



GARDNERVILLE TOWN BOARD

Meeting Agenda

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

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

Tuesday, March 5, 2013

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 8th Street Historic Courthouse. The agenda is also posted on the Internet at www.gardnerville-nv.gov. All items shall include discussion and possible action to approve, modify, deny, or continue.

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

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

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

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

PLEDGE OF ALLEGIANCE- Mike Philips

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

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

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

February 5, 2013 Regular Board meeting, with public comment prior to Board action.

PUBLIC INTEREST COMMENTS (No Action)

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

CONSENT CALENDAR FOR POSSIBLE ACTION

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

1. Correspondence
2. Health and Sanitation & Public Works Departments Monthly Report of activities
3. Approve February 2013 claims
4. Approve Gardnerville Special Event Application for the Douglas County Historical Society's "Taste of the Towns" scheduled for August 3, 2013.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

5. Approve Gardnerville Special Event Application for the Douglas County Historical Society's Historic Home Tour on September 14, 2013.
6. Approve Gardnerville Special Event Application for FEAT of the Carson Valley's Autism 5K and 10K Charity Walk/Run April 27, 2013 from 9:00 a.m. to 12:00 p.m. at Heritage Park.

ADMINISTRATIVE AGENDA

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

7. **Not for Possible Action.** Discussion on the Main Street Program Manager's Monthly Report of activities for February 2013 to include a presentation from Carol Sandmeier on the Heritage Park Gardens. (approx 15 minutes)
8. **For Possible Action.** Discussion and direction on budget development for Fiscal Year 2013/2014 including, but not limited to;
 - a. Review of current and proposed town projects.
 - b. Review the updated capital improvement plan.
 - c. Discussion on Health & Sanitation dumpster rental and number of residential trash cans provided to town residents per policy.
 - d. Discussion of additional staffing and compensation of staff and town board.
 - e. Review of the revenue estimates, staff revenue projections and other matters properly related thereto, with public comment prior to Board action. (approx. 60 minutes)
9. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for February 2013. (approx 10 minutes)
10. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for February 2013. (approx 10 minutes)

Adjourn

Strategic Plan Update - March 16, 2013

Next Regular Board Meeting - April 2, 2013



GARDNERVILLE TOWN BOARD

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Meeting Minutes

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

Tuesday, February 5, 2013

4:30 p.m.

Gardnerville Town Hall

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

PRESENT:

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

Tyler Altom, Town Counsel
Tom Dallaire, Town Manager
Paula Lochridge, Main Street Gardnerville Manager
Carol Louthan, Office Manager Sr.

ABSENT:

Mike Philips

The Pledge of Allegiance was led by Mary Wenner.

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

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

Motion Higuera/Slater to approve the agenda.

No public comment.

Upon call for the vote, motion carried with Board Member Philips absent.

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**
January 8, 2013 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Wenner to approve the minutes of January 8, 2013.

No public comment.

Upon call for the vote, motion carried with Board Member Philips absent.

 **PUBLIC INTEREST COMMENTS (No Action)**

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

No public comment.

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

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

- 1. Correspondence**
Read and noted
- 2. Health and Sanitation & Public Works Departments Monthly Report of activities**
Accepted

3. **Approve January 2013 claims**
Approved
4. **Approve “Waiver of Liability and Indemnification Agreement for Use of Town of Gardnerville Equipment” to be completed by the user each time a local government entity borrows and uses Town equipment.**
Approved

No public comment.

Motion Higuera/Slater to approve the consent calendar. Motion carried with Board Member Philips absent.

ADMINISTRATIVE AGENDA

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

5.  **For Possible Action:** Discussion of the abandonment of the Storm Drainage Easement, as shown on the final map for Jewel Commercial Park Phase 1, Document Number 289083, as recorded in book 992 page 4169 of the official Douglas County records, containing the detention pond facility, located behind the Les Schwab Tire Center, that was previously maintained by the Town of Gardnerville, with public comment prior to Board action.

Mr. Dallaire stated this is the old pond itself that was located within the new parking lot. There is a map showing the location. There was some confusion with Pentacor as to what they were actually going to be providing us this evening. I didn't find out until Monday that they combined all the abandonments into one document. I had Tyler look at it and we still need to change a few things. We need the motion to include having the chairman sign on the Board's behalf. Pentacor is not here tonight. If there are some concerns we will continue the item or hold a special meeting. There are two sections of easements that we will need to get back from Wal Mart for storm drain maintenance purposes because it conveys public storm water through their property that we need to have access to cleaning the pipe. We have the final vacation and abandonment. They will be lumping all the abandonments into one document. I separated it into two because of all of the descriptions. They will just be doing exhibits A, B, C and D.

No public comment.

Motion Slater/Higuera to approve the abandonment of the storm drain easements as shown on the final map of Jewel Commercial Park Phase 1, Document #289083 as recorded in Book 992 page 4169 of the official Douglas County records containing the detention pond facility located behind Les Schwab Tire Center that was previously maintained by the Town of Gardnerville and have the chairman sign said documents. Motion carried with Board Member Philips absent.

6.  **For Possible Action:** Discussion of the abandonment of a portion of the existing 41 foot wide ditch irrigation and maintenance easement (30.5' east and 10.5' west of the centerline) as recorded in Document number 250593 in Douglas County official records and as indicated on the Final Map for Jewel Commercial Park Phase 1, Document number 289083, on, with public comment prior to Board action.

Mr. Dallaire noted Anderson Engineering prepared an exhibit to show the parcel, the easements, the pond area and the adjusted lot line.

No public comment.

Mr. Dallaire asked for the motion to reflect authorizing the chairman to sign the documents because we did not get the final signed versions.

Motion Higuera/Wenner for abandonment of a portion of the existing 41 foot wide ditch irrigation and maintenance easement (30.5 feet east and 10.5 feet west of the center line) as recorded in Document #250593 in Douglas County official records and as indicated on the final map for Jewel Commercial Park Phase 1, Document # 289083 and allow the Chairman to sign the documents. Motion carried with Board Member Philips absent.

7.  **For Possible Action:** Discussion on the dedication and acquisition of APN: 1220-10-101-003, a 3.69 (3.67 on APN map) acre parcel, containing the regional detention basin and all its appurtenances; park, walkways, landscaping, (2) cupola, pump and lift station used to drain the pond, and public storm drain improvements that were installed during the Wal-Mart Development that will receive storm drainage from

Wal-Mart site, Larson Way, Charlotte Way and Virginia Ranch Road and adjacent vacant properties that are located within the Jewel Commercial Park Phase I and Phase II, with public comment prior to Board action.

Mr. Dallaire mentioned there was a discrepancy between what Matt had prepared and the acreage on the APN map. GIS will update that acreage when the map is filed. There is a large area of storm water that is going into the regional pond. The document is ready to be signed this evening. Matt is here if you have any questions. My only question to Matt is: are you going to set the property corners or did you set the property corners.

Mr. Matt Bernard, Anderson Engineering, explained it is unique the way this parcel was created. It was created by the dedication of Carrick and Grant. In future maps there will be a requirement to set the corners. I will compliment the GIS department. It was hard for them to come up with the acreage. You don't see parcels created by road dedications very often. What is the process if you accept the pond? Does that deed get accepted right away?

Mr. Dallaire's understanding is they turn it in to the county.

Mr. Altom advised with the Town owning the easements they need to be abandoned. Then the Town records all the documents. After this some of the procedures aren't set in stone. The DA's office has some policies where certain things go before the commissioners and other things don't. To be quite honest, I am not sure once we sign it and record it whether the county needs to do anything on it. But we will follow up on that.

No public comment.

Motion Slater/Higuera to accept and approve the dedication and acquisition of APN 1220-10-101-003 a 3.69 acre parcel containing the original detention basin and all its appurtenances; park, walkways, landscaping, two cupolas, pump and lift station used to drain the pond and public storm drain improvements that were installed during Wal Mart development that will receive storm drainage from Wal Mart site, Larson Way, Charlotte Way and Virginia Ranch Road and adjacent vacant properties that are located within the Jewel Commercial Park Phase 1 and Phase 2 and also to give direction to the chairman to sign said documents. Motion carried with Board Member Philips absent.

8.  **For Possible Action: Discussion of the dedication of the new onsite and offsite storm drain easements for storm drain maintenance by the Town of Gardnerville for the collection and conveyance of public storm water to the regional pond, over portions of APN's 1220-10-501-006, 1220-10-510-008 & 009, with public comment prior to Board action.**

Mr. Dallaire explained this is the conveyance to the pond that we just accepted. These are the easements for the new storm drain that is in the ground now with all the improvements that were done by Wal Mart that convey the storm water through this private ownership to the regional pond. This allows our staff to go in and clean the manholes, the lines and pipes. That is what the green areas are. The red area is actually on site of Wal Mart. This is all public water. There is a catch basin for a future storm drain system that collects the water in a curb and gutter and discharges it into an open ditch along Muller Parkway. It is still within the right of way until you get past the roundabout and then it is on private property again. When it is developed it will be piped in the future. In the meantime they have a small ditch just north of Carrick. It drains into a catch basin and goes into the pond. That is a pipe for future development at the low side of the property. The blue line is the new company ditch alignment.

No public comment.

Motion Higuera/Slater to approve the dedication of the new onsite and offsite storm drain easements for storm drain maintenance by the Town of Gardnerville for the collection and conveyance of public storm water to the regional pond over portions of APN 1220-10-501-006, 1220-10-510-008 and 009, and also allow the chairman to sign the documents. Motion carried with Board Member Philips absent.

9.  **Not For Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for December 2012, with public comment prior to Board action.**

Mrs. Lochridge reported this afternoon Main Street Board Members Dorette Caldana, Carol Sandmeier, Tom and myself met with Chris Bently. That meeting went very well. We presented a few of our projects that we want to work on or we are currently working on. He expressed some interest in a couple of them. He has met with representatives from Carson, Tahoe and Minden. He was thrilled that we reached out to him. We are excited about some future

possibilities. Also we held our morning coffee meeting this morning. We had 12 people join us. Tom was there. Thank you for showing up; I appreciate that. Also, County Commissioner Doug Johnson made a return visit. He made a comment that he enjoys coming to the meetings; they are positive and there are people there exchanging ideas, trying to come up with good things to do within the district. The flower baskets sponsorships are being taken out for the 2013 season. We did have to up the price a little bit. We will probably have to do that again next year to help cover some more expenses as they come. The sidewalk gallery that we have featuring the artwork from the Carson Valley Artist Association is coming down in the next week or two. We will be putting up photos of some of the flowers baskets adopt-a-pots from years past with a push to adopt or sponsor them. In April we will be putting up more pictures from the Douglas High School photography class. Carol Sandmeier, chairperson of the Heritage Park Gardens committee is going to come to your meeting next month and make a presentation on what is going on with the garden. We have a membership drive we will be kicking into full swing within the next month. We are working with Sharkey's and Genoa Cowboy Festival to do another sanctioned event like we did last year: the open range dinner. We had our fifth cash mob at Frontier Antiques. I am meeting with the owner tomorrow to see how it went. When we got there around noon he said he was just blown away with the amount of people that came in. It's working really well for the businesses. I will compile a report from all of the cash mobs we've done and present it to the promotions committee to see if we can just keep doing it every month. It doesn't take a lot of effort. But it is nice to showcase a different business each month.

10.  **For Possible Action:** Discussion on Resolution 2013-02, and pursuant to the provisions of NRS 361.603, the Town of Gardnerville making application to the Douglas County Board of Commissioners for permission requesting the acquisition of the property known as Eagle Gas Station, APN 1320-33-402-075, held in trust by the county, for public purposes, and authorize the Chairman to sign all associated acquisition documentation, with public comment prior to Board action.

Mr. Altom noted if you are looking at the packet the agenda item language is different than on the agenda. That was apparently a clerical error. It is the agenda that controls. So you read the proper agenda language. I just wanted to note for the public that under #1 on the agenda action sheet it is different language. I believe on this item that Mary has something to say.

Ms. Wenner read her disclosure into the record.

"I am an employee of the Douglas County Treasurer's Office, which office will be issuing the notice to the delinquent property tax owner on this agenda item. My particular duties as an employee with the Treasurer's office do not include any decision-making responsibilities for major issue such as this agenda item, and will not affect my decision or action here this evening on this agenda item.

"Therefore, I conclude that the independent judgment of a reasonable person in my situation would not be materially affected by this relationship, and because this is not a clear case of a disqualifying conflict of interest, I will vote on this agenda item."

Mr. Dallaire went over some of the background on the Eagle Gas property. To get the process started we need to go to the County Commissioners and ask them for permission to acquire for us and show there is a benefit to the public. The benefit is basically creating a park/parking lot with landscaping improvements, improve the sidewalk and get rid of the three driveway entrances. We have a potential to do a bathroom in the future. There are some contamination concerns with the site. It would be a good Brownsfield candidate to get the environmental phase 1 done. They do have programs that will help communities fix up blighted properties. There is also another option working with the county. Candace Stowell can apply on behalf of the county for CDBG (Community Development Block Grants) funds. We can use that for improvements of the site for blighted parcels that would be serving the public needs. The plan that was generated in 2006 on the parking district identified that parcel as a large parking lot. We could, with that plan, and the parking district area concept, start that as the first phase and get it cleaned up.

Vice-Chairman Slater asked what kind of up-front money will the Town need.

Mr. Dallaire thought if we can get into the Petroleum Fund after we own it, we would be able to use a percentage of that to help with the cleanup. We will have to pay for those items, about \$1,500. The testing of those tanks would be to see if there are any additional leaks. It is a couple thousand for that.

Mr. Higuera asked if the county would acquire the property and deed it over to us if we made the request. And then would we have to pay the taxes?

Mr. Dallaire answered it depends on the county commissioners. There is a little under \$30,000 owed.

Mr. Higuera asked if the commissioners decided we had to pay those, would we have that kind of money.

Mr. Dallaire answered it will hurt our other projects that are going on. The channel would be the one I am concerned about.

Mrs. Slater asked if we could ask for a waiver on that.

Mr. Altom didn't believe so. If you look at page 10-3 of the statute, the local government entity needs to pay those delinquent taxes. You would have to fit the exception if you didn't want to pay the full amount of taxes.

Terry Lundergreen, Chief Deputy Treasurer Douglas County, stated the property is already in Douglas County's name. We have taken the deed to the property, which is why this decision is coming up now. The property already is being held in trust by the Douglas County Treasurer. I spoke with our district attorney and we thought there may be an instance that the commissioners would have the authority to waive the taxes. Because of the street and drainage issues, it will be up to the commission to decide whether or not they would waive the taxes. I believe that should be part of your request. A 90 day notice will be given to the property owners and any of the lienholders they might have. They will have 90 days to redeem. If they don't, at that time, if the commissioners approve your request, the deed would be transferred to you. If they approve it they would determine whether to waive the taxes. I did a title search on this property for the county back in November or December. I will probably ask the title company to update it to make sure nothing else has popped up. I don't want to miss anybody. Obviously they have not tried to pay the taxes. They never did come forward with any arrangements. We have not been contacted.

Chairman Miller understood that the tanks were red tagged where they could not be filled any longer.

Mr. Dallaire explained thanks to Candace's help she got NDEP to get that taken care of. The owners were operating it for months. They promised when they opened up they would be paying the taxes and never did. We were on them with our trash bills as well. But there are several other liens from other utilities. I got a call from Frank at MGSD. They have about \$3,000 in sewer fees that haven't been paid.

Chairman Miller asked what happens to the sewer fees?

Mrs. Lundergreen believed it would be a write off. To my knowledge this would be considered like a tax sale process and their liens would be wiped out.

Mr. Dallaire stated according to the phase one document the tanks did leak in 2004. They lined the tanks and the last time they were pressure tested and passed was in 2007.

Mr. Higuera asked on the Brownsfield program, it states on your report that they will assist. Is there any question mark in that?

Mr. Dallaire explained once we own the property that is what the Brownsfield program is for. We know there is a contamination issue there. We would have to go through and apply through the process. We have a plan showing the improvements with parking lot, park and sidewalk improvements. We don't have to do everything that is on the plan. It is just a nice overall concept.

Mr. Higuera asked about NDOT.

Mr. Dallaire advised that is not for sure. We could apply. Candace is here to speak to the CDBG funds. If we have the support from the county to apply for those funds, then we are a pretty good candidate to get funded. The town can't apply for those funds. It has to be the county on behalf of the town. The federal level, the EPA Brownsfield actually funds rehabilitation of sites for parks and things.

Vice-Chairman Slater requested when and if this comes to fruition make sure we have sufficient funds to be able to at least move forward and smooth the dirt out so it is not just an eyesore because it is your main turn into town. It is the first thing you see. My request would be you come back to the Board and bring the plans so we can take a look at it one more time.

Mr. Higuera thought it would be nice coming into town to have a garden there.

Vice-Chairman Slater would like something that is presentable and not sitting for three years with the dirt turned over.

Mr. Dallaire pointed out we did not plan for it. It is not on the CIP. If we had to pay the taxes it is still a lot cheaper than having to buy it down the road. Nobody bid on it. Once it got into the paper everyone knew there was a contamination problem.

Vice-Chairman Slater believed if we can acquire it now at no cost or close to no cost, put some improvements in and make it look nice, it will be an asset.

Ms. Wenner noted part of those taxes will come back to the town if we pay them.

Public comment.

Terry Lundergreen is a property owner in the town of Gardnerville and grew up down the street from this gas station. Now that is so blighted and contaminated, as a town property owner it is the best opportunity for that property be cleaned up, made into something nice so that you don't see a complete eye sore when you drive into the town. As sentimental as I am about some of the old buildings around here, that is not one of them. I think even Virgil, if he was around, would say it's time for it to be cleaned up.

Candace Stowell, Douglas County Community Development explained this is the kind of activity for use of CDBG funds, clearance of blighted properties. I don't want to say it is a slam dunk, but it is something that is done all the time. The nice thing is because Douglas County has not applied for CDBG funds in several years now; the state has been saying where are you; why haven't you applied. We've talked about Sharkey's in the past. This is even a better situation because if the town were to move forward and be able to acquire the site it is much cleaner all the way around. Certainly it maybe an opportunity if the town goes forward and does acquire the site, even though the CDBG funds would not necessarily be available until we would apply, go through the public hearings in the fall, but there could be quite a bit of CDBG funds available for clearance, removal of the structures and the initial prep work that is needed for that site. It is definitely a resource and the state knows that we are very interested in going after those funds for some kind of parking facility. I confirmed with them tonight there is no matching requirement at all. It would be a 100 percent grant.

The Board thanked Ms. Stowell.

Mr. Altom noted we have the 90 day notice period. That would possibly give us an opportunity in the meantime to do an accompanying resolution to the county that would say here is what we will use it for. We believe the use applies to one of the exceptions in 361.603 subsection 5, therefore we are asking you to apply this exception so that the town doesn't have to pay the delinquent taxes. That is something we can do in the next 90 days is prepare an accompanying resolution to this resolution. This resolution does mention under the last section 3, the last part says "subject to those exceptions." So it is leaving it open for us to ask for it. At the time I prepared this I didn't know exactly what we were considering for the use. I did talk to Doug Ritchie. At the time we weren't really sure any of these exceptions would necessarily apply. But again, I didn't know what Tom or the Board was going to propose to use the property for. If we are going to use it for something that applies to one of those exceptions, we can certainly do an accompanying resolution that will request the county not to require us to pay the taxes.

Public comment closed.

Motion Higuera/Wenner to approve the Resolution 2013-02 pursuant to the provisions of NRS 361.603, the Town of Gardnerville making application to the Douglas County Board of Commissioners for permission requesting the acquisition of the property known as Eagle Gas Station APN 1320-33-402-075, held in trust by the County for public purposes and authorize the chairman to sign all associated acquisition documentation. Motion carried with Board Member Philips absent.

11.  **For Possible Action:** Discussion on the Town's Mission, Mission Goals, Core Values, and vision, provide direction to staff on the boards priority projects that will be included in the tentative budget for Fiscal year 2013/2014, and any other items related to projects the town is working on, with public comment prior to Board action.

(Break for five minutes at 5:40 p.m.)

Mr. Dallaire provided the town's mission statement, goals, core values and vision. I am curious to know if they want to do some training, invite the public and see if we can modify these at all. How much time would you want to

invest in this? We have a lot of projects on the CIP that are underfunded. We are still holding true to the core values and strategic plan. Is this something you want to change? Do you want to try and update the mission statement?

Vice-Chairman Slater thought the town's mission statement is true and doesn't need to be changed.

Mr. Higuera didn't believe we need a total overhaul. We just need to go over it and get public input, take out some of the things that don't pertain or we've accomplished. It is worth the time to spend.

Mr. Dallaire spent a lot of time looking at other strategic plans. For the most part it is pretty identical to ours. Is there any input on that?

Chairman Miller would like to do a public service announcement to let residents know we are having these workshops. Publicize it a little more than just posting.

Mr. Dallaire asked if Mr. Higuera could put it on cable.

Vice-Chairman Slater asked if he wanted to bring in Steve Lewis again.

Mr. Dallaire would like Steve to be here.

Vice-Chairman Slater didn't think some of these things needed to be gone over again. As for the goals, I think maybe we can make sure we go over those carefully. Our focus should be more of the goals that you feel our town should be achieving; whether we, as a Board, feel the same way; talk about the strategy to get there; where is the funding; and how long is it going to take to get there. Set a benchmark. As an example, if we say we want to develop the gas station. Find out what our plan is; how we're going to get there; where is the funding going to come from; what phases are we going to have to put into place to make it a completed project. It may take many years. But at least we'll have an idea which will in turn help you in your budget when you have to plan for the CIP. It's your vision for the next 10, 15 years.

Ms. Wenner asked if they could set the top three goals and then if those aren't something we can get to that year what would be the ones underneath.

Vice-Chairman Slater asked if Mr. Dallaire could extract those out of the presentation in packets and have those prepared where Steve can go over them. You and Steve can actually discuss it ahead of time and see if they are actual goals or just a vision. In some places you do have a vision of where you'd like to see things. From my perspective I'd like to see what the goal is from the vision. Take the vision but I want to see the end product. How are we going to get there? How much money is it going to take? How long? What benefit does it have to the residents of Gardnerville? Are we making sure that we are perceiving it in a way that is going to affect everybody in a positive fashion? That is my take on it.

Mr. Dallaire asked if there was anything we need to add now to the preliminary list? What I am hearing out of this is we take these projects and things that I can see in the next 10 or 15 years, put them as a goal and here is the plan or strategy to get to that goal.

Vice-Chairman Slater agreed. You want to make sure your goals are going to be attainable. That is something that gets tied to your evaluation. The goals need to be realistic. Not necessarily all long term. Some should be short term goals. It all ties back to your CIP list.

Chairman Miller believed it also gives direction to future board members

Chairman Slater pointed out things change. You can tweak it along the way. We will all change. You stay the same. Your vision is the one that is most crucial. You, as a manager, you are the one who has the vision to see where you are taking us. We're along for the ride.

Mr. Dallaire thought it was the other way around.

Chairman Miller agreed. Board members are here to serve the public too. That is where Linda is coming from.

Mr. Dallaire was thinking that the Board members are the ones that are advisory. I run the daily operations trying to get the work done that you envision. Out of that meeting we had it was the traffic calming that really popped out of the meeting. But when we started throwing numbers at it, it fell by the wayside because it is an expensive proposition.

We still have maintenance and other projects in town that have to be dealt with. We have done ten ADA ramps. We have \$10,000 for that this year. We will probably have three or four more done this year. Going back to the workshop, I will come up with a draft list of goals for the presentation that will be on a Saturday from 8 to 12.

Mr. Dallaire went back to the ADA issue. The town is broken into five zones. When these subdivisions were approved the sidewalks and ramps were in compliance at that time.

