



## 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](http://www.gardnerville-nv.gov)

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

Tuesday, June 2, 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 are posted at the following locations prior to meeting day in accordance with NRS Chapter 241: Gardnerville Town Offices, Gardnerville Post Office, Carson Valley Chamber of Commerce and Visitors Authority and the Douglas County 8<sup>th</sup> Street Historic Courthouse. The agenda is also posted on the Internet at [www.gardnerville-nv.gov](http://www.gardnerville-nv.gov). All items shall include discussion and possible action to approve, modify, deny, or continue.

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

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

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

### INVOCATION – Pastor Tony, Carson Valley Methodist 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:**

May 5, 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 May 2015 claims
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.
5. **For Possible Action:** Approve 2014 Year End Report for Town of Gardnerville



**ADMINISTRATIVE AGENDA**

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

6. **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
  - b. Flower committee update Linda Dibble, (approx. 20 minutes)
7. **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. (approx. 20 minutes)
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. (approx. 5 minutes)
9. **For Possible Action:** Approve budget transfers for fiscal year 2014/2015; with public comment prior to Board action. (approx. 10 minutes)
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. (approx. 30 minutes)
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. (approx. 30 minutes)
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. (approx. 15 minutes)
13. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for May 2015. (approx. 10 minutes)
14. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for May 2015. (approx. 20 minutes)
15. **For Possible Action:** Discussion and possible action on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action. (approx. 20 minutes).

**PUBLIC INTEREST COMMENTS (No Action)**

Gardnerville Town Board Meeting – July 7, 2015

Thirsty Third Thursday – June 18<sup>th</sup> – 4:30

Movies in the Park – June 19<sup>th</sup> – Heritage Park – 8:30 pm or when it gets dark.

Freedom 5k Fun Run – July 4<sup>th</sup> – Heritage Park 7:30 am to 10:00 am

Carson Valley Pops Concert - July 4<sup>th</sup> – Heritage Park 12:00 pm – 1:00 pm



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

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Mary Wenner, Vice Chairwoman  
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Contact: Carol Louthan, Office Manager  
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Tuesday, May 5, 2015

4:30 p.m.

Gardnerville Town Hall

**INVOCATION – Pastor Bill – Lifepoint Church (not present)**

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

**PLEDGE OF ALLEGIANCE – Chairman Lloyd Higuera led the flag salute**

#### **PUBLIC INTEREST COMMENTS (No Action)**

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**No 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.

**Motion Slater/Jones to approve the agenda.**

No public comment.

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



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

**April 7, 2015 Regular Board meeting, with public comment prior to Board action.**

**Motion Miller/Wenner to approve the minutes as presented from April 7, 2015.**

No public comment.

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



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

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- For Possible Action: Correspondence  
Read and noted.**
- For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities  
Accepted.**
- For Possible Action: Approve April 2015 claims  
Approved.**

**Motion Wenner/Jones 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)**

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

Mrs. Lochridge reported the status of SB51 appears to be dead. Douglas County Commissioner Steve Thaler didn't think it was absolutely dead. He was going to research that and get back to us. Still keeping my fingers crossed. The Douglas/Alpine County application that we submitted for the Frontier America's Best Communities competition didn't make it into the quarter finals. We worked really hard on it. We got a lot of great information for future grant applications. Our seventh annual Thirsty Third Thursday wine walk season is about to begin. We have 25 businesses signed up so far. We have four new members. We will have a radio remote scheduled. The theme is PJ days. We are still working on the process of creating the 501c3. Thank you to Cassandra for answering all of our questions regarding the partnership between a c3 and c6 and also how the town could interact as well. Once we find out more I will keep you updated.

The Main Street Gala was on April 22<sup>nd</sup>. We honored attending volunteers and business members that support the program. Senator Dean Heller's office was kind enough to provide some volunteer certificates. Our 2014 volunteer of the year was Dorette Caldana, who is also the president of our board. The volunteers nominated her this year. Our design committee is working with a photo class at DHS to install a special sidewalk gallery display. The teacher, Casey Brennan, just brought in all the photos. We are planning to have them installed by the wine walk and then have another reception for the students honoring their work during the wine walk. We had a great turnout at our quarterly Main Street Mingle. This was hosted by Joyce's Fine Jewelry. We had a lot of new faces that joined us. We have 62 adopt-a-pots and 39 are spoken for so far. Sixty four flower baskets have been sponsored. We have 68 baskets total, so we only need four more sponsors.

5.  **For Possible Action: Discussion to approve, approve with modifications or deny a request by Main Street Gardnerville, to use Heritage Park from 8:00 AM on Saturday, October 10, 2015 to 4:00 PM for the Inaugural Slaughterhouse Lane Coffin Races for a family friendly event, waiving the park use fee of \$200, providing traffic control to close Ezell and Slaughterhouse Road for the event, with public comment prior to board action**

Mrs. Lochridge corrected the date. It should be October 10. This is an event we have been talking about for a couple of years. We have a lot of the community interested. The outhouse races in Virginia City have really taken off. This is a take-off of what they are doing. We wanted your permission to move forward with the event.

No public comment.

**Motion Jones/Slater to approve the request by Main Street Gardnerville to use Heritage Park from 8:00 a.m. on Saturday, October 10<sup>th</sup> to 4:00 p.m. for the inaugural Slaughterhouse Lane Coffin Races, waive the park use fee and provide traffic control to close Ezell at Slaughterhouse for the event. Motion carried.**

6.  **For Possible Action: Discussion to approve, approve with modifications or deny a request by Ed Eggert, with SIERA (Sierra Intermountain Emergency Radio Association) amateur radio club to use a portion of Heritage Park from 9:00 AM on Saturday June 27, 2015 to Sunday, June 28, 2015 3:00 PM for an overnight staged emergency communication broadcast for training purposes, waiving the park use fee of \$600, with public comment prior to board action**

Mr. Eggert, treasurer of SIERA, which was established as an emergency communication club for Douglas County and has approximately 42 members that meet every Tuesday night for practice drills. We provide communication across Nevada for the Pony Express Ride, Nevada Day and bike rides in the Lake Tahoe area. We provide training for those who want to become radio amateurs. We run classes and exams. We are approved by federal communications to give these exams. We try and encourage more and more young people to get into HAM radio. June 27 and 28 is the National Field Day Test for all amateur radio operators in the United States. It is sponsored by the American Radio Relay League. Last year we licensed about 43 new people in Douglas County.

Mrs. Slater asked if they have extended any invitations directly to the boy scouts.

Mr. Eggert responded yes.

Mrs. Slater asked where they have met in the previous years.

Mr. Eggert responded they have been using a parking lot in the rear of the Carson Valley Inn. But now that they have grown they cannot have us there this year.

Vice-Chairman Wenner asked if CVI charged them?

Mr. Eggert answered no.

Chairman Higuera mentioned they are the last line of defense in case another one of those tornadoes comes through and all the cell towers were knocked out. The county relies on them to set up a 911.

Mr. Eggert added they also do storm watch.

No public comment.

**Motion Slater/Wenner to approve a request by Ed Eggert, with SIERA (Sierra Intermountain Emergency Radio Association) amateur club to use a portion of Heritage Park from 9:00 a.m. on January 27, 2015 to Sunday June 28, 2015 at 3:00 p.m. for an overnight staged emergency communication broadcast for training purposes waiving the park use fee of \$600. Motion carried.**

7.  **For Possible Action:** Discussion to approve, approve with modification or deny a request by Judy Sheldrew, to co-sponsor a patriotic concert with the Carson Valley Pops allowing them to use Heritage Park and the Sound Equipment for the Concert after the Freedom 5K Fun Run starting at 10:00 AM to 1:30 PM on July 4, 2015, waiving the park use fee of \$100 and sound equipment use fee of \$100, with public comment prior to board action.

Chairman Higuera called for public comment.

Mr. Glen Linderman is in favor of the event.

**Motion Miller/Slater to approve a request by Judy Sheldrew to co-sponsor a patriotic concert with the Carson Valley Pops allowing the use of Heritage Park and sound equipment for the concert after the Freedom 5K fun run starting at 10:00 am to approximately 1:30 pm on July 4, 2015, waiving the park use fee of \$100 and sound use fee of \$100. Motion carried.**

8.  **For Possible Action:** Discussion to recommend approval, or denial, or approval with conditions of a development application for a Special Use Permit (DA 15-029) and Major Variance (DA 15-030) requested by Trinity Lutheran Church;
- a. To allow a parking lot as a primary use in Public Facilities Zoning District, and
  - b. To waive the requirement of constructing a solid masonry wall separating the parking from the single family residential units north of the site;
- located at 1480 Douglas Ave (APN: 1320-32-702-010) within the Public Facilities Zoning District, with public comment prior to board action, With presentation by RO Anderson Engineering, Inc.**

Mr. Miller wanted to say he will be making no comments on this item unless asked questions. I will abstain from voting because of my long term relationship with Trinity Lutheran Church.

Ms. Stephanie Hicks, planner with R.O. Anderson Engineering, has three items that are before you tonight. Ms. Hicks gave a power point presentation. We did review the staff report. For the major variance, condition #1 the request was a solid fence be provided along the residential property, which we are in agreement with. The second half was that the fence be 6 foot tall above a point of the new parking lot elevation. The parking lot will be elevated up. If a new fence were to be constructed on that property you will have closer to an 8 foot fence on the residential side. Because of the disparity of use in the evening the opportunity to provide dense hedge or shrubbery will be sufficient for screening of the headlights. We respectfully request that second portion be removed from the conditions of approval.

Mrs. Jones asked about the usages as being one night a week, maybe two. But the day care is there as well. Hopefully everyone has picked up their kids by 6:00, but especially in the winter months, has anyone looked at what the usage of a paved parking lot would be in conjunction with the day care?

Mrs. Hicks doesn't know the answer to that. I do believe there is another area they drive up or drive through to pick up the children. They are not necessarily parking across the street to walk over to pick up their child. I think it would be minimal if somebody parked over there and walked over to the day care center.

Mrs. Jones' children went there when they were little. There were times when we couldn't use the actual parking that was right in front of the day care. We don't know whether a new parking lot would be used by the day care.

Mr. Dallaire's concern came from the back of the parcel. I wasn't sure of the intent in the design. In the back there are two concrete slabs coming from the building where Woodett's is located. Where the landscaping blocks off, are we trying to match the grade, or can it be reduced down. It appears they will try to do some sort of channel. The elevations in the field looks like they have been lowered them a half a foot. Is it possible to lower them more?

Mr. Anderson's objective is to try to match the elevation as much as we can. To get the grading here without storm drainage is very difficult. That area will be up, but the area between will be a transition area.

Mr. Dallaire noted there are no contours or elevations provided on the house side of the property line. It wasn't clear.

Mrs. Jones asked if the uppermost residential parcel, is part of the overall development? That's not a backyard, is it?

Mrs. Hicks responded it is RV storage.

Mr. Anderson explained there are three parcels.

Mrs. Hicks added two of which we have received a letter they are in support of the variance. We have letters from two of the owners.

Mrs. Jones wanted to clarify that there are three parcels, and two of the parcels are owned by the same trust.

Mrs. Slater asked if you go back to the parking lot what shrubbery or design will be put in on the Mill Street side to deflect any headlights going that direction.

Mrs. Hicks explained this is conceptual. A final landscape plan has not been completed. Again it will be the same situation that occurs today but there will be some improvement.

Mrs. Jones asked if the existing old growth trees will be removed.

Mrs. Hicks answered yes.

Mrs. Jones asked what the MUTCD requirements are.

Mr. Dallaire explained the criteria says 150 feet or more to a midblock crosswalk. This is 120. It makes sense where it is shown. We don't have a crosswalk painted on the street at Mill. Do we need to have a full blown ramp for ADA access or is there sufficient ADA parking on site similar to Sharkey's.

Mrs. Hicks did look at that. The requirement being asked for was for some additional signage. We are fine with that. As far as the ADA spaces, we did look at the existing site. Because of the grading it cannot be designated as ADA. Right now there are no proposed improvements. The other parcel is not part of the application. There were a couple of other conditions that we would like the opportunity to discuss with the board. This goes into the design review section of the report. There is discussion about the desire for town decorative street lighting to be included.

Mr. Dallaire would like to talk to the board and find out what the intent is there. We can go into that later with the design review.

Mrs. Jones asked if the other property owner was given any special notice or just the standard public notice.

Mrs. Hicks replied the standard public notice. Everyone was reached out to and there will be public noticing through the planning commission.

Chairman Higuera called for public comment.

Ms. Jeannie Lamb commented the vacant restaurant located by the opening between the two parking lots, will probably be selling alcohol. So that means people can come through there that have been drinking. Why can't you make the opening there for the cars to come out on this side and cover this. People that have been drinking are not going to be coming in here.

Mr. Anderson believed the representative of the church has done a remarkable job going to the adjacent owners and securing the reciprocal access and parking agreement. If somebody was inebriated and came through the church's parking lot, that is a risk. But frankly it is a risk whether or not they drove out there. There is an existing access here.

Mrs. Lamb pointed out there is a street there so they could go out on the street rather than going into a parking lot.

Mr. Anderson hopes if they are inebriated they will choose to go to the street or actually, call a cab.

Mrs. Hicks stated that is one of the design criteria elements when you have properties that are adjacent to each other to allow for connectivity between the parking lots so circulation is improved.

Mr. Chris Bonafetti, a member of Trinity Lutheran Church and the chairman of the parking lot committee, spent a lot of time trying to orchestrate this project. Trinity Lutheran Church has been a part of the community for over a century. This is more than a parking lot for our church. We look at it as an opportunity to put our best foot forward in the community, to enhance our mission work and to provide a springboard or platform for moving forward. This parking lot is not just for our congregation. It is for us to make our step out in to the community even more. It's taking an existing nuisance and putting it into something nicer. With this kind of enhanced development it will only benefit the area and the surrounding properties. We will adhere to whatever the property owners want to do. We appreciate your consideration of the special use permit and of the variance application.

Mimi Moss, Douglas County Community Development, wanted to let you know this item is scheduled to be heard by the planning commission next Tuesday, May 12. The county has prepared a staff report. We are recommending approval of the parking lot as a primary use and also recommending approval of the variance for the wood fence, as long as the applicant replaces the wood boards on his side of the property and makes it more private for the residents. I will note the parking lot will require parking lot lights. The parking lot lights would be limited to 15 feet in height. They have to have a complete cutoff. We are recommending the applicant provide a photometric detail on the amount of light spillage. We are also requiring that the lights be shut off at 10:00 o'clock at night. We still have to finalize the design review. It's more detail on the landscaping and some of the other components, but I don't see any issue with what has been submitted with the applicant so far. I am available for questions if you have any.

No further public comment.

Mrs. Slater likes the concept and the way they are willing to work with the commercial properties.

Mrs. Jones can see the businesses working with the church and being able to use the lot as well. Mimi's comments about the lights turning off at 10:00 p.m. answered questions that I had. Everything that Mimi said I would support as it goes through the planning commission.

**Motion Jones/Wenner to approve the development application for a special use permit DA 15-029 with major variance, DA 15-030, requested by Trinity Lutheran to allow a parking lot as a primary use in the public facilities zoning district and to waive the requirement of constructing a solid masonry wall separating the parking from the single family residential units north of the site, located at 1480 Douglas Avenue, APN 1320-32-702-010.**

Mr. Dallaire asked if they are modifying the condition for the six foot tall wall?

**Mrs. Jones motion would include a solid fence, but remove the restriction it be six feet tall. Motion carried with Higuera/Wenner/Jones and Slater voting yeah and Mr. Miller abstaining.**

9.  **For Possible Action: Discussion to approve, approve with modifications or deny a minor design review (DA15-031) requested by Trinity Lutheran Church, to construct a parking lot in a PF zoning district located north of Mill and East of Douglas at 1480 Douglas Ave (APN: 1320-32-702-010); with public comment prior to Board action, with presentation by RO Anderson Engineering, Inc.**

Mrs. Hicks asked that the previous presentation and discussion also stand for this item. We would like to have a discussion about a couple of the conditions. 1a through c talks about the town's decorative street lights. We would respectfully request a through c be removed as part of the conditions. The lights that need to exist on site have to have a cutoff. There is also a concern that because they are decorative, they don't provide the same illumination that parking lot lighting would allow for and also the cost. They are much more expensive than the other lights. We would request a through c be removed. The last one was condition 5, which talks about dedication of the right-of-way to Douglas County for the 20 foot radius at the back of walk on the parking lot side, which the applicant is in agreement. The second half talks about the radius that exists on the corner at the bottom of the site. This parcel is not a part of this project application. There are no plans in place but there may be future development.

Ms. Jones asked if the requirement of the street lights was not removed, where would the street lights be located.

Mr. Dallaire clarified the parking lot lighting is fine. The street lighting is the issue. There is a power pole and an overhead line that goes to a power pole that we are moving the sidewalk around with a guy wire. The only thing on that pole is a light. We can take that out as part of the project. Down Douglas, in 2006-2007 they put conduit in to do decorative street lighting down Douglas Avenue all the way to 756. Currently there is existing conduit and boxes. Last month we talked about the strategic plan. Can we partner with the contractor and pay to put that in? Is that something we want to do? Are we going to light up Douglas like we did Highway 395 or are we just sticking with county code at intersections, turns and bulbs?

Mrs. Hicks thought that was the clarification that needs to be made in the conditions. I don't think there is any problem to work with the applicant during the construction process as long as it is not an additional cost to them and not a requirement they pay for and provide the lighting. If it could be clarified in the condition that it is not going to be the applicant's cost they would be agreeable.

Mr. Dallaire stated it is metered. Do we want a light? We could do a stub with a box and then add a box or two. Does the board want street lighting every two or three hundred feet?

Mrs. Jones believes that makes sense in commercial areas, but this is predominantly a residential area. I am concerned about light pollution. I would say county code.

Mr. Dallaire explained where the current street lighting is located. Do we need it here or just do an intersection with a meter.

Mrs. Slater would think just the end of Mill Street and do away with the other little light.

Vice-Chairman Wenner likes having them on the street corners where you can read the signs.

Mr. Miller noted the power pole is in the sidewalk area. The power pole has to come out. The trees are also in the sidewalk. They are coming out.

Mr. Anderson thought they would be agreeable to taking out the one power pole. We are happy to coordinate with the town to help you work with the contractor to get that conduit extended. We will do one meter and share with you the second one.

Chairman Higuera called for public comment.

Mr. Linderman asked what kind of lighting is in the area of the crosswalk. If there is any extra lighting it should be in that area so people driving by can see someone crossing the road.

Mr. Anderson shared there is a light provided at that intersection.

No further public comment.

Mr. Dallaire asked about the corner of Douglas & Mill by the big sign. There is a small section of land that would either need an easement or right-of-way. We put a condition in to provide the four foot spacing between the ramp and the grading of the ramp around the access point. We don't need to have the improvements done. But at least in the future when we redo this intersection we would have the ability to put in a real return.

**Motion Slater to approve with modifications a minor design review DA 15-031 requested by Trinity Lutheran Church to construct a parking lot in a PF zoning district located north of Mill and east of Douglas at 1480 Douglas Avenue, APN 1320-32-302-010.**

Mr. Dallaire wanted to clarify if it meant the modifications as discussed. What about the boundary line requirement on the south side where the church sign is located?

Mrs. Slater thought that could be a future discussion when that parcel is being considered for review.

Mrs. Yturbide asked for clarification in terms of the design review. Are you making it conditional? And if you are, what are the conditions?

Mr. Dallaire read the recommendations from page 9-2.

Mrs. Jones understood the motion would include 1a – to remove the existing power pole and street light on Douglas; 1b – to work with the town – the town would provide a decorative street light at the intersection of Mill Street and Douglas Avenue to be on a town meter; 1c – work with the town to install conduit and pull boxes for additional street lights along Douglas Avenue and Mill Street.

Ms. Yturbide would suggest you come back and talk about what you are going to do at another agenda item. For purposes of tonight we are just looking at the design review and what conditions the applicant has to meet. Portions of those conditions are really just cooperative in nature. You can talk about it in more broad terms so you can come back and change that slightly if you like. You want their cooperation.

Mr. Dallaire added "D" they are going to change the striping. Staff has the template for the two by eight.

Mrs. Jones mentioned they would also require conditions 2, 3, 4 and the first half of #5.

Mr. Dallaire asked Mr. Anderson if there was a plan on discharging the LID?

Mr. Anderson advised everything with respect to the storm drainage is retained on site. For the emergency overflow we agree with your recommendation that we will provide sidewalk cross drains for that.

Chairman Higuera asked if there was some way Linda could reference all of the discussion rather than being specific.

Mrs. Yturbide asked to clarify for purposes of the motion, when you indicated it would be the modification, I assume you also mean with the condition in the recommendation that is provided by staff. Right now it has been clarified it would include 1a, 2 through 5 or the first half of 5 and then there were some other provisions regarding 1b through d and if someone could help restate that for me those that the applicant will cooperate?

Mrs. Jones restated 1b, that the applicant will coordinate and cooperate with the town and the town will provide a decorative street light at the intersection of Mill Street and Douglas Avenue. 1c, cooperate and coordinate to install a conduit and pull boxes for additional street lights along Douglas Avenue and Mill Street.

Mrs. Slater withdrew her motion.

**Motion Jones/Slater to approve with modifications the minor design review request by Trinity Lutheran Church to construct a parking lot in the PF zoning district located at 1480 Douglas Avenue, APN 1320-32-702-010 and the modifications will be the adoption of the staff recommendations subject to: that we will adopt 1a, Trinity Lutheran will remove the existing power pole and street light on Douglas Avenue; 1b they will cooperate and work with the town to install a decorative street light at the intersection of Mill Street and Douglas Avenue on a town owned meter pedestal; 1c, work with and cooperate with the town to install conduit and pull boxes for additional street lights along Douglas Avenue and Mill Street; and 1d, they will**

**stripe the crosswalk per MUTCD and town continental striping. Trinity Lutheran will adopt the staff recommendations 2 through 4 and the first half of 5, which is the 20 foot radius at the back of the walk on the parking lot side for dedication. Motion carried with Miller abstaining.**

Break at 5:53 p.m.

Meeting continued at 6:02 p.m.

**10. For Possible Action: Public hearing to adopt the Fiscal Year 2015-2020 Final Capital Improvement Plan (CIP), with public comment prior to Board action.**

Mr. Dallaire didn't make any changes. I need to look at the street lights on Douglas. The meter box is \$2,000. We can come up with that. 10-2 to 10-9 is basically a summary. This was the plan based on the CIP, which is going to the county commissioners. We are meeting with SHPO tomorrow in Carson about the canopy at Gardnerville Station. We asked Sondra Condron if she was okay removing the canopy. She had no problem. We're hoping we can make it historic.

Mrs. Jones remembers the grant being dependent upon preserving the overhang.

Mr. Dallaire thought the structure came in after. We are working on that. We are spending some money to clean up the building.

No public comment.

**Motion Miller/Wenner to adopt the fiscal year 2015-2020 final Capital Improvement Plan as presented. Motion carried.**

**11.  For Possible Action: Public hearing to adopt the Final Budget for Fiscal Year 2015-2016, with public comment prior to Board action.**

Mr. Dallaire made a presentation yesterday to the county commissioners, which is the same as what you are seeing. We changed the maintenance supervisor to a maintenance tech 1 due to budget constraints in health and sanitation. He gave an update on the cost allocation issue. Cost allocation is not accounted for in the 611 fund at this point. But we can take it out of the money we are putting into capital. We are counting on \$10,000 from the county for Main Street. We will see how that plays out.

No public comment.

**Motion Miller/Jones to adopt the final budget for Fiscal Year 2015/2016 as presented tonight. Motion carried.**

**12.  For Possible Action: Discussion to approve the updated town Strategic plan, Goals, Values and Vision for Fiscal Year 2015/2016 including, but not limited to:**

- a. Discuss Towns Strategic Plan and Goals,**
- b. Discuss Town Values,**
- c. Discuss Town Vision, and other matters properly related thereto; with public comment prior to Board action.**

Mr. Dallaire changed the vision. On 12-5 under actions we added "actively pursue any recycling efforts and prepare a business plan. I added to the infrastructure that "it attributes to a safe and healthy community." Starting on 12-7 there is a summary of questions and your responses. Once we get some of the other projects completed we will come back and see what you would like to do. We can utilize the list for the dog park. I have not heard from Barry Jones. He was working on something with the Lions Club. They wanted to do a dog park and have their name associated with it. It is time to see where they are on that. Larry Henry, the architect for Sharkey's, will be helping us with the architectural plans on the fronton building pro bono.

No public comment.

**Motion Jones/Miller to approve the updates in the revised town mission, strategic plan, goals and objectives for the 2015/16 fiscal year. Motion carried.**

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

Mr. Yturbide reported in addition to the regular review we do with agenda and minutes, Mr. Rowe is working on an easement that was recommended by the water conveyance committee to grant the downstream users. It is drafted and sitting with the county for review. We haven't heard back yet. Mr. Rowe also met with Tom and Craig to deal with the trash truck that has been out of service for so long. He is writing a demand letter to either replace or refund money to the town. In addition, I think Tom already covered part of what we had discussed regarding the interlocal agreement with the county. Minden's town attorney did draft a document. I don't know that Mr. Rowe has actually seen it yet. He is aware of it and aware of the board's feelings and is prepared to review it. There were some meetings about basics, including storm drains.

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

Mr. Dallaire has been working with Peterbilt, Cummings, Arata, and Rush Trucks. We met with Mike and he is sending a demand letter. We will see what happens when they receive that. It's going to all entities involved.

Mr. Miller asked if Tom was going to report on the Main Street conference.

Mr. Dallaire has not had time to put anything together.

Mr. Miller shared Paula is collecting notes from those who attended. My notes alone are four pages.

When Mrs. Jones sends her staff to a conference I always say "come back and tell me the three things that you learned that is going to make a difference and that you are going to start implementing. We sit down, tell everyone why those three things matter, what's important about them and how they are going to make you do what you do different. I find that's a good way of filtering down. If you got together and said these are the three take-aways that should really make a difference for the Town of Gardnerville.

Chairman Higuera thought a written report would be good so board members could read it in their own time.

15.  **Not For Possible Action: Discussion on the Board members' activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.**

Vice-Chairman Wenner reported if you check their website, they have a special event coming up on May 16<sup>th</sup> and 17<sup>th</sup>. It's called "Something in the Wind." It will be out at the Dangberg Ranch. There is a calendar on their website of all the events they have coming up.

Mrs. Slater reported the legislative session still has about 26, 27 days remaining. Wes Henderson reports to the legislative committee weekly. He is very frustrated. He will hold a conversation with a number of legislators concerning a bill one day and the next day their viewpoint has changed 100 percent. The Main Street bill did not receive the exemption that was sought. Everyone supported the concept. But I believe the legislators were trying to find more of the revenues to support the governor's education bills in his budget. Anything that was going to be a cost was put on the back burner. That's where it lies right now. They're hoping maybe in the interim something can be established within Lieutenant Governor Hutchison's budget. The home rule also died. Right now Wes is keeping an eye on the amendments. The last thing is about our lobbyist. Last session we had a young lady named Lisa. This year Wes Henderson wanted to do it on his own and I don't think it was a good idea. Maybe you get influenced by the larger entities. But the idea is out there about Main Street, which is a good thing. In better times there might be a bill that will be brought forth again. Everybody supported it. It's just when it came right down to it you have to say what are the priorities. The priority right now is Governor Sandoval's bills on education.

Mr. Miller reported he had lunch with Bobby Thompson, who is the airport manager for the Douglas County facility. Paula has been trying to get an in to get our material out there. It so happens the weekend the Thunderbirds are in the area is also the week of our wine walk. The arrivals will be Wednesday and Thursday. It's important we get our material out about the wine walk. Bobby Thompson will get it in the welcoming packet for all the people who participate. The coffin races will be a great event. We are going to start working on it in June or July with the service

club on a challenge type basis. Make one club challenge against the other. Also Scott Bergan has come up with some instructions on the coffin about the minimum weight and those type of rules. I think it will be a great thing.

Chairman Higuera mentioned when we were talking to Minden, there was a woman who put together the presentation. She mentioned front porch concerts. It's done within a two, three or four block area. Maybe every three houses has a duo or trio, You buy a ticket and there is a wine walk kind of a thing hooked up with it, or whatever you want to serve. People go from front porch to front porch for the concerts.

Mr. Miller stated Paula had lunch with the Chamber of Commerce in Carson City, who is also thinking about the Main Street program. Minden is there and if we can get Carson City on board it will be an even better chance next session.

Mr. Dallaire announced the Carson Valley Visitors Authority wanted everyone to be aware of the softball tournament in July. It is a big softball tournament that will be happening in the valley. They are worried about restaurants and stores running out of food. Remind all the restaurants and grocery stores.

Mr. Miller asked if there is any time line on the Overland?

Mr. Dallaire advised they have their permit. We have been working with them. They just paved Courthouse Alley. They are working on the utility portion. The plan has been approved. The remodel is starting as soon as they are done with the utilities. They are hoping to be open by June.

Mrs. Jones made the disclosure that I have been working with the Gardnerville Enrichment Council, which is Main Street's 501c3 arm. I have been working with them since before I was elected. I am the 501c3 pro bono attorney. I am not on their board but it does need to be stated on the record.

**PUBLIC INTEREST COMMENTS (No Action)**

No public comment.

Meeting adjourned.

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Lloyd Higuera  
Chairman

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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:** June 2, 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

# MEMORANDUM

Town of Gardnerville

Tom Dallaire, P.E.  
TOWN MANAGER

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TO: Tom Dallaire  
FROM: Marie Nicholson  
SUBJECT: Praise for Town of Gardnerville Staff  
DATE: 5/6/15

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Town of Gardnerville staff did an inventory of all the residential trash cans in the town for me last week. They did an amazing job of confirming and updating trash can numbers at over 1,778 residences in two days time. I really appreciate how difficult this project was and how quickly they accomplished it.

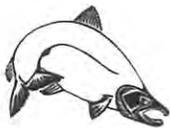
Thanks again to:

- Jaired Briggs
- Ron Grove
- Jody Martin
- Steve McGee
- Mike Plut
- Craig Tuthill



Marie Nicholson  
Office Assistant Senior  
Town of Gardnerville

# 26<sup>th</sup> ANNUAL KIDS'



## FISHING DERBY



JUNE 6th & JUNE 7th, Lampe Park, Gardnerville, Nevada

### Volunteer Information Packet 2015

The dedication and generosity of local volunteers over the past 25 years has allowed the Kids' Fishing Derby to grow from serving 300 kids in its first year to over 2,000. We would like to thank all of the returning volunteers and warmly welcome all of our new volunteers.

Volunteers are needed to perform a variety of duties to make the Derby a success. The **minimum age** to be a volunteer is **13 years of age**. **River Help volunteers from 13 through 15 years old must attend River Help Training** and work with an adult sponsor, who will be responsible for them at all times. (If you are 13 to 15 years old and do not have an adult sponsor, please check the 'Need Sponsor' box on the Contract Form and the committee will match you with a sponsor.)

#### VOLUNTEER JOB DESCRIPTIONS

1. **Set Up** – includes the setting up of fences, gates and volunteer stations, canopy construction (such as Check-In Station, Refreshments, fish cleaning area, etc) on Wednesday, June 3rd, Thursday, June 4th and Friday, June 5th.
2. **Tear Down** – includes the removal of fencing, gates and volunteer stations, and general clean-up of Lampe Park on Sunday, June 7th, after the end of the Derby.
3. **Remove Fish** – at the end of the derby on Sunday June 7th, volunteers will help net the remaining fish for loading on the fish truck to be planted elsewhere. (Volunteers should have waders for this task, as you will have to get into the river.)
4. **Fish Weighing Station** – weigh fish brought to the weighing station and record information for largest fish awards.
5. **Fish Cleaning Station** – clean fish for participants. Also includes volunteers to haul 5 gallon buckets of water for fish cleaners, dumping waste water and refilling fresh water.
6. **Tagged Fish Prize Station** – assist in removing tags from fish, record participant information for prizes, and assist participants in selecting prizes for tagged fish.
7. **Ticket Gate Keeper** – responsible for ensuring participants are fishing on the right day, at the right time and in the correct area. It is the Ticket Gate Keeper's job to collect a ticket from every participant who passes through the gate. Preschool participants **may have one (1) parent** go through the gate with them – **only in the preschool area**. Responsibilities also include keeping adults who are **not volunteers** out of the river area; ensuring no tackle boxes, chairs, strollers or ice chests enter the river area; and keeping the KFD's loaner poles inside the gated area. Then required to hand out a prize or prize bag to each kid on the way out.
8. **Tackle and Loaner Rod Station** – responsible for rigging the poles with hooks and weights, along with supplying tackle and bait to the River Help volunteers. The Derby has a number of rods and reels that are loaned out for each fishing session. Volunteers will issue rods when necessary and clean/repair them if needed prior to each session.
9. **River Help** – responsible for assisting in baiting the hooks, replacing hooks, netting and landing of the fish and removal of hooks from the fish. Volunteers may help with casting lines into the river, but **should refrain from reeling in any fish**, as it is a Kids' Fishing Derby. It is the volunteers' responsibility to make sure **no fish is put back into the river**. River Help training sessions will be held prior to the derby for anyone interested in helping on the river. **Training is required for volunteers under 16 years of age.** (See page 2 for training session dates.)
  - River Help volunteers will be assigned to the river in areas where they will be most effective in assisting the kids.
  - River Help volunteers **must have** the following:
    - A **landing net**, a long handle is preferred.(the Derby will provide plenty to use)
    - A **long nose pair of pliers**, or some other device for removing hooks from the fish. (the Derby has a few)
    - A **knife, nail clippers**, or some other device for cutting fishing line.
    - A **vest** or some other means of storing bait hooks and other items. (or a lot of pockets)
10. **River Supply Courier** – ensure the River Help volunteers have the necessary supplies to assist the kids, such as bags, hooks, sinkers, bait, and especially numerous water deliveries.
11. **Registration/Information/Volunteer Check-In Station** – assist in checking in the volunteers, distributing caps and lunch tickets, as well as providing guidance and information to the Derby participants and parents when necessary.
12. **Food Service** – prepare and/or sell concessions, food and beverages, and collect refreshment tickets.

13. **Photography** – Take pictures of the kids doing a little bit of everything, but especially fishing. Please contact a committee member for details regarding using your own digital camera & memory card configurations.

In appreciation for their efforts, each volunteer receives a Kids Fishing Derby hat. Volunteers who participate in at least two sessions in a day receive a **free lunch ticket**. Breakfast will be served from 7:00AM –10:30AM for a minimal charge. Coffee is available to volunteers at no charge.

If you are interested in volunteering for the **26th Annual Kids' Fishing Derby 2015**, please complete and submit the enclosed Volunteer Contract Form by **Wednesday, June 3rd** to:

**Kids' Fishing Derby**  
**PO Box 626, Gardnerville, NV 89410**

*Note: All volunteers must have a contract form completed **prior** to the Derby. We will not accept any forms or walk-up volunteers the day of the Derby. All volunteers must also adhere to the volunteer code of conduct.*

**VOLUNTEER HELP TRAINING\* MEETING DATES:**

<b>Sat, May <del>23rd</del> <sup>30th</sup></b>	<b>9 AM ~ Lampe Park Pavilion</b>
<b>Wed, May 27th</b>	<b>6 PM ~ Lampe Park Pavilion</b>
<b>Wed, June 3rd</b>	<b>6 PM ~ Lampe Park Pavilion</b>

**\*River Training occurs immediately following the Volunteer meeting**

**Training REQUIRED for River Help volunteers under 16 years of age**

Douglas County Kids' Fishing Derby, Inc. is a non-profit organization and is dependent upon the generosity of volunteers and local sponsors. Each year the Derby provides thousands of kids with a unique opportunity to experience the fun of fishing. If you are interested in becoming more involved in the Derby, would like to make a raffle prize donation, have interest in becoming a sponsor of the Derby or have any questions please feel free to contact us:

Rachelle Dumas, Volunteer Coordinator	775.309.3873	<a href="mailto:ljsmama1213@gmail.com">ljsmama1213@gmail.com</a>
Steve Hamilton, Fundraising Coordinator	775.782.0742	<a href="mailto:sctawhamilton@aol.com">sctawhamilton@aol.com</a>
Heather Gertsch, Kid's Registration Coordinator	775.684.9018	<a href="mailto:heather_gertsch@yahoo.com">heather_gertsch@yahoo.com</a>

Thank you for volunteering your time and talents to make the **26th Annual Kids' Fishing Derby 2015** a success. The kids are counting on us for another fantastic year!

