Visitor's Authority has an electronic billboard along Highway 395 near Carson. They are going to start adding our Thirsty Third Thursday the week before, at least once. So we will get a little more exposure. Because we raised the price to participate it's quite interesting. We now have 13 new members to the program. Normally those people just participated during the wine walk season. There is within your presentation a conference review that Ken, Paula, Tom and Linda put together. Upcoming events are the Heritage Park Garden plant sale. The dedication was held May 30th. Our next Thirsty Third Thursday wine walk is June 18th. As you know TTT, that's our trademark, and we will continue to push that. We have a series of five different classes children take on how to be gardeners. Dorie gave a power point presentation on Main Street's vision, mission and action plans. We use a business inventory tracker so we can keep track of our local businesses. We have not given out any other loans. We are continuing to get money back in but people are not borrowing at this time.

Mr. Miller pointed out being the only main street program in the state of Nevada I feel this program is very successful with the funding we have available. Other programs have special taxes, grants and DDA taxes. We got a lot of exposure as far as who we are and what we are doing at the Main Street conference. Tom, myself, Linda, Paula and two people from Minden gave our area a lot of exposure. It's important we have the participation in that conference.

Mrs. Caldana added the Heritage Foundation has always stated they are amazed by the amount of work that is accomplished by a Main Street program that does not have a state program. When you sit in on a telephone conference and you hear the president of the Main Street program say, wow, it makes you feel pretty good. We do have their support. But since we don't have a state program we are not recognized as a real Main Street program.

Mr. Miller believed the main reason SB51 was dropped was because of the education agenda by the governor. We also did not have a champion for that bill. I think that will be very important planning the next time.

Mrs. Slater mentioned Nevada League of Cities did not have a lobbyist this year.

b. Flower committee update Linda Dibble

Mrs. Dibble recently attended a banquet that the Douglas High School FFA students hold once a year. We, as Main Street, and individually myself, received a plaque. We are now Main Street Gardnerville for outstanding support, Honorary Chapter FFA degree holders. We, the flower committee, work very closely with three schools. Two of them have the FFA program. China Springs is the third school. With all three, we

end up with these gorgeous flowers and pots that are lining the streets every year. There are actually 9 adopt-a-pots left out of 62. The other thing that played into our favor is we decided to increase the cost. We went from \$75 to \$85. We began advertising in October and promoted that you could get it at the reduced price until March 1st. So by that time we had all but about a dozen sponsored. There are only two remaining. The incredible programs the schools have with the Future Farmers of America are pretty dynamite to watch. Each program selects a student who is responsible for the baskets and/or the pots. That particular student is then the contact I work with. The teacher stands in the background. All of the issues we have with the students are with that one contact. These students are dynamite. Both Douglas and Smith Valley run this as a business. The students actually make a profit. It is really learning how to run a business. I sat in on a panel this year at Douglas High. Each of the students had chosen three or four different plants and we had to give them advice on what to put the effort into.

8.  **For Possible Action: Approve Resolution No. 2015R-037 augmenting the Town of Gardnerville budget for fiscal year 2014-2015; with public comment prior to Board action.**

Mr. Dallaire advised this is adding the funds from the petroleum fund and movie donations and recognizing those funds.

No public comment.

Motion Miller/Wenner to approve Resolution 2015R-037 augmenting the Town of Gardnerville budget for fiscal year 2014/2015. Motion carried.

9.  **For Possible Action: Approve budget transfers for fiscal year 2014/2015; with public comment prior to Board action.**

Mr. Dallaire had a few things under board designated that we needed to move into an expense line item. We have one or two pages left to make changes for Hellwinkel and then those plans will go out.

No public comment.

Motion Slater/Miller to approve the budget transfers for fiscal year 2014/2015. Motion carried.

10.  **For Possible Action: Discussion on and to provide direction to staff on future need for decorative lighting on Douglas Avenue, considering the following;**
- a. **Light spacing (need to match Eddy Street, or Mission Street);**
 - b. **Lights only located on corners/intersections, curves and cul-de-sac's per town standards;**
 - c. **Determine the desired street light spacing and extent of lighting on Douglas Ave, with public comment prior to Board action.**

Mr. Dallaire went over the Douglas Avenue area and where lights are located. Do we want to have spacing similar to the highway which is 150 to 350 feet apart? My proposal is in order to make these active we need to do what we did on Eddy Street. We need to install an electric meter. We have an opportunity to partner with Trinity Lutheran Church.

Mrs. Slater asked if this is the one that was proposed last month?

Mr. Dallaire answered yes.

Mrs. Slater would like to make sure we have power down the road to add more lights if we want to, but keep it to the basics where it exists.

Ms. Wenner likes more lights in the residential areas.

Mr. Miller didn't believe Douglas will be going commercial any time soon. We have a historic district. It is part of Main Street. I think it would behoove us to put something else in there as far as commercial goes.

Mr. Dallaire agreed most of it is single family.

Mrs. Slater would like to leave the lights where they currently exist, but make certain we do have the pull boxes so in the future if we want to add more we could.

Mr. Dallaire doesn't have the pull boxes at the locations of the lights. The light will need to be close to that or we will be replacing the sidewalk wherever the street light is. Our seasonal office person will be doing an inventory of what is existing. Mike Plut pulled some of the lids and you can tell where the conduit will go. We can continue the same spacing or half the same spacing and make it like Mission. Arbor Gardens only has lights at intersections, bulbs, curves and that is it. There will be another fee for a meter.

Chairman Higuera asked Mr. Dallaire if he had enough direction.

Mr. Dallaire is hearing they want the same spacing we have. We will do a public workshop and see if there is any input.

Public comment.

Mr. Linderman commented the last two houses we have owned have had a street light right in front of the house and my wife loves, it. The one before had a street light across the street and she loved that. We go out to Johnson Lane and there are no street lights. She would not live in that neighborhood. It's too dark.

No further public comment.

Mr. Dallaire asked if they want to add a couple more lights across from Trinity Lutheran or are we okay with just the intersection and stopping it there so the meter would be at the end of Gasoline Alley on the opposite side of Mill Street. We would provide the light at the corner of Mill and Douglas and then come across the street. Do we need to project that conduit down for future lighting?

Mrs. Jones would suggest as things progress consider adding more lights as you go down. It is residential but it's apartments. Lighting is important. Physically there is more walking, more biking, more kids on the street. I know this area will not be turning commercial anytime soon. It's an alternative foot path to 395. I would love to see better sidewalks.

Mr. Miller mentioned since they put a curfew on the lighting at 10:00 p.m. I suggested they allow the church to put low level lighting in the parking lot so no one trips over the planters.

Mr. Dallaire could add three street lights down there. I can look into solar lighting.

Mrs. Jones would like consistency all the way from Douglas Avenue to the southeast corner around the cemetery. I think improving the lighting here, keeping it at a residential level, but improving the lighting would be a good thing all the way around. It would make the residents safer. It would help the church.

Mr. Dallaire will work on it this summer.

Mr. Miller felt it needed to come back when they decide what type of light and locations.

Mr. Dallaire repeated the directions from the Board: look at solar lighting, spacing the same as what we have and we will extend it to Spruce.

Mr. Rowe instructed the board they do not need to take action. We put it on for possible action to give you the option, but you are not required to take any action.

11.  **For Possible Action:** Discussion and provide direction to staff on resetting the existing brick sections within the existing sidewalk pedestrian areas, or provide direction to staff on replacing the existing bricks with colored stamped concrete, or other pavers, keeping the pattern of the existing brick, at the following locations;
- a. Gilman Ave sidewalk
 - b. Heritage Park & Flag Island, sidewalk
 - c. Historian Inn sidewalk
 - d. Auto Connections sidewalk;

And provide direction to staff if this practice needs to be a town standard within the downtown area; with public comment prior to Board action.

Mr. Dallaire advised this issue came up with the Overland redoing their parking lot. We have some brick sections along there that are bricks strips. We made some modifications after meeting with David and John Park. Do we want the brick in town? Maybe remove the brick and put it in concrete with accents or stamped concrete. It is about \$13,000 if we want to reset the bricks. It would be \$25,000 to put in stamped concrete and be done with it.

Mrs. Jones liked the stamped concrete because I'm a lawyer and we've been trained to think about liability. One thing that makes me nervous about this is one brick pops up and you have a person that trips and falls on it.

Mrs. Slater suggested if you take the brick out, you can use the brick as accents.

Mr. Miller believed with Sharkey's and the Overland it's possible the old Magoo's building will be improved. If we don't set the standard now we will get a mish mash of things in the downtown area.

Mr. Dallaire didn't think about it when Sharkey's was done.

Mr. Linderman asked about the foundation for pavers. I'm curious what that would be. One idea I had was if bricks sink in the dirt, would it be possible to put down concrete and put brick on top?

Mr. Miller answered the pavers take a sand base. In order to get the sand base done right it has to be compacted. It's labor intensive.

Chairman Higuera felt if you put the concrete under the bricks you may as well just put concrete and stamp it.

No further public comment.

Mr. Dallaire will come up with a plan and come back using the stamped color concrete.

Break from 6:18 p.m. to 6:28 p.m.

12.  For Possible Action: Discussion to approve, approve with modifications or deny the revised agreement with current legal counsel; with public comment prior to Board action.

Mr. Rowe discussed the new legal services agreement. The only thing I can add is in 2014 we had 123 billable hours but that excludes board meetings, which can run for five and a half hours apiece. Total annual payment was \$15,250 which does include the \$250 for each meeting. I have sent a letter to Tom, which is in your packet, and would like to request we have an increase of \$50 an hour to the hourly rate. Be happy to respond to any questions.

Chairman Higuera asked if the meeting would be billed at \$250 an hour.

Mr. Rowe answered in the existing agreement the meetings were billed at a flat rate of \$250 per meeting regardless of the length of time of the meeting. Our proposal is \$200 an hour, including the meetings.

Chairman Higuera felt the increase in the hourly rate is reasonable. I'm not sure about the meetings.

Mr. Miller asked if Mr. Rowe could look at a flat rate per year for the meetings rather than by the hour.

Mr. Rowe could do that. I would consider that and give a flat rate for a meeting, but it won't be \$250.

Mr. Miller was asking for an annual rate which would be like a retainer.

Mr. Rowe would go back and look at the last 12 months of meetings, add up the hours and divide it by 12 to come up with an average length.

Mr. Miller thought it would be easier to budget if it was a flat rate.

Mrs. Slater asked if we went out to bid would you put in your bid.

Mr. Rowe would not make it any different. GRID's flat rate covers all functions of the district unless there is litigation. Chichester was the last time there was anything going on in Gardnerville.

Vice-Chairman Wenner mentioned Minden's is a flat rate.

Mrs. Slater read the agreement and according to the agreement it is.

Mrs. Jones thought they patterned it off a combination of Indian Hills and our agreement, the way it is structured. They also structured it in such a way that there is a preference for the partners: Ryan, Jewel & Jennifer and a penalty for other partners, because probably internal politics of the firm, other partners didn't want to be involved. That is a significant reduction on Ryan Russell's hourly rate.

Mr. Dallaire talked to Jenifer, Town of Minden, about this today and Ryan is involved in the water side of things so they have a very high billing every month.

Mrs. Jones if you take the old agreement, Rowe Hales was charging the equivalent of 1.67 hours for every meeting.

Mrs. Slater thought we should go out to bid and hope that all people, including Mike Rowe, would give us their best shot. We have nothing to lose and everything to gain at this point. I think Mike and his crew have done a wonderful job and I would hate to part ways. I think we also have to work within a budget too.

Chairman Higuera believed Mike's institutional knowledge is priceless.

No public comment.

Mr. Miller would like to see an alternative proposal of some type than the regular billing for every hour of the meeting. That makes it tough to budget.

Mrs. Slater thought we should go out to bid.

Chairman Higuera would agree it is prudent.

Motion Miller that this contract we currently have in front of us be continued until we go out to bid unless it's otherwise –

Vice-Chairman Wenner asked when the contract expires.

Mr. Rowe's contract is up June 30.

Mr. Dallaire pointed out this is an agreement with the current counsel. We can still go out afterwards. But the agreement still needs to be in effect. You have the same option to give 30 days if we decide to select somebody else.

Chairman Higuera asked if he was suggesting we accept the agreement and then add we would go out to bid.

Mr. Miller asked how binding is this contract?

Mr. Rowe's current contract will expire. I would propose it on an annual basis and have a similar provision as in the existing contract that it automatically renews unless some party gives 30 days' notice that they want to change.

Mrs. Jones sees it is renewed annually but we can modify the terms on 30 days' notice. Can't we modify the terms to terminate?

Mr. Rowe agreed. It is all up for consideration.

Mrs. Jones' suggestion as the bridge until the board receives bids, the bridge would be we would accept this but we would also add a 30 days' written notice termination clause so either party can terminate on 30 days' written notice. The old agreement renews annually and you can terminate on 30 days' notice before the annual. But it also has a clause that says you can modify on 30 days' written notice. Theoretically a termination is a modification. But

it's a gray area. Do we want to be fighting with our own attorney when we have the opportunity to make it absolutely clear right now.

Motion Miller/Slater that we renew the contract with Rowe, Hales & Yturbide on an annual basis with a 30 day notice modification on the basis of \$200 per hour as they put in their hours. Motion carried.

 **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for May 2015.**

Mr. Rowe reported one of the residents of Chichester wanted to have some speed bumps installed. I looked at the issue and Tom has done some administrative research. There is a Nevada statute on whether or not you can or can't have speed humps. I think they are permissible because you see them all over Reno. I did provide the Sparks policy on traffic calming devices. But there are some reservations because if you have them you do have 6 to 8 seconds additional response time for emergency vehicles.

Mr. Dallaire clarified 8 to 10 seconds for each speed bump.

Mr. Rowe stated there is a reluctance on our end to get into that. I can get case law, but Tom has indicated the resident is somewhat mollified. Tom is not inclined to go with it. I think we will let that one ride for a while. We may come back with an item in July for you to consider and to see what you want to do about it. There is also an issue with snow plowing. The interlocal agreement with the county is still in the draft stage. In my opinion it sort of offends me we're having to pay them for anything. The old agreement said what we do for the county and what they do for us is of commensurate value and there wouldn't be any money changing hands. There is a draft of the agreement and when we get it finalized it will be brought back for review. We have finally have gotten the 20-30 Club to communicate with us under the sublease. We are still waiting for the insurance binder to show the town is an additional insured. They also have a requirement to pay to the town as rent whatever increase the town pays in its premium to insure the old jail.

Mr. Dallaire has not been able to get the amount clear back when the agreement was done. They didn't actually break it out in the insurance policy.

Mr. Rowe advised if we haven't been charging them then we have a statute of limitations issue. We need to figure out what that is and get it ironed out.

Mr. Rowe continued with his report. In late April I drafted an easement through the Martin Slough for the downstream users. It was sent to the county engineer and he has not acted on it yet.

Mr. Dallaire explained that was a requirement of the Water Conveyance Advisory Committee. We don't have a recorded agreement yet.

Mrs. Jones asked what the trigger is.

Mr. Dallaire answered if we fail to maintain the ditch and it is not flowing properly.

Mrs. Jones asked if there was a notice requirement.

Mr. Rowe believes that was put in there. I didn't bring a copy of it.

Mrs. Jones would be concerned years from now somebody decides they are going to clean the ditch and start trespassing

Mr. Rowe sent it to the Allerman Company and has not heard back from them.

Mr. Rowe reported on the trash truck. I sent a notice by certified mail on May 26 to Rush Peterbilt Truck Center, Amrep Inc. and Cummins, based on Nevada's lemon law statute that provides if after a reasonable number of attempts the manufacturer or its agent or authorized dealer is unable to conform the motor vehicle to any applicable express warranty by repair or correction, and the defect or condition causing the nonconformity substantially impairs the use and value of the motor vehicle to the buyer (the town) which is not the result of abuse, neglect or unauthorized modifications to it, the manufacturer shall accept the return of the vehicle and refund the purchase price. It was met with a resounding silence. I met with Craig and Tom. Carol had, prior to that meeting, sent me all the background information on who Craig and Tom had been communicating with on the problems with the truck.. We sent out an email blast this afternoon to everybody that ever sent an email to the town about the trash truck. We are waiting to get some form of reaction. After talking with Craig and Tom it's just defective. It's been in the shop more than it's been on the road. Under the purchase agreement the statute of limitations to bring an action arising from the purchase or use of the vehicle in the Peterbilt Limited Warranty is one year from the date of purchase. So that gives us until June 25th to bring an action. If I don't get a reaction, that's what we will do to preserve our rights to collect. If you want to talk about it we will agendize a closed session.

13.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for May 2015.**

Mr. Dallaire reported Friday is the end of the RFP on the gas station. We will be awarding that mid-June and then get the gas tanks out. There is a process to go through to remove the canopy. We might have to put some different color pavers to shadow the location but we can take it down. We will see what the design team comes up with. They are supposed to come back with a plan this month.

Mr. Miller asked if they had contact with the Masons on the mural. Myself and Carol Sandmeier would be glad to do that. Can you print out the picture of the mural? I will approach them.

Mr. Dallaire continued his report. On the county commission agenda Mr. Harry Ernst is appealing the planning commission's decision approving the Esplanade at the Ranch. I committed to do Leadership on the 16th of June. I will be in Half Moon Bay. Paula is going to do it and she will talk about the events. If there is someone that would tag team with her it's for the Leadership class.

Mr. Miller will do that.

14.  **For Possible Action: Discussion and possible action on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action.**

Chairman Higuera asked board members to make their comments. Then if Tom wants rebuttal time we can do that.

Mrs. Slater felt overall I think Tom does a marvelous job. I noted time management is improved, but it is something that always needs to be self-evaluated. I consistently hear I don't have enough time. Things aren't quite getting done because of this or that. You tend to try to do too much yourself. Delegate to your employees and prioritize. You can't make every meeting. You can't take every phone call. Maybe you need to close your door for a few hours a day and have the phone calls held. Those will help a lot. You can't do everything and can't be everywhere. Your priority is the town and the town's business. I am very pleased with what I have seen. You work very well with the other departments and with the federal and local governments. You are to be commended and are a great asset to the Town of Gardnerville.

Mr. Miller thinks very highly of Tom. I have tried to avoid interrupting Tom by going through Geoff or Carol. I think that's part of Tom's time commitment. I think the other board members should approach that in the same manner. I have in here that you have strong leadership. He sets the example for the rest of the town employees with the time he puts in and his work commitment. Even though he can't push some people out of his office, it sets an example for the town. I have heard nothing but positive things from the community. That's the way I approached some of my statements. We need to work with Tom and need to keep him. We need to keep him energized one way or another. We have a valuable asset in him.

Vice-Chairman Wenner agrees with both Linda and Ken. I think Tom is one of the hardest working individuals I've ever met. I did talk to Paula, Carol, one of the guys at the maintenance yard, and Jenifer at the Town of Minden. They all agree he's a great person to work with. They don't want him to get burned out. I gave him a few of my suggestions, which were given to me by other people. I graded him low because I think he does need help with the budget. It's hard to justify hiring somebody when it shows he's doing everything. I was trying to justify getting someone hired to help.

Mrs. Jones has seen the same thing, the risk of burnout. You have a fantastic reputation and high integrity. People trust you. They value your work. But we have to find a way to help you delegate or reduce responsibilities. It can be exhausting to go to all of the networking type things. That actually sucks energy out of you and undermines your ability to do the job you need to do. Habit 3 of "7 Habits of Highly Effective People" is all about prioritizing time and how to schedule things so they stay in quadrant 2, important but not urgent. Because when they push into important and urgent that's when stress occurs. So if you pick up the book or go on You Tube you can look at Habit 3 of "7 Habits of Highly Effective People" it talks about scheduling blocks of time to work. I see the agenda is coming so I will block out three hours the day before the agenda is due to work on board meetings. It takes time to change other people's habits. You can train staff that those times are sacrosanct, you will not take a phone call. That can do a lot to help the stress level. I think we need to get you a maintenance supervisor. We have to figure out how to make that happen. That's not going to happen this year.

Mr. Dallaire has to reorganize if the county moves forward with the pay plan. It's just if we agree with what they have.

Mrs. Jones knows we can't make that change overnight, in terms of reducing the work stress. But maybe by the end of this year we will have a clear plan to get you the managers you need.

Chairman Higuera noticed everybody said pretty much the same thing in their own way, the time management and the delegating. Burnout really equals stress. We keep talking about Tom delegating. So much has been delegated to Carol, Geoff and Marie and some other staff members. We really don't have more people to delegate to. I think one of the things we haven't talked about is the number of projects we take on. We might be taking on more than we can really handle with our small staff. We need to catch up on the projects that we have. But somehow we need to say "no" more often on some of the projects that come to us. As far as taking on more projects maybe we need a moratorium until we can develop more people. People power equals more time and able to work on more projects. Maybe it is time for that supervisor and also budget help. Douglas County's budget has become the most complicated matrix I've seen. I don't know how you manage to deal with it. You got into one system and now they have flipped it around and haven't given anybody any instruction. So you're moving in the dark trying to get things done. Maybe we need to have a CPA to do consulting and set up the budget so you can take the pieces and put it in the county puzzle. Those are my recommendations. Delegating is a good thing but you have to have someone to delegate to. Maybe we take on more projects than we really should.

Mr. Dallaire thought that's exactly where we are. We've taken on too many projects. Geoff was gone this last week. We put our heads together and I have a current list of projects. It is three pages right now. Some have been done. Hellwinkel channel, Kingslane sidewalk and now street lighting have been added. All of these things take time. I've taken on too many things because I go from one to the other. Trying to get things finished up has been important. Mr. Dallaire listed numerous projects that are outstanding.

Mrs. Slater pointed out by accomplishing these we are getting projects done. I think that's been a frustration to see us start something and years later we're still working on it. If you take on less projects and complete some of these that might be a huge benefit.

Mr. Dallaire shared we could have gotten, for instance, the Hellwinkel channel, done 4 or 5 months ago but we're still waiting on the Army Corps of Engineers. They were supposed to have some comments. They finally contacted us but that was two months ago. Now the county wants to do a minor design review process. Writing the projects down has helped.

Chairman Higuera feels very fortunate to have Mr. Dallaire. You are well respected in the community. We need to slow down the intake of projects or get more people to work.

Mrs. Slater felt this will be a good aid.

Mrs. Jones referred members to page 15-9. Based on the combined evaluation he should receive a 5.5 percent raise.

Mr. Dallaire believed there was a four percent max last year and this year is the same way. I would ask that you hold to that.

Mrs. Slater hopes what you have heard here tonight you take as constructive criticism and not personal criticism.

Public comment.

Mr. Linderman has been attending as many meetings as possible. It's been very interesting to watch the interaction between the various reports and things that are happening, especially the multitude of projects that Tom has been dealing with on behalf of town residents. While it's only talk here, there's obviously a lot of action behind the talk. While some things take longer than expected, like dealing with other government entities and coordination of dealing with everybody else that has to be involved it's amazing that Tom has been able to deal with all of that as well as he has. I don't have any problem with projects taking longer than they were planned to take because of things that come up. I've worked long enough in my career to know things always come up. Schedules are never met, with a few exceptions. It's already been mentioned the high ethical standards. I appreciate the way Tom has looked at a problem, described what the options are, what his recommendation is and how often it meshes with what I think I

would have done. So I have nothing but good to say about Tom's behavior in decision making, planning and his interaction with other people. I've seen some of that when I've come in asking questions. He's been very helpful. Just wanted to provide the only public comment there could be in a positive light.

No further public comment.

Motion Wenner/Jones to approve a four percent increase, since that is the cap, for Tom. Motion carried.

PUBLIC INTEREST COMMENTS (No Action)

No public comment.

Meeting adjourned at 7:38 p.m.