Vice-Chairman Slater asked when these subdivisions were approved were they in compliance at that time.

Mr. Dallaire stated we have 28 complaint ramps, 10 of which we just put in. We have 491 noncompliant ramps. But those were ramps that were constructed to DC code at the time. The standard detail wasn't updated in 1994 with the ADA requirements. Those are grandfathered in. We are not liable for those right now until we do some improvements on the street.

Mr. Altom added we are saying non ADA compliant until we do a major improvement. It doesn't mean that they are not going to be fined when a wheelchair can't negotiate those ramps.

Mr. Dallaire went over the ADA diagram of the different areas in town with board members

Ms. Wenner asked which ones they would be doing this year.

Mr. Dallaire has \$10,000 budgeted so we can probably put in four ramps and repair some curb and gutter out in Southgate. Staff is doing a transition plan. We have the graphic part done and we are working on the text part. I am hoping to have that done by next month. We would need to adopt the transition plan, which is a layout of our improvements. Here is the condition they are in now. Here is how we will work on it. As long as you can show progress then we are safe.

Vice-Chairman Slater asked how Genoa is getting around it with the lack of sidewalks.

Mr. Dallaire responded they are putting in sidewalks with all the trail improvements. We are trying to focus from the schools outward for ADA access. High School and Courthouse will need one. We were looking at doing the red areas first closest to the school out. The next one is the town pavement conditions. We just had the new PCI's done this past summer. We hired Nichols Consulting to train and review staff's inspections. We will go around by zone and do them every year. So every five years we will take a look at it. The last time this was done was in 2006. It is not bad. The average PCI is 82.53. There are some, like Meneley Alley, behind US Bank that are bad which brings down the average PCI. Our plan is to come in and do the microsurfacing. We can do a scrubcoat and that will fill all the smaller cracks. Then we will come back in and do a microsurface layer and it will look like a new road. It will not stop the cracking. Our plan is to do Gilman. It is green, but it will prolong the life of it. It will increase it back up to 100 to raise the average. They will basically be two phase projects. That will reduce the amount of crack seal we put down. Mill, High School and Virginia Ranch were all done with a performance grade asphalt, which is a change from previous overlays. Hopefully it will last longer with a larger temperature range for expansion, shrinkage and contraction. Gilman, from Chichester out to the Ranch at Gardnerville is all performance grade asphalt as well. Cemetery Drive doesn't get used a lot. It is the back side of a parking lot coming off the Stratton Center. We can put a slurry on that. We will probably come forward with a chip seal on Service Drive next year and do a remove and replace on Industrial.

Vice-Chairman Slater asked on Circle and Gardner that little piece that is red is that in front of Mike Philips rental?

Mr. Dallaire answered yes.

Vice-Chairman Slater mentioned that little piece was included when the whole area was redone.

Mr. Dallaire has two sections on Circle Drive and they average 66. I will take a look at that section. It looks like some of the treatment is lifting up and it has created a rough looking surface. That little section is really bringing the average down.

Industrial Court and Industrial Way were ignored and it has a huge pothole in the middle. We will come in and add to the patch that was already done and that should bring the PCI up quite a bit. Meneley Alley is in really bad shape. It has a PCI of 22. In order to be worthwhile for the contractors and not charge an arm and a leg, we have to have a substantial project, which is why we included Gilman, Chichester and Marion Russell.

Vice-Chairman Slater asked when you do Industrial Court are we going to do a partnership with the owners out

there? We should be able to put some sidewalks in and clean up the infrastructure out there.

Mr. Dallaire didn't know if we can do sidewalks anywhere out there. If we put curb and gutter we will eliminate everyone's access. We can talk to them if we are going to do curb, gutter and sidewalk. I don't know if the owners would partner with us on that.

Vice-Chairman Slater is just curious if they want improvements in there as well. Kind of like to see some dialogue before we put time, effort and money into the area. They may say they don't want anything there

Mr. Dallaire continued with the vehicle replacement plan. We put this together from our inventory. There are some options since we have so many vehicles that need to be replaced. We are looking into possibly refurbishing one of the trash trucks.

Vice-Chairman Slater suggested contacting either State Purchasing or State Surplus.

Mr. Dallaire went over the current CIP, what is done and what is currently being worked on. I am working with Minden and Bruce Scott to get more water in the ponds. Still planning on doing more storm drain maintenance. We have been in contact with HydroTech. We do have in GIS almost all of the storm drain so it can be printed on a similar document like this.

Vice-Chairman Slater asked of the \$81,000 in storm drain you spent \$41,000 doing the excavation, where is the remaining.

Mr. Dallaire rolled it into the next fiscal year into the Hellwinkel project, the trench construction and the contract with Northwest Hydraulics. The Raley's/Toler sidewalk we did not do. We did the Toler landscaping instead. They will start to work on the drip. The ground is still frozen. We ended up spending a lot more money on Toler than what was budgeted. Next year the CIP will not include maintenance items. The Town server has been bought but not installed. Going out to bid with the microsurfacing. We are estimating around \$170,000. We are coordinating with Carson City on their microsurfacing project so it goes out to bid at the same time. 2013/14 we need to start saving for pulverizing and replacing roads. We need to get the plans done on the Hellwinkel channel, shorten up the project to just include the trench. It is not a solution to the flooding problem. That will be a lot more expensive than what anybody anticipated. We have on the list to repair the Hellwinkel shop and hay barn. We have the \$50,000 we've allotted for the sidewalk in front of Kingslane. We have \$15,000 for the match on the crosswalk improvements and the \$25,000 on the trail amenities 50-50 grant. There is one storm drain pipe in the Centertowne Apartments that has been crushed. There is an underlying drainage issue on Hussman and the Cottonwood Slough. We should probably put in double catch basins. All of the water drains out to the irrigated ditch. We will have some issues from the farmers because they are thinking the oils from the streets are contaminating their fields.

Chairman Miller recommended the farmers contact the county commissioner for their district and talk about it. It is more of a code enforcement problem than it is our problem.

Mr. Dallaire pointed out all of Mission Street drains to a grease trap in our park.

Vice-Chairman Slater would like to be proactive and make sure our ditches are cleaned before the spring runoff. If we put it on a maintenance schedule every three years we could keep on top of it.

Mr. Dallaire has given the guys a plan that has helped. Staff's recommendation would be maybe participate in a crossing culvert at the Virginia ditch. The county hasn't asked but it would be beneficial.

Mr. Higuera thought it might motivate the commissioners. Greg Lynn said if we build a new road people complain because we have so many old roads to fix. Tom brought up that the water company and the town might be able to participate.

Mr. Dallaire understood the developer was willing to participate.

Vice-Chairman Slater pointed out the property is owned by the county. Dirk was pretty clear when he said it will paved when the developer puts in something there.

Mr. Dallaire stated the sidewalks on the corner of Meadow Lane are really bad. That's a section that is in really bad shape. But where does it go and how much of a benefit is it to fix? Another sidewalk that needs to be fixed is by Fitzhenry's. Bell, Cemetery, Wilson and Cardiff need some sort of slurry. If we aren't going to participate in the culvert

crossing I will left Jeff know.

Vice-Chairman Slater thought the town had a lot of projects and not a lot of money to throw at them. That doesn't seem to me to be a high priority.

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

Mr. Altom advised this item is self-explanatory. NRS 41.0385 requires this summary of claims. There were no claims. Everything is zero.

No public comment.

Motion Higuera/Slater to accept legal counsel's summary of claims for tortious conduct as required annually by NRS 41.0385. Motion carried with Board Member Phillips absent.

13.  **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for December 2012.

Mr. Altom worked on the easement issues. Mr. Bernhard had a question on county process.

Chairman Miller pointed out the agenda says December 2012. It should read January 2013.

Mr. Altom continued besides regular monthly issues we worked with Tom on the easements. We did inquire with the DA's office and got an answer without getting an answer on what the county does with easements and how they deal with easements. Legally speaking if you abandon an easement then it's abandoned. If you are granted an easement and the documents are recorded they provide notice of whose land or what encumbrances are on the land so as far as we're concerned Mike, Tom and I are not aware of anything that once we record these granting of easements it goes to the town.

Vice-Chairman Slater was always told that to record it makes it public record. And anything that pertains to real property should always be recorded so you have a chain of events as they occur.

Mr. Dallaire mentioned with the abandonment issues we made it a condition in the design review. Back in 2009 the commissioners conditionally approved it. It wasn't allowed because we didn't have the infrastructure in place to replace the pond that we were abandoning. That played a part in this as well. All I believe I need to do is give them a letter that says we approved this and when they get their documents in order we will have Ken sign them.

Vice-Chairman Slater suggested when you are ready to record the document have them prepare a copy and it can be dropped off at community development so they update their maps and have a clear record. But do it after it has been recorded so it shows the recording date. If they have a notation they can go right to the reference numbers.

Mr. Altom prepared item 4, the waiver for when local government entities use our equipment. Ken pointed out we are mostly all using the same insurance. But there may be instances where we have a couple government clients that don't use pool pact. Just a reminder, Mike thought it was best each time they use a piece of equipment fill out a new waiver. We prepared the last item, the summary of claims. I have spoken to Doug Richey and George Keele about the damage to the roads by tree roots. There is really not a lot of court cases dealing with tree root damage to roads. Worked with Carol on the DUI accident in Chichester. Under criminal provisions a victim can ask for restitution. Carol prepared a letter to the DA's office detailing what happened and asking for restitution. There is an insurance claim but that is unlikely because the claims exceed the policy. At that point they start prorating what they disburse. We helped prepare the resolution on Eagle Gas. I wasn't aware exactly what the town was proposing to use the property for. If the proposed use does apply then we can send a resolution asking the county commissioners to apply one of those exceptions to take us out of having to pay the taxes.

Mr. Dallaire advised Terry is looking to send it in front of the commissioners to see if this is something they would consider. She needs that resolution by Friday.

Mr. Altom can prepare a resolution for March. We could hear the item in 60 seconds. Lastly, I helped prepare the monthly agenda.

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

Mr. Dallaire wanted to let everyone know the class Josh and I went to was very helpful. I am more confident about what I am looking at than before. It is all based on the aggregate. We are still working on flood hazard mitigation. The next meeting is in March. We have done quite a bit of work on the issues valley-wide with the flood and emergency access. We have it all in GIS. We have been helping out where we can. I attended the RTC meeting with Lloyd. I appreciate Lloyd stepping up. The code requires a resident from the largest town in the county to participate and be on the board. Barry Jones is excited about the dog park. He is talking about instead of the town doing a plan he would have someone volunteer to do it. He wants to get the Lions Club involved. I explained our requirements are the dog poop get picked up so when we mow the lawn it doesn't go all over. The people who use it will have to maintain it. We were supposed to do the pond pump training on the holiday, but it had not been installed yet. We came back the next day and did the training.

Mr. Higuera suggested encouraging Mr. Jones to get in touch with DAWG. They have a great group of volunteers at the shelter they have people who do public service that could clean the dog park.

Ms. Wenner suggested the shelter has people who need to do public service come out and clean. That might be something the sheriff's office or the court could suggest for public service time.

Vice-Chairman Slater asked about the HD security system,

Mr. Dallaire clarified the system is up and running. This was from the December report. We had the meeting for the Parade of Lights. Captain Aymami did not want to change the parade route. Bill Chernock told the group they would look into changing the route. We probably won't participate in the parade but will have an event or do some announcing.

15.  **Not For Possible Action: Reports and or update discussion from Town Board Members concerning the various boards they are a member of or a liaison to, or meetings and functions they have attended. These may include but not be limited to Main Street Gardnerville, Arts Council, and Nevada League of Cities. No action will be taken on these reports.**

Mr. Dallaire talked about doing this quarterly the last time but most of you had a meeting. Lloyd had the RTC. Linda went to League of Cities. And Ken went to the Main Street.

Chairman Miller reported the price of the hanging flower baskets was raised from 75 to \$85. It was discussed it wouldn't be done every year like Paula had mentioned in her report. But it would be like every three years. There was a five dollar increase from one of the schools for growing the flowers.

Vice Chairman Slater went to the Nevada League of Cities quarterly meeting. They made the announcement that Wes Henderson has been chosen out of a pool of 70 applicants to replace Dave Fraser. We were asked by NACO to support their five bill drafts. After we reviewed them all, one we did support. The other ones we wanted more information on. When that information comes in it will be decided whether Nevada League of Cities will support it or not. The thought behind that was we have five bill drafts with the Nevada League of Cities and we want their support as well. It carries more weight. So if we can be united behind the 10 bills, great. Legislature opened yesterday and Lisa Foster is our lobbyist for Nevada League of Cities. I've been appointed to the legislative committee for this year. I haven't figured out what I am supposed to do yet. I think it's because of the close proximity to the legislature. I will try to keep you informed.

Chairman Miller reported Linda, Tom and I met with Lee Bonner this week for a monthly meeting. Lee is very active in working with the different boards around town. He is also involved in NNDA, which gives the connection on what type of business might be coming down the road. He is also attending the legislature on behalf of NNDA. I think it will be an excellent connection for us each month. I discussed with Tom who would attend. I think that it would be a good idea for the chairman and vice-chairman to attend each month during their term because you have continuity to the next year.

Vice-Chairman Slater felt you could run into a potential problem. While we do not make any decisions; we don't make any promises; we obey the open meeting law. What he says to us, if another two board members were to meet the following month he may unconsciously sway a decision you may have down the road and Ken and I would have

no idea what he says to you. So I agree with Ken. It's better to keep it that way. You have a check and balance in there. Lee gave us some good insight on what may be coming down the road and it will allow Gardnerville to be proactive in our decisions rather than to react to something that maybe we wouldn't have the authority to know about.

Chairman Miller added the county has an 800 page packet this month.

Mrs. Wenner mentioned Lee meets with Minden, Gardnerville and Genoa. I have noticed when we mention things in our packet we don't mention Genoa. Is there a reason?

Mr. Altom represents Genoa too. They have a small budget.

Ms. Wenner stated they talk about destination point. It shouldn't be individual destination points. It should be Douglas County instead of just town of Gardnerville or town of Genoa. I went out to the new trails opening. It was great. It's something if we had a new trails opening they should come over.

Vice-Chairman Slater advised Lee represents a portion of Gardnerville. Nancy McDermid is the commissioner that represents Genoa. Another section of our town is represented by Doug Johnson. That's why he met with us and not Genoa.

Mr. Dallaire talked to Doug Johnson. He wants to stand back and watch it from the 30,000 foot level.

Chairman Miller believed it is unique that we have one of the commissioners meeting with us.

Ms. Wenner thought it was nice that Mike Olson comes too.

Mr. Higuera advised Mr. Olson is representing the business council.

Mr. Higuera reported we had two RTC (Regional Transportation Commission) meetings on the draft five year transportation plan and they added six projects to the list. One of them Tom mentioned, to complete the westerly two lanes of Muller Parkway from Virginia Canal to Virginia Ranch Road. This is not a new project, but staff is now recommending funding for this project. It is a county project and, who knows, we need to keep an open mind. They may look to Gardnerville. They may look to the water company. That is a decision we will have to make when it comes. Right now it is the county's project. Another Gardnerville project is modifying the traffic signal at Waterloo and 395 to accommodate the new community center. Then there are ADA sidewalk improvements on Tillman; reconstruction on a bunch of roads mainly in the north valley; improvements at the airport; and drainage study at Topaz Lake. Those will all be incorporated plus the comments made by the public and board. It will all be incorporated into the final plan which will be approved in March. There will be two meetings in March. There were about 10 people in attendance at the old courthouse in Minden, mainly residents of Genoa who are upset about their road.

Chairman Miller reminded board members of the special meeting February 19th for training.

Motion Higuera/Wenner to adjourn at 8:25 p.m. Motion carried with Board Member Philips absent.

Respectfully submitted,

Ken Miller
Chairman

Tom Dallaire
Town Manager

Gardnerville Town Board
AGENDA ACTION SHEET



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

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** March 5, 2013 **Time Requested:** n/a

5. **Agenda:** Consent Administrative

Background Information:

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

6. **Other Agency Review of Action:** Not Required

7. **Board Action:**

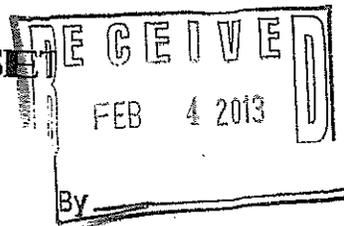
Approved

Denied

Approved with Modifications

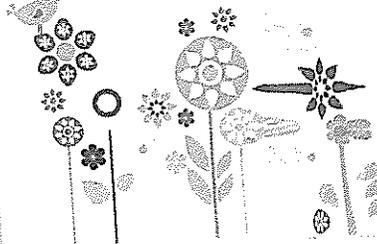
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CARSON VALLEY COMMUNITY FOOD CLOSET
POST OFFICE BOX 2911, GARDNERVILLE, NEVADA 89410
EMAIL: CVCFCI@GMAIL.COM * PHONE: (775) 782-3711



Tina Tubridy
Managing Director

Carson Valley Community Food Closet



(775) 782-3711

cvcfc1@gmail.com
cvcfc1.org

1255 Waterloo Lane #
P.O. Box 291
Gardnerville, Nevada 89411

January 29, 2013

Town of Gardnerville
1407 Highway 395
Gardnerville, Nevada 89410

Re: 2012 HOLIDAY FOOD BARREL COLLECTION

Thank you so much for your donation to the Carson Valley Community Food Closet! The generosity of your employees and customers helped us provide over 404,460 meals to Douglas County families in 2012.

I look forward to continuing our partnership in the coming year as we continue our mission to end hunger in Douglas County.

Sincerely,

A handwritten signature in black ink, appearing to read "Tina Tubridy". The signature is fluid and cursive, written over a horizontal line.

Tina Tubridy, Managing Director



Executive Board Members

Councilwoman Debra March, President
Mayor Emily Carter, 1st Vice President
Councilwoman Anita Wood, Second Vice President
Chairman Jeff James, Third Vice President
Mayor Mike Giles, Secretary/Treasurer
Councilman Steve Ross, Immediate Past President
Wes Henderson, Executive Director

310 S. Curry Street · Carson City, Nevada 89703 · Phone: (775) 882-2121 · Fax: (775) 882-2813

Web Site: <http://www.nvleague.org>

MEMBERS: Boulder City · Caliente · Carlin · Elko · Ely · Fallon · Gardnerville · Gardnerville Ranchos, GID
Fernley · Henderson · Incline Village, GID · Indian Hills, GID · Las Vegas · Lovelock · Mesquite · North Las Vegas
Pahrump · Reno · Sparks · Wells · West Wendover · Winnemucca · Yerington

There's Still Time to Join Your State League and Stand Up for the Issues that Matter to Cities
March 9 – 13, 2013
Marriott Wardman Park Hotel, Washington, D.C.
Register Today

Dear: Nevada League of Cities & Municipalities Municipal League members,

Please join us along with members of your State Municipal League and over 2,000 city leaders from across the country as we focus on federal policy issues that are important to local governments.

Come to Washington, March 9-13, 2013, for NLC's Congressional City Conference, to hear from experts as they discuss the latest trends and information on the topics that matter most to cities. You'll have the opportunity to learn why these issues are important to your communities and constituents, and to lobby your Member of Congress.

You'll learn more about the 2013 legislative priorities through dynamic general session speakers and plenary sessions.

In 2013, NLC is urging Capitol Hill and the Administration to:

- **Protect Municipal Bonds:** NLC opposes any attempt to eliminate or limit the traditional tax exemption for municipal bonds whether as a part of a deficit reduction plan, a push for comprehensive tax reform, or as an offset for new spending.
- **Fix the Nation's Broken Immigration System:** Comprehensive immigration reform will provide cities and towns with the support needed to integrate immigrants into their communities and allow them to make both cultural and economic contributions to the nation.

CORPORATE MEMBERS • AT&T • Bank of America • CenturyLink • Charles Abbott & Assoc. • General Electric • Kafoury, Armstrong & Association, Inc. • LJP Insurance Services, Inc. • Nevada Rural Water Association • NV Energy • Nevada State Bank • Nevada State Bank - Public Finance • Southwest Gas • Swendseid & Stern • The Hartford • UAMPS • Union Pacific Railroad • Wells Fargo Bank
Western Insurance Specialties, Inc. • Willis Pooling

• **Protect Local Revenues:** NLC urges support for legislation to simply allow state and local governments the flexibility to collect the taxes already owed to them on remote online purchases-not raising existing taxes or imposing new ones-thereby placing brick and mortar corner stores on a level playing field with online retailers and affording consumers more choice through fair competition.

As part of this premier legislative conference, NLC also offers professional development to help develop skills we need in our role as community leaders: effective governance, communications and managing change.

On behalf of the NLC Board of Directors and staff, we thank you for your continued support and look forward to seeing you in Washington next month.

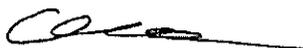
Best Regards,



Mayor Marie Lopez Rogers
Avondale, AZ & President, National League of Cities



Wes Henderson
Executive Director, Nevada League of Cities & Municipalities



Clarence E. Anthony
Executive Director, National League of Cities & Past Mayor of South Bay, FL



NLC&M

Memorandum

TO: All

FROM: Wes Henderson

SUBJECT: Introduction

Greetings everyone.

I would like to take this opportunity to say hello to everyone and tell you all how excited I am to be on board. I am sincerely humbled and grateful for this opportunity and look forward to helping the League provide its members with the services and resources they need to better serve the people that call Nevada's cities and municipalities home. I look forward to meeting you all and to learning more about the issues and challenges that you face and how the League can help you meet them.

The Legislative session has begun and unlike some years has gotten off to a fast start. I had the pleasure of making presentations regarding the League and the bills that we submitted to the Assembly and Senate Government Affairs Committees with League President Debra March on Tuesday and Wednesday respectively.

You will shortly be receiving an email with the first edition of our new newsletter. We will be sending these out periodically to keep you informed of League activities and to bring to your attention other items that we think may be of interest.

Again, let me say how delighted I am to be a part of this organization and I look forward to working with you all. I plan to travel the state after the legislative session is over and look forward to meeting all of our members and visiting your communities. Please feel free to contact me any time I can be of service. My cell phone is 775-881-8273.

Kindest regards,

A handwritten signature in cursive script, appearing to read "Wes".



"Because of Public Works..." National Public Works Week, May 19-25, 2013

Since 1960, APWA has sponsored National Public Works Week. Across North America, our more than 28,000 members in the US and Canada use this week to energize and educate the public on the importance of the contribution of public works to their daily lives: planning, building, managing and operating the heart of our local communities and building the quality of life.

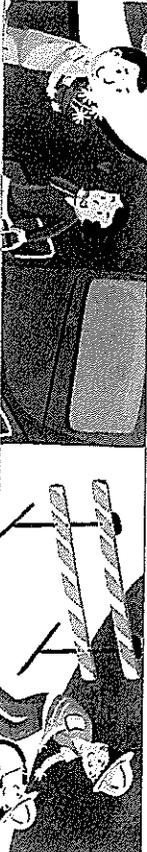
APWA has selected "Because of Public Works..." as its theme for 2013's National Public Works Week, which will be celebrated May 19-25. The theme is about the quality of life brought to communities around the world. We are able to have clean water, safe streets and neighborhoods, efficient traffic and safe clean communities "Because of Public Works..."

WWW.APWANET/NPWV

JOIN US IN CELEBRATION!

This year artist Jannie Ho shows the many facets of public works in a whimsical and bright illustration. Born in Hong Kong and raised in Philadelphia, Jannie studied at Parsons School of Design in New York. Her work appears in children's books, magazines, toys, crafts and digital media.

If you have questions about NPWW or art requests, please contact Jon Dillej via email: jdillej@apwanet or call 816-595-5251.