Sincerely,  
 KFD Board Members and Volunteer Committee



**Please keep this information sheet for your reference. Record the date(s) and time(s) you have signed up to volunteer below as your reminder.**

Set Up ~ Wed, June 3rd _____	Thur, June 4th _____	Fri, June 5th _____
<b>Derby ~ Saturday, June 6th</b> _____	<b>Derby ~ Sunday, June 7th</b> _____	
7:30 – 9:30AM _____	7:30 – 9:30AM _____	
10:00 – 11:30AM _____	10:00 – 11:30AM _____	
12:30 – 2:00PM _____	12:30 – 2:00PM _____	
Special Needs 2:30 – 4PM _____		
Tear Down ~ Sunday, June 7th _____	Remove Fish ~ Sunday, June 7th _____	

# 26<sup>th</sup> ANNUAL KIDS' FISHING DERBY

JUNE 6<sup>TH</sup> & JUNE 7<sup>TH</sup>, Lampe Park, Gardnerville, Nevada

## Volunteer Contract Form 2015

Please Complete this Entire Form

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ # years as a KFD volunteer: \_\_\_\_\_ Age: \_\_\_\_\_

**Please select the day(s) and session times you will volunteer (minimum of two):**

**Set Up ~ June 3 - 5**

- \_\_\_ Wed/Thurs 8:00AM - ??
- \_\_\_ Fri 8:00AM - ??
- \_\_\_ Tear Down ~ Sun 2:00PM - ??
- \_\_\_ Remove Fish ~ Sun 2:00PM - ??

**Derby ~ Saturday, June 6**

- \_\_\_ 07:30 - 09:30AM
- \_\_\_ 10:00 - 11:30AM
- \_\_\_ 12:30 - 2:00PM
- \_\_\_ 2:30 - 4:00PM Special Needs

**Derby ~ Sunday, June 7**

- \_\_\_ 07:30 - 09:30AM
- \_\_\_ 10:00 - 11:30AM
- \_\_\_ 12:30 - 2:00PM

***VOLUNTEER OPPORTUNITIES***

Make your choice for volunteering in order of preference with a 1, 2 and 3 (limit 3 please, **NO CHECKMARKS**):

- |                                    |                        |   |
|------------------------------------|------------------------|---|
| ___ Fish Weighing Station          | ___ Ticket Gate Keeper | ___ T-shirt / Hat Sales                           |
| ___ Fish Cleaning Station          | ___ Photographer       | ___ Tagged Fish Prize Station                     |
| ___ River Supply Courier           | ___ Food Service       | ___ Registration/Information & Volunteer Check-In |
| ___ Tackle and Loaner Pole Station | ___ River Help         |   |

**As a Volunteer, I agree to the following:**

1. Perform my task as outlined in my job description to the best of my ability – refer to Volunteer Information Sheet.
2. **Check in at the Volunteer Check Station 15 minutes before** the start of my session with necessary equipment.
3. No alcohol consumption prior to and/or during the event.
4. No smoking during the time I am assisting the participants, or in the volunteer areas.
5. Refrain from any type of solicitation among the staff or patrons.
6. Observe all safety rules and use care in the performance of my assignments.
7. Comply with the Volunteer Code of Conduct on the back of this contract.



I have read and understand the responsibilities, exceptions and limitations stated above and on the Volunteer Information Sheet. I agree to abide by them in carrying out my tasks. I understand that my services are being offered on a **voluntary basis** without anticipation of financial compensation and I shall indemnify and hold harmless Douglas County Kids' Fishing Derby, Inc., its board and committee members, sponsors and agents from all claims, demands, loss or liability of any kind or nature for any possible injury incurred during volunteer service. **I am at least 13 years of age.**

**Volunteer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**River Help Volunteers under the age of 16 MUST attend River Help training ~ NO EXCEPTIONS.** (Training dates are provided on the Volunteer Information Sheet.) You **MUST** have a sponsor 18 or older who is **signed up as a volunteer.** The sponsor will be responsible for the youth at all times.

Sponsor's Name (please print): \_\_\_\_\_ **NEED SPONSOR**   
 Sponsor's Signature: \_\_\_\_\_ **Date** \_\_\_\_\_

Please submit your Volunteer Contract as soon as possible. Deadline for submission is **June 3<sup>rd</sup>, 2015.**

# Volunteer Code of Conduct

First off, let us start by saying that it is YOU who make the Kids' Fishing Derby a success every year. Without volunteers, we would not be able to serve the many kids that we do over two days.

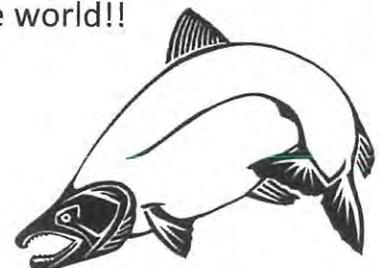
As a KFD Volunteer, there are certain expectations that we have of you so that our kids have the best fishing experience possible. They are why we are here. Rules are as follows:

1. We ask that you commit to a minimum of two sessions.
2. Please arrive 15 minutes prior to the start of your first session. You may arrive even earlier, since watching is half the fun!
3. The Volunteer Registration table is where you start on each day. The volunteers there will check you in and give you your hat (if it is your first session), lunch ticket and assignment. Please know that we do our best to place you in the area that you registered for, but this is not always possible based on the needs of the event. River Help is always needed.
4. Do not bring friends who would like to volunteer to the event if they have not registered prior to the event. As much as we appreciate this, we have no means to take the additional information at the event and every volunteer is required to attend a volunteer meeting.
5. Smoking is only allowed in designated areas. If you are not sure, please ask a committee member.
6. Alcohol is prohibited at all times. Remember, we are here for the kids.
7. Please do not leave your area without checking with the committee member in charge of that area. This is very important as it gives us the opportunity to fill your spot should you have to leave.
8. Please be on your best behavior. No swearing or negative behavior will be tolerated. Again, it is all about our community's kids. We want them to have the best experience possible.
9. We realize that cell phones are a fact of life, however when working with the kids, please keep usage to a minimum. Most of the time, there is ample opportunity to take breaks.
10. If you are unable to comply with any of the above rules, please notify the Volunteer Coordinator.

Above all, we appreciate your time and energy. Be warned, the Kids' Fishing Derby can be addicting. The smiles on the children's faces cannot be traded for anything in the world!!

Thank you.

The Kids' Fishing Derby Board and Committee members



# 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:** June 2, 2015

5. **Time Requested:** N/A

6. **Agenda:**  Consent  Administrative

7. **Background Information:**

Residential Accounts	1754
Commercial Accounts	223
Green Waste Accounts	1269
Cleanup Dumpsters	6
X-cans	453
# of new residential accounts	3 accts transferred to new owners – 3 new owners
# of new commercial accounts	0
Minimum User Accounts	37
Total tons of trash	355.87
Total tons of Greenwaste	40.11

Parks: The parks are on a regular mowing and watering schedule. Thatching, aerating, fertilizing and weeding is being completed. Two trees were planted for the tree city arbor Day celebration, one in Gardener park to replace the wind damaged pear tree and one at the entrance of Arbor garden subdivision.

Public works: Martin Slough is getting its first water on April 28. The pinecones have been installed on the welcome to Gardnerville sign at the south end of town.

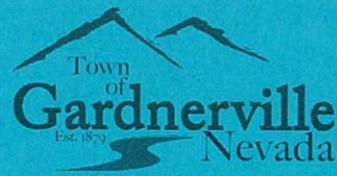
8. **Other Agency Review of Action:**  Douglas County  N/A

9. **Board Action:**

Approved  Approved with Modifications  
 Denied  Continued

# Gardnerville Town Board

## AGENDA ACTION SHEET



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

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

3. **Department:** Administration

Prepared by: *Carol Louthian*

4. **Meeting Date:** June 2, 2015      **Time Requested:** N/A

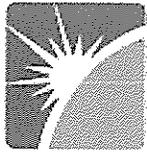
5. **Agenda:**  Consent       Administrative

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

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

8. **Board Action:**

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

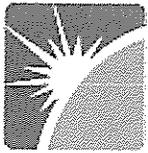


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

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 - Higuera Lloyd W	5/15 BOARD	G'VILLE	Paid by Check # 634257		04/30/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	275.00
24008 - Jones Cassandra Esq	5/15 BOARD	G'VILLE	Paid by Check # 634275		04/30/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	250.00
28960 - Miller Kenneth	5/15 BOARD	G'VILLE	Paid by Check # 634293		04/30/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	250.00
2969 - Slater Linda	5-15 BOARD	G'VILLE	Paid by Check # 634349		04/30/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	250.00
Account 510.150 - Board Compensation Totals Invoice Transactions 4										
										\$1,025.00
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 4/15	77578271340502795	Paid by Check # 634237		04/16/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	100.10
29103 - Frontier	782-3856 4/15	77578238560808025	Paid by Check # 634237		04/16/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	48.97
13097 - Verizon Wireless	9744910368	842011146-00001	Paid by Check # 634915		05/01/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	128.02
Account 520.055 - Telephone Expense Totals Invoice Transactions 3										
										\$277.09
Account 520.060 - Postage/Po Box Rent										
12997 - Do Co Procurement Program	4-15 LOUTHAN	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	22.22
Account 520.060 - Postage/Po Box Rent Totals Invoice Transactions 1										
										\$22.22
Account 520.064 - Travel										
12997 - Do Co Procurement Program	4-15 DALLAIRE	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	697.40
12997 - Do Co Procurement Program	4-15 LOCHRIDGE	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	999.04
Account 520.064 - Travel Totals Invoice Transactions 2										
										\$1,696.44
Account 520.084 - Replacement & Repair										
2549 - Dallaire Tom-Petty Cash	4-15 G'VILLE	PETTY CASH	Paid by Check # 633935		04/17/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	6.00
11985 - Ace Hardware	098541/1	1236	Paid by Check # 634410		04/21/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	17.00
Account 520.084 - Replacement & Repair Totals Invoice Transactions 2										
										\$23.00
Account 520.089 - Power										
2924 - NV Energy	791804 4-15	791804	Paid by Check # 634573		04/24/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	192.33
Account 520.089 - Power Totals Invoice Transactions 1										
										\$192.33

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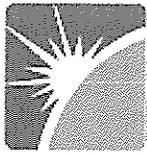


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

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 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 4- 15	2410015779022	Paid by Check # 634102		04/17/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	45.67
3021 - Southwest Gas-Las Vegas	1072224004 4- 15	2411072224004	Paid by Check # 634102		04/17/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	49.57
3021 - Southwest Gas-Las Vegas	1188600002 4- 15	2411188600002	Paid by Check # 634102		04/17/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	24.79
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$120.03
20845 - Clark Plumbing & Heating Co Inc	0000824532	0007133	Paid by Check # 634753		04/30/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	122.50
				Account 520.097 - Maint B&G Totals				Invoice Transactions 1		\$122.50
27347 - A+ Janitorial Service	TOG0415	G'VILLE	Paid by Check # 634403		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	100.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 1		\$100.00
3519 - Xerox Corporation	079393318	716307012	Paid by Check # 634694		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	246.01
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		\$246.01
15887 - Charter Communications	0012509 5/15	8354110060012509	Paid by Check # 634746		05/02/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	65.00
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$65.00
11985 - Ace Hardware	098020/1	1236	Paid by Check # 634410		04/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	7.43
12997 - Do Co Procurement Program	4-15 PLUT	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	21.25
12997 - Do Co Procurement Program	4-15 LACOST	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	55.98
12997 - Do Co Procurement Program	4-15 LOUTHAN	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	79.93
				Account 533.806 - Office Supplies Totals				Invoice Transactions 4		\$164.59
16648 - E Squared C Inc	43278	G'VILLE	Paid by Check # 634482		05/03/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	37.50
				Account 533.806 - Software Totals				Invoice Transactions 1		\$37.50
4337 - NV ST Dept of Public Safety	36108 G'VILLE	880005	Paid by Check # 634843		05/01/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	76.50
				Account 550.001 - Miscellaneous Expenses Totals				Invoice Transactions 1		\$76.50
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 26		\$4,168.21

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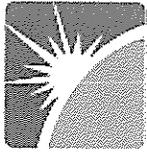


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Vendor Fund 610 - Gardnerville Town</b> Department 923 - Parks & Recreation Account 520.037 - Weed Spraying										
1130 - Do Co Weed Control	591	GVILLE	Paid by Check # 634480		05/06/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	644.02
<b>Account 520.037 - Weed Spraying Totals</b> Invoice Transactions 1 <b>\$644.02</b>										
<b>Account 520.084 - Replacement &amp; Repair</b>										
13485 - Ahern Rentals Inc	14515658-1	205304	Paid by Check # 634413		04/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	8.38
13485 - Ahern Rentals Inc	14521278-1	205304	Paid by Check # 634413		04/02/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	4.29
13485 - Ahern Rentals Inc	14573160-1	205304	Paid by Check # 634413		04/15/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	4.59
13485 - Ahern Rentals Inc	14594071-1	205304	Paid by Check # 634413		04/21/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	25.18
13485 - Ahern Rentals Inc	14600948-1	205304	Paid by Check # 634413		04/22/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	9.99
13485 - Ahern Rentals Inc	14615114-1	205304	Paid by Check # 634413		04/27/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	29.30
13485 - Ahern Rentals Inc	14621728-1	205304	Paid by Check # 634413		04/28/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	17.97
13485 - Ahern Rentals Inc	14620351-1	205304	Paid by Check # 634413		04/29/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	169.46
8037 - Crop Production Services	26747997	1119549	Paid by Check # 634466		04/30/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	1,140.00
3457 - Western Nevada Supply Company	46175670	71273	Paid by Check # 634686		03/11/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	82.56
3457 - Western Nevada Supply Company	46176780	71273	Paid by Check # 634686		03/12/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	14.18
3457 - Western Nevada Supply Company	16180913	71273	Paid by Check # 634686		03/18/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	390.30
3457 - Western Nevada Supply Company	46184277	71273	Paid by Check # 634686		03/19/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	168.76
3457 - Western Nevada Supply Company	46187532	71273	Paid by Check # 634686		03/24/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	586.39
3457 - Western Nevada Supply Company	46188981	71273	Paid by Check # 634686		03/25/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	98.23
3457 - Western Nevada Supply Company	46188982	71273	Paid by Check # 634686		03/25/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	23.74
3457 - Western Nevada Supply Company	46190552	71273	Paid by Check # 634686		03/26/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	401.71
3457 - Western Nevada Supply Company	CM46187532	71273	Paid by Check # 634686		03/26/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	(401.71)
3457 - Western Nevada Supply Company	16196811	71273	Paid by Check # 634686		04/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	285.60

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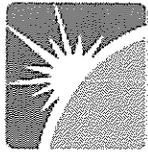


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

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 520.084 - Replacement & Repair										
3457 - Western Nevada Supply Company	16204377	71273	Paid by Check # 634686		04/08/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	1,081.14
3457 - Western Nevada Supply Company	46204870	71273	Paid by Check # 634686		04/08/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	184.50
3457 - Western Nevada Supply Company	5236581	71273	Paid by Check # 634686		04/30/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	20.46
12997 - Do Co Procurement Program	4-15 LACOST	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	(209.37)
12997 - Do Co Procurement Program	4-15 LOUTHAN	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	854.05
Account 520.084 - Replacement & Repair Totals										
Invoice Transactions 24										
<u>\$4,989.70</u>										
Account 520.089 - Power										
2924 - NV Energy	791804 4-15	791804	Paid by Check # 634573		04/24/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	506.99
Account 520.089 - Power Totals										
Invoice Transactions 1										
<u>\$506.99</u>										

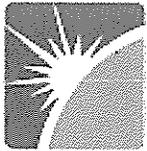
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# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b> Department 923 - Parks & Recreation Account 520.090 - Water										
1429 - Gardnerville Water Company	1302.01	4/15 1302.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	652.25
1429 - Gardnerville Water Company	1321.01	4/15 1321.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	98.57
1429 - Gardnerville Water Company	1340.01	4/15 1340.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	48.75
1429 - Gardnerville Water Company	1348.01	4/15 1348.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	465.66
1429 - Gardnerville Water Company	1373.01	4/15 1373.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	137.42
1429 - Gardnerville Water Company	1745.01	4/15 1745.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	207.00
1429 - Gardnerville Water Company	2139.01	4/15 2139.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	93.38
1429 - Gardnerville Water Company	2140.01	4/15 2140.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	101.44
1429 - Gardnerville Water Company	2226.01	4/15 2226.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	470.99
1429 - Gardnerville Water Company	2297.01	4/15 2297.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	639.62
1429 - Gardnerville Water Company	2431.01	4/15 2431.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	248.14
1429 - Gardnerville Water Company	2593.01	4/15 2593.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	212.97
1429 - Gardnerville Water Company	2624.01	4/15 2624.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	69.01
1429 - Gardnerville Water Company	640.01	4/15 640.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	39.79
1429 - Gardnerville Water Company	690.01	4/15 690.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	76.70
1429 - Gardnerville Water Company	2641.02	4/15 2641.02	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	198.71
Account 520.090 - Water Totals Invoice Transactions 16										<u>\$3,760.40</u>
28215 - Carson Creature Catchers Inc	11122	G'VILLE	Paid by Check # 634183		04/20/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	520.00
9081 - Genoa Trees & Landscape Inc	4410	G'VILLE	Paid by Check # 634242		04/24/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	238.00
9081 - Genoa Trees & Landscape Inc	4417	G'VILLE	Paid by Check # 634242		04/29/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	360.00
Account 520.097 - Maint B&G Totals Invoice Transactions 3										<u>\$1,118.00</u>

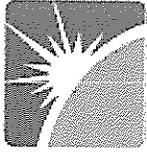


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

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 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS0906085	8308	Paid by Check # 633963		04/15/2015	05/01/2015	05/01/2015		05/01/2015	42.71
3814 - Flyers Energy LLC	CFS1004384	8308	Paid by Check # 634786		04/30/2015	05/22/2015	05/22/2015		05/22/2015	184.65
				Account 532.003 - Gas & Oil Totals				Invoice Transactions 2		\$227.36
2549 - Dallaire Tom-Petty Cash	4-15 GVILLE2	PETTY CASH	Paid by Check # 634208		04/23/2015	05/08/2015	05/08/2015		05/08/2015	72.50
12997 - Do Co Procurement Program	4-15 DALLAIRE	GVILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015		05/22/2015	418.81
				Account 533.817 - Small Projects Totals				Invoice Transactions 2		\$491.31
				Department 923 - Parks & Recreation Totals				Invoice Transactions 49		\$11,737.78

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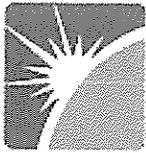


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b> Department 926 - Other Public Works Account 520.037 - Weed Spraying										
1130 - Do Co Weed Control	591	G'VILLE	Paid by Check # 634480		05/06/2015	05/15/2015	05/15/2015		05/15/2015	644.02
Account 520.037 - Weed Spraying Totals										
										\$644.02
<b>Account 520.084 - Replacement &amp; Repair</b>										
28009 - Yager's Garage	1005	G'VILLE	Paid by Check # 634140		04/16/2015	05/01/2015	05/01/2015		05/01/2015	225.00
11985 - Ace Hardware	098435/1	1236	Paid by Check # 634410		04/17/2015	05/15/2015	05/15/2015		05/15/2015	119.67
11985 - Ace Hardware	098461/1	1236	Paid by Check # 634410		04/18/2015	05/15/2015	05/15/2015		05/15/2015	30.94
11985 - Ace Hardware	098793/1	1236	Paid by Check # 634410		04/30/2015	05/15/2015	05/15/2015		05/15/2015	12.99
13485 - Ahern Rentals Inc	14592393-1	205304	Paid by Check # 634413		04/21/2015	05/15/2015	05/15/2015		05/15/2015	523.72
13485 - Ahern Rentals Inc	14595446-1	205304	Paid by Check # 634413		04/21/2015	05/15/2015	05/15/2015		05/15/2015	32.39
13485 - Ahern Rentals Inc	14603059-1	205304	Paid by Check # 634413		04/23/2015	05/15/2015	05/15/2015		05/15/2015	5.10
12198 - O'Reilly Auto Parts	3530-386339	1075650	Paid by Check # 634589		04/28/2015	05/15/2015	05/15/2015		05/15/2015	9.99
Account 520.084 - Replacement & Repair Totals										
										\$959.80
<b>Account 520.095 - Street Lights</b>										
2924 - NV Energy	791804 4-15	791804	Paid by Check # 634573		04/24/2015	05/15/2015	05/15/2015		05/15/2015	6,571.33
5273 - Minden Electric	1354	G'VILLE	Paid by Check # 634832		04/13/2015	05/22/2015	05/22/2015		05/22/2015	352.50
Account 520.095 - Street Lights Totals										
										\$6,923.83

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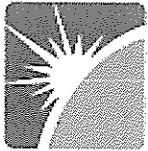


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Vendor</b> <b>Fund 610 - Gardnerville Town</b> <b>Department 926 - Other Public Works</b> <b>Account 520.103 - Maint Road</b>										
22550 - Sierra View Equipment Inc	6163	G'VILLE	Paid by Check # 634097		04/23/2015	05/01/2015	05/01/2015		05/01/2015	49,900.00
22550 - Sierra View Equipment Inc	6164	G'VILLE	Paid by Check # 634097		04/23/2015	05/01/2015	05/01/2015		05/01/2015	1,600.00
23092 - Brandon Industries Inc	114073	GNVGARDNERVI	Paid by Check # 634176		04/24/2015	05/08/2015	05/08/2015		05/08/2015	334.00
271 - Carson Valley Signs	1083 FINAL	G'VILLE	Paid by Check # 634443		01/05/2015	05/15/2015	05/15/2015		05/15/2015	1,592.00
23765 - Great Basin Lighting Inc	6304-B	G'VILLE	Paid by Check # 634508		04/14/2015	05/15/2015	05/15/2015		05/15/2015	3,030.00
2510 - Parts House	611959	4170	Paid by Check # 634596		04/20/2015	05/15/2015	05/15/2015		05/15/2015	8.82
2510 - Parts House	611970	4170	Paid by Check # 634596		04/20/2015	05/15/2015	05/15/2015		05/15/2015	52.92
3457 - Western Nevada Supply Company	16180757	71273	Paid by Check # 634686		04/01/2015	05/15/2015	05/15/2015		05/15/2015	10,480.50
Account 520.103 - Maint Road Totals Invoice Transactions 8										
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5189 - R O Anderson Engineering Inc	35684	G'VILLE	Paid by Check # 634069		03/30/2015	05/01/2015	05/01/2015		05/01/2015	5,525.00
5189 - R O Anderson Engineering Inc	35691	G'VILLE	Paid by Check # 634069		03/30/2015	05/01/2015	05/01/2015		05/01/2015	695.00
Account 521.200 - Engineering Totals Invoice Transactions 2										
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3814 - Flyers Energy LLC	CFS0906085	8308	Paid by Check # 633963		04/15/2015	05/01/2015	05/01/2015		05/01/2015	325.08
3814 - Flyers Energy LLC	CFS1004384	8308	Paid by Check # 634786		04/30/2015	05/22/2015	05/22/2015		05/22/2015	176.71
Account 532.003 - Gas & Oil Totals Invoice Transactions 2										
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889 - Cottonwood Slough Assn	ASSESG'VILLES/ G'VILLE 15		Paid by Check # 634755		05/14/2015	05/22/2015	05/22/2015		05/22/2015	10,000.00
Account 532.019 - Storm Drain Maintenance Totals Invoice Transactions 1										
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Account 532.003 - Gas & Oil Totals Invoice Transactions 2										
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Account 532.019 - Storm Drain Maintenance Totals Invoice Transactions 1										

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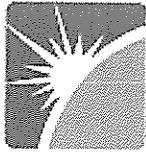


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

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										
5785 - AlSCO Inc	LREN1024468	000330	Paid by Check # 634154		04/07/2015	05/08/2015	05/08/2015		05/08/2015	4.52
5785 - AlSCO Inc	LREN1026504	000330	Paid by Check # 634154		04/14/2015	05/08/2015	05/08/2015		05/08/2015	4.39
5785 - AlSCO Inc	LREN1028509	000330	Paid by Check # 634154		04/21/2015	05/08/2015	05/08/2015		05/08/2015	4.39
5785 - AlSCO Inc	LREN1030490	000330	Paid by Check # 634154		04/28/2015	05/08/2015	05/08/2015		05/08/2015	4.39
4287 - Red Wing Shoe Store	660000004539	G'VILLE	Paid by Check # 634611		05/01/2015	05/15/2015	05/15/2015		05/15/2015	25.17
18821 - Fastenal Industrial/Cons Suppl	NVMIN47517	NVMIN 0011	Paid by Check # 634780		04/30/2015	05/22/2015	05/22/2015		05/22/2015	11.65
Account 532.028 - Uniforms Totals										\$54.51
Account 562.000 - Capital Projects										
2514 - Stowell Candace	2015-4	G'VILLE	Paid by Check # 634642		04/30/2015	05/15/2015	05/15/2015		05/15/2015	210.00
Account 562.000 - Capital Projects Totals										\$210.00
Department 926 - Other Public Works Totals										\$92,512.19
Fund 610 - Gardnerville Town Totals										\$108,418.18

3710

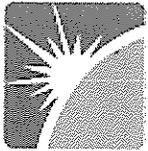


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 611 - Gardnerville Health &amp; Sanitation</b>										
<b>Department 925 - Health &amp; Sanitation</b>										
<b>Account 510.150 - Board Compensation</b>										
4288 - Higuera Lloyd W	5/15 BOARD	GVILLE	Paid by Check # 634257		04/30/2015	05/08/2015	05/08/2015		05/08/2015	275.00
24008 - Jones Cassandra Esq	5/15 BOARD	GVILLE	Paid by Check # 634275		04/30/2015	05/08/2015	05/08/2015		05/08/2015	250.00
28960 - Miller Kenneth	5/15 BOARD	GVILLE	Paid by Check # 634293		04/30/2015	05/08/2015	05/08/2015		05/08/2015	250.00
2969 - Slater Linda	5-15 BOARD	GVILLE	Paid by Check # 634349		04/30/2015	05/08/2015	05/08/2015		05/08/2015	250.00
<b>Account 510.150 - Board Compensation Totals</b>										<b>\$1,025.00</b>
<b>Account 520.055 - Telephone Expense</b>										
29103 - Frontier	782-7134 4/15	77578271340502795	Paid by Check # 634237		04/16/2015	05/08/2015	05/08/2015		05/08/2015	100.10
29103 - Frontier	782-3856 4/15	77578238560808025	Paid by Check # 634237		04/16/2015	05/08/2015	05/08/2015		05/08/2015	48.96
13097 - Verizon Wireless	9744910368	842011146-00001	Paid by Check # 634915		05/01/2015	05/22/2015	05/22/2015		05/22/2015	128.02
<b>Account 520.055 - Telephone Expense Totals</b>										<b>\$277.08</b>

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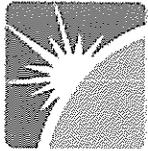


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

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 520.084 - Replacement & Repair											
28602 - Owen Equipment Sales 00032994											
26482 - Peterbilt Truck Parts & Eq LLC	7011906	C10112	Paid by Check # 634052		04/06/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	2,319.66	
15174 - Purcell Tire Co Inc	26468023	365290	Paid by Check # 634059		04/02/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	42.39	
15174 - Purcell Tire Co Inc	26468026	2644745	Paid by Check # 634328		04/28/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	87.50	
11985 - Ace Hardware	098541/1	1236	Paid by Check # 634328		04/28/2015	05/08/2015	05/08/2015	05/08/2015	05/08/2015	87.50	
12198 - O'Reilly Auto Parts	3530-381730	1075650	Paid by Check # 634410		04/21/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	16.99	
12198 - O'Reilly Auto Parts	3530-381903	1075650	Paid by Check # 634589		03/31/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	23.98	
12198 - O'Reilly Auto Parts	3530-382867	1075650	Paid by Check # 634589		04/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	31.71	
12198 - O'Reilly Auto Parts	3530-383084	1075650	Paid by Check # 634589		04/07/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	21.20	
12198 - O'Reilly Auto Parts	3530-383164	1075650	Paid by Check # 634589		04/08/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	56.05	
12198 - O'Reilly Auto Parts	3530-385419	1075650	Paid by Check # 634589		04/08/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	75.70	
12198 - O'Reilly Auto Parts	3530-385720	1075650	Paid by Check # 634589		04/22/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	33.98	
12198 - O'Reilly Auto Parts	3530-386159	1075650	Paid by Check # 634589		04/24/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	29.99	
12198 - O'Reilly Auto Parts	3530-386312	1075650	Paid by Check # 634589		04/27/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	5.99	
12198 - O'Reilly Auto Parts	3530-386317	1075650	Paid by Check # 634589		04/28/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	28.98	
2510 - Parts House	609738	4170	Paid by Check # 634589		04/28/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	(33.98)	
2510 - Parts House	610113	4170	Paid by Check # 634596		04/06/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	10.42	
26482 - Peterbilt Truck Parts & Eq LLC	P47536	365290	Paid by Check # 634596		04/08/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	54.68	
18821 - Fastenal Industrial/Cons Suppl	NVMIN47517	NVMIN 0011	Paid by Check # 634604		04/09/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	62.00	
25251 - TEC Equipment Inc	81324	62348	Paid by Check # 634780		04/30/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	5.36	
25251 - TEC Equipment Inc	81848	62348	Paid by Check # 634904		04/30/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	751.53	
			Paid by Check # 634904		04/30/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	1,159.20	
									Account 520.084 - Replacement & Repair Totals	Invoice Transactions 21	\$4,870.83

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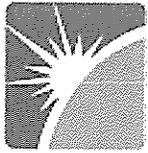


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

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 520.089 - Power	791804 4-15	791804	Paid by Check # 634573		04/24/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	198.77
					Account 520.089 - Power Totals			Invoice Transactions 1		\$198.77
1429 - Gardnerville Water Company	640.01 4/15	640.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	39.79
1429 - Gardnerville Water Company	690.01 4/15	690.01	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	76.69
1429 - Gardnerville Water Company	1474	2	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	3.39
1429 - Gardnerville Water Company	1486	2	Paid by Check # 634499		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	2.94
					Account 520.090 - Water Totals			Invoice Transactions 4		\$122.81
3021 - Southwest Gas-Las Vegas	0015779022 4-15	2410015779022	Paid by Check # 634102		04/17/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	45.67
3021 - Southwest Gas-Las Vegas	1072224004 4-15	2411072224004	Paid by Check # 634102		04/17/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	49.57
3021 - Southwest Gas-Las Vegas	1188600002 4-15	2411188600002	Paid by Check # 634102		04/17/2015	05/01/2015	05/01/2015	05/01/2015	05/01/2015	74.35
					Account 520.092 - Heating Totals			Invoice Transactions 3		\$169.59
20845 - Clark Plumbing & Heating Co Inc	0000824532	0007133	Paid by Check # 634753		04/30/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	122.50
					Account 520.097 - Maint B&G Totals			Invoice Transactions 1		\$122.50
27347 - A+ Janitorial Service	TOG0415	GVILLE	Paid by Check # 634403		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	100.00
					Account 520.098 - Janitorial Services Totals			Invoice Transactions 1		\$100.00
3519 - Xerox Corporation	079393318	716307012	Paid by Check # 634694		05/01/2015	05/15/2015	05/15/2015	05/15/2015	05/15/2015	246.01
					Account 520.136 - Rents & Leases Equipment Totals			Invoice Transactions 1		\$246.01
15887 - Charter Communications	0012509 5/15	8354110060012509	Paid by Check # 634746		05/02/2015	05/22/2015	05/22/2015	05/22/2015	05/22/2015	65.00
					Account 520.187 - Internet Expense Totals			Invoice Transactions 1		\$65.00

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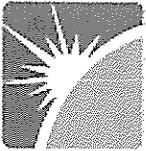


# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

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 520.197 - Landfill Expense	228079 4-15	228079			05/04/2015	05/22/2015	05/22/2015		05/22/2015	20,534.32
15853 - Carson City Landfill	228079 4-15	228079	Paid by Check # 634739		05/04/2015	05/22/2015	05/22/2015		05/22/2015	20,534.32
9016 - Douglas Disposal Inc	40990612 4/15	40990612	Paid by Check # 634770		05/01/2015	05/22/2015	05/22/2015		05/22/2015	187.45
Account 520.197 - Landfill Expense Totals Invoice Transactions 2										
2549 - Dallaire Tom-Petty Cash	4-15 G'VILLE	PETTY CASH	Paid by Check # 633935		04/17/2015	05/01/2015	05/01/2015		05/01/2015	15.00
2549 - Dallaire Tom-Petty Cash	4-15 G'VILLE2	PETTY CASH	Paid by Check # 634208		04/23/2015	05/08/2015	05/08/2015		05/08/2015	28.00
2549 - Dallaire Tom-Petty Cash	5-15 G'VILLE	PETTY CASH	Paid by Check # 634759		05/11/2015	05/22/2015	05/22/2015		05/22/2015	14.00
2248 - National Business Factors Inc	4-15 G'VILLE	G'VILLE	Paid by Check # 634840		04/30/2015	05/22/2015	05/22/2015		05/22/2015	136.43
Account 521.135 - Legal-Collection Cost Totals Invoice Transactions 4										
3814 - Flyers Energy LLC	CF50906085	8308	Paid by Check # 633963		04/15/2015	05/01/2015	05/01/2015		05/01/2015	1,265.21
3814 - Flyers Energy LLC	CFS1004384	8308	Paid by Check # 634786		04/30/2015	05/22/2015	05/22/2015		05/22/2015	1,212.68
Account 532.003 - Gas & Oil Totals Invoice Transactions 2										
5785 - AlSCO Inc	LREN1024468	000330	Paid by Check # 634154		04/07/2015	05/08/2015	05/08/2015		05/08/2015	4.52
5785 - AlSCO Inc	LREN1026504	000330	Paid by Check # 634154		04/14/2015	05/08/2015	05/08/2015		05/08/2015	4.39
5785 - AlSCO Inc	LREN1028509	000330	Paid by Check # 634154		04/21/2015	05/08/2015	05/08/2015		05/08/2015	4.39
5785 - AlSCO Inc	LREN1030490	000330	Paid by Check # 634154		04/28/2015	05/08/2015	05/08/2015		05/08/2015	4.39
4287 - Red Wing Shoe Store	66000004539	G'VILLE	Paid by Check # 634611		05/01/2015	05/15/2015	05/15/2015		05/15/2015	25.17
18821 - Fastenal Industrial/Cons Suppl	NVMIN47517	NVMIN 0011	Paid by Check # 634780		04/30/2015	05/22/2015	05/22/2015		05/22/2015	11.64
Account 532.028 - Uniforms Totals Invoice Transactions 6										
12997 - Do Co Procurement Program	4-15 PLUT	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015		05/22/2015	21.25
12997 - Do Co Procurement Program	4-15 LOUTHAN	G'VILLE	Paid by Check # 634762		04/27/2015	05/22/2015	05/22/2015		05/22/2015	79.92
Account 533.800 - Office Supplies Totals Invoice Transactions 2										
										<u>\$101.17</u>

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# Accounts Payable by G/L Distribution Report

G/L Date Range 04/26/15 - 05/31/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
16648 - E Squared C Inc	43278	G'VILLE	Paid by Check # 634482		05/03/2015	05/15/2015	05/15/2015		05/15/2015	37.50
					Account 533.806 - Software Totals					\$37.50
					Department 925 - Health & Sanitation Totals					\$30,783.85
					Fund 611 - Gardnerville Health & San Totals					\$30,783.85
					Grand Totals					\$139,202.03

\* = Prior Fiscal Year Activity

3-15

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **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.
2. **Recommended Motion:** 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.

Funds Available:  Yes  N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** June 2, 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



1521 Highway 395 North  
Gardnerville, NV 89410  
Phones: (775) 782-2277 / (775) 882-3624  
Fax: (775) 782-7387

May 22, 2015

Town of Gardnerville  
1407 Hwy 395  
Gardnerville, NV 89410

Re: NPAIP Renewal Proposal

Dear Board Members,

Attached is the renewal proposal from the Nevada Public Agency Insurance Pool along with our summary of insurance.

Below is a comparison of premiums with last year:

	14/15	15/16
Total NPAIP Program Cost	\$21,956.46	\$20,976.74

The renewal includes the addition of the sign near Virginia Ranch Road for \$7,800 and Church Street and 395 for \$2,700. It also includes the Benches at various locations for a total of \$15,600.

For your information, I have also included an informational brochure from POOL/PACT that outlines the additional services that are available to the Town of Gardnerville, at no additional cost.

Also, as you requested, the premium for the Jail building is \$225.00 for \$94,200 coverage on the building.

I appreciate the opportunity to continue handling the insurance needs for the Town of Gardnerville.

Thank you..