Lloyd Higuera
Chairman

Tom Dallaire
Town Manager

Gardnerville Town Board
AGENDA ACTION SHEET



1. For Possible Action: Correspondence

2. Recommended Motion: Receive and file
Funds Available: Yes N/A

3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: July 7, 2015 **Time Requested:** N/A

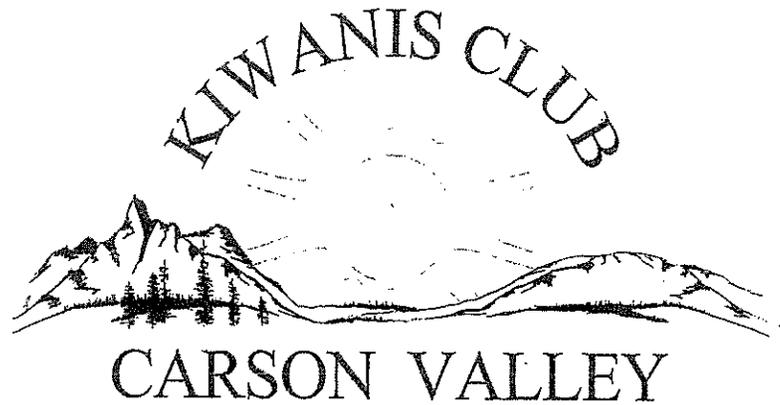
5. Agenda: Consent Administrative

6. Background Information: See attached.

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

8. Board Action:

- Approved Approved with Modifications
 Denied Continued



JUN 02 2015

Tom,

Thank you so much for speaking at our Kiwanis meeting this morning. It was so interesting to hear about what is happening in Gardnerville. So many changes - it is exciting!

The club thoroughly enjoyed your presentation. You are invited back any time.

Thanks again,
Sondra

Tender Thoughts

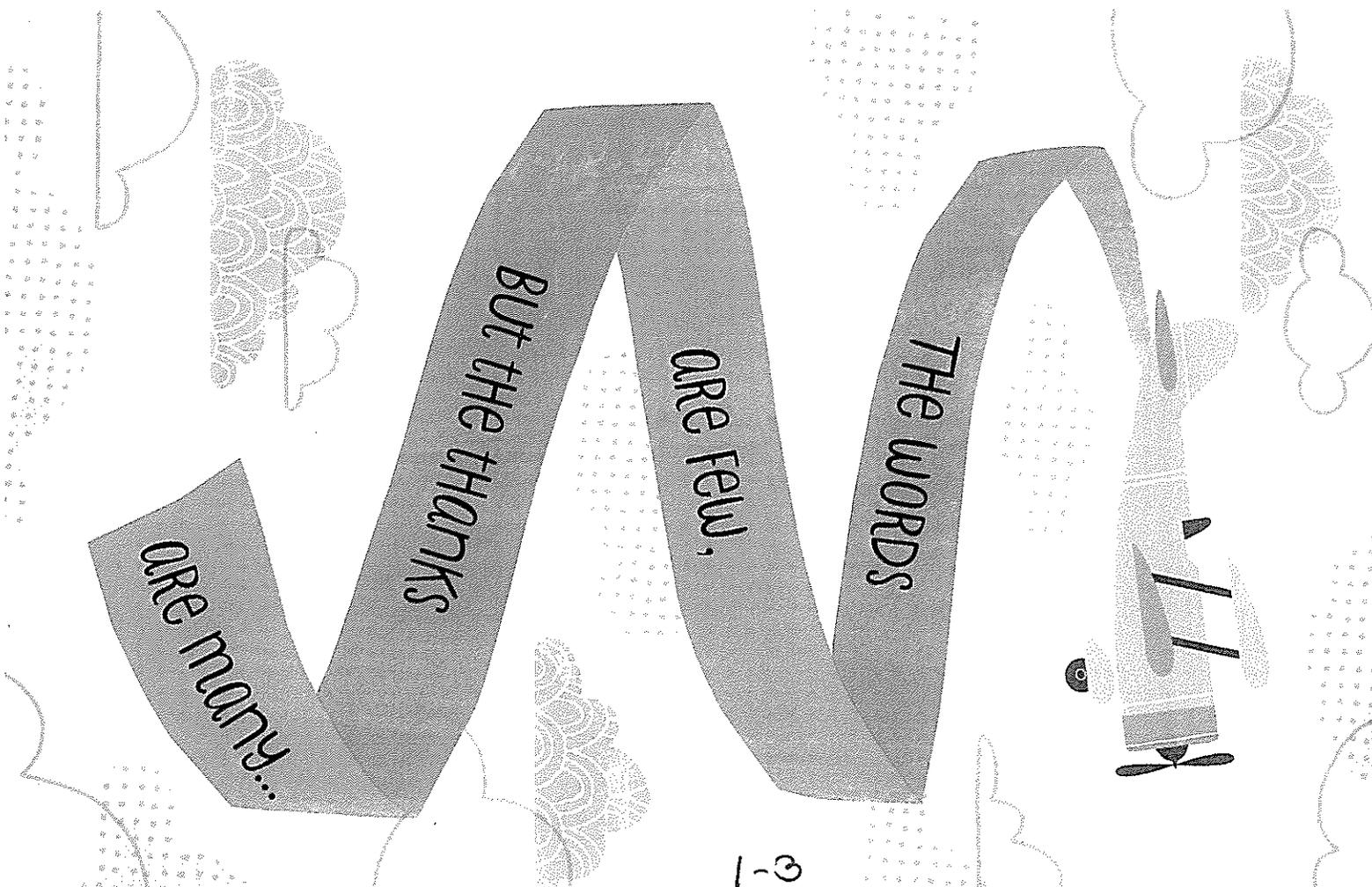
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JUN 29 2015

THANKS again!

Sieva Radio Club

For use of Hermitage Park

RECEIVED
JUN 29 2015

To: Gardnerville Township Council
From Siera Radio Club

The club would like to thank the council for the use of the park for our field day trials. All agreed that it was the best place we have ever held our event. Unfortunately, the radio Gods gave us a magnetic storm all week which made for poor communications. During the week we provided communications for the Pont Express Ride and also had that problem.

Due to the conditions plus extreme storm conditions we closed the operation down on Sat and decided not to operate on Sunday.

We hope that we will be allowed to use the park again next year hopefully with better radio conditions.. Our club VHF repeater is not bothered by magnetic storms so in the event of a local emergency we would still have an effective system.

Again thanks from all our members

ED Eggert for SIERA



“Service, Progress, Comradeship”

By late 1987 a group of Amateur Radio operators in the Carson Valley decided to unite and serve the Amateur Radio community. They also thought that this group of operators could provide a valuable service to the Carson Valley community, namely an organized communication system in times of emergency. The group also wanted to promote social aspects of the club as well. In 1991 President Art Hendricks, K4CTZ, now a Silent Key, introduced the club's motto “Service, Progress, Comradeship”. This motto truly reflects the spirit of SIERA.



**Sierra
Intermountain
Emergency
Radio
Association**



SIERA

Visit us at

**PO Box 2348
Minden, NV 89423**

www.cvhams.com

Club Information

Meetings and Membership

Are you interested in Amateur Radio? Have you moved into the area and are now looking for a radio club? You will find a warm welcome at our club. Sierra Intermountain Emergency Radio Association (SIERA) serves northwest Nevada and the Tahoe basin. We meet at 1:00pm on the 1st Saturday of the month at the Carson Valley Methodist Church, 1375 Centerville Lane, Gardnerville, Nevada.

Basic membership dues are \$24.00 a year. For a pre-membership packet contact the membership chairperson.

Repeater

Our club's repeater is located at the Leviathan communication site on the Monitor Pass. We share this site with Alpine and Douglas County and other government agencies. The frequency is 147.330 MHz with a positive off-set and a PL tone of 123.0 Hz

SIERA's Website

For more information about SIERA and for valuable internet links visit the SIERA Web Site at www.cvhamms.com.

Pony Express Re-ride

Each year SIERA provides communication for the Pony Express Re-ride as it progresses across the state of Nevada. This is a three-day, around the clock event. Amateur Radio operators find the event an excellent opportunity to test their HF and VHF gear in the field and to practice their communication protocol skills as might be required in emergency communications.

Club Net

The club conducts three nets each week, open to all amateur radio operators.

- ◆ Tuesday Night at 7:30 PM; a formal 2-meter net on the 147.330 repeater PL 123.0
- ◆ Tuesday night at 8:00 PM, an HF net on 3982 KHz, LSB.
- ◆ Wednesday night at 7:30 PM, the SIERA Watering Hole Net; an informal get together to discuss ham radio on the 147.330 repeater.

Public Service

SIERA members provide communication for public events such as the Death Ride bicycle event sponsored by Alpine County and for emergencies such as fires and floods.

Club Breakfast

Club members meet on the fourth Saturday of each month at 8 AM for a social breakfast. Please check the SIERA website for the current location. Come and join us.

VE Examinations

The club's Volunteer Examiners team gives FCC Amateur Radio license exams in the odd numbered months of the year. Exams are held on the third Saturday at the Silver State Charter High School in Carson City. Registration starts at 9 AM. See the SIERA website for additional information and directions to the testing center.

Each year the club sponsors licensing classes. Club members provide instruction for anyone interested in becoming an Amateur Radio operator.



Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
2. **Recommended Motion:** Accept as submitted
Funds Available: Yes N/A
3. **Department:** *Administration*
Prepared by: *Carol Louthan*
4. **Meeting Date:** July 5, 2015
5. **Time Requested:** N/A
6. **Agenda:** Consent Administrative

7. **Background Information:**

Residential Accounts	1762
Commercial Accounts	223
Green Waste Accounts	1274
Cleanup Dumpsters	10
X-cans	458
# of new residential accounts	11 accts transferred to new owners – 3 new owners
# of new commercial accounts	0
Minimum User Accounts	37
Total tons of trash	327.58
Total tons of Greenwaste	57.14

May 2015

Parks: We've dug holes for a fence around Heritage Park Garden children's area. Martin Slough pond has been stocked with hundreds of trout by the Nevada Department of Wildlife Mason Valley Fish Hatchery in Yerington.

Public works: Pinecones have been installed on the Welcome to Gardnerville sign at the south end of town. Martin Slough waterway is clear and running good.

Water flow on the Cottonwood has stopped at Mill Street to another path. Water is running down Decker ditch. Weeds are being sprayed or manually eradicated throughout town.

The streetlight going into the Ranch at Gardnerville has gone out again and Minden Electric will look and see what the problem is.

Summit Septic is cleaning and video recording the storm system this month.

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

9. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve June 2015 claims.

2. **Recommended Motion:** Approve as submitted
Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: *Carol Louthian*

4. **Meeting Date:** July 7, 2015 **Time Requested:** N/A

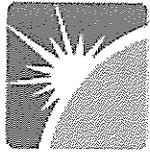
5. **Agenda:** Consent Administrative

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

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

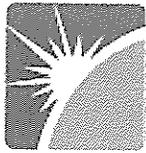


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 510.150 - Board Compensation										
4288 - Figuera Lloyd W	6/15 BOARD	G'VILLE	Paid by Check # 635300		05/28/2015	06/05/2015	06/05/2015	06/05/2015		275.00
24008 - Jones Cassandra Esq	6/15 BOARD	G'VILLE	Paid by Check # 635314		05/28/2015	06/05/2015	06/05/2015	06/05/2015		250.00
28960 - Miller Kenneth	6/15 BOARD	G'VILLE	Paid by Check # 635335		05/28/2015	06/05/2015	06/05/2015	06/05/2015		250.00
2969 - Slater Linda	6-15 BOARD	G'VILLE	Paid by Check # 635400		05/28/2015	06/05/2015	06/05/2015	06/05/2015		250.00
Account 510.150 - Board Compensation Totals Invoice Transactions 4 <u>\$1,025.00</u>										
Account 511.201 - PEBS- Ret. Medical										
20219 - NV ST Public Employees	5-15 PREMIUMS	731	Paid by Check # 635114		05/08/2015	05/29/2015	05/29/2015	05/29/2015		8.88
20219 - NV ST Public Employees	6-15 PREMIUMS	731	Paid by Check # 635614		06/01/2015	06/12/2015	06/12/2015	06/12/2015		8.88
Account 511.201 - PEBS- Ret. Medical Totals Invoice Transactions 2 <u>\$17.76</u>										
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 5/15	77578271340502795	Paid by Check # 635284		05/16/2015	06/05/2015	06/05/2015	06/05/2015		100.88
29103 - Frontier	782-3856 5/15	77578238560808025	Paid by Check # 635284		05/16/2015	06/05/2015	06/05/2015	06/05/2015		49.45
13097 - Verizon Wireless	9746594356	842011146-00001	Paid by Check # 636298		06/01/2015	06/26/2015	06/26/2015	06/26/2015		128.11
Account 520.055 - Telephone Expense Totals Invoice Transactions 3 <u>\$278.44</u>										
Account 520.060 - Postage/Po Box Rent										
12997 - Do Co Procurement Program	5-15 LOUTHAN	G'VILLE	Paid by Check # 635795		05/27/2015	06/19/2015	06/19/2015	06/19/2015		17.95
Account 520.060 - Postage/Po Box Rent Totals Invoice Transactions 1 <u>\$17.95</u>										
Account 520.064 - Travel										
21673 - Dallaire Tom	3-29/4-2-15	TRAVEL	Paid by Check # 635000		04/02/2015	05/29/2015	05/29/2015	05/29/2015		179.76
Account 520.064 - Travel Totals Invoice Transactions 1 <u>\$179.76</u>										

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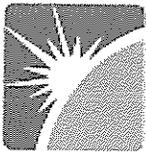


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 520.084 - Replacement & Repair										
8197 - Carson Valley Telephone Co	141487	G'VILLE	Paid by Check # 635248		05/22/2015	06/05/2015	06/05/2015		06/05/2015	47.50
11985 - Ace Hardware	099227/1	1236	Paid by Check # 635442		05/15/2015	06/12/2015	06/12/2015		06/12/2015	15.97
11985 - Ace Hardware	099230/1	1236	Paid by Check # 635442		05/15/2015	06/12/2015	06/12/2015		06/12/2015	6.00
11985 - Ace Hardware	099278/1	1236	Paid by Check # 635442		05/18/2015	06/12/2015	06/12/2015		06/12/2015	3.58
11985 - Ace Hardware	099382/1	1236	Paid by Check # 635442		05/21/2015	06/12/2015	06/12/2015		06/12/2015	27.67
Account 520.089 - Power								Invoice Transactions 5		\$100.72
2924 - NV Energy	791804 5-15	791804	Paid by Check # 635604		05/27/2015	06/12/2015	06/12/2015		06/12/2015	197.34
Account 520.092 - Heating								Invoice Transactions 1		\$197.34
3021 - Southwest Gas-Las Vegas	0015779022 5-15	2410015779022	Paid by Check # 635401		05/18/2015	06/05/2015	06/05/2015		06/05/2015	29.66
3021 - Southwest Gas-Las Vegas	1072224004 5-15	2411072224004	Paid by Check # 635401		05/18/2015	06/05/2015	06/05/2015		06/05/2015	31.04
3021 - Southwest Gas-Las Vegas	1188600002 5-15	2411188600002	Paid by Check # 635401		05/18/2015	06/05/2015	06/05/2015		06/05/2015	9.01
Account 520.097 - Maint B&G								Invoice Transactions 3		\$69.71
31199 - Summit Carpets	5-15 DEPOSIT	G'VILLE	Paid by Check # 635165		05/15/2015	05/29/2015	05/29/2015		05/29/2015	1,517.41
3472 - Whipple Electric&Security Inc	348	19	Paid by Check # 635201		05/06/2015	05/29/2015	05/29/2015		05/29/2015	138.73
3472 - Whipple Electric&Security Inc	349	19	Paid by Check # 635201		05/06/2015	05/29/2015	05/29/2015		05/29/2015	450.00
3472 - Whipple Electric&Security Inc	369	19	Paid by Check # 636024		06/01/2015	06/19/2015	06/19/2015		06/19/2015	150.00
Account 520.136 - Rents & Leases Equipment								Invoice Transactions 4		\$2,256.14
3519 - Xerox Corporation	0179818817	716307012	Paid by Check # 635717		06/01/2015	06/12/2015	06/12/2015		06/12/2015	243.70
Account 520.136 - Rents & Leases Equipment								Invoice Transactions 1		\$243.70
15887 - Charter Communications	0012509 6/15	8354110060012509	Paid by Check # 635770		06/02/2015	06/19/2015	06/19/2015		06/19/2015	65.00
Account 520.187 - Internet Expense								Invoice Transactions 1		\$65.00
Account 520.187 - Internet Expense								Invoice Transactions 1		\$65.00

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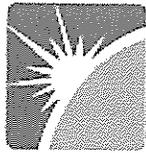


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 521.100 - Professional Services										
6254 - NV ST Div Of Enviro Protection	6-15 HELLWINKEL	G'VILLE	Paid by Check # 635611		06/04/2015	06/12/2015	06/12/2015		06/12/2015	500.00
Account 521.130 - Legal Services										
10816 - Rowe Hales & Yturvide LLP	24675	G'VILLE	Paid by Check # 635382		05/27/2015	06/05/2015	06/05/2015	Invoice Transactions 1	06/05/2015	1,655.00
Account 533.800 - Office Supplies										
2549 - Dallaire Tom-Petty Cash	5-15 G'VILLE	PETTY CASH	Paid by Check # 635001		05/21/2015	05/29/2015	05/29/2015	Invoice Transactions 1	05/29/2015	40.00
8479 - Tahoe Supply Co	579235	TOWNGV	Paid by Check # 635175		05/14/2015	05/29/2015	05/29/2015		05/29/2015	27.50
16634 - ABE Printing & Copy Inc	12628	G'VILLE	Paid by Check # 635439		05/24/2015	06/12/2015	06/12/2015		06/12/2015	16.50
11985 - Ace Hardware	098945/1	1236	Paid by Check # 635442		05/06/2015	06/12/2015	06/12/2015		06/12/2015	3.98
2549 - Dallaire Tom-Petty Cash	6-15 G'VILLE	PETTY CASH	Paid by Check # 635504		05/26/2015	06/12/2015	06/12/2015		06/12/2015	5.00
12997 - Do Co Procurement Program	5-15 NICHOLSON	G'VILLE	Paid by Check # 635795		05/27/2015	06/19/2015	06/19/2015		06/19/2015	26.48
12997 - Do Co Procurement Program	5-15 LOUTHAN	G'VILLE	Paid by Check # 635795		05/27/2015	06/19/2015	06/19/2015		06/19/2015	67.73
16634 - ABE Printing & Copy Inc	12672	G'VILLE	Paid by Check # 636037		06/06/2015	06/26/2015	06/26/2015		06/26/2015	30.00
8479 - Tahoe Supply Co	581941	TOWNGV	Paid by Check # 636280		06/11/2015	06/26/2015	06/26/2015		06/26/2015	60.40
Account 533.806 - Software										
16648 - E Squared C Inc	43327	G'VILLE	Paid by Check # 635515		06/01/2015	06/12/2015	06/12/2015	Invoice Transactions 9	06/12/2015	37.50
Account 550.001 - Miscellaneous Expenses										
4337 - NV ST Dept of Public Safety	36427 G'VILLE	880005	Paid by Check # 636208		Account 533.806 - Software	Totals		Invoice Transactions 1		\$37.50
					06/01/2015	06/26/2015	06/26/2015		06/26/2015	38.25
					Account 550.001 - Miscellaneous Expenses	Totals		Invoice Transactions 1		\$38.25
					Department 921 - Gardnerville Admin	Totals		Invoice Transactions 39		\$6,959.86

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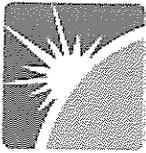


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Vendor: Fund 610 - Gardnerville Town Department 923 - Parks & Recreation Account 520.037 - Weed Spraying										
1130 - Do Co Weed Control	656	G'VILLE	Paid by Check # 635513		05/19/2015	06/12/2015	06/12/2015		06/12/2015	77.25
Account 520.037 - Weed Spraying Totals Invoice Transactions 1 \$77.25										
Account 520.084 - Replacement & Repair										
2297 - ASJ Small Engines Inc	16459	G'VILLE	Paid by Check # 634962		05/19/2015	05/29/2015	05/29/2015		05/29/2015	29.25
28976 - Sierra Peaks Enterprises LLC	516	G'VILLE	Paid by Check # 635396		05/20/2015	06/05/2015	06/05/2015		06/05/2015	650.00
11985 - Ace Hardware	098911/1	1236	Paid by Check # 635442		05/05/2015	06/12/2015	06/12/2015		06/12/2015	14.72
11985 - Ace Hardware	098945/1	1236	Paid by Check # 635442		05/06/2015	06/12/2015	06/12/2015		06/12/2015	44.99
11985 - Ace Hardware	099157/1	1236	Paid by Check # 635442		05/13/2015	06/12/2015	06/12/2015		06/12/2015	6.49
11985 - Ace Hardware	099516/1	1236	Paid by Check # 635442		05/27/2015	06/12/2015	06/12/2015		06/12/2015	22.98
13485 - Ahern Rentals Inc	14645725-1	205304	Paid by Check # 635445		05/04/2015	06/12/2015	06/12/2015		06/12/2015	6.74
13485 - Ahern Rentals Inc	14663268-1	205304	Paid by Check # 635445		05/07/2015	06/12/2015	06/12/2015		06/12/2015	41.36
13485 - Ahern Rentals Inc	14671517-1	205304	Paid by Check # 635445		05/11/2015	06/12/2015	06/12/2015		06/12/2015	38.80
13485 - Ahern Rentals Inc	14689184-1	205304	Paid by Check # 635445		05/14/2015	06/12/2015	06/12/2015		06/12/2015	72.99
13485 - Ahern Rentals Inc	14738762-1	205304	Paid by Check # 635445		05/29/2015	06/12/2015	06/12/2015		06/12/2015	24.00
2297 - ASJ Small Engines Inc	16470	G'VILLE	Paid by Check # 635450		05/20/2015	06/12/2015	06/12/2015		06/12/2015	9.95
12997 - Do Co Procurement Program	5-15 PLUT	G'VILLE	Paid by Check # 635795		05/27/2015	06/19/2015	06/19/2015		06/19/2015	67.99
Account 520.084 - Replacement & Repair Totals Invoice Transactions 13 \$1,030.26										
Account 520.089 - Power										
2924 - NV Energy	791804 5-15	791804	Paid by Check # 635604		05/27/2015	06/12/2015	06/12/2015		06/12/2015	461.59
Account 520.089 - Power Totals Invoice Transactions 1 \$461.59										
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1012616	8308	Paid by Check # 635278		05/15/2015	06/05/2015	06/05/2015		06/05/2015	164.21
3814 - Flyers Energy LLC	CFS1020892	8308	Paid by Check # 635819		05/31/2015	06/19/2015	06/19/2015		06/19/2015	104.45
Account 532.003 - Gas & Oil Totals Invoice Transactions 2 \$268.66										

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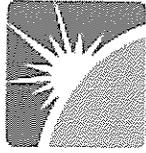


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 923 - Parks & Recreation										
Account 533.817 - Small Projects	8891	GVILLE	Paid by Check # 635004		05/19/2015	05/29/2015	05/29/2015		05/29/2015	285.06
26465 - Diamond Printing Inc	NEALS HARBORS-15 26503911	REIMBURSE 1668947	Paid by Check # 635503		05/27/2015	06/12/2015	06/12/2015		06/12/2015	76.50
21673 - Dallaire Tom	3883	GVILLE	Paid by Check # 635748		06/02/2015	06/19/2015	06/19/2015		06/19/2015	335.00
26788 - BMI	2059067	0223170001	Paid by Check # 636260		06/11/2015	06/26/2015	06/26/2015		06/26/2015	90.00
5331 - Signs of Excitement Inc			Paid by Check # 636274		06/08/2015	06/26/2015	06/26/2015		06/26/2015	376.00
3115 - Swank Motion Pictures Inc										
Account 533.817 - Small Projects Totals										\$1,162.56
Department 923 - Parks & Recreation Totals										\$3,000.32