APWA
AMERICAN PUBLIC WORKS ASSOCIATION
American Public Works Association
2345 Grand Boulevard, Suite 700
Kansas City, MO 64108-2641

Non-Profit
Organization U.S.
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PAID
Kansas City, MO
Permit No. 6399



SCH 3-DIGIT 894 0005031 000029
THOMAS A. DALLAIRE
TOWN OF GARDENVILLE
1407 US HIGHWAY 395 N
GARDNERVILLE, NV 89410-5212



Gardnerville Town Board



AGENDA ACTION SHEET

1. **Title:** Health and Sanitation Monthly Report

2. **Recommended Motion:** Accept as submitted

Funds Available: Yes N/A

3. **Department:** Health and Sanitation

Prepared by: Carol Louthan

Phone Number: 782-7134

4. **Meeting Date:** March 5, 2013

Time Requested: none

5. **Agenda:** Consent

Administrative

6. **Background Information:**

Residential Accounts	1694
Commercial Accounts	214
Green Waste Accounts	1137
Cleanup Dumpsters	4
X-cans	648
# of new residential accounts	5 accts transferred to new owners
# of new commercial accounts	0
Minimum User Accounts	43
Total tons of trash	316.29

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

8. **Board Action:**

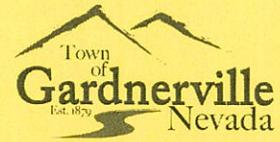
Approved

Approved with Modifications

Denied

Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Approve February 2013 claims
2. **Recommended Motion:** Approve claims as submitted

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Carol Louthan

4. **Meeting Date:** March 5, 2013 **Time Requested:** none

5. **Agenda:** Consent Administrative

6. **Background Information:**

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

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

8. **Board Action:**

Approved
 Denied

Approved with Modifications
 Continued



Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

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	2/13 BOARD	G'VILLE	Paid by Check # 602055		01/30/2012	02/08/2013	02/08/2013		02/08/2013	220.00
28960 - Miller Kenneth	2/13 BOARD	G'VILLE	Paid by Check # 602096		01/30/2013	02/08/2013	02/08/2013		02/08/2013	250.00
18629 - Philips Michael	2/13 BOARD	G'VILLE	Paid by Check # 602131		01/30/2013	02/08/2013	02/08/2013		02/08/2013	220.00
2969 - Slater Linda	2-13 BOARD	G'VILLE	Paid by Check # 602463		01/30/2013	02/15/2013	02/15/2013		02/15/2013	237.50
			Account 510.150 - Board Compensation Totals					Invoice Transactions 4		\$927.50
29103 - Frontier	782-7134 1/13	77578271340502795	Paid by Check # 601805		01/16/2013	02/01/2013	02/01/2013		02/01/2013	93.48
29103 - Frontier	782-3856 1/13	77578238560808025	Paid by Check # 601805		01/16/2013	02/01/2013	02/01/2013		02/01/2013	43.71
5061 - Sprint/Nextel	268465621-102	268465621	Paid by Check # 601908		01/18/2013	02/01/2013	02/01/2013		02/01/2013	135.15
			Account 520.055 - Telephone Expense Totals					Invoice Transactions 3		\$272.34
25294 - F P Mailing Solutions	RI101347629	600003046	Paid by Check # 601790		01/04/2013	02/01/2013	02/01/2013		02/01/2013	44.93
			Account 520.060 - Postage/Po Box Rent Totals					Invoice Transactions 1		\$44.93
8577 - Poulson Josh	1/21-1/25/13	TRAVEL	Paid by Check # 602134		01/21/2013	02/08/2013	02/08/2013		02/08/2013	118.00
21673 - Dallaire Tom	1/21-25/13	TRAVEL	Paid by Check # 602283		01/25/2013	02/15/2013	02/15/2013		02/15/2013	240.16
12997 - Do Co Procurement Program	1-13 DALLAIRE	G'VILLE	Paid by Check # 602290		01/27/2013	02/15/2013	02/15/2013		02/15/2013	48.10
			Account 520.064 - Travel Totals					Invoice Transactions 3		\$406.26
3457 - Western Nevada Supply Company	15418303	71273	Paid by Check # 601934		01/04/2013	02/01/2013	02/01/2013		02/01/2013	79.12
11985 - Ace Hardware	079595/1	1236	Paid by Check # 602211		01/07/2013	02/15/2013	02/15/2013		02/15/2013	26.99
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 2		\$106.11
2924 - NV Energy	791804 1-13	791804	Paid by Check # 602116		01/26/2013	02/08/2013	02/08/2013		02/08/2013	183.84
			Account 520.089 - Power Totals					Invoice Transactions 1		\$183.84

3

Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

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 1- 13	2410015779022	Paid by Check # 601904		01/17/2013	02/01/2013	02/01/2013		02/01/2013	131.89
3021 - Southwest Gas-Las Vegas	1072224004 1- 13	2411072224004	Paid by Check # 601904		01/17/2013	02/01/2013	02/01/2013		02/01/2013	132.17
3021 - Southwest Gas-Las Vegas	1188600002 1- 13	2411188600002	Paid by Check # 601904		01/17/2013	02/01/2013	02/01/2013		02/01/2013	137.39
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$401.45
11985 - Ace Hardware	079544/1	1236	Paid by Check # 602211		01/04/2013	02/15/2013	02/15/2013		02/15/2013	26.71
29177 - Olson Heating&Air ConditionInc	004094	G'VILLE	Paid by Check # 602408		01/28/2013	02/15/2013	02/15/2013		02/15/2013	153.62
				Account 520.097 - Maint B&G Totals				Invoice Transactions 2		\$180.33
27347 - A+ Janitorial Service	TOG0113	G'VILLE	Paid by Check # 601943		01/29/2013	02/08/2013	02/08/2013		02/08/2013	42.50
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 1		\$42.50
3519 - Xerox Corporation	066325427	716307012	Paid by Check # 602509		02/01/2013	02/15/2013	02/15/2013		02/15/2013	196.25
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		\$196.25
15887 - Charter Communications	0012509 2/13	8354110060012509	Paid by Check # 602569		02/02/2013	02/22/2013	02/22/2013		02/22/2013	36.00
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$36.00
12997 - Do Co Procurement Program	1-13 LOUTHAN	G'VILLE	Paid by Check # 602290		01/27/2013	02/15/2013	02/15/2013		02/15/2013	828.00
				Account 520.200 - Training & Education Totals				Invoice Transactions 1		\$828.00
10816 - Rowe, Hales & Yturbe LLP	22011	G'VILLE	Paid by Check # 601889		01/22/2013	02/01/2013	02/01/2013		02/01/2013	2,147.50
				Account 521.130 - Legal Services Totals				Invoice Transactions 1		\$2,147.50
11625 - Accurate Mobile Locksmith Inc	G'VILLE 1/22/13	G'VILLE	Paid by Check # 601712		01/22/2013	02/01/2013	02/01/2013		02/01/2013	6.00
12997 - Do Co Procurement Program	I-13 LOUTHAN	G'VILLE	Paid by Check # 602290		01/27/2013	02/15/2013	02/15/2013		02/15/2013	15.89
				Account 533.800 - Office Supplies Totals				Invoice Transactions 2		\$21.89
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 26		\$5,794.90

W J

Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

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										
11985 - Ace Hardware	080083/1	1236	Paid by Check # 602211		01/29/2013	02/15/2013	02/15/2013	02/15/2013		12.48
2121 - Meeks Lumber	727014	06G1570	Paid by Check # 602370		01/14/2013	02/15/2013	02/15/2013	02/15/2013		21.64
2510 - Parts House	482135	4170	Paid by Check # 602416		01/04/2013	02/15/2013	02/15/2013	02/15/2013		23.31
2510 - Parts House	483838	4170	Paid by Check # 602416		01/17/2013	02/15/2013	02/15/2013	02/15/2013		7.46
17847 - Zee Medical, Inc	0163083004	022787	Paid by Check # 602511		01/31/2013	02/15/2013	02/15/2013	02/15/2013		10.54
18821 - Fastenal Industrial/Cons Suppl	NVMIN32543	NVMIN0011	Paid by Check # 602612		01/21/2013	02/22/2013	02/22/2013	02/22/2013		81.43
Account 520.084 - Replacement & Repair Totals										\$156.86
Account 520.089 - Power										
2924 - NV Energy	791804 1-13	791804	Paid by Check # 602116		01/26/2013	02/08/2013	02/08/2013	02/08/2013		506.01
Account 520.089 - Power Totals										\$506.01
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS0602980	8308	Paid by Check # 601796		01/15/2013	02/01/2013	02/01/2013	02/01/2013		103.63
3814 - Flyers Energy LLC	CFS0609713	8308	Paid by Check # 602619		01/31/2013	02/22/2013	02/22/2013	02/22/2013		9.23
Account 532.003 - Gas & Oil Totals										\$112.86
Account 533.817 - Small Projects										
12997 - Do Co Procurement Program	1-13 DALLAIRE	G'VILLE	Paid by Check # 602290		01/27/2013	02/15/2013	02/15/2013	02/15/2013		524.12
1846 - Kawcak Masonry Inc	450724	G'VILLE	Paid by Check # 602663		02/06/2013	02/22/2013	02/22/2013	02/22/2013		95.00
Account 533.817 - Small Projects Totals										\$619.12
Department 923 - Parks & Recreation Totals										\$1,394.85

30

Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Department 926 - Other Public Works Account 520.084 - Replacement & Repair										
3457 - Western Nevada Supply Company	45413498	71273	Paid by Check # 601934		12/21/2012	02/01/2013	02/01/2013	02/01/2013	02/01/2013	2.54
3457 - Western Nevada Supply Company	15418303	71273	Paid by Check # 601934		01/04/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	79.13
11985 - Ace Hardware	079737/1	1236	Paid by Check # 602211		01/14/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	37.98
11985 - Ace Hardware	080083/1	1236	Paid by Check # 602211		01/29/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	18.71
8043 - Mark Smith Tire Center Inc	71700021388	A17-14675	Paid by Check # 602363		01/31/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	912.16
12198 - O'Reilly Auto Parts	3530-263155	1075650	Paid by Check # 602406		01/28/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	20.28
2510 - Parts House	482135	4170	Paid by Check # 602416		01/04/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	34.96
2510 - Parts House	483838	4170	Paid by Check # 602416		01/17/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	11.19
17847 - Zee Medical, Inc	0163083004	022787	Paid by Check # 602511		01/31/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	18.80
Account 520.084 - Replacement & Repair Totals Invoice Transactions 9										\$1,135.75
Account 520.095 - Street Lights										
2924 - NV Energy	791804 1-13	791804	Paid by Check # 602116		01/26/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	6,187.96
2924 - NV Energy	791804 1*13	791804	Paid by Check # 602116		01/18/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	4.92
2924 - NV Energy	791804 2*13	791804	Paid by Check # 602706		02/07/2013	02/22/2013	02/22/2013	02/22/2013	02/22/2013	24.60
Account 520.095 - Street Lights Totals Invoice Transactions 3										\$6,217.48
Account 520.103 - Maint Road										
28541 - Cyclone Lighting Inc	F00211735	ZTOWGAR	Paid by Check # 601770		10/30/2012	02/01/2013	02/01/2013	02/01/2013	02/01/2013	1,940.00
23092 - Brandon Industries Inc	97560	GNGARDNERVI	Paid by Check # 602245		01/28/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	641.00
23092 - Brandon Industries Inc	97561	GNGARDNERVI	Paid by Check # 602245		01/28/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	9,128.00
Account 520.103 - Maint Road Totals Invoice Transactions 3										\$11,709.00
Account 520.116 - Veh. Maint-Co Shop										
4268 - Do Co Vehicle Maintenance	1@13 TRANSFER	VARIOUS	Paid by Check # 602599		02/05/2013	02/22/2013	02/22/2013	02/22/2013	02/22/2013	250.29
Account 520.116 - Veh. Maint-Co Shop Totals Invoice Transactions 1										\$250.29

3
C

Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

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 521.200 - Engineering										
2702 - Resource Concepts Inc	12-01604	G'VILLE	Paid by Check # 601888		01/10/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	1,032.78
656 - Carson Valley Chamber Of	W003	G'VILLE	Paid by Check # 602257		02/06/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	5,000.00
Account 521.200 - Engineering Totals Invoice Transactions 2										
										\$6,032.78
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS0602980	8308	Paid by Check # 601796		01/15/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	87.32
3814 - Flyers Energy LLC	CFS0609713	8308	Paid by Check # 602619		01/31/2013	02/22/2013	02/22/2013	02/22/2013	02/22/2013	250.33
Account 532.003 - Gas & Oil Totals Invoice Transactions 2										
										\$337.65
Account 532.028 - Uniforms										
4287 - Red Wing Shoe Store	66000003311	G'VILLE	Paid by Check # 601887		01/11/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	76.50
27069 - Thompson Steven C	1-13 PANTS	REIMBURSEMENT	Paid by Check # 601917		01/23/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	33.96
5785 - Alisco Inc	LREN770547	000330	Paid by Check # 601954		01/01/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	3.86
5785 - Alisco Inc	LREN773127	000330	Paid by Check # 601954		01/08/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	3.86
5785 - Alisco Inc	LREN775394	000330	Paid by Check # 601954		01/15/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	3.86
5785 - Alisco Inc	LREN77658	000330	Paid by Check # 601954		01/22/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	3.86
5785 - Alisco Inc	LREN779914	000330	Paid by Check # 601954		01/29/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	3.86
Account 532.028 - Uniforms Totals Invoice Transactions 11										
										\$402.00
Account 562.000 - Capital Projects										
4030 - Northwest Hydraulic Consultants Inc	16542	0500021	Paid by Check # 601871		01/15/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	3,150.00
Account 562.000 - Capital Projects Totals Invoice Transactions 1										
										\$3,150.00
Department 926 - Other Public Works Totals Invoice Transactions 32										
										\$29,234.95
Fund 610 - Gardnerville Town Totals Invoice Transactions 69										
										\$36,424.70

31

Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

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										
8443 - Christensen Joanne	310776	G'VILLE	Paid by Check # 601992		01/30/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	18.37
8454 - Hegarty Kenneth	306465	G'VILLE	Paid by Check # 602052		01/30/2012	02/08/2013	02/08/2013	02/08/2013	02/08/2013	22.97
8446 - Neuens Michael and Coletta	311990	G'VILLE	Paid by Check # 602108		01/30/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	18.37
					Account 115.000 - Accounts Receivable Totals			Invoice Transactions 3		\$59.71
Department 925 - Health & Sanitation										
4288 - Higuera Lloyd W	2/13 BOARD	G'VILLE	Paid by Check # 602055		01/30/2012	02/08/2013	02/08/2013	02/08/2013	02/08/2013	220.00
28960 - Miller Kenneth	2/13 BOARD	G'VILLE	Paid by Check # 602096		01/30/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	250.00
18629 - Philips Michael	2/13 BOARD	G'VILLE	Paid by Check # 602131		01/30/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	220.00
2969 - Slater Linda	2-13 BOARD	G'VILLE	Paid by Check # 602463		01/30/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	237.50
					Account 510.150 - Board Compensation Totals			Invoice Transactions 4		\$927.50
21697 - Blue Ribbon Personnel Services	14364	653202	Paid by Check # 601738		01/18/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	732.06
21697 - Blue Ribbon Personnel Services	14471	653202	Paid by Check # 601972		01/25/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	705.60
21697 - Blue Ribbon Personnel Services	14572	653202	Paid by Check # 602244		02/01/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	648.27
21697 - Blue Ribbon Personnel Services	14676	653202	Paid by Check # 602548		02/08/2013	02/22/2013	02/22/2013	02/22/2013	02/22/2013	687.96
					Account 516.120 - Contract Salaries Totals			Invoice Transactions 4		\$2,773.89
29103 - Frontier	782-7134 1/13	77578271340502795	Paid by Check # 601805		01/16/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	93.47
29103 - Frontier	782-3856 1/13	77578238560808025	Paid by Check # 601805		01/16/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	43.72
5061 - Sprint/Nextel	268465621-102	268465621	Paid by Check # 601908		01/18/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	135.14
					Account 520.055 - Telephone Expense Totals			Invoice Transactions 3		\$272.33
25294 - F P Mailing Solutions	RI101347629	600003046	Paid by Check # 601790		01/04/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	44.92
11985 - Ace Hardware	079688/1	1236	Paid by Check # 602211		01/11/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	54.51
					Account 520.060 - Postage/Po Box Rent Totals			Invoice Transactions 2		\$99.43

W-17



Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair										
7309 - GCR Tire Centers Inc	856-18125	318420	Paid by Check # 601809		01/22/2013	02/01/2013	02/01/2013		02/01/2013	1,150.00
5059 - Hydraulic Industrial Service	16674	G'VILLE	Paid by Check # 601833		01/15/2013	02/01/2013	02/01/2013		02/01/2013	95.57
5059 - Hydraulic Industrial Service	16693	G'VILLE	Paid by Check # 601833		01/16/2013	02/01/2013	02/01/2013		02/01/2013	141.50
26482 - Peterbilt Truck Parts & Eq LLC	5167103	365290	Paid by Check # 601881		01/04/2013	02/01/2013	02/01/2013		02/01/2013	403.98
26482 - Peterbilt Truck Parts & Eq LLC	5168308	365290	Paid by Check # 601881		01/15/2013	02/01/2013	02/01/2013		02/01/2013	35.98
18505 - Sierra Freightliner	2161107	0012000000	Paid by Check # 601899		01/16/2013	02/01/2013	02/01/2013		02/01/2013	340.93
3457 - Western Nevada Supply Company	15418303	71273	Paid by Check # 601934		01/04/2013	02/01/2013	02/01/2013		02/01/2013	79.13
8419 - Century Manufacturing Corporation	518493	162689	Paid by Check # 601989		01/25/2013	02/08/2013	02/08/2013		02/08/2013	132.72
11985 - Ace Hardware	079595/1	1236	Paid by Check # 602211		01/07/2013	02/15/2013	02/15/2013		02/15/2013	26.98
11985 - Ace Hardware	079662/1	1236	Paid by Check # 602211		01/10/2013	02/15/2013	02/15/2013		02/15/2013	9.78
11985 - Ace Hardware	079777/1	1236	Paid by Check # 602211		01/15/2013	02/15/2013	02/15/2013		02/15/2013	10.99
11985 - Ace Hardware	080083/1	1236	Paid by Check # 602211		01/29/2013	02/15/2013	02/15/2013		02/15/2013	18.71
7100 - Amrep Inc	233062	GAR050	Paid by Check # 602220		01/24/2013	02/15/2013	02/15/2013		02/15/2013	143.81
5059 - Hydraulic Industrial Service	16819	G'VILLE	Paid by Check # 602331		01/30/2013	02/15/2013	02/15/2013		02/15/2013	343.26
8043 - Mark Smith Tire Center Inc	71700020078	A17-14675	Paid by Check # 602363		01/16/2013	02/15/2013	02/15/2013		02/15/2013	54.50
8043 - Mark Smith Tire Center Inc	71700021333	A17-14675	Paid by Check # 602363		01/31/2013	02/15/2013	02/15/2013		02/15/2013	58.50
8043 - Mark Smith Tire Center Inc	71700021389	A17-14675	Paid by Check # 602363		01/31/2013	02/15/2013	02/15/2013		02/15/2013	673.56
2121 - Meeks Lumber	727014	06G1570	Paid by Check # 602370		01/14/2013	02/15/2013	02/15/2013		02/15/2013	21.64
24693 - NC Auto Parts	31067176	79090	Paid by Check # 602389		01/15/2013	02/15/2013	02/15/2013		02/15/2013	26.16
24693 - NC Auto Parts	31067199	79090	Paid by Check # 602389		01/15/2013	02/15/2013	02/15/2013		02/15/2013	22.81
24693 - NC Auto Parts	31067288	79090	Paid by Check # 602389		01/17/2013	02/15/2013	02/15/2013		02/15/2013	22.81
28602 - Owen Equipment Sales	00027177	C10112	Paid by Check # 602410		01/22/2013	02/15/2013	02/15/2013		02/15/2013	129.87

W
100

Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation										
Account 520.084 - Replacement & Repair										
2510 - Parts House	482135	4170	Paid by Check # 602416		01/04/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	34.97
2510 - Parts House	482750	4170	Paid by Check # 602416		12/11/2012	02/15/2013	02/15/2013	02/15/2013	02/15/2013	115.43
2510 - Parts House	483479	4170	Paid by Check # 602416		01/15/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	31.29
2510 - Parts House	483554	4170	Paid by Check # 602416		01/15/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	14.51
2510 - Parts House	483647	4170	Paid by Check # 602416		01/16/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	31.29
2510 - Parts House	483700	4170	Paid by Check # 602416		01/16/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	154.34
2510 - Parts House	483838	4170	Paid by Check # 602416		01/17/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	11.20
2510 - Parts House	484486	4170	Paid by Check # 602416		01/22/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	27.52
17847 - Zee Medical, Inc	0163083004	022787	Paid by Check # 602511		01/31/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	18.80
18821 - Fastenal Industrial/Cons Suppl	NVMIN32543	NVMIN0011	Paid by Check # 602612		01/21/2013	02/22/2013	02/22/2013	02/22/2013	02/22/2013	81.43
18821 - Fastenal Industrial/Cons Suppl	NVMIN32574	NVMIN0011	Paid by Check # 602612		01/22/2013	02/22/2013	02/22/2013	02/22/2013	02/22/2013	8.20
18821 - Fastenal Industrial/Cons Suppl	NVMIN32581	NVMIN0011	Paid by Check # 602612		01/22/2013	02/22/2013	02/22/2013	02/22/2013	02/22/2013	10.41
Account 520.084 - Replacement & Repair Totals										
										Invoice Transactions 34
2924 - NV Energy	791804 1-13	791804	Paid by Check # 602116		01/26/2013	02/08/2013	02/08/2013	02/08/2013	02/08/2013	234.96
Account 520.089 - Power										
										Invoice Transactions 1
Account 520.089 - Power Totals										
3021 - Southwest Gas-Las Vegas	0015779022 1-13	2410015779022	Paid by Check # 601904		01/17/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	131.89
3021 - Southwest Gas-Las Vegas	1072224004 1-13	2411072224004	Paid by Check # 601904		01/17/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	132.16
3021 - Southwest Gas-Las Vegas	1188600002 1-13	2411188600002	Paid by Check # 601904		01/17/2013	02/01/2013	02/01/2013	02/01/2013	02/01/2013	412.20
Account 520.092 - Heating										
										Invoice Transactions 3
Account 520.092 - Heating Totals										
11985 - Ace Hardware	079544/1	1236	Paid by Check # 602211		01/04/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	26.70
29177 - Olson Heating&Air ConditionInc	004094	G'VILLE	Paid by Check # 602408		01/28/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	153.63
Account 520.097 - Maint B&G										
										Invoice Transactions 2
Account 520.097 - Maint B&G Totals										
										\$4,482.58
										\$234.96
										\$676.25
										\$180.33