Sincerely,

Bruce E. Hollander  
Warren Reed Insurance

Enclosure

**Warren Reed Insurance, Inc.**

1521 Highway 395 North  
Gardnerville, NV 89410

Phone : 775-782-2277 Fax : 775-782-7387

+  
Town of Gardnerville +  
Tom Dallaire  
1407 Hwy 395  
Gardnerville, NV 89410  
+ +

<b>INVOICE # 14004</b>		Page 1
ACCOUNT NO. GARDN-4	OP DR	DATE 05/21/15
Commercial Package		
POLICY # NPAIP201516		
COMPANY Willis Pooling		
PRODUCER Bruce E. Hollander		
EFFECTIVE 07/01/15	EXPIRATION 07/01/16	BALANCE DUE ON 07/01/15

Itn #	Eff Date	Type	Description	Amount
254201	07/01/15	PCKG	2015/16 POOL POLICY	\$ 20,976.74
Invoice Balance:				\$ 20,976.74

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# SUMMARY OF INSURANCE

Prepared: 5/22/2015

**INS** Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
Commercial Application  First Named Insured and Other Named Insureds  Town of Gardnerville  Premises  Premise 1 Building 1 1407 Hwy 395 No. Gardnerville, NV 89410  Nature of Business: Town  Premise 1 Building 2 1369 Hwy 395 Gardnerville, NV 89410  Nature of Business: Storage  Premise 1 Building 3 1369 Hwy 395 Gardnerville, NV 89410  Nature of Business: Storage  Premise 4 Building 1407 Hwy 395 North Gardnerville, NV 89410  Nature of Business: Office  Premise 005 Building 001 1447 Courthouse Gardnerville, NV 89410		Willis Pooling	NPAIP201516	07/01/15	07/01/16	

# SUMMARY OF INSURANCE

Prepared: 5/22/2015

For **Town of Gardnerville**  
**Tom Dallaire**  
**1407 Hwy 395**  
**Gardnerville, NV**  
**89410 775-782-7134**

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
<b>Commercial Application (Continued)</b>						
Nature of Business: Pavilion						
Property Policy Level Information		Willis Pooling	NPAIP201516	07/01/15	07/01/16	
Premise 1 Building 1 1407 Hwy 395 No. Gardnerville , NV 89410						
BUILDING -	344,000					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						
Deductible 500						
CONTENTS -	93,500					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						
Deductible 500						
Forms # OFF/GARAGE						
Premise 1 Building 2 1369 Hwy 395 Gardnerville , NV 89410						
BUILDING -	33,400					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						
Deductible 500						
CONTENTS -	11,400					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						
Deductible 500						
Forms # STORG BLDG						

# SUMMARY OF INSURANCE

Prepared: 5/22/2015

For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
<b>Property (Continued)</b>						
Premise 001 Building 3						
<b>BUILDING -</b>	332,400					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						
Deductible 500						
Forms # VEHICLE						
<b>CONTENTS -</b>	165,600					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						
Deductible 500						
Forms # MAINT.BLDG						
Premise 002 Building 01						
<b>BUILDING -</b>	124,500					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						
Deductible 500						
Forms # BARN						
<b>CONTENTS -</b>	5,600					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						
Deductible 500						
Premise 004 Building 001						
<b>BUILDING -</b>	15,900					
Coins % 90						
Valuation RC						
Cause of Loss SPECIAL						

# SUMMARY OF INSURANCE

Prepared: 5/22/2015

Page 4

For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
<b>Property (Continued)</b>						
Deductible 500 Forms # STORAGE						
CONTENTS - Coins % 90 Valuation RCC Cause of Loss SPECIAL Deductible 500 Forms # SHED	1,200					
Premise 005 Building 001 1447 Courthouse Gardnerville , NV 89410						
BUILDING - Coins % 90 Valuation RC Cause of Loss SPECIAL Deductible 500 Forms # WOOD	86,800					
CONTENTS - Coins % 90 Valuation RC Cause of Loss SPECIAL Deductible 500 Forms # SHOP	5,600					
Premise 005 Building 02						
BUILDING - Coins % 90 Cause of Loss SPECIAL Deductible 5000 Forms # CLUB	94,200					
CONTENTS - Coins % 90	0					

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# SUMMARY OF INSURANCE

Prepared: 5/22/2015

Page 5

For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
Property (Continued)						
Cause of Loss      SPECIAL						
Deductible        5000						
Forms #           MEETING						
 Premise 346 Building 001						
BUILDING -	353,600					
Coins %           90						
Valuation         RC						
Cause of Loss     SPECIAL						
Deductible        5000						
Forms #           OFFICE						
 CONTENTS -	82,900					
Coins %           90						
Valuation         RCC						
Cause of Loss     SPECIAL						
Deductible        5000						
 Premise 009 Building 01						
BUILDING -	80,700					
Coins %           90						
Valuation         RC						
Cause of Loss     SPECIAL						
Deductible        5000						
Forms #           PAVILION						
 CONTENTS -	0					
Coins %           90						
Valuation         RCC						
Cause of Loss     SPECIAL						
Deductible        5000						
 Premise 010 Building 001						

# SUMMARY OF INSURANCE

Prepared: 5/22/2015

For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
<b>Property (Continued)</b>						
BUILDING -	74,900					
Coins %	90					
Valuation	RC					
Cause of Loss	SPECIAL					
Deductible	5000					
Forms #	RESTROOM					
CONTENTS -	0					
Coins %	90					
Valuation	RCC					
Cause of Loss	SPECIAL					
Deductible	5000					
Premise 006 Building 001						
BUILDING -	145,700					
Coins %	90					
Valuation	RC					
Cause of Loss	SPECIAL					
Deductible	5000					
Forms #	INFO CENTR					
CONTENTS -	5,100					
Coins %	90					
Valuation	RCC					
Cause of Loss	SPECIAL					
Deductible	5000					
Premise 007 Building 01						
BENCHES -	15,600					
Coins %	90					
Valuation	RC					
Cause of Loss	SPECIAL					
Deductible	5000					
Forms #	VARIOUS					

# SUMMARY OF INSURANCE

Prepared: 5/22/2015

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For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
<b>Property (Continued)</b>						
SIGN - Sign	7,800					
Coins %	90					
Valuation	RC					
Cause of Loss	SPECIAL					
Deductible	5000					
Forms #	VIR RANCH					
SIGN - Sign	2,700					
Coins %	90					
Valuation	RC					
Cause of Loss	SPECIAL					
Deductible	5000					
Forms #	SUN PARK					
<b>General Liability</b>		Willis Pooling	NPAIP201516	07/01/15	07/01/16	
Occurrence						
General Aggregate	13,000,000					
Products/Completed Oper. Aggr.	13,000,000					
Personal & Advertising Injury	10,000,000					
Each Occurrence	10,000,000					
Per Occurrence						
Other Deductible Deductible	500					
Location 1 Building						
<b>Business Auto</b>		Willis Pooling	NPAIP201516	07/01/15	07/01/16	
Liability						
CSL	10,000,000					
Any Auto						
* See Attached Vehicle Schedule						
<b>Prof. Errors &amp; Omissions</b>		Willis Pooling	NPAIP201516	07/01/15	07/01/16	

# SUMMARY OF INSURANCE

Prepared: 5/22/2015

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For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
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 89410 775-782-7134

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
Prof. Errors & Omissions (Continued)						
LIMIT OF LIABILITY	10,000,000					
DEDUCTIBLE	2,500					
<b>Crime</b>		Willis Pooling	NPAIP201516	07/01/15	07/01/16	
Employee Dishonesty	500,000					
Blanket						
Theft, Disappearance & Destruction						
Inside Premises	500,000					
Outside Premises	500,000					
Blanket						
<b>Equipment Floater</b>		Willis Pooling	NPAIP201516	07/01/15	07/01/16	
Coverage/Deductible						
All Risk Coverage						
Unscheduled Equipment						
% Coinsurance	34					
* See Attached Equipment Schedule						

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# SUMMARY OF INSURANCE

Prepared: 5/22/2015

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For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

## Business Automobile - Vehicle Schedule

Policy No. NPAIP201516

Co #	Year	Make	Model	VIN	Garage Loc	Class	Cost New	Liab	PIP	Med Pay	UM	Comp	Coll	Tot Prem
004	1994	Lone Wolf	58T	94101001	Gardnerville, NV 89410 ACV:		825	X				500	500	
006	1998	Peterbilt	Refuse	1NPZL90X7WD710877	Gardnerville, NV 89410 ACV:		124,580	X				500	500	
005	1999	Chevy	Dump	1GBJK34JXXF030752	Gardnerville, NV 89410 ACV:		10,000	X		X		500	500	
007	2000	Conrail		4KNVC1623YL164108	Gardnerville, NV 89410 ACV:		2,500	X				500	500	
009	2002	Peterbilt	Refuse	1NPZL00X72D713624	Gardnerville, NV 89410 ACV:		139,419	X				500	500	
010	2001	Craico	Super 60	1C9SU081111418146	Gardnerville, NV 89410 ACV:		19,300	X				500	500	
011	2003	Peterbilt	Refuse	1NPZLT0X43D714989	Gardnerville, NV 89410 ACV:		155,000	X		X		500	500	
011	2003	ITMI	Equip Trlr	129AV121X3R173797	Gardnerville, NV 89410 ACV:		1,054	X		X		500	500	
012	2004	Chevy	Sierra	1GTEK14T54Z257604	Gardnerville, NV 89410 ACV:		25,000	X		X		500	500	
013	2005	Chevy	C15	1GCEK19Z35Z300738	Gardnerville, NV 89410 ACV:		23,000	X				500	500	
013	2005	GMC	Service	1GDJK34U85E14948	Gardnerville, NV 89410 ACV:		35,878	X				500	500	
014	2005	Peterbilt	320	1NPZL00X76D716724	Gardnerville, NV 89410 ACV:		155,000	X				500	500	
15	2007	Sterling	Street	49HAADB67DX61652	Gardnerville, NV 89410 ACV:		100,000	X		X		500	500	
016	1995	Ford	Bucket	1FDLF47G0SEA15976	Gardnerville, NV 89410 ACV:		7,500	X				500	500	
017	2001	GMC	3500	1GTJK34G21F125992	Gardnerville, NV 89410 ACV:		24,688	X				500	500	
016	2011	Mack	Refuse	1M2AV04C9M009427	Gardnerville, NV 89410 ACV:		205,000	X				500	500	
017	2013	GMC	Sierra	1GD322CG5DF147828	Gardnerville, NV 89410 ACV:	9-12	41,000	X				500	500	

# SUMMARY OF INSURANCE

Prepared: 5/22/2015

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For  
 Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

## Business Automobile - Vehicle Schedule

Policy No. NPAIP201516

Co #	Year	Make	Model	VIN	Garage Loc	Class	Cost New	Liab	PIP	Med Pay	UM	Comp	Coll	Tot Prem
018	2008	Ford	F550	1FDAF57R48EC01365	ACV: Gardnerville, NV 89410		30,000	X				500	500	
019	2015	Peterbilt	Refuse	3BPZLJ0XXFF263589	ACV: Gardnerville, NV 89410		234,000	X				500	500	

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# SUMMARY OF INSURANCE

Prepared: 5/22/2015

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For Town of Gardnerville  
Tom Dallaire  
1407 Hwy 395  
Gardnerville, NV  
89410 775-782-7134

## Equipment Floater Equipment Schedule

Policy No. NPAIP201516

#	Year	Description	ID/Serial Number	Date Purchased	New/Used	Amount of Insurance
001	1996	Type: John Deere Lawn Tractor MDL 265 Manufacturer: Model: Other: Capacity:	M00265A160441	//		4965
002	1996	Type: John Deere 25 Gal. Sprayer W/Trailer Manufacturer: Model: Other: Capacity:	M025GAA015630	//		500
003	1996	Type: Howard SPT Spin Spreader Manufacturer: Model: Other: Capacity:	5123002534	//		450
004	2000	Type: Bobcat Loader Manufacturer: Model: Other: Capacity:	514444308			14858
005	2000	Type: Bobcat Pallet Fork Attach Manufacturer: Model: Other: Capacity:	6561383			170
006	2000	Type: Bobcat Auger Attach Manufacturer: Model: Other: Capacity:	187407597			910
007	2000	Type: Bobcat Brush Attach Manufacturer: Model: Other: Capacity:	467001325			2576

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# SUMMARY OF INSURANCE

Prepared: 5/22/2015

For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

## Equipment Floater Equipment Schedule

Policy No. NPAIP201516

#	Year	Description	ID/Serial Number	Date Purchased	New/Used	Amount of Insurance
008	2000	Type: Robin Port Generator Manufacturer: Model: Other: Capacity:	1089143			1276
009	2000	Type: Campbell Air Compressor Manufacturer: Model: Other: Capacity:	L9/25/2000-00013			1140
010	2000	Type: Bosch Pavement Breaker Manufacturer: Model: Other: Capacity:	9700219			975
012	2001	Type: Great Dane Riding Lawn Mower Manufacturer: Model: Other: Capacity:	349300			8,200
013		Type: Coxreels Sprayer Manufacturer: Model: Other: Capacity:	20010307			1,040
014		Type: Vibratory Plate Compactor Manufacturer: Model: Other: Capacity:	5220422			2,000
015	2000	Type: Bobcat Combo Bucket Attach Manufacturer: Model: Other: Capacity:	375900926			1344

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# SUMMARY OF INSURANCE

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For Town of Gardnerville  
Tom Dallaire  
1407 Hwy 395  
Gardnerville, NV  
89410 775-782-7134

## Equipment Floater Equipment Schedule

Policy No. NPAIP201516

#	Year	Description	ID/Serial Number	Date Purchased	New/Used	Amount of Insurance
016	2003	Type: Hotsy Pressure washer Manufacturer: Model: Other: Capacity:	1003-52024		N	3300
017	2003	Type: Archer Explorer Port. Sound Equip Manufacturer: Model: Other: Capacity:	J3000470 - I300		N	1300
017	2004	Type: Grasshopper Mower & attachments Manufacturer: Model: Other: Capacity:	5421917			22000
018	2005	Type: Trailblazer Manufacturer: Trailblazer Model: Other: Capacity:	LE383136			3936
019	2005	Type: Spectrum Plasma Cutter Manufacturer: Miller Model: Other: Capacity:	LF200250P			1773
020	2004	Type: Sander Manufacturer: Swenson Model: Other: Capacity:	11031088			5829
021	2004	Type: Sander Manufacturer: Swenson Model: Other: Capacity:	6V0438FN6			4000

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# SUMMARY OF INSURANCE

Prepared: 5/22/2015

For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

## Equipment Floater Equipment Schedule

Policy No. NPAIP201516

#	Year	Description	ID/Serial Number	Date Purchased	New/Used	Amount of Insurance
022	2005	Type: Snowplow Manufacturer: Boss Model: Other: Capacity:	C2878			4626
023		Type: Snowplow Manufacturer: Western Model: Other: Capacity:	B1122567			4000
024		Type: Misc Small Tools Manufacturer: Model: Other: Capacity:				10000
25	2006	Type: Kings Spray Applicator Manufacturer: Model: Other: Capacity:	PC00100SWSL			1900
26	2005	Type: Boss Snow Plow Manufacturer: Model: Other: Capacity:	D8371			4600
27	2006	Type: Imer Cement Mixer Manufacturer: Model: Other: Capacity:	0000616064			1700
28	2006	Type: Ariens Snow Thrower Manufacturer: Model: Other: Capacity:	022183			1200

# SUMMARY OF INSURANCE

Prepared: 5/22/2015

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For Town of Gardnerville  
 Tom Dallaire  
 1407 Hwy 395  
 Gardnerville, NV  
 89410 775-782-7134

## Equipment Floater Equipment Schedule

Policy No. NPAIP201516

#	Year	Description	ID/Serial Number	Date Purchased	New/Used	Amount of Insurance
29		Type: Various event sound system equipment Manufacturer: Model: Other: Capacity:				3700
030	2007	Type: Sanyo Projector Manufacturer: Sanyo Model: Projector Other: Capacity:	G6X05320			6500
031	2007	Type: John Deere Gator Manufacturer: John Deere Model: Gator Other: Capacity:	MOHP4GX051875			9500
032	2007	Type: Tank EQ CO Manufacturer: Model: Spray Rig Other: Capacity:	4PTC191775250108			4560
033		Type: Mower Manufacturer: John Deere Model: JD4700 Other: Capacity:	1TC7400XCCT05005			29495
	2011	Type: Air Compressor Manufacturer: Model: Other: Capacity:	4FVCABAA3BU425675			16028
035	2006	Type: Manufacturer: Vermeer Model: BC1000XL Other: Capacity:	1VRY1119X61007155			14004

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# SUMMARY OF INSURANCE

Prepared: 5/22/2015

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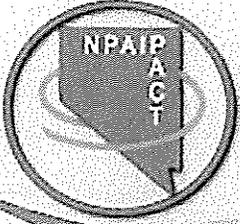
For Town of Gardnerville  
Tom Dallaire  
1407 Hwy 395  
Gardnerville, NV  
89410 775-782-7134

## Equipment Floater Equipment Schedule

Policy No. NPAIP201516

#	Year	Description	ID/Serial Number	Date Purchased	New/Used	Amount of Insurance
036	2013	Type: Snow Plow Manufacturer: Boss Model: Other: Capacity:				8400

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The Power Of The Pool.<sup>SM</sup>  
poolpact.com

# MEMBER COVERAGE SUMMARY

Prepared For:

Hardenville, Town of

Prepared By:

Warren Reed Insurance

*This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form edition July 1, 2015.*

Dear POOL Member:

Thank you for your renewed commitment to the Nevada Public Agency Insurance Pool (POOL). In 1987, four counties in Nevada formed their own municipal risk sharing pool and now a quarter of a century later, the vast majority of Nevada's rural public entities remain committed to each other and the mission of this organization.

We are pleased to provide this Member Coverage Summary for your review. We continue to excel and provide an unparalleled level of service to our members. Our mission seeks to help members manage their risks so they can serve the public effectively.

The POOL/PACT Board is comprised of an impressive group of dedicated, hardworking, and ethical leaders in public sector risk management. They continue to do a superb job of representing the interests of the Member-owners of POOL.

Our members continue to see great value in being part of POOL/PACT because of the extensive services, thus membership retention remains strong. We encourage you to discuss the services we offer with your insurance agent, a valued partner in the POOL program. Details on the financial performance and the services we offer are available on our website at [www.poolpact.com](http://www.poolpact.com).

If you have any questions, please call us toll free: (877) 883-7665 or (775) 885-7475.

Sincerely,



**Wayne Carlson**  
Executive Director  
Nevada Public Agency Insurance Pool  
Public Agency Compensation Trust

**PUBLIC AGENCY INSURANCE POOL (POOL) COVERAGE SUMMARY**

<b>RENEWAL PROPOSAL</b>	<b>COVERAGE PERIOD</b>	<b>NAMED ASSURED</b>	<b>MAINTENANCE DEDUCTIBLE</b>
	07/01/2015 – 07/01/2016 Standard Time	Gardnerville, Town of	\$ 500 all perils each and every loss

**PROPERTY LIMITS**

Blanket Limit per schedule of locations on file with POOL subject to a maximum limit of \$300,000,000 per loss. The following sub-limits apply to Section V. C. Extensions of Property Coverage:

Accounts Receivable	\$5,000,000 per loss
Arson Reward	10% up to \$25,000 per loss
Earthquake	\$150,000,000 aggregate
Flood	\$150,000,000 aggregate \$10,000,000 aggregate - Flood Zone A
Equipment Breakdown	\$60,000,000 per loss
Loss of Income & Extra Expense	included
Hazardous Substance Coverage	\$250,000 per loss
Spoilage Coverage	\$250,000 per loss
Data Restoration	\$100,000 per loss
Expediting Expenses	\$25,000 per loss
Unintentional Errors and Omissions	\$5,000,000 per loss
Money and Securities	\$500,000 per loss
Transmission Facilities	\$100,000 per loss
Vehicle Replacement	Per Attachment E, if applicable

## LIABILITY LIMITS

The Limits of Liability are as follows:

Combined Single Limit	\$10,000,000	Each Event/Each Member
Liability Limits are further subject to sub-limits, Member Annual Aggregate Limits and Group Annual Aggregate limits.		

## CYBER SECURITY EVENT AND PRIVACY RESPONSE EXPENSE COVERAGE LIMITS

The Limits of Liability are as follows:

Per Cyber Security Event	\$2,000,000	Each Member/Annual Aggregate
Privacy Response Expense Coverage	\$500,000	

## MEMBER CONTRIBUTION:

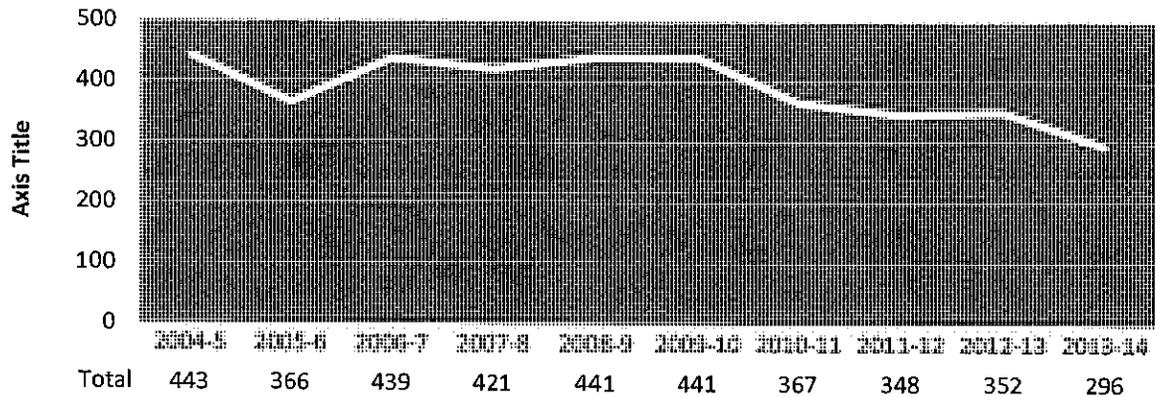
<b>TOTAL COST:</b>	<b>\$19,604.43</b>
<b>AGENT COMMISSION:</b>	<b>\$1,372.31</b>
<b>TOTAL PROGRAM COST:</b>	<b>\$20,976.74</b>

*This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form edition July 1, 2015.*

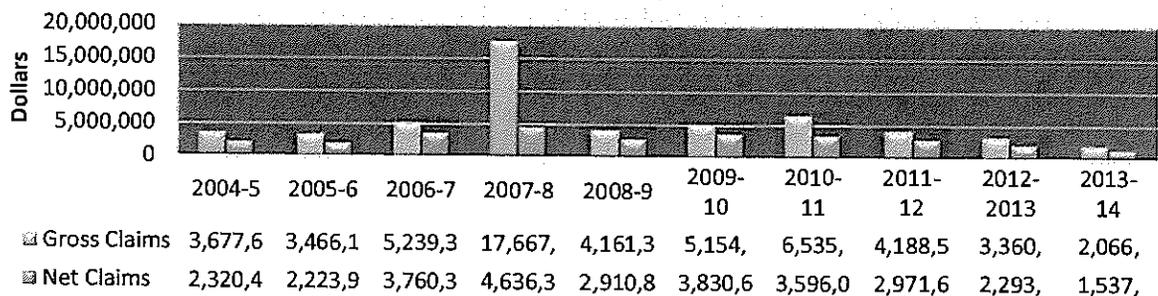
## TOTAL POOL EXPERIENCE

The claims count per year averaged 391 for the ten year period. Claims activity overall appears to be fairly stable.

### Total Frequency



### Severity Total



**Severity**, based on total loss costs incurred without deduction for excess/reinsurance or member deductibles, has averaged \$5,551,874 with the worst year (2007-8) at \$17,677,991 comprising 32% of total costs for all years. Net of member deductibles and of excess/reinsurance payments, 2007-8 also was the worst year at 15%. The POOL's retained incurred claims averaged \$3,008,184 for the period. Large losses in 2007-08 were from one catastrophic property and one class action liability loss.

# NPAIP Membership

## Counties:

Churchill County  
Douglas County  
Elko County  
Esmeralda County  
Eureka County  
Humboldt County  
Lander County  
Lincoln County  
Lyon County  
Mineral County  
Nye County  
Pershing County  
Storey County  
White Pine County

## Towns:

Town of Gardnerville  
Town of Genoa  
Town of Minden  
Town of Pahrump  
Town of Round Mountain  
Town of Tonopah

## School Districts:

Carson City School District  
Churchill County School District  
Douglas County School District  
Elko County School District  
Esmeralda County School District  
Eureka County School District  
Humboldt County School District  
Lander County School District  
Lincoln County School District  
Lyon County School District  
Mineral County School District  
Nye County School District  
Pershing County School District  
Storey County School District  
White Pine County School District

## Cities:

Boulder City  
City of Caliente  
City of Carlin  
City of Elko  
City of Ely  
City of Fernley  
City of Lovelock  
City of Mesquite  
City of Wells  
City of West Wendover  
City of Winnemucca  
City of Yerington

## Fire Districts:

North Lake Tahoe Fire Protection District  
Pahranagat Valley Fire District  
Sierra Fire Protection District  
Tahoe Douglas Fire Protection District  
Truckee Meadows Fire Protection District  
Washoe County Fire Suppression  
White Pine Fire District

## Others:

Central Nevada Regional Water Authority  
County Fiscal Officers Association of Nevada  
Douglas County Redevelopment Agency  
Elko Central Dispatch  
Elko Convention & Visitors Authority  
Humboldt River Basin Water Authority  
Nevada Association of Counties  
Nevada Commission for the Reconstruction of the V & T Railway  
Nevada League of Cities  
Nevada Rural Housing Authority  
Truckee Meadows Regional Planning Agency  
U.S. Board of Water Commissioners  
Virginia City Convention & Tourism Authority  
Western Nevada Regional Youth Center  
White Pine County Tourism

## Special Districts:

Alamo Water & Sewer District  
Amargosa Library District  
Beatty Library District  
Beatty Water & Sanitation District  
Canyon General Improvement District  
Carson-Truckee Water Conservancy District  
Carson Water Subconservancy District  
Churchill County Mosquito, Vector and Weed Control District  
Coyote Springs General Improvement District  
Douglas County Mosquito District  
Douglas County Sewer  
East Fork Swimming Pool District  
Elko County Agricultural Association  
Fernley Swimming Pool District  
Gardnerville Ranchos General Improvement District  
Gerlach General Improvement District  
Incline Village General Improvement District  
Indian Hills General Improvement District  
Kingsbury General Improvement District  
Lakeridge General Improvement District  
Lincoln County Water District  
Logan Creek Estates General Improvement District  
Lovelock Meadows Water District  
Marla Bay General Improvement District  
Mason Valley Swimming Pool District  
Minden Gardnerville Sanitation District  
Moapa Valley Water District  
Nevada Tahoe Conservation District  
Pahrump Library District  
Palomino Valley General Improvement District  
Pershing County Water Conservation District  
Primecare Nevada, Inc. dba Nye Regional Medical Center  
Sierra Estates General Improvement District  
Silver Springs General Improvement District  
Skyland General Improvement District  
Smoky Valley Library District  
Southern Nevada Area Communication Council  
Stagecoach General Improvement District  
Sun Valley General Improvement District  
Tahoe Douglas District  
Tahoe Reno Industrial General Improvement District  
Tonopah Library District  
Virgin Valley Water District  
Walker River Irrigation District  
Washoe County Water Conservation District  
West Wendover Recreation District  
Western Nevada Development District



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***poolpact.com***  
**(775) 885-RISK (7475)**  
**(877) 883-POOL (7665)**  
**fax: (775) 883-7398**



## *POOL/PACT UNDERSTANDS YOUR LIABILITY RISKS BETTER THAN ANY OTHER COMPANY*

For the counties, cities, towns, school districts, hospitals and special districts that hold an ownership stake in the Nevada Public Agency Insurance Pool and Public Agency Compensation Trust (POOL/PACT), it should come as no surprise POOL/PACT understands the public sector's unique liability risks better than any other company.

We've devoted ourselves to Nevada's public entities alone since our founding in 1987, and have continued to partner with you to find new ways to manage risks, efficiently resolve claims, and meet your risk management needs.



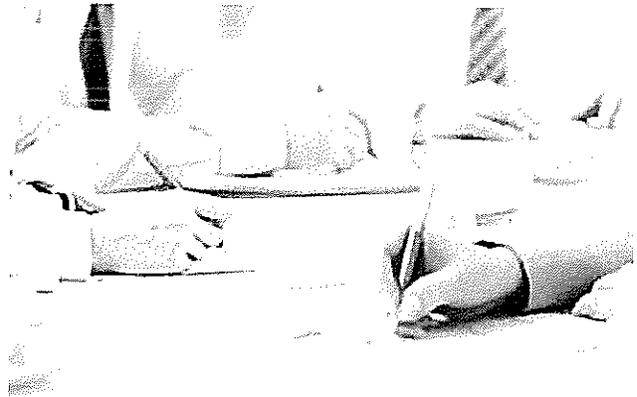
*The Power Of The Pool™*

# *Finding New Ways To Manage Risks*

The Nevada Public Agency Insurance Pool and Public Agency Compensation Trust are risk pools founded by Nevada's public entities. As a member of POOL/PACT, you benefit from a wealth of risk management resources. And in tough economic times, members are turning to POOL/PACT more than ever. Our expert risk management staff includes loss control consultants, human resource partners, risk managers and claims adjusters who have been working with Nevada's public entities for over twenty years. We have the depth of experience needed to develop the resources to address risks that present the greatest challenges to public entities.

Last year, POOL/PACT supported several of our members in their risk management efforts. Examples of what members turn to us for include:

- Contractual Review/Risk Consulting
- Human Resource Consulting
- Property Appraisals
- Boiler Inspections
- Swimming Pool Inspections
- Thermographic Imaging
- ADA Compliance Surveys
- Defensive Driving Training
- OSHA Compliance
- Respirator Fit Testing
- Webinars and Training
- Risk Management Grants



Knowing that fewer of our members are available to attend in-person training, we've launched online courses. These courses are available to all employees of POOL/PACT members at no additional cost. Many of these courses include safety related training that is required of your entity by OSHA, representing a true cost savings. Popular topics include:

- Preventing Harassment and Discrimination
- Drugs and Alcohol in the Workplace
- Defensive Driving
- Bloodborne Pathogens
- Public Officials Liability

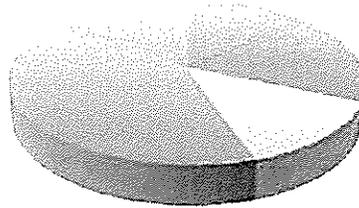
Another valuable online resource is the Member Resource Library, which includes model personnel, law enforcement and school district operational policies, job descriptions, safety checklists, inspection checklists and popular POOL/PACT periodicals such as our HR Alerts, Risk Management Bulletins and our monthly newsletter, Pooling Perspectives.

# Financial Stability Members Rely On

POOL/PACT provides property/casualty coverage and workers compensation to a diverse group of more than 100 public entities here in Nevada.

But the one thing they all have in common is their rural roots. Our member counties, cities, towns, school districts, special districts, and hospitals too, all represent the rural nature of Nevada that makes us unique.

## Member Owner Profile



- Counties
- Cities/Towns
- School Districts
- Special Districts
- Other

Experience has shown POOL/PACT really is a solution that our members continue to rely on. Last year, 98% of our member owners renewed their commitment to one another. And 75% of our members have been with POOL/PACT for over ten years. We look forward to a continued partnership as the resource you've grown to know and rely on to meet your risk management needs.



Rate stability is a core part of POOL/PACT's mission, and despite recent market volatility, we've been able to deliver on that promise.

POOL/PACT was founded in 1987 by the public entities of Nevada to provide a stable and consistent alternative to commercial liability insurance. We strive to:

- Fill a void in the traditional insurance marketplace, and offer affordable risk financing to its members.
- Identify legislative and regulatory issues affecting public entities and to provide information to assist members in addressing such issues.
- Act as a clearinghouse for the collection and dissemination of data and resources relating to risk management and to encourage and support new research for our members.
- Provide meaningful and significant education and professional support for the members, governing bodies and staffs of our members.

## Efficient Resolution of Claims

When claims occur - despite the best risk management efforts - our member owners know they can rely on POOL/PACT for strong defense and effective claims resolution. Our claims staff, together with POOL/PACT'S panel counsel handle difficult, complex claims brought against our members. These include ethics complaints against public officials, employment related claims for harassment, discrimination and retaliation, law enforcement, wrongful acts, and other causes of action brought in both state and federal courts.

Each claim receives the individual attention it deserves. Through early case evaluation and litigation management, POOL/PACT endeavors to help our members avoid the expense, time, emotion and unpredictability of litigation.

Our panel counsel is comprised of highly experienced Nevada law firms that have the experience necessary to represent public entities. Some of our senior panel counsel attorneys have served in the State Attorney General's Office, County District Attorney Offices and City/Town Attorney Offices. They understand the law in Nevada.

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Approve 2014 Year End Report for Town of Gardnerville
2. **Recommended Motion:** Motion to approve the 2014 Year End Report for the Town of Gardnerville  
Funds Available:  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** June 2, 2015 **Time Requested:** N/A

6. **Agenda:**  Consent  Administrative

**Background Information:** See attached. If you have any corrections, please let us know.

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

8. **Board Action:**

Approved

Approved with Modifications

Denied

Continued

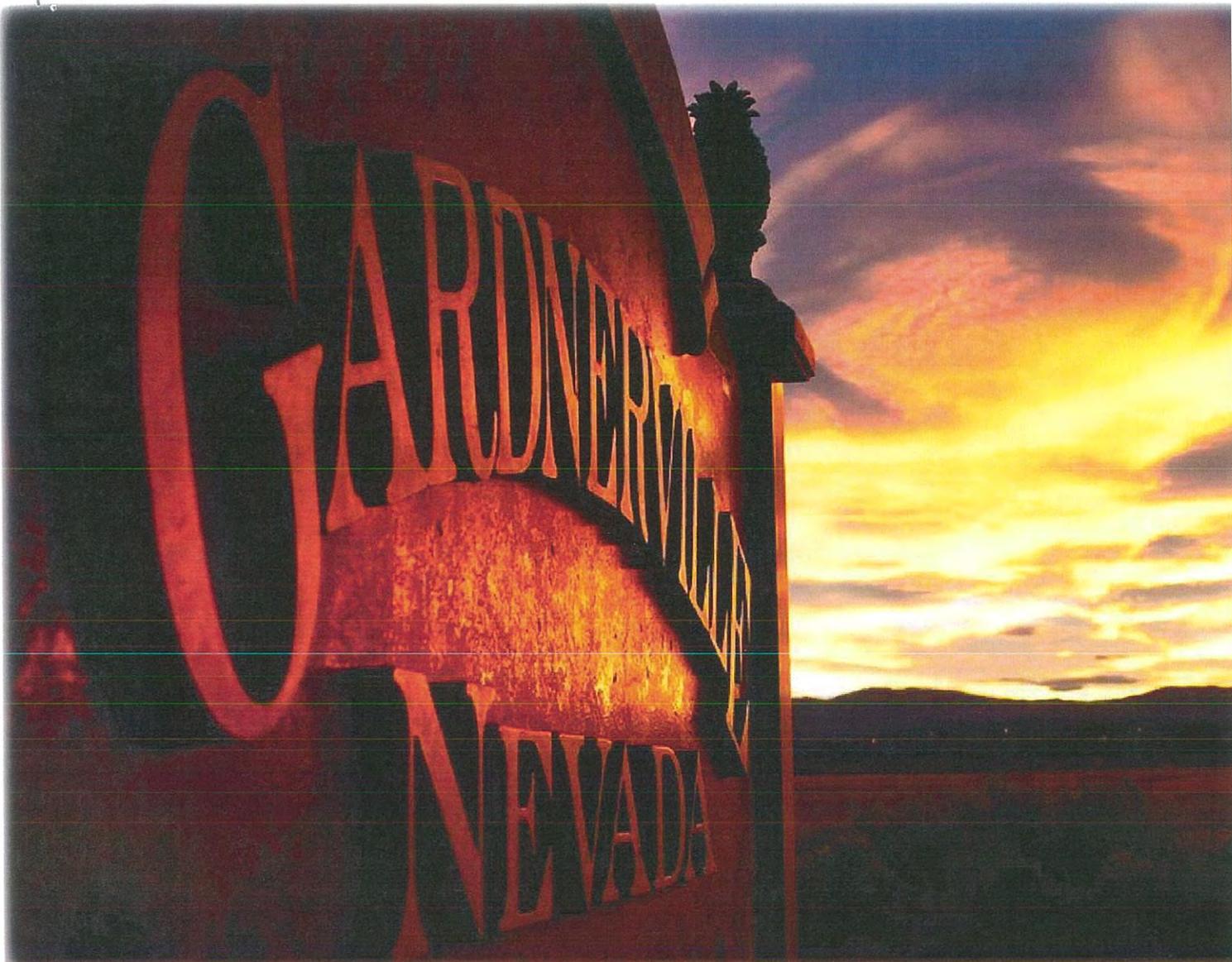


Photo by Adrian Cobb

*Town of Gardnerville  
Annual Report  
2014*



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### Town Board Members

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

### Town Staff:

Tom Dallaire, Town Manager  
Carol Louthan, Office Manager Sr.  
Marie Nicholson, Office Assistant Sr.  
Geoffrey LaCost, Civil Engineer 1  
Paula Lochridge, Main Street Program Manager

### Maintenance Staff:

Jaired Briggs  
Ryan Clark  
Ron Grove  
Jody Martin  
Steve McGee  
Mike Plut  
Steve Thompson  
Craig Tuthill

Town of Gardnerville  
1407 Highway 395 N  
Gardnerville, NV 89410  
775-782-7134 Phone  
775-782-7135 Fax  
[www.gardnerville-nv.gov](http://www.gardnerville-nv.gov)

# Town Manager's Message

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

Major highlights for 2014 were:

- >A new board member was elected in November, Cassandra Jones, and incumbent board members Ken Miller and Linda Slater were re-elected.;
- >The fireworks show at the town's Carson Valley Christmas Kickoff event. We appreciate this past year's sponsors (Bealls, Carson Valley Medical Center, Continuum Packaging Solutions LLC, Continuum Packaging Solutions LLC employees & others who wish not to be named) of this event and will continue to need additional sponsorships each year if we are to continue this Christmas in the nighttime sky fireworks tradition;
- >Second online customer service survey and awarded a free year's worth of trash service from the town Health and Sanitation department to Maggie Killough and family. We thank her for her survey entry and input. Thank you to everyone who participated in the survey for supporting our effort in supplying residents with excellent customer service;
- >Boy Scout and Rotary Projects at Heritage and Gardner Park;
- >Received CDBG grant for Gardnerville Station (former Eagle Gas)
- >Board approved rate increase for both residential and commercial trash service.