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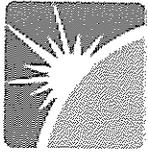


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.037 - Weed Spraying 656										
1130 - Do Co Weed Control		GVILLE	Paid by Check # 635513		05/19/2015	06/12/2015	06/12/2015		06/12/2015	77.25
		Account 520.084 - Replacement & Repair 14661478-1		Account 520.037 - Weed Spraying Totals				Invoice Transactions 1		\$77.25
13485 - Ahern Rentals Inc		205304	Paid by Check # 635445		05/07/2015	06/12/2015	06/12/2015		06/12/2015	235.63
2510 - Parts House		4170	Paid by Check # 635627		05/04/2015	06/12/2015	06/12/2015		06/12/2015	14.29
		Account 520.095 - Street Lights 791804 5-15		Account 520.084 - Replacement & Repair Totals				Invoice Transactions 2		\$249.92
2924 - NV Energy		791804	Paid by Check # 635604		05/27/2015	06/12/2015	06/12/2015		06/12/2015	6,540.79
		Account 520.103 - Maint Road 516		Account 520.095 - Street Lights Totals				Invoice Transactions 1		\$6,540.79
28976 - Sierra Peaks Enterprises LLC		GVILLE	Paid by Check # 635396		05/20/2015	06/05/2015	06/05/2015		06/05/2015	350.00
11985 - Ace Hardware		1236	Paid by Check # 635442		05/29/2015	06/12/2015	06/12/2015		06/12/2015	16.98
30649 - Precision Concrete Cutting Inc		GVILLE	Paid by Check # 635635		05/20/2015	06/12/2015	06/12/2015		06/12/2015	14,968.45
		Account 521.200 - Engineering 35848		Account 520.103 - Maint Road Totals				Invoice Transactions 3		\$15,335.43
5189 - R O Anderson Engineering Inc		GVILLE	Paid by Check # 635376		04/27/2015	06/05/2015	06/05/2015		06/05/2015	975.00
		Account 532.003 - Gas & Oil 8308		Account 521.200 - Engineering Totals				Invoice Transactions 1		\$975.00
3814 - Flyers Energy LLC		8308	Paid by Check # 635278		05/15/2015	06/05/2015	06/05/2015		06/05/2015	593.01
3814 - Flyers Energy LLC		8308	Paid by Check # 635819		05/31/2015	06/19/2015	06/19/2015		06/19/2015	202.08
		Account 532.003 - Gas & Oil Totals		Account 532.003 - Gas & Oil Totals				Invoice Transactions 2		\$795.09

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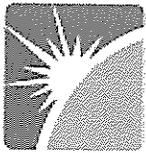


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 926 - Other Public Works										
Account 532.028 - Uniforms										
5666 - Allied Uniform Sales	3724									
13485 - Ahern Rentals Inc	14636295-1	G'VILLE	Paid by Check # 634952		05/14/2015	05/29/2015	05/29/2015	05/29/2015	05/29/2015	79.70
5785 - Alisco Inc	1024468	000330	Paid by Check # 635445		05/01/2015	06/12/2015	06/12/2015	06/12/2015	06/12/2015	212.89
5785 - Alisco Inc	LREN1032501	000330	Paid by Check # 635447		05/01/2015	06/12/2015	06/12/2015	06/12/2015	06/12/2015	(.13)
5785 - Alisco Inc	LREN1034499	000330	Paid by Check # 635447		05/05/2015	06/12/2015	06/12/2015	06/12/2015	06/12/2015	4.39
5785 - Alisco Inc	LREN1036583	000330	Paid by Check # 635447		05/12/2015	06/12/2015	06/12/2015	06/12/2015	06/12/2015	4.39
5785 - Alisco Inc	LREN1038625	000330	Paid by Check # 635447		05/19/2015	06/12/2015	06/12/2015	06/12/2015	06/12/2015	4.39
18821 - Fastenal Industrial/Cons Suppl	NVMIN48116	NVMIN0011	Paid by Check # 635523		05/26/2015	06/12/2015	06/12/2015	06/12/2015	06/12/2015	4.39
					05/29/2015	06/12/2015	06/12/2015	06/12/2015	06/12/2015	14.99
Account 532.028 - Uniforms Totals										Invoice Transactions 8
Account 562.000 - Capital Projects										\$325.01
5189 - R O Anderson Engineering Inc	35829	G'VILLE	Paid by Check # 635376		04/27/2015	06/05/2015	06/05/2015	06/05/2015	06/05/2015	780.00
5189 - R O Anderson Engineering Inc	35830	G'VILLE	Paid by Check # 635376		04/27/2015	06/05/2015	06/05/2015	06/05/2015	06/05/2015	660.00
2514 - Stowell Candace	2015-5	G'VILLE	Paid by Check # 635673		05/31/2015	06/12/2015	06/12/2015	06/12/2015	06/12/2015	262.50
5331 - Signs of Excitement Inc	3884	G'VILLE	Paid by Check # 636260		06/11/2015	06/26/2015	06/26/2015	06/26/2015	06/26/2015	120.00
Account 562.000 - Capital Projects Totals										Invoice Transactions 4
Department 926 - Other Public Works Totals										Invoice Transactions 22
Fund 610 - Gardnerville Town Totals										Invoice Transactions 83
										\$1,822.50
										\$26,120.99
										\$36,081.17

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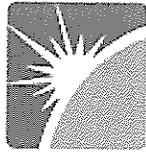


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation										
4288 - Figuera Lloyd W	6/15 BOARD	G'VILLE	Paid by Check # 635300		05/28/2015	06/05/2015	06/05/2015		06/05/2015	275.00
24008 - Jones Cassandra Esq	6/15 BOARD	G'VILLE	Paid by Check # 635314		05/28/2015	06/05/2015	06/05/2015		06/05/2015	250.00
28960 - Miller Kenneth	6/15 BOARD	G'VILLE	Paid by Check # 635335		05/28/2015	06/05/2015	06/05/2015		06/05/2015	250.00
2969 - Slater Linda	6-15 BOARD	G'VILLE	Paid by Check # 635400		05/28/2015	06/05/2015	06/05/2015		06/05/2015	250.00
	Account 510.150 - Board Compensation Totals						Invoice Transactions 4			\$1,025.00
29103 - Frontier	782-7134 5/15	77578271340502795	Paid by Check # 635284		05/16/2015	06/05/2015	06/05/2015		06/05/2015	100.88
29103 - Frontier	782-3856 5/15	77578238560808025	Paid by Check # 635284		05/16/2015	06/05/2015	06/05/2015		06/05/2015	49.44
13097 - Verizon Wireless	9746594356	842011146-00001	Paid by Check # 636298		06/01/2015	06/26/2015	06/26/2015		06/26/2015	128.11
	Account 520.055 - Telephone Expense Totals						Invoice Transactions 3			\$278.43
3286 - U S Postmaster-G'VILLE	6-15 BULKMAIL	G'VILLE	Paid by Check # 635689		06/04/2015	06/12/2015	06/12/2015		06/12/2015	150.00
	Account 520.060 - Postage/Po Box Rent Totals						Invoice Transactions 1			\$150.00

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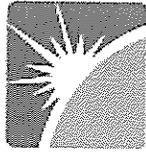


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair										
8197 - Carson Valley Telephone Co	141487	GVILLE								
11985 - Ace Hardware	099227/1	1236	Paid by Check # 635248		05/22/2015	06/05/2015	06/05/2015		06/05/2015	47.50
11985 - Ace Hardware	099230/1	1236	Paid by Check # 635442		05/15/2015	06/12/2015	06/12/2015		06/12/2015	15.98
11985 - Ace Hardware	099382/1	1236	Paid by Check # 635442		05/15/2015	06/12/2015	06/12/2015		06/12/2015	5.99
8043 - Mark Smith Tire Center Inc	71700105803	A17-14675	Paid by Check # 635442		05/21/2015	06/12/2015	06/12/2015		06/12/2015	27.68
8043 - Mark Smith Tire Center Inc	71700108455	A17-14675	Paid by Check # 635577		05/01/2015	06/12/2015	06/12/2015		06/12/2015	1,537.40
2510 - Parts House	613724	4170	Paid by Check # 635577		05/29/2015	06/12/2015	06/12/2015		06/12/2015	215.96
2510 - Parts House	614086	4170	Paid by Check # 635627		04/30/2015	06/12/2015	06/12/2015		06/12/2015	38.37
2510 - Parts House	614106	4170	Paid by Check # 635627		05/04/2015	06/12/2015	06/12/2015		06/12/2015	167.20
2510 - Parts House	614243	4170	Paid by Check # 635627		05/04/2015	06/12/2015	06/12/2015		06/12/2015	24.99
2510 - Parts House	614817	4170	Paid by Check # 635627		05/04/2015	06/12/2015	06/12/2015		06/12/2015	5.94
2510 - Parts House	616650	4170	Paid by Check # 635627		05/07/2015	06/12/2015	06/12/2015		06/12/2015	66.95
26482 - Peterbilt Truck Parts & Eq LLC	7016161	365290	Paid by Check # 635627		05/19/2015	06/12/2015	06/12/2015		06/12/2015	10.90
25251 - TEC Equipment Inc	82051	62348	Paid by Check # 635633		05/14/2015	06/12/2015	06/12/2015		06/12/2015	1,172.50
7100 - Amrep Inc	266016	GAR050	Paid by Check # 635998		05/31/2015	06/19/2015	06/19/2015		06/19/2015	1,748.45
7100 - Amrep Inc	266765	GAR050	Paid by Check # 636052		05/07/2015	06/26/2015	06/26/2015		06/26/2015	1,299.34
			Paid by Check # 636052		05/27/2015	06/26/2015	06/26/2015		06/26/2015	1,189.57
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 16		\$7,574.72
2924 - NV Energy	791804 5-15	791804	Paid by Check # 635604		05/27/2015	06/12/2015	06/12/2015		06/12/2015	210.07
			Account 520.089 - Power Totals					Invoice Transactions 1		\$210.07

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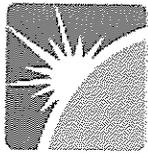


Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 5- 15	2410015779022	Paid by Check # 635401		05/18/2015	06/05/2015	06/05/2015		06/05/2015	29.66
3021 - Southwest Gas-Las Vegas	1072224004 5- 15	2411072224004	Paid by Check # 635401		05/18/2015	06/05/2015	06/05/2015		06/05/2015	31.04
3021 - Southwest Gas-Las Vegas	1188600002 5- 15	2411188600002	Paid by Check # 635401		05/18/2015	06/05/2015	06/05/2015		06/05/2015	27.01
		Account 520.092 - Heating Totals					Invoice Transactions 3			<u>\$87.71</u>
31199 - Summit Carpets	5-15 DEPOSIT	G'VILLE	Paid by Check # 635165		05/15/2015	05/29/2015	05/29/2015		05/29/2015	1,517.41
3472 - Whipple Electric&Security Inc	348	19	Paid by Check # 635201		05/06/2015	05/29/2015	05/29/2015		05/29/2015	138.73
3472 - Whipple Electric&Security Inc	349	19	Paid by Check # 635201		05/06/2015	05/29/2015	05/29/2015		05/29/2015	450.00
3472 - Whipple Electric&Security Inc	369	19	Paid by Check # 636024		06/01/2015	06/19/2015	06/19/2015		06/19/2015	150.00
		Account 520.097 - Maint B&G Totals					Invoice Transactions 4			<u>\$2,256.14</u>
3519 - Xerox Corporation	0179818817	716307012	Paid by Check # 635717		06/01/2015	06/12/2015	06/12/2015		06/12/2015	243.70
		Account 520.136 - Rents & Leases Equipment Totals					Invoice Transactions 1			<u>\$243.70</u>
15887 - Charter Communications	0012509 6/15	8354110060012509	Paid by Check # 635770		06/02/2015	06/19/2015	06/19/2015		06/19/2015	65.00
		Account 520.187 - Internet Expense Totals					Invoice Transactions 1			<u>\$65.00</u>
15853 - Carson City Landfill	228079 5-15	228079	Paid by Check # 635758		06/01/2015	06/19/2015	06/19/2015		06/19/2015	15,804.42
9016 - Douglas Disposal Inc	40990612 5/15	40990612	Paid by Check # 635803		06/01/2015	06/19/2015	06/19/2015		06/19/2015	5,771.79
		Account 520.197 - Landfill Expense Totals					Invoice Transactions 2			<u>\$21,576.21</u>
10816 - Rowe Hales & Yturbe LLP	24675	G'VILLE	Paid by Check # 635382		05/27/2015	06/05/2015	06/05/2015		06/05/2015	255.00
		Account 521.130 - Legal Services Totals					Invoice Transactions 1			<u>\$255.00</u>
3814 - Flyers Energy LLC	CFS1012616	8308	Paid by Check # 635278		05/15/2015	06/05/2015	06/05/2015		06/05/2015	1,138.76
3814 - Flyers Energy LLC	CFS1020892	8308	Paid by Check # 635819		05/31/2015	06/19/2015	06/19/2015		06/19/2015	1,071.93
		Account 532.003 - Gas & Oil Totals					Invoice Transactions 2			<u>\$2,210.69</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 05/28/15 - 06/30/15

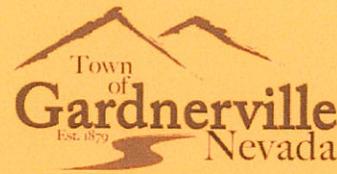
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 532.028 - Uniforms										
5666 - Allied Uniform Sales	3724	G'VILLE	Paid by Check # 634952		05/14/2015	05/29/2015	05/29/2015	05/29/2015		79.70
5785 - AlSCO Inc	1024468	000330	Paid by Check # 635447		05/01/2015	06/12/2015	06/12/2015	06/12/2015		(.13)
5785 - AlSCO Inc	LRN1032501	000330	Paid by Check # 635447		05/05/2015	06/12/2015	06/12/2015	06/12/2015		4.39
5785 - AlSCO Inc	LRN1034499	000330	Paid by Check # 635447		05/12/2015	06/12/2015	06/12/2015	06/12/2015		4.39
5785 - AlSCO Inc	LRN1036583	000330	Paid by Check # 635447		05/19/2015	06/12/2015	06/12/2015	06/12/2015		4.39
5785 - AlSCO Inc	LRN1038625	000330	Paid by Check # 635447		05/26/2015	06/12/2015	06/12/2015	06/12/2015		4.39
Account 533.800 - Office Supplies										
2549 - Dallaire Tom-Petty Cash	5-15 G'VILLE2	PETTY CASH	Paid by Check # 635001		05/21/2015	05/29/2015	05/29/2015	05/29/2015		40.00
8479 - Tahoe Supply Co	579235	TOWNGV	Paid by Check # 635175		05/14/2015	05/29/2015	05/29/2015	05/29/2015		27.50
12997 - Do Co Procurement Program	5-15 NICHOLSON	G'VILLE	Paid by Check # 635795		05/27/2015	06/19/2015	06/19/2015	06/19/2015		26.47
12997 - Do Co Procurement Program	5-15 LOUTHAN	G'VILLE	Paid by Check # 635795		05/27/2015	06/19/2015	06/19/2015	06/19/2015		67.74
8479 - Tahoe Supply Co	581941	TOWNGV	Paid by Check # 636280		06/11/2015	06/26/2015	06/26/2015	06/26/2015		60.40
Account 533.806 - Software										
16648 - E Squared C Inc	43327	G'VILLE	Paid by Check # 635515		06/01/2015	06/12/2015	06/12/2015	06/12/2015		37.50
Account 532.028 - Uniforms Totals										
										\$97.13
Account 533.800 - Office Supplies Totals										
										\$222.11
Account 533.806 - Software Totals										
										\$37.50
Department 925 - Health & Sanitation Totals										
										\$36,289.41
Fund 611 - Gardnerville Health & San Totals										
										\$36,289.41
										\$72,370.58

* = Prior Fiscal Year Activity

3
11

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve 32' foot wide Ditch Irrigation & Maintenance Easement for downstream users of the Martin Slough waters on the Hellwinkel property APN 1320-33-402-080, along the existing irrigation ditch alignment, as required by Water Conveyance Advisory Committee for the Flood Channel site improvement project review.
2. **Recommended Motion:** Approve 32' foot wide Ditch Irrigation & Maintenance Easement for downstream users of the Martin Slough waters on the Hellwinkel property APN 1320-33-402-080, along the existing irrigation ditch alignment, as required by Water Conveyance Advisory Committee for the Flood Channel site improvement project review.

Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** July 7, 2015 **Time Requested:** N/A

6. **Agenda:** Consent Administrative

Background Information: See attached.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

APN: 1320-33-402-080

RECORDING REQUESTED BY AND
MAIL TO:

The Town of Gardnerville
c/o Rowe Hales Yturbide, LLP
P.O. Box 2080
1638 Esmeralda Avenue
Minden, NV 89423

DITCH IRRIGATION AND MAINTENANCE EASEMENT

THIS Ditch Irrigation and Maintenance Easement ("Easement") is entered into this 12~~th~~th day of June, 2015, by and between the Grantor, the Town of Gardnerville, an unincorporated town ("Grantor") and any downstream user of the Martin Slough waters ("Grantees"). Grantor and Grantees are sometimes individually referred to as "Party" and may collectively referred to as "Parties".

WITNESSETH

WHEREAS, Grantor is the owner of that certain real property located in Douglas County, Nevada, commonly identified as Douglas County Assessor's Parcel No.1320-33-402-080, more particularly described in Exhibit "A" attached hereto and incorporated herein by this reference; and

WHEREAS, Grantor desires to grant, and Grantees desire to acquire, a perpetual non-exclusive variable width ditch irrigation and maintenance easement over, through and under those portions of the property depicted, and more particularly described, in Exhibit "A" attached hereto and incorporated herein by this reference.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantor and Grantees hereby agree as follows:

1. **Recitals:** The foregoing recitals are true and correct and are incorporated herein.

2. **Grant of Easement:** The Grantor hereby grants and conveys to the Grantees a perpetual non-exclusive, rent free, variable width ditch and irrigation maintenance easement over, through and under the Easement Area for the following purposes:

a. The maintenance and repair (including necessary replacements and reconstruction) of the improvements located within the Easement Area and any appurtenances reasonably connected therewith shall be performed and paid for by Grantor; provided, however,

that the Grantees shall have the right, should Grantor, after thirty (30) days written notice provided by Grantees specifying the maintenance or repair needed, neglect, refuse or fail to maintain and repair the improvements within the Easement Area, to enter the Easement Area and conduct such maintenance and repair (including necessary replacements and reconstruction) of the improvements located within the Easement Area and any appurtenances reasonably connected therewith. Should Grantees maintain and repair the improvements located within the Easement Area, the existing improvements within the Easement Area shall not be materially changed without the written consent of Grantor; and

b. Upon Grantor's failure to do so, after thirty (30) days written notice provided by Grantees specifying the maintenance or repair needed, Grantees shall have the right to maintain, install and repair (including necessary replacements and reconstruction) of any and all improvements in any way related to the Martin Slough operation, irrigation and maintenance within the Easement Area; and

c. Grantees shall have such access, ingress and egress over the Easement Area as may be necessary or useful to enjoy the foregoing rights.

3. **Use of Easement:** The purpose of this Easement is to provide year round access to Grantees for ditch irrigation and maintenance access over, through and under the Easement Area for the operation of existing Martin Slough improvements; provided, however, that such access shall only be allowed in the event that Grantor, after thirty (30) days written notice provided by Grantees specifying the maintenance or repair needed, neglects, refuses or fails to maintain and repair the improvements constructed within the Easement Area. Nothing in this Easement is intended to prohibit the use of the Easement Area by the Grantor, provided such use does not interfere with the use of the Easement by the Grantees.

4. **Improvements:** The Grantor shall have the right to construct, at its sole expense, improvements on the easement property suitable for the uses delineated in this variable width ditch irrigation and maintenance easement, including, but not limited to, the operation and maintenance of existing ditch structures. Grantees shall not be obligated to install any of these improvements, but Grantees shall be afforded the right to install improvements in the event that Grantor, after thirty (30) days written notice provided by Grantees specifying the improvements needed, neglects, refuses or fails to do so. Any improvements within the Easement Area made by the Grantor shall be subject to prior approval of the Grantees.

5. **Maintenance:** The Grantor shall be responsible for maintaining the ditch improvements within the Easement Area to the extent necessary for the uses described in this Easement; provided, however, that Grantees, after thirty (30) days written notice provided by Grantees specifying the maintenance needed, may maintain the ditch improvements within the Easement Area in the event that Grantor neglects, refuses or fails to do so.

6. **Indemnity:** Each Party to this Agreement hereby agrees that such Party (the "Indemnifying Party") shall defend, protect, indemnify, and hold harmless each other Party (the "Protected Party") from and against any and all damages, losses, expenses, and fines based upon any claim of personal injury or property damage occurring during the term of this Agreement and resulting from the Indemnifying Party's use of, construction upon, or maintenance of, the

Easement Area or the Improvements, except to the extent arising from the Protected Party's own negligence or misconduct, or that of the Protected Party's agents, tenants, licensees, or invitees. In the event that the Protected Party receives notice of any claim potentially implicating the Indemnifying Party's duties under this Section 6, the Protected Party shall inform the Indemnifying Party of the claim as soon as is reasonably possible, and in any event within ten (10) days of receiving notice of such claim. The Protected Party's failure to timely inform the Indemnifying Party of a claim shall waive the Protected Party's rights under this Section 6 as to that claim.

7. **Easement Runs with Land; Successors and Assigns:** The easement created in this Agreement is perpetual in nature, appurtenant to the Dominant Property, and shall run with the Dominant Property and benefit any owner of any portion of the Dominant Property in perpetuity. The provisions of this Agreement shall be binding upon the successors and assigns of Grantor and Grantees. Grantor and Grantees shall be responsible for their respective obligations that accrue during their ownership of the Dominant Property and the Servient Property; provided, however, in the event that either Party conveys, transfers, assigns, or otherwise disposes of all of its interest in the property described in Exhibit "A" to this Easement, the transferring party shall be released and discharged from any liabilities and obligations under this Agreement that occur after such transfer.

8. **Notices:** All communications which may be, or are required to be, given by either Party to this Agreement shall be properly given if made in writing and sent by: (a) hand delivery; (b) certified mail, return receipt requested; (c) facsimile, provided a confirming copy thereof is also sent in accordance with (a), (b), or (d); or (d) Federal Express or another nationally recognized overnight delivery service for next business day delivery, with all postage, delivery, and other charges paid by the sender and addressed to Grantor or Grantees, as applicable, as follows, or at such other address as each may request in advance in writing. Such notices shall be deemed delivered: (i) by hand, upon actual delivery; (ii) by overnight delivery service, on the next business day after the notice is sent; (iii) by facsimile, on the next business day after the date the notice is sent; and (iv) if mailed, upon the earlier of actual receipt or three (3) business days after mailing. Refusal of delivery shall be deemed effective delivery. Unless changed as provided in this Section, notice addresses are as follows:

If to Grantor:

Town of Gardnerville
1407 Hwy. 395
Gardnerville, NV 89410
Telephone: 775-782-7134
Facsimile: 775-782-7135

If to Grantees:

Douglas County Water Conveyance Advisory Committee
P. O. Box 218
Minden, NV 89423

9. **Damage to Easement Property:** The Grantor and Grantees shall be responsible for any damage each may cause to the improvements within the Easement Area. The Party responsible for such damage shall promptly make all needed repairs, restoring the Easement Area and improvements thereon to its condition prior to the damage.