W 10

Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

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 520.098 - Janitorial Services	27347 - A+ Janitorial Service TOG0113	G'VILLE	Paid by Check # 601943		01/29/2013	02/08/2013	02/08/2013		02/08/2013	42.50
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 1		\$42.50
4268 - Do Co Vehicle Maintenance	Account 520.116 - Veh. Maint-Co Shop 1@13 TRANSFER	VARIOUS	Paid by Check # 602599		02/05/2013	02/22/2013	02/22/2013		02/22/2013	1,979.18
				Account 520.116 - Veh. Maint-Co Shop Totals				Invoice Transactions 1		\$1,979.18
3519 - Xerox Corporation	Account 520.136 - Rents & Leases Equipment 066325427	716307012	Paid by Check # 602509		02/01/2013	02/15/2013	02/15/2013		02/15/2013	196.26
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		\$196.26
15887 - Charter Communications	Account 520.187 - Internet Expense 0012509 2/13	8354110060012509	Paid by Check # 602569		02/02/2013	02/22/2013	02/22/2013		02/22/2013	35.99
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$35.99
15853 - Carson City Landfill	Account 520.197 - Landfill Expense 630/10003325	228079	Paid by Check # 602254		11/21/2012	02/15/2013	02/15/2013		02/15/2013	172.43
15853 - Carson City Landfill	10009887	228079	Paid by Check # 602254		01/02/2013	02/15/2013	02/15/2013		02/15/2013	341.62
15853 - Carson City Landfill	10009954	228079	Paid by Check # 602254		01/02/2013	02/15/2013	02/15/2013		02/15/2013	425.72
15853 - Carson City Landfill	10009966	228079	Paid by Check # 602254		01/02/2013	02/15/2013	02/15/2013		02/15/2013	441.96
15853 - Carson City Landfill	10010066	228079	Paid by Check # 602254		01/03/2013	02/15/2013	02/15/2013		02/15/2013	476.76
15853 - Carson City Landfill	10010089	228079	Paid by Check # 602254		01/03/2013	02/15/2013	02/15/2013		02/15/2013	410.64
15853 - Carson City Landfill	10010107	228079	Paid by Check # 602254		01/03/2013	02/15/2013	02/15/2013		02/15/2013	376.42
15853 - Carson City Landfill	10010229	228079	Paid by Check # 602254		01/04/2013	02/15/2013	02/15/2013		02/15/2013	396.72
15853 - Carson City Landfill	10010230	228079	Paid by Check # 602254		01/04/2013	02/15/2013	02/15/2013		02/15/2013	397.30
15853 - Carson City Landfill	10010590	228079	Paid by Check # 602254		01/07/2013	02/15/2013	02/15/2013		02/15/2013	550.42
15853 - Carson City Landfill	10010749	228079	Paid by Check # 602254		01/08/2013	02/15/2013	02/15/2013		02/15/2013	374.10
15853 - Carson City Landfill	10010935	228079	Paid by Check # 602254		01/09/2013	02/15/2013	02/15/2013		02/15/2013	412.38

3-1



Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
15853 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.197 - Landfill Expense	10010936	228079	Paid by Check # 602254		01/09/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	353.22
15853 - Carson City Landfill	10010949	228079	Paid by Check # 602254		01/09/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	370.04
15853 - Carson City Landfill	10011095	228079	Paid by Check # 602254		01/10/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	423.40
15853 - Carson City Landfill	10011098	228079	Paid by Check # 602254		01/10/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	257.52
15853 - Carson City Landfill	10011100	228079	Paid by Check # 602254		01/10/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	422.82
15853 - Carson City Landfill	10011242	228079	Paid by Check # 602254		01/11/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	367.14
15853 - Carson City Landfill	10011273	228079	Paid by Check # 602254		01/11/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	399.62
15853 - Carson City Landfill	10011511	228079	Paid by Check # 602254		01/14/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	414.70
15853 - Carson City Landfill	10011666	228079	Paid by Check # 602254		01/15/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	343.94
15853 - Carson City Landfill	10011791	228079	Paid by Check # 602254		01/16/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	260.42
15853 - Carson City Landfill	10011792	228079	Paid by Check # 602254		01/16/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	276.66
15853 - Carson City Landfill	10011907	228079	Paid by Check # 602254		01/17/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	349.74
15853 - Carson City Landfill	10011926	228079	Paid by Check # 602254		01/17/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	400.20
15853 - Carson City Landfill	10011929	228079	Paid by Check # 602254		01/17/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	369.46
15853 - Carson City Landfill	10012074	228079	Paid by Check # 602254		01/18/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	356.12
15853 - Carson City Landfill	10012075	228079	Paid by Check # 602254		01/18/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	327.70
15853 - Carson City Landfill	10012403	228079	Paid by Check # 602254		01/21/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	505.76
15853 - Carson City Landfill	10012572	228079	Paid by Check # 602254		01/22/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	319.58
15853 - Carson City Landfill	10012745	228079	Paid by Check # 602254		01/23/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	412.96
15853 - Carson City Landfill	10012751	228079	Paid by Check # 602254		01/23/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	361.92
15853 - Carson City Landfill	10012780	228079	Paid by Check # 602254		01/23/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	352.64
15853 - Carson City Landfill	10012947	228079	Paid by Check # 602254		01/24/2013	02/15/2013	02/15/2013	02/15/2013	02/15/2013	432.68

3 1

Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	10012948	228079	Paid by Check # 602254		01/24/2013	02/15/2013	02/15/2013		02/15/2013	430.36
15853 - Carson City Landfill	10012960	228079	Paid by Check # 602254		01/24/2013	02/15/2013	02/15/2013		02/15/2013	284.78
15853 - Carson City Landfill	10013105	228079	Paid by Check # 602254		01/25/2013	02/15/2013	02/15/2013		02/15/2013	423.40
15853 - Carson City Landfill	10013106	228079	Paid by Check # 602254		01/25/2013	02/15/2013	02/15/2013		02/15/2013	209.88
15853 - Carson City Landfill	10013482	228079	Paid by Check # 602254		01/28/2013	02/15/2013	02/15/2013		02/15/2013	515.04
15853 - Carson City Landfill	10013679	228079	Paid by Check # 602254		01/29/2013	02/15/2013	02/15/2013		02/15/2013	513.30
15853 - Carson City Landfill	10013807	228079	Paid by Check # 602254		01/30/2013	02/15/2013	02/15/2013		02/15/2013	394.40
15853 - Carson City Landfill	10013816	228079	Paid by Check # 602254		01/30/2013	02/15/2013	02/15/2013		02/15/2013	367.72
15853 - Carson City Landfill	10013818	228079	Paid by Check # 602254		01/30/2013	02/15/2013	02/15/2013		02/15/2013	404.26
15853 - Carson City Landfill	10013820	228079	Paid by Check # 602254		01/30/2013	02/15/2013	02/15/2013		02/15/2013	323.06
15853 - Carson City Landfill	10014043	228079	Paid by Check # 602254		01/31/2013	02/15/2013	02/15/2013		02/15/2013	425.72
15853 - Carson City Landfill	10014045	228079	Paid by Check # 602254		01/31/2013	02/15/2013	02/15/2013		02/15/2013	422.82
15853 - Carson City Landfill	10014047	228079	Paid by Check # 602254		01/31/2013	02/15/2013	02/15/2013		02/15/2013	268.54
9016 - Douglas Disposal Inc	40990612 1/13	40990612	Paid by Check # 602602		02/01/2013	02/22/2013	02/22/2013		02/22/2013	1,024.71
Account 520.197 - Landfill Expense Totals										Invoice Transactions 48
Account 521.130 - Legal Services										\$18,862.70
10816 - Rowe, Hales & Yturbe LLP	22011	G'VILLE	Paid by Check # 601889		01/22/2013	02/01/2013	02/01/2013		02/01/2013	97.50
Account 521.130 - Legal Services Totals										Invoice Transactions 1
Account 532.003 - Gas & Oil										\$97.50
3814 - Flyers Energy LLC	CFS0602980	8308	Paid by Check # 601796		01/15/2013	02/01/2013	02/01/2013		02/01/2013	1,700.49
3814 - Flyers Energy LLC	CFS0609713	8308	Paid by Check # 602619		01/31/2013	02/22/2013	02/22/2013		02/22/2013	1,749.86
Account 532.003 - Gas & Oil Totals										Invoice Transactions 2
Account 532.003 - Gas & Oil										\$3,450.35

3-1



Accounts Payable by G/L Distribution Report

Payment Date Range 02/01/13 - 02/28/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 811 - Gardnerville Main Street Department 960 - Gardnerville Main Street Account 550.236 - Design Committee 27820 - Plant It Nursery	664150*2	GVILLE	Paid by Check # 602419		05/24/2012	02/15/2013	02/15/2013		02/15/2013	11.96
					Account 550.236 - Design Committee Totals				Invoice Transactions 1	\$11.96
					Department 960 - Gardnerville Main Street Totals				Invoice Transactions 4	\$876.30
					Fund 811 - Gardnerville Main Street Totals				Invoice Transactions 4	\$876.30
					Grand Totals				Invoice Transactions 195	\$71,995.27

* = Prior Fiscal Year Activity

3-1

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve Gardnerville Special Event Application for the Douglas County Historical Society's "Taste of the Towns" scheduled for August 3, 2013.

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

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** March 5, 2013 **Time Requested:**

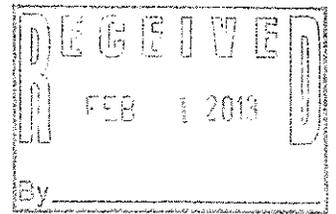
5. **Agenda:** Consent Administrative

Background Information: See attached

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued



Reservation Form and Release of Liability and Indemnification Agreement

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

1407 Highway 395

Gardnerville, Nevada 89410

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

Date of Application: 1-19-2013

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

Location of Event/Activities: CARSON VALLEY MUSEUM

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

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

Requesting use of Heritage Park? Yes No [X]

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

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

Name of Applicant Organization or Business: DC HISTORICAL SOCIETY Corporation: Yes [X] No

Contact Person: GRACE BOWER Supervisor of Activity: GRACE BOWER

Home Telephone #: 265-6097 Business Telephone #: 782-2555 Fax #: 782-8802

Home or Business Address: 1477 Hwy 395 Gardnerville

Mailing Address:

Type of Activity Town Park will be used for:

Will alcohol be sold or served? Yes No [X]

Band or amplified music? Yes [X] No

This event is Non-Profit [X] For Profit Closed to Public Open to Public [X]

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

Date(s) Requested (include setup and tear down time): Aug 3, 2013

Event hours: 5-8 PM

Describe proposed event, concessions, fund-raisers, etc.: "Taste of the Towns" fundraiser

Town services, if any, required: _____

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

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

If Yes, specify quantity, dimensions, etc.: _____

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

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 275

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

Event Insurance Carrier & Telephone #: All-Cal Ins Agency
916 784 9070

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

Event Security Plan: _____

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

Water and Sanitation Plan if food is being sold or consumed during event: trash cans available. Dumpster on property

Event Clean-up/Sanitation/Garbage Plan: clean up immediately after event

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

Fire/Emergency Medical Services Plan: _____

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: Middle School & museum parking lot
(Heritage Park Parking MUST remain open for visitors at all times)

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

WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: Grace Bower Date: 1-19-13 pres
Pat Maerbe Date: 1-23-13
Ann Copel Date: 1-24-13

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

Printed Name(s) of Authorized Representative(s) of Applicant above: GRACE BOWER
PAT MAERBE
Ann Copel

(Town Office Use Only)

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

A copy of the approved application MUST be at the event



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/17/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER All-Cal Insurance Agency 505 Vernon Street Roseville CA 95678	CONTACT NAME: Mike Esparza
	PHONE (A/C No. Ext.): (916) 784-9070 FAX (A/C No.): (916) 784-0158 E-MAIL ADDRESS: michael@all-calinsurance.com
INSURED Douglas County Historical Society 1477 Hwy 395 N, Suite B Gardnerville NV 89410	INSURER(S) AFFORDING COVERAGE
	INSURER A: Alliance Of Nonprofits For NAIC# 10023
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: CL1311703121 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	2013-28274	7/16/2013	7/16/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		2013-28274	7/16/2013	7/16/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Non-owned \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
THE TOWN OF GARDNERVILLE IS NAMED AS ADDITIONAL INSURED WITH RESPECTS TO THE "TASTE OF THE TOWN" EVENT ON AUGUST 3, 2013 AND THE "HOME TOUR" EVENT ON SEPTEMBER 14, 2013. FORM CG 20 26 APPLIES

*10 DAY NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM

CERTIFICATE HOLDER TOWN OF GARDNERVILLE P.O. BOX 43 GARDNERVILLE, NV 89410	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.
TOWN OF GARDNERVILLE
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

4-6



DEAN HELLER
 Secretary of State
 206 North Carson Street
 Carson City, Nevada 89701-4299
 (775) 684 5708
 Website: secretaryofstate.biz

12/04

Nonprofit Articles of Incorporation
 (PURSUANT TO NRS 82)

Important: Read attached instructions before completing form.

ABOVE SPACE IS FOR OFFICE USE ONLY

<u>Name of Corporation:</u>	Douglas County Historical Society			
<u>Resident Agent Name and Street Address:</u> <small><u>Must be a Nevada address where process may be served.</u></small>	Mary Ellen Conaway Name			89410
	1477 Highway 395 North Physical Street Address	Gardnerville City	NEVADA	89410 Zip Code
	Additional Mailing Address	City	State	Zip Code
<u>Names, Addresses, Number of Board of Directors/Trustees:</u>	The names and addresses of the First Board of Directors/Trustees are as follows:			
	1. Franklin Fisher Name			89410
	1170 Meadow Ct. Street Address	Gardnerville City	NV State	89410 Zip Code
	2. Grace Bower Name			89460
	1411 Purple Sage Street Address	Gardnerville City	NV State	89460 Zip Code
	3. Mary Stephans Name			89423
	P.O. Box 1745 Street Address	Minden City	NV State	89423 Zip Code
	4. Luetta Bergevin Name			89423
	1651 Mackland Ave. Street Address	Minden City	NV State	89423 Zip Code
<u>Purpose:</u>	The purpose of this Corporation shall be: Non-profit corporation as enumerated under Sec. 501(3)(c) in the Internal Revenue Code. See Attached.			
<u>Names, Addresses and Signatures of Incorporators:</u> <small><u>Attach separate pages if there is more than 1 incorporator.</u></small>	Mary Ellen Conaway Name	_____ Signature		
	1477 Highway 395 North Street Address	Gardnerville City	NV State	89410 Zip Code
<u>Certificate of Acceptance of Appointment of Resident Agent:</u>	I hereby accept appointment as Resident Agent for the above named corporation.			
	_____ Authorized Signature of R.A. or On Behalf of R.A. Company	_____ Date		

This form must be accompanied by appropriate fees. See attached fee schedule.

Nevada Secretary of State Form NRS 82 ARTICLES 2003
 Revised on 4/21/04

4-7

Gardnerville Town Board
AGENDA ACTION SHEET



1. Approve Gardnerville Special Event Application for the Douglas County Historical Society's Historic Home Tour on September 14, 2013.

2. Recommended Motion:

Funds Available: Yes N/A

3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: March 5, 2013 Time Requested:

5. Agenda: Consent Administrative

Background Information: See attached

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

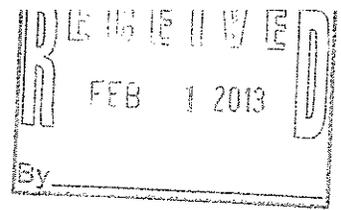
7. Board Action:

Approved

Denied

Approved with Modifications

Continued



Reservation Form and Release of Liability and Indemnification Agreement

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

1407 Highway 395

Gardnerville, Nevada 89410

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

Date of Application: 1-19-13

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

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

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

Requesting use of Heritage Park? Yes No X

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

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

Name of Applicant Organization or Business: DC HIST. SOC Corporation: Yes X No
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: GRACE BOWER Supervisor of Activity: GRACE BOWER

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

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

Mailing Address:

Type of Activity Town Park will be used for:

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

Band or amplified music? Yes No X

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

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

Date(s) Requested (include setup and tear down time): Sept 14

Event hours: 10 Am - 2 Pm

Describe proposed event, concessions, fund-raisers, etc:

HISTORIC GARDNERVILLE Home Tour

Town services, if any, required: _____

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

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

If Yes, specify quantity, dimesions, etc.: _____

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

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 150

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

Event Insurance Carrier & Telephone #: All-Cal Ins.

916 784 9070
(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: _____

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

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

Event Clean-up/Sanitation/Garbage Plan: _____

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

Fire/Emergency Medical Services Plan: _____

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: _____

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

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

WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: Grace Bower Date: 1-19-13 Pres.
Pat Maebe Date: 1-23-13 V.P.
Kim Copel Date: 1-24-13 Sec.

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

Printed Name(s) of Authorized Representative(s) of Applicant above: GRACE BOWER
PAT MAEBE
KIM COPEL

(Town Office Use Only)

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

A copy of the approved application **MUST** be at the event



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/17/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER All-Cal Insurance Agency 505 Vernon Street Roseville CA 95678		CONTACT NAME: Mike Esparza PHONE (A/C No. Ext.): (916) 784-9070 FAX (A/C No.): (916) 784-0158 E-MAIL ADDRESS: michael@all-calinsurance.com	
INSURED Douglas County Historical Society 1477 Hwy 395 N, Suite B Gardnerville NV 89410		INSURER(S) AFFORDING COVERAGE INSURER A: Alliance Of Nonprofits For NAIC # 10023 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1311703121 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADJL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	2013-28274	7/16/2013	7/16/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		2013-28274	7/16/2013	7/16/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Non-owned \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
THE TOWN OF GARDNERVILLE IS NAMED AS ADDITIONAL INSURED WITH RESPECTS TO THE "TASTE OF THE TOWN" EVENT ON AUGUST 3, 2013 AND THE "HOME TOUR" EVENT ON SEPTEMBER 14, 2013. FORM CG 20 26 APPLIES

*10 DAY NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM

CERTIFICATE HOLDER TOWN OF GARDNERVILLE P.O. BOX 43 GARDNERVILLE, NV 89410	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.
TOWN OF GARDNERVILLE
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



DEAN HELLER
 Secretary of State
 206 North Carson Street
 Carson City, Nevada 89701-4299
 (775) 684 5708
 Website: secretaryofstate.biz

12/04

Nonprofit Articles of Incorporation
 (PURSUANT TO NRS 82)

Important: Read attached instructions before completing form.

ABOVE SPACE IS FOR OFFICE USE ONLY

<u>Name of Corporation:</u>	Douglas County Historical Society			
<u>Resident Agent Name and Street Address:</u> <small><u>Must be a Nevada address where notices may be served</u></small>	Mary Ellen Conaway Name			
	1477 Highway 395 North Physical Street Address	Gardnerville City	NEVADA	89410 Zip Code
	Additional Mailing Address	City	State	Zip Code
<u>Names, Addresses, Number of Board of Directors/Trustees:</u>	The names and addresses of the First Board of Directors/Trustees are as follows:			
	1. Franklin Fisher Name			
	1170 Meadow Ct. Street Address	Gardnerville City	NV State	89410 Zip Code
	2. Grace Bower Name			
	1411 Purple Sage Street Address	Gardnerville City	NV State	89460 Zip Code
	3. Mary Stephans Name			
	P.O. Box 1745 Street Address	Minden City	NV State	89423 Zip Code
	4. Luetta Bergevin Name			
	1651 Mackland Ave. Street Address	Minden City	NV State	89423 Zip Code
<u>Purpose:</u>	The purpose of this Corporation shall be: Non-profit corporation as enumerated under Sec. 501(3)(c) in the Internal Revenue Code. See Attached.			
<u>Names, Addresses and Signatures of Incorporators:</u> <small><u>At least one individual incorporator if there is more than 1 incorporator.</u></small>	Mary Ellen Conaway Name			
	1477 Highway 395 North Street Address	Gardnerville City	NV State	89410 Zip Code
<u>Certificate of Acceptance of Appointment of Resident Agent:</u>	I hereby accept appointment as Resident Agent for the above named corporation.			
	_____ Authorized Signature of R.A. or On Behalf of R.A. Company	_____ Date		

This form must be accompanied by appropriate fees. See attached fee schedule.

Nevada Secretary of State Form NRS 82 ARTICLES 2003
 Revised on 4/21/04

5-7

Gardnerville Town Board

AGENDA ACTION SHEET



1. Approve Gardnerville Special Event Application for FEAT of the Carson Valley's Autism 5K and 10K Charity Walk/Run April 27, 2013 from 9:00 a.m. to 12:00 p.m. at Heritage Park.

2. Recommended Motion:
Funds Available: Yes N/A

3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: March 5, 2013 Time Requested:

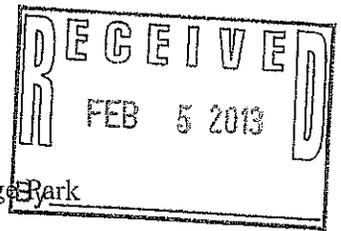
5. Agenda: Consent Administrative

Background Information: See attached

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

7. Board Action:

Approved Approved with Modifications
 Denied Continued



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

Date of Application: 1/23/13

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

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

Requesting use of Heritage Park? Yes X No

Organization: FEAT of the CV Corporation: Yes No
 (if a corporation is applying for use, a copy of the Articles of Incorporation must be attached).

Contact Person: TARA Addeo

Home Telephone #: 775.230.5872 Business Telephone # Fax #: 782.4103

Mailing Address:

Type of Activity Park will be used for: 10K WALK/RACE

Will alcohol be sold or served? Yes No X Band or amplified music? Yes No

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

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

Date(s) Requested (include setup and tear down time): April 27, 2013

Event hours: 9-12p

Describe proposed event, concessions, fund-raisers, etc:
approx 150 people to attend a 5 & 10K
WALK to benefit Autism

Event Insurance Carrier & Telephone #:

Will be coming in to fill out current application & supplying insurance cert.

Event Security Plan: will have 4-6 men responsible for making sure everything & everyone are ok.
(Submit Douglas County Sheriff's Office authorization and approval)

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

Event Clean-up/Sanitation/Garbage Plan: _____

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

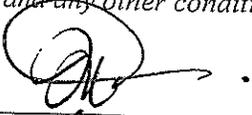
Fire/Emergency Medical Services Plan: _____

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: _____
(Heritage Park Parking MUST remain open for visitors at all times)

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

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

Date: 1/23/13 Signature: 
Printed name above: TARA C. ADDO

(Town Office Use Only)

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

A copy of the approved form MUST be at the event



To: Gardnerville Town Board
Fr: Paula Lochridge, Main Street Gardnerville Program Manager
Re: Program Manager's Report for March 5, 2013

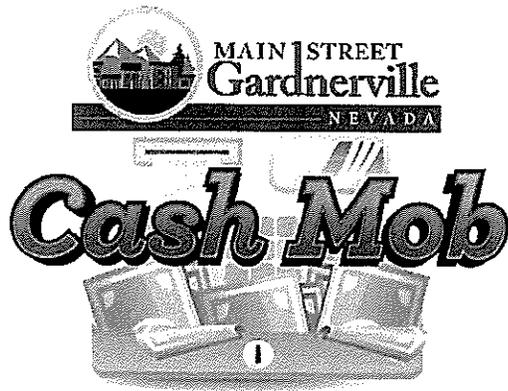
- Preparing for several upcoming events:
 - Our Cash Mobs continue on Saturday, March 5th at East Fork Gallery. More information is in your packet along with a recent press release and Record Courier article on our last event.
 - Monthly Morning Coffee Meetings continue on the first Tuesday of each month at Sharkey's Casino, 8:30-9:30 am.
 - A special event being held by both our Promotions and Organization Committees at the Historian Inn on March 19th at 5 pm. Business owners and managers are invited to attend to find out how participating in the Thirsty Third Thursday Wine Walks can benefit each of the participants. A flier and press release are included in your packet.
 - March 26th, 4-7 pm Economic Vitality Showcase. I will be one of three doing a presentation for this county project update.
 - 2nd Annual Volunteer Recognition Gala at the museum on April 4th. More details coming soon.
 - Heritage Park Gardens Earth Day/ Daffodil Day Event on April 20th. More details coming soon.
 - 2nd Annual Open Range Dinner at Sharkey's Casino on May 2nd. A Genoa Cowboy Festival sanctioned event. More details coming soon.
- We have a revised membership/sponsorship brochure and increasing members and sponsors is the primary focus for our newly created Fundraising Committee.
- Promotions Committee is working closely with a few experienced volunteers to create some co-op advertising opportunities to potentially draw in tourists/visitors from nearby areas into our downtown.
- Push is on for Flower Basket sponsorships and soon for the Adopt-a-pots.