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

On behalf of the Gardnerville Town Board and staff, our sincerest thank you for living in and doing business in Gardnerville during 2014 and best wishes for 2015. Please feel free to contact the town administrative office at 775.782.7134 with any comments or suggestions of projects, areas you would like to see improvement in, or projects you would like to see the town pursue.

Sincerely,  
Tom Dallaire  
Gardnerville Town Manager/Engineer



## Administration

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

- a. The Town website continues to be updated by staff.
- b. The Gardnerville Main Street Program continues working on ways to attract people to the Gardnerville downtown core and recognize the shopping potential offered by our downtown businesses.
- c. Public Works purchased a one ton Ford four wheel drive pickup.
- d. Geoffrey LaCost celebrated his one year anniversary with the Town of Gardnerville in December. Congratulations Geoff!!

## Parks and Recreation

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

- a. Received the "Tree City USA" recognition for the twelfth consecutive year.
- b. The ninth season of Movies in the Park continued with four great movies (*Frozen*, , *Percy Jackson & the Sea of Monsters*, *Despicable Me 2* and *Back to the Future*) for residents and visitors to enjoy at Heritage Park. This event would not be possible without the contributions of local businesses: Bodywise Physical Therapy, Burger King Carson Valley Medical Center, CLE Hospitality, Grand Prix Express Car Wash, Market Café, Mark Smith Tire



Center (Les Schwab), Parigini Orthodontics, Studio Vogue, Starbucks and Valley Garden Center. We appreciate their support.

- c. On Arbor Day 2014, the Town celebrated with a tree planted at the New Beginnings detentino pond.
- d. Other annual events held at Heritage Park included; July 4th Freedom 5k Fun Run and Yankee Doodle Chalk Walk.



- e. First Splash Dogs event was very successful. We set up a shaded area, bleachers and port-a-potties. Water was donated by the Gardnerville Water Company.
- f. Sertoma Club's annual Oktoberfest
- g. Old Town Days, special thanks to Nevada Civil War Volunteers for putting on

- such a great educational opportunity for the community.
- h. The Carson Valley Christmas Kickoff, which again featured a fireworks display by Lantis Fireworks. Entertainment included the Sierra Ringers, the Christmas Carolers, and the musical light show.
  - i. The Town of Gardnerville/Main Street Gardnerville float won best government float in the Parade of Lights

## Public Works

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

## Town Projects:

- a. The ADA transition plan sidewalk study, performed by our local business, Beneficial Designs staff is working on the document and implementing the repairs to the sidewalk throughout the town..
- b. Kustom Koatings completed a million square feet of pavement sealing with gilsonite. The sealing will help rejuvenate the pavement and extend it a few more years
- c. Crack Filling - The town contracted with Sierra Nevada Construction in April to repair cracks within Chichester Estates.
- d. Major Drilling performed tests at



the Gardnerville Station for leaks into the ground water. We have not received the results back yet.

e. Hellwinkel Flood Trench and Trail – Finalizing plans with plans for beginning construction in the fall of 2015. The extended path will compliment the Douglas County bicycle and pedestrian plan. The trench will allow for future storm drain improvements along Highway 395's "S" curve. Lowering the overhead power lines in the area will improve the aesthetics of the open space.

f. The electrical vehicle charging station has at least two regular customers and a few tourists who visit the downtown businesses while charging their cars.

g. The Town continues to make progress on the redevelopment of the Gardnerville station (former Eagle Gas) We received an \$88,700 grant from CDBG for the design phase.

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

i. Arbor Gardens Parcel. – Syncon Homes donated the vacant 0.09 acre parcel at Crestmore and White Ash to the town for maintenance.

j. *Eagle Scout Projects:*

Gardner Park Remodel –On June 17th and the 21st the boy scouts lead by Joe Campbell removed mulch, spread DG and planted over 100 plants.

k. Heritage Park Clean Up Day was held on May 10th. The Minden Rotary Club volunteers helped plant 130 new plants and spread DG in all the planters. June 2 & 3 Rite of Passage helped remove mulch and spread more DG within the Heritage Park planters.

l. Replaced 1995 1 1/2 yd dump truck with 2008 cab and chassis, reused dump bed from truck.

### ***Completed Development Projects within the Town :***

a. *Smith's* gas station was completed.

b. *Parkway Vista Apartments* was completed with a new 1.22 acre detention pond dedicated to the town for maintenance.

c. *O'Reilly's* painted the building and changed the awning.

d. *Carson Valley Fair* is going through a remodel where the Grocery Outlet and Bealls will be located.

e. *Stodick Estates* is built out.

f. *Horsin Around* - a loading zone was created just west of Sharkey's to encourage short term parking.

### **Health & Sanitation**

The Health and Sanitation Department collects and

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



*MAGGIE KILLOUGH & FAMILY, WINNER OF YEAR'S FREE TRASH SERVICE*

a. The Town Board approved a rate increase in October/ November, which took effect January of 2015.

b. We received another shipment of greenwaste cans.

c. Second online town customer service survey completed by residents and raffle held for a year's free trash service awarded to Maggie Killough and family, a residential trash customer. Stay tuned to the town website for the 2015 customer service survey.

d. We have refurbished and reconditioned more dumpster bins, and purchased new bins.

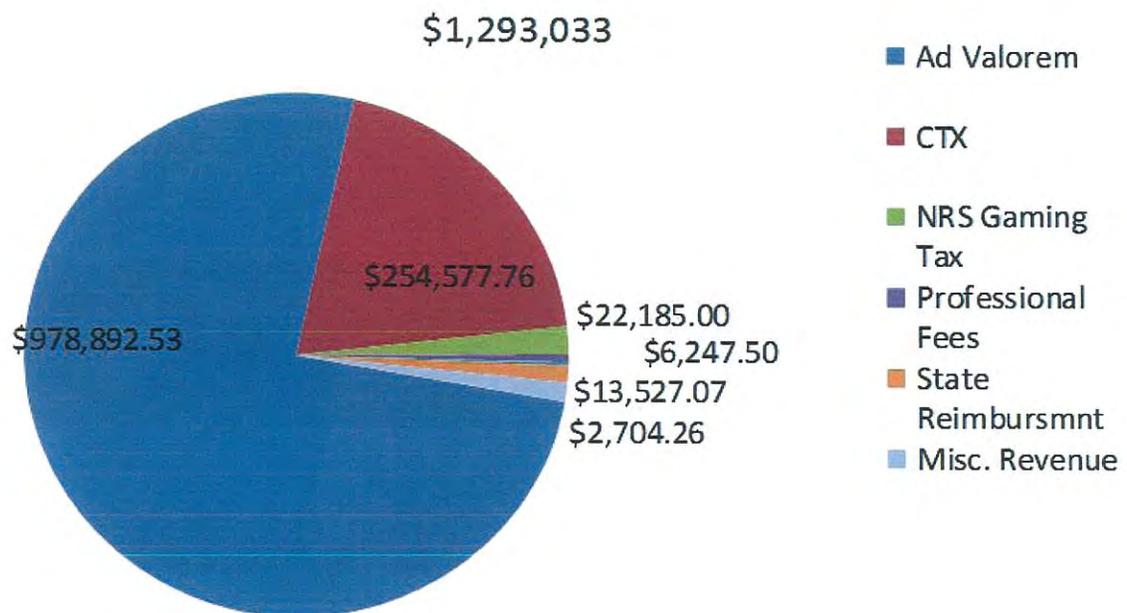
e. Effective with the rate increase the commercial routes will be more accurate since if a customer is on a route they will be picked up, full or not, and charged. .

e. Continued maintenance of all town vehicles.

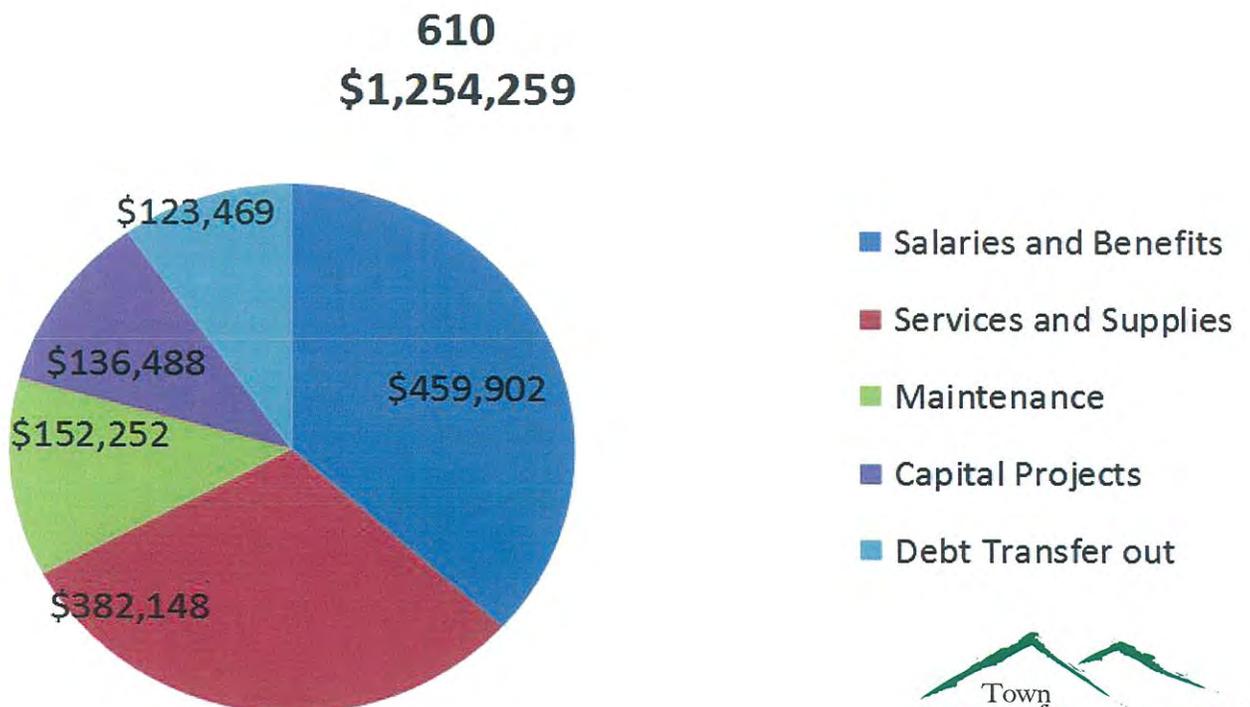
f. We continue to dispose of the refuse at the Ormsby Landfill and limit the amount of refuse going to Douglas Disposal, keeping the cost to our customers at the lowest price possible. Bently Agrowdynamics has started charging the town to dump greenwaste.

g. New trash truck was delivered but is still having issues. Mike Rowe , town attorney, is handling the problem.

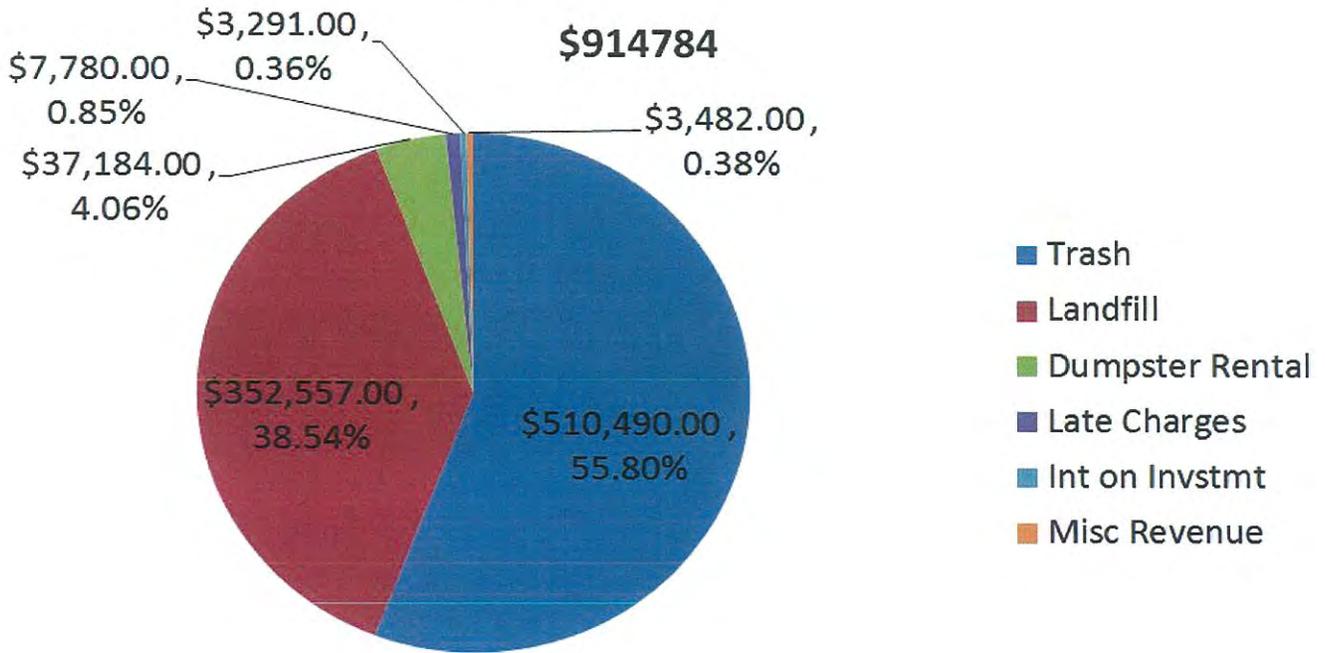
# Actual General Fund Revenue



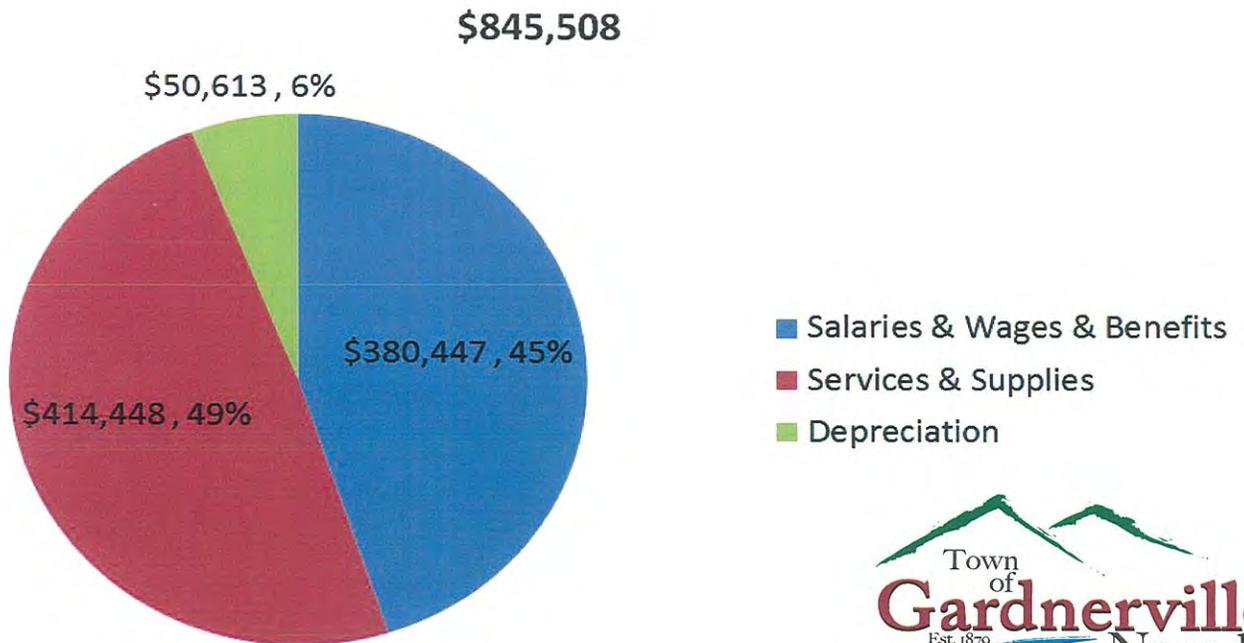
# Actual General Fund Expense



# Actual 611 Fund Revenue



# 2014/15 Actual 611 Expenses



# Main Street Gardnerville

## *Highlights of Main Street Gardnerville Accomplishments*

### ***Organization Committee***

1. Wine Walk training prepared and conducted for business participants.
2. Annual Volunteer and Business Recognition Event held in April.
3. Completion of 501(c)(3) steps.

### ***Promotion Committee***

1. A successful 6th season of Thirsty Third Thursday Wine Walks. Increased our attendance by 4% with an average of 43 businesses participating each month.
2. Promoted Open Range Dinner with Genoa's Cowboy Festival in partnership with Sharkey's Casino.
3. Cash Mobs have been a successful tool in introducing people to various small businesses within the district.
4. Partnered with the Town of Gardnerville on the Freedom 5K Fun Run/Walk and Yankee Doodle Chalk Artfest. Other partners included: Carson Valley Lions Club, Carson Valley Art Council, East Fork Gallery, Relay for Life and Shop Small Northern Nevada.
5. Assisted Carson Valley Chamber of Commerce with Parade of Lights event, in partnership with the Town of Gardnerville, with a parade entry and an announcing stand at the museum.
6. Continue to promote our business members through bi-monthly Biz Blast emails to close to 1,000 people.

### ***District Vitality (formerly Economic Restructuring) Committee***

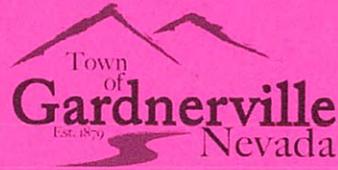
1. Business Directory Updated.
2. Business Tracker Updated for 2014:
3. Revised the business survey.

### ***Design Committee***

1. Sidewalk Gallery: displayed three exhibits which featured Flowers, Douglas High School Photography Class, and Heritage Park Gardens along with the progress of the New Basque Mural.
2. A reception was held in May during the Wine Walk for the Student photographers and their families!
3. Decorative Benches.
4. The first mural representing the Basque Heritage was completed with the Organization Committee.
5. Managed the Main Street Flower program through a volunteer subcommittee:
6. Managed The Heritage Park Garden Projects with a volunteer subcommittee: September Harvest Celebration and a New Year's Eve Candlelight Labyrinth Walk.



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



1. **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 by Dorette Caldana, President of the Main Street Gardnerville Board
  - b. Flower committee update by Linda Dibble, Main Street Gardnerville Board Member

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

3. **Department:** Administration

4. **Prepared by:** Paula Lochridge

5. **Meeting Date:** June 2, 2015 **Time Requested:** 20 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"/> <b>Approved</b> | <input type="checkbox"/> <b>Approved with Modifications</b> |
| <input type="checkbox"/> <b>Denied</b>   | <input type="checkbox"/> <b>Continued</b>                   |



**Main Street Gardnerville's Report**  
**Paula Lochridge, Program Manager**  
**Gardnerville Town Board Meeting, June 2, 2015**

- Wine Walk: First wine walk of the season had non-stop rain and was a bit chillier than usual. We had just under 200 registered wine walkers and over 40 participating businesses.
  - Electronic Billboard (*Hwy 395, South of Carson*): CVVA is running an ad promoting our wine walks at least one week out before each event. (*Possibly longer when there is availability.*)
- New Business Members (*Brand new members to our program*):
  1. Always Elegant Photography
  2. Blank Slate Imagery
  3. Dora's Old & New
  4. Eric S. Park, DDS
  5. Full Circle Soils & Compost
  6. Ronald F. Cauley
  7. Salon Gossip
  8. Sharkey's Casino (*new ownership*)
  9. K2 Pilates
  10. Silver State Tattoo Co.
  11. Record Courier
  12. Signs of Excitement
  13. Frontier Communications
- Main Street's Annual Presentation: Dorette Caldana, Board President, Main Street Gardnerville.
- Flower Program update: Linda Dibble, Flower Committee Chairperson and Main Street Board Member.
- Conference review: I've included notes from Ken Miller, Tom Dallaire, Linda Dibble and me highlighting some of the most interesting information learned at the National Main Street Conference in March/April.

**Upcoming events and dates:**

- "Heritage Park Gardens Plant Sale & Children's Garden Dedication", planned for May 30<sup>th</sup>.
- "Thirsty Third Thursday" Wine Walks, June 18<sup>th</sup>, July 16<sup>th</sup>, August 20<sup>th</sup> & September 17<sup>th</sup>.
- "Freedom 5K Fun Run", July 4<sup>th</sup>.
- "Heritage Park Gardens Fall Festival", October 3<sup>rd</sup>.
- "Slaughterhouse Lane Coffin Races", October 10<sup>th</sup>.

## Main Street Atlanta 2015

(Ken Miller)

### Historic District? What does that mean?

Zoning done by local govt. Usually has broad consent by property owner. Local commission has review power. Community driven, boundaries, local importance, local buy in, controls are what community wants. Work through local elected officials & govt. staff. Always involve property owners. Have clear & reasonable guidelines.

Positive

Control of significant aesthetic elements stabilization or possible effect on values sense of place

Negative

Potential for resentment could be legal problems "Preservation Nazis"

Guidelines

Secretary of Interior Standard of Rehabilitation

National Register

Federal program does not require or restrict property owner Significant & united by history or aesthetically by physical plan aspects

Connect all properties involved. Is it important?

Resources (State)

Survey all bldgs. For boundaries selections Most of all use integrity.

### Assessing Commercial Districts for Listing on the National Register

Start by survey & research of area. Define survey area including parking lots & houses. Look for bldg. info integrity, design, materials, workmanship. What would original owner recognize today?

Assessing form & mass openings (doors & windows materials & finishes

Utilize state & county history & atlas history reflected in bldg.

### Building Relationships is key to Building Funds

Some proceeds from fund raising are given to other non profits for assistance on event.  
Sponsors from local retail owners. Be sure to thank sponsors. Sale tables for event.

### Why Old Places and Main Streets Matter

A Richer Heritage With heritage So Rich (books)

Continuity stability memories Old buildings are memories you can touch

Identity of origins civic function & ties culture beauty architecture functionality

Sustainability durability

Communities are ecology, history, learning, economics, community

Mental & spiritual meaning of where things are shared

Main streets are walkable

Creativity w/ new ideas for business

Why is it good for business? Sacredness, religion, pilgrimage, site, battle sites, death, riots, leisure & relaxation

Older smaller better reuse or repurpose some bad places matter

### Helping Your Prospective Business Get the Funding They Need

Bankers not a partner conservative love collateral

What do they want? Credit history, cash flow history, projected cash flow, other sources of cash, good solid business plan, strong management, proper docs, hard facts

Cosigner could be important or SBA

How much money is needed? How will funds be used? How will loan payments be made?  
How much is the individual putting into the business himself? Must have all aspects of the business plan. Details, history > two years, justify projections, market analysis, experience & knowledge of business.

Past history, any changes, final analysis of current need, assumptions that are well grounded, debt support, less narrative

Borrower must evaluate themselves on experience, education, skills, capital, credit, available collateral

Sometimes 401k funds can be put into certain businesses without penalties.

### Bring Crowdfunding to Local Level

Help business & non-profits raise funds

Why entrepreneurship? New job growth, meets needs, capital,

Crowdfunding is effective communication, social capital, collaboration, local movement & local investment.

Research grants or technology partner. Community funded enterprises, team building

Economic restricting could involve bankers & developers

Starts at local crowd then host community to curator to project creator and finally funder

#### **3 keys to success**

You make it happen

You fund it

You share it with personal network

People want to go with a winner.

Think about value return for contribution such as coupons, in kind, local matching, local team, third party reward, give rewards forward

### Entrepreneurship How to sell Your Organization to Create Passion & Profit

Celebration & reception annual event cost underwritten (local banks where merchants have accounts)

Invite people announce upcoming events power point presentation What's new established businesses new locations public projects design excellence awards what's coming changes new projects partner organizations volunteer award downtown hero An artist drawing portraits \$10 gift certificates to give away business mentors young friends of downtown young professional leaders

Branding w/ website, social media, guest blogs e-newsletter, biz blast

Profit Friends of downtown automatic payments level of giving rewards

Sell downtown gift certificates. Unredeemed go back to program. Merchants pay for participation

### The Rule of the 3MS Manpower, Money & Mission

Enough volunteers? Have assignments to match skills & desires. Give them a sense of purpose.

Money (budget) Sponsors are important. Food vendors pay a fee & thank them ROI for sponsors

Mission Attendance, participation, community awareness

3P's preserve, promote, protect

Farmers market neat & clean, fill a need, get partners, don't walk away from controls, need growers not peddlers Have a market manager

### Leveraging Your Community's Cultural Assets

Heritage assets, Human assets, building history, cultural history, entrepreneurs, engage public

Development roles, design space, strengthen incentives, branding

Promotion Embracing & continuing tying w/ brand

Economic factors, Organization, public relations, fund raising

Asset inventory w/ sit down interview, most creative, neighborhood, unique beauty

Book for reference "Building Communities from Inside Out"

Murals & bike racks are crowd funded in Laramie, WY

Utilize story telling

### Designing a Partnership for Creativity

Developing Partnerships---objectives, history, project specs, timeline, details, make budget known, What do you know about respondents submission requirements

Where to find info---Industry peers, Google, Friends & family

Who will I be working with?

Communications, Process from start to finish, Examples of work, What happens after project is complete? What about projects that go bad?

Fostering Creativity—Get up close & personal, Manage time & space, Don't let distance get in the way of creativity, Love the design holdout, Be a brand champion, Brand is more than a

mark, Know your target audience, Maintain an accurate brand standard, Be **consistent, Use brand on everything**

Use big ideas w/ small price tag i.e. Instagram, Eblasts, blogging, Pininterest, Facebook, customer service Walkyourcity.org

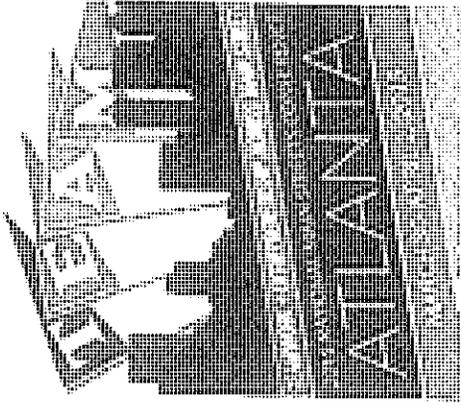
Hit the ground running. Work as a team. Be open to possibilities. Be a champion for target market. Be proud of your organization. Be creative. Have values, goals & vision. Have something to talk about.

## MAIN STREET CONFERENCE

attended by Tom Dallaire

- **Activating Available Spaces**

- Getting vacant space rented by providing a broker tour.
- Created postcard of what main street has to offer businesses and residents. Put flyers and handouts on a memory card



- Vacant space could be used for other uses. They put 20 artisans in one building for small display to sell their products and perform their creative work. These are the local Home based businesses. 160 sf to 400 sf spaces.
- Forgivable Loan Concept. Have an agreement with a developer and the city provided \$85,000 Loan and every year the Vacancy rate was above a certain percentage, then the city forgave 10% of the loan that year.

**Possibly look at doing a loan program to encourage building owners to develop multi use facilities. It not an interest at this point because they are creating office space in the place where residential space would be.**

# Tips for understanding the impact of Your Main Street.

- Need to make the time and have to will to gather the data,
  - We need to understand and define your impact.
  - Collecting good data:
    - # of new businesses
    - Rent and sales per sf
    - Number of employees
    - Number of projects, assistance and programs (track results)
    - Crime
    - Trash pick up volumes within main street vs other areas of town
    - Photographs
    - Compare main street with city wide
- Return on Investment :  $ROI = (Gain - Cost) / Investment$

**Look at generating main street district data on number of trash receptacles picked up  
Possibly the volume of trash after an event?**

# Event Planning

- If plan a does not work there are 25 more letters in the alphabet
- Plan 6 – 10 months
  - Prepare a work plan
    - Breakdown the list with a timeline and work backwards from the event
    - 2 months out meet more often
    - 1 month out direct contact with media, place adds, confirm VIP's, finalize plan, and finalize and train volunteers.
    - 7-14 days out – follow up
    - Critique the event at the end with the group. TAKE NOTES!!!

# Leveraging your community assets

Notes and thoughts that came to mind while listening to this presentation:

Need to look at this manual for the strategic plan presentation.

Maybe work with historical society and see what we can promote and start.

Use gym and area known as a community performance space.

Jackson Theater - were able to acquire the theater for renovation. Have performances there live and show films. City has been acquiring these.

Go find your assets and have embraced them and leverage them and they continue to expand that asset.

Leverage those.

Story of the JT and French and Buckaroos.

What is the national historic places inventory in town? Embrace that and what is the story.

Reason behind the town Name - leverage and stories from local residents who live there.

King of the hammer 2 time winner. Tell his story - Great article from Nueffer in Carson valley times.

How much for him to do stories for the town. And provide a town walking tour app for the buildings with him to tell the story.

And the settlement of the Carson Valley story - - hit upon assets and leverage across main street to help your program be successful.

- [artsusa.org](http://artsusa.org) - public and cultural districts exchange, help with this kind of resources.

# Monday

Sunday, March 29, 2015

8:15 PM

Main street Conference Atlanta.

This is the conference notes from each class attended

6-12

# Activating available spaces

Monday, March 30, 2015  
9:32 AM

Joi Cuarteo

Arts major.

Batavia - fox fiver west of Chicago.  
Industrial downtown. -

Broker tour. Partner with Chamber and city. Informative lunches.

Talk about spaces downtown and hard to get attention of brokers.

Get them out of lunch and see the town. -  
Open for business theme. -

Come in were open. - Started on one site and rented a bus and tour the city to show them what they had to offer.

Brought in brokers and developers the tour.

Had a captive audience. - 3 hour and tour. One place to showcase and network and talk about different properties.

Tell them about the programs in the mainstreet. Loan programs. Events and what they offer the district.

At end of the tour they tested knowledge's gift card and wine gift cards. - they did a bowling and games at the end of made it lively and gave them marketing info on the bake.

If business is looking to relocate they had a postcard and a flyer with more information with a. flash drive. Can add a pdf and tailored to specific business. They provide tour information.

Project impact - after 3 tours. - 12,000 sf off the market. 20 jobs, memorable and visible to the brokers.

Create postcard of what main street has to offer business?

Flyers with usb drive with infor.

Artisan collective - how to start a movement. - minute video - lone nut.

Really passionate volunteer and Pop up market. - promote home based businesses. And promote available spaces.

She created a line of active ware. It's a market so people knew it was available area. - large ethan allen space and the turned the space into the consignment shop.

Load dock and space as an event space. Host parties and receptions. Could be used for other uses.

7 artisans meeting - 25 now as a regular participant in only 3 months. - 101 contacts. Home based businesses out there.

20 different locations. And now is becoming a spring board for businesses.

Increase awareness of space.

Artesian collective

Farmers market

A	Available space and turned into a retail store.
---	---

Water street Studios, - art center. - partnership with city and property owner. With vacant space. Wanted this project.

Water street is 23 studios -for working studios, ceramics, welding and jewelry and artists. Gallery's have shows and host other events. Access program to learn how to do the talents. - membership for the equipment Outreach program that they work with the school district to bring them into and show off the space.

Spoken work and utilize the space.

2 stories. -

Artist and property owner. - needed extra push to move it forward. What is the vision for the arts in downtown.

Work with programming and City needed to provide a way for this to work. Different businesses in the space.

Fund build out.

City \$125

40,000 TIF(F) funding

\$85,000 in a forgivable loan.

Successful for the loan for every year the water street was successful.

Needed studios filled. - 31 small businesses created and the loan was paid back in with much of it forgiven.

How do you get property owners to participate. - cleaned in the space for them volunteers.

Brokers had the space they shared with each others.

Identify brokers. - main street has a list with brokers. - they do change often.

One group already host a monthly coffee. 0 then turned that into a tour.

Does the funds fund main street. - artists are members of the main street.

160 to 400 per space.

85000 for forgivable loan. To the developer. - agreement with the developer and the city. - every year the water street vacancy rate the city forgave 10% of the loan total. -

Overhaul of the code. - city helped with this and main street helped with TIF. Downtown improvement, signage, façade improvement all a 50% / 50% on

Business license - no business license. -

Botavia - is 26,000 sf

Water street studios. - no lease agreements with pop up market. - requires insurance for that.

Waterstreet 501c3 and the property owner funded the gap.

Brokers tour once a year. - coffee still meeting once a month.

Advertise pop up market - press release and facebook and fee for advertising - their own website, and

own501c3 and not apart of main street.

Zoning diff program - and planning prior to this waterstreet starting - city provided tools.

How did you find the artist. - she had some friends and visiting lots of French markets and farmers market.

Home based artisan good. - make - no consulting no mary kay. Hand crafted goods.

Water street has been around for 5 years.

Welding does occupy other areas of the more industrial part of the facility.

# Historic Districts

Monday, March 30, 2015

9:33 AM

Like a Zoning Overlay or by Zone Ordinances

Effect of regulating property.

Standards may differ from District to district - Need Design Standards

Need Consent of Property owners

Also need Board Support. Need to let them know what it means for them and future property uses

Being restrictive as desired by local ordinances at local community level. - community based on what they want to use.

Local design review board / has status as being part of a government.

NATIONAL PARKS SERVICES - Certified Local Government.

Federal Program - Tax Credit - Funding is then available.

District is community Driven - owners needs to be involved the program will be created to restrictive as the owners want. The district will develop boundaries that meet the criteria and by local buy-in.

Develop Design Guidelines and get those in code - they do regulate property Rights.

Define maintenance

When review is needed

What are the standards

Be consistent with review.

Local Designation had local effect so work through this process with the Local Government

Always involve property owners. - repeated several times.

Define the district area.

Create clear and reasonable guidelines. Cannot impose personal taste during review or on personal property owners - has to meet the guidelines.

## POSATIVE

+ control of a aesthetic elements <historic Character>

+stabilization of possible effect on property values

Create physical abilities

Creates continuity of neighborhoods

Provides some control on their properties - area remains stable and they tend to stay in the neighborhoods longer

+Promotes a sense of Place.

## NEGATIVES

- Potential for resentment" you can't tell me what to do with my property"
- Work with owners and realestate people.
- based on what you like and dislike.
- Stick to guidelines

# How to Train your elected officials

Monday, March 30, 2015  
10:47 AM

M. Chrissy marlowe., University of Georgia. Carol vinson

Works in the training and development division

Local - government s and state and internationally

Fiscal notes and bills for legislature. - consolidate city and county - and create a new city. - works with students.

How communicate with the elected officials. - how to train your dragon.

City charter defines roles, and structure. Why do they do what they do. Who does what and who has what kind of power.

Mayor CEO - Council - strong Mayor - more power  
Council and manager - weak mayor less power - has manager.

Train - elected train - how much does it cost. How fancy the train is. Drive the train. Operate and maintain the train. Serve the elected and the citizen of the town.

City manager is the funnel to the board.

## Planning and Zoning

Set vision - how do you fit in with this. Can you say our vision is piece of the bigger city wide vision.

Policy level - purposes and benefits - of downtown. Huge economic engine. Give them examples. Model ordinances. Keep them out of the weeds and what pitfalls to avoid.

Let them know how they can achieve there goals.

Effects and benefits of the policies. - what are the benefits of those policies. -

State law and case law. - regulations are an important part of this - attorney does this. Ensure the plan is back up by ordinance

## Revitalizing Neighborhoods.

Vision - holds the vision and how is the champion of the city vision - is there a group of people. Know them well.

What is the purpose of how does it benefit the community.

Provide Case Studies: similar city.

Is there funding - not that its CDBG. But there is a funding source.

List the tools needed to archive a vision.