10. **Obstructions to Use of the Easement Property:** Neither the Grantor nor the Grantees or any person permitted to use the Easement Area under the terms of this Easement may utilize the Easement Area in any way that interferes with its use by any person permitted to use it. Any obstructions or impediments to the use of the Easement Area may be removed, without notice, by the Grantor or Grantees and the cost of such removal shall be borne by the party responsible for such obstruction.

11. **Enforcement of Agreement:** The Grantor and Grantees shall have the right to legally enforce this Easement and the covenants, conditions and restrictions set forth herein, by whatever action or actions are legally available, including, without limitation, enjoining any violation or threatened violation hereof.

12. **Amendments:** This Easement may not be modified, amended or terminated except by execution and recording of a written instrument signed by both Grantor and Grantees.

13. **Breach Shall Not Permit Termination:** No breach of this Easement shall entitle either party to terminate this Easement or to bring any action for termination; provided, however, that such limitation shall not impact any other rights that may be available to such party.

14. **Severability:** If any provision or specific application of this Easement is found to be invalid by a court of competent jurisdiction, the remaining provisions or specific applications of this Easement shall remain valid and binding.

IN WITNESS WHEREOF, the Town of Gardnerville has agreed to and executed this Ditch Irrigation and Maintenance Easement this 21st of June, 2015.



Thomas A. Dallaire
Town Manager
The Town of Gardnerville

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ACKNOWLEDGEMENT

STATE OF NEVADA)
) ss.
COUNTY OF DOUGLAS)

On June 12, 2015, before me, the undersigned, a Notarial Officer in and for said County and State, personally appeared Thomas A. Dallaire known to me to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same.

WITNESS my hand and official seal.

Carol A. Louthan
NOTARIAL OFFICER



EXHIBIT "A"

**DESCRIPTION
IRRIGATION AND MAINTENANCE EASEMENT**

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

A strip of land, varying in width, for irrigation and maintenance purposes located within a portion of Section 33, Township 13 North, Range 20 East, Mount Diablo Meridian, Douglas County, Nevada being 2-feet westerly of the westerly top of bank and 30-feet easterly of the easterly top of bank of the Martin Slough with the distance across said Martin Slough from top of bank to top of bank varying in width from 4-feet to 11-feet, the centerline of which is more particularly described as follows:

Commencing at an angle point in the westerly boundary of Adjusted Parcel 2 as shown on the Record of Survey to Support a Boundary Line Adjustment for Hellwinkel Exemption, Marital, and Survivor's Trusts and Robertson Family Exemption Trust filed for record October 31, 2011 in the office of Recorder, Douglas County, Nevada as Document No. 791703, which bears North 11°41'19" West, 199.96 feet from the southwest corner of said Adjusted Parcel 2;

thence along said boundary of Adjusted Parcel 2, North 88°05'19" West, 30.10 feet to the POINT OF BEGINNING;

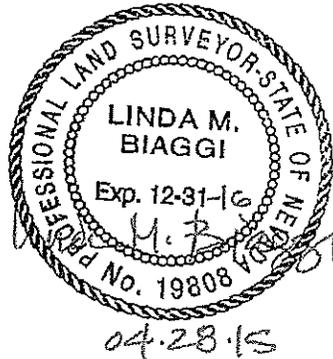
- thence North 34°54'44" West, 50.00 feet;
- thence North 31°44'31" West, 25.00 feet;
- thence North 39°31'43" West, 25.00 feet;
- thence North 46°03'48" West, 20.00 feet;
- thence North 52°07'13" West, 12.00 feet;
- thence North 56°53'21" West, 145.00 feet;
- thence North 60°31'37" West, 45.00 feet;
- thence North 64°14'38" West, 55.00 feet;
- thence North 56°43'12" West, 30.00 feet;
- thence North 49°46'46" West, 20.00 feet;
- thence North 42°41'08" West, 53.00 feet;
- thence North 22°31'25" West, 60.00 feet;
- thence North 31°08'40" West, 57.00 feet;
- thence North 10°04'16" West, 10.00 feet;
- thence North 12°50'12" East, 100.00 feet;
- thence North 09°22'01" East, 60.00 feet;
- thence North 03°25'20" East, 70.00 feet;
- thence North 02°21'41" West, 20.00 feet;
- thence North 22°40'05" West, 7.00 feet to a point on said westerly boundary of

Adjusted Parcel 2, the TERMINUS of this description, containing 36,332 square feet (0.83 acres), more or less.

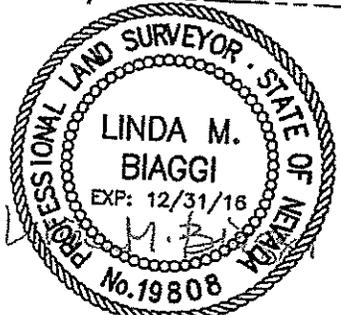
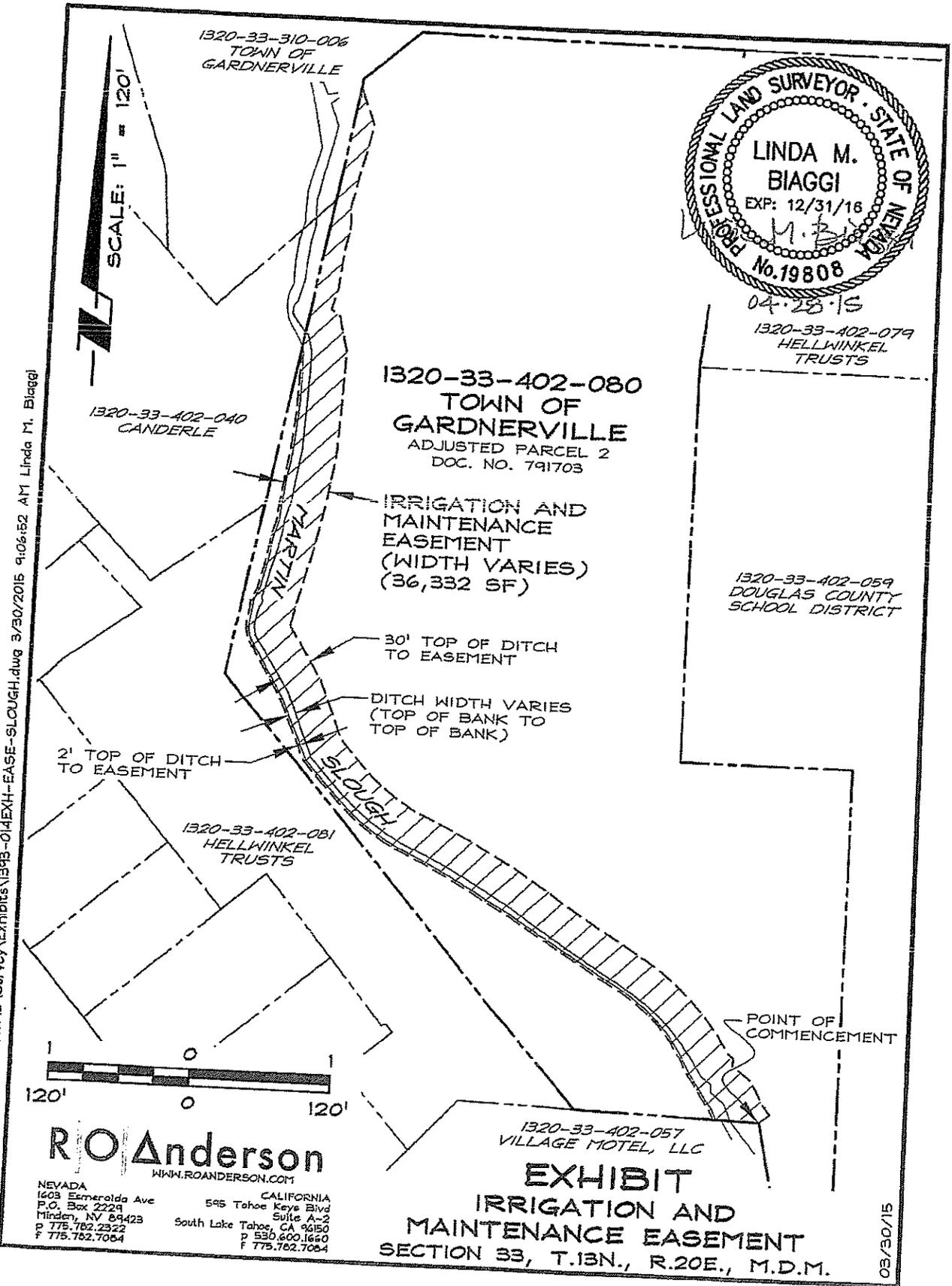
The sidelines of said easement shall extend to said westerly boundary of Adjusted Parcel 2 with the most southeasterly sideline terminating in a right angle from the easement line to the angle point in said westerly boundary of Adjusted Parcel 2, also being the Point of Commencement of this description.

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

Prepared By: R.O. ANDERSON ENGINEERING, INC.
P.O. Box 2294
Mindon, Nevada 89423



Y:\Client Files\1393-014\CAD\Survey\Exhibits\1393-014EXH-EASE-SLOUGH.dwg 3/30/2015 9:05:52 AM Linda M. Biaggi



R O Anderson
WWW.ROANDERSON.COM

NEVADA
1603 Esmeralda Ave
P.O. Box 2229
Minden, NV 89423
P 775.782.2322
F 775.782.7054

CALIFORNIA
595 Tahoe Keys Blvd
Suite A-2
South Lake Tahoe, CA 96150
P 530.800.1650
F 775.782.7054

1320-33-402-057
VILLAGE MOTEL, LLC
EXHIBIT
IRRIGATION AND
MAINTENANCE EASEMENT
SECTION 33, T.13N., R.20E., M.D.M.

05/30/15

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve the Main Street Gardnerville newly elected officers for FY 15-16 with Linda Dibble, President, Scott Bergan, Vice-President, Norie Jenkins, Treasurer, Suzanne Carreau, Secretary
2. **Recommended Motion:** Approve the Main Street Gardnerville newly elected officers for FY 15-16 with Linda Dibble, President, Scott Bergan, Vice-President, Norie Jenkins, Treasurer, Suzanne Carreau, Secretary

Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** July 7, 2015 **Time Requested:** N/A

6. **Agenda:** Consent Administrative

Background Information:

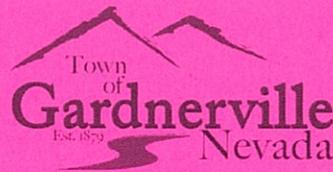
7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action: Approve Special Event Entertainment Endorsement Application submitted by Marie Lekumberry, representing J. T. Basque Bar & Dining Room for an accordian band – Basque Folk Dance Event on Friday, August 7, 2015 from 8:00 pm until 11:00 pm, with an anticipated attendance of approximately 200 people. J.T. Basque Bar & Dining Room is located at: 1426 Hwy 395, Gardnerville, Nevada 89410.**
2. **Recommended Motion: Approve Special Event Entertainment Endorsement Application submitted by Marie Lekumberry, representing J. T. Basque Bar & Dining Room for an accordian band – Basque Folk Dance Event on Friday, August 7, 2015 from 8:00 pm until 11:00 pm, with an anticipated attendance of approximately 200 people. J.T. Basque Bar & Dining Room is located at: 1426 Hwy 395, Gardnerville, Nevada 89410**
3. **Funds Available:** Yes N/A
4. **Department:** Administration
5. **Prepared by:** Tom Dallaire
6. **Meeting Date:** July 7, 2015 **Time Requested:** N/A
7. **Agenda:** Consent Administrative

Background Information: See attached.

8. **Other Agency Review of Action:** Douglas County N/A
9. **Board Action:**
 Approved Approved with Modifications
 Denied Continued



Douglas County



SHERIFF

"A Tradition of Service"

Ron Fierini
SHERIFF

Special Event Entertainment Endorsement Application

Limited to 4 events per year in association with valid Liquor License.

Please allow 4-6 weeks for approval. You will be charged for the cost of advertising.

(for outdoor events with attendance of 500 or more persons,
you must apply for an Outdoor Festival Permit with Douglas County Clerk)

Douglas County Code 5.08.040(B) – Live Entertainment Endorsement

Any person or entity holding a liquor license who wants to offer live entertainment that is held outside the confines of a building associated with a liquor license must apply for a Special Events Entertainment Endorsement. The application must be reviewed by the community development department, health department and fire department before submission to the Board. All applications shall be reviewed individually by the Board only after consideration of the nature of the event, size of the event, traffic congestion, the area of the event, time of the event, police protection, sanitation facilities and compliance with the requirements of Chapter 5.12 when applicable. Liability insurance may be required in an amount dependent upon the above mentioned criteria.

Application Date: 5-13-15

Applicant's Name: J.T. Basque Bar & Dining Room

Business Address: 1426 Hwy 395, Gardnerville, NV 89410

Event Location: J.T. PATIO AREA

Applicant Phone #: 775-782-2074

Event Date(s): August 7, 2015 Event Time: 8:00 am - 11 pm

Description of Event: ACCORDION BAND - BASQUE FOLK DANCE -
OUTSIDE BAR

Type of Entertainment: ACCORDION PLAYER + DRUMMER

Anticipated Size of Event (# of People): 200

Venue Size (sq. ft., acreage, etc.): _____

Describe law enforcement protection plan: ON SITE-SECURITY,
LAW ENFORCEMENT AS NEEDED VIA 911

Describe sanitation facilities plan: TWO INDOOR BATHROOMS

Describe trash/litter plan: GARBAGE CANS PLACED OUTDOORS,
HOURLY TRASH COLLECTION, FINAL TRASH COLLECTION

Describe fire protection plan: FIRE PROTECTION AS NEEDED VIA 911 AFTER EVENT

Describe traffic congestion plan: PARKING AVAILABLE ON PROPERTY

Describe liability insurance coverage for event: OUR REGULAR FIRE/LIABILITY
INSURANCE COVERAGE

COMMUNITY DEVELOPMENT DEPARTMENT REVIEW:

Assessor Parcel No.: 1320-33-401-035

Zoning District: GC (General Commercial)

Notes: _____

Ginda Doherty, Planning Tech
Planning Department Approval - Name & Title

5/14/15
Date

SHERIFF'S OFFICE REVIEW:

Law Enforcement Protection Required? Yes _____ No

Liability Insurance Required? Yes _____ No

Deposit Required? Yes _____ No

Notes: _____

[Signature] Serjeant
Sheriff's Office Approval - Name & Title

5/26/15
Date

HEALTH DEPARTMENT REVIEW:

Sanitation Facilities Required? Yes _____ No _____

Trash/Litter Collection Required? Yes _____ No _____

Notes: _____

Health Department Approval – Name & Title _____

Date _____

FIRE DEPARTMENT REVIEW:

Fire Protection Required? Yes _____ No X

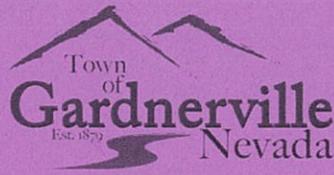
Notes: MAINTAIN EMERGENCY VEHICLE ACCESS OPEN TO
EVENT SITE AT TIMES.

John A. ... DEPUTY FIRE CHIEF
Fire Department Approval – Name & Title

5/15/15
Date

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve and accept maintenance responsibility of landscaping installed by the Overland behind the sidewalk to the face of the curb along the parking lot and building along Gilman Avenue from Courthouse Alley to Highway 395, all located within the public right of way.
- 2.
3. **Recommended Motion:** Approve and accept maintenance responsibility of landscaping installed by the Overland behind the sidewalk to the face of the curb along the parking lot and building along Gilman Avenue from Courthouse Alley to Highway 395, all located within the public right of way
4. **Funds Available:** Yes N/A
5. **Department:** Administration
6. **Prepared by:** Tom Dallaire
7. **Meeting Date:** July 7, 2015 **Time Requested:** N/A
8. **Agenda:** Consent Administrative

Background Information:

Jon and David Park asked that if they improved the landscaping would the town maintain the plants along the parking lot. The right-of-way is at the existing curb for the parking lot. They did extend the landscaping area west to 756 to hide the paved area. We are not watering this area. The water is still being watered by the water meters from the Overland. The area is part of the town property along the Courthouse Alley. We are responsible for those modified landscaped areas and the additional area north of the one-way exit from the Overland parking lot. We are ordering signs to install along there. I do not think those signs need to be decorative. There are already telspar bases there we can utilize. Please let staff know if you think decorative poles should be used, otherwise we will be using black telspar poles.

9. **Other Agency Review of Action:** Douglas County N/A
10. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action: Approve Main Street Gardnerville and Record Courier Fall Art Show, September 12, 2015, at Heritage Park.**
2. **Recommended Motion: Approve Main Street Gardnerville and Record Courier Fall Art Show, September 12, 2015, at Heritage Park.**

Funds Available: Yes N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: July 7, 2015 Time Requested: N/A**

6. **Agenda:** Consent Administrative

Background Information: See attached.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued



Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
1407 US Highway 395 N - Gardnerville, Nevada 89410
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (must be submitted 10 business days prior to event): 6/26/2015

Organization: Main Street Gardnerville & Record Courier Corporation: Yes No
(If a corporation, a copy of the Articles of Incorporation must be attached)

Contact Person: Paula Lochridge email: PLochridge@MainStreetGardnerville.org

Home/Cell Phone: 775-691-6357 Business Phone: 775-782-8027 Fax: 775-782-7135

Mailing Address: 1407 Hwy 395 N, Gardnerville, NV 89410
(If corporation, attach home or business phone and addresses of president, vice-president and secretary)

Requesting: Heritage Park Is request for exclusive use of park: Yes No

If Heritage Park but not exclusive use, describe which area of park is being requested:

The Pavilion side of the park. We would like to use the Pavilion & both sections of lawn on either side of Pavilion.

Requesting: Street Closure Street(s) proposing to be closed:

(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: Other Location of Event/Activities (if other than Heritage Park):

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

Name and description of event, concessions, fund-raiser, etc.:
Art Show / vendor event. Partnering with the Record Courier on this event. Would work with local art groups to create interest and participation. Family-friendly event.

Event date(s): 9/12/2015 Event hours (including set up & tear down): 9 am - 6 pm

This event is: Non-Profit For Profit Closed to Public Open to Public
(Non-profit organizations must submit IRS 501c letter with application)

If non-profit event, describe who benefits from proceeds of event:

This offers potential of being a fundraising event for our Main Street Gardnerville program. Artists, both locally and from beyond, would also benefit as this would offer them an opportunity to display their works.

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:
As this is a first time event, our hopes are to attract 300+ people.

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: National Trust Insurance Services, LLC./Maury, Phone: (410) 547-3267
(Certificate of Insurance **must be attached to this application** and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)

Is a fee charged to attend the event: Yes _____ No
Is food being served: Yes No _____ If yes, Health Permit # _____
Will alcohol be sold or served: Yes No _____ Liquor licenses/permits may be required
Will there be band or amplified music: Yes No _____
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes No _____
If yes, specify quantity, dimensions, etc:

We are still in the initial planning phase, but hope to offer beverage / food concession booths. Vendors will be using tents/canopies. Looking to attract approximately 50 vendors. We will have either live performers or a DJ.

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

Volunteers/Staff will do the clean up. We will coordinate garbage plan with the town.

(Groups of 50 or more are require to pay a minimum of one \$25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

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

We'll coordinate use of the water coupler with the town.

(Town's water coupler is available if you use hoses for water)

Other Town services, if required:

We will ask to use the electrical outlets for the pavilion.

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area: Street parking should be sufficient, however we will request permission from Spence

(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property Commercial Properties for use of their lot and may not be used for parking unless a letter of owner's permission is submitted)

Fire/Emergency Medical Services Plan:

We will coordinate with EF Fire Dept once plans are finalized.

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

n/a

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

Event Layout: All 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.**

A copy of the approved form MUST be at the event

WAIVER OF LIABILITY

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

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

Authorized Representative(s) of Applicant:

	Paula Lochridge	6/26/15
Signature	Printed Name	Date

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

(Town Office Use Only)

Heritage Park:

Usage \$25/hr (\$300/day max) Paid \$ _____ Date: _____

Park Deposit \$300 Paid \$ _____ Date: _____
Dumpster \$25/each Paid \$ _____ Date: _____
Additional Fees/Description \$ _____
Deposit Refunded Paid \$ _____ Date: _____ Facility Reviewed: _____

Street Closure:
Application Fee \$100 Paid \$ _____ Date: _____

Scheduled for Town Board Agenda: _____ Approved: _____
Scheduled for Douglas County Commissioner Agenda: _____ Approved: _____

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve a request by Sarah Sanchez, Carson Valley Community Food Closet, to divide the existing 2.84 acre parcel into two parcels, the smallest being 1.0 acres, in the Neighborhood Commercial (NC) zoning district in the Minden-Gardnerville Community Plan, APN 1220-04-002-009, 1245 Waterloo Lane.
2. **Recommended Motion:** Approve a request by Sarah Sanchez, Carson Valley Community Food Closet, to divide the existing 2.84 acre parcel into two parcels, the smallest being 1.0 acres, in the Neighborhood Commercial (NC) zoning district in the Minden-Gardnerville Community Plan, APN 1220-04-002-009, 1245 Waterloo Lane.

Funds Available: Yes N/A

3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** July 7, 2015 **Time Requested:** N/A
6. **Agenda:** Consent Administrative

Background Information: The applicant submitted this parcel map request and project review form. Parcel maps are to be approved by the board. That is our opportunity to ask that the parcel be included within the town boundary. This parcel is already located within the town. Staff has approved the parcel map and we will comment when there is a plan proposed we can review during the design review process.

7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

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



PROJECT REVIEW APPLICATION

Location
Street Address: 1245 Waterloo Lane
Assessor's Parcel Number: 1220-04-002-009
Current Zoning Designation: Neighborhood Commercial

Project Description Carson Valley Community Food Closet is seeking to divide the parcel at 1245 Waterloo which is currently 2.84 acres into two separate parcels being 1.84 and 1 acre in size.