- Sidewalk Gallery has been changed out. We took down the CVAA artwork and have replaced it with photos of our flower baskets and adopt-a-pots to encourage sponsorships for the flower program. Photos from the DHS Photography Class will replace these in about 3 months.
- Our various committees will be reviewing and updating their Action Plans for the next fiscal year. We hope to have these reviewed at approved by April.
- MSG Board - Business Visitations: Board Members will be visiting various businesses within the district to explain more about the Main Street Gardnerville program and to encourage membership into our program.
- Website Update: We're working with Rubald and Associates to update our website and hope to have a new and improved site up soon.
- Presentation from Carol Sandmeier on the progress of the Heritage Park Gardens project. Information has been included in your packet.

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

Paula Lochridge

Paula Lochridge,
Main Street Gardnerville Program Manager



Main Street Gardnerville

continues with its

"Cash Mob"

Economic Stimulus Campaign

A "Cash Mob" is a new movement aimed at supporting local businesses and rebuilding communities. "Cash Mobbers" join together and commit to spending \$10-20 at a predetermined local business.

The next "Cash Mob" will take place **Saturday, March 2nd** at **East Fork Gallery**, in the Record Courier Center, 1503 Main Street, Suite "K", in Gardnerville.

Show up anytime during **East Fork Gallery's** regular business hours **10 am – 5 pm** on **March 2nd** and commit to investing \$10-20 back into our local economy.

The East Fork Gallery, celebrating 34 years in the Carson Valley, offers a great selection of paintings, photographs, pottery, porcelain, fused glass, jewelry, sculpture, original cards, bookmarks and gift items... all created by 37 local artists.

The annual "All Member Art Raffle" is being held at the gallery, where patrons have the chance of winning a work of art for the price of a raffle ticket... get your ticket now through March 30th.

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

**Join our Facebook Group at
"Main Street Gardnerville Cash Mob"**

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

7-4

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

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

Release Date: For Immediate Release, 2-22-2013
Contact: Paula Lochridge, Program Manager
Phone: 775.782.8027
E-Mail: plochridge@mainstreetgardnerville.org



Facebook Group Page: <http://www.facebook.com/groups/435567406480573/>

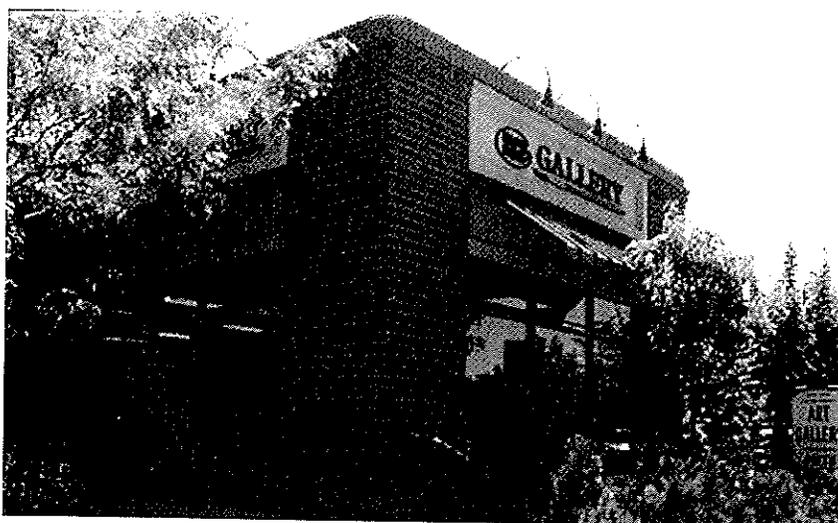
MEDIA ADVISORY

Main Street Gardnerville Continues with its Economic Stimulus Campaign **Cash Mobbers are Coming Back to the Main Street Gardnerville District** **Saturday, March 2, 2013, 10 am – 5 pm at East Fork Gallery**

Main Street Gardnerville continues its “Cash Mob” economic stimulus campaign and by participating in this effort, you the shopper can have a huge impact on our local economy.

A Cash Mob is a new movement aimed at supporting local businesses and rebuilding communities. Cash Mobbers join together and commit to spending \$10-20 at a predetermined local business. Cash Mobbing is an increasingly popular way to enable community members to make a difference for locally owned businesses.

Here’s how it works: Locals are asked to join the Facebook group “Main Street Gardnerville Cash Mob” then invite their friends to do the same, sharing the idea with their friends. Help us spread the word by utilizing your social media contacts and friends to make an impact on our locally owned businesses. A Cash Mob business is selected via random drawing of Main Street Gardnerville Business Members.



Our next “Cash Mob” location is East Fork Gallery, 1503 Main Street, Suite #K in Record Courier Center. Make plans to join us on March 2nd anytime during their regular business hours 10 am – 5 pm and commit to investing \$10-20 back into our local economy.

Main Street Gardnerville
Ph: 775.782.8027 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 Fax: 775.782.7135
www.mainstreetgardnerville.org
Main Street Gardnerville is a 501c6 corporation and an equal opportunity provider.

The East Fork Gallery, celebrating 34 years in the Carson Valley, offers a great selection of paintings, photographs, pottery, porcelain, fused glass, jewelry, sculpture, original cards, bookmarks and gift items... all created by 37 local artists. Their annual "All Member Art Raffle" is being held at the gallery, where patrons have the chance of winning a work of art for the price of a raffle ticket... get your ticket now through March 30th.

According to the American independent Business Alliance, when a consumer spends \$100 in a locally owned business, \$45 of it stays in the community. When that same \$100 is spent in a national chain store, only \$13 stays local. A Cash Mob is just one way that a shopper can have a huge impact on our local economy.

For additional information on the Cash Mob or the Main Street Gardnerville program, call 775.782.8027 or info@mainstreetgardnerville.org.

East Fork Gallery is also a member of the Carson Valley Chamber of Commerce. By supporting this event, you'll also be supporting the Chamber's "Local First" program. Find out more by visiting the chamber's website at www.carsonvalleynv.org or by calling 775.782.8144.



###

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

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

7-6



- Special to The R-C

Gardnerville cash mobbers on a roll

FEBRUARY, 12 2013
 BY SCOTT NEUFFER
 SNEUFFER@RECORDCOURIER.COM

The growing popularity of so-called cash mobs has helped keep cash flowing to downtown businesses as they face greater competition from Walmart and other retailers.

"I think it's more important to do it now," said Main Street Gardnerville Program Manager Paula Lochridge. "As the community grows in other ways, the cash mobs show there is still passion for locally owned businesses, the mom-and-pop shops."

The Main Street revitalization program started the campaign in October.

"Right after the wine walks, we wanted to do something to create excitement to bring people back downtown," Lochridge said. "Our first one was that first Saturday in October at Fresh Ideas."

The seeds of the campaign were originally sown online. Locals were asked to join the Facebook group, "Main Street Gardnerville Cash Mob," and then invite their friends to do the same. Mobbers showed up at a predetermined location with the intent of spending \$10-20 each.

They hit Candles 'N Crafts in November, Country Carousel in December, Rack'd Clothing Exchange in January, and Frontier Antiques and Collectibles on Feb. 2.

"Though it's only been a few months, it seems to have taken off," Lochridge said. "It's starting to spread. We have more people on our Facebook page: 403 cash mobbers. People are finding a way to get together with their friends."

The effects are not insignificant. Large mobs armed with cash can dramatically boost sales in one day.

"Most everybody spent money. Sales were double for a Saturday," said Gary Allen, owner of Frontier Antiques.

Allen said the turnout for his cash mob was about 85 people.

"When you get people into the area it's a good thing," he said. "I'm perfectly happy with the program, and I will support whoever does the next one."

Businesses are selected each month through a random drawing of more than 30 Main Street members.

"As long as businesses want to participate and shoppers want to come out, shop and support us, we are going to keep doing it," Lochridge said.

The next cash mob is scheduled for March 5. The location will be selected later this month.

For more information, call 782-8027 or email info@mainstreetgardnerville.org.

Release Date: For Immediate Release, 2/6/2013
Contact: Paula Lochridge, Program Manager
Phone: 775.782.8027
E-Mail: plochridge@mainstreetgardnerville.org



Facebook Group Page: <http://www.facebook.com/groups/435567406480573/>

MEDIA ADVISORY

Main Street Gardnerville Continues with its Economic Stimulus Campaign
Cash Mobbers returned to the Main Street Gardnerville District on Saturday, February 2nd, 2013 to “Mob” Frontier Antiques & Collectables



Mobbers Shannon Crabtree (L) and Nancy Goldwater (R) with business owner Gary Allen.

Main Street Gardnerville continues its “Cash Mob” economic stimulus campaign and by participating in this effort, you the shopper can have a huge impact on our local economy.

A Cash Mob is a new movement aimed at supporting local businesses and rebuilding communities. Cash Mobbers join together and commit to spending \$10-20 at a predetermined local business.

Cash Mobbing is an increasingly popular way to enable community members to make a difference for locally owned businesses. These Cash Mobs have proven to be quite popular not only nation-wide but also in the Main Street Gardnerville District.

The most recent “Cash Mob” location was at Frontier Antiques & Collectables, 1392 Main Street on February 2nd. “Mobbers”, many of them new to the local business, had a great time “stimulating the local economy”.

Another Cash Mob will take place on March 5th. The location will be determined later this month. A Cash Mob business is selected via random drawing of Main Street Gardnerville Business Members.



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

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



Here's how it works: Locals are asked to join the Facebook group "**Main Street Gardnerville Cash Mob**" then invite their friends to do the same, sharing the idea with their friends. Help spread the word by utilizing your social media contacts and friends to make an impact on our locally owned businesses.

According to the American independent Business Alliance, when a consumer spends \$100 in a locally owned business, \$45 of it stays in the community. When that same \$100 is spent in a national chain store, only \$13 stays local. A Cash Mob is just one way that a shopper can have a huge impact on our local economy.

For additional information on the Cash Mob, becoming a Main Street Gardnerville Business Member or the Main Street Gardnerville program in general, call 775.782.8027 or send an email to info@mainstreetgardnerville.org.

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

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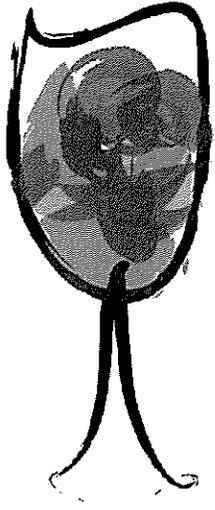
You're invited to our once a month morning coffee meetings.

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

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

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

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



Business Owners & Managers You're Invited...

*Find out how participating in the
"Thirsty Third Thursday Wine Walks"
can benefit you and your business!*

**Tuesday, March 19, 2013
5:30-7:00 p.m.
Historian Inn**

Why should I attend? Whether you're new to the event or have been participating for years, find out how you and your business can increase profitability through wine walk events. The focus will be on marketing and promotion while providing a "fun" experience to future clients.

Wirtz Wines will provide a wine tasting along with the specific information on the proper methods for serving wine and the importance of wine quality using cost effective wines.

**RSVP Required by March 9, 2013
Seating is Limited
775-782-8027
info@MainStreetGardnerville.org**



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



Press Release: “Businesses: What Can the Thirsty Third Thursday Wine Walks Do For You?”

Release Date: Immediate Release as of February 22, 2013

Contact: Paula Lochridge, Program Manager

Phone: 775.782.8027

E-Mail: plochridge@mainstreetgardnerville.org

“Businesses: What Can the Thirsty Third Thursday Wine Walks Do For You?”

We’re less than three months away from our fifth “Thirsty Third Thursdays” wine walk season. These wine walks are scheduled from May – September with each month’s event taking place on the third Thursday of the month. The wine walks are successful thanks to our participating businesses within the Main Street District.

Each year, during the wine walk season, over 2000 people visit our downtown district and our businesses. Find out how you can take full advantage of being a part of this event and build your client base.

Main Street Gardnerville invites business owners and managers from our downtown district to a special event on Tuesday, March 19, 2013, 5:30-7:00 p.m. at the Historian Inn. Whether you’re new to the event, or have been participating for years, make plans to join us to find out how you and your business can increase profitability by participating in wine walk events. This gathering will focus on the marketing and promotion while participating in the wine walks. You’ll also be treated to a special wine tasting courtesy of Sandra Breylinger with Wirtz Wines. Ms. Breylinger works closely with both Battle Born Wine and the Historian Inn and is pleased to be a part of this event.

Space is limited. RSVP for this event is required by March 9th. You can RSVP through email to info@MainStreetGardnerville.org or by phone 775.782.8027.

The purpose of these wine walks is to increase foot traffic within the Main Street District and provide residents and visitors with the chance to see what downtown Gardnerville has to offer. The money raised covers expenses and goes back into the community through other Main Street Gardnerville events and projects.

Main Street Gardnerville is a community based self-help program with various members of the community volunteering to revitalize the downtown. Even though Main Street Gardnerville focuses strictly on the downtown district, the program benefits the entire community and surrounding areas.

Follow us on Facebook and Twitter for event and project updates!

Main Street Gardnerville is a non-profit corporation and an equal opportunity provider.

Mark Your Calendar Now!

**Douglas County
Economic Vitality
Showcase**

"Creating a Community to Match the Scenery"

An evening to learn about:

- Areas of focus
- Projects underway
- Progress made
- Public/private/non-profit partnerships leading to economic prosperity
- Other economic development work in the county & region
- How to get involved

*Visit tables & network
with project team
members &
partner organizations*

**Tuesday
March 26, 2013**

4-7 p.m. Showcase

Brief presentation
at 5:30 p.m.

**Carson Valley Inn
Valley Ballroom
1627 Hwy 395 N,
Minden, NV 89423**

Help us plan for
your attendance:

RSVP to
dbeam@co.douglas.nv.us
or call the
County Manager's Office
at (775) 782-9821

Questions?

Contact Lisa Granahan,
Douglas County
Economic Vitality Manager
(775) 782-6268 or
lgranahan@co.douglas.nv.us



Application

Date: _____

Name: _____

Business/Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

E-mail: _____

Website: _____

Payment for annual member/ sponsorship:

Please invoice for payment plan

Full-year payment is included

In the amount of: _____

Credit Card and Debit payments accepted, please call 775.782.7134 or fill out below:



Please circle one



Credit Card #: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

Please fill out and return to:

Main Street Gardnerville
1407 Main Street, Hwy 395
Gardnerville, NV 89410

www.MainStreetGardnerville.org

Benefits

Business Member Benefits:

Promotion of your business and events through our Facebook page that currently has over **1250** friends/likes.

Bi-weekly Biz Blasts participation. There are currently over **900** people in our database.

Enjoy publicity and events that bring people and customers into your business.

Take part in marketing programs that boost your business.

Receive design guidelines that help your building attract more patrons.

Access exclusive information from Main Street Gardnerville and the National Trust.

Access to funds, when available, through our revolving loan program, upon approval.

Additional Member & Sponsor Benefits:

Your name in print with web linkage: Name and logo on printed event-related materials; name in press releases; signage at events; name, link and logo on Main Street website and Facebook page; name, link, and logo in newsletter.

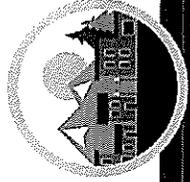
Business or member of the month profile on website once a year.

Receive valuable networking opportunities with other businesses, property owners and residents.

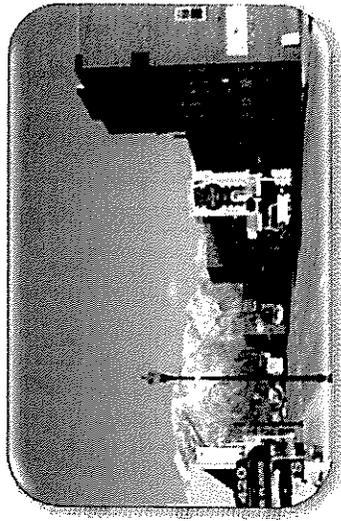
Enjoy the opportunity to influence the direction of our downtown.

Be part of the historic preservation endeavor.

Make our community better!



MAIN STREET
Gardnerville
NEVADA



Member & Sponsor Information 2013

*Main Street
Gardnerville...*

Experience the Past,

Enrich the Present,

Embrace the Future!

*A Non-Profit Corporation & the only
Main Street Program in Nevada*

*Main Street Gardnerville is an
equal opportunity provider*

www.MainStreetGardnerville.org

What IS Main Street?

THE MAIN STREET APPROACH

advocates a return to community self-reliance, local empowerment, and the rebuilding of traditional commercial districts based on their unique assets.

The National Trust Main Street Program offers a revitalization framework that operates around four categories, providing the keys to successfully preserving and revitalizing historic downtown.

ORGANIZATION:

Builds consensus and cooperation among the many groups and individuals who have a role in the revitalization process to create a strong and sustainable organization. Assists with member recruitment, events, fundraising, strategic planning, goals and newsletter.

DESIGN:

Works to upgrade and beautify the town image by making streetscape improvements, encouraging public pride and awareness, managing a flower program and improving the quality of life through a public gardens program as well as promoting the rehabilitation of historic buildings.

PROMOTION:

Markets Downtown to customers, investors, new businesses, residents, and visitors by developing and carrying out image campaigns, retail promotions and special events. Brings promotional ideas to the organization and assists with events.

ECONOMIC RESTRUCTURING:

Works to develop and implement an economic strategy to distinguish Downtown as a successful commercial corridor, to provide sustainable business opportunities for the merchants and to create job opportunities. Develops partnerships with other organizations, conducts surveys and seminars and welcomes new businesses to Downtown.

Main Street Gardnerville

Governed by a Board of Directors, **Main Street Gardnerville** is composed of business owners, employees, property owners and residents of the Downtown area, and others who are interested in the revitalization of our Downtown.

Main Street Gardnerville is neither a business association nor a chamber, but rather, an association of people who promote and protect a place.

We receive training and technical support from the National Trust for Historic Preservation.

Main Street Gardnerville

Board of Directors

Dorette Caldana, President
Carol Sandmeier, Vice-President
Norie Jenkins, Treasurer
Susie Biaggini, Secretary
Kenneth Garber
Ken Miller
Deb Pierrel
Megan Phillips
Margaret Pross

Program Manager

Paula Lochridge

Gardnerville Town Manager

Tom Dallaire

Want to Volunteer?

For volunteer opportunities,
please contact us!

Main Street Gardnerville

1407 Main Street
Gardnerville, NV 89410
Phone: 775.782.8027
Fax: 775.782.7135

Website: www.mainstreetgardnerville.org

Please check the appropriate level and fill out reverse side of form.

Memberships run concurrently with the fiscal year, July 1st—June 30th. A pro-rated fee will be applied for memberships when necessary.

Annual Membership Levels

For businesses within the
Main Street District:

<input type="checkbox"/> Investor	\$ 1,000
<input type="checkbox"/> Benefactor	\$ 500
<input type="checkbox"/> 26 + employees	\$ 250
<input type="checkbox"/> 11-25 employees	\$ 175
<input type="checkbox"/> 6-10 Employees	\$ 125
<input type="checkbox"/> 1-5 Employees	\$ 100

Annual Sponsorship Levels

For individuals and those businesses located outside the Main Street District who wish to support the revitalization efforts for Downtown

Gardnerville:

<input type="checkbox"/> Investor	\$ 1,000
<input type="checkbox"/> Benefactor	\$ 500
<input type="checkbox"/> Gold Sponsor	\$ 250
<input type="checkbox"/> Silver Sponsor	\$ 100
<input type="checkbox"/> Bronze Sponsor	\$ 40
<input type="checkbox"/> Full Time Student	\$ 10
<input type="checkbox"/> Senior (age 60 & over)	\$ 10

Payment plans available for memberships/sponsorships of \$250 or more.

Main Street Gardnerville is a non-profit, 501(c)6 corporation and an equal opportunity provider. Your fee may be tax deductible; contact your tax professional.



Press Release: "Sidewalk Gallery Promotes Flower Projects"

Release Date: Immediate Release as of February 25, 2013

Contact: Paula Lochridge, Program Manager

Phone: 775.782.8027

E-Mail: plochridge@mainstreetgardnerville.org

Main Street Gardnerville will soon be back in bloom but for the time being, you can see the blooms in the latest "Sidewalk Gallery" display. This display features photos of flower baskets and adopt-a-pots from the past several years promoting the various projects of the Main Street Flower Committee Volunteers. Sponsors are now being sought for the flower baskets which will be going up around the first of June and orders will soon be taken for the adopt-a-pots as well.



These photos have been mounted by volunteers on the boarded up windows of the old vacant building at the corner of Eddy Street and Hwy 395 in Gardnerville. This Main Street Gardnerville project helps showcase the exceptional talent of our local artists and provides a vacant building with a purpose.

This photo display is replacing the previous display provided by Carson Valley Art Association. A new display from the photography students from the Douglas High School is expected to return to this location in a few months.

By sponsoring a Basket of Flowers, it allows you to become part of the beautification of downtown Gardnerville as well as a supporter of the Horticultural Programs at China Spring Youth Camp/Aurora Pines Facility, Douglas High School and Smith Valley School.

Driving through Gardnerville in previous summers, you saw these beautiful flowering baskets hanging from the lamp posts along the Main Street District. This summer the goal is to hang 62 baskets with your



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Main Street Gardnerville is an equal opportunity provider.

help. The donation amount is \$85 per basket which helps to cover the expenses of growing and watering them. Gardnerville officials plan to hang the fully flowering baskets in early June, weather permitting.

Another way to become a part of the beautification of downtown is to adopt-a-pot. The Adopt-A-Pots will be grown by the flower committee volunteers and “adopted out” to partnering businesses within the district for \$40.

Main Street Gardnerville is a community based self-help program with various members of the community volunteering to revitalize the downtown. Even though Main Street Gardnerville focuses strictly on the downtown district, the program benefits the entire community and surrounding areas.

To sponsor a basket or adopt-a-pot, call the Main Street Gardnerville office at 775.782.8027

Follow Main Street Gardnerville on Facebook and Twitter for event and project updates.

Main Street Gardnerville is a non-profit corporation and an equal opportunity provider.