Tell them what to say - you could talk about the benefits -

Increase revenue - increasing property appraisal area. - bmp on policies.

Can't make correlation between larger city. Put it terms that they understand and they can relate too.

What kind of tools will be used to accomplish the work.

## Managing Growth: a blueprint

What is quality growth - not mixed use. But economics of growth and what effect does that have on Local government.

Articulate a vision and sketch things on the map the to accomplish the vision. -

Map boards. - vision said this. Where do the homes go? Critiques the work together.

What would you change about policy. What would you change about the vision.

## City Retreats

The City Retreat - down town development - Sends a survey. What are the hot topics?

How important is it to have a City center?

Need copy of the survey they send out to train their boards.

Involve yourself in their planning efforts - and they are involved in your planning efforts.

Be relevant to the community. - Summer fair after the holidays helping kids get information about what is going on over the summer.

Have a voice in the vision process.

Funding stream for increased security. -

## Questions;

Invite county board members to the last 30 minutes of the MSG board to Town Board.

Signage - want to return to the historical signage. - Policy and ordinance pass with an unexpected consequence.

Incubator for small business - - how do they know they are in town? Business open up in downtown before the strip mall.  
Keep down town as the Focus. Where do you take your visitors?

Go to them and ask them what they want to see in Downtown. - what is important to them.

Cmarlowe@uga.edu

# Tuesday

Tuesday, March 31, 2015  
6:24 AM

Meeting with Kathy.

She needs to know what is next. I need to send the paperwork from her to Peter Walish.

Budget and process and steps for the program.

# Come Home to Down Town.

Tuesday, March 31, 2015

6:24 AM

Tax Increment Financing - Used in District and distributed to private property owners. \_ Larger projects.

Sides are going to be online soon.

Parking issues - Community needs to reduce parking requirements.

Middletown. - Sidewalk café's

Torrington - Downtown active market once a week.

They have empty living units 450 - 600 sf in size. They usually

Torrington downtown partners.

They purchased 6 buildings downtown.

Iowa -- Young couples and empty nesters are moving into downtown. This is opening up single family homes in the outer residential area for the families.

Tool box of information that is presented at community level.

Case studies - USDA and housing, create a solution and lessons learned. - Focus on homes for the past 7 years.

Case study is the main street impact in Iowa.

If we are going to invest in one thing in our downtowns. He suggested the residential units for upper floors housing which is the key to great economic opportunity.

State economic impact study and the bricks and mortar study is increasing the quality of life and increasing property and sale tax in an downtown.

900000 million in disaster in the downtown

Millennial are flocking to downtowns., how do we push building rehabilitations vs spreading homes in the surrounding areas.

70% were the main street communities.

Disaster recover funds helped rebuild downtown.

Market analysis - consumer survey was done and asked about living downtown and who the target market, 1500 to 30,000. people are saying yeah I would live downtown. Creating a stronger market for down town.

Report is on the website;

People still need to live in the building and an owner created two units. One for rent and upper floor he lived it. The rental got them through the economic downturn. They have purchased one more building and created two more units and now rent all for buildings out.

6-20

IOOOF building. Iowa. They added 12 units and all are filled with waiting list. Diversified people live downtown.

Case Studies. No projects are the same.

It takes a village to build a village. - Partnerships. Funding, design, challenges, and resources. It can't be just you going through the process.

Developers building in in other properties and bob bracken is helping train others on what to do and he is always there to help guide the projects.

Promotion and marketing of projects.

A new floor unit rented in downtown is an opportunity to see the community in a different way. Promotion and Marketing the units upper floor development.

These projects in Iowa. There are some where the county and state  
Need a great architect that knows the code.

Being a CLG community give them much more flexibility on the sprinklers and building code issues. The building official may be able to just make the call on what would be required.

John Simone - john@ctmainstreet.org

Connecticut Housing finance authority. - Diane Smith - Diane.smith@chfa.org

Slide show will be online.

Thought: meeting with rental agents in town to see if we can find people to live in downtown.

Do we have buildings with upper floors living areas.

How can we strengthen the effort moving forward.

# Tips for understanding the economic impact of your Main Street

Jon Stover  
1/1/2017

Jon Stover

[www.stoverandassociates.com](http://www.stoverandassociates.com)

Pdf of the presentation on the website.

Revitalization strategies. Public sector work and small area and neighborhoods plans. Highest and best use analysis  
Business is only as good as her downtown.

What are the impacts and what do we accomplish  
Reinvestment for year and budget to get an amount,  
Public sector and private sector what is your return. Roi

Gain or outcome minus input divided by cost of investment.

Is difficult to measure. Need time effort money to collect data and resources you may not have access too.

Is it safer, branded and people on the streets.

What is my impact. What is the return.

A. Be more productive and effective.

B. Having some hard numbers and knowing an investment of what you are doing. What is the financial impact and share that in order to obtain addition funding.

Good data collection. Main street

Need to make time and have the will

$ROI = \text{gain} - \text{cost} / \text{investment}$

City of Washington DC - new mayor and new board - what is the implementations of the funding. Barracks row. What is the return overall  
Is it worth to continue to use public funds for the program.  
Increment in tax revenue from all sources of tax revenue.

Baseline if there was not a main street.

Benchmark corridors which were studied were similar in traffic, size, location,.

Business counts,

Sales,

Growth rate of those and apply those to the similar programs.

Difference is the increment.

Property, sales, ind. Income, corporate tax, license fees

Slide on data sources.

Business Growth

Job growth

Sales

Role in revitalization. Nearly double from those not in a main street

DC. 1 dollar spent and they get 3 dollars back.

Strong economic development - very low vacancy. Positive

6-22

Finance in and finance out. Not to improvements.

Understand and define your impact.

Demonstrate value to larger audiences.

Effective and understanding.

Impacts. - placemaking, branding, entertainment, amenities, cleanliness, safety, revitalization.

What can folks do in-house to figure this out

Collect good data. Every time a business leaves,

1. # of new businesses
2. Rent and sales per sf.
3. Number of employees
4. Number of projects, assistance and programs (track results)
5. Crime, trash pickup statistics
6. Photographs.
7. On corridor and city wide.
8. Compare main street with city wide.

Study is not cheap. - tracking data over time we can reduce the costs of the study.

This study would generate a return on investment.

JS&A

Funding is year to year. Needed to validate stable funding for their programs.

Demonstrate what they got in return for the money they put in.

We can provide trash for main street district. Vs city wide not including main street data.

6-23

# Reversing one way streets for main streets communities.

Pippa Brashear - Landscape / planner  
Sarah Binkowski, PE PTOE, manager Atlanta Traffic Engineering  
Jargan Kaja, AICP - Supervising Traffic Engineer, Atlanta.  
Parsons Brinkerhoff

Pippa - making transportation changes for your street. Have a diverse team and get everyone at the table.

Traffic calming, Change land use, more connectivity on the street grid. Road is to help people to get to downtown.

Concerns - Safety. Congestion. Technical changes that can happen.

What do you want your downtown to be.

Pontiac Michigan -

Very large under utilized buildings large roads

Grew fast. Made Pontiac cars there. Get more people to drive downtown. Open up the bottleneck, divert traffic around downtown. Now has a large loop road around town.

Enclosed the river into a culvert.

Now 30,000 people left the town.

No signs to even get to downtown from the bypass. Tiger grant funding. In 2010

Connect downtown to the neighborhoods around the town.

Stakeholder had input ideas and concerns.

What is important to you slide. - prefer it, need convincing, needs to be done scale.

charette for 3 days and have conversations for what they wanted to see. How can we achieve the vision.

Turn the main wide road to a boulevard. And pedestrian safety features.

Sarah. - Land use study

Looked at doing on street parking. Loading at all types of modes and uses. Loop roads were expecting to 155,00 per day. Prior to the I-75 east of Pontiac.

Traffic volumes did not change. The road was over designed. The levers of surface. - design roads to a d o r e and have little congestion During peak hours,

Traffic patterns. Not going downtown. There was nothing to offer.

Look at traffic volumes and look at roads east and west to ensure the vehicles can be diverted on capacity.

Sink Rowe software was being used for the analysis.

Need media on board to inform people of the change.

Work with the businesses and getting them on board for city council approval. -

Jargan - access and movement.

Two two way streets have more conflicts and that two one way streets.

Synchronize lights so people do not have to stop.

Two way streets provide more options and pedestrian and bicycles need to be considered And implemented to the plan and get people into toe downtown.

Issues to consider.

Highway safety Manual

Environmental impacts

Economic and social relevance

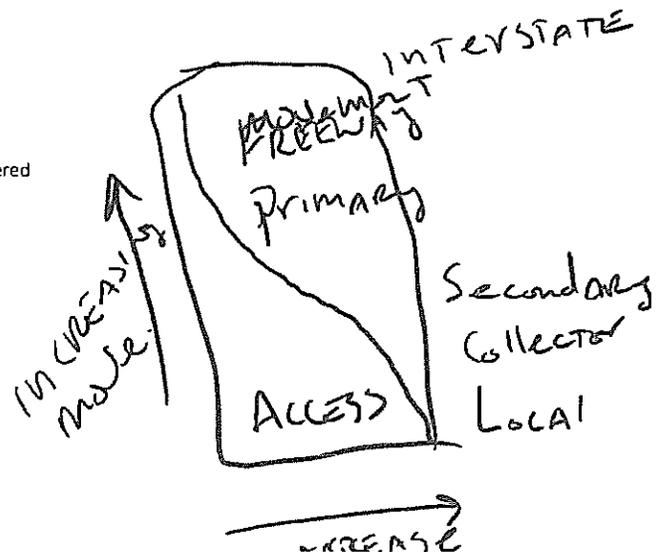
Benefits / cost

Education needed? Bikes/peds and drivers needs to know when changes happen.

What do you have to gain vs how much do you have to spend.

Road design standards. Lane width for car vs truck lane width.

Access management standards. Users need access to the property.



Road design standards. Lane width for car vs truck lane width.

Access management standards. Users need access to the property.

M UTCO - signage. Poles and timing coordination and phasing of the projects.

What is the future changes in Land use and transportation needs

Traffic study and plan. - \$300,000. through a livability grant.

Run through the county. State facility and coordination.

County wanted to improve downtown Pontiac. Who is there .

One way to one way is an issue.

Need no right turn on Red. Ends up being the issue with both situations.

Pedestrian crossing signs.

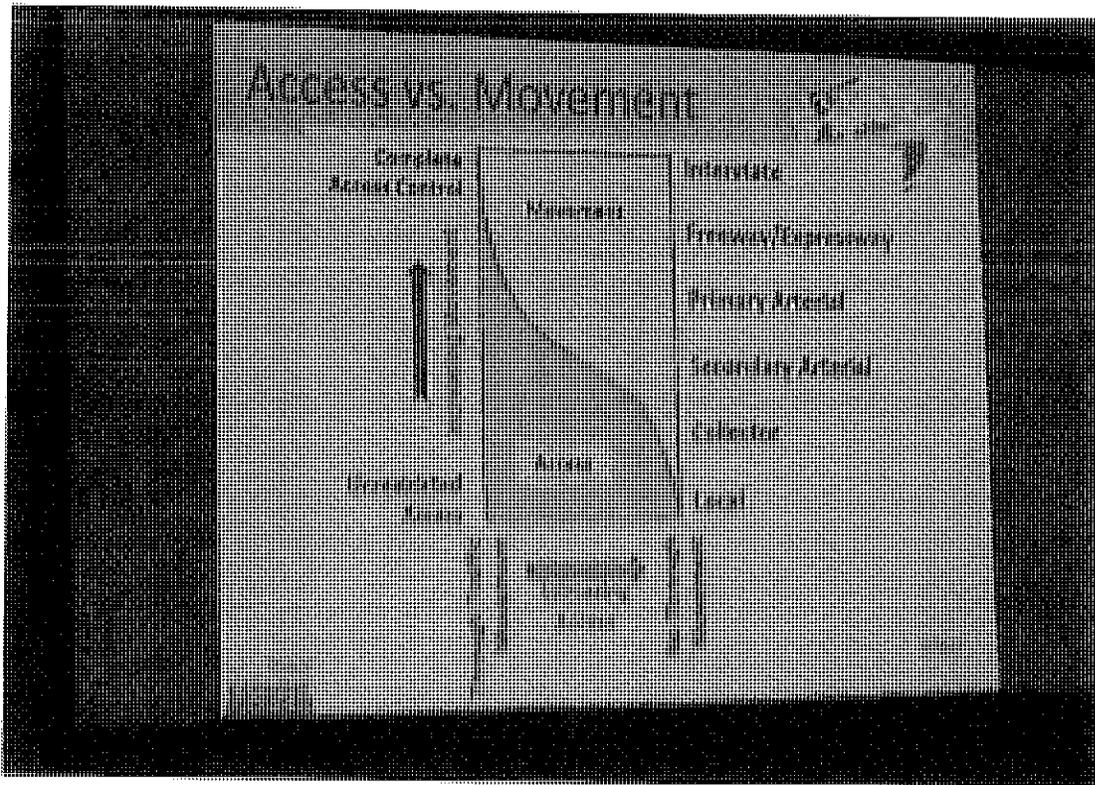
Economic impact - two papers on the actual impact. - studies and research.

Loading and unloading while parked in two lanes.

How long does this take. - 5 year study. - how long for first

2 years, to get study, design, and construction.

ACCELERATE



# Placemaking and main street: Creating quality places for people in 21st century.

Tuesday, March 31, 2015  
12:18 PM

Madeline Adams:

Kaiser Permanente : Invests in communities they serve.  
Personal Behaviors and environmental factors. What you choose to do now will effect you tomorrow.

You have to create an environment to shape change for your community. Get people out and moving.

Make sure to create an environment make good choices. See diagram for the slide. Creating a healthy environment.

Education needed to help children make better choices.

Walking as a social movement.

Kent

Placemaking is an over reaching idea and a handy tool

Place becomes a way of living. It becoming a movement.

Looking at street corners and street scape and attractive to people.  
When you get a good place. People will get affectionate. These people are connected in a nice location.  
Water is a huge draw. -

Placemaking is a way to shape places for the future.

Community process  
Natural organic process it localizes

Placemaking is a dynamic human function.

When you focus on a place you do things differently.

Placemaking for downtown Detroit. - 1915 - building  
Lighter quicker cheaper  
Short term = 1-4 months long term 2 years.

Growth means managing complexity that you do not simplify.

Locate ten places in town. Look at them that can happen in those places.

Mathews

Atlanta Beltline - 22 mile route in trails and transit - ride Railroad corridor. - walking a few miles without even knowing those Storm water retention pond with water feature. But will be under water during a large storm event.

Lots of options for people to see and interact with.  
Impact on public health is tremendous. Chess club - bike riding, activate places so people will utilize the places.

Run walk on the beltline. 50,000 people a year. Bike call and running clubs, tennis center and rec center and attract that population

People come to them to with ideas. Hawks wanted to add ball courts along the trail.

Individual small placemaking approach along a much larger project.

# Wednesday

Wednesday, April 1, 2015  
6:24 AM

## Special event insurance

- Number of people at the events.
- General liability
- Special event coverage
- Liquor liability

Plan 6-10 months

## To do lists

- Work plan?
- Break down the list with a timeline and work backwards from the event

2 months out meet more often, begin to distribute marking materials finalize site logistics

1 month out direct contact with media, place ads, confirm VIP's finalize site plan, finalize and train volunteers

7-14 days out: follow up on everything with a phone call or read receipt.

Petty cash for change.

## Event Day!

Arrive early, load in all equipment and coordinate with committee chairs. Set up the event, place signage

"if plan a does not work, there are 25 more letters in the alphabet"

Fund the event

Admission / Ticket charges -

Donations boxes

Sponsorship income -

Vender fees- we will have ????? Number or people at this event. These are all people who may not have seen your product before.

Base fees on estimated attendance. - candle light walk three day event - 30-40K people over 3 days.  
don't underestimate the value in what you are doing - entertaining guests and bringing people to the downtown.  
if you are providing power or water to them that is another fee.

Main street Medina.com - Nov. 21-23rd. Inherited the event. - for an authentic hometown holiday

Budget \$25,000

Attract 30-40,000 people.

Map maker - event map for every component of the map.

Restrooms, stage, where food ,

6-27

Added shuttle busses.  
Create a map for alternative parking.

Put the plan in place. - no event happens organically. -  
Estimate number of people.  
Use drone to take picture  
Police and fire to do estimate. -  
Video tape the entire event - count  
Trash generation  
Port a Johns - figuring out a way of number of people on the port a John.  
Parking - visibly see the sources.  
Good photos and good video to show what happened last year. Show your vendors.

Budget - event budget list. Google it.  
Director and staff - 9% fee back for the event.

Title Sponsor for every event. - not our program - top and center. - main street.  
Sponsors do have a booth for the event.

Sub naming lights

Holiday sponsor - 2nd in parade - \$20000

Naming rights for Fireworks. - \$2000

Santas house. - naming rights.

MS businesses membership 200, 500, and 1000

Event overview - on sponsorship form

Target audience - medina city and county.  
Secondary audience NE Ohio, reach out further on advertising

Advertising - billboards -  
Newspapers  
Press releases, facebook <special event on Facebook>, website, posters, fliers, website  
Family photo backdrop.  
Sponsors on flyers.

Marketing be consistent in what you show.

EVENTS MUST HAVE

Music all kinds - bells, celtic and  
Food - outside food vendors if they cant meet the needs and have a contract  
Activities for children - Get others groups involved in the event - bank puts on a Santa's workshop.  
Overlapping events -  
Something free. - everything on the square is free. People want to be engaged,

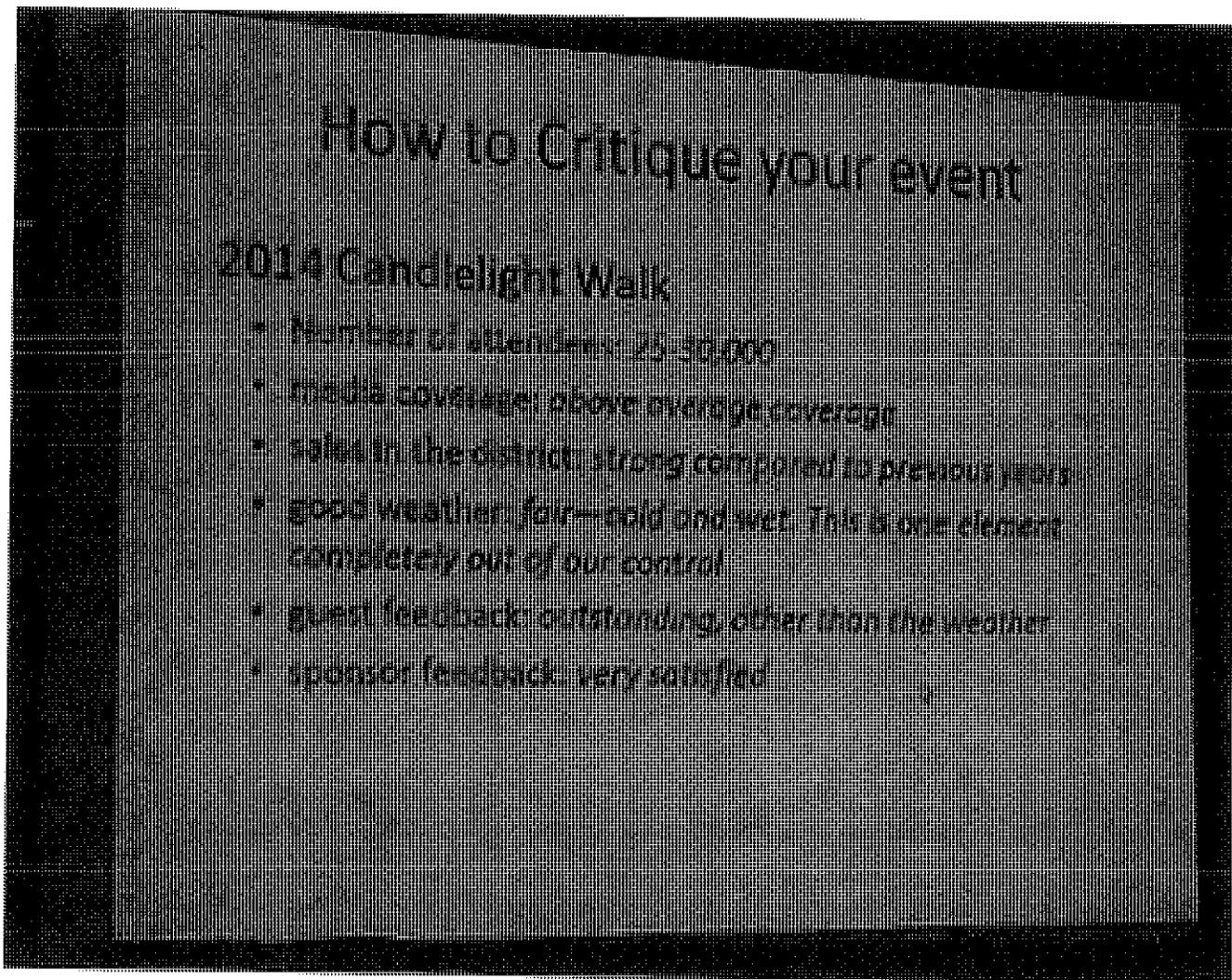
Revisit your event. - how do you define success

How Many people are you bringing in? Are they buying. If so estimate how much. Or use generic

Participant roughly spent \$10. per person  
Medina - \$30,000 investment. -  
20,000 people x \$10

Plaque and certificate for large sponsors - hang in lobby now everyone see all year long.  
\$30 for plaque.

Main street is the event expert on the square - city directs them as the expert.



# Leveraging, your communities cultural assists

Wednesday, April 1, 2015  
7:22 AM

Research and development based revitalization

Todd Barman - Dev. Strategies. Main street manager for 3 years

Trey Sherwood Ex. Director of Laramie main street alliance.

Melenda Corp. Director Main street Jonesborough - Event heavy town - works for the town to run main street

RD - rip off and duplicate and not research and development.

Have to make each event uniquely yours. Building your own project from Scratch from your local resources

Heritage assists - Built history. Bricks and mortar history. Cultural history. Stories and experiences in the buildings. Local traditions.

Human asset - Entrepreneur - mom and pop businesses (ER). Engaged public. (organization)

<Download the slides on website>

Design team - develop space by strengthening in promotion

Façade improvement grant and signage grant programs. - strengthen and leverage built history.

Design - one business one building at a time.

Promotion - Brace and continue the cultural history Continue to tell the story to make it part of today.

Tie our brand to the cultural history. - Brand district as a whole.

ER - Leverage through networking and venturing.

ORG - Public relations programs. - With a great program they will start leveraging time and examples.

Assets Inventory strategies-

Sitting down and listing assets - great tools

Guild to mapping neighborhood arts and cultural arts

inventory human assets - questions they ask in the guide.

On the street informal interviews. What words come to mind when you think about your neighborhood.

Building communities from the inside out - a path toward finding and mobilizing a community assets

Trey - Laramie - Cultural asset.

Hosting Todd and Trey implemented the cultural - 15,000 students - Sth largest. Railroad community.

90,000 annually budget

60,000 restricted for improvements projects.

Survey monkey internal

Work plans and using process for projects.

Bike rack color to express who we are. =- orange and black red sunsets,

Public art murals. - who they are as a community and who they are today?

Laramie - still figuring out mural maintenance.

6-30

Ralph Appelbaum and associates 2007.

Engage students and art classes from schools

Laramie - mini murals. Pick object from museum and put on the wall in the an alley  
Agg. history , events, and

Pair local music of song and events to the music and music videos.

Melinda  
Jonesborough Tennessee

Music in the square. - Population 5,200  
Rural community.  
Est. 1779. snow. And county seat. 125000 in county.

2013 main street.

Buildings have not change a lot.

Local farmers market. - patriotic festival - 3 day event.

Story telling festival - grow event - 1st 1973 - they stay for a week.

International story telling center - park, and theater.  
Host 6 months of the year for residents. It is a non profit and on their own the town collborates with them

Roger Brooks - Branding style - and marketing approach - in events and strategies. Activities story telling guide, and

Change logo for events though out the year

Turkey toss - Both Laramie and Jonestown

Tours 0 Heritage alliance offers cemetery tours. -

Storytown app. - go through downtown and see stories when there is not a performance going on.

Mckinney center - old Black school. - classrooms and art school -

Labor force - state prison for labor and inmates - provide lunch every day. Help turn a old gas station into a market

Notes and thoughts that came to mind while listening to this presentation:

Need to look at this manual for the strategic plan presentation.  
Maybe work with historical society and see what we can promote and start.

Use gym and area known as a community performance space.  
Jackson Theater - were able to acquire the theater for renovation. Have performances there live and show films.  
City has been acquiring these.

Go find your assets and have embraced them and leverage them and they continue to expand that asset.

.Leverage those.

Story of the JT and French and Buckaroos.

What is the national historic places inventory in town? Embrace that and what is the story.

Reason behind the town Name - leverage and stories from local residents who live there.  
King of the hammer 2 time winner. Tell his story - Great article from Nueffer in Carson valley times.  
How much for him to do stories for the town. And provide a town walking tour app for the buildings with him to tell the story.

6-31

And the settlement of the Carson Valley story -- hit upon assets and leverage across main street to help your program be successful.  
artsusa.org - public and cultural districts exchange, help with this kind of resources.

**National Main Streets Conference Report**  
**Atlanta, GA**  
**March 29 – April 1, 2015**  
**Submitted by: Linda Dibble**

Tour: *Inman Park Tour – Atlanta’s first planned residential development*

Notable Points:

- 1) Great example of neighborhood preservation efforts.
- 2) They were able to use State Rehabilitation Tax credits.
- 3) Preservation is sustainable. The greenest building is the one that already exists.
- 4) They utilized “mixed use” building ideas to re-purpose old structures and keep valuable parking spaces.

++++++

Workshop Title: *Main Street 101 - Introduction to the Main Street Four Point Approach: Organization, Promotion, Economic Restructuring, and Design*

Comment: I personally felt MSG has already successfully implemented so many of the ideas and suggestions offered throughout these four workshops.

Notable Points:

- 1) We can never have enough volunteers. The program’s success is dependent on the entire community being engaged.
- 2) Recommend as part of volunteer group we recruit a person familiar with Historic Preservation, a graphic designer, and a real estate agent.
- 3) Program’s vision should be redefined every 5-10 years. Changes are constant
- 4) Always include the 5 W’s in every plan or event: What, Why, When, Who, and How.
- 5) Great title for a Team – BEST – Business Economic Success Team

++++++

Workshop Title: *Living on Main Street: New Strategies from Connecticut and Iowa*

Notable Points:

- 1) Most success stories include the ability to use Federal Tax Credit opportunities and HFA (Housing Finance Authority) dollars which are available for low income housing rebuilds/remodels. This provided affordable housing for people already living there.
- 2) Another targeted housing group is the Millennials, 25-40 age people who are moving back to downtowns. They want to be within walking/biking distance to everything; shopping, coffee shops, restaurants, etc.

++++++

Workshop Title: *The Georgia Downtown Renaissance Partnership: Encouraging Downtown Entrepreneurship via Teamwork*

Notable Points:

- 1) Formed a MS state-wide partnership program to include: Municipal, University of Georgia Architectural Program, and State Agencies.
- 2) Established Heart & Soul bus tours where cities showcased successes and failures to state agency members and elected officials to garner support
- 3) Downtown had a train track in place but no train (funds). Received “Renaissance Funds” through legislative efforts.
- 4) R&D (Ripoff and Duplicate) worked in some instances.
- 5) Currently have a Main Street Georgia Agency for all economic development.
- 6) Currently have 120 networked communities; 103 of which are designated Main Street Districts.
  - Cedartown Main Street created a Biz Builder Program matches current business owners with budding entrepreneurs with top notch educations to create business plans prior to requesting funds. This program is coordinated with GSU staff.

- Bainbridge Main Street landscapes around their signs and the their brochure shows parking spots and public bathroom locations.

++++++

Workshop Title: *Essentials for Transforming a Business District into a Vibrant Place (New Haven/Yale University)*

Notable Points:

- 1) Circulate a customer survey and complete a business inventory
- 2) Delineate your trade area – where do your customers come from?
- 3) Define customers life style, demographics
- 4) Calculate potential retail sales
- 5) Market a Position Statement
- 6) Determine best business mix; retail, stores, offices, food, etc.
- 7) Analyze business market
- 8) Create an event to attract new interest in district; set goals, create a snapshot, different theme each week.  
Town was called 9<sup>th</sup> square because of its location among other towns.  
Event Example: Streating (Street Eating).  
Set up tables & chairs down side street – local restaurant served food.  
Pie contest with Farmer's Market  
Cookies on Nine
- 9) During 99 days of summer, an event was booked every Friday.

Result: 27 businesses existed when the effort started; 34 new businesses were started

++++++

Workshop Title: *Developing a Pop-Up Retail Program: From Idea to Education*

Notable Points:

- 1) A resourceful way to utilize empty building space.
- 2) Entertain during specific events or seasons, i.e. holidays
- 3) Allows merchant to “test” the potential market/customer base.
- 4) Creates pathway to entrepreneurship or budding store ownership
- 5) Some potential obstacles can be building codes and resistance from other businesses.

++++++

Most Notable Quote:

CAVE People are Citizens Against Virtually Everything

Banner Ideas:

- Dine, Shop, Walk, Discover
- Shop Downtown; Eat Downtown

-Sign Ideas:

- This Building isn't Empty; It's Full of Potential
- Mov'n on Up – Top Floor for Sale
- “Moving Sale – Everything Must Go”
- Local Art Work: For Sale/Rent

**National Main Street Conference, Atlanta, GA**  
**Paula Lochridge-Notes**

Many great sessions... these are highlights from the ones I really got the most from:

**Control your Message, Cathleen Edgerly, With Howell Main Street**

- What to do with threats:
  - Do not attack back when responding to negative comments
  - Need to be proactive not reactive ... can't afford the wait and see approach
- You must take ownership of all the good things we do...tell your own story loud and proud
- PR for any new business that opens
- Control who speaks to the media....how do they speak to the media and the tone of that message
- Be sure your board knows how to explain what your program does
- For political items PR should come from your board present not you
- Post value of volunteers hours which brings good value to this community
- Let your supporters support you... they do the talking for you
- Engage board and volunteers in reposts
- Should have our board members come from committee members so that they have more knowledge of the program
- Should be sending out a PR every 2 weeks



**Unique Cultural Districts, (Chinatowns in Transition)**

*(The name/theme of this session changed several times... the main focus is on Chinatown but some of the information translates into generic culture districts so I took the liberty of substituting "Basque" in place of "Chinatown" where appropriate.)*

- Determine WHAT did the Basque District do for the area? What's the influence? Then determine HOW do we preserve it?
- Definitely engage the ethnic group that you're trying to represent
- Enhance the Basque character throughout the downtown:
  - Corners to add features to... landscaping... characteristics built into the town like on buildings and sidewalks
  - Portland's Chinatown's sidewalk designs to create a walking tour.
  - Boston's Chinatown uses murals.
  - Can create your version of Chinatown like it's a museum and the buildings would be considered exhibits.
- Research DC's Chinatown.



## **A Perfect Board in 12 Acts, Jim Engle, Iowa Downtown Resource Center & Darrin Wasniewski, Wisconsin Main Street**

- Senior board members mentor newer board members... they meet occasionally for coffee, etc.
- Program Manager should meet regularly with president... perhaps once a week or once every two weeks. That way president is really informed as things happen/develop throughout the month leading up to the board meeting.
- Fundraising is the responsibility of the board/not the director... cannot have the director out soliciting funds for the program. This is the philosophy of National Main Street Center... it would just be perceived that the director is looking to cover their salary.
- The board needs to be an advocate for your program at all times.... a walking talking representative of the program.
- Board is overall responsible entity for the fundraising... but remember, a program will lose its focus on the mission if always planning the very large events.
- To determine if it's a good fit, ask potential board members if your program is in their list of top 3 organizations that they want to give to.
- Board members need to be going to events... volunteer... make an appearance.
- Recruitment: network... put out there who you're looking for. Approach your committees/volunteers. Some programs say you can't apply for the board unless you've volunteered already for the program. Include on your volunteer application... *"Would you consider applying for a board position one day?"*
- Fundraising... The Board is your greatest asset to raising funds for your program. It may not be the whole board's responsibility as some will be better at it than others, but every board member can provide contacts, etc that may be interested in donating, volunteering and/or wanting to attend program events.
- It's recommended that Committee Chairs should be Board Members and are responsible for overseeing their committees and confirm that they are following action plans.



## **Entrepreneurship: How to Sell your Organization to Create Passion and Profit, Eddie Bumbaugh, Harrisonburg Downtown Renaissance (Virginia)**

This was my favorite session... a variety of great ways to really engage the community and stakeholders so LOTS of information to share here...

They hold an annual ***"Celebration & Reception"***:

- This annual event is held at a downtown restaurant
- Attracts 200 people at full capacity
- Free food and beverages

- They call it the “State of Downtown” and it features achievements and upcoming projects
- Event is underwritten by bank sponsors... they get the new business accounts... they benefit from what you're doing. Each bank sponsors at a 250 level... they have 10. That way you're offering free food and drink.
- Presentation is shared by board president and executive director
  - They use a power point... a full slide to feature each new business... then retail/service etc.
- Recognize sponsors by name and raise hands
- Promote Friends of Downtown with recognition
- Invite people to visit the “MSG” table for information and products
- Announce upcoming events
- Recognize “MSG” staff and board
- What’s new?
  - Restaurants and Eateries
  - Retail Businesses
  - Professional and Service Businesses
  - New locations
  - New housing
  - New public art
  - New public projects
  - New “MSG” projects
  - New recognition
- What’s improved?
  - Façade Enhancement Grants
  - Design Excellence Awards
    - Design Committee looks at all projects in district for the last calendar year. When you give awards, include everyone... architect, construction company, flooring company, etc.
    - Some of the Design Excellence Awards they present include:
      - for Public Art
      - for Public Improvements
      - for Adaptive Re-Use
      - for Historic Renovation
      - for Interior Renovation
- What’s coming?
  - New businesses
  - New changes
  - New “MSG” projects
  - New projects
    - Projects don't necessarily have to be Main Street projects... could be town, county, etc.
- Awards
  - Partner Organization of Year Award
  - Volunteers of Year Award

- Downtown Heroes Award
  - Take photos off staging area... create a separate photo op area
- Wrap Up
  - Drawings for new Friends of Downtown
  - Great American Main Street Award
- Additional notes worth mentioning:
  - People who sign up/renew membership get entered into drawing. Solicit a 10 dollar gift certificate from new businesses.
  - Great way to share information, strengthen support, recognize excellence and create passion
  - Most common response is amazement at one year changes
  - Next response is excitement of what is coming in future
  - Believe all downtowns have success story to tell

They hold an annual ***“Advisory Board Breakfast”***:

- Advisory Board is composed of 36 key community representatives
  - Chamber, Visitors Authority, Arts Council, local Politicians, etc.
  - It's honorary... we expect them to be a friend of downtown.
  - We ask questions of them... and vice versa
  - A number of short presenters
- Board members paired with several Advisory Board members
- Event offered in early morning with free light breakfast
- Also invite city officials and “MSG” Board of Directors
- Summarize status of Comprehensive Work Plan
- Feature sample of new projects and businesses in program
- Hold different time of year than Celebration & Reception
  - This is held 6 months out from the other event

They hold an annual ***“Donor Reception”***:

- More like a “Social” for those who donate \$250 or more
- Sponsor underwrites cost
- Hold at a business or new location downtown
- Offer free food and beverages
- Invite higher level Friends and event sponsors
- Social benefits and brief program
- Recognize key people and thank for support

***“Young Friends of Downtown”***:

- Young professionals desire connection and impact
- Socialize, network, learn, volunteer and donate
- Happy hour once a month at rotating restaurants
  - Not huge donors but typically volunteer

***“City Council Presentations:” (Or, in our case, Town of Gardnerville and/or Douglas County Commissioners)***

- Present twice a year rotating Main Street Four Points
- Present at least twice a year on special issues
- Televised on CitySpan with wide viewership
- Meet with all city council candidates prior to election
  - Spend time with candidates that run for office to update them on the revitalization efforts. Creates great relationships whether they are voted in or not.

***“Friends of Downtown”:***

- This program is key to demonstrating community support
- Evolved from Friends Membership to Friends Investment
- Variety of levels of support offered
- Now offer benefits by level of support, including downtown businesses
- New option of online automatic renewal or monthly payments
- Expanding this concept to Sponsor and Volunteer Friends

***“Downtown Gift Certificates”:***

- Works just like personal or business checks
- Can offer in any denomination
- Lists over 70 participating Friends Businesses
- Sell over \$20,000 per year
- Maintain a separate account at bank
- Explored multiple options all with downsides
  - Like that this option has no fees
    - Most other options make money off of things like special cards, etc.
  - Machines or special training not needed

**For special events...consider partnering with existing businesses...**

For example: A brew business opened... they wanted to do a special event and partner with a nonprofit. We do it with them at an 80%-20% profit split. Just one person from Main Street program is usually needed to work with business because they already have staff in place.