Applicant:
Name: Carson Valley Community Food Closet/ Sarah Sanchez
Address: 1255 Waterloo Lane, Suite B, Gardnerville, NV 89410
Telephone Number: (775) 782-3711 Fax Number: (775) 782-4452

Owner:
Name: Gary Vowels
Address: 1245 Waterloo Lane Gardnerville, NV
Telephone Number: (775) 782-3143 Fax Number: () _____

Engineer:
Name: Owens Engineering
Address: _____
Telephone Number: (775) 901-1833 Fax Number: () _____

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

Applicant or Applicant's Representative:

Sarah Sanchez
Printed Name

eSigned via ScanlessDoc.com
Sarah Lynn Sanchez
Key 12011507750029049550010000007

Signature

06/30/2015

Date

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

(Application and all materials related to the project review need to be submitted to the Town office by the Friday two weeks before the Board meeting. Town board meetings are held the first Tuesday of each month)

On payment screen enter "project review" for account #

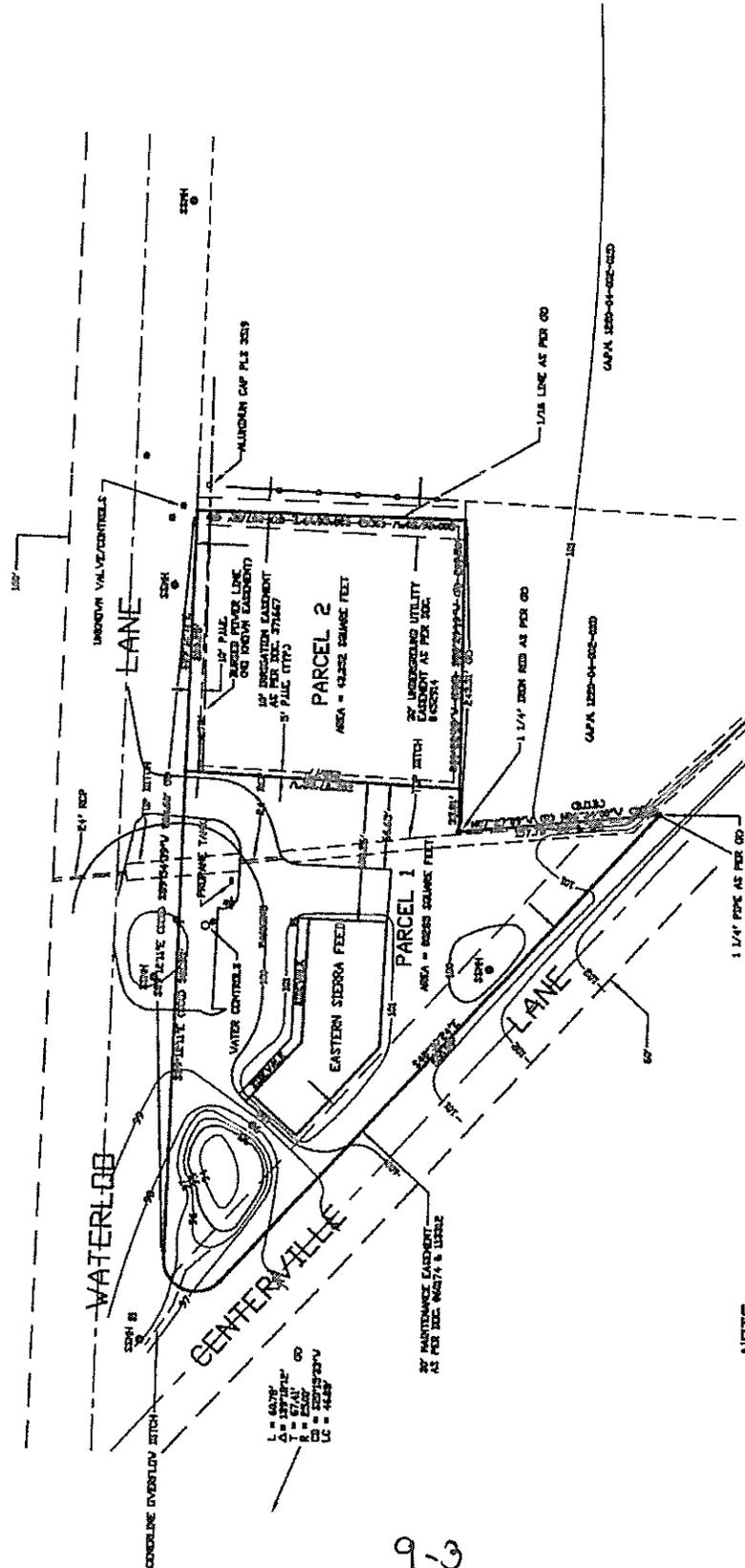
9-2

BASIS OF BEARINGS

THE BASIS OF BEARINGS OF THIS MAP IS THE SOUTHEASTERLY LINE OF APN# 1223-04-002-009 THAT BEARS N63°00'00"W AS PER STATE COORDINATE GRID.



SCALE 1" = 20'



NOTE

CENTERLINE INTERVAL = 15'

LEGEND

- FIELD CORNER AS NOTED.
- SET 5/8" REBAR WITH PLASTIC CAP STAMPED PLS 2025.
- MEASURED.
- STATE COORDINATE GRID.
- RECORD OF SURVEY FOR JACKSON & COMPANY'S F. LITTLEWOOD RECORD, DOUGLAS COUNTY, NEVADA.
- WATER VALVE.
- ⊕ FIRE HYDRANT.
- POWDER BOX.
- TELEPHONE BOX.
- BOX OF RECORDS.
- RECORD FOR GARDEN VALLEY COMMUNITY FEED CLIENT, RECORD# 8171467, 8171468, 8171469, 8171470, 8171471, 8171472, 8171473.

DWENS ENGINEERING
 Civil Engineering, Land Surveying
 1111 S. 44th St.
 P.O. Box 44
 89103-0044
 775-462-8172

TENTATIVE PARCEL MAP
 FOR
GARY VOYLES
 A DIVISION OF APN# 1223-04-002-009
 WITHIN SECTION 4, T. 12 N., R. 20 E., N33 & 15
 DOUGLAS COUNTY, NEVADA

96

DIST



COMMUNITY DEVELOPMENT
1594 Esmeralda Avenue, Minden, Nevada 89423

Planning Division
Engineering Division
Building Division
Regional Transportation
Code Enforcement

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

Memorandum

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

RECEIVED
JUN 08 2015

BY:

Application LDA 15-016 has been deemed administratively complete for further processing.

Applicant: Sarah Sanchez, CV Community Foo Closet
Owner: Gary Vowels, Eastern Sierra Fee
Project Address: 1245 Waterloo Lane
Assessor's Parcel Number(s): 1220-04-002-009
Zoning: NC Floodplain: AOD1 Land Use: Commercial
Project Description: Divide the existing 2.84 acres parcel into two parcels the smallest being 1.0 acre in the Neighborhood Commercial (NC) zoning district in the Minden-Gardnerville Community Plan.

Projects Meeting Date: June 15
This meeting is held in Room 306 at the Minden Inn. It is intended to provide Douglas County and other agencies the opportunity to identify issues and concerns relative to development proposals. Please refer to the enclosed agenda for the time this project will be reviewed. **---This is not a public meeting---**

Case Planner: Lucille Rao Phone: (775)782- 6218 E-mail: Lrao@co.douglas.nv.us
Case Engineer: Erik Nilssen : (775)782-9063 E-mail: Enilssen@co.douglas.nv.us

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

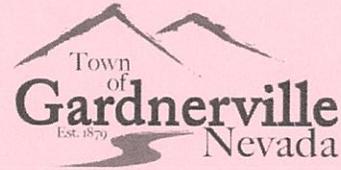
- AHP: July 9, 2015
- Water Conveyance Advisory Committee (WCAC): July 6, 2015

Please submit written comments to the Planning Division by 2:30 p.m. June 12th. Written comments may be provided at the meeting; however, it is preferable that comments be provided two days before the meeting to allow comments to be reviewed. **For County, GID, and Town employees, your attendance at the Projects Meeting is highly desirable as staff will be available to discuss any recommendations or concerns.** Please contact The Planner, at 782-6218 if you require additional information. Thank you.

Comments: _____

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Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for June 2015.
2. **Recommended Motion: Receive and file**
 - a. **Funds Available:** Yes N/A
3. **Department:** Administration
4. **Prepared by:** Paula Lochridge
5. **Meeting Date:** July 7, 2015 **Time Requested:** 5-10 minutes
6. **Agenda:** Consent Administrative
7. **Background Information** N/A
8. **Other Agency Review of Action:** Douglas County N/A
9. **Board Action:**

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



Main Street Gardnerville's Program Manager Report for Gardnerville Town Board Meeting, July 7, 2015

- Various reporting done this past month include:
 - Reimbursement reports for Nevada Department of Agriculture grants were submitted earlier this month. Both grants are for Heritage Park Gardens projects: “*Children’s Educational Garden*” and the “*Growing to Share*” efforts.
 - Quarterly report for the Revolving Loan Fund was submitted to USDA.
 - Submitted our Economic Vitality Champion quarterly report.
 - As you may already know, the Towns of Gardnerville and Minden will accept awards for Nevada Magazine’s 2015 “*Tour Around Nevada*” Reader’s Choice for Best Towns at our July Celebrations. Each year Nevada Magazine asks readers to vote for their favorite Towns as part of the “*Tour Around Nevada*” series. The Towns of Gardnerville and Minden have consistently finished in the Top 5 in previous rounds. Our Main Street Gardnerville program was included in the article. (*See attached information.*)
 - A presentation was made to the Masons by MSG Board Member Stephanie Waggoner, on June 16th regarding placement of our Basque Mural on their building. As of June 30th, we have yet to hear their final decision.
 - Working with the CVVA to inform our businesses in the district and town of the Softball Tournament coming to the Carson Valley. (*See attached information.*)
 - Presentation to the Douglas County Leadership class on June 16th.
 - Working with volunteers on several promotional events, including:
 - Freedom 5K Fun Run/Walk & Yankee Doodle Dash, July 4th
 - Thirsty Third Thursday wine walks
 - Splash Dogs event, August 14th-16th
 - Fall Art Show, Sept 12th (*pending GTB approval*)
 - Slaughterhouse Lane Coffin Races, October 10th
-

- Rules and Registration Form has been finalized for this event. (*See attached information.*)

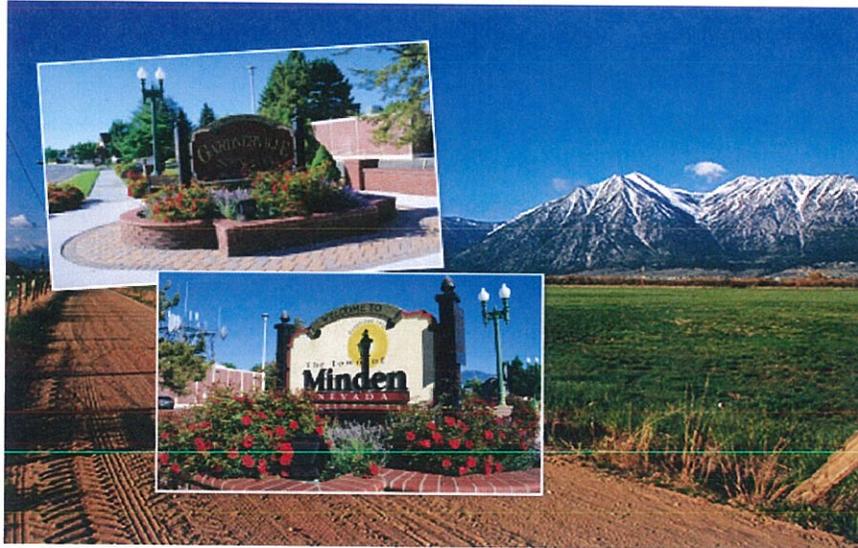
Upcoming events and dates:

- “Thirsty Third Thursday” Wine Walks, July 16th, August 20th & September 17th
- “Splash Dogs” beverage booth, August 14th-16th
- “Aviation Round Up” booth, in conjunction with the Town, on August 22nd-23rd
- “MSG & Record Courier Fall Art Show”, Sept. 12th (*pending GTB approval*)
- “Heritage Park Gardens Fall Festival”, October 3rd
- “Slaughterhouse Lane Coffin Races”, October 10th
- “Earlier than the Bird” Retail Event, November 21st
- “Small Business Saturday” Retail Event in conjunction with the CVCC, November 28th
- “Carson Valley Christmas Kickoff”, in conjunction with the Town, on December 3rd
- “Parade of Lights” announcing stand, in conjunction with the Town, on December 5th
- “New Year’s Eve Candlelight Labyrinth Walk, December 31st

Tour Around Nevada – Minden and Gardnerville

July/August 2015

Together or alone, twin towns are twice as nice.



BY MEGG MUELLER

Laurel and Hardy. Batman and Robin. Simon and Garfunkle. Bogie and Bacall. Synergy occurs when two equally exceptional sides join to form a whole; the result is more than just the sum of two parts but an entirely new creation. Minden and Gardnerville are separate, unique, and rich towns, and for the last four rounds of 2015 Tour Around Nevada, they have been in the Top 5 each time. This time, however, there was no mistaking the outcry for these two towns, and despite asking folks to vote for their favorite town...our readers rarely voted for just one, so congratulations to Minden, and congratulations to Gardnerville.

“They go hand-in-hand with each other,” A.J. Frels, executive director of the Carson Valley Visitors Authority, says. “Along with promotions and attractions, the towns are sitting right next to each other so it’s hard to know when you go from one to the other. But they just work so well together.”

Settlers poured into the bucolic Carson Valley as early as 1841, but the towns took their time in forming.



The GE Family Concert Series in Minden Park is a huge draw each summer.

Gardnerville is the older sister; it was developed in 1879 when Lawrence Gilman purchased property from town namesake and early settler John Gardner. Minden began stirring in 1856, when young rancher H.F. Dangberg bought his first property. Dangberg donated land and eventually convinced the V&T Railroad to house its terminus in Minden in 1905, and the town incorporated shortly thereafter. There's just no point rushing perfection.

Like much of Nevada, many of the towns' first non-native settlers were of European descent, but Minden and Gardnerville also were home to a thriving Basque population. Today, restaurants such as the J.T. Basque Bar & Dining Room still serve a bustling clientele, while the Overland Hotel—opened in 1902 by Basque settlers—is undergoing renovations and plans to reopen as a farm-to-pub restaurant this year. The history of the Basque people is integral to the towns' futures, also.

“We’re looking to see how we can bring more of that to the forefront. How that would tie into some of the things we’re doing in the future,” A.J. says.

No view of the future is without a look at its past; so protective of its small-town authenticity, a McDonald's wasn't built in the town (Minden) until 1982.

HOME ON THE RANGE



Eagles and Agriculture is one of the area's signature events.

The Carson Valley made an obvious stop for many settlers as they migrated west. Lush, verdant fields spread as far as the eye can see against the high, jagged peaks of the Sierra Nevada and Pine Nut mountains. Farmers and ranchers are still abundant here, as they were when the valley was first settled.

The rich, fertile land is home to Corley Ranch and Jacobs Family Berry Farm, just two companies that grew successful businesses from the ground up. Blind Dog Coffee, Alpen Sierra Coffee Company, and Killer Salsa are among the other food-based companies that make the valley their home.

Ranching gave birth to the annual Eagles and Agriculture event, which gives photographers and visitors a chance to tour valley farms in order to see the raptor migration that occurs during calving season.

DOWN ON MAIN STREET

One of the reasons for the area's homey feel is Main Street Gardnerville program. Part of a national program, the nonprofit group's mission statement is clear: "Experience the Past, Enrich the Present, Embrace the Future." From flower baskets adorning light poles to a community garden, Main Street Gardnerville works to enhance the beauty and viability of its downtown area.



Shops such as Fresh Ideas line the streets of Gardnerville.

"Members of the community come together to make it happen whether it's a promotional event, a special project, or through financial support," Paula Lochridge, Main Street Gardnerville program manager, explains. "If the community supports it, it thrives. Our supporters take great pride in our downtown and it shows."

Business owners and residents have come together to preserve and create the area's engaging atmosphere, and the results are catching. Minden is in the process of becoming part of the national Main Street Program, too.

In It Together

The complementary aspect of Minden and Gardnerville is as much by design as serendipity. For special events, such as Carson Valley Days, Christmas, or Fourth of July celebrations, the participation is carefully blended for maximum fun.

"Gardnerville will do a run in the morning and the chalk competition," A.J. says about the Fourth of July party. "Then Minden will do a parade around the park. They work together."

Although team spirit often rules, each town has features that make it a stand-out in its own right.

MINDEN



Classic cars stage a summer event in Minden.

Minden is home to the Dangberg Home Ranch Historic Park, where four generations of Minden’s founder lived. Much of the family and Carson Valley history has been preserved, and the ranch today has a park where live music and many other events happen during the warmer months. The Minden-Tahoe Airport is a general aviation airport that is home to some of the country’s best soaring, thanks to unique thermal patterns and the outrageous views afforded by the valley and Lake Tahoe. Minden Park—located in the center of town and the heart of its social gatherings—hosts strong performance and visual arts as well as summer concerts in the park. The Carson Valley Inn—one of the larger casino-hotels in the area—is in Minden, as is the C.O.D. Casino—built in what was the oldest car dealership in Nevada.

GARDNERVILLE

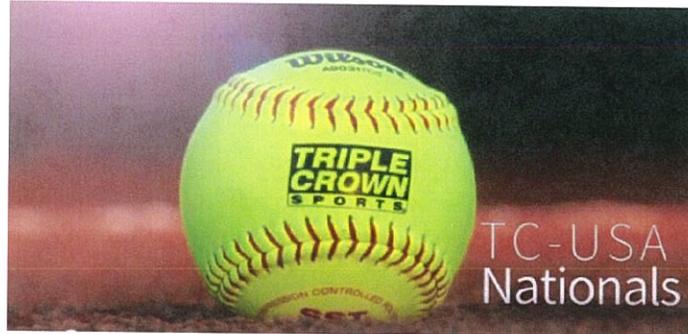
Special events are no stranger to Gardnerville’s Heritage Park. Movies in the Park; Blankets, Burgers & Brews; Oktoberfest; and Carson Valley Christmas Kickoff are all held here. Gardnerville’s Main Street is packed with boutiques that offer treasures not found at big box shops, like the more than 250 wines at Battle Born Wine shop, or a piece of history at one of the four antique shops. Gardnerville is also home to the recently revamped Sharkey’s Casino.

From the views to the small-town feel to the history and the charm, Minden and Gardnerville have an appeal that is undeniable. For A.J., however, the appeal is something much more organic.

“People ask me what the best asset is in our area. It truly is our people,” A.J. says. “We have gorgeous scenery and mountains but it’s really our people and the love for the Carson Valley.”

**Girls Fastpitch
TC/USA Nationals on CBS Sports Network
Reno/Tahoe/Gardnerville, Nevada**

July 14-17, 2015



On July 14th through the 17th the Carson Valley will be hosting the TC/USA Nationals Fast Pitch Girls Softball Tournament. This event will host 15 teams spanning all 4 days and will be held at Stodick and Lampe Parks in Gardnerville. They anticipate 300-400 out of town people will be visiting our area to attend the tournament. This influx of visitors means local merchants should be prepared for a higher than normal volume of business starting the night before the tournament and running through the course of the tournament (July 13th through July 17th).

Restaurants and grocery stores will be affected the most but traditionally such tournaments also tend to generate late night restaurant sales.

Event History

2015 will be the fourth year of the TC/USA Nationals, with 18u and 16u title games broadcast on CBS Sports Network. The communities of Reno and Tahoe are honored and excited to host this Gold Level National event for the second time.

The TC/USA Nationals debuted in 2012 in grand style with 60 teams. New York City played host to the inaugural gathering of the nation's top fastpitch teams (based on the TC National Softball Rankings), and will host the event again in 2016.

In 2013, 120 teams battled for the TCS National Championship in Reno/Tahoe. In 2014, the Georgia towns of Cumming, Alpharetta and Gainesville near Atlanta hosted the TC/USA Nationals and welcomed 186 teams.

Triple Crown Sports also produces the following elite, national showcase events:

- Colorado Fireworks, now in its 44th season
- Colorado Sparkler, now in its 11th season
- Triple Crown World Series, now in its 17th season
- Florida Rising Stars Showcases, now in its 19th season

Save the Date



1st Annual

SLAUGHTERHOUSE LANE COFFIN RACES

Visit our Calendar on MainStreetGardnerville.org for more information

Main Street Gardnerville

Ph: 775.782.8027

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

Fax: 775.782.7135

www.MainStreetGardnerville.org

Info@MainStreetGardnerville.org

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

10-9



The Inaugural
SLAUGHTERHOUSE LANE COFFIN RACES

Held at Heritage Park Gardnerville

Saturday October 10, 2015

11:00 am to 3:00pm

Check in 10:00 am

Slaughterhouse Lane Coffin Race Rules

The following are the rules that govern this Main Street Gardnerville (MSG) event and all Race Coffins and/or participants must meet these regulations.

Race Coffins and/or participants are subject to inspection prior and post-race or at any time during the event.

Race Coffins and/or participants not meeting the rules or not having fun are subject to receiving "**special recognition**".

RACE COFFIN SPECIFICATIONS:

1. Race Coffin minimum 1 foot wide by 5 feet long and a maximum of 4 feet wide by 8 feet long.
2. Each Race Coffin must have a minimum of 4 wheels/tires that must be in constant contact with the road surface. Wheels/tires are not to exceed 8" in diameter.
3. Steering mechanisms operated from inside or outside of the Race Coffin are prohibited.
4. Race Coffins are encouraged to have a logo, company, personal names, or other types of decorations on sides, top or inside; however they may not exceed the maximum width and/or length of the Race Coffin. We encourage you to provide a memorable name for your Race Coffin.
5. All Race Coffins must carry the Main Street Gardnerville Logo, which will be provided by MSG.. These logos will also incorporate an area for the Race Coffin number and must be visible from the front and both right and left sides of the race coffin. (Size is 8 ½" high x 11" wide).

CLASSES:

1. There may be multiple classes to enter your Race Coffin. A single coffin may run in multiple classes.
2. Classes determined based on entries received.

CREW:

1. The race crew consists of **5 members, four runners and the coffin rider**. It is encouraged to have at least one alternate. All crewmembers must be a **minimum of 18 years old**.
2. All runners/riders must wear a helmet during the race. Any additional protective gear is highly recommended.
3. At least three of the four runners must be in direct and constant contact with the Race Coffin until it has come to a complete and safe stop after crossing the finish line.
4. **Any Race Coffin that has less than three runners in direct contact during the race will be deemed "out of control" and will be disqualified.** Changing participants during or between heats, including the final heat, which will determine the winners, is prohibited. In case of injury, a race official shall be the authority to allow the alternate to step in.

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

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

10-10

RACE RULES:

1. All Race Coffins and their participants must be in the staging area at Heritage Park by 10:00 A.M. for check in order to compete.
2. Each participant, including their support staff, must sign an "Event Indemnification and Release of Liability" (an agreement which holds Main street Gardnerville, the Town of Gardnerville any sponsors and volunteers harmless for any accidents or injuries) on the day of the race. Forms will be available during check-in.
3. A race crew meeting will be held at 10:30 AM. One runner and the coffin rider from each team must attend. The rules, regulations, and Presentation of Race Coffins procedures will be reviewed
4. All participants must take part in the Presentation of Race Coffins. The Event Director will begin the Presentation of Race Coffins at 11:00 AM. Race Coffins and your support team will be judged. This will be a good time to recognize your support staff and sponsors. The judging criteria for the Presentation of the Race Coffins are being discussed and pending approval.
5. Race Coffins must be pushed and/or pulled by human power only, no ropes that are used for pulling are allowed.
6. Race Coffins must be kept in designated area while not racing.
7. At the starting line, no portion of the race coffin may extend over the line. It will be the Race Official's determination as to a restart.
8. No items that create a safety hazard are to be distributed by any participant during the timed events. This can result in disqualification; however, entrants are encouraged to provide items to the other attendees during the non-timed portions of this event.
9. Race Coffin teams must maintain control of their coffins at all times.
10. Each qualifying heat will be run with two Race Coffins. The coffin crossing the finish line with the fastest time will be designated the winner of that heat.
11. If a Race Coffin crosses into a competitor's lane and, in the opinion of the judges, interferes with that Coffin's ability to race, the offending Coffin will be disqualified for that heat.
12. The Race Coffins with the 4 fastest times in each class from the qualifying heats will run in 2 final heats to determine the 1st, 2nd and 3rd place winners. The 3rd and 4th fastest teams and 1st and 2nd fastest team will race against each other in these final races. *(Number of heats subject to change.)*
13. Every entrant and participant shall conduct themselves according to the highest standards of behavior and sportsmanship. This is a family-friendly event.
14. The racecourse is approximately 400 feet in length.
15. In case of a tie, or photo finish, the race will be re-run as determined by the Race Official.

16. MOST IMPORTANT: Above all else, have fun!!!



REGISTRATION FORM

Entry Fee \$40.00 payable to Main Street Gardnerville

Registration deadline is October 1, 2015

Event Time: 11:00 am – 3:00 pm

Check in at 10:00 am

Entrant _____

Sponsor (if any) _____ Service club affiliation (if any) _____

Contact Person _____ Phone #(s) _____

Address _____ City _____

Names of Team Members (must be 18 years of age or older):

Pushers:

1. _____ 2. _____

3. _____ 4. _____

Rider: _____

Event Indemnification and Release of Liability

The undersigned, in consideration of participation in any event held by Main Street Gardnerville, releases and forever discharges the Town, Main Street Gardnerville, its officers, agents, employees and representatives, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debts, dues, contracts, judgments, damages, claims, and/or demands whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or may have in the future in connection with the undersigned's participation in any event held by Main Street Gardnerville.