(Before Photos)



Ph: 775.782.8027

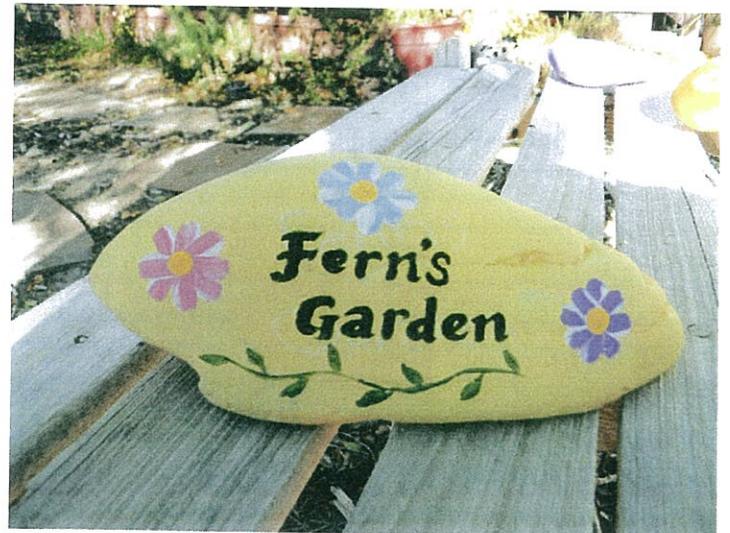
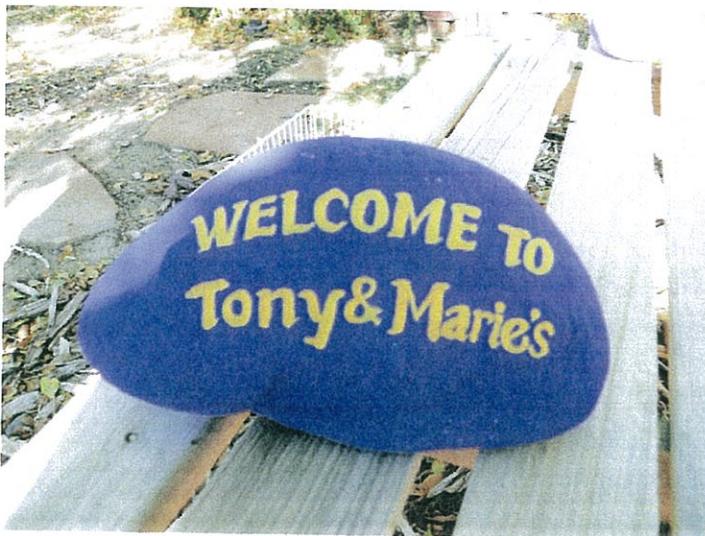
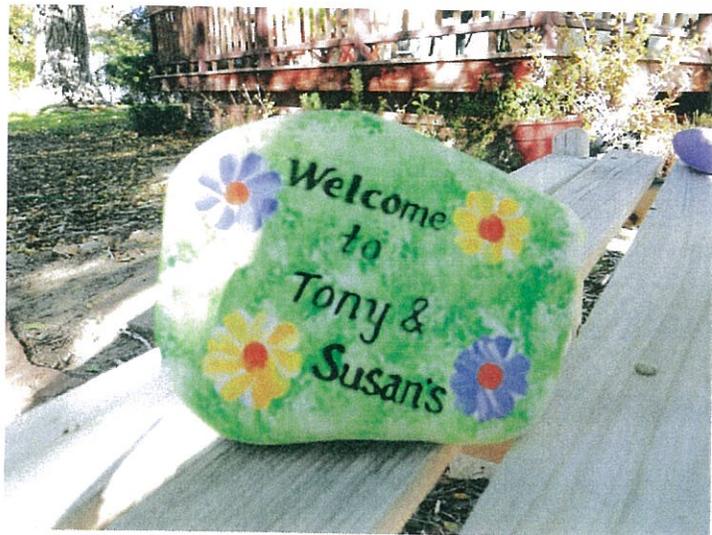
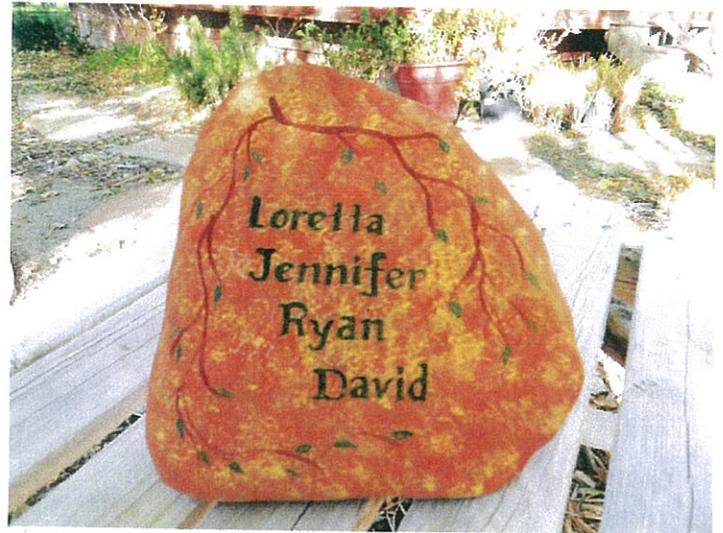
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Fax: 775.782.7135

Lions Club Tree Donation December 2012



HPG Committee's Painted Rock Project





Experience the Past – Enrich the Present – Embrace the Future

Children’s Garden at Heritage Park Gardens

(A 40’ x 70’ designated space within the Master Plan of the Gardens)

- Area to be separately fenced with a gate for entrance
- Ten to twelve raised beds for children to use (sized to fit)
- Nearby tables and benches for parents
- A variety of teaching and learning experiences within

Suggested features include:

- An alphabet garden
- A Yellow Brick Road complete with Tin Man and Scarecrow
- A “Grow your favorite vegetable” garden
- A learning platform for “Exploring Nature” classes and demonstrations
- A giant Kaleidoscope and/or a telescope
- Stump stools
- Small sized garden tools
- Tree “cookies” for construction projects
- Small tables for nature art projects
- Tree climbers
- A bird house village
- A sandbox with alphabet rocks
- Willow huts – materials for construction
- Simple signage about bees and butterflies, etc.

Estimated cost for completed garden - \$25,000 (Naming possibility)

Phase 1 – basics, i.e. fencing, water lines, pathways and beds, tools, signage	\$5,000 - \$10,000
Phase 2 – furnishings and platform	\$5,000
Phase 3 – Activity centers and learning platform	\$5,000
Phase 4 – Adding the extra trimmings with what is left	\$5,000

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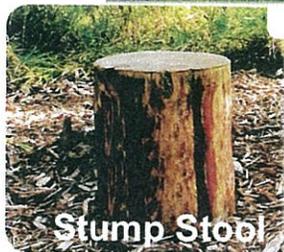
Ideas for Children's Garden at Heritage Park Gardens



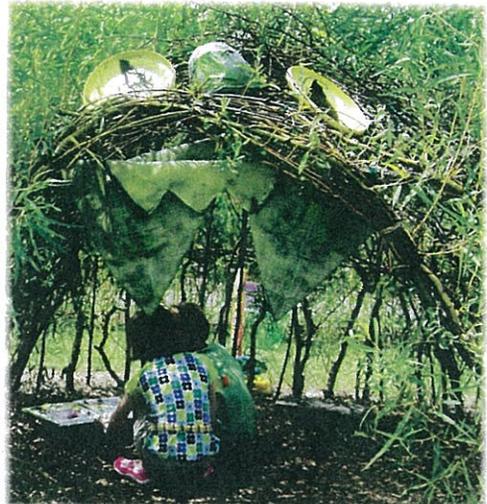
TREE CLIMBERS



Benches



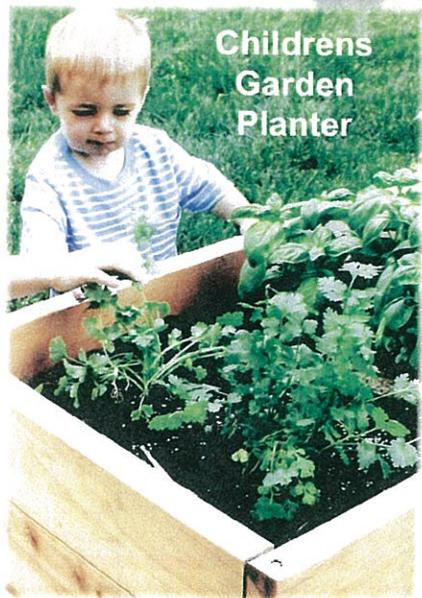
Stump Stool



Log Steps



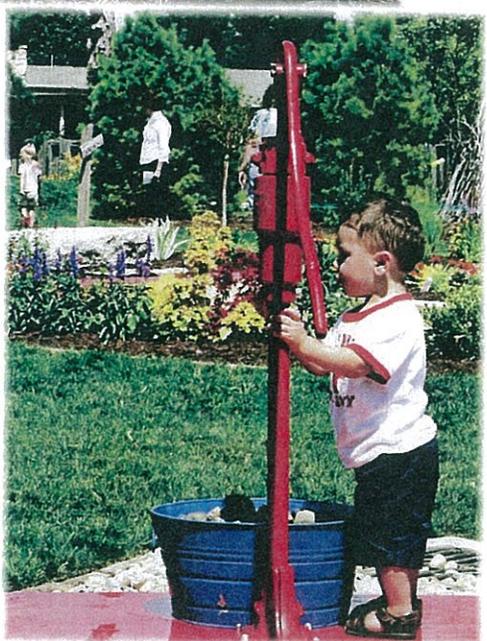
Tree Cookies

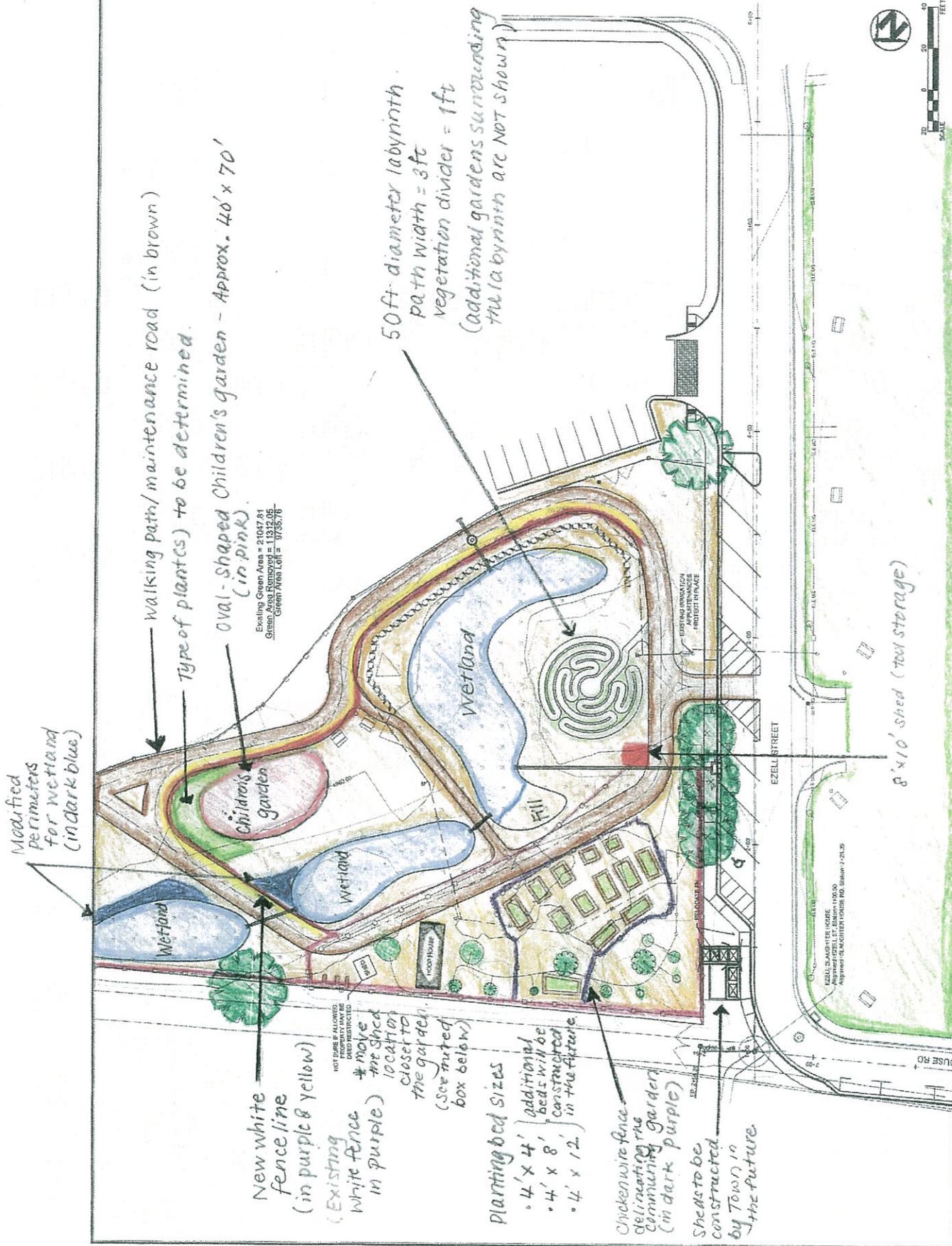


Childrens Garden Planter



Children's Gardening Tools





Gardnerville Town Board

AGENDA ACTION SHEET



1. For Possible Action. Discussion and direction on budget development for Fiscal Year 2013/2014 including, but not limited to;
 - a. Review of current and proposed town projects.
 - b. Review the updated capital improvement plan.
 - c. Discussion on Health & Sanitation dumpster rental and number of residential trash cans provided to town residents per policy.
 - d. Discussion of additional staffing and compensation of staff and town board.
 - e. Review of the revenue estimates, staff revenue projections and other matters properly related thereto, with public comment prior to Board action.

2. Recommended Motion:
Funds Available: Yes N/A

3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: March 5, 2013 Time Requested: 60 minutes

5. Agenda: Consent Administrative

Background Information: Information for items a through d has been provided. Item e, revenue estimates and staff revenue projections, will be presented at the meeting.

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

7. Board Action:

- Approved Approved with Modifications
 Denied Continued

PUBLIC WORKS 610-926-562-000

CAPITAL				NON-CAPITAL			
Roads		Storm Drain		Roads		Storm Drain	
Description	Cost	Description	Cost	Description	Cost	Description	Cost
Kingslane Sidewalk NDOT Match	\$ 50,000	Hellwinkel Channel - Unlined Portion	\$ 600,000	MicroSurfacing Gilman, Chichester, Marion Russell	\$ 150,000	Main St Storm Drain Manholes	\$ 20,000
FY 2013 TE NDOT Match - Crosswalks	\$ 15,000	Hellwinkel Channel - Lined Portion	\$ 900,000	Chip (AR) Seal Industrial Way	\$ 225,000	Town Master Drainage Study/Plan	\$ 500,000
Ezell Ave Half Street Improvements- North Side	\$ 72,220	RCB Under 395	\$ 2,000,000	Chip (A) Seal Industrial Way	\$ 112,500		
Ezell Ave Half Street Improvements- Sout Side	\$ 30,871	RCB West of 395 To Lampe Park	\$ 2,000,000	Cape Seal Industrial Way	\$ 173,250		
Togineti Alley Paving	\$ 41,403	Waterloo / Toiyabe Drop Inlets		Slurry Stodick Estates	\$ 78,500		
Gasoline Alley Paving	\$ 73,376	Spruce Drainage Improvements		Slurry Arbor Gardens	\$ 158,000		
Maintenance Shop Pulverize and Replace Parking Lot	\$ 39,670	Church St Drainage Improvements		MicroSurfacing Wilson, Easton, North Hampton	\$ 35,000		
Douglas Ave Street Lighting	\$ 80,000	Replace Strom Drain Along 395	\$ 2,500,000	Bulb Patching in Chichester 3" AC	\$ 48,000		
ADA Sidewalks - 50,949 LF x 5' Wide @ \$6 / SF	\$ 1,528,470	Culvert for Irrigation Canal Under Muller-Match	\$ 50,000	Bulb Patching in Chichester 4" AC	\$ 57,000		
ADA Ramps - 556 Ramps @ \$2000	\$ 1,112,000	Replace Storm Drain South of Cemetery	\$ 96,025	Seal Stodick Estates	\$ 31,000		
High School Street Extension	\$ 710,000			Seal Arbor Gardens	\$ 60,000		
Douglas / 395 Traffic Island	\$ 35,000						
Toler Gateway - Virginia Ranch	\$ 10,000						
756 Gateway - Lutheran Bridge	\$ 10,000						
Centerville Lane Bridge Widening - Cottonwood Sough	\$ 500,000						
Southgate and Service Dr Pulverize and Replace	\$ 245,538						
Industrial Way Pulverize and Replace	\$ 513,710						
North Hampton, Wilson, Easton Pulverize and Replace	\$ 295,588						
Pep Circle Pulverize and Replace	\$ 102,083						
Cemetery Pulverize and Replace	\$ 52,319						
Chichester Pulverize and Replace	\$ 624,403						
Harvest Pulverize and Replace	\$ 388,640						
Marion Russell Pulverize and Replace	\$ 637,184						
Muller Parkway Connection - Match	\$ 50,000						
PARKS & RECREATION/OPEN SPACE				FLEET/EQUIPMENT/FACILITIES/OTHER			
CAPITAL		NON-CAPITAL		CAPITAL		NON-CAPITAL	
Description	Cost	Description	Cost	Description	Cost	Description	Cost
LWCF Match - Trail Amenities	\$ 25,000	Gilman Water Saving Landscaping	\$ 46,000	3 YD Dump Truck	\$ 65,000		
Raley's To Toler Sidewalk	\$ 35,000	Waterloo Island Water Saving Landscaping	\$ 46,000	Larger Crack Seal Unit - To be more efficent	\$ 45,000		
Waterloo Center Trail	\$ 40,000	Repair Hellwinkel Shop (Tin Sided)	\$ 40,000	2 Equipment Trailers	\$ 12,000		
Heritage Park Gardens Trail	\$ 15,105	Repair Hellwinkel Hay Barn	\$ 20,000	Backhoe	\$ 75,000		
NDOT Match - MS Trail	\$ 30,000	Gardner Drill and Fill		Pressure Washer (Trailer Mounted)	\$ 48,000		
Dog Park at Walmart Pond	\$ 10,000	Jewel Park Pond Landscaping By Ahern	\$ 10,000				
Main Street Gateway (Eagle Gas)-Demo	\$ 156,272						
Main Street Gateway (Eagle Gas)-Construction w/o Restroom	\$ 111,854						
Main Street Gateway Restroom	\$ 65,000						
Main Street Gateway Monument Sign	\$ 20,000						
The Ranch Trail							

THESE PRICES ARE MINIMUMS BASED ON CURRENT PRICES. AVERAGE U.S. INFLATION IS 4% PER YEAR. LABOR AND MATERIAL PRICES WILL CONTINUE TO INCREASE.

PUBLIC WORKS 610-926-562-000

CAPITAL				NON-CAPITAL			
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Description	Cost	Description	Cost	Description	Cost	Description	Cost
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Marion Russell Pulverize and Replace	\$ 637,184						
Muller Parkway Connection - Match	\$ 50,000						
PARKS & RECREATION/OPEN SPACE				FLEET/EQUIPMENT/FACILITIES/OTHER			
CAPITAL		NON-CAPITAL		CAPITAL		NON-CAPITAL	
Description	Cost	Description	Cost	Description	Cost	Description	Cost
LWCF Match - Trail Amenities	\$ 25,000	Gilman Water Saving Landscaping	\$ 46,000	3 YD Dump Truck	\$ 65,000		
Raley's To Toler Sidewalk	\$ 35,000	Waterloo Island Water Saving Landscaping	\$ 46,000	Larger Crack Seal Unit - To be more efficent	\$ 45,000		
Waterloo Center Trail	\$ 40,000	Repair Hellwinkel Shop (Tin Sided)	\$ 40,000	2 Equipment Trailers	\$ 12,000		
Heritage Park Gardens Trail	\$ 15,105	Repair Hellwinkel Hay Barn	\$ 20,000	Backhoe	\$ 75,000		
NDOT Match - MS Trail	\$ 30,000	Gardner Drill and Fill		Pressure Washer (Trailer Mounted)	\$ 48,000		
Dog Park at Walmart Pond	\$ 10,000	Jewel Park Pond Landscaping By Ahern	\$ 10,000				
Main Street Gateway (Eagle Gas)-Demo	\$ 156,272						
Main Street Gateway (Eagle Gas)-Construction w/o Restroom	\$ 111,854						
Main Street Gateway Restroom	\$ 65,000						
Main Street Gateway Monument Sign	\$ 20,000						
The Ranch Trail							

THESE PRICES ARE MINIMUMS BASED ON CURRENT PRICES. AVERAGE U.S. INFLATION IS 4% PER YEAR. LABOR AND MATERIAL PRICES WILL CONTINUE TO INCREASE.

Table 1: Town of Gardnerville Capital Improvement Program, 2009-2017 - <Final Budget> EXISTING CIP

FISCAL YEAR	PUBLIC WORKS 610-926-562-000										PARKS & RECREATION/OPEN SPACE				FLEET/EQUIPMENT/FACILITIES/OTHER			
	CAPITAL					NON-CAPITAL					CAPITAL		NON-CAPITAL		CAPITAL		NON-CAPITAL	
	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost
2009-2010 Actual \$23,500.00	Milt Street-Main-to-Douglas	\$ 26,000			Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 8,500			Cemetery Lane Trees 09-10	\$ 6,000	Debt Service-Series 2002	\$ 42,500	Small equipment replacements	\$ 7,500		
	High School Street-Main-to-Douglas	\$ 24,000			Chichester-Large-Crack-Sealing								Debt Service-Series 2005	\$ 125,000				
	Hussman Overlay-103-S of Cottonwood-to-S-end	\$ 100,000																
	Virginia-Ranch-Overlay-US-395-to-Phase-2	\$ 66,000			Surface Sealing	\$ 23,000												
	Concrete Repair Work, Cemetery Lane, Gilman, 750 Match	\$ 45,000																
	TOTAL	\$ 261,000					\$ 73,000	\$ 8,500				\$ 6,000		\$ 167,500				\$ 7,500
2010-2011 666,500.00	Martin Slough Phase 4 (Hellwinkel Ranch) Q1 grant	\$ 200,000	Storm Drain Replacement	\$ 81,000	Road Maintenance -733,000 sf	\$ 155,000	Storm Drain Maintenance	\$ 10,000	Crestmore Pond Fence	\$ 9,000			Debt Service-Series 2002	\$ 42,500	Small equipment replacements	\$ 9,000		
	No Road Rehab work planned								Raley's to Toler Sidewalk link	\$ 35,000			Debt Service-Series 2005	\$ 125,000				
	TOTAL	\$ 200,000		\$ 81,000		\$ 155,000	\$ 10,000		\$ 44,000				\$ 167,500				\$ 9,000	
2011-2012 540,806.76	Outside engineering firm to train staff to perform proper road inspections and review inspections performed by staff and assist with micro paver support	\$ 15,000			Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 10,000	Toler Water Saving Landscaping	\$ 7,000	Gilman Pond Dredging	\$ 17,500	Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 5,000		
	Eddy St. Lighting	\$ 40,000			Grade and compact Gasoline and Tognetti-Alleys	\$ 3,200							Purchase a Chipper	\$ 16,000				
	Kings Ln Sidewalk NDOT Match	\$ 50,000												Debt Service-Series 2003 - Paid	\$ 42,500			
	ADA Compliant Sidewalks - Hussman-to-Douglas	\$ 60,000			Patch repair in Chichester area	\$ 30,000			MS Slough-Frail Commitment-to-Douglas County	\$ 25,000				Purchase a Screw Compressor	\$ 16,525			
	TOTAL	\$ 165,000		\$ -		\$ 83,300	\$ 10,000		\$ 32,000		\$ 47,500			\$ 198,007			\$ 5,000	
2012-2013 495,036.84	FY 2013 TE NDOT Match - Crosswalks	\$ 15,000	Bank Hellwinkel Channel	\$ 49,246	Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 20,000					Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 2,500		
					Chichester Microsurfacing (Gilman, Chichester, Portions of Marion Russell and Harvest)	\$ 135,754							613.730.564.500-Lawn Mower - replacement	\$ 29,000				
			\$ 250,000	\$ -	Cracksealing	\$ 10,000							Town Server	\$ 10,549				
	TOTAL	\$ 15,000		\$ 49,246		\$ 245,754	\$ 20,000						\$ 162,531				\$ 2,500	
2013-2014 550,701.66	Ezell Half Street Improvements - in Front of Heritage Park Gardens	\$ 72,220	Bank Hellwinkel Channel	\$ 50,000	Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 20,000			Hellwinkel Shop -(Tin sided)	\$ 40,000	Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 2,500		
	Bank Pulverize and Replace Roads	\$ 50,000			Chip Seal - Industrial Drive	\$ 70,000					Hellwinkel Hay Barn -(repairs)	\$ 20,000						
	TOTAL	\$ 122,220		\$ 50,000		\$ 153,000	\$ 20,000				\$ 60,000		\$ 122,982				\$ 2,500	
2014-2015 473,411.70	Bank Pulverize and Replace Roads	\$ 50,000	Bank Hellwinkel Channel	\$ 50,000	Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 8,500	Gilman Water Saving Landscaping	\$ 12,000			Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 2,500		
							Storm Drain Replacement South of Cemetery	\$ 96,025	Martin Slough Ponds Trail and Landscaping	\$ 30,000								
	TOTAL	\$ 50,000		\$ 50,000		\$ 86,300	\$ 104,525		\$ 57,105				\$ 122,982				\$ 2,500	
2015-2016 380,930.00	Douglas Ave Street Lighting	\$ 80,000	Bank Hellwinkel Channel	\$ 50,000	Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 8,500									Small equipment replacements	\$ 2,500
	ADA Compliant Sidewalks - N Hampton, Wilson, Easton	\$ 40,000																
	ADA Compliant Sidewalks - Eddy East, Mission, Toyabic	\$ 40,000			Patch in other areas of town	\$ 20,000												
	TOTAL	\$ 210,000		\$ 50,000		\$ 109,930	\$ 8,500											\$ 2,500
2016-2017 361,489.00	Cemetery Pulverize and Replace	\$ 52,319	Bank Hellwinkel Channel	\$ 50,000	Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 8,500									Small equipment replacements	\$ 2,500
	Bank Pulverize and Replace Roads	\$ 50,000																
	Ezell South of Gilman Extension	\$ 30,871																
	TOTAL	\$ 206,566		\$ 50,000		\$ 93,923	\$ 8,500											\$ 2,500