**Save the date**



**HERITAGE PARK GARDENS**

**4<sup>th</sup> ANNUAL OPEN HOUSE**

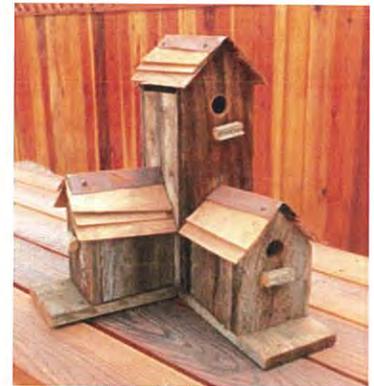
**Coming on May 30th, 10am-1pm!**

\*\*\*\*\*

**11 AM DEDICATION OF NEW CHILDREN'S GARDEN AREA**



**Bird House Raffle!**



**Presentation of Eagle Scout Project**



**PLANTS AVAILABLE**

*Sign ups for Children's Garden workshops*



**Visit our website!**  
[www.MainStreetGardnerville.org](http://www.MainStreetGardnerville.org)

For further information, please contact Carol Sandmeier at [cjsandmeier@aol.com](mailto:cjsandmeier@aol.com) or Main Street Gardnerville at (775)782-8027.

6-40

# Thirsty Third Thursdays

Walk the Main Street District and see what you've been missing!

## 2015 Wine Walks

### THEMES ARE BACK!

PJ Daze  
May 21st



Western  
June 18th

Patriotic  
July 16th



Pick your decade  
August 20th



Hawaiian  
September 17th



Photo: B. Coman

Money raised will help fund the revitalization efforts in the Main Street District

**\$5** Commemorative Forever Wine Glass

**\$15** Each Wine Walk Event

The wine glass with light blue logo can be used at ALL future wine walks

Two Registration Booths:  
Town of Gardnerville Offices,  
1407 Main Street

AND

Big Daddy's Bike Shop,  
1546 Hwy 395

Registration Booths open 4:30-7:00 pm on event day. Wine walk ends at 7:30 pm.

Call 775-782-8027 for more information



MAIN STREET  
Gardnerville  
NEVADA

ID Cards will be checked so please bring one with you. Please drink responsibly.

MainStreetGardnerville.org

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

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **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.
2. **Recommended Motion:** Dependent on board discussion or: Motion to approve the Town of Gardnerville sponsoring the Aviation Roundup in the amount of \$500, and ask staff to prepare and provide a display booth representing the town.

Funds Available:  Yes       N/A - Advertisement

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** June 2, 2015      **Time Requested:** 20 minutes

6. **Agenda:**  Consent       Administrative

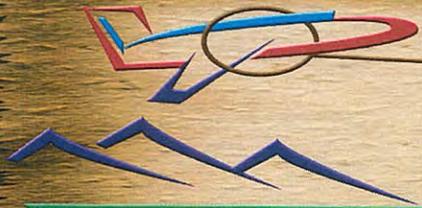
**Background Information:** Bobbi Thompson asked if the town would help sponsor the event. This is a big year for the event. The Thunderbirds are huge for the valley and will be bringing visitors to the area. This is an economic benefit for the entire county and we could support those functions and events as a town. Some of the funds the town receives are from sales and gaming tax. These types of events help boost those numbers. This meets the town's Strategic Plan and Economic Vitality goal; "Work cooperatively with other agencies and governments in economic development" and the Strong Sense of Community Goal; "Support community activities and family oriented events."

I suggest a \$500 donation. Certainly the Board can designate a larger amount if they wish.

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

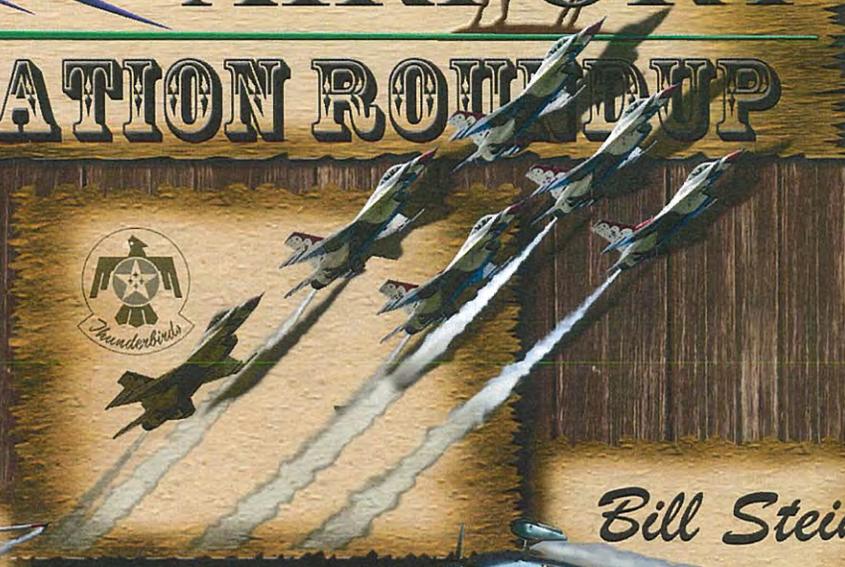
8. **Board Action:**

- Approved       Approved with Modifications  
 Denied       Continued



# MINDEN-TAHOE AIRPORT

## AVIATION ROUNDUP



*Bill Stein*



**Manfred Radius**

# Air Show



*Kyle Franklin*



**Team Rocket Aerobatics**



*Dan Buchanan Airshows*



**YOUNKIN AIRSHOWS**

**August 22nd & 23rd, 2015**

[www.aviationroundup.com](http://www.aviationroundup.com)

For more information, contact the Minden-Tahoe Airport @ (775) 782-9871



7-2

We need partners!



We need partners!

- Air shows draw families and spectators of all interests, not just aviation enthusiasts!
- Air shows attract media coverage.
- Air shows extend your reach with national exposure.

7-3

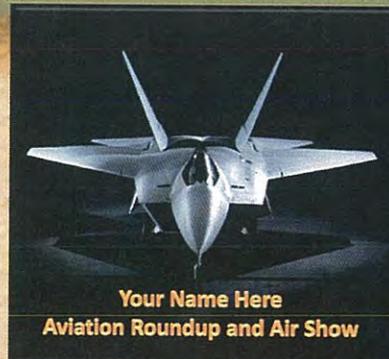
## Who goes to air shows?

- Age:
  - 13.2% - 40-44
  - 12.0% - 35-39, & 18-25
  - 11.8% - over 60
- Gender:
  - 58.8% - Male
  - 41.2% - Female
- Household Income:
  - 24.1% - \$50,000 - \$74,999 / year
  - 23.1% - over \$100,000 / year
- Education:
  - 33.6% - Some College
  - 30.0% - College Graduate
  - 18.6% - High School Graduate

## Raptor level Partnership

**\$15,000**

- Airshow will be NAMED after the partner.
- Includes a private VIP tent for your guests
- Special parking for your guests
- Meet & greet with a photo opportunity for your guests with the air show pilots and performers
- Your company's name on all promotional items for air show including webpage homepage, and all national materials.
- 100 tickets & 50 hats for the Aviation Roundup Air Show
- Friday evening partner BBQ with the airshow performers
- Opportunity to be a part of the opening ceremonies



7-4

**Eagle  
level  
Partnership**

**\$10,000**



- 50 guest passes for the VIP tent
- Special parking for your guests
- Your company's name on the partners banner
- Your company's name on the partner page on our webpage.
- 25 Aviation Roundup hats
- Friday evening partner BBQ with the air show pilots and performers.

**Performer  
Sponsorship**

**\$5,500**



- 30 Guest passes for the VIP tent
- Private photo shoot with your performer and your guests
- Special parking for your guests
- Your company's name on the partners banner and performer's aircraft
- Your company's name on the partners page of our webpage
- Friday evening partners BBQ with the air show pilots and performers
- 10 Aviation Roundup hats

7-5

## Mustang Sponsorship

\$5,500



- 25 Guest passes for the VIP tent
- Special parking for your guests
- Your company's name on the partners banner
- Your company's name on the partners page of our webpage
- Friday evening partners BBQ with the air show pilots and performers
- 10 Aviation Roundup hats

## Thunderbolt Sponsorship

\$2,500



- Your company's name on the partner banner
- Your company's name on the partner page of our webpage
- 10 guest passes for the VIP tent
- Special parking for your guests
- 5 Aviation Roundup Hats
- We will hang your company's provided banner on the fence at the entrance to the show

7-6

## Skyhawk Sponsorship

**\$1,500**



- 5 Guest passes for the VIP tent
- Special parking for your guests
- Your company's name on the partner banner
- We will hang your company's provided banner on the fence at the entry to the air show.

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **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.
2. **Recommended Motion:** Motion to approve Resolution No. 2015R-037 augmenting the Town of Gardnerville budget for fiscal year 2014-2015.  
Funds Available:  Yes       N/A
3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** June 2, 2015      **Time Requested:** 5 minutes
6. **Agenda:**  Consent       Administrative

**Background Information:** Monies being augmented are from the Petroleum Fund reimbursements and the donations for last year's Movies in the Park. See attached.

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

RESOLUTION NO. 2015R-037

RESOLUTION AUGMENTING THE TOWN OF GARDNERVILLE  
2014-2015 FISCAL YEAR BUDGET

WHEREAS, there is a need to revise the 2014-2015 Budget as follows:

GENERAL FUND

Revenue

State Reimbursement	31,900
Donations	1,150

Expenditures

Capital Projects	31,900
Small Projects	1,150

ADOPTED THIS 2<sup>nd</sup> day of June 2015.

AYES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYE

\_\_\_\_\_

\_\_\_\_\_

GARDNERVILLE TOWN BOARD  
DOUGLAS COUNTY, NEVADA

By: \_\_\_\_\_  
Lloyd Higuera, Chairman

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

NOW THEREFORE BE IT RESOLVED that the 2014-2015 Fiscal Year Budget Augmentation is herein approved.

ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_, 2015 by the following vote:

AYES

COMMISSIONERS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYS

\_\_\_\_\_

\_\_\_\_\_

ABSENT

\_\_\_\_\_

\_\_\_\_\_

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

Chairman  
Douglas County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Kathy Lewis  
Clerk to the Board

**Douglas County Finance Division**

**Budget Augmentation**

Date of Request: 4/28/2015  
 For Fiscal Year: 14/15

Requested By: Tom Dallaire  
 Fund/Department: Admin/610-923

Account Name	Fund	Dept	Account		Revenue	Revenue	Expend	Expend
					Increase	Decrease	Increase	Decrease
1 Donations	610	000	367	102	1,150			
2 Special Projects	610	923	533	817			1,150	
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
<b>Totals</b>					1,150	-	1,150	-
<b>Net Change</b>					1,150		1,150	

**Purpose:** Donations for Movies in the Park

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

*Finance Division Use Only*

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

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

**Douglas County Finance Division**

**Budget Augmentation**

Date of Request: 4/28/2015  
 For Fiscal Year: 14/15

Requested By: Tom Dallaire  
 Fund/Department: Admin/610-926

Account Name					Fund	Dept	Account		Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	State Reimbursement				610	000	337	100	31,900			
2	Capital Projects				610	926	562	000			31,900	
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
<b>Totals</b>									31,900	-	31,900	-
<b>Net Change</b>									31,900		31,900	

**Purpose:** Money received from Petroleum Fund for preauthorized work

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

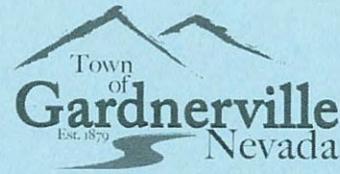
*Finance Division Use Only*

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

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

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Approve budget transfers for fiscal year 2014/2015; with public comment prior to board action.
- 2.
3. **Recommended Motion:** Motion to approve the budget transfers for fiscal year 2014/2015.

Funds Available:  Yes  N/A

4. **Department:** Administration

5. **Prepared by:** Tom Dallaire

6. **Meeting Date:** June 2, 2015 **Time Requested:** 10 minutes

7. **Agenda:**  Consent  Administrative

**Background Information:** The transfers are moving money from Board Designated into expense accounts from which the invoices are paid. The transfers are needed to make the specific budget line items whole in the budget. See attached.

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

9. **Board Action:**

- Approved  Approved with Modifications  
 Denied  Continued

**Douglas County Finance Division**

**Budget Augmentation/Transfer/Adjustment Form**

Date of Request: 5/1/2015  
 For Fiscal Year: 14/15

Requested By: Tom Dallaire  
 Fund/Department: 610/Public Works

Account Name		Fund	Dept	Account		Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Board Designated	610	926	563	900				169,768
2	Road Maintenance	610	926	520	103			49,900	
3	Storm Drainage	610	926	532	019			10,000	
4	Capital Projects	610	926	562	000			109,868	
5									
6									
7									
8									
9									
10									
11									
12									
<b>Totals</b>						-	-	169,768	169,768
<b>Net Change</b>						-		-	

**Purpose:** For work done on sidewalk and storm drains - location Sharkey's parking lot area  
Maintenance on Cottonwood Slough  
NV Energy contract for Hellwinkel channel

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

*Finance Division Use Only*

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

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

Vice-Chairman Wenner thought the benefit of having all the people coming in for this would help businesses. I can't see why they wouldn't want to sponsor it.

As a resident and volunteer, Mr. Bergan believed it is nice to see an event like this be interested in this community.

Mrs. Jones has no problem with \$5,500 in next year's budget for this. Staff time and burden on staff is where I have a concern. Between Movies in the Park, 4<sup>th</sup> of July, Splash Dogs, we're starting to center almost everything in the summer. I don't want to burn staff out in three months of the year.

Mr. Dallaire would not put Movies in the Park on that weekend. It would be the weekend before or the weekend after.

Mrs. Lochridge felt they could tap into the local car clubs for volunteers.

Mr. Bergan explained this is an international event. It gets a lot of media attention. We get a lot of high profile people spreading the word on this area. Usually when people talk about old cars there is always a smile on their face.

Public comment.

Mr. Richard Kelly from the Ranchos thinks it's great. There are a bunch of us old guys that have old cars. We just love Lampe Park. I think you're doing a great job. Thank you very much.

**Motion Jones/Slater to partner with the town businesses, with Carson Valley Visitor's Authority, Main Street Gardnerville and other community entities to pursue the Great Race to stop for lunch in Gardnerville on Sunday June 19, 2016, with a cost of the event to include \$2500 towards the sponsorship and an additional \$3500 towards other costs associated with the event, with a total not to exceed \$5500 in next year's budget.**

**Upon call for the vote, Higuera, Wenner, Jones and Slater voted yea and Miller nay.**

12.  **For Possible Action: Discussion on contracting with Sierra View Excavating to replace 310 lineal feet of existing storm drain pipe between State Route 756 ending at an existing irrigation structure south of the Van Rensselaer Jewelry Store (1452 US Highway 395 N), including: replacement of the existing curb, gutter and sidewalk, providing a new manhole and cover to ensure ADA compliance within the walkway, relocating a main street light 25' north of the current location, centering the light on the proposed facilities, and providing a new ADA Ramp at the corner of 395 and 756, all within the Nevada Department of Transportation right of way, and authorizing the Town Manager to sign the contract; with public comment prior to Board action.**

Mr. Dallaire reported we didn't have the contract number at the time the agenda had to be posted. The amount that is being proposed is \$51,672.87. We will need to pay for compaction testing, inspection testing and cylinder testing. So the amount you see in the recommended motion of \$57,000 is to include those additional costs. This came up two weeks ago. We were looking at the project and the storm drain under the sidewalk is an old irrigation ditch that was filled in with concrete on the sides. It is an open arch pipe. We have the manhole that Pegram is replacing through Ray Jr. We have a DI that is rotated and two pipes coming in from 756. Theoretically this is NDOT's improvements. The sidewalk/curb is already completed on 756. In looking at the condition of the existing pipe, it makes sense to do it now while there are no improvements on Pegram's property. It will be all new curb, gutter, sidewalk and storm drain. It is in bad shape. It is causing a lot of problems. The videoing should be starting any day now. We got a permit from NDOT on that. When we started looking at the improvements Pegram is putting in, he is putting in two decorative town poles in the parking lot adjacent to the highway. If we don't relocate that existing light pole it won't be centered. We have a new LED light on the stop light pole. They ordered some pipe with my authorization. They did not accept that pipe. It's up at Western. We will put it to use on Hussman and increase the pipe size in that location. Pegram is paying for the DI. Anderson designed it with two DI's instead of a manhole. We will look at that when they do construction. He will be working on this at night. He is the contractor on site and there are some NRS statues that we might have to deal with.

Mr. Jim Hales, town attorney, was concerned that we may not have followed the bid requirements. We talked to Mike Rowe. This is open, the contractor is there and we understand that. But we have concerns that if we go forward the way it is proposed right now, we will be in violation of the statute. We need a couple of days to look at it. I would

recommend that if you decide you want to go forward, that you condition it on legal counsel confirming it is in compliance with NRS. We will work to see if there isn't some way to make it work.

Mrs. Jones asked, if for some reason we have to wait, how long would it be before they are laying a sidewalk that we might have to rip out. If legal counsel comes back, how soon could we do a special meeting to get something approved?

Mr. Dallaire explained anybody else has to move on site with the current contractor already working on the parking lot. No one can do the improvements if he is building the wall. So if he's building the wall then all of this is moot and we'll rip out the wall later and replace it all for \$150,000.

Mr. Miller talked to Bill Henderson. The original date for Sharkey's to be open was April 15<sup>th</sup>. They aren't going to hesitate and wait for us.

Mr. Dallaire clarified the contract for Sierra View is \$51,000. We still have testing and inspection. If we just do the \$49,000 and then we can work with Ray tomorrow and see what he says about the drop inlet. If Pegram provides the pipe then we are under \$45,600. The testing and inspection would be a separate contract.

No public comment.

**Motion Jones/Miller to authorize the town manager to sign a contract not to exceed \$49,900 with Sierra View or other appropriate contractor for the improvements, subject to legal counsel's approval. Motion carried.**

13.  **For Possible Action:** Discussion to approve, approve with modifications or deny the NV Energy easement for the completed underground power lines across town property per the NV Energy agreement for undergrounding of the power lines between Gilman Avenue and Toler Lane, as part of the Hellwinkel Channel and pedestrian project (APN's 1320-33-310-006 and 1320-33-402-080), with public comment prior to Board action.

Mr. Dallaire stated when NV Energy relocates the power underground they need a new easement. That is what this is. As part of the contract we need to provide them with an easement. Once they put the power lines in they have access to them.

No public comment.

**Motion Slater/Wenner to approve the granting of an easement for the underground power utility lines over the Hellwinkel channel/pedestrian trail property and over the Chichester detention pond parcel 1320-33-310-006 and 1320-33-402 080. Motion carried.**

14.  **For Possible Action:** Discussion and overview of the meetings to date including the County's presentation to the Board of County Commissioners and provide official direction to staff on the County's Cost allocation plan, with public comment prior to Board action.

Mr. Miller doesn't believe the cost allocation is going to fly with the county commissioners. They don't seem to be in favor of it as much as we think they are. This is a special project the county managers have taken on. It has been through three county managers and it hasn't flown yet.

Chairman Higuera asked not to forget the assistant county manager. When it was brought up to the commission, Jim Nichols put it on the agenda and during that time it was quite evident the towns are special and should have special consideration. If Jim Nichols hadn't stopped that conversation, they probably would have voted to can the whole process. But he cut them off saying, I can see there is a lot of confusion here. People just aren't understanding. I want to have some more meetings. It seems like there are at least three votes to not do any kind of cost allocation. It was interesting. It never came to fruition. The other part of the shoe is the enterprise funds. I kind of agree with Ken that we shouldn't pay any cost allocation. In talking with Tom, he feels it is the fair thing to do.

Mr. Dallaire explained in the interlocal agreement of 1997, which we say is still in effect today, the enterprise fund was created in order to provide service for the trash collection in the towns of Gardnerville and Minden. There was not another trash company at the time. The county commissioners made it official. The town admin fund is storm

a grant, that you might purchase to help manage the trees and update the inventory periodically. We hired Rob Hollenby, local tree expert and ISA certified arborist, to conduct an inventory of all the public trees in Gardnerville. This is a good start to know how many trees you own. We took the GPS around, we identified the tree, identified the size class and a general idea of what condition it is in. A lot of your trees are doing very well. This is actually the highest percentage in the state. 97% are in the good and excellent category. 3% need to be looked at pretty carefully. This is the best diversity graph in the state. A lot of the communities have only one or two species. Mr. Howlett gave a power point presentation. We use diameter size as a correlation for age. Gardnerville has 665 trees with 37 distinct species. Roughly the trees are providing \$55,000 worth of benefit to the town. If you have to replace all 665 trees it would cost you \$758,000. You will need to update and keep the inventory living. Last week I put together an RFP to provide any community that has an existing inventory up to \$10,000 to purchase a software package of their choice, use it for three years, and if you want to continue using it that would be on the town. There is also availability for the same pot of money for someone who wants to write a management plan. That is taking the inventory and matching it with what resources you have (how many trucks, personnel etc).

Mrs. Jones believed the town has a good group of guys that do this. Would you name them so they are recognized.

Mr. Dallaire mentioned Mike Plut, arborist; Ron Grove, who is going through classes; and Steve Thompson was just certified as an arborist in 2014.

Chairman Higuera asked Mr. Dallaire to let them know they were noticed.

Mr. Dallaire stated since the inventory we have trimmed lots of trees.

Mr. Howlett wanted to say just keep up the good work. I would like to get the whole state under one software package.

Mr. Dallaire believes the county was leaning towards Vieworks. More of a GIS or tablet based system.

Mr. Howlett pointed out this inventory will be available on our website. Please take a look at it, read it and use it.

Mr. Linderman asked how many trees we lost in the windstorms.

Mr. Dallaire thought just three. The one in Gardner, one on Toler and the one in the Martin Slough area.

No further public comment

**Motion Slater/Wenner to accept the report for the Town of Gardnerville tree inventory and maintenance plan. Motion carried.**

9.  **For Possible Action: Discussion to approve, approve with modifications or deny possible participation in the Cottonwood Slough Water Users Association maintenance and upgrades to the Carson River Cottonwood Slough diversion structure in the amount of \$10,000. The rehabilitation project is estimated at \$184,000. Appearance by David Hussman; with public comment prior to Board action.**

Mrs. Jones asked to take the Main Street item first since David is not here yet.

**Motion Jones/Wenner to continue the Cottonwood Slough item for about 30 minutes.**

No public comment.

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

Chairman Higuera went on to item 10.

Chairman Higuera came back to item 9 at 5:12 p.m.

Mr. Hussman explained the Cottonwood diversion is a concrete low profile structure that is located about halfway between the Lutheran bridge and the Riverview bridge on the East Fork of the Carson River. It diverts water to the Henningsen ditch on the east bank and the Cottonwood slough on the west bank. This is important for Gardnerville

because the Martin Slough is a branch of the Cottonwood. The diversion is located in Lampe Park at the pond where the fish derby is held. We are here to ask for your participation in this project. In addition to restoring the concrete to its original elevation on the structure, we will dig down below the foundation and pour a concrete cutoff wall and prevent the undermining from taking place. We have a bid for \$184,000. We are asking you for \$10,000, which is a little over 5 percent of the total cost of the project. Those of us in agriculture will be bearing the vast majority of the cost. Town of Minden has already agreed to participate. We are approaching Douglas County because the County owns considerable water rights on the Cottonwood as well as the aesthetics of Lampe Park. We believe we have had a unique opportunity because of the dry winter. Anybody driving by the ponds on Gilman can see what it looks like with no water. We know the ponds look better with water in them and the Cottonwood diversion is critical.

Mrs. Slater asked how many users are on the Cottonwood as well as the Martin.

Mr. Hussman has a list of users. The assessments are based on their irrigated acreage.

Mrs. Hussman advised there are approximately 60 users.

Mr. Hussman has a bid of \$184,000. We have a commitment for \$10,000 from Minden. Depending on you and the county we will assess everybody else based on their irrigated acres. We have approximately 4800 irrigated acres. Between the Henningsen ditch on the west bank of the river and the Cottonwood and the Martin on the east bank, that equates to somewhere around \$32 or \$33 an acre. That's how we would figure it.

Mr. Miller asked if they have the authority to assess those individuals?

Mr. Hussman answered, yes, we can, with the cooperation of the federal watermaster. But those people have been very good in past years. We could say if you don't pay you will not get water.

Mrs. Slater asked if the Byington Ranch was irrigated off the Martin Slough.

Mr. Hussman answered, correct.

Mrs. Slater asked with her property being under the conservancy how does that play into your picture.

Mr. Hussman answered it doesn't affect it. It's based on how many acres they irrigate.

Mr. Byington explained the conservancy only tells us what we can do with the land. I can't build anything on it. We sold the subdivision rights. We still own that land. We still irrigate it. We still operate it. We still ranch on it. We have 1,047 acres we will be paying for. We will be paying \$33,000 for our ranch.

Mr. Dallaire thought if we do the numbers it ends up being around \$3,000 the Town would pay based on the acreage. We don't have any property we can actually irrigate yet. What David and I talked about was the aesthetic value of having the water go down the slough. It's important to the town. It's important to the community. We are building a \$50,000 trail between Minden and Gardnerville and right now it's dry. There is an aesthetic value. How do you put a number on that? \$10,000 isn't that bad. That's kind of how we ended up with the \$10,000. It's basically helping the ranchers to reduce their value and irrigation.

Mrs. Jones asked what is the lifetime of the project. How long before it needs to be done again?

Mr. Hussman did a similar project in 1981. If we have better materials than what we had back then maybe it will last a little longer.

Mr. Miller felt the critical thing is we have an obligation to make sure these ditches are in proper repair. In 1997 the street where Lloyd and myself live flooded when the Cottonwood Slough came up. So if we don't take care of it in the low water years and we have a high water year, it could cause problems down the road. The residents of Gardnerville are benefitting from us paying a portion of this repair.

Chairman Higuera added we also benefit a lot from aesthetics. Who would do the work?

Mr. Hussman responded Crockett Enterprises would do the work. They are the most experienced.

Mrs. Slater would like to see a breakdown of who the users are and estimation of how much each user is going to be contributing before we write a check.

Mr. Hussman does not have that at this point. We're asking non-irrigators, who still have an interest, including the county. Once we have that firmed up then we will know how much we will assess everyone else.

Mrs. Slater understands the concept but wants to see what everyone else will contribute so we're not contributing more or less and everyone shares equally in the responsibility.

Mr. Hussman stated the only thing equal about it is it will be the same amount per irrigated acre. But obviously someone who owns 20 acres is going to contribute less than say, for instance, Galeppi Land and Livestock. The amounts will not be equal. The assessment per acre will be.

Mrs. Jones believed part of the point here is we don't irrigate so we would be paying less than even the smallest irrigator. The benefit we receive is not land irrigation. It's the duck pond.

Mrs. Slater added drainage.

Mr. Miller mentioned flood control as well.

Chairman Higuera pointed out it's \$184,000 worth of work for a \$10,000 investment.

Mr. Hussman clarified the work is being done in the east fork of the river. The structure is located about halfway between the Lutheran bridge and Riverview bridge.

Chairman Higuera thought for flood control and aesthetics I see it as a worthwhile expenditure.

Mrs. Jones understands why Mrs. Slater has these questions, but I think we are in a unique position as a government entity. We have sufficient money in our designated fund to assist in something that would affect the greater community that we're charged with being responsible. It's a little different analysis of the what is right or what is fair property ownership analysis.

Vice-Chairman Wenner believed it will affect us differently.

Mr. Hussman suggested if the rest of our group is willing, we can show you a breakdown after we send out the assessments, which we hope to do by the first of May. We want to do the work the first week of September. We expect the work will take about 30 days. I can report back with that breakdown if you wish.

Mrs. Slater would personally like to see the breakdown. I think it is being fiscally responsible.

Chairman Higuera, personally, would like to see the board make a motion and move ahead on this and see the breakdown later.

Public comment.

Mrs. Kathy Hussman understands the concern. Out of the 60 users on the Cottonwood there is Galeppi, Byington, Mack and Hussman on the west side who will pay the majority of it. The same on the other side: Gansberg, Henningsen, Holmes, are some of the names that you recognize, will pay vastly the majority of the assessment. Then there are the people who have 20 or 40 acres and they will pay their share. A handful of us are going to pay the majority of the \$184,000. We are not coming and asking you to pay our part. We're coming and asking you to pay your part.

Mr. Russ Byington, president Galeppi Land and Livestock, pointed out a lot of the maintenance is done by the ranchers themselves. You haven't paid anything for that. Between Dreyer and myself we cleaned all the way along the Martin Slough from Zerolene all the way to where the bike trail is going to take off. If we don't keep it clean we are not going to get our water to irrigate. I can say your ponds are a major headache to myself, Dreyers and Seemans. They grab the water, hold the water and the water evaporates. That means we're losing that water downstream. I am the last guy downstream. If the water isn't coming through clean and we don't have good diversion all of us are not going to get the water. You do have water rights. You may not be running them across the land, but you do have water rights in this. We are asking you to pay a little bit extra than what your water rights are because of the way you

use it. This is the main diversion for the town of Gardnerville. Henry and I appreciate the work you did on your two ponds. It looks clean. Hopefully the water we get this year will get through there.

Mr. Linderman understands we don't have any irrigated acres yet in the town. Is there a plan to irrigate the property?

Mr. Dallaire answered yes. Once we can get water to flow through the new channel from the ditch we can actually irrigate some of the property. The 32 acres behind the Ranch we will have to come up with something to pump the water. That is a special permit through the state. It would take a lot of new infrastructure to do that. In order to keep the wetlands wet we have to irrigate.

Vice-Chairman Wenner asked as water right holders do we pay a yearly fee.

Mr. Dallaire answered yes.

Mr. LaCost asked if the \$10,000 we would be paying includes the 32 acre feet we have.

Mr. Dallaire clarified we have 32 acre feet that is recorded on a map. We have additional acre feet that has been turned over to the town since then. I understood it as being just a flat fee.

Chairman Higuera closed public comment.

**Motion Miller/Wenner to authorize staff to pay \$10,000 to the Cottonwood Slough Water Users Association for participation in the Carson River and Cottonwood Slough diversion structure with a report at a later date on the other assessments.**

No public comment.

**Upon call for the vote, Higuera, Wenner, Jones and Miller voted yea and Slater nay.**

10.  **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for March 2015. (Item taken out of order. Heard after item 8)**

Ms. Lochridge reported we did wrap up the Main Street Conference in Atlanta and Ken and I also did the Wyoming's Best Practices tour prior to the conference itself. They had some great tours with the smaller communities that have Main Street programs. Everybody that attended is currently putting together their report so we can present that to everybody next month. The attendees were: Ken Miller, Tom Dallaire, our board member and flower committee chair Linda Dibble, Minden Town Manager Jenifer Davidson and Minden Town Board Member Charlie Condron. Tom and I both introduced Peter Walisch, who is the director with the Governor's Office of Economic Development to Kathy LaPlant, who is the Senior Program Officer and Director of Coordinated Program Services for the National Main Street Center. Mr. Walisch was sent by the governor's office to this conference mainly because of SB51, the bill trying to create a statewide program. I think they had a great conversation. Thanks to those who were able to attend the Minden Board meeting in our absence. We are gearing up for the wine walk season. We do have to apply for a special event permit. That is on the commissioner's agenda for their April 16<sup>th</sup> meeting. The chair of our promotions committee, Scott Bergan, will be in attendance in case they have any questions. Mrs. Jones will be joining us for our April 21<sup>st</sup> Main Street Board meeting. We are progressing with our 501c3 development. The Board has some questions on how that partnership would work with the c6. The steering committee is researching the possibility of creating a Basque District fronton area. We have many representatives from different areas. We will be meeting with Karen Craig to put together a plan to proceed so we can get a formalized presentation for the board and the community. Promotion and vitality are visiting the businesses in the district starting this week. They will be passing out revised business surveys. Children's educational classes will be starting in April as part of the Heritage Park Gardens committee's federal grant project. "Let's Sweep the Town" will be April 18<sup>th</sup>. That is in conjunction with the Minden Rotary Club.

11.  **For Possible Action: Discussion on partnering with Main Street Gardnerville and authorize staff to continue to look for sponsors to provide a lunch stop for the participants in "2016 Great Race" event, including staff time to support the event, paying a fee of \$2,500, providing a venue for the participants to park and display their vehicles, and provide lunch for approximately 225 participants at a cost of around \$5,500, with public comment prior to Board action.**

in this program. There is a video of their presentation. Paula can send you the link if you are interested. We also attended the America's Best Communities competition. I was on the general committee as was Paula. It looks very promising. We may very well make it to the next round. It means a lot of money to Douglas County and the towns. We are meeting on March 9 for the possibility of creating a Basque area in the Main Street district.

Mrs. Jones asked if they have any update on where the mural might go or when it would be posted.

Mrs. Pross doesn't have anything we can speak to right now. We do have some things in progress. We are pretty confident we have a good place for it. But it is just not the right time yet.

Mr. Dallaire added they haven't figured out what they are doing with the upper floor of the Overland. They are internally working on the plans. They want the mural on the building we just don't know where exactly.

Mrs. Pross drove by and they are working on that side of the building. We approved three of the four committee plans. The promo committee action plan will be reviewed at our next board meeting and then sent to you. There was a program on volunteerism on Douglas County's cable access show. It has aired on You Tube. We can email a link if you would like to see it. The date for our presentation to Douglas County Commissioners regarding economic vitality was moved to April 2. However it will have to be rescheduled because Paula and Tom will be coming back from the Main Street National Conference at that time. Paula will be attending the following workshops: Winning Grants and a Family Support Council workshop. Ken Miller will be at the Wyoming Main Street Best Practices workshop in Georgia. On March 28<sup>th</sup> through April 2<sup>nd</sup> is the Main Street conference in Atlanta, Georgia. Minden will be joining us this year. March 11<sup>th</sup> we have the Reno Tahoe territory meeting. April 15 to 17 is the Rural Roundup.

Vice-Chairman Wenner asked if any Minden board members are attending.

Mrs. Pross believes Jennifer is going.

Mr. Dallaire advised Charlie Condron is going.

Mrs. Pross stated Carol Sandmeier is here to make a report on Heritage Park Gardens. She gets to make a quarterly report. Their committee is very active and does so many things.

Mr. Miller commented the Rural Roundup is here from April 15 to 17<sup>th</sup>. I have heard on the last meeting there are a number of individuals from the Reno area coming because they like what's on the agenda.

Mrs. Pross shared there is a listing of the upcoming events and the dates in the packet.

Mrs. Carol Sandmeier reported we have been working in the gardens since there hasn't been much winter. We are working on changing the layout of the garden. We've eliminated the hay bales. We are replacing them with wood sided raised beds and we're on the last three now. At the end of this next month we will have all raised wooden beds. The New Year's Candlelight Labyrinth Walk had an amazing turnout of about 200 people in 6 degree weather on New Year's Eve. We really felt everybody who came enjoyed it. We will be doing that again this year. In the center of the labyrinth we had a basket and everybody took home a rock that said 2015. We are still painting rocks and selling them to raise money for the gardens. Last year we sold over \$1,000 worth of painted rocks to support the gardens. The rearranging of the gardens is going to allow for about 25 beds this year. We started with 11 three years ago. Of those 25 beds we have two Girl Scout Troops 331 and 2003, who will be using the beds for free. They will be donating some of their produce to the Food Closet. We have one Boy Scout Troop 31 that will be doing the same thing. About two thirds of the gardeners are returning. The rest of the beds are filling up fast. For the sharing gardens grant we received we will be adding five beds, which makes 30. Then we have six beds in the children's garden plus three or four smaller ones that we'll be using in that area. We really have a lot under cultivation. Next Saturday we have our garden opener. That is the day when people can sign up for their garden plot and the workshops for the kids. On the third Saturday of each month we will be doing workshops. The master gardeners are going to have a demonstration garden again. They built a very beautiful wood planter that will be an herb garden and one section that is like a pyramid. The pyramid will be varieties of strawberries that do well here. Next Saturday Zack Cruz will be building a foot bridge. He is rounding up the crew for next Saturday. Thanks to Tom and Geoff for your help with that project.

7.  **For Possible Action: Discussion to approve, or to deny a contract with NV Energy with an advance amount of \$113,868 and payment in the amount of \$109,868 for altering the existing electrical facilities**

**across APN 1320-33-402-080 & 1320-33-310-006, aka the Hellwinkel property and Chichester Detention pond, adding a new meter for the Hellwinkel barns, authorizing the town manager to sign the contract; with public comment prior to Board action. (taken after item 5)**

Mr. Dallaire stated this is part of the Hellwinkel channel project. He gave an overview of the project. We do want to add the fiber optic line which will connect GES to provide a future stub to get fiber optic lines to our office and will have a connection at Gilman when the lines comes down from Buckeye along the pathway. The county is working on those plans.