The undersigned further agrees to hold and save the Town, Main Street Gardnerville, its officers, agents, servants and employees, and their respective heirs, successors and assigns harmless from any claims by any others, including costs and expenses, for or on any account of any and all lawsuits or claims of any character whatsoever arising directly out of or from the undersigned's participation in any event, including any claim for property damage and/or personal injury, including death. The foregoing release and indemnity shall apply regardless of any negligence or strict liability of the Town and Main Street Gardnerville except to the extent the loss is caused by the gross negligence or willful misconduct of the Town and/or Main Street Gardnerville. By completing this registration form, I acknowledge that Main Street Gardnerville, a non-profit organization, takes photographs at Main Street Gardnerville events, and I hereby consent that Main Street Gardnerville may use any such photographs of me on their website, social media sites, pamphlets, or other media materials.

Signature: _____ Birth Date: _____

Printed Name: _____

**See Slaughterhouse Lane Coffin Race Rules for additional event information*

***For additional information for this or any other Main Street Gardnerville Event, call 775-782-8027 or email Info@MainStreetGardnerville.org*

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

www.MainStreetGardnerville.org Info@MainStreetGardnerville.org

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

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion and presentation on an update on State of Nevada 2015 Legislative Session by Wes Henderson, Nevada League of Cities & Municipalities.

2. **Recommended Motion:** Presentation and discussion only no action to be taken.
Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** July 7, 2015 **Time Requested:** 15 minutes

6. **Agenda:** Consent Administrative

Background Information: See information in the packet and info that will be presented at meeting.

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

8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued



NLC&M

Legislation of Interest

2015 Legislative Session

AB19 Revises provisions governing the timing of the adoption of tentative budgets by local governments. League bill.

AB25 Revises provisions governing the residential construction tax. League bill.

AB54 Revises provisions relating to local governments existing in a severe financial emergency.

AB88 Makes various changes to the charter of the City of Reno. Reno only.

AB90 Establishes the Nevada Intrastate Mutual Aid System.

AB106 Revises provisions relating to public works. Local governments may not include a "duty to defend" clause in contracts with third-party design professionals.

AB159 Makes various changes to provisions governing public works.

AB162 Revises provisions governing the use of portable recording devices by law enforcement.

AB172 Revises provisions relating to public works. Establishes procedures for the determination of prevailing wages by the Labor Commissioner. Raises the trigger for the payment of prevailing wages on public works projects from \$100,000 to \$250,000.

AB244 Provides an enhanced penalty for committing certain repeat graffiti offenses.

AB332 Makes various changes concerning government purchasing and bidding. Prohibits, with certain exceptions, a local government from entering into a contract for a public work that requires that the local government purchase the material needed for the public work. Assemblywoman Kirkpatrick bill.

AB364 Revises provisions relating to the state business portal.

AB422 Revises provisions governing the operation and equipment of motorcycles and mopeds. Prohibits local governments from adopting ordinances regarding certain handlebars (ape hangers) on motorcycles and/or mopeds.

AB445 Makes various changes relating to redevelopment. (Clark County only)

AB493 Grants power to the governing body of an incorporated city to address matters of local concern within certain parameters.

AB495 Makes various changes relating to bill draft requests. Requires that BDRs submitted by local governments be pre-filed by 3rd Wednesday in November instead of December 15.

SB22 Revises provisions relating to certain licenses pertaining to intoxication liquor. League bill.

SB47 Makes various changes relating to the Consolidated Local Improvements Law. City of Henderson bill. Applicable to local governments in counties with a population over 100,000 only (Clark and Washoe).

SB56 Revises provisions governing graffiti. City of Reno bill.

SB59 Revises provisions relating to the state business portal.

SB70 Revises provisions governing meetings of public bodies. Specifies that Fridays count as an official working day, except if a particular Friday is a holiday, for the purposes of complying with the posting requirements of the open meeting law.

SB111 Requires the use of portable event recording devices by certain peace officers employed by the Nevada Highway Patrol Division of the Department of Public Safety. Local governments were amended out of this bill. (See AB162, same topic but enabling.)

SB118 Revises various provisions of the charter of the City of Sparks. Sparks only.

SB144 Revises provisions governing traffic laws. Allows local governments to create Pedestrian Safety Zones.

SB147 Requires law enforcement agencies to adopt certain policies relating to certain training for peace officers concerning dog behavior.

SB157 Enacts the State and Local Government Cooperation Act. (Apparently the Legislature thought a bill was needed to ensure that state agencies and local governments talk to each other.)

SB158 Revises provisions relating to collective bargaining by local governments. Requires that a proposed agreement and any supporting documentation be posted at least 3 days before the public hearing at which a governing body may take action to approve the proposed agreement. Provides that collective bargaining agreements expire on the date stated in the agreement regardless of any clause in the agreement that the agreement remain in place until a successor agreement is reached (evergreen clause).

SB168 Revises provisions relating to collective bargaining by local government employers. Provides parameters for the reopening of collective bargaining agreements by a local government experiencing a fiscal emergency. Defines fiscal emergency. Provides that twenty-five percent of a local government's (except for a school district) general fund is not subject to negotiations with an employee organization and cannot be considered by an arbitrator in determining a local government's ability to pay compensation or monetary benefits.

SB185 Makes temporary changes relating to fire and related emergency services in certain counties. Washoe County only.

SB214 Creates the Nevada Advisory Council on Federal Assistance. One member of the council to be appointed by the Governor will be a representative of a local government.

SB238 Provides for the submission of a certain advisory question to the voters of the City of Ely. Ely only.

SB241 Revises provisions relating to collective bargaining. Allows a local government to provide leave to an employee for time spent in performing duties or services to an employee organization if the full cost of such leave is paid or reimbursed by the employee organization or is offset by concessions made by the employee organization in the negotiation of a collective bargaining agreement. Provides that collective bargaining agreements expire on the date contained in the agreement regardless of any clause in the agreement that the agreement remain place until a successor agreement is reached (evergreen clause).

SB276 Revises provisions governing medical marijuana establishments. Provides for the transfer of a MME license, allows for the relocation of MME facilities and provides additional MME licenses to local governments in certain counties.

SB310 Revises provisions relating to local government financing. Changes provision relating to Tourism Improvement Districts.

SB340 Revises provisions governing public works. Provides that individuals that have been debarred from receiving contracts from the federal government may not be awarded a contract for a public work in Nevada during the term of the debarment.

SB481 Revises provisions relating to certain local governments. Prohibits a local government from creating, maintaining or displaying a comprehensive model or map of the physical location of all or a substantial portion of the facilities of a public utility, public water system or video service provider.

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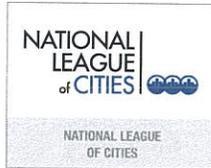
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- | | | |
|-------------------------------|------------------------------------|---|
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U.S. Communities is the leading national government purchasing cooperative, providing world class government procurement resources and solutions to local and state government agencies, school districts (K-12), higher education institutions, and nonprofits looking for the best overall supplier government pricing.

U.S. Communities' rigorous supplier commitments ensure our supplier partners' offer their best supplier government pricing. Third party audits are performed on all contracts and benchmarking analyses ensure ongoing value. Most importantly, U.S. Communities adheres to a stringent competitive selection process for all contracts offered through the program.

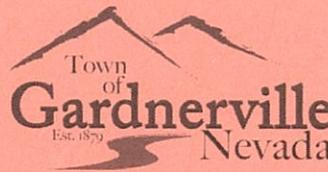
U.S. Communities is proud to be the only government purchasing cooperative organization founded by public agencies for public agencies. Additionally, U.S. Communities is overseen by an Advisory Board of key public procurement professionals.

Public agencies pay no costs and are charged no fees to participate. The suppliers pay a minimum administrative fee to participate through U.S. Communities. This pays for operating expenses and offsets costs incurred by national and state sponsors. U.S. Communities does not have a most favored customer requirement. Suppliers are required to match pricing lower than U.S. Communities only for agencies that would otherwise be eligible for lower pricing through another contract vehicle. This requirement ensures that agencies are offered the best government pricing through U.S. Communities. Contracts are non-exclusive and discretionary, so an agency can choose to use any contract that, in their sole discretion, is in their best interest.

Today more than 55,000 registered agencies, education institutions and nonprofits utilize U.S. Communities contracts to procure more than 1.8 billion dollars in products and services annually.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion and presentation on a request by Sierra Chef (Cynthia Ferris Bennett and Leslie Broderson) for a Farmers Market Family Event from May through September 2016, the 1st, 2nd, and last Thursday nights of each month in Heritage Park; with public comment prior to Board action.

2. **Recommended Motion:** Approve or Deny (based on board discussion) a request by Sierra Chef (Cynthia Ferris Bennett and Leslie Broderson) for a Farmers Market Family Event from May through September 2016, the 1st, 2nd, and last Thursday nights of each month in Heritage Park
Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** July 7, 2015 **Time Requested:** 20 minutes

6. **Agenda:** Consent Administrative

Background Information: This is a proposal for next year, not this year. They are currently competing with the Lampe Farmers Market. They may have an opportunity to bid on that event at Lampe. But if they do not get the venue, they are asking if the town board would allow them to use Heritage Park for an alternate venue next year. The park fee per policy is \$25/hour for the hours they occupy the park.

Staff has asked them not to use days where the other farmer's markets are being held in the valley. Main Street has asked they not do one on Thirsty Third Thursdays, which limits them to the proposed dates.

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

8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on a request to use Heritage Park for a fee of \$500 for the 2.5 days for a Flyball tournament on September 25 – 27, 2015, authorizing the handled dogs in the park for the event, presentation by John Tresise, Fly dog team member; with public comment prior to board action.
2. **Recommended Motion:**
Funds Available: Yes N/A
3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** July 7, 2015 **Time Requested:** 20 minutes
6. **Agenda:** Consent Administrative

Background Information: See attached. There is a wedding on Saturday, the 26th of September and we have no other dates available that work for this group, which was not known at the time the agenda went out.

7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued



Reservation Form and Release of Liability and Indemnification Agreement

For Town Park Use, Street Closures, and/or Special Events

1407 Highway 395

Gardnerville, Nevada 89410

(775) 782-7134 (775) 782-7135 Fax

Date of Application: 6-24-15
(Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)

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

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

Requesting use of Heritage Park? Yes No

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

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

Name of Applicant Organization or Business: William Center DBA Revolution Day Sports Corporation: Yes No
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: Bill Center Supervisor of Activity: Bill Center
Home Telephone #: 775-772-7228 Business Telephone #: N/A Fax #: N/A
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: 1308 Plymouth Way, Sparks, NV 89431
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: Same

Type of Activity Town Park will be used for: flyball tournament

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

Band or amplified music? Yes No

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

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

Date(s) Requested (include setup and tear down time): Week - Fri. Sept 25 - 6 PM Sunday Sept 27

Event hours: 8-AM- 6 PM

Describe proposed event, concessions, fund-raisers, etc.: flyball tournament see email

Town services, if any, required: electrical outlet, restroom, trash, water

(Electrical outlets, restroom/toilet facilities, etc.)

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

If Yes, specify quantity, dimensions, etc.: multiple 10x10 popup tents

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

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 70 participants / 100 spectators

(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)

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

Event Insurance Carrier & Telephone #: Maver Foster - Dennis Stowers 918 6 2665

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

Event Security Plan: _____

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

Water and Sanitation Plan if food is being sold or consumed during event: No food sold or offered

Event Clean-up/Sanitation/Garbage Plan: Trash cans provided by Gadsdenville, removed by Gadsdenville

(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

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

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

Signature(s) of Authorized Representative(s) of Applicant: Bill Center Date: 6/24/15

_____ Date: _____

_____ Date: _____

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

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

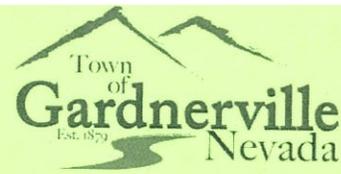
(Town Office Use Only)

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

A copy of the approved application MUST be at the event

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion and presentation of Douglas County Pay and Compensation Study, including the modification to annual leave policy 200.36, Pay Grades, new job descriptions and classifications, and paying the full PERS contribution rate of 2.25%, Presentation by Jim Nichols, Douglas County Manager, OR Wendy Lang, HR.

2. **Recommended Motion: Not for Action. Receive and discuss.**

Funds Available: Yes N/A – The towns Final Budget will need to be modified.

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: July 7, 2015 Time Requested: 20 minutes**

6. **Agenda:** Consent Administrative

Background Information: The town elected to participate in this study with the county and are paying for a proportionate share of the study. It will be a cost of \$1279 to the town. The BOCC already approved the plan at their June 17th meeting. Now county staff is working to implement the plan. This action taken by the BOCC is not what the town budgeted, so we will need to revise the town budget based on these changes.

The county updated policy 200.36 – Annual Leave Policy

The one time 2.5% PERS increase will be covered by the county (town).

New pay grades and job descriptions – modifies the pay range of county staff. They plan to implement this study over a three year period. Staff members who have been with the town for 1 to 2 years are still at the low wages. Any new hire would start at a higher rate, in some cases. We do not feel this is fair or equitable.

Town staff has worked out a plan to implement and will bring that to the town board next month under a separate item with a budget modification as well.

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

8. **Board Action:**

Approved

Denied

Approved with Modifications

Continued

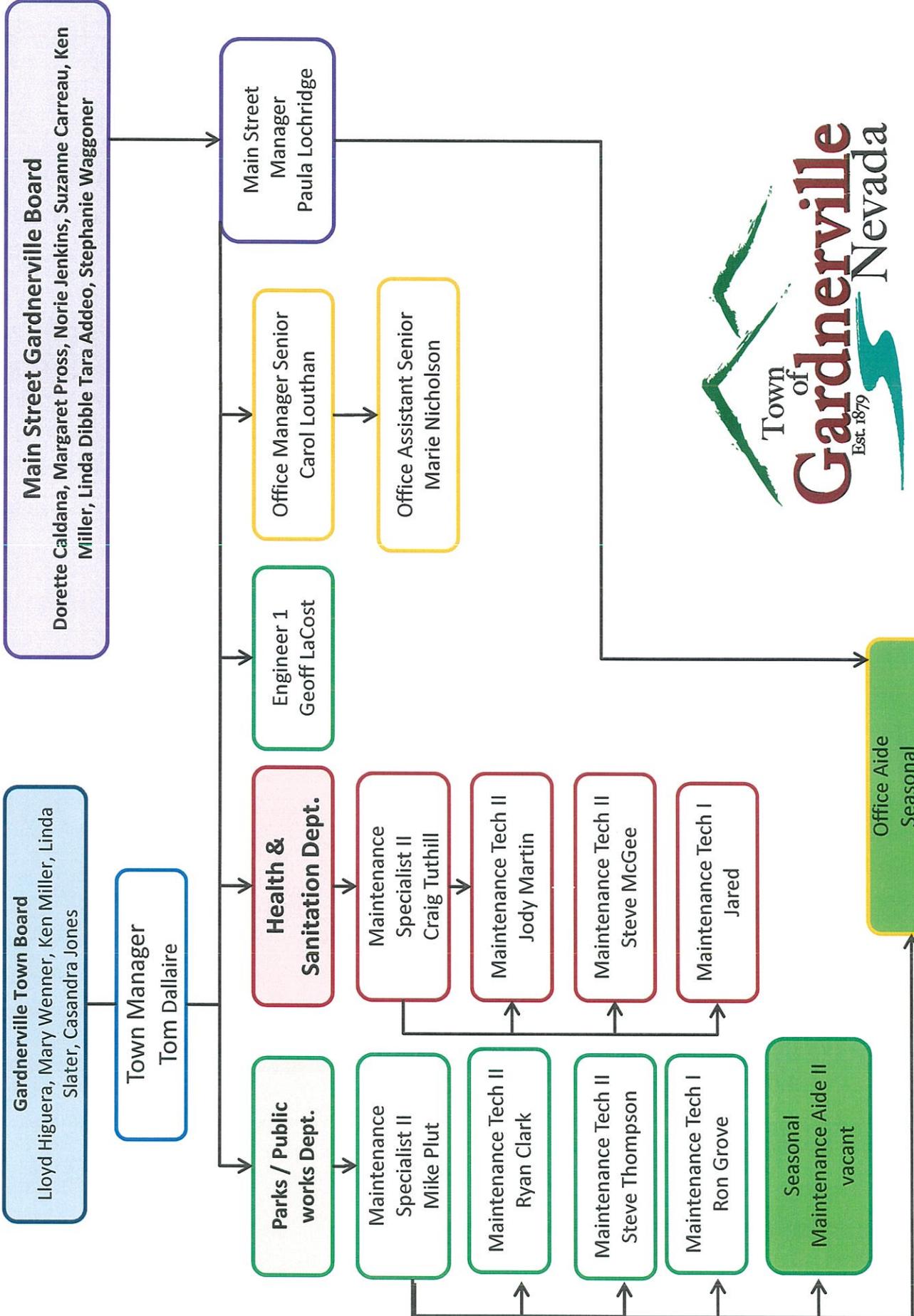
Effects of 2015 Douglas County Pay and Compensation Study on the Town

1. Job Classification, job descriptions, and pay grade modifications
2. PERS contribution made by county this fiscal year ONLY
3. Salary Adjustments will be made over a 3 year period with max of \$1.33/ hr this fiscal year for the next 3 fiscal years
 - a. This effects our seasonal Office Assistant (\$1.00)and Civil Engineer (\$1.33) positions
4. Sanitation staffing needs an experienced truck Driver with Mechanical skills.
 - Bump starting wage from \$16.58 hour to maximum of \$19.50
5. Increase our staff above the min starting position due to new staffing hires.
6. Keeping the merit scale from 0% to a max of 4%

Total changes increase to the towns budget is just over \$25,000 for PERS and Modifications being proposed to the Salaries and wages and benefits.

	Salaries	Benefits
Admin	\$1222.45	\$102.50
PW/Parks	\$12,163.44	\$3696.57
H&S	\$6,537.73	\$1961.02
TOTAL	\$19,923.63	\$5,760.10
		\$25,683.72.

42



ORGANIZATION CHART 2015

143

Annual Leave policy revised.

ELIGIBILITY:

- Regular employees, not covered by a bargaining unit, who are employed on a continuous full-time or part-time basis of twenty one hours or more per week shall accrue annual leave on a prorated basis according to the following schedule:

<u>Years of Service</u>	<u>Annual Accrual Rate</u> <u>40 Hour Employees</u>	Existing Polices
0-4	120 hours	88 hours
5-9	156 hours	136 hours
10-14	169 hours	160 hours
15-19	179 hours	176 hours
20 +	200 hours	200 hours

- A maximum of 280 hours of annual leave may be carried over into the subsequent calendar year.
 - An employee shall be deemed to have waived any entitlement to annual leave hours in excess of the permitted annual carry over, unless an extension is authorized by the County Manager, in writing.
- Part-time, regular employees shall earn annual leave at a pro-rated amount based on the number of hours worked.

Up from 240 hours max



Douglas County policy is to split the PERS increase 50/50 with the employee when there is an increase in the contribution.

This year only the county is opting to pay the entire PERS increase, One time only situation. So for 2015/16 fiscal year the employee will not see a decrease due to the PERS increase.

Current PERS Contribution: 25.75%
Proposed PERS Contribution: 28.00%

Employee is picking up 13.25% of the 28%

Gardnerville Town Board
 Lloyd Higuera, Mary Wenner, Ken Miller, Linda Slater, Casandra Jones

Main Street Gardnerville Board
 Dorette Caldana, Margaret Pross, Norie Jenkins, Suzanne Carreau, Ken Miller, Linda Dibble Tara Addeo, Stephanie Waggoner

Town Manager
 Tom Dallaire

Maintenance Supervisor
 Vacant

Civil Engineer
 Geoff LaCost

Parks / Public works Dept.

Town Maintenance Specialist Senior
 Mike Plut

Town Maintenance Specialist
 Ryan Clark

Town Maintenance Specialist
 Steve Thompson

Town Maintenance Specialist
 Ron Grove

Town Maintenance Specialist
 Hiring this now

Health & Sanitation Dept.

Town Sanitation Specialist Senior
 Craig Tuthill

Sanitation Specialist
 Jody Martin

Sanitation Specialist
 Jared Briggs

Sanitation Specialist
 Vacant

Office Manager Senior
 Carol Louthan

Office Assistant Senior
 Marie Nicholson

Office Aide Seasonal
 Vacant

Program Manager
 Paula Lochridge

Seasonal Town Maintenance Assistant
 Filled



RE-ORGANIZATION CHART
2015

14-6

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion and information only presentation on the Esplanade at the Ranch at Gardnerville, Major Design Review (DA-14-047) of a 41 unit multi-family housing project which includes thirteen (13) triplexes and one (1) duplex regarding the changes made to the plan since the Gardnerville Town Board approval on January 6, 2015. The subject property is located at Heybourne Road and Gilman Avenue in the MFR (Multi-family residential) zoning district (APN #1320-33-210-069), presentation by Hope Sullivan, Douglas County Planning Manager.

2. **Recommended Motion:** Presentation and Discussion Only – No Action will be taken.

Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** July 7, 2015 **Time Requested:** 10 minutes

6. **Agenda:** Consent Administrative

Background Information: The town board approved the design review plan with some conditions. The county finalized the plan review after our meeting, and generated a list of conditions from the town board meeting and their conditions for the project. The plan changed to comply with the conditions generated by county staff when it went to the planning commission, which was then approved. The changes was the

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

8. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



January 7, 2015

Douglas County Community Development

Attn: Dirk Goering, Junior Planner

1594 Esmeralda Avenue / PO Box 218

Minden, NV 89423

Re: Gardnerville Town Board Recommendation on development application for a Major Design Review (DA-14-047) requested by Ken Hendrix, KDH Builders, for a 41 unit multi-family housing project which includes thirteen (13) triplexes and one (1) duplex. The subject property is located at Heybourne Road and Gilman Avenue in the MFR (Multi-family residential) zoning district within the Minden Gardnerville Community Plan.

The Gardnerville Town Board took action at January 6th Town Board meeting and conditionally Approve the Design review application for the Multi-Family Residential development with the following conditions, as discussed during the meeting;

1. Provide pedestrian ramps at Gilman Ave driveway entrances along with a ramp at the sidewalk entrance to the private road at the "t" intersection within the development.
2. Provide on the improvement plans refuse tote pick up locations. The typical detail on the south side along the sidewalk needs to ensure there is adequate pedestrian access around the totes which are located on the sidewalk.
3. The future ditch needs to be constructed and no longer bonded as it will need to be used prior to this development going in. All irrigation and/or storm water conveyance facilities shall be piped, with exception of the Martin Slough and Park ditch. The Park ditch needs to extend from Gilman to the Martin Slough ditch. Ditch maintenance path and pedestrian access shall be provided. The ditch needs to be constructed prior to the site improvements going in.
4. Stop signs, street signage, and lights should be decorative in nature to match town standards.
5. Provide bike lane transition at the south edge of the project on Gilman Lane, or extend the bike lane to allow parking to Chichester Drive.
6. Provide information on the catch basin inserts, provide a maintenance and operations plan which will be reviewed and approved by town staff in the final hydrology report. Onsite and discharge storm drain facilities proposed are required to be maintained privately, including but not limited to storm water treatment devices, piping, catch basins, and retention/detention ponds, that will convey runoff into the town maintained storm drain system. Adequate funding for perpetual maintenance of such facilities must be demonstrated in the plan.
7. Indicate the location for mail delivery on this project.
8. Identify a construction route for the project. This project exceeds the town board expectations of the development through phases 2b to be constructed using Chichester Drive as a construction access route. This site was set for phase 7B and an alternative route needs to be provided. A construction route needs to be identified at the improvement plan review phase. Maybe partner with the Ranch developers and

remove the Gilman concrete median for access off the highway during short truck runs of fill material from south valley if another route cannot be identified.