8b-1

Table 1: Town of Gardnerville Capital Improvement Program, 2012-2018 - <Preliminary Budget>

FISCAL YEAR	PUBLIC WORKS 610-926-562-000								PARKS & RECREATION/OPEN SPACE				FLEET/EQUIPMENT/FACILITIES/OTHER				
	CAPITAL				NON-CAPITAL				CAPITAL		NON-CAPITAL		CAPITAL		NON-CAPITAL		
	Roads		Storm Drain		Roads		Storm Drain		Description		Description		Description		Description		
	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	
2012-2013 495,030.84	FY 2013 TE NDOT Match - Crosswalks	\$ 15,000	Bank Hellwinkel Channel	\$ 49,246	Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 20,000					Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 2,500	
					Chichester Microsurfacing (Gilman, Chichester, Portions of Marion Russell and Harvest)	\$ 135,754							613-730-564-500 Lawn Mower replacement	\$ 20,000			
					Crack sealing	\$ 10,000								Town Server	\$ 10,540		
					Patch repair in Chichester area	\$ 50,000											
	TOTAL		\$ 15,000		\$ 49,246		\$ 245,754		\$ 20,000		\$ -		\$ -		\$ 162,531		\$ 2,500
2013-2014 467,481.66	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,000			Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 20,000	LWCF Trails Amenities Match	\$ 25,000			Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 2,500	
					Crack sealing	\$ 15,000											
					Cape Seal Industrial Way	\$ 174,000											
					Patch repair in Chichester area	\$ 33,000											
	TOTAL		\$ 25,000		\$ -		\$ 272,000		\$ 20,000		\$ 25,000		\$ -		\$ 122,982		\$ 2,500
2014-2015 430,281.66	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,000			Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 8,500	Raley's to Toler Sidewalk (Sidewalk Portion)	\$ 35,000			Debt Service-Series 2005	\$ 122,982	Small equipment replacements	\$ 2,500	
	Main Street Gateway Demolition (Former Eagle Gas) Anticipating Grant Funding to Assist	\$ 55,000			Crack sealing	\$ 15,000							Larger Crack Seal Unit	\$ 45,000			
					Sunset Park Microsurfacing (Wilson, Easton, North Hampton)	\$ 35,000											
					Patch repair in Chichester area	\$ 36,300											
	TOTAL		\$ 80,000		\$ -		\$ 136,300		\$ 8,500		\$ 35,000		\$ -		\$ 167,982		\$ 2,500
2015-2016 427,430.00	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,000			Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 8,500			Repair Hellwinkel Shop	\$ 40,000			Small equipment replacements	\$ 2,500	
	Main Street Gateway Construction (Former Eagle Gas)	\$ 112,000			Crack sealing	\$ 15,000											
	Town Maintenance Facility Upgrades (Part of Raley's to Toler Sidewalk Plans)	\$ 56,000			Slurry Stodick Estates	\$ 78,500											
					Patch repair in Chichester area	\$ 39,930											
	TOTAL		\$ 193,000		\$ -		\$ 183,430		\$ 8,500		\$ -		\$ 40,000		\$ -		\$ 2,500
2016-2017 430,923.00	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,000			Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 8,500			Repair Hellwinkel Hay Barn	\$ 20,000	2 Equipment Trailers	\$ 12,000	Small equipment replacements	\$ 2,500	
					Crack sealing	\$ 15,000	Storm Drain Replacement South of Cemetery	\$ 96,000									
					Slurry Arbor Gardens	\$ 158,000											
					Patch repair in Chichester area	\$ 43,923											
	TOTAL		\$ 25,000		\$ -		\$ 266,923		\$ 104,500		\$ -		\$ 20,000		\$ 12,000		\$ 2,500
2017-2018 428,315.30	Sidewalk Repair and ADA Ramp Upgrades	\$ 25,000			Road Maintenance	\$ 50,000	Storm Drain Maintenance	\$ 8,500	Gilman Water Saving Landscaping	\$ 46,000			3 Yard Dump Truck	\$ 65,000	Small equipment replacements	\$ 2,500	
	Ezell Ave Half Street Improvements - North	\$ 73,000			Crack sealing	\$ 15,000											
					Cape Seal Southgate, Service Dr, Pep Cir	\$ 95,000											
					Patch repair in Chichester area	\$ 48,315											
	TOTAL		\$ 98,000		\$ -		\$ 208,315		\$ 8,500		\$ 46,000		\$ -		\$ 65,000		\$ 2,500

8b-2



TOWN OF GARDNERVILLE

POLICY AND PROCEDURES

Number 20.0

SUBJECT Past Due Accounts-Health and Sanitation

Issue Date 9/11/2000

Revised 4/9/01

Revised 8/30/04

Revised 11/4/08

Purpose: To establish uniform procedures in addressing late commercial and residential disposal accounts.

Policy and Procedure: It is the Town of Gardnerville's policy that both commercial and residential disposal accounts that become delinquent shall be dealt with in a uniform and customer-oriented manner. Because of the proprietary funding source of the Town's Health and Sanitation operations, timely payment for services rendered is necessary.

1. **Accounts 30 days late:** Written correspondence requesting prompt payment shall be sent to the customer indicating previous payment requests. This correspondence shall also indicate that further action may be taken if the account remains delinquent. This correspondence shall be documented in the customer's file. For commercial tenants a courtesy billing statement shall be mailed to the property owner of record.
2. **Accounts 60 days late:** The Town may authorize a pre-collection notice to be sent via the Town's collection agency or written correspondence requesting payment may be sent to the customer by United States Postal Service Certified Mail with return receipt requested. This correspondence shall indicate that further account delinquency shall result in further action by the Town to recoup monies owed and the costs, if any, of legal action. Proper documentation shall be placed in the account holder's file.
3. **Accounts 90 days or more late:** Legal action may be taken by the Town to recoup monies owed, including finance charges and the cost of legal action. The Town may also opt to place the delinquent account into full collection status with the Town's collection agency, or the Town may opt to send a pre-lien and possible service stoppage notice to the property owner of record via Certified Mail, return receipt requested with a courtesy copy sent to the tenant as applicable. This letter shall indicate that seven (7) days after the letter's date service stoppage shall occur and fourteen (14) days after the letters date a lien shall be placed on the property for non-payment of services rendered.
4. **Late charges:** Commercial accounts shall be assessed a finance charge of ten percent (10%) on unpaid balances 30-60 days late with an additional finance charge of one and one half percent (1-1/2%) of the unpaid balance for accounts more than 60 days delinquent. Residential accounts shall be assessed a finance charge of ten percent (10%) on unpaid balances 90 or more days late with an additional finance charge of one and one half percent (1-1/2%) of the unpaid balance for accounts more than 180 days delinquent.



TOWN OF GARDNERVILLE

**TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES**

Number 21.2

SUBJECT: STORAGE RECEPTACLES

Issue Date 10/4/01

Directive: The Town shall standardize litter storage receptacles used for all commercial and residential materials collected to promote compatibility within the collection system.

Procedure:

Commercial

Commercial waste is normally collected by utilizing rear load refuse collection vehicles on a schedule arranged by the customer with the Town. Costs for commercial service are set from time to time by the Gardnerville Town Board and are based on the actual cost for services rendered and capital equipment replacement.

Commercial waste receptacles shall be two cubic yard rear load dumpsters as standardized by the Town with Bid No. 2000-05. The commercial customer may utilize a Town supplied dumpster, or may purchase his or her own dumpster meeting the Town minimum standard.

At the Town's discretion, small commercial waste generators may use the Town standard 90 gallon waste tote in lieu of a two cubic yard dumpster.

Residential

Residential waste is collected by utilizing 90-gallon tote waste containers emptied by an automated collection vehicle on a weekly pick-up basis. The Town supplies each residence with one 90-gallon tote at a base quarterly rate. Costs for residential service are set from time to time by the Gardnerville Town Board and are based on the actual cost for services rendered and capital equipment replacement. An additional 90-gallon tote may be requested by the customer at a nominal fee. It is the usual case that only two containers shall be issued to a single residence.

Residential Green Waste

Residential green waste is collected in the same manner as residential household waste. One separate 90-gallon tote is issued upon customer request.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 21.3

SUBJECT: COLLECTION DAYS AND SET-OUT TIME

Issue Date 10/4/2001

Directive: All customers of the Town of Gardnerville Health & Sanitation Department shall be notified of the scheduled collection time, frequency and days of service. Customers are to be notified of any routine schedule modifications necessitated by holidays or other events. The Town normally services all customers on all holidays other than Christmas Day.

Procedure:

Commercial

Commercial customers initially set the frequency of waste pick up as deemed necessary and appropriate by contacting the Town offices. The Town may increase frequency of pickup in the event that accumulating waste poses a health or safety threat to the community. It is the policy of the Town that waste may not exceed one (1) foot in height above the top of the dumpster to promote health and safety. It is also the responsibility of the customer to keep dumpster enclosure areas clean, in good repair, and to remove snow and ice from the area in accordance with Town ordinances.

Commercial customers shall be notified of service day(s) when initially signing up for trash service. Any changes initiated by the Town to service day(s) shall require a telephone call to that customer indicating change(s). Customers shall be responsible for contacting the Town to initiate customer request for change(s).

Residential

Residential customers are notified of their respective pick-up day when applying for service. A "New Resident Guide" is also sent to each new resident that contains set out times and other important information. The Town generally advocates residential customers place their containers street side no later than 5:30 am the day of pick up with the container placed for automated pick up. When customer pick up days must be changed, customers shall be notified by telephone call, flyer, website, and other means as deemed appropriate.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 21.4

SUBJECT: SOLID WASTE COLLECTION ROUTING

Issue Date 10/4/2001

Directive: Collection routes shall be designed providing a balance between community needs and expectations, and workloads for crews and equipment. Routes shall be routinely reviewed and modified as needed to maximize efficiency and effectiveness while servicing all customers' requirements as closely as possible.

Procedure: All commercial and residential routes are normally established and maintained through the use of observation and operational experience. Routes shall also take into account the following minimum design constraints:

- Traffic patterns, parking requirements, street widths, availability of alleys and driveways.
- Crew size, equipment availability and productivity.
- Vehicle cargo capacity and turn-around time to landfill or transfer station.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 22.12

SUBJECT: COMPOST COLLECTION

Issue Date 10/04/01

Directive: The Town recognizes the environmental and economic benefits of diverting compostable materials from landfills. The Town shall encourage, to the extent possible, that the community take advantage of the Town's "Green Waste" program, and shall offer this program at the lowest possible cost to the customer.

Procedure:

Residential

Residential households are offered one additional 90-gallon waste tote for the sole purpose of holding lawn trimmings, small branches, leaves and other compostable materials for weekly pick-up. Green Waste pickup is normally every Tuesday; customers should have their containers street side by 5:30 a.m. Green Waste cans are clearly identified by the orange reflector on the lid. Plastic bags, household waste, and other foreign debris are not allowed to be placed within the Green Waste container. Containers with such debris shall not be picked up. Customers may also bring their Green Waste to the Town Maintenance Facility on Mondays for disposal. There is currently no charge to customers participating in the program.

Commercial

There is currently no provision for a commercial green waste collection program. Staff shall continually evaluate services provided and recommend to the Gardnerville Town Board options that may arise in the future.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 22.13

SUBJECT: COMPOST (GREEN WASTE) PROGRAM
REVIEW

Issue Date 10/04/01

Directive: Staff shall periodically review the Green Waste Program assuring that the program remains efficient and cost effective.

Procedure: At least annually, staff shall review the costs and benefits of offering the Green Waste Program. This analysis should include:

- Tipping fees of green waste versus transfer station.
- Comparison of green waste fees to regular household waste fees.
- Cost of staff to implement and continue program.
- Cost of any increase in green waste program parameters.

Formal recommendations on services shall be made at least annually to the Town Board.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 22.14

SUBJECT: Expanded Green Waste Collection

Issue Date 2/6/07

Purpose: To provide solid waste customers an expanded green waste collection and disposal service during the April/May and October/November months. These times of the year typically bring larger than normal green waste amounts from leaf fall and spring cleanup of landscaping within the Town.

Procedure:

1. The Town will furnish plastic bags marked with the official Town logo to customers during regular business hours at the Town offices. Quantities furnished shall generally be unlimited, however the Town reserves the right to limit quantities at its discretion due to program funding or other constraints. The intent of this program is to provide customers with increased disposal options for "normal" spring and fall yard clean up versus a platform to dispose of entire removed trees, for instance.
2. Customers may place additional bags marked with the Town logo curbside on the regular green waste collection day every other week during the months of April, May, October, and November.
3. Customers may also bring green waste to the Town Maintenance Facility, and place the green waste in a specially designated area.
4. Town staff will provide customers an informational flyer sent by mail outlining the program, pickup dates for the year, hours that plastic bags may be picked up, and the location of the designated drop off area at the Town Maintenance Facility.

Douglas County Code

18.06.100 Garbage and trash collection

A. Residential.

1. Mandatory garbage pickup is required for all residential areas within the boundaries of the town of Gardnerville. All annexed areas are required to have mandatory service. The record owner of a parcel of land within the boundaries of the town of Gardnerville shall be billed directly for the monthly garbage pickup rate for the parcel owned, and shall be solely responsible for the payment of the garbage pickup service charged. The record owner of a parcel of real property receiving garbage collection service will provide, in writing and signed by the record owner, a current address to which bills for garbage collection service will be sent. Until notified of a change of address, the town will send all bills to the last known mailing address of the record owner as shown on the records of the town.

2. Containers shall be provided to each customer by the Town of Gardnerville. Containers shall be ninety (90) gallon capacity, dual purpose semi-automated roll-out carts, and be equipped with a covering to enclose the container. Garbage and trash must be placed within the container, fully closed, and placed at the curbside by the customer. All garbage and trash must be placed completely within the container to be collected. No container will be emptied by the Town of Gardnerville unless it is presented at curbside, and completely closed.

3. There is no limit on the number of roll-out carts which may be used by a single residence, provided that all garbage in those containers is contained within each container, lid closed, and originates at that residence. A residence that is also serving a commercial use may not use any additional container without the prior written approval of the Town of Gardnerville.

4. Garbage collection will be made minimum of one time each week and pickup will be at the curb side in the front of the home or in areas served by alleys, to the rear of the home in the alley.

B. Commercial.

1. Mandatory pickup or service is required for all commercial entities within the town of Gardnerville. Exceptions to the mandatory service for industrial wastes or other specialized wastes shall be determined by the town board. On request of the record owner of a parcel, the town will send a bill to a tenant. Irrespective of the party to whom bills are normally sent by the town, the obligation to pay for garbage collection service belongs to the record owner of the parcel of real property to which the town provides its garbage collection service. The record owner of a parcel of real property receiving garbage collection service will provide, in writing and duly signed by the record owner, a current address to which bills for garbage collection service will be sent. Until notified of a change of address, the town will send all bills to the last known mailing address of the record owner as shown on the records of the town.

2. The town will provide two cubic yard dumpsters for commercial customers on request. The town will own and maintain such dumpsters. Alternatively, the customer may provide its own dumpster which meets or exceeds town standards. Commercial

customers providing dumpsters must maintain these and must immediately make repairs to their dumpster when requested to do so by the town. Collection will be made on an "as required" basis.

3. All dumpsters shall be placed on a minimum six-by-eight foot concrete pad, four inches thick. The top surface of the pad shall be level with the surrounding paved area. All dumpsters shall be enclosed by a six foot fence or wall.

4. All dumpsters and garbage/trash areas shall be maintained in a clean and safe manner.

5. As necessary, snow shall be removed by the customer from in front of dumpsters and gates prior to 7:00 a.m.

6. All new commercial customers using dumpsters must provide enclosures approved by the town. Existing commercial customers without town-approved enclosures must construct enclosures when the parcel of real property on which the customer's business is located is the subject of rezoning, is granted a special use permit, is the subject of construction for which a building permit is required, or is sold or otherwise transferred to a new owner.

C. Rates.

1. The town board will establish collection rates by resolution for residential and commercial customers or users. The rates will be in effect after public hearings for two consecutive months scheduled during the regular town board meetings. Rates shall be published and be available for public dissemination on request.

2. The town board may change the rates as required to meet the expenses and budget requirements of the trash enterprise fund.

3. All revenues shall be placed in the trash enterprise fund and used solely for indirect and direct costs related to the fund.

4. Except as provided in paragraph 1 of section A of this section, billing intervals and procedures shall be established by the town board at a regularly scheduled meeting.

D. The town board may make available to the residential and commercial customers of the town's garbage collection service a program for the separation at the source of recyclable material from other solid waste originating from residential and commercial premises and public buildings where trash and garbage collection services are provided for the collection of solid waste. (Ord. 1255, 2008; Ord. 962, 2001; Ord. 942, 2000; Ord. 811, 1997; Ord. 748, 1996; Ord. 741, 1996; Ord. 542, 1991; Ord. 464 §1, 1986)

Cross street banner
Community information kiosk
Main Street planter
Metal benches
The events: Let's Whine About Winter, Thirsty Third Thursday, BBB, Merry Main Street
Helped the Town with the 4th of July, Christmas Kickoff and Movies in the Park.
Adding a haunted weekend event coming this fiscal year
Working on a couple other events.

Mrs. Pross continued they are part of the Douglas County Economic Vitality Plan, published and updated the strategic plan. And they would like to thank the Town Board for their involvement in the creation and continued support of Main Street Gardnerville.

Mr. Lindsay asked what Tom needed from them for this item.

Mr. Dallaire needs to know whether they want to do the smaller projects he's mentioned. Are they all right with filling the cracks in Chichester this year? They should fix Gilman Lane so the trees get water and the guys can do that in-house. The landscaping issue in Chichester he was told by the DA's office the Town has their own counsel currently and she can't give the Town any advice. Douglas County is a client of the DA and not the Town. He was hoping Michael Brown would be there to hear this, but he was not able to attend.

Mr. Lindsay suggested setting the Board compensation back to a standard value and forego the whole 4% increase, 2% increase.

Mr. Dallaire will get the paperwork done and bring it back.

Board members agreed.

Mr. Dallaire will bring it back each year at budget. He asked if they aren't taking a raise, do they want to pass that down to staff.

Mr. Lindsay thought it sends a good message by giving less of a raise and keeping Board comp flat.

Mr. Dallaire pointed out the Board compensation change will be effective as of July 1. They will need to approve it next month as a specific item.

Chairman Philips called for public comment.

Mrs. Pross agrees with what they are doing with salaries. People have to realize this is a tough time. You're lucky to have a job. Do what you have to do to keep things going.

No further public comment.

Mr. Rowe will work with Tom about the sidewalk policy and he will bring it back.

6. Discussion and possible action on the Main Street Program Manager's Monthly Report of activities for February 2011.

a. Approve appointment of Dorette Caldana to our Main Street Board of Directors

Mrs. Lochridge stated Dorette Caldana is an active volunteer. She has helped out for over a year. Our Board highly recommended her as our next Board member to replace Ken. They need your approval.

Ken commented Dorette is well qualified from what she has done for the program already. But the next one coming up needs to be a business owner.

Motion Bernhard/Miller to approve appointment of Dorette Caldana to our Main Street Board of Directors,

No public comment.

Upon call for the vote, motion carried with Board Member Slater absent.

b. Approve changes to the bylaws changing the Chair and Vice-Chair officers' titles to President and Vice-President to match the officer titles used when filing with the state.

Ed-1

the improvement plans.

Mrs. Slater likes the design but would like to see the lights incorporated.

Motion Bernhard/Slater to approve the development application 11-006 renovation and expansion of the Gardnerville Elementary School located at 1290 Toler Lane, within the towns of Minden/Gardnerville community plan area and include the nine specifications given by Town Manager Tom Dallaire as noted on March 30, 2011. Motion carried.

8. Discussion on development application DA11-007, a minor variance request to reduce the parking requirement from 103 parking stalls to 97 stalls for the proposed renovation and expansion of the Gardnerville Elementary School, located at 1290 Toler Lane, within the Town of Minden/Gardnerville Community Plan area.

Mr. Dallaire put this item in here to keep everyone informed. There is no motion required because the community development director decides on minor variances.

Mr. Lankenau would like a vote of support

No Board action required.

9. Discussion and possible action on Resolution 2011 R-01 considering the Town Board members compensation for fiscal year 2011-2015.

Mr. Dallaire had received direction at the last meeting to make the compensation simpler.

No public comment.

Motion Bernhard/Miller to approve the flat rate monthly compensation of \$500 for the chairman, \$475 for the vice-chairman and \$440 for Town Board members and direct staff to request ratification from the Douglas County Board of Commissioners. Motion carried.

10. Discussion and possible action on a public hearing to adopt the Tentative Budget for Fiscal Year 2011-2012

Mr. Dallaire still has not heard from Mr. Brown about what the scenarios are. He went over the tentative budget and what has transpired with the County and the Towns of Minden and Gardnerville. They are waiting for a ruling from the DA to find out whether the Towns are considered a governing body that sets tax rates.

Mr. Miller added if they are determined to be a governing body they have input and the County would have to have a majority vote on changing it.

Mr. Rowe advised the issue is under 269 and the nature of the advisory boards of the Towns of Minden and Gardnerville. If you are an adjunct of the County and everyone has money then they say plan for whatever rate. But when they don't, they exercise the prerogative that if the Board is advisory only and subject to the County then you are at their whim.