Mrs. Jones asked on page 6-2 I see the \$4,000 difference. But if you look at Section 1.2 the total estimated cost is \$79,000 and change and Section 1.3 says the estimated advance is \$113,000. What is the difference there?

Mr. Dallaire indicated there was a tax that we can't get out of paying. I have some paperwork on the CIAC. When you add it all together it ends up being the \$113,868. The difference between the \$113,868 and what we owe them, the \$109,000 is what we paid them already in engineering fees.

Public comment.

Mr. Dave Agresti, owner of the Village Motel, has some concerns because the pole directly affects his service. I think we can meet next week. I want to make sure I don't have to bear any of the costs for this. I have had a negative experience with Nevada Energy. There are cable lines that need to be moved and they say they won't move them. They want everything underground. Another concern is on the last pole there is a transformer. I got them to move the transformer to the last pole for my property. The buildings are 70 years old. There is not a lot of power there to start with. That last cabin by the restaurant is 200 feet away from where the power comes in.

Mr. Dallaire explained this is moving the pole between the school district and your pole. They wouldn't let us touch your pole.

Mr. Agresti wants to work with the town and get the property to move forward.

No further public comment.

**Motion Wenner/Miller to approve the contract with NV Energy with an advance in the amount of \$113,868 and authorize a payment to NV Energy in the amount of \$109,868 for altering the existing electrical facilities across APN 1320-33-402-080 and 1320-33-310-006 also known as the Hellwinkel property and Chichester detention pond, adding a new meter for the Hellwinkel barns and authorizing the town manager to sign the contract. Motion carried with Board Member Slater absent.**

8.  **For Possible Action:** Discussion to approve, or to deny a contract with Nevada Department of Transportation in the amount of \$333,561.00 for installing rapid flashing beacons, ADA ramps and storm drain improvements at Mill Street, High School Street, Mission Street, and Kingslane Highway 395 crosswalk improvement project, with \$17,556.00 of town funds as 5% match. The town would be responsible for 100% of the costs exceeding the contract amount; with public comment prior to Board action.

Mr. Dallaire has talked about this for four or five years. We had budgeted \$50,000 to do this work. That has been rolling forward. I haven't actually been talked to by NDOT as to the price being too small. So apparently they are comfortable with it. We have started the videoing so we can get a contractor and get this done right away. It's been in the works too long. We are currently working on the Kingslane entryway. This is the rapid flashing beacon system where the pedestrian hits the button prior to crossing Hwy 395.

Chairman Higuera is glad to see it finally come to fruition.

No public comment.

**Motion Miller/Jones to approve the contract with Nevada Department of Transportation in the amount of \$33,561 for installing rapid flashing beacons, ADA ramps and storm drain improvements at Mill Street, High School Street, Mission Street and Kingslane crossing Highway 395 improvement project, with \$17,556 of town funds as the five percent match. Motion carried with Board Member Slater absent.**

# Town of Gardnerville 610 - 2015 Final Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
<b>Fund</b>	<b>610</b>	<b>Gardnerville Town</b>					
<b>Department</b>	<b>926</b>	<b>Other Public Works</b>					
563.900	Board Designated	\$27,742.00	\$182,135.00	\$182,135.00	\$0.00	\$0.00	\$0.00
	<b>Budget Transactions:</b>						
<b>Level</b>	<b>Transaction</b>				<b>Number of Units</b>	<b>Cost Per Unit</b>	<b>Total Amount</b>
County Manager	Crack Fill or additional street sealing project.				1.00	19556.0000	\$19,556.00
County Manager	Hellwinkle Channel and Pedestrian Trail				1.00	53400.0000	\$534,000.00
County Manager	NDOT 395 Sidewalk Project @ Kings Lane				1.00	83000.0000	\$83,000.00
County Manager	State Lands LWCF Martin Slough Trail - minus in-kind Sal & Benis				1.00	81666.0000	\$81,666.00
County Manager	NDOT Tap fy 2013 Crosswalk - Kingslane, Mission, Mill Highschool				1.00	17566.0000	\$17,566.00
	<b>Total County Manager</b>						<b>\$735,788.00</b>
564.500	Machinery & Equipment	\$0.00	\$0.00	\$36,500.00	\$0.00	\$0.00	\$0.00
	<b>Total: Capital Outlay/Projects</b>	\$739,992.00	\$280,172.00	\$491,530.00	\$113,570.78	\$128,991.42	
	<b>Other Financing Uses</b>						
618.700	Transfers Out	\$122,576.00	\$122,982.00	\$123,469.00	\$122,982.00	\$122,982.00	
	<b>Budget Transactions:</b>						
<b>Level</b>	<b>Transaction</b>				<b>Number of Units</b>	<b>Cost Per Unit</b>	<b>Total Amount</b>
County Manager	Principal MS lights to 613-000-392-000				1.00	117449.0000	\$117,449.00
County Manager	Intrest MS Lights to 613-000-392-000				1.00	5127.0000	\$5,127.00
	<b>Total County Manager</b>						<b>\$122,576.00</b>
619.000	Contingency	\$27,093.00	\$33,250.00	\$33,250.00	\$0.00	\$0.00	
	<b>Budget Transactions:</b>						
<b>Level</b>	<b>Transaction</b>				<b>Number of Units</b>	<b>Cost Per Unit</b>	<b>Total Amount</b>
County Manager	3% of \$903082 Budgeted Sal. & Ben. and services and supplies.				1.00	27210.0000	\$27,210.00
	<b>Total County Manager</b>						<b>\$27,210.00</b>
	<b>Total: Other Financing Uses</b>	\$149,669.00	\$156,232.00	\$156,719.00	\$122,982.00	\$122,982.00	

9-11

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



1. **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, with public comment prior to Board action.

2. **Recommended Motion:** Provide direction to staff based on the discussion. Motion to provide decorative lighting at the intersections and on one side of the street, from Gilman Ave to Mill Street.

Funds Available:  Yes                       N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** June 2, 2015                      **Time Requested:** 25 minutes

5. **Agenda:**  Consent                       Administrative

6. **Background Information:** Douglas Avenue has the potential to become an area where professional offices could potentially be located. Currently Douglas Avenue is zoned for single family (8,000 sf parcels) and multi-family residential use. The zoning would have to change to neighborhood commercial (NC) for the homes to be used for professional offices, and parking is going to be an issue. Douglas Avenue is within the Main Street District boundary. NC use would potentially require additional parking onsite of each home, unless the parking lot, like at the Trinity Lutheran Church, becomes available for use.

Current street light section within the county code has specific locations we are to ask new development to place street lights. Per section 10.3 street lights should be located at street intersections, curves in the road or street, and at the end of cul-de sacs.

See attached report.

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

8. **Board Action:**

Approved                       Approved with Modifications  
 Denied                               Continued

## DIVISION 10 STREET LIGHTING

### 10.1 General

The following design criteria shall govern the design of street lighting.

The street lighting shall be the responsibility of the subdivider or developer who shall make all necessary arrangements with the utility company involved for the installation of such lights as approved by the County.

All street lighting within each construction phase shall be complete and operational prior to issuance of any certificate of occupancy. All light fixtures shall be shielded or recessed cut-off type to comply with Douglas County Development Code and Part 1 Planning Design Criteria.

### 10.2 Design Criteria

Street lighting shall be designed to satisfy the requirements of Tables 10.1 through 10.3. Maintained lumen values shall be as shown in Table 10.4.

Table 10.1. Minimum Average Foot Candle Requirements.

Street Classification	Residential	Commercial/Industrial
Local	0.4 fc	0.9 fc
Arterial/Collector	0.6 fc	1.2 fc

Source: IES RP-8, American National Standard Practice for Roadway Lighting, Illuminating Engineering Society of North America.

Notes: 1. Collector and Arterial streets shall have a minimum weak point foot candle measurement of 0.2 fc.

### 10.3 Luminaire Location

Luminaire locations shall be subject to the approval of the Engineering Division. Luminaire spacing shall be determined to satisfy the design criteria in Tables 10.1 through 10.3, and where possible be located at property lines and curb returns. Maximum luminaire spacing is shown in Table 10.5. Luminaires shall also be placed at the following locations:

1. A minimum of one luminaire shall be located at each residential local street intersection
2. A minimum of one luminaire shall be located at each three-legged intersection (all classifications)
3. A minimum of one luminaire shall be located at the end of each cul-de-sac or permanent dead-end street.
4. A minimum of two or more luminaires shall be located at all other street intersections.
5. Poles shall be located so that there is a minimum four feet clear between the back of curb and face of the base of the pole.
6. Within the Town of Gardnerville, street lights shall be located at turning points, intersections and the ends of cul-de-sacs only.

### 10.4 Improvement Plans

Street lighting plans shall be prepared by the subdivider, developer, or utility and shall be submitted by the subdivider or developer to the County for review as part of the improvement plans. Such plans shall show the location of each light, size of luminaires in watts or lumens, number of street lights, and a statement that the street light illumination meets the requirements of County standards. Calculations to demonstrate compliance with these design criteria shall also be submitted to the County.

Table 10.2. Minimum Average Foot Candle Requirements for Intersections.

Street Classification		Residential		Commercial/Industrial	
		Local	Arterial/ Collector	Local	Arterial/ Collector
	Local	0.8 fc			
Residential	Arterial/ Collector	1.0 fc	1.2 fc		
Commercial/	Local	1.3 fc	1.5 fc	1.8 fc	
Industrial	Arterial/ Collector	1.6 fc	1.8 fc	2.1 fc	2.4 fc

Source: IES RP-8, American National Standard Practice for Roadway Lighting, Illuminating Engineering Society of North America.

- Notes:
1. Intersection Lighting Level = Sum of Intersecting Street Lighting Levels.
  2. Collector and Arterial streets shall have a minimum weak point foot candle measurement of 0.2 fc.

Table 10.3. Minimum Average Uniformity Ratio.

Street Classification	Minimum Average Uniformity Ratio
Local	6:1
Arterial/Collector	4:1

Source: IES RP-8, American National Standard Practice for Roadway Lighting, Illuminating Engineering Society of North America.

Table 10.4. Average Maintained Lumens.

Luminaire Type	Initial Lumen Value	Depreciation & Dirt Factor	Maintained Lumen Value <sup>1</sup>
100W HPS	9,500	0.70	6,650
250W HPS	27,500	0.70	19,250

Source: Sierra Pacific Power Company

- Notes:
1. Maintained Lumen Value = Initial Lumen Value x Depreciation & Dirt Factor

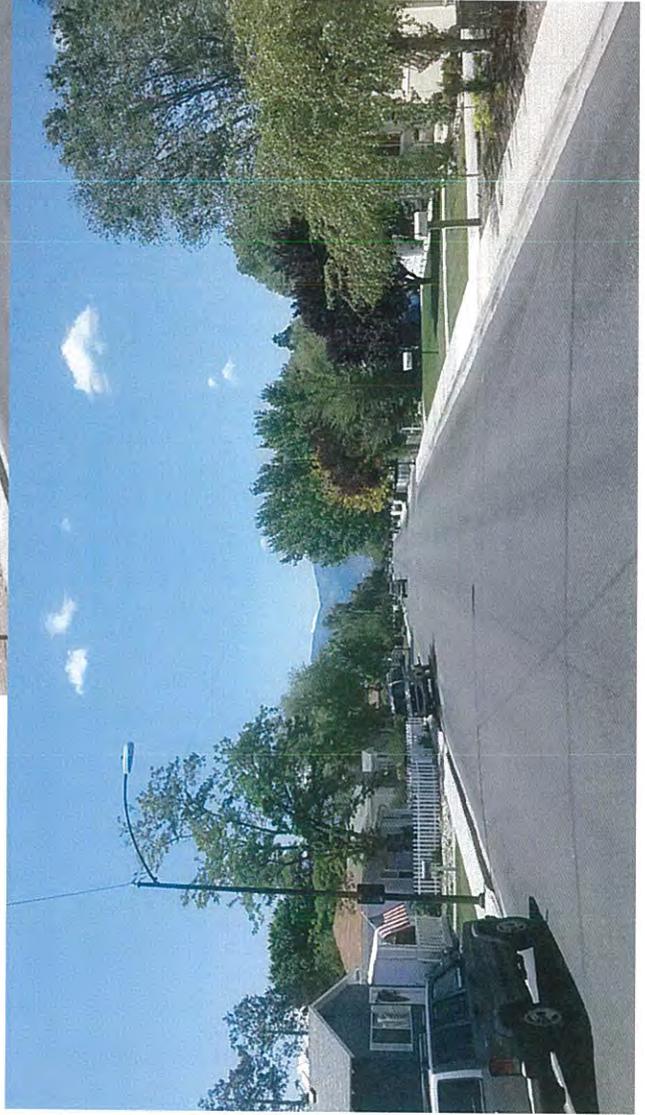
Table 10.5  
 Maximum Luminaire Spacing.

Residential Streets							
Street Classification	Pole Configuration	Type of Pole	Mounting Height (feet)	Mast Arm Length (feet)	Luminaire Size (watts)	Maximum Spacing Refractive	Cutoff
Local	Staggered	NDOT Type 7 and 14	25	4	250W HPS	160'	N/A
2-Lane Arterial/Collector	Staggered	NDOT Type 7 and 14	35	15	250W HPS	N/A	300'
4-Lane Arterial/Collector	Opposite Across	NDOT Type 7 and 14	35	15	250W HPS	N/A	300'
4-Lane Arterial/Collector	2 Directions in Median	NDOT Type 7 and 14	35	15	250W HPS	N/A	315'
Commercial/Industrial Streets							
Street Classification	Pole Configuration	Type of Pole	Mounting Height (feet)	Mast Arm Length (feet)	Luminaire Size (watts)	Maximum Spacing Refractive	Cutoff
Local	Staggered	NDOT Type 7 and 14	35	15	250W HPS	N/A	175'
2-Lane Arterial/Collector	Staggered	NDOT Type 7 and 14	35	15	250W HPS	N/A	150'
4-Lane Arterial/Collector	Staggered	NDOT Type 7 and 14	35	15	250W HPS	N/A	100'
4-Lane Arterial/Collector	Opposite Across	NDOT Type 7 and 14	35	15	250W HPS	N/A	150'
4-Lane Arterial/Collector	2 Directions in Median	NDOT Type 7 and 14	35	15	250W HPS	N/A	160'

- Notes: 1. A Nevada Department of Transportation safety base shall be installed on all poles.
2. Decorative poles shall be provided in areas of Gardnerville and Minden as required by the Town of Gardnerville and the Town of Minden on town maintained roads. Refer to town standards for type of pole and luminaire required.







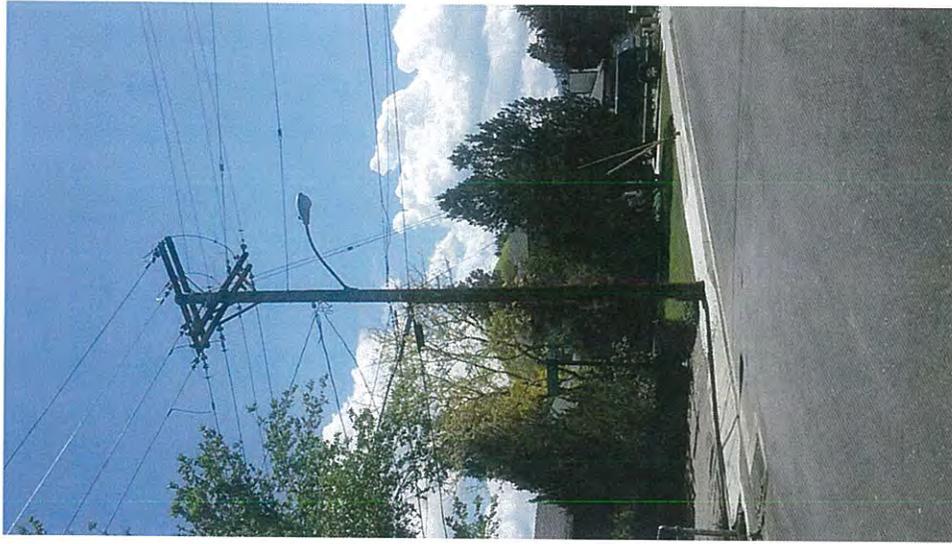
Douglas Ave Street lights



Current light Mill and  
Douglas



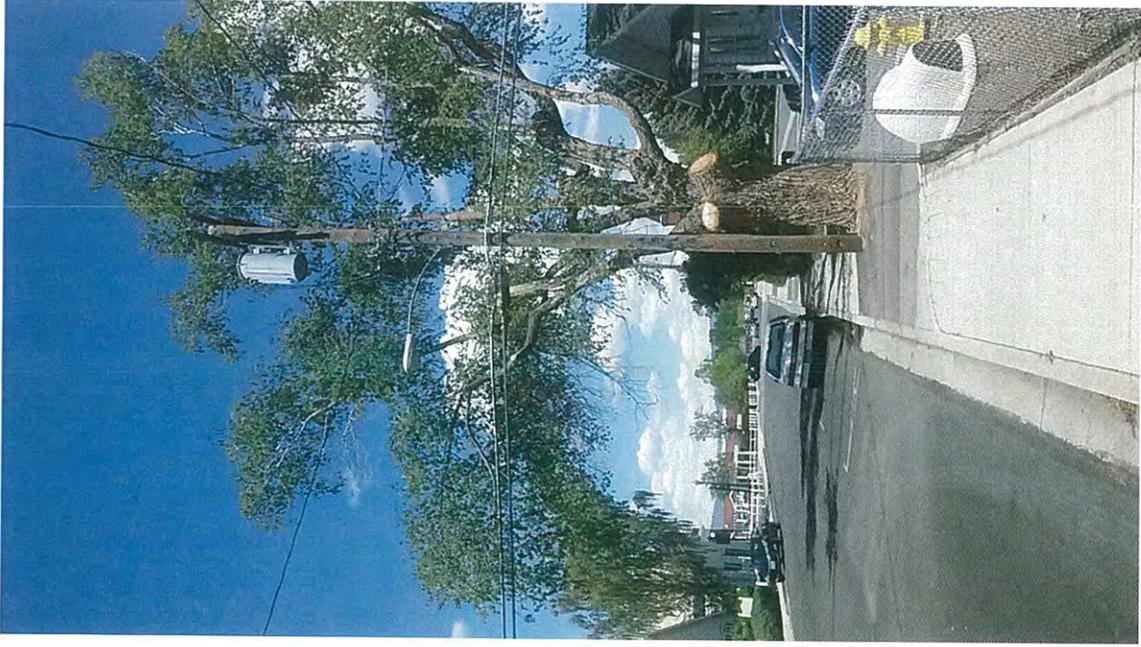
Current light High School  
and Douglas



Current light at Mill and  
Tognetti Alley



Douglas Ave Elec Box with  
Street light in back ground



Street Light on High School @  
Gasoline Alley – facing 395

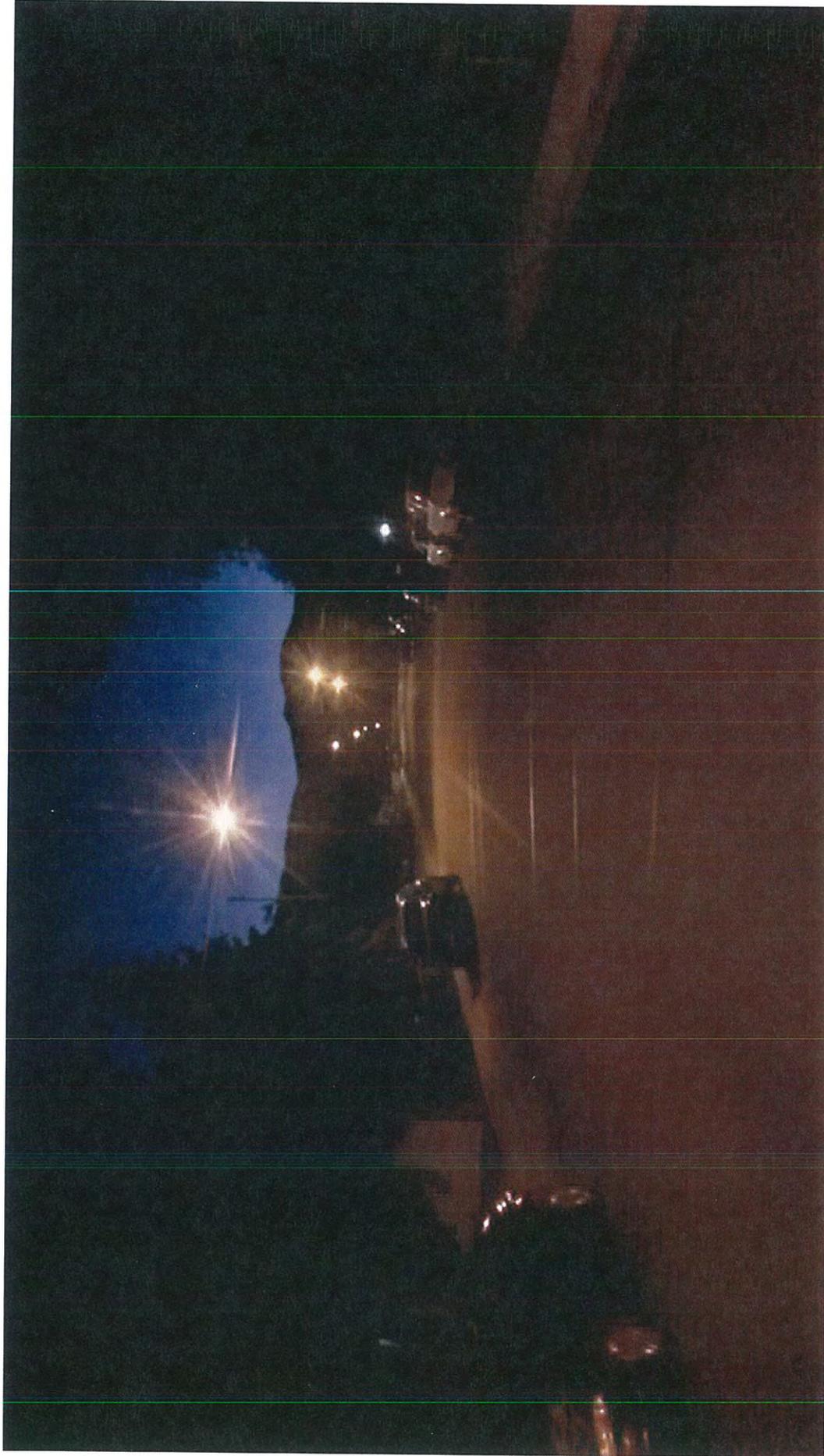


Standard Elec pull  
box installation



Items of Concern;  
Stop Sign Location  
Street Light Location  
Ramp Location

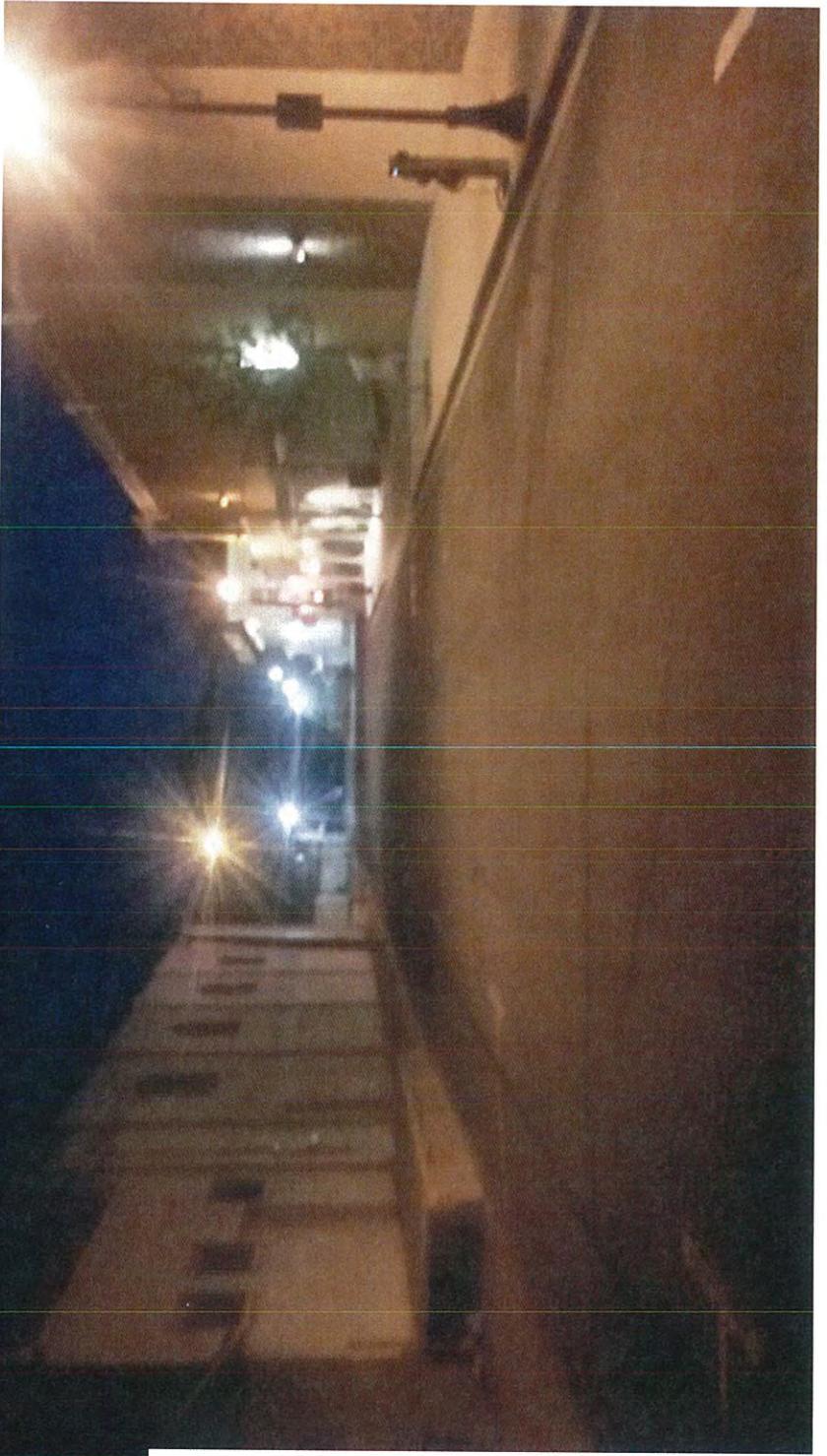




10-9

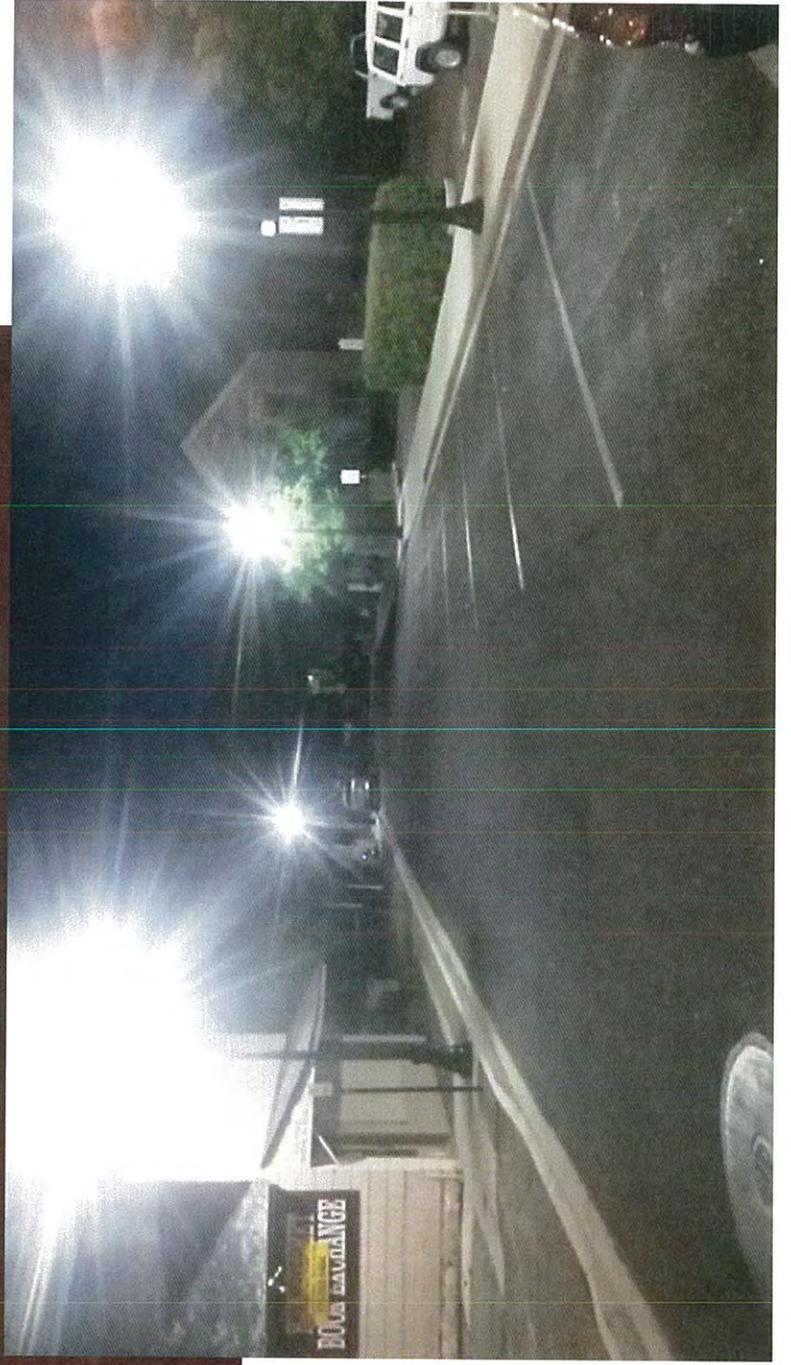
Douglas Ave.

Mission Street



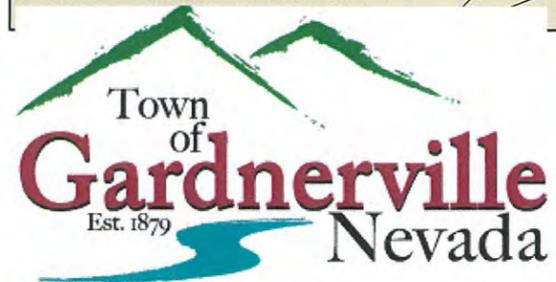
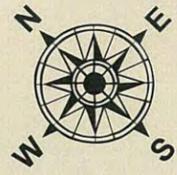
10-10

Eddy Street



Eddy Street

11-01



# Street Light Plan

10-12

Street Light Plan

● ELECTRIC PULL BOXES

**Gardnerville Town Board**

**AGENDA ACTION SHEET**



1. **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. (approx. 30 minutes)

2. **Recommended Motion:** Based on the board discussion provide direction to staff, or: Motion to direct staff to research the cost of stamped concrete as opposed to replacing the existing brick, look at other areas in town that would benefit from this type of appearance, and prepare a plan where brick or stamped concrete could be located within the downtown corridor.

Funds Available:  Yes                       N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** June 2, 2015                      **Time Requested:** 25 minutes

5. **Agenda:**  Consent                       Administrative

6. **Background Information:** The brick resetting cost is roughly \$15,000. Staff has reset the brick in the past. They are busy dealing with weeds, are behind on painting street parking stalls, 15mph signs, stop bars, and crack sealing. The town had acquired additional open space. We have finally been provided access to two additional regional ponds to maintain which is time consuming with the rain and weeds that continue to grow at those new facilities. Eventually this load and weed issue will lighten up, but there are always other maintenance tasks to perform. Maintenance staff does not set pavers every day and this is something that could be contracted out. The bricks are not pavers and there are many bricks that have broken over time. There is no gap in the pattern so temperature and shrinkage issues will always be a factor. Keeping the bricks will mean we need to put together a maintenance program.

See attached Photos.

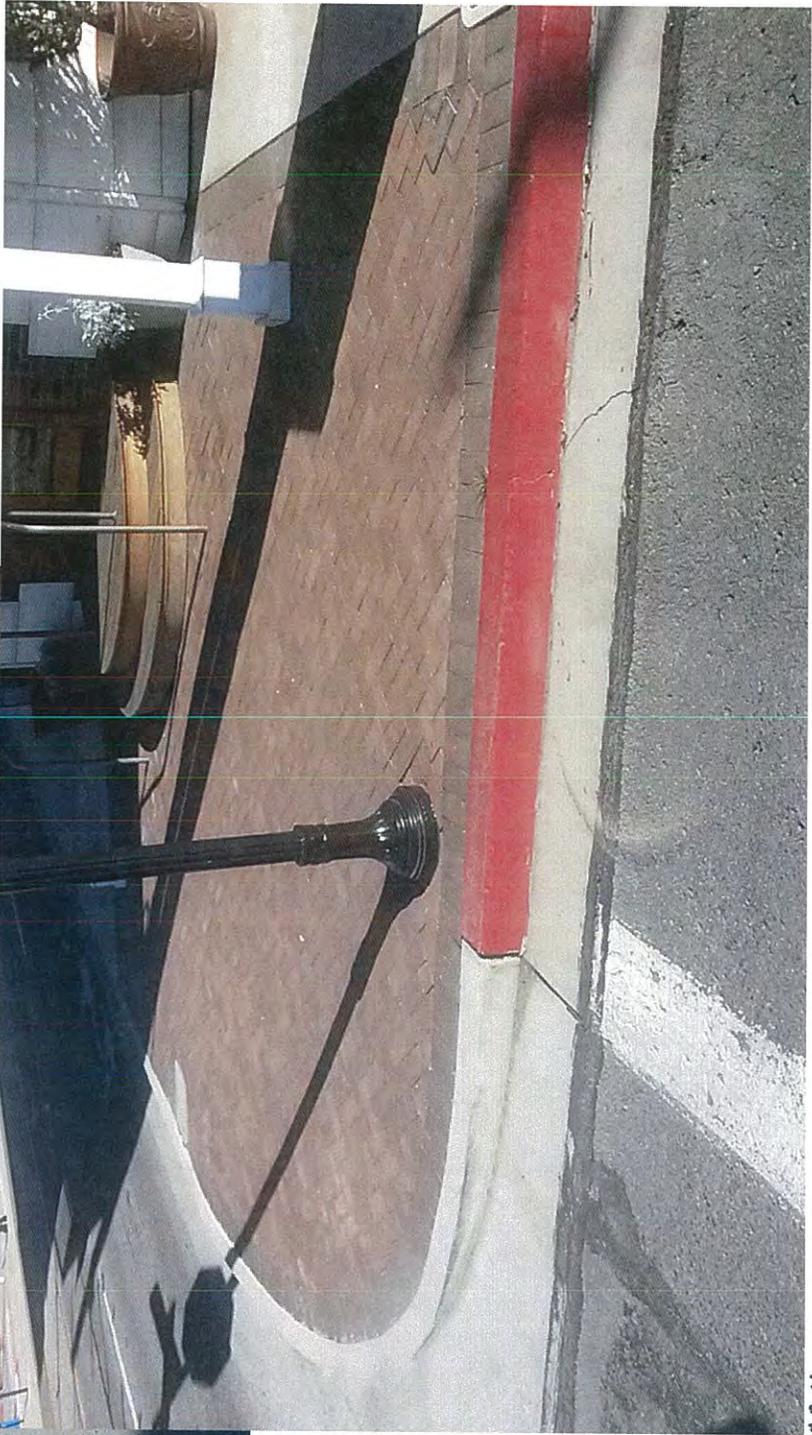
7. **Other Agency Review of Action:**  Yes                       N/A

8. **Board Action:**

Approved                       Approved with Modifications  
 Denied                               Continued



"B"



"A"

11-2

11-3



"C"



11-4

Sidewalk - Brick Areas in Town

11-5





61-6

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



1. **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.
2. **Recommended Motion:** Motion to approve the revised agreement dated May 5<sup>th</sup> with the current legal counsel.

Funds Available:  Yes                       N/A    Increase the budget for this in FY 2015/2016

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: June 2, 2015**                      **Time Requested: 15 minutes**

5. **Agenda:**  Consent                       Administrative

6. **Background Information:** Staff received a letter from Mike Rowe on May 5<sup>th</sup> stating his desire to change the terms of the current agreement. It has been 10 years since the last time the agreement was modified. Mike has much of the history of the Town as he has been legal counsel for the town since April 1983.

See attached information and letter from Mike Rowe.

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

8. **Board Action:**

Approved                       Approved with Modifications  
 Denied                               Continued

# ROWE HALES YTURBIDE

A LIMITED LIABILITY PARTNERSHIP

ATTORNEYS AT LAW

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

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

Michael Smiley Rowe  
James R. Hales  
Jennifer A. Yturbide

May 5, 2015

*Via Email and U. S. Mail*

Thomas Dallaire, Manager  
Town of Gardnerville  
1407 Hwy 395  
Gardnerville, NV 89410

**RE: Attorney-Client Retainer Agreement**

Dear Tom:

As we have previously discussed, I have reviewed the Legal Services Agreement currently in effect between Rowe Hales Yturbide, LLP ("the Firm") and the Town of Gardnerville ("the Town"). The current Legal Services Agreement was entered into and effective on 1 July 2005.