9. The town will **not** accept dedication or maintenance of neighborhood monument signs, fences, and driveways, private streets or commercial driveways.
10. The following Standard Town Conditions of Approval shall apply:
 - a. All administrative, engineering, or legal fees incurred by the town in connection with reviewing the project shall be reimbursed and paid to the town.
 - b. Improvement plans shall be reviewed and approved by the town's engineer.
 - c. All drainage and agriculture irrigation facilities shall be piped and placed in the public right-of-way, *with the exception of Martin Slough and Park Ditch which shall remain open in this project.*
 - d. Construction runoff and dewatering practices shall be in accordance with the appropriate permits obtained from the Nevada Division of Environmental Protection. Discharge into existing town storm drain systems will only be allowed upon written approval from the town, and will be subject to discharge quality and storm drain cleaning requirements as set forth by the town.
 - e. Maintenance plans and level of service for landscape areas proposed for care by a homeowner's association are required to be submitted for review and approval by the town board, who will either recommend approval or denial of the maintenance plan to the Board of County Commissioners.
 - f. Any damage to the town's existing infrastructure, including, but not limited to, streets, curb and gutter, sidewalks, or drainage systems caused by the development of the project shall be repaired or replaced by the developer prior to final approval of the constructed development.

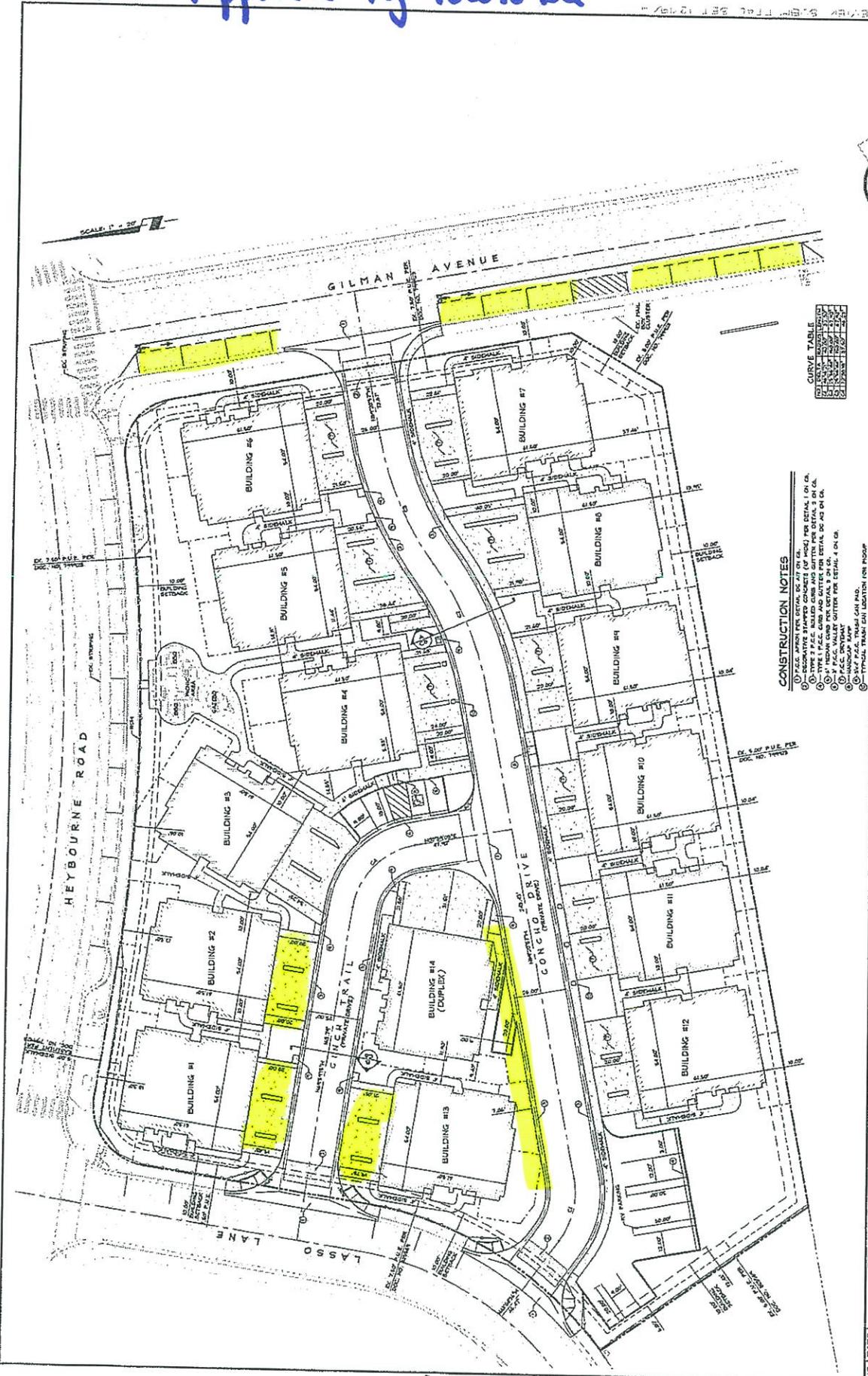
If you have any questions or comments or require additional information, please do not hesitate to contact me at 782-7134.

Sincerely,



Thomas A. Dallaire, P.E.
Gardnerville Town Manager

Plan Approved by Town Bd



- CONSTRUCTION NOTES**
- 1. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 2. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 3. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 4. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 5. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 6. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 7. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 8. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 9. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.
 - 10. SEE ARCHITECTURAL DETAILS FOR ALL FINISHES AND MATERIALS.

CURVE TABLE

STATION	CHORD BEARING	CHORD LENGTH	ARC LENGTH	ANGLE
1+00.00	N 89° 58' 00" E	100.00	100.00	90.00
2+00.00	N 00° 00' 00" E	100.00	100.00	90.00
3+00.00	S 89° 58' 00" E	100.00	100.00	90.00
4+00.00	S 00° 00' 00" E	100.00	100.00	90.00
5+00.00	N 89° 58' 00" E	100.00	100.00	90.00
6+00.00	N 00° 00' 00" E	100.00	100.00	90.00
7+00.00	S 89° 58' 00" E	100.00	100.00	90.00
8+00.00	S 00° 00' 00" E	100.00	100.00	90.00
9+00.00	N 89° 58' 00" E	100.00	100.00	90.00
10+00.00	N 00° 00' 00" E	100.00	100.00	90.00

DRAWN: JH
 CHECKED: JH
 ENGINEER: JH
 SCALE: 1" = 20'
 DATE: 12/14/14
 SHEET: C4
 OF: 6 SHEETS

CONCEPTUAL SITE PLAN

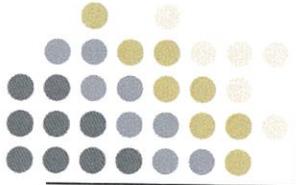
**ESPLANADE AT THE RANCH
JENUANE COMMUNITIES LLC**

R. J. Anderson
 PROFESSIONAL ENGINEER
 STATE OF NORTH CAROLINA
 LICENSE NO. 12345
 1000 W. HARRIS STREET
 RALEIGH, NC 27601
 TEL: 704.771.1234
 FAX: 704.771.1234



NO.	DATE	REVISION	BY

8-25
14-4



Conceptual Landscape Plan



14-7

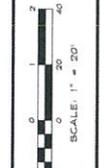


DRAWN: J.H. BRANN
 ENGINEER: J.H. BRANN
 SCALE: 1"=20'
 DATE: 12/19/14 OF: 8 SHEETS

**CONCEPTUAL
 FENCING AND
 PARKING PLAN**

**ESPLANADE AT THE RANCH
 JENUANE COMMUNITIES LLC**

R/O Anderson
 1715 S. 10th St., Suite 100
 Lincoln, NE 68502
 Phone: 402.478.1234
 Fax: 402.478.1235



NO.	DATE	REVISION	BLOCK	BY



PARKING SUMMARY

REQUIREMENTS	UNITS	PROVIDED
2 PER UNIT, ONE COVERED	28	28
PLUS ONE GARAGE PER UNIT	28	28
TOTAL	56	56

NOTE:
 *UNCOVERED PARKING AND GUEST PARKING TAKE INTO ACCOUNT AVAILABLE PARKING SPACES OF WHICH IT ARE AVAILABLE FOR
 **ACTUAL PARKING PROVIDED IN DRIVEWAYS AND GARAGES AND ON-SITE PARKING SPACES
 ***ON-SITE PARKING SPACES

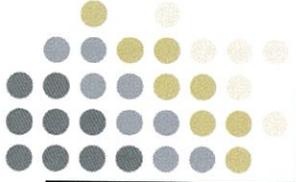
PARKING LEGEND

- COVERED PARKING
- UNCOVERED PARKING
- △ ON-STREET PARKING

FENCING LEGEND

- - - PRIVATE FENCE PER DETAIL ON G3
- · - · SPLIT RAIL FENCE PER DETAIL ON G3
- · - · COMBINATION PRIVATE SPLIT RAIL FENCE PER DETAIL ON G3

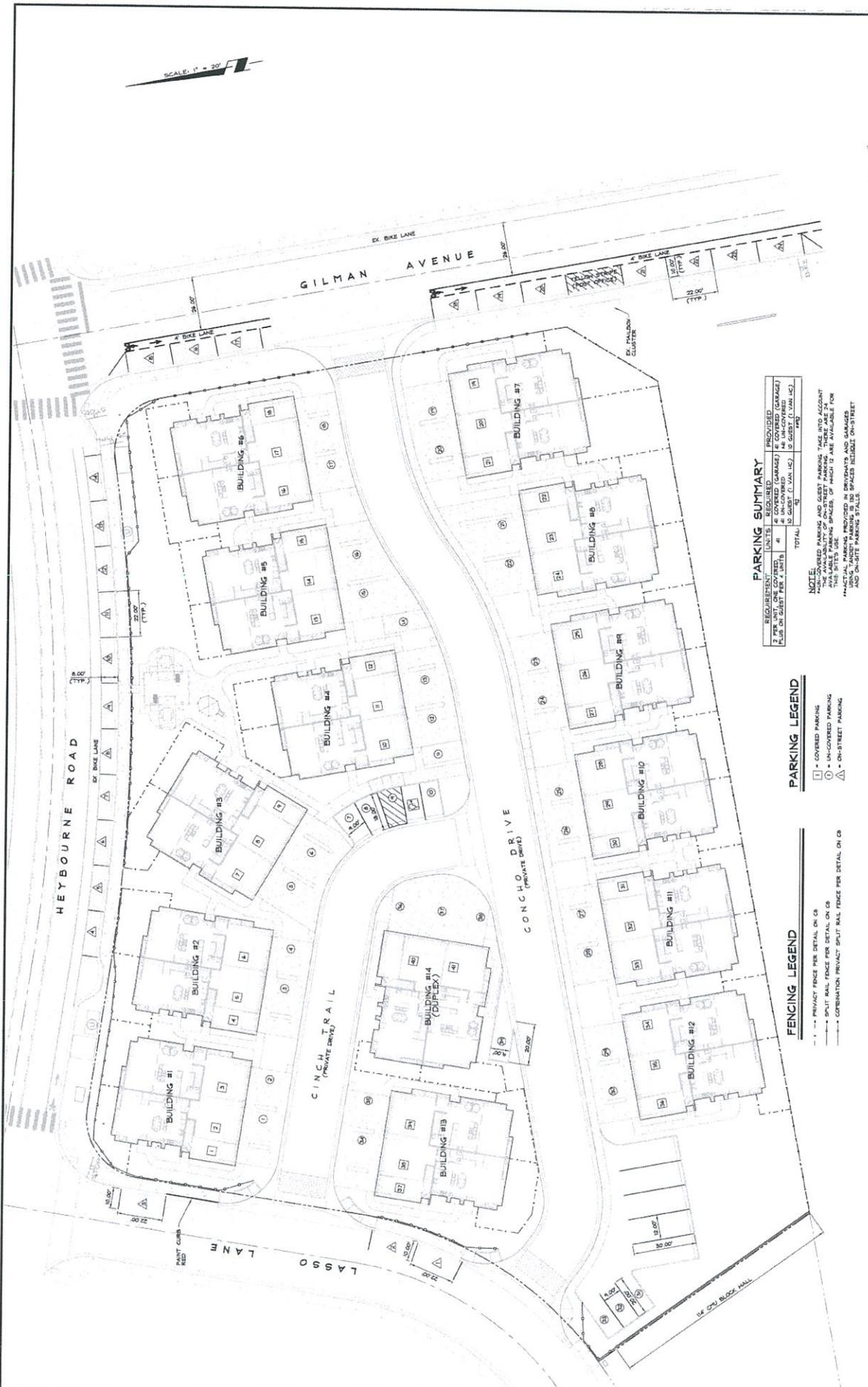
14-8



Conceptual Landscape Plan



14-7



PARKING SUMMARY

REQUIREMENTS	UNITS	PROVIDED
2 PER UNIT, ONE COVERED	4 COVERED (GARAGE)	4
PLUS ONE PER 4 UNITS	4 UNCOVERED	4
	ON-STREET (ON-TRAIL)	0
	ON-STREET (ON-STREET)	0
	TOTAL	8

NOTE:
 1. COVERED PARKING AND GUEST PARKING TAKE INTO ACCOUNT AVAILABLE PARKING SPACES, OF WHICH 4 ARE AVAILABLE FOR
 2. ACTUAL PARKING PROVIDED IN DRIVEWAYS AND GARAGES
 3. ON-STREET PARKING SPACES SUBJECT TO CITY-APPROVED

PARKING LEGEND

- [] - COVERED PARKING
- () - UNCOVERED PARKING
- ▲ - ON-STREET PARKING

FENCING LEGEND

- - - - - PRIVATE FENCE PER DETAIL ON G3
- - - - - SPLIT RAIL FENCE PER DETAIL ON G3
- - - - - ORIENTATION PRIVATE SPLIT RAIL FENCE PER DETAIL ON G3

NO DATE	REVISION BLOCK		JOB: 2118-001 DRAWING: JAH SHEET: 3 OF 8 SCALE: 1"=20' DATE: 12/19/14 OF: 8 SHEETS
ESPLANADE AT THE RANCH JENUANE COMMUNITIES LLC		CONCEPTUAL FENCING AND PARKING PLAN	

R/O Anderson

14-8

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion and provide direction to staff on NOT proceeding with posting a Request for Qualifications (RFQ) for Council representation for the Town of Gardnerville; with public comment prior to Board action.
2. **Recommended Motion:** Motion to provide direction to staff to postpone proceeding with the RFQ until Mike Rowe retires.
Funds Available: Yes N/A
3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** July 7, 2015 **Time Requested:** 15 minutes
6. **Agenda:** Consent Administrative

Background Information: Mike Rowe presented to the board last month a revision to the existing contract with the town updating the charges for the first time in 10 years. Mike has been the town council since 1982 and staff provided information to the board on what Minden and Indian Hills are currently paying for their legal representation. In addition to that information, GRGID is paying \$2500/month flat retainer for Mike to represent GRID. Mike's hourly rate of \$200/hour including meetings, is less than those other contracts. We have been working on this issue with the trash truck and have just started that process where he will be representing the town in a possible lawsuit. These are usually in addition to any retainer being paid in all the comparable entities. The meeting generated concern about paying for the time Mike or a representative spends at the town board meetings. The 2 year average time spent at a board meeting is 2.7 (3) hours, see the attached pages, or \$600 on average.

Staff prepared an RFQ for your review if the Board decides to proceed with the RFQ process. This is a copy of what Minden did, so please provide comments and concerns so those can be included and modified prior to going to the DA for final review and approval, which will then be sent out for response to start this process.

7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

Town of Gardnerville

Request for Qualifications
to
Advise and Represent the
Town of Gardnerville
in
Conjunction with
All General Civil and Legal Matters

Release Date: July 8, 2015

For additional information, please contact:
Mr. Thomas Dallaire, P.E., Town Manager
(775) 782-7134

REQUEST FOR QUALIFICATIONS FOR TOWN COUNSEL

to Advise and Represent the Town of Gardnerville in

Conjunction with All General Civil Legal Matters

1. Introduction

The Town of Gardnerville is seeking to contract for professional legal services to advise and represent the Town in conjunction with all general and civil legal matters. The successful applicant should meet or exceed the qualifications stated herein, be readily accessible to the Town Manager, elected Town Board Members, and/or Town Engineer, and be experienced in labor law, planning issues, open meeting law, ethics in government, and general civil litigation.

2. Minimum Qualifications

The successful applicant, and all those who serve as back-up counsel, must be a member in good standing of the Nevada Bar, must be accessible and timely in returning telephone calls and rendering legal advice and any written opinions, and must have within his or her firm, or through an established of-counsel relationship, at least one other qualified attorney available to render legal advice and otherwise represent the interests of the Town when the successful applicant is unavailable. Two years of experience in representing an unincorporated town, municipality or general improvement district is preferred.

3. Town Background

In 1879, Lawrence Gilman purchased the Kent House, which was located just south of Genoa which was supposedly haunted by a stagecoach-robbing ghost. After acquiring a seven-acre tract of land from homesteader John M. Gardner, Lawrence Gilman moved the house to the new site.

The Kent House became the Gardnerville Hotel - and the town of Gardnerville, named for Gardner, was born. Although the old hotel is no longer standing, the spirit lives on; we don't know about the ghost.

Because of its location along the route to the Esmeralda Mining District and Bodie (where a major gold strike in 1878 heralded a mining boom), Gardnerville soon came to serve as a feed stop for the 24-horse freight teams traveling between Carson City and the mining camps.

For the first five years of its existence, the new settlement of Gardnerville changed little. By 1885, the fledgling town had begun to grow along with the farming industry in the valley.

The town prospered as more hotels, shops and saloons opened their doors along Main Street. By 1899 Gardnerville had become a center of commerce in the Carson Valley as well as a hub of community activity.

Danish settlers figured prominently in the new town's development. Just as many Mormon settlers of British origin called Genoa home after 1851 and German pioneers had a strong presence in the early years of nearby Minden, Gardnerville became the center for Danish immigrants who had arrived in 1870.

Beginning in 1898, the Spanish and French Basques played an important role in the town's history as sheepherders and later as inn and restaurant owners. In 1918, several Basques opened inns in

REQUEST FOR QUALIFICATIONS FOR TOWN COUNSEL

to Advise and Represent the Town of Gardnerville in
Conjunction with All General Civil Legal Matters

Gardnerville that flourished during Prohibition. Basque dining in Gardnerville remains a culinary attraction.

Gardnerville continues to serve the needs of residents, ranchers, businessmen, and travelers. It is a community that is growing comfortably with a population of 5,279 residents, and a budget of just over 4 million a year for all town funds, the town provides necessary services to the businesses and residents alike. We provide the mandatory trash service collection and disposal of solid waste and voluntary green waste collection program, staff provides maintenance services to the 5 parks owned by the town and over 20 miles of roads we maintain and 4 detention ponds, and associated storm drain system. The town staff install public service banners across highway 395 mostly every Monday morning of the summer months, and installs Christmas decorations and flower baskets down 395 annually, and the town provides a number of community events, movies in the park, freedom 5k, Splash Dogs, and the Christmas kickoff event.

4. Town Organization Structure

The Gardnerville Town Board is comprised of five elected advisory board members, selected from residents within the legal Town Boundary limits, and the board is advisory to the Douglas County Board of Commissioners. The Town Board governs the town in accordance with the powers specified in Chapter 269 of Nevada Revised Statutes. At regularly scheduled and special meetings, the Board reviews matters such as annexations, development applications and projects, and items associated with the operation of the Town. The Board meets the first Tuesday of each month at the Town Administrative office located at 1407 highway 395 North, Gardnerville, and the meeting begins at 4:30 p.m. The Gardnerville Town Manager is appointed by the Town Board and works closely with employees, residents and Business owners within the Town, contract employees such as the Town Attorney and possibly a Town Engineer, as well as elected and appointed officials and department heads within Douglas County, the Town of Minden, the State of Nevada, and local businesses and civic groups. Gardnerville staff includes a Senior Maintenance Specialist and senior Sanitation Specialist, Office Manager, Senior Secretary, four Maintenance specialists, and four sanitation specialist, and two seasonal employees which work from April through September.

5. Selection

All applications will be evaluated by a selection committee to be determined by the Gardnerville Town Board. Depending on the number of qualified applications received, the Town may select an individual or firm based on the information submitted or the Town Board may ask the top ranked individuals or firms to give an oral interview during a regular scheduled board meeting. Notification regarding the selection or request for interview will be no later than Friday, July 24, 2015.

Advisement and representation for the Town will include, but not be limited to, the following general areas:

- Representing the Town Board and Town officials.
- Attending all general and special meetings of the Town Board and ensuring compliance with the open meeting law and ethics in government pursuant to Chapters 241 and 281A, respectively, of the Nevada Revised Statutes.
- Providing legal advice, including written legal opinions, when required by law or when requested by members of the Town Board upon matters relating to their duties.

REQUEST FOR QUALIFICATIONS FOR TOWN COUNSEL

to Advise and Represent the Town of Gardnerville in
Conjunction with All General Civil Legal Matters

- Representing the Town in general civil matters including open meeting law issues and agenda preparation, project review and planning, litigation and other government civil issues.
- Advising authorized Town officials on the legal propriety of proposed actions taken in the context of the civil legal matters or the performance of official duties in a non-criminal law context.
- Conducting legal research, analyzing laws, court decisions, and other legal authorities in the preparation of correspondence, briefs, legal opinions, or memoranda.
- Preparing and reviewing contracts and agreements involving the Town, its officers, employees, and agents.
- Drafting ordinances and resolutions.
- Representing the Town and its officers, employees, and agents in civil litigation.

6. Qualification Submittal, Time and Place.

Seven copies of the application must be returned to the address below no later than 5:00 P.M., July 24, 2015. A PDF version shall also be emailed to tdallaire@co.douglas.nv.us

Town of Gardnerville
Attn: Tom Dallaire
1407 Highway 395 N
Gardnerville, NV 89410

7. Inquiries and Contact Person.

All inquiries regarding qualification requirements, selection, and scope of work should be directed to Thomas Dallaire, (775) 782-7134 or email address: tdallaire@co.douglas.nv.us

8. Tentative Schedule for Selection.

Selection Process Defined by Gardnerville Town Board (Regular Meeting)	7/07/2015
Selection Committee Members Named	7/17/2015
Response to Request for Qualifications Due:	7/24/2015
Finalist Named by Selection Committee, (No later than)	7/30/2015
Oral Presentations/Interviews (if requested)	8/04/2015
Announcement of Board approved finalist	8/05/2015

REQUEST FOR QUALIFICATIONS FOR TOWN COUNSEL

to Advise and Represent the Town of Gardnerville in
Conjunction with All General Civil Legal Matters

APPLICATION FOR GARDNERVILLE TOWN COUNSEL

Name:

Nevada Bar No.:

Firm Name:

Address:

Business Telephone Number:

Mobile Telephone Number:

Fax Number:

Email Address:

Please respond to each of the following, using additional pages as necessary:

1. Please identify by name (and Bar Number, address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel:
2. Please attach resumes or *curriculum vitae* for each attorney identified above.
3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFQ? If other than "yes", please explain.
4. With respect to each attorney identified, please list each and every town, municipality or special improvement district represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each location with knowledge of the attorney's representation.
5. Please describe each identified attorney's experience in the areas of right of way, public land ownership, land use, zoning and planning.
6. Please describe each identified attorney's experience in the areas of open meeting law and ethics in government.
7. Please describe how you propose to satisfy the accessibility requirements of the RFQ?
8. Please describe how you propose to satisfy the Back-up requirements of the RFQ?

By my signature, I certify that the information contained in this application is complete and accurate, to the best of my knowledge and belief.

Dated this _____ day of _____, 2013.