Pursuant to Article II of the Agreement, the Legal Services Agreement automatically renews annually for each additional annual term on a fiscal year basis, or would automatically renew on 1 July 2015. However, either party to the Agreement may provide written notice to the other party of its intention to modify or alter any term or provision of the Agreement. The party desiring a modification to the Agreement shall provide thirty (30) days' prior written notice specifying which of the terms are requested to be altered. Please consider this letter as a notice from the Firm to the Town of requested changes to the Legal Services Agreement.

As mentioned, the Agreement has been in effect for ten (10) years without change. In the ensuing ten year time frame, and as you well know as the Town's Manager, costs for just about everything have gone up. Thus, we are respectfully making the requests contained in this letter to be considered by the Board at its June 2015 General Meeting.

I would like to reiterate what I stated to the former Town Manager in my memorandum dated 26 January 2005. My previous philosophy, and now the Firm's philosophy, in representing the various public boards for whom we have served as General Counsel, is to state our belief that each of us, as attorneys, owes a public duty to assist in the furtherance of the interests of our communities. Accordingly, I have always provided services to my public entity clients at a reduced hourly rate. I have always offered legal services to the District at 2/3 of my usual hourly rate, which has increased over the years to \$300.00 per hour.

May 5, 2015  
Page 2

I would also like to state to you and to the Board that I have been pleased to be a part of the Town as its General Counsel, since the mid-80's. It has been and continues to be my pleasure to represent the Town and you as its General Manager.

Currently, the Legal Services Agreement provides as follows:

"TOWN" agrees to pay "ATTORNEY" for such services, in addition to all costs advanced by ATTORNEY on the TOWN's behalf, in the amount of One Hundred Fifty Dollars and no/100's Cents (\$150.00) for representation, and Two Hundred Fifty Dollars and no/100's Cents (\$250.00) for attendance, and advice to TOWN, at the regular monthly Board Meetings.

The remainder of the contract refers to the current hourly rate of \$150.00 and for the various purposes that our firm would bill at that rate. We are not requesting that the text of the contract insofar as the services provided to the Town would be changed.

We would respectfully request that the Board increase the hourly rate from \$150.00 per hour to \$200.00 per hour for all time devoted to the interests of the Town, including Town Board Meetings. This rate, as noted, is 2/3 of my usual hourly rate.

As part of the current Legal Services Agreement we have defined non-litigation matters. The usual non-litigation matters (attendance at monthly or special meetings, preparation of contracts, ordinances, resolutions and other documents not related to litigation, and consultation with the Town Manager or staff) are to be covered by the hourly rate. Litigation matters are also defined in the Agreement to be appearances before any other board, court or tribunal on the Town's behalf. These also would be covered by the hourly rate.

It may seem blatantly self-serving to provide the following advice, notwithstanding my acknowledgment of the potential conflict such advice presents regarding this specific subject matter. Pursuant to NRS 332.115, contracts for professional services are specifically exempted or excepted from the requirements for competitive bidding or requests for proposals.

With that said, and should the Board elect to do so, I fully understand that the Board may wish to request proposals for professional services to test the waters of the legal marketplace.

May 5, 2015  
Page 3

Please schedule an agenda item for the June 2015 agenda so that the Firm may make this presentation formally to the Board.

Cordially,



Michael Smiley Rowe, Esq.

MSR:dd

4/7/1983

2. A buffer fence will be installed on Waterloo Lane to Town's specifications.
3. Town's Garbage Ordinance is to be met.
4. That the Developer provides fill-padding of each unit to eliminate any possible flooding.
5. That on North Hampton Circle, off of Waterloo Lane, be painted as a RED ZONE and signs "No Parking" to be designated by Gardnerville Fire Department.

Preliminary Bid Garbage Truck- Motion was made by Bergstrom/Brown to re-open preliminary bid to find out what cost will be for a new garbage truck. After some discussion, passed and carried.

Approval of Minutes of February 3, and March 3 - Struthers/Bergstrom motion to approve minutes from meetings of February 3 and March 3, 1983; motion passed and carried.

Approval of Claims-Hatcher had questions pertaining to claims and equipment and he also wants an equipment list. After some discussion motion by Brown/Bergstrom, passed and carried.

**Professional Services**- Chairman Clodt said he received a letter from Mike Rowe, Attorney, offering his professional services to the Board and stated it would be a good idea to retain council for the Town. Payment on services rendered only. Rowe also said he represented GRID, but that there should be no problem. He offered to answer any questions. **There was some discussion then motion by Brown/Struthers to accept Mike Rowe as legal council to the Town, passed and carried.**

Street Repairs - Toiyabe-Johnson explained that the repairs would be done in phases to get around bidding. The contractor who came in a year ago gave figures at .25 a square foot on one inch overlay and is a good price. This year figures would cost .28 a square foot elsewhere. Johnson also stated that after measuring and checking contractors figures, that curb and gutter repairs would be coming out of Public Works fund. Johnson reported he contacted utility companies that they should have any underground repairs done prior to street repairs. Cook asked how long to completion. Johnson said 30 days. Brown didn't think it was enough time. A lot of discussion on the completion time and the Board members don't want local contractors to get mad by not going out to bid. Even though the contractor, C & B Construction is able to start immediately, and the price is good, there was a motion Struthers/Brown to put out a preliminary bid for street repairs using present guide lines. Motion passed and carried.

Health & Sanitation - Don Johnson introduced the new administrative, Rozanne DeLeau. He also gave Jean Boos' report on the bin revenue, that it was down in comparison to last year, but Johnson said if you compare month to month it runs about the same, because of the seasons.

Board Responsibilities-Chairman Clodt stated that he'd like to see each Board Member take an area to have a better idea of

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



1. **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for May 2015.**
2. **Recommended Motion: N/A**  
**Funds Available:  Yes  N/A**
3. **Department: Administration**  
  
**Prepared by: Tom Dallaire**
4. **Meeting Date: June 2, 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**

# ROWE HALES YTURBIDE

A LIMITED LIABILITY PARTNERSHIP

ATTORNEYS AT LAW

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

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

Michael Smiley Rowe  
James R. Hales  
Jennifer A. Yturbide

May 26, 2015

*Via Certified Mail  
Return Receipt Requested*

Rush Peterbilt Truck Center  
5165 Vasquez Blvd.  
Denver, CO 80216

Rush Peterbilt Truck Center  
5025 Vasquez Blvd.  
Denver, CO 80216

Amrep, Inc.  
1555 S. Cucamonga Avenue  
Ontario, CA 91761

Cummins Rocky Mountain  
651 N. 101<sup>st</sup> Street  
Avendale, AZ 85323

Re: **Town of Gardnerville, Nevada**  
**2015 Peterbilt Refuse Truck - Model 320**  
**VIN:3BPZLJ0XXFF263589**

Dear Sirs:

Demand is made upon you, jointly and severally, pursuant to Nevada Revised Statutes (NRS) 597.600 et seq., to accept the return of the above-reference refuse truck from the Town of Gardnerville and refund to the Town the full purchase price, including all sales taxes, license fees, registration fees and other similar governmental charges

Specially, demand is made upon you pursuant to NRS 597.630, which provides that, 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 (Town of Gardnerville) and is not the result of abuse, neglect or unauthorized modifications or alterations of the motor vehicle, the manufacturer shall accept return of the vehicle and refund the full purchase price and all applicable governmental fees paid by the Town of Gardnerville.

May 26, 2015  
Page 2

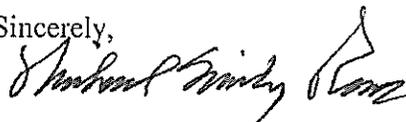
The Town of Gardnerville purchased the refuse truck in conjunction with the City and County of Denver, pursuant to a purchase order issued by Denver in February 2013. Rush Truck Centers submitted its customer proposal letter to the Town of Gardnerville proposing to sell the refuse truck to the town for \$233,869.55. A claim in that amount was issued by the Town on 19 June 2014, with delivery of the vehicle accepted by a town representative on 25 June 2014.

Since delivery of the refuse truck to the Town, it has suffered through many performance issues, and has never operated satisfactorily. Approximately two-thirds of the time since delivery of the truck was accepted by the Town, the refuse truck has been at the Peterbilt repair facility in Sparks, Nevada. During the entire time since the Town accepted delivery, the refuse truck has not operated satisfactorily thereby depriving the Town of Gardnerville of its use for all of the time since delivery was accepted on 25 June 2014.

It is obvious to the Town of Gardnerville that the refuse truck does not conform to the express warranties which had been issued in favor of the Town of Gardnerville, and the vehicle has been out of service for repairs for well in excess of thirty (30) days within which the express warranties have been in effect. In interpreting NRS 597.630, a presumption exists that a reasonable number of attempts to conform the refuse truck to the express warranties have been made if the vehicle is out of service for repairs for at least thirty (30) days. *Milicevic v. Mercedes-Benz USA*, 256 Fed.Supp.2d 1168 (D. Nev. 2003). In *Milicevic*, the buyer of the vehicle which failed to conform to the express warranties was entitled to a full refund of the purchase price, together with all other taxes and fees paid by the buyer.

In conclusion, demand is made for a full refund of the purchase price paid by the Town of Gardnerville for the above-referenced refuse truck, including all sales taxes, license fees, registration fees and other similar governmental charges.

Sincerely,



Michael Smiley Rowe, Esq.

MSR:dd  
pc: Tom Dallaire, Gardnerville Manager

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



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

2. **Recommended Motion:** None required.

**Funds Available:**  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** June 2, 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 June 2015 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** We met Stantec and Candace Stowell at the SHPO office. We can remove the canopy but with more paperwork. Stantec was able to find some pictures from the Assessor's office. I had those scanned for use in any of the upcoming reports. The RFP is out. Due back Friday at the end of the month. A contractor will be selected first week in June prior to my leaving on vacation. The storm drain basin is on hold at this point until we get proposed plans to see what the design will look like. The CDBG grant required Davis Bacon wages, (higher wages than just contracting the project out). I was hoping to save some money by not bringing in the backfill material. But I do not know what the consultant is coming up with for a site design. We are still on track for an open house workshop at the station at the end of June first part of July. The BLA was recorded and the Assessor's office is working on revising the APN numbers for the affected parcels.
- B. 395 Crosswalks** –I have a meeting Thursday afternoon at NDOT about the RFP process and the lighting standards they will be requiring. Hopefully I will learn a little more about the upcoming process. The contract and appendix are now signed correctly and they are processing the contract. I have not received the Notice to Proceed.
- C. Kingslane Sidewalk Project** – No progress this month. Working on the Hellwinkel channel plans. I was sick and Geoff took a week off to get moved.
- D. Hellwinkel Channel:** The plans are almost complete or have been submitted if I can find the time to do the drawing between now and the board meeting. We changed the plans for fiber from Gilman to CVMS and made the many minor changes requested during the plan review.
- E. Sharkeys:** Performed a walkthrough with the county inspector to sign off on the improvements made by Sharkey's. We are waiting on as-builts and for them to install the pole bases for the street lights in the parking lot.
- F. 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. We have some ideas.
- G. Office Items:**
- Presented an update and what's happening in Gardnerville to the Carson Valley Kiwanis. See the presentation attached.
  - Attended the Chamber meeting and provided a report on the town and its activities.
  - Attended the SET conference for helping with moderating a couple of discussions.
  - Coordinating the flower baskets which will be going up on June 1<sup>st</sup>. I had to build sides for my personal 30' trailer so we can make the trip at one time this year. We are picking up 62 baskets, 25 hanging plants from Smith Valley and 18 hanging plants from China Springs.
  - We are still going to remove the old banner brackets, install new brackets and 12 community event banners from Waterloo to Riverview, when all the parts are delivered. Those have not been delivered yet. Still waiting on brackets.
  - Met with Mark Neuffer on the master plan amendment that will be located within the Ruhenstroth development plan area. It was going to be a process to change the Minden-Gardnerville urban service boundary to have the area incorporated into the Town of Gardnerville.
  - The Gardnerville Water Co. annexation application was approved and finalized. So Title 18 was updated.
  - Coordinated with Zach Cruz to place an Eagle Scout project plaque on the bridge at HPG.



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

- Worked with Mike Rowe on the trash truck letter. The letter is provided under the attorney's report.
- Worked with Mike on the interlocal agreement. Please comment and submit your thoughts on the agreement. Worked with Mike on the agenda.
- Revised the map logo for the 2015 season and requested the CVMS facility for the Fun Run.
- I have a couple of family trips coming up. I have been asked to accompany our Young Women High Adventure trip June 15-19<sup>th</sup>. I will be going with my daughter on that trip.
- The family reunion for Tara's family is July 6-11<sup>th</sup> this year. We have known about the dates as we waited too long this year and the group camp site was only available this week. It is over a board meeting night. I just wanted to let you all know I will be missing the July meeting.



## Good Morning

Kiwanis Club of Carson Valley  
Non-Profit Organization

MAY 28, 2015

its been 1 year 7 months ago since my last presentation

## What's happening in Gardnerville?



### Town Projects

- Gardnerville Station - Eagle Gas Site
- Volunteer Service projects (Eagle Scout Projects)
- 395 crosswalk and ADA ramps at CVMS & GES
- 756 Cottonwood Slough Crossing widening
- Martin Slough Pond Trail Amenities and concrete stairs to Gilman.
- Hellwinkle Flood Channel and Trail Toler to Martin Slough Pond
- Kingslane Sidewalk
- Trail extension Raley's to Toler adjacent to the Town Maintenance Yard.
- Main Street Projects and town Sponsored Events
  - Freedom 5k Fun Run and kids Yankee doodle Dash
  - Splash Dogs
  - Movies in the park – Two screens this year - hopefully with some luck.
- Christmas Kickoff – December 3<sup>rd</sup> (THURSDAY)
- Sharkey's Parking lot and 395 Improvements.
- Overland Improvements
- Demo of the East Fork Hotel building.



## Gardnerville Station Workshop September 7, 2013



Contract is at NDOT we are waiting on a notice to proceed ADA Ramp Enhancements

**Existing noncompliant ramps**



**Example compliant ramps**



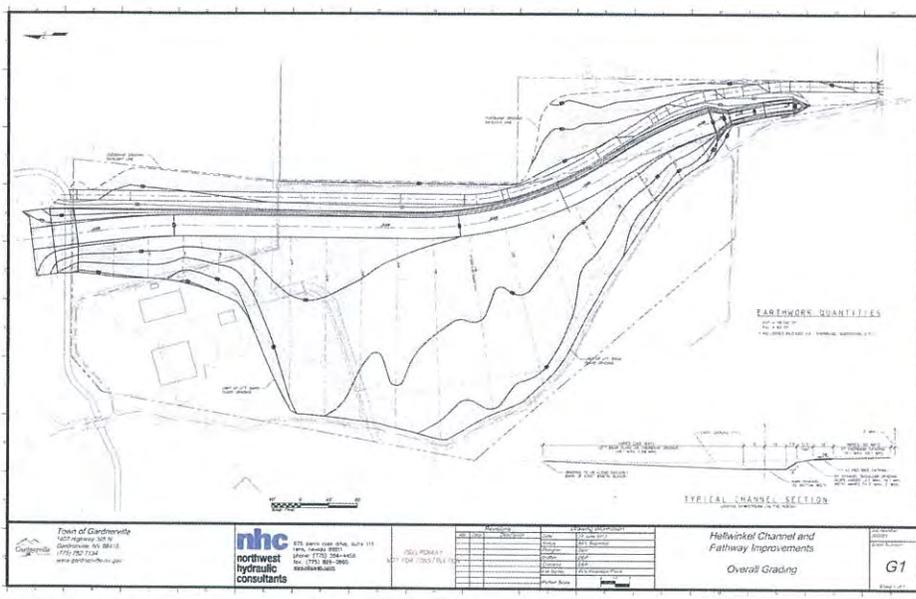
**NDOT is working on the design to widen the road.**

**Pedestrian Safety**

To increase pedestrian safety we are working with NDOT and applying for the FY 2013 TAP grant to widen Bridge #287 and add sidewalk along SR 756.

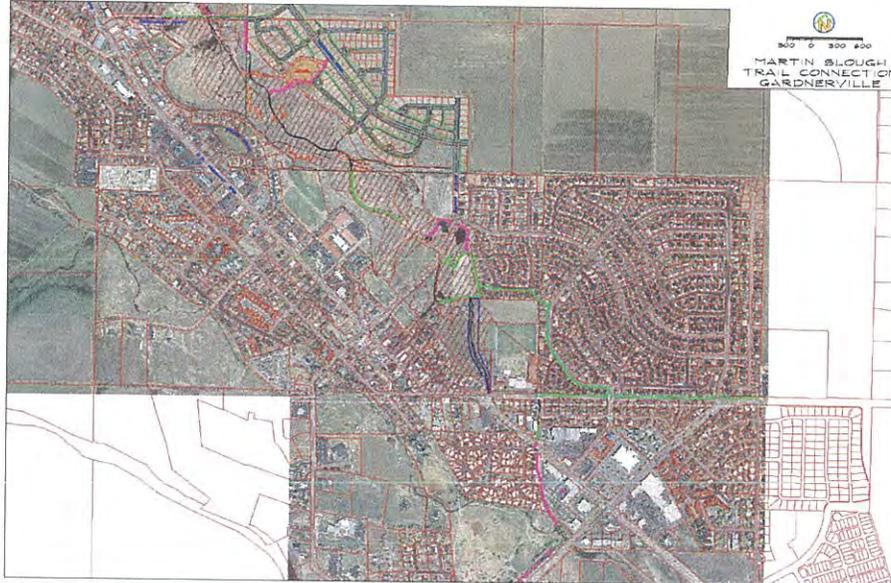


We are submitting plans next week for the final version to get a permit so we can go to construction as soon as Army corps approves the plan



14-6

RO Anderson is doing the design. NDOT is holding up the easement process at this time. I am hoping to change the alignment for the path at the ponds and re route the outlet ditch from Gilman ponds



## Fireworks at the CV Christmas Kickoff Thursday, December 3rd

- Currently looking for sponsors for the fireworks.
- Contact the office if you or someone else you know would like to be a sponsor 782-7134



**2016**  
**HEMMINGS MOTOR NEWS**  
**GREAT RACE**  
**CALIFORNIA TO ILLINOIS**  
 PRESENTED BY  
**HAGERTY**

**The Great Race 2016**  
**Sunday, June 19, 2016**  
**Gardnerville will be a**  
**Lunch City Host**

**Movies in the Park**

Brought to you through the generous support of:

- Bodywise Physical Therapy Center for Advance Eye Care
- Grand Prix Cars Wash
- Mark Smith Tire Center dba Les Schwab
- Parigini Orthodontics
- Re/Max Realty Affiliates
- Starbucks Carson Valley Roasting Plant & Distribution Center

**SPLASH DOGS**

GARDNERVILLE'S HERITAGE PARK  
 AUGUST 14-16, 2015  
 FUN FOR THE ENTIRE FAMILY!!!!

**GARDNERVILLE FREEDOM 5K** Fun Run/Walk

Yankee Doodle Dash

Summertime fun!

Join the Town of Gardnerville and celebrate summer with your family and friends in beautiful Heritage Park. Movies begin at dusk.

For more info contact the Town of Gardnerville at 762-7134 or [www.gardnerville.org](http://www.gardnerville.org)

\*Dates and movies are subject to change without notice due to weather and availability.

14-8



# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Discussion and possible action on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve a \_\_\_% increase for Tom Dallaire, Gardnerville Town Manager based on the annual performance evaluation.  
**Funds Available:**  Yes       N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** June 2, 2015      **Time Requested:** 20 minutes

6. **Agenda:**  Consent       Administrative

**Background Information:** See attached evaluation summary.

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

8. **Board Action:**

- Approved       Approved with Modifications  
 Denied       Continued



May 26, 2015

Mr. Tom Dallaire  
Gardnerville Town Manager/Engineer  
1407 Highway 395 N  
Gardnerville, NV 89410

Re: Personnel Session

Dear Mr. Dallaire:

NRS 241 permits the Gardnerville Town Board to conduct a meeting to consider the character, alleged misconduct, or professional competence of a person. Before a meeting of the kind just mentioned can take place, written notice must be given to the person who is the subject of the meeting in accordance with NRS 241.

You are hereby notified that on June 2, 2015, the Gardnerville Town Board will conduct a meeting to consider your character, alleged misconduct or professional competence in accordance with NRS 241. This meeting will take place at 4:30 p.m. at the location listed below.

Gardnerville Town Hall, 1407 Highway 395 N, Gardnerville, NV 89410

A copy of this letter and proof of personal service will be provided to the Gardnerville Town Board before the meeting.

Sincerely,

A handwritten signature in cursive script that reads "Marie L. Nicholson".

Marie Nicholson  
Office Assistant Sr.

cc: Gardnerville Town Board

15-2



May 26, 2015

**PROOF OF SERVICE**

I, Marie Nicholson, hereby swear or affirm under penalty of perjury, that in accordance with NRS 241, I served the foregoing NOTICE OF MEETING of the Gardnerville Town Board to consider the character, alleged misconduct, or professional competence by:

Personally serving it on Tom Dallaire, Gardnerville Town Manager/Engineer, at 1407 Highway 395, Gardnerville, NV 89410 on the 26<sup>th</sup> day of May, 2015.

Marie L. Nicholson

State of Nevada  
County of Douglas

On May 26, 2015, Marie Nicholson, personally appeared before me, who is personally known to me to be the signer of the above document, and she acknowledged that she signed it.



Carol A. Louthan  
Notary Public

15-3

Gardnerville Town Manager Evaluation	Lloyd Higuera, Chairman	Mary Wenner, Vice-Chairman	Cassandra Jones Board Member	Ken Miller Board Member	Linda Slater Board Member
<b>PERFORMANCE STATEMENTS</b>					
<b>GENERAL ADMINISTRATION</b>					
<b>Staff Development:</b> Does he/she appoint and train effective subordinates? Is he/she able to recruit and retain quality employees? Does he/she have a plan to effectively develop the workforce? Does he/she execute the workforce development plan?	6	3	6	6	3
<b>Leadership - internal:</b> Does he/she motivate others to maximum performance? Is he/she respected as demanding but fair? Does he/she get enthusiastic response to his/her new ideas and needed reorganizations?	6	6	3	6	3
<b>Supervision:</b> Does he/she adequately and appropriately supervise and direct the activities of the staff? Is he/she able to control the operational activities of the Town through others? Is he/she available to his/her employees for guidance and counseling?	6	6	3	6	3
<b>Job Organization:</b> Does he/she delegate responsibility effectively? Does he/she use his/her time productively? Does he/she program activities in an orderly and systematic way?	3	3	3	3	3
<b>Execution of Policy:</b> Does he/she understand and comply with the overall policies, laws and philosophy of the Town? Does he/she translate policies and objectives into specific and effective programs?	6	6	6	6	6
<b>Budget:</b> Does he/she adequately and appropriately coordinate budget development with the Board? Does he/she execute the budget satisfactorily and control expenses within the levels set in the budget?	3	3	6	6	6
<b>Communication:</b> Does he/she keep appropriate people informed? Does he/she present his/her thoughts in an orderly and understanding manner? Is he/she able to be persuasive?	6	6	6	6	6
<b>Reporting:</b> Does he/she submit accurate and complete staff reports on schedule? Do the reports adequately convey information on the Town?	6	3	6	6	6
<b>Board Communication:</b> Does he/she provide the Board with adequate information to make decisions?	6	6	6	6	6
<b>Response to Board:</b> Does the Manager respond in a positive way to suggestions and guidance from the Board? Is the Manager attuned to the Board's attitudes, feelings, and needs?	6	3	6	6	6
<b>Written Communication:</b> How effective are his/her letters, memoranda, and other forms of written information?	6	6	6	6	3
<b>Productivity:</b> Can the Manager be depended on for sustained productive work? Does the Manager readily assume responsibility? Does the Manager meet time estimates within his/her control?	6	3	6	6	6

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<b>PERFORMANCE STATEMENTS</b>					
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<b>Stress Management:</b> Is the Manager able to resolve problems under strain and unpleasant conditions? How well does the Manager tolerate conditions of uncertainty? Does the Manager respond well to stressful situations and adequately deal with the stress inherent to the position?	3	0	3	3	3
<b>Total General Administration</b>	<b>69</b>	<b>54</b>	<b>66</b>	<b>72</b>	<b>60</b>

# of Questions  
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Ken - Tom still ends to take on too much for himself, which creates more stress for himself. He is a good leader and has a good image for his staff.

Cassandra - As the newest board member, I have had a limited time to interact with Tom. I find that his written reports, updates, and board packet are well done. He is always responsive to my inquiries, and patient in educating me regarding Town matters. I believe that he effectively manages his key employees and sees the greatest opportunity for growth by more effectively structuring management, permitting him to focus on the key duties of Town Manager (such as budgeting, project management, interactions with other entities) and allowing other employees to focus on engineering, day-to-day operations, and daily maintenance. It appears to me that he has developed a strong team, and he is to be commended for that.

Lloyd - You need to delegate more but you need more employees to do that. The budget has become much more complicated and you might need some outside help.  
If the first two items were under control, then I think there would be less stress.

<b>EXTERNAL RELATIONSHIPS</b>					
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<b>Community Relations:</b> Is the Manager skillful in his/her dealing with the news media? Does he/she properly avoid politics and partisanship? Does he/she show an honest interest in the community? Does he/she properly	6	6	6	6	6
<b>Community Reputation:</b> What is the general attitude of the community to the Manager? Is he/she regarded as person of high integrity and ability?	6	6	6	6	6
<b>Professional Reputation:</b> How does the Manager stand among his/her colleagues? Does he/she deal effectively with other public managers? Is he/she respected by professional and staff representatives of other counties and cities? Does he/she attend and participate in seminars and conferences for professional development?	6	6	6	6	6
<b>Intergovernmental Relations:</b> Does the Manager work effectively with federal, state, and other local government representatives? Is the relationship with other local government officials beneficial to the Town? Is he/she able to facilitate cooperative efforts among various local agencies and the Town? Does he/she exhibit appropriate leadership with other entities and agencies?	6	6	6	6	6
<b>Total External Relationships</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

# of Questions  
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**PERFORMANCE STATEMENTS**

Linda - community, professional and intergovernmental relationships remain stellar. Continues to be an asset to the Town of Gardnerville

Ken - Tom is highly respected in the community and Douglas County. He is asked by county leaders to help out on interviews. The town manager of Minden relies on Tom for advice and support

Cassandra - Tom's representation of us, and cooperative relationship with other entities (including the Town of Minden), is exemplary. He has persuasively advocated for the Town's interests before the County Commission and with the County Manager.

**PERSONAL CHARACTERISTICS**

<b>Imagination:</b> Does he/she show originality in approaching problems? Does he/she create effective solutions? Is he/she able to visualize the implications of various alternatives?	6	6	6	6	6
<b>Objectivity:</b> Is he/she unemotional and unbiased? Does he/she take the rational and impersonal viewpoint based on facts and qualified opinions? Is he/she able to divide his/her personal feelings from those which would most effectively convey the Town's interest?	6	3	6	3	3
<b>Drive:</b> Is the Manager energetic and willing to spend the time necessary to do a good job? Does he/she have good initiative and is he/she a self-starter?	6	6	6	6	6
<b>Judgment and Decisiveness:</b> Is he/she able to reach quality decisions in a timely fashion? Are his/her decisions generally good? Does he/she exercise good judgment in making decisions and in his/her general conduct?	6	6	6	6	6
<b>Attitude:</b> Is he/she enthusiastic? Cooperative? Willing to adapt? Does he/she have an enthusiastic attitude toward the Town, both professionally and personally?	6	6	3	6	3
<b>Initiative:</b> Does he/she independently recognize problems, develop relative facts, formulate alternate solutions, and take appropriate action or make appropriate recommendations?	6	3	6	6	6
<b>Integrity:</b> Does the Manager fulfill his/her responsibilities and duties in accordance with the ICMA Code of Ethics? Is he/she honest and forthright in his/her professional capacities? Is he/she trustworthy? Does he/she have a reputation in the community for honesty and integrity?	6	6	6	6	6
<b>Self-Assurance:</b> Is the Manager self-assured of his/her abilities? Is he/she able to be honest with him/herself and take constructive criticism? Does he/she take responsibility for mistakes which are his/hers? Is he/she confident enough to make decisions and take actions as may be required without undue supervision from the Board?	6	3	3	6	3

# of Questions

<b>Gardnerville Town Manager Evaluation</b>	<b>Lloyd Higuera, Chairman</b>	<b>Mary Wenner, Vice-Chairman</b>	<b>Cassandra Jones Board Member</b>	<b>Ken Miller Board Member</b>	<b>Linda Slater Board Member</b>
<b>PERFORMANCE STATEMENTS</b>					
Total Personal Characteristics	48	39	42	45	39

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Ken - Tom has a very strong personality and always has drive to do a good job. Sometimes he can become overzealous on some items and becomes too biased to look for some compromise to a situation. His overall judgment is very solid and strong.

Cassandra - Tom has done a commendable job in helping to visualize and bring forward important opportunities and projects for the Town. It appears that many of these projects have taken years to come to fruition, and (hopefully) this year will see many of them completed (like the Hellwinkle Channel & Gardnerville Station). His imagination, drive and initiative to pursue these opportunities has greatly benefited the Town. He has worked tirelessly to manage the workload of these projects, plus the day-to-day operations of the Town. However, improvement can be made by focusing on ways to develop the management and structure of the Town so that Tom is empowered to focus on the key duties of Town Manager (such as budgeting, project management, and interactions with other entities).

GOALS for this review period

**Career Goals:**

<p>1. Attend a National ICMA conference to further my professional development.</p> <p>I did attend the ICMA conference in North Carolina last year. It was a good conference. I do not feel like I learned much that would help the town out as much as I do at the Main Street Conference. But that conference also could become repetitive.</p>	6	5	3	3	3
<p>2. Continuing to work on emergency management certification</p> <p>a. 130 b. 230C c. 700 d. 800 or possibly other related IS-### courses in order to qualify for FEMA funding in the event of emergency.</p> <p>I finished the 130 class this month. I have had other more high priorities come up over this year</p>	6	3	N / E	3	3
<p>3. Continue with the work on Gardnerville Station and highway improvements with NDOT tap Funding and CDBG funds awarded this fiscal year.</p>					

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**PERFORMANCE STATEMENTS**

Contract with Stantec has been executed - need to get a plan for storm water basin tank removal to them. In the process of preparing the RFP for the tank removal and am waiting on the state's approval to proceed	6	4	3	6	6
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**Job Goals**

<p>1. Get the Green waste structure and Fence installed at the maintenance yard.</p> <p>Plans and award later this year. Been working on other priority projects. Plans need to be drafted and a permit needs to be issued.</p>	6	3	N / E	3	3
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<p>2. Work on the GIS information for the town to get assets on GIS inventory.</p> <p>Will roll to next year. With tree inventory &amp; ADA data, we are ready to improve previously collected data on signs and light inventory. We have identified that we need GIS handheld equipment for this. The phones will not be as accurate as we were hoping. The next step is to identify what equipment and how staff will handle this equipment in the field.</p>	6	3	3	3	3
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Total the numbers of the employee ratings for each category above and enter into the boxes on the right and below for the correct Overall Rating.	<b>30</b>	<b>18</b>	<b>9</b>	<b>18</b>	<b>18</b>	23
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**Overall Performance Rating Summary**

<b>Performance</b>	141	117	132	141	123	
<b>Goals</b>	30	18	9	18	18	Total # of Questions
<b>Total Evaluation Score (sum of the categories)</b>	<b>171</b>	<b>135</b>	<b>141</b>	<b>159</b>	<b>141</b>	<b>148</b>

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<b>PERFORMANCE STATEMENTS</b>					
<p style="text-align: center;"><b>5.05</b></p> <p style="text-align: center;"><b>Total merit increase based on the average of the combined evaluation scores divided by the number of questions</b></p>					

**Evaluating Board member Comments**

**Strong Points:**

<p><b>Linda</b> - Tom has exceptional professional working relationships with county, city, state and federal agencies. Past finance classes have had a positive impact on the budget preparation and presentation to the board.</p>
<p><b>Ken</b> - Strong leadership Adheres to policies Strong work ethic</p>
<p><b>Mary</b> - Tom Dallaire is a great Town Manager. He is liked by the people he works with and his employees. He is professional in how he handles community relations, government issues and the public. Tom is highly respected by other government entities, County and Statewide. He is one of the hardest working individuals I have ever met. Tom is actually intelligent enough to realize and admit he can't do everything that needs to get done. He asks for constructive ideas and help when he needs it.</p>
<p><b>Cassandra</b> - Effective written reports; very open to questions and providing information</p>

**Lloyd** - Overall you do an excellent job. You are well respected in the community and you have high personal standards.

**Weak Points:**

<p><b>Linda</b> - The lack of self confidence in his own abilities, as expressed in the "employee's comments" is troubling. Tom needs to recognize that his achievements have been many and the outcome has been positive for the Town of Gardnerville. He should be proud of the strides he has made for the town.</p>
<p><b>Ken</b> - Needs to delegate which is coming along with Geoff on board. He is also finding ways to keep stress lower by doing personal projects during time off.</p>
<p><b>Mary</b> - Tom tries to do everything and is putting a lot of stress on himself.  Tom is working evenings and weekends to try to keep up with his workload.</p>

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<b>PERFORMANCE STATEMENTS</b>					
All this overtime is affecting his health and family time.					

**Lloyd** - Delegation of workload and the workload has increased to the point where it has become more difficult to manager your time.

**Suggestions & Specific Direction:**

**Linda** - Time management has improved over the last year, but should continue to be "self" evaluated.

Delegate to othes when appropriate and necessary.

Prioritize local meeting requests, outside agency committee requests, seminars and the like by their relationship to the Town of Gardnerville business. Once prioritized you will recognize those of less importance, as it relates directly to town business and it will become easier to decline or delegate to another staff member to undertake. Town business should always come first.

**Ken** - Keep up what he is doing. We are making headway.

**Mary** - These constructive ideas are given with the hope that they will help Tom with his workload. These are just suggestions and not in any way criticism of Tom or his work.

After talking to staff and other people he works with, a few ideas were suggested:

1. During budget cycle hire a "Financial Specialist" (or even part-time during the year). This person could advise what
2. Hire a Supervisor for Parks and the H & S field staff. Tom spends a lot of time talking to staff about minor issues. Example: Fixing things, buying equipment, upgrading equipment and tracking equipment. The amount of time spent could be used on projects he is working on.
3. Let the voluInteers help Paula work on Main Street Gardnerville projects. I tlaked to Paula about how much time I see Tm spending working with her at the Gardens and on other projects. She agreed. Now that there is a Main Street Minden and a Main Street Gardnerville they should have plenty of volunteers to get projects done. I realize Tom enjoys spending time outside doing these projects, but this would free up some of his time also.
4. I feel that attending Chamber meetings and other monthly meetings is not always beneficial to getting projects done. Tom should not have to attend every local function and meeting. Paula can update him on some meetings. The community also sends and receives email on things happening in Douglas County. The Town of Gardnerville and Main Street Gardnerville also update the community by email.
5. It was suggested that the employee reviews be delegated to Geoff for the Parks and H & S employees. Tom should also have comments and participate in the employee evaluations. This would help Tom get them done in a timely manner.
6. The Town project plan reviews should be going to Geoff first (per his job description) then Tom for final review. Geoff was hired to help with these projects so Tom should be delegating more things to him.
7. It was also suggested that if Tom cannot get to the major engineering projects that he contract out so at least the project moves forward.

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<p>8. Tom has an open door policy to his employees and to the public. This is not a bad thing, but he is continuously interrupted through the day. I know. I show up and interrupt ihm on my lunch hour without an appointment. Maybe he could close his door for a few hours each morning or afternoon for uninterrupted work time. He could have Marie and Carol schedule appointments for him.</p>					
<p><b>Cassandra</b> - I believe that focus should be given to the key duties of Town Manager (such as budgeting, project management, interactions with other entities.)</p>					
<p><b>Lloyd</b> - It might be time to hire a maintenance supervisor to help with the ever increasing workload and because the budget has become more complicated possibly hire a PA firm to help with the budget preparation.</p>					
<p><b>General Comments/Direction for Improvement:</b></p>					
<p><b>Linda</b> - A dedicated manager always looks for ways to improve and Tom has that quality. Tom continues to maintain and move forward the numerous town projects that are before us while balancing the day to day issues of the office.</p>					
<p>Tom does a fine job and is an effective and dedicated town manager.</p>					
<p><b>Ken</b> - reflected above</p>					
<p><b>Lloyd</b> - We are very fortunate to have a town manager/engineer with your skilss and abilities.</p>					