Printed Name: _____

Signature: _____

Board Meeting	Rowe & Hales	Hours
	Jul-13	2.7
	Aug 13	3
	Sep-13	1.1
	Oct-13	2.2
	Nov-13	2.4
	Dec-13	3
	Jan-14	2
	Feb-13	2.4
	Mar-14	4
	Apr-14	3.5
	May-14	2.2
	Jun-14	3.4
	Jul-14	2.5
	Aug-14	3
	Sep-14	3.4
	Oct-14	3
	Nov-14	1.7
	Dec-14	0.7
	Jan-15	2.7
	Feb-15	2.4
	Mar-15	4
	Apr-15	4.7
	May-15	2.7
	Jun-15	3
<hr/>		
Hrs for 24 months		65.7
Average per month		2.7375
Average per month X \$200/hr		\$547.50

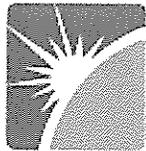


Accounts Payable by G/L Distribution Report

Invoice Date Range 07/01/13 - 06/30/15
 Approx. 27,500/yr

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 521.130 - Legal Services										
10816 - Rowe Hales & Yturbide LLP	22593	G'VILLE	Paid by Check # 609035		07/24/2013	08/02/2013	06/30/2013		08/02/2013	1,325.13
10816 - Rowe Hales & Yturbide LLP	22593	G'VILLE	Paid by Check # 609035		07/24/2013	08/02/2013	08/02/2013		08/02/2013	485.00
10816 - Rowe Hales & Yturbide LLP	22768	G'VILLE	Paid by Check # 610066		08/19/2013	08/30/2013	08/30/2013		08/30/2013	685.00
10816 - Rowe Hales & Yturbide LLP	22915	G'VILLE	Paid by Check # 611787		09/27/2013	10/11/2013	10/11/2013		10/11/2013	460.00
10816 - Rowe Hales & Yturbide LLP	22984	G'VILLE	Paid by Check # 612833		10/23/2013	11/08/2013	11/08/2013		11/08/2013	520.00
10816 - Rowe Hales & Yturbide LLP	23126	G'VILLE	Paid by Check # 614375		12/04/2013	12/20/2013	12/20/2013		12/20/2013	1,998.00
10816 - Rowe Hales & Yturbide LLP	23219	G'VILLE	Paid by Check # 616139		01/22/2014	02/07/2014	02/07/2014		02/07/2014	2,495.00
10816 - Rowe Hales & Yturbide LLP	23351	G'VILLE	Paid by Check # 617507		02/26/2014	03/14/2014	03/14/2014		03/14/2014	2,800.00
10816 - Rowe Hales & Yturbide LLP	23413	G'VILLE	Paid by Check # 618644		04/01/2014	04/11/2014	04/11/2014		04/11/2014	1,840.00
10816 - Rowe Hales & Yturbide LLP	23609	G'VILLE	Paid by Check # 620699		05/16/2014	05/30/2014	05/30/2014		05/30/2014	1,435.00
10816 - Rowe Hales & Yturbide LLP	23684	G'VILLE	Paid by Check # 622170		06/18/2014	07/03/2014	06/30/2014		07/03/2014	865.00
10816 - Rowe Hales & Yturbide LLP	23779	G'VILLE	Paid by Check # 622438		07/01/2014	07/11/2014	06/30/2014		07/11/2014	570.00
10816 - Rowe Hales & Yturbide LLP	23789	G'VILLE	Paid by Check # 623799		07/21/2014	08/15/2014	08/15/2014		08/15/2014	1,380.00
10816 - Rowe Hales & Yturbide LLP	23883	G'VILLE	Paid by Check # 624654		08/21/2014	09/05/2014	09/05/2014		09/05/2014	1,210.00
10816 - Rowe Hales & Yturbide LLP	24002	G'VILLE	Paid by Check # 626319		10/02/2014	10/17/2014	10/17/2014		10/17/2014	1,060.00
10816 - Rowe Hales & Yturbide LLP	24099	G'VILLE	Paid by Check # 628522		11/17/2014	12/12/2014	12/12/2014		12/12/2014	1,105.00
10816 - Rowe Hales & Yturbide LLP	24188	G'VILLE	Paid by Check # 628522		12/04/2014	12/12/2014	12/12/2014		12/12/2014	1,165.00
10816 - Rowe Hales & Yturbide LLP	24345	G'VILLE	Paid by Check # 630563		01/16/2015	02/06/2015	02/06/2015		02/06/2015	1,782.50
10816 - Rowe Hales & Yturbide LLP	24491	G'VILLE	Paid by Check # 633474		03/31/2015	04/17/2015	04/17/2015		04/17/2015	2,906.75
10816 - Rowe Hales & Yturbide LLP	24675	G'VILLE	Paid by Check # 635382		05/27/2015	06/05/2015	06/05/2015		06/05/2015	1,655.00
Account 521.130 - Legal Services Totals Invoice Transactions 20 \$27,742.38 Department 921 - Gardnerville Admin Totals Invoice Transactions 20 \$27,742.38 Fund 610 - Gardnerville Town Totals Invoice Transactions 20 \$27,742.38										

16-8



Accounts Payable by G/L Distribution Report

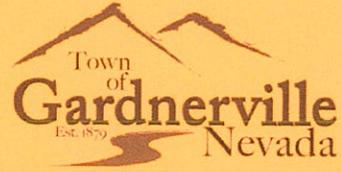
Invoice Date Range 07/01/13 - 06/30/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & Sanitation Department 925 - Health & Sanitation Account 521.130 - Legal Services										
10816 - Rowe Hales & Yturbide LLP	22593	G'VILLE	Paid by Check # 609035		07/24/2013	08/02/2013	06/30/2013		08/02/2013	40.00
10816 - Rowe Hales & Yturbide LLP	22915	G'VILLE	Paid by Check # 611787		09/27/2013	10/11/2013	10/11/2013		10/11/2013	30.00
10816 - Rowe Hales & Yturbide LLP	22984	G'VILLE	Paid by Check # 612833		10/23/2013	11/08/2013	11/08/2013		11/08/2013	15.00
10816 - Rowe Hales & Yturbide LLP	23126	G'VILLE	Paid by Check # 614375		12/04/2013	12/20/2013	12/20/2013		12/20/2013	52.00
10816 - Rowe Hales & Yturbide LLP	23219	G'VILLE	Paid by Check # 616139		01/22/2014	02/07/2014	02/07/2014		02/07/2014	30.00
10816 - Rowe Hales & Yturbide LLP	23413	G'VILLE	Paid by Check # 618644		04/01/2014	04/11/2014	04/11/2014		04/11/2014	30.00
10816 - Rowe Hales & Yturbide LLP	23609	G'VILLE	Paid by Check # 620699		05/16/2014	05/30/2014	05/30/2014		05/30/2014	15.00
10816 - Rowe Hales & Yturbide LLP	24345	G'VILLE	Paid by Check # 630563		01/16/2015	02/06/2015	02/06/2015		02/06/2015	15.00
10816 - Rowe Hales & Yturbide LLP	24491	G'VILLE	Paid by Check # 633474		03/31/2015	04/17/2015	04/17/2015		04/17/2015	248.25
10816 - Rowe Hales & Yturbide LLP	24675	G'VILLE	Paid by Check # 635382		05/27/2015	06/05/2015	06/05/2015		06/05/2015	255.00
				Account 521.130 - Legal Services Totals				Invoice Transactions 10		\$730.25
				Department 925 - Health & Sanitation Totals				Invoice Transactions 10		\$730.25
				Fund 611 - Gardnerville Health & San Totals				Invoice Transactions 10		\$730.25
				Grand Totals				Invoice Transactions 30		\$28,472.63

* = Prior Fiscal Year Activity

16-9

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for June 2015.
2. **Recommended Motion:** N/A
Funds Available: Yes N/A
3. **Department:** Administration

Prepared by: Tom Dallaire
4. **Meeting Date:** July 7, 2015 **Time Requested:** 10 minutes
5. **Agenda:** Consent Administrative
6. **Background Information:** Presented at meeting.
7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for June 2015.

2. Recommended Motion: None required.

Funds Available: Yes N/A

3. Department: Administration

4. Prepared by: Tom Dallaire

5. Meeting Date: July 7, 2015 Time Requested: 20 minutes

6. Agenda: Consent Administrative

Background Information: See attached report.

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

8. Board Action:

- Approved Approved with Modifications
 Denied Continued



Lloyd Higuera , Chairman
Mary Wenner, Vice Chairman
Cassandra Jones, Board Member
Ken Miller, Board Member
Linda Slater, Board Member

Town Manager Monthly Report July 2015 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** We held a public workshop Saturday June 7th. The options will come to the board in August for your final determination on the next phase of the CDBG funding. The items we need to pick are: final color palate, fencing options and what the downtown entry sign should say. Then final version of the plans can be prepared for the next CDBG round of funding. The project estimated costs is in the \$750,000 range, meaning the town will need to cut some things or get alternative funding for portions of the project. Bramco will be starting the tank removal in July of this year. I will update you as to when, once we get all the paperwork for CDBG .
- B. 395 Crosswalks** –NDOT gave us the notice to proceed with the light pole requirement of type 7 or a type 35 at each crossing. In a meeting I had with them they wanted one light on both sides of the crosswalk. This exceeds our previously budgeted project amount. These are not even standards yet. I am waiting to hear if they want a type 7 or a type 35. We did just get the bill for the storm drain cleaning. So that is part of the project with the notice to proceed prior to this invoice. That worked out very well. See the attached light fixtures details from NDOT.
- C. Kingslane Sidewalk Project** – Geoff is working on it in between other interruptions.
- D. Hellwinkel Channel:** The plans have been resubmitted to the county. The permit is almost ready to be issued. I am waiting for a reply back from Army Corps, then out to bid. This is going to require some creative budgeting for the next fiscal year. I guess I was a bit optimistic on getting this to happen in a timely manner.
- E. Fronton building:** We will be working up a plan to present to the committee and the board to get buy-in on the project. We have not started the plan yet. Still have the ideas. But will be working on the Great Race after these other events are over.
- F. Office Items:**
- Exhausted the pay plan the county is proposing. Lloyd and I decided we will discuss this with the board while I am at the meeting. I have a couple more options I want to share. The county plan is being presented at this meeting. It has already been approved so this is just an exercise that should have happened sooner. But the BOCC approved it. It's a cost to the town of around \$6000 for the PERS increase. That was 1.25% of the 4% raise. So now it basically is a 5.25% raise. There are a couple of positions we need to discuss at length to see if this is something the board wants to pursue. .
 - Attended the workshop for the Gardnerville Station.
 - Coordinated with the water company on the water meter we can use at the Arbor Gardens Park which Geoff was able to help the Eagle Scout out on the project while the workshop was going on..
 - Worked with Mike Rowe on the trash truck complaint, Main Street agreement with the town to provide a program manager for the 501c6, to help with the issues from finance and last year's audit.
 - Finished up the interlocal agreement. Please provide your comments. That will be coming next month. The county is pushing the towns to pay for the services for the enterprise funds. My direction was not to pay cost allocation.
 - Worked a lot on the trail for the fun run and designing the obstacle course. This event snuck up on me.
 - The family reunion for Tara's family is July 6-11th this year.
 - Passed out letters to the Gardnerville businesses about the upcoming softball tournament. See attached.

Good afternoon Gardnerville Restaurants and Hotels,

We wanted to make sure your are aware of this this upcoming event in July. On July 14th (some will be arriving on the 13th) through July 17th the Carson Valley will be hosting the TC/USA Nationals Fast Pitch Girls Softball Tournament. This event will host 15 teams spanning all 4 days and will be held at Stodick and Lampe Parks in Gardnerville. We anticipate 300-400 out of town people will be visiting our area to attend this tournament.

Please see the attached letter from AJ Frels, Executive Director of the Carson Valley Visitors Authority, on the back side of this note, for more information and some possible opportunities for your business.

We hope that having these extra folks in the area will mean more customers for you!

Please let me know if there is anything I can do for you(775 690 8366) or your business to help with this influx of out of town customers. I sure we will make a great impression. Events like this truly make Gardnerville a destination. We thank all those who have had an impacting making the tournament come to town.

Sincerely,

Tom Dallaire
Gardnerville Town Manager



Dear Carson Valley Merchants,

I wanted to make you are all aware of an exciting event coming to our area. On July 14th through July 17th the Carson Valley will be hosting the TC/USA Nationals Fast Pitch Girls Softball Tournament. This event will host 15 teams spanning all 4 days and will be held at Stodick and Lampe Parks in Gardnerville. We anticipate 300-400 out of town people will be visiting our area to attend the tournament. This influx of visitors means local merchants should be prepared for a higher than normal volume of business starting the night before the tournament and running through the course of the tournament (July 13th through July 17th).

Restaurants and grocery stores will be affected the most but traditionally such tournaments also tend to generate late night restaurant sales, so you may want to consider staying open a little later those four evenings. For those of you that offer delivery service, you should be prepared for increased delivery sales to local hotels. To increase your sales, I would even recommend reaching out to the local hotels to make sure they have an ample supply of your menus for their guests to review. We are asking for your support in being prepared making the visit to the Carson Valley a great experience to be had by all. We will have our Carson Valley Mobile Visitors Center stationed at Stodick Park and staffed all four days. We would welcome any and all restaurants to give us a copy of your menu so families can look their options over while they are still at the park. Please send the menu copies to aj@visitcarsonvalley.org with your hours of operation.

Carson Valley has so many outstanding things to offer, however, we know without a doubt that the people living in our community are our greatest asset. At the Visitors Center we hear over and over how much out of town visitors enjoy dining and shopping in our area. I know once a visitor comes to our area, sees the beauty of Carson Valley, and experiences the hospitality we have to offer they become a lifelong fan of Carson Valley.

In closing, I would like to thank Eddie Doughty. Without his hard work and passion for sports we would not have the opportunity to host this tournament and showcase the area to all the attendees. I also want to thank you all in advance for your endeavors to help ensure this tournament is a success on and off the field, and for helping us bring more tournaments back to the area. If you would like more information please feel free to give us a call at (775) 782-8145.

Sincerely,

A. J. Poole
Executive Director
Carson Valley Visitors Authority
3477 US Hwy 395 North, Ste 1
Gardnerville, NV 89410
Phone: 775-782-8145
Email: ajpoole@carsonvalley.org
www.visitcarsonvalley.org

INTERLOCAL AGREEMENT

(Cost Allocation for Administrative Services performed by Douglas County)

This Interlocal Agreement is made by and between Douglas County ("County"), a political subdivision of the State of Nevada, and the Town of Gardnerville ("Town"), an unincorporated town and a political subdivision of the State of Nevada, collectively referred to herein as "the Parties."

RECITALS

WHEREAS, NRS 277.100(1) defines a public agency eligible to enter into an interlocal agreement to include counties and unincorporated towns; and

WHEREAS, NRS 277.180(1) provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which any of the contracting agencies is authorized by law to perform; and

WHEREAS, each Party is authorized by the laws of Nevada to perform or undertake numerous governmental functions and responsibilities as separate legal entities; and

WHEREAS, the Town was created pursuant to NRS chapter 269, and provides services to its residents, including without limitation, drainage; solid waste disposal; parks; recreation; streets, alleys, sidewalks; street lights; water distribution; acquisition, disposal, annexation or de-annexation, maintenance and improvement of town property provided the town advisory board presents any proposed acquisition, disposal, annexation or de-annexation, maintenance and improvement of town property to the Board of County Commissioners for review and approval. Said services provided by the town are of valuable to the County.

WHEREAS, but for the provision of the services provided by the Town, the same would otherwise be provided by the County, such that the Town's provision of such services is of inherent value to the County; and

WHEREAS, the County provides administrative support services to the Town, which allows the Town to keep staffing, equipment, and facilities at a manageable level, and is a benefit to both the Town and County; and

WHEREAS, by entering into this Agreement, the County and the Town, intend to formalize the County's provision of administrative support services to the Town;

NOW, THEREFORE, in consideration of the mutual covenants, hereinafter set forth, the Parties agree to the following:

1. **Terms of the Agreement:** This Interlocal Agreement will be affective when approved by the governing bodies of the Parties, and properly executed in accordance with such approval.

Interlocal Agreement Between Douglas County and the Town of Gardnerville
July 2015

This Interlocal Agreement is designed to be perpetual, and shall remain in full force and effect unless terminated as provided herein or amended or restated by mutual agreement of the Parties.

2. **Services to be provided:** The County shall provide the Town administrative services including specifically, but without limitation, the following:

- a. **Treasurer:** Banking services, investment management services.
- b. **Finance:** Accounting and financial reporting, coordination of independent annual financial audit, operating and capital budget development and management, debt management, payroll and accounts payable.
- c. **Human Resources:** General Human Resources services, recruitments, employee services/benefits administration, and risk management.
- d. **Geographic Information Systems:** Creation and maintenance of spatial and tabular data, development of customized applications, and production of custom digital or hard copy maps for internal and public use.
- e. **Information Technology:** Centralized technology projects, server and workstation support, software applications, network security and maintenance.

Other departments identified in the County's Cost Allocation Plan as providing administrative support services to the Town shall be deemed to be added to this non-inclusive listing as appropriate based on the study.

3. **Determination of the costs associated with services being provided:** The County shall identify the costs of these services in the annual Cost Allocation Plan. An independent Certified Public Accountant, in accordance with the policies and procedures contained in federal Office of Management and Budget (OMB) Circular A-87, will prepare the County's Cost Allocation Plan. The plan shall be updated annually with actual expenditure information from the financial statements from the prior fiscal year. The Town shall be afforded the opportunity to review and comment upon the Cost Allocation Study each year prior to its annual update and approval by the County, and may request that the County make appropriate adjustments thereto. A copy of the current Cost Allocation Plan is attached hereto as Exhibit 1, and incorporated as if set forth fully herein.

4. **Payment of Services:** The Town shall be charged for the county administrative provided to it by County as indicated in the Cost allocation plan, which shall include charges for ONLY administrative services to the town's enterprise fund (611). A summary of the costs of these services as indicated in the Cost Allocation Plan is attached hereto as Exhibit A. Further, in recognition of the value of the services provided by the Town, the County shall not require payment of the Town's General Fund accounts within the Cost Allocation Plan.

5. **Level of Service:** The County will provide the services outlined above in a manner that meets the needs and requirements of the Town. Any concerns the Town has with the level of any service provided by the County shall be addressed directly to the respective department head of each department providing the respective service to the Town, and if said department head does not address such concern(s) to the satisfaction of the Town, the Town may take the concern to the County Manager, and then to the Board of County Commissioners.

Interlocal Agreement Between Douglas County and the Town of Gardnerville
July 2015

6. **Termination of the Agreement:** Either Party, without cause, may terminate this Agreement effective July 1 of the immediately following fiscal year, upon one hundred twenty (120) days written notice to the other Party. The notice of termination may provide for termination of some or all of the services provided to the Town. If only some of the services are to be terminated, the County may elect to provide notice of termination of any or all remaining services. Because both Parties are public agencies, a joint public meeting of the Parties' respective governing Boards to discuss and appropriately plan for service termination shall be held within sixty (60) days of notice of termination.

7. **Personnel Policies and Procedures:** With respect to the provision of Human Resources services, the Parties agree that the provision of such services is dependent upon the Town substantially adopting and complying with the County Personnel Ordinance, Personnel Policies and Procedures, compensation and benefits plan, and accompanying lawful and reasonable practices and interpretations of the County Human Resource Department. The The Town will be allowed to modify the county's Merit scoring system, and merits based on the annual projected revenue, and capped pay bonus policy.(see Exhibit B) The Parties also agree that under current law, Town employees are not eligible to participate in County bargaining units, and that the County will administer a pay plan incorporating Town staff and employee jobs in which the towns can adopt and or modify as needed.-

8. **County Authority:** The County Manager is expressly delegated the authority, by the Douglas County Board of County Commissioners, to terminate this Agreement. Notwithstanding such delegation, the Town may request the Board of County Commissioners to review and modify any decision made by the County Manager, pursuant to this delegation of authority.

9. **Notice:** Each respective Party agrees to indemnify and hold harmless the other Party, to the extent provided by law, from and against any liability arising out of the performance of the Agreement, proximately caused by any act or omission of its own officers, agents, and employees.

a. The laws of the State of Nevada shall be applied in interpreting and construing this Agreement.

b. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement.

c. This Agreement constitutes the full and final agreement between the Parties and shall not be modified except in writing and signed by both Parties.

d. All written notices under this Agreement shall be delivered to the following officials at the addresses stated:

County Manager
Post Office Box 218
Minden, Nevada 89423

Town of Gardnerville,
c/o Town Manager
1407 Highway 395 North
Gardnerville , Nevada 89410

Interlocal Agreement Between Douglas County and the Town of Gardnerville
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e. This Agreement may not be assigned except by writing signed by both Parties and shall be binding upon and inure to the benefit of the Parties' respective successors and assigns.

IN WITNESS WHEREOF, the Parties hereto have caused this Interlocal Agreement to be executed.

Dated this day of , 2015.

DOUGLAS COUNTY BOARD OF COUNTY
COMMISSIONERS

TOWN OF GARDNERVILLE

By: _____
Doug N. Johnson, Chairman

By: _____
Lloyd Higuera, Chairman

ATTEST: _____
Kathy Lewis, Douglas County Clerk

EXHIBIT 'A'

County Services	Gardnerville - 2014	
	FD 610 Admin	FD 611 H&S
Equipment Use Charge	\$261	
Geographic Information Services	\$4,173	
Clerk	\$414	\$435
Treasure	\$3,758	\$2,797
teleCommunications	\$1,880	
General Services		
County Manager	\$2,190	\$1,751
Information Technology	\$15,427	
Human resources	\$11,890	
Records Manegment	\$48	
FB309 Risk Management	\$3,651	
Finance	\$19,499	\$15,481
Sub Total	\$63,191	\$20,464

Exhibit 'B'

Town Evaluation Scoring Criteria for PMP program. Town Bonus Scale Scoring System

Exceptional Performance

EP - The employee who receives this rating has consistently demonstrated very effective performance above and beyond the normal, expected level of achievement.

Successful Performance

SP - The employee ensures that their work area is clean, organized, safe and presentable in accordance with department policies and procedures.

Requires Improvement

RI - The employee who receives this rating has not achieved the expected level of performance and requires improvement to meet the specified standard of performance.

Proposed Merit Scoring System

Scor Scoring MAX of 4% merit	
100-96	6%
95-91	5%
90-86	4%
85-81	3%
80-76	2%
75-70	1%
69-0	0%

Current Max. pay Bonus Scale Scoring a 3% is 0.25%, 4% is 0.5% 5% is .75% and 6% is 1% of max wage.
Town Board Approved the Following Merit system on June 6, 2014 (item 10 on the agenda)

6% Merit - Avg 3%	
100-97	6%
96-93	5%
92-89	4%
88-85	3%
84-81	2%
80-77	1%
76-0	0%

maximum pay scale bonus	Hourly rate	Annual Salary after merit	Actual increase received	Adopted Bonus Policy	County bonus policy
example annual salary \$40,000	19.23				
1% Raise	19.42	\$ 40,400	\$ 400	\$ -	
2% raise	19.62	\$ 40,800	\$ 800	\$ -	
3% raise	19.81	\$ 41,200	\$ 1,200	\$ 600	\$ 100
4% raise	20.00	\$ 41,600	\$ 1,600	\$ 800	\$ 200
5% raise	20.19	\$ 42,000	\$ 2,000	\$ 1,000	\$ 300
6% raise	20.38	\$ 42,400	\$ 2,400	\$ 1,200	\$ 400

With the capped pay bonus plan being half (1/2 or 0.5) of the actual wage for the given year on the following PMP evaluations with scoring a merit increase of 3%, 4%, 5% or 6%. No bonus will be given for evaluations scoring a merit of 0%, 1%, or 2%.