Mr. Dallaire was told to use the number they have until the County decides. He received a call from Todd Carlini and the last time this happened they all worked it out together. The projected number is around \$958,000. So they are about \$50,000 short. The main reason he hasn't hired an engineering tech is they have a pretty tight budget. He would like to hire an engineering firm to draw some plans. He would like to keep subbing it out and get additional help on some projects and not hire the engineering position. He just wants to make the budget work with the minimum number. If they have more that would be great. On the CIP there are a few engineering projects he would like to get done. There are three big items he wanted to discuss. One was the engineering fees; they need a trash truck; and the projects that they would like to complete based on the vision meeting. He has a few projects listed under parks. Still waiting on Anderson Engineering's plan so they can send out the letters to Chichester. They have a draft letter worked out. Another project was the clean up of the Chichester ponds between the pond and the sidewalk on the southwest side of the bridge. He would like to add some color in there, maybe put in some concrete or asphalt for access to the pond. Make it a little more user friendly. Toler island, the shrubs are getting too large. They should go through and replant some of the shrubs. They are working on the spruce trees by the flag on Gilman. We talked to Dink and the trees can be relocated and replanted. They would like to pull those out now and put them in Serenity Park. The design committee with Main Street is working on their garden plan. That is in Main Street's budget. Those trees are now added to the plan. In public works ADA, he has plans for Cemetery Lane. He has spoken with Mahmood at Douglas County to see if they can do full ramps rather than one on each side of the curb. He talked with Jeff Foltz about the handicap ramp and crosswalk at Elges. They can also take more of the

RESOLUTION NO. 2011R-038

A RESOLUTION PROVIDING AN INCREASE IN COMPENSATION FOR MEMBERS OF THE GARDNERVILLE TOWN BOARD

WHEREAS, the Gardnerville Town Board discussed elected official compensation at their March 1, 2011 business meeting; and

WHEREAS, the Gardnerville Town Board took action by unanimous vote of the members present at the April 5, 2011 business meeting to affirm the proposed compensation of \$500 for the Chairperson, \$475 for the Vice-Chairperson and \$440 for each member be provided monthly was appropriate and is now formally requesting the ratification of the Douglas County Board of Commissioners; and

WHEREAS, the Gardnerville Town Board is an elected body that effectively and efficiently adds value to Douglas County and the community that it serves by providing leadership and vision, and through the discharge of services authorized under Douglas County code 18.06, including the maintenance and construction of Town streets, street lighting systems, parks and recreation, open spaces, commercial and residential solid waste and green waste collection, sidewalks, curbs, gutters, alleys, storm drainage, municipal administration, downtown revitalization and beautification.

NOW, THEREFORE LET IT BE RESOLVED THAT, the compensation of the Gardnerville Town Board shall be as follows:

- a. \$500 Chairperson per month
- b. \$475 Vice Chairperson per month
- c. \$440 Member per month

ADOPTED this 5th day of May, 2011 by the following vote:

Ayes: Commissioners

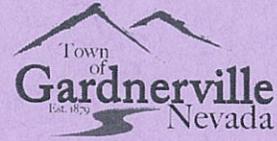
Michael Olson, Chairman
Board of County Commissioners

Attest:

Ted Thran
Douglas County Clerk

Gardnerville Town Board

AGENDA ACTION SHEET



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

2. **Recommended Motion:** None required.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** March 5, 2013 **Time Requested:** 10 minutes

5. **Agenda:** Consent Administrative

Background Information: To be presented at meeting

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

7. **Board Action:**

Approved

Approved with Modifications

Denied

Continued

Gardnerville Town Board
AGENDA ACTION SHEET



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

2. **Recommended Motion:** None required.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** March 5, 2013 **Time Requested:** 10 minutes

5. **Agenda:** Consent Administrative

Background Information: See attached.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued



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

Town Manager/Engineer's Monthly Report
March 5, 2013 Board Meeting

- A. Toler Lane Improvements:** – Park staff turned on the water and have started installing drip to the plants so the DG can be installed.
- B. Walmart:** We have been reviewing corrected exhibits and easement documents. Those should be coming in for signature soon.
- C. New Beginnings Plan review:** Josh was able to do a detailed review of the improvement plans and report. The plans are at the office if any of you are interested in seeing them. There was a long list of items and concerns. One was the overflow from the pond, appears to be in the wrong location. The plan did not include picnic tables and 2 feet of DG that was previously asked for in the design review
- D. Minden Gardnerville Trail Plan:** NDOT grant funding was put under a new procedure and program name. Last year's applications were all wiped off the table and we will need to re-apply for funding under the new program. Due to a change in Federal Transportation Funding (MAP-21) and a change in the Federal Law there is no longer an NDOT Transportation Enhancement (TE) Program. The former TE program has been combined with the former Safe Routes to School (SRTS) and a portion of the former Scenic Byways program. Due to all of these changes staff is in the midst of updating procedures, scoring criteria in many other portions of the new Transportation Alternatives Program (TAP).
- E. Hellwinkel Channel:** Denny will be drawing up plans we can use for the construction of the modified trench as we discussed at last month's meeting. The barns have been turned over to the town and are empty now. We need to disconnect the power from Edith's residence.
- F. Sidewalk Transition Plan:** Staff made some more progress on this. But we were not able to get it completed with the other reports we have reviewed and commented on this month.
- G. Eagle Gas Station** Staff prepared a presentation for the Commissioners
- H. Office Items:**
- **Douglas County Standard Design standards:** Josh and I are reviewing the county improvement design criteria and have provided feedback and comments. The last meeting is in two weeks. We will be going over a new inspection concept the county is working through right now.
 - Josh and I attended the Flood Hazard Mitigation Plan committee meeting this past month. The plan is progressing and we are there to help in any way we can. This update will be beneficial to the town and county departments in applying for grant funds used in flood mitigation.
 - Met with Leanna and county staff about Walmart construction, the town's roll in that inspection process, what worked and what did not work. We are trying to improve that communication process so we end up with a better product.
 - Staff has been trying to identify a more inclusive maintenance plan that will fit into the current town funding restraints.
 - I went to the Senate and Assembly to listen to the C-Tax conversation and see the process and procedure of the committee. North Las Vegas was asking for 25 million in excess funds to raise their base to be comparable to other entities located within Clark County.
 - Interviewed candidates for the new Maintenance Tech I position that was open in Health and sanitation. We are excited for Steve McGee to start on Monday the 4th.



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

- Met with Rob Anderson and Erik Nillsen about Phase II of the Ranch at Gardnerville. They are going to start the grading of several phases of the overall Phase II project. Demand will determine what they build. But ROA is working on the improvement plans for us to review.
- Met with Denny about the Hellwinkle Ranch. Upon further design calculations prepared by Denny, we are concerned the flood channel will not be able to function as previously thought, due to the flow patterns identified in the revised mapping. The Toler culvert does not have any capacity to make a difference now and is located in such a manner, that to divert the flood water for the 100 year event, it will require approximately 4 million dollars of infrastructure to convey the 100 year flood waters to the channel and eliminate the mapped flood hazards. Further detailed design is required and phase II of the contract is started to identify reducing the damage area during a 10 year or 25 year event flood, and to identify the proposed reduction into the floodway.
- Attended a UNR class for Understanding Financial Statements in Reno at the UNR campus. It was a useful class and I am still working towards the Public Administrator program when they bring the certificate back. In the meantime this should have been the last financial class to graduate from the P.O.W.E.R program through NACO and League of Cities.

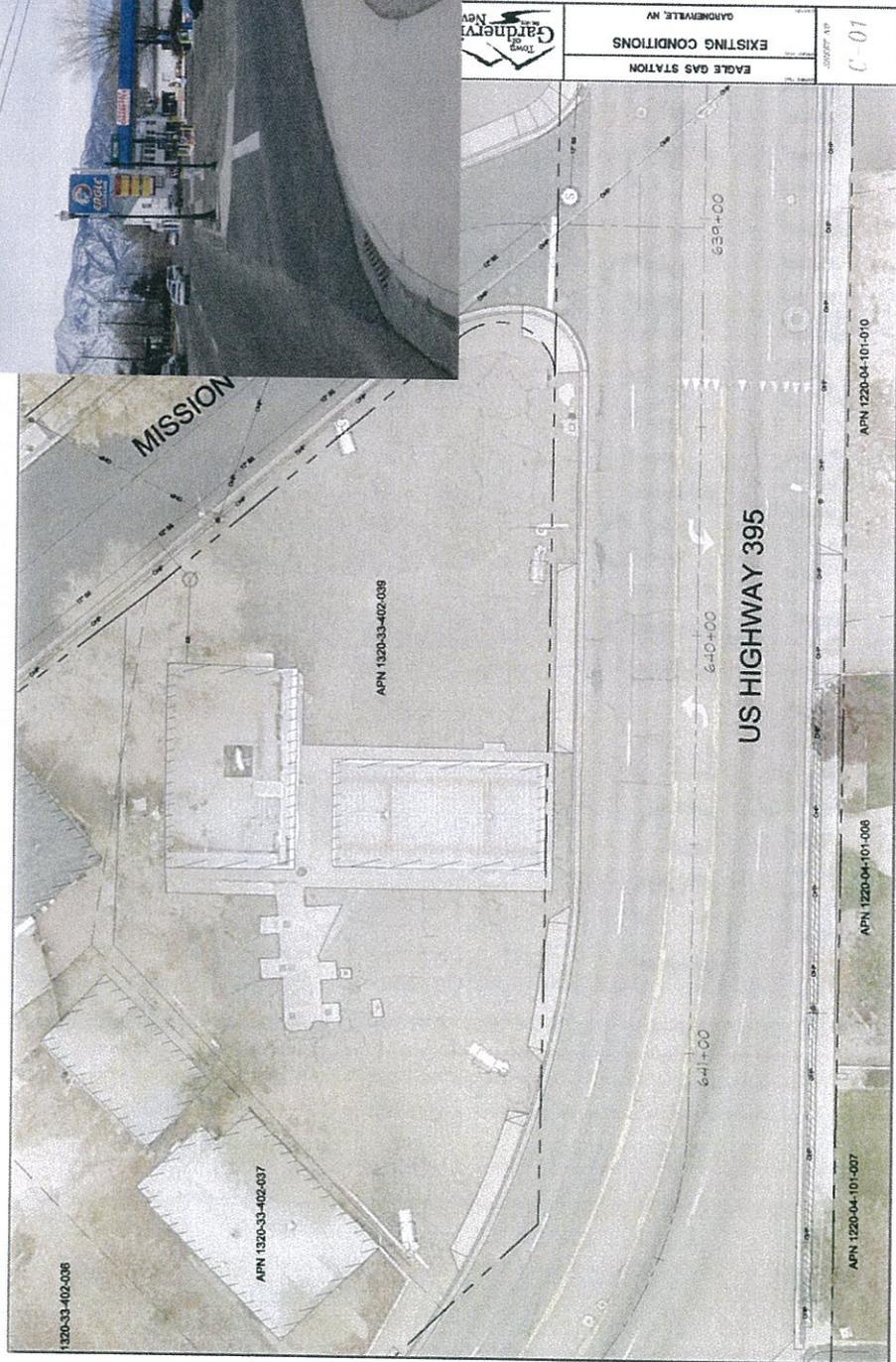
Eagle Gas Station 1395 Highway 395



Should we rely on the private property owners to clean up a known contaminated site?



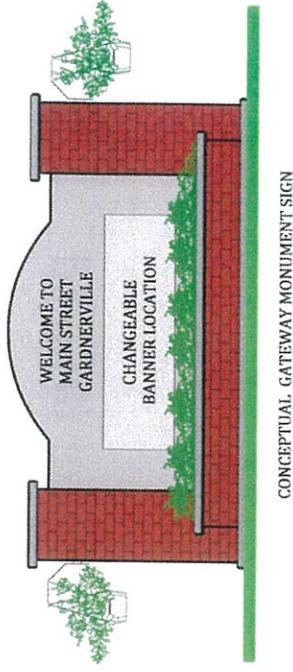
- 2004 since Phase II was performed
- 2007 was the last reported testing of the fuel tanks
- Heating & hydraulic lift oil tanks have never been tested



Municipalities have the advantage of applying for and receiving grant dollars to assist in cleanup and improve blighted areas.

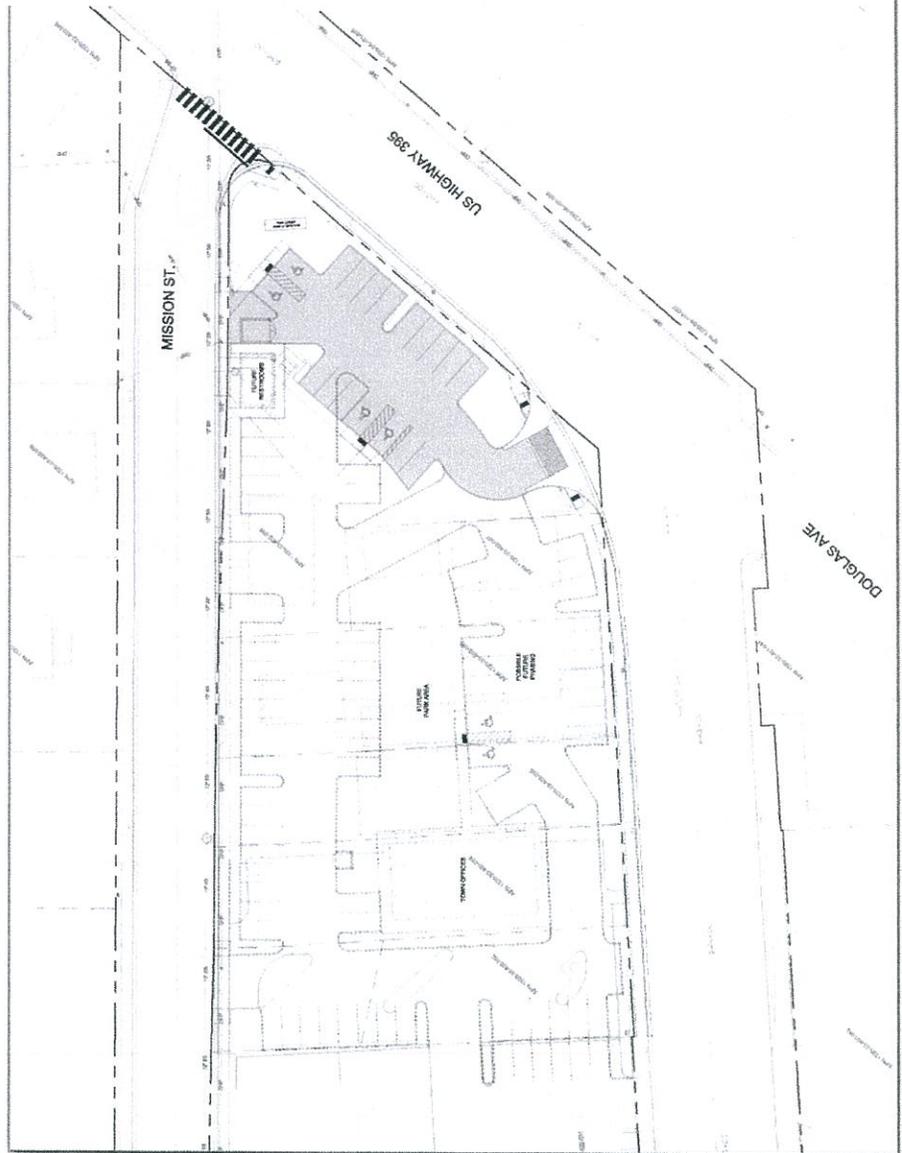
- o CDBG – Block Grants
 - Used to clean up blighted properties
- o State and Federal Brownfields Grants
 - Used for restoration and reuse of contaminated lands
- o State Petroleum Fund
 - Used for petroleum specific contamination and testing
- o FEMA Hazard Mitigation Grants
 - Used to remove flood hazards – a currently under utilized program
- o NDOT Transportation Alternatives Program (TAP)
 - To improve frontage improvements and ADA compliance

The Town vision for the site: to demolish the building and gas station and create a visually appealing gateway to Main Street Gardnerville



10-5

Along with this gateway to Main Street the Town would add parking as part of the phased plan shown in the Parking District Strategy



Gardnerville Parking District Strategy
Plan for Prosperity

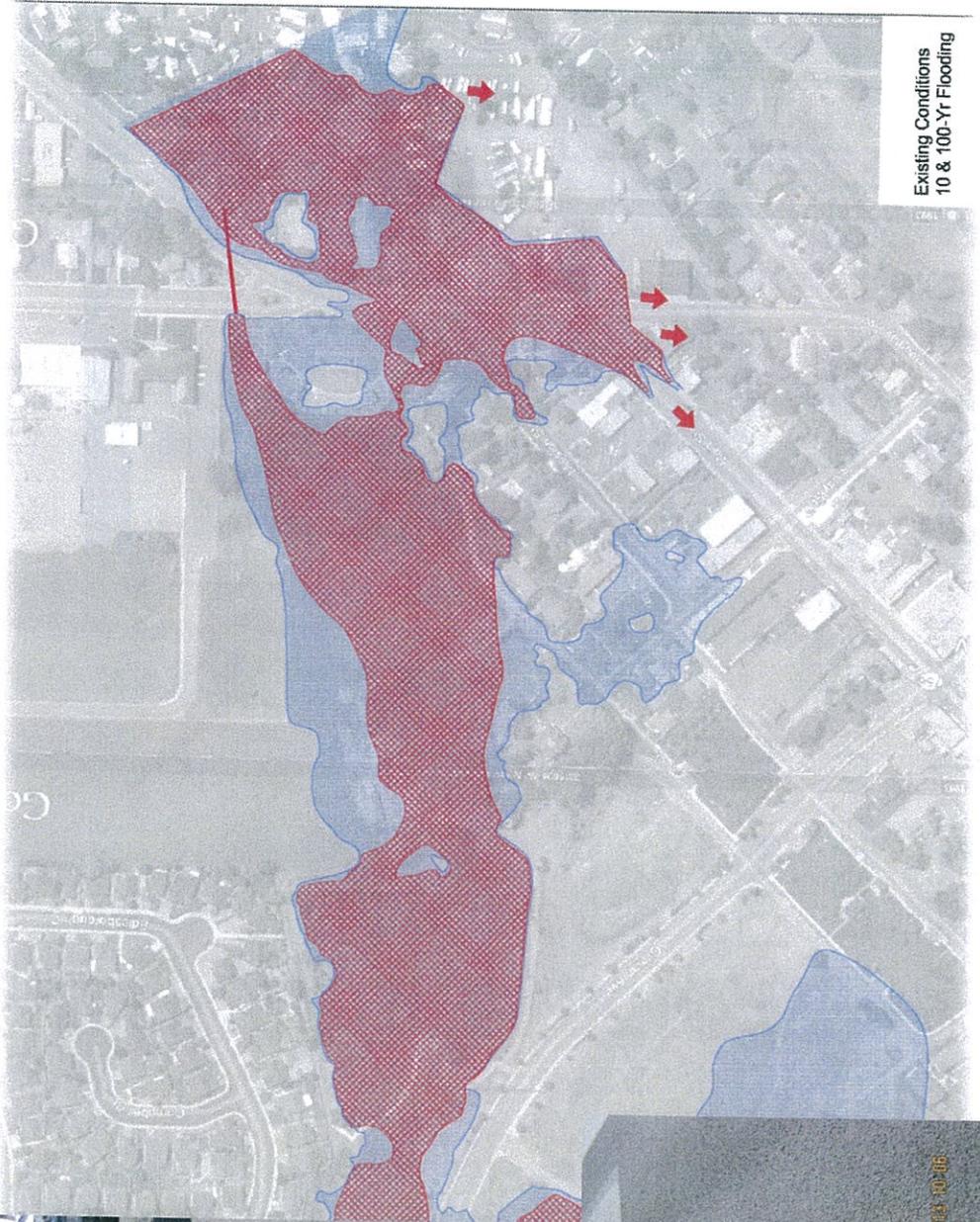
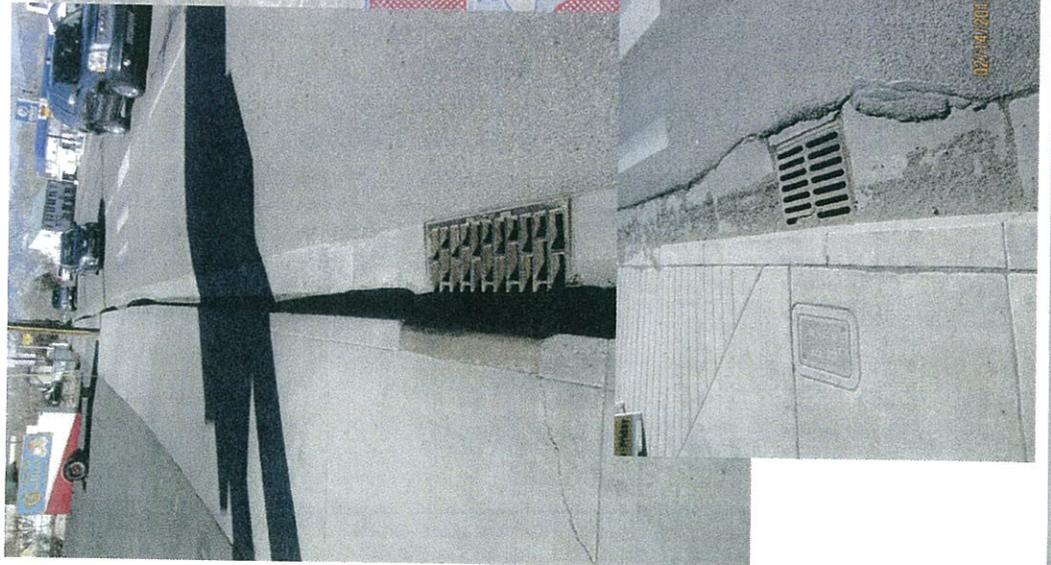


March 2007

GARDNERVILLE MAIN STREET GATEWAY
PROPOSED CONDITIONS
OVERALL PLAN
GARDNERVILLE, NV
C 03

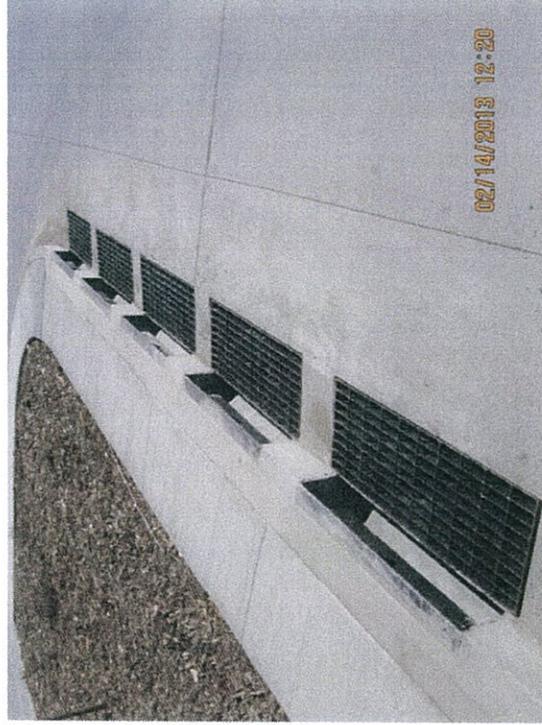
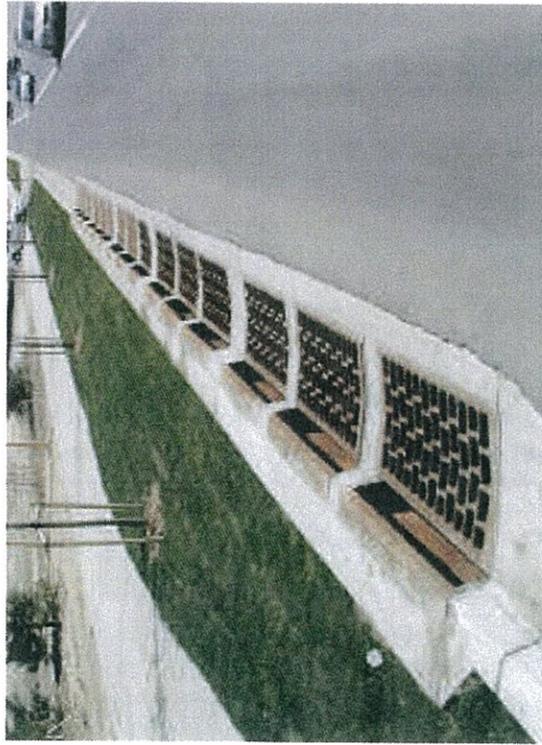
10-6

Currently Highway 395 is flooded in both the 100 year (blue) and 10 year (red) design storms due to insufficient and undersized inlets and storm drain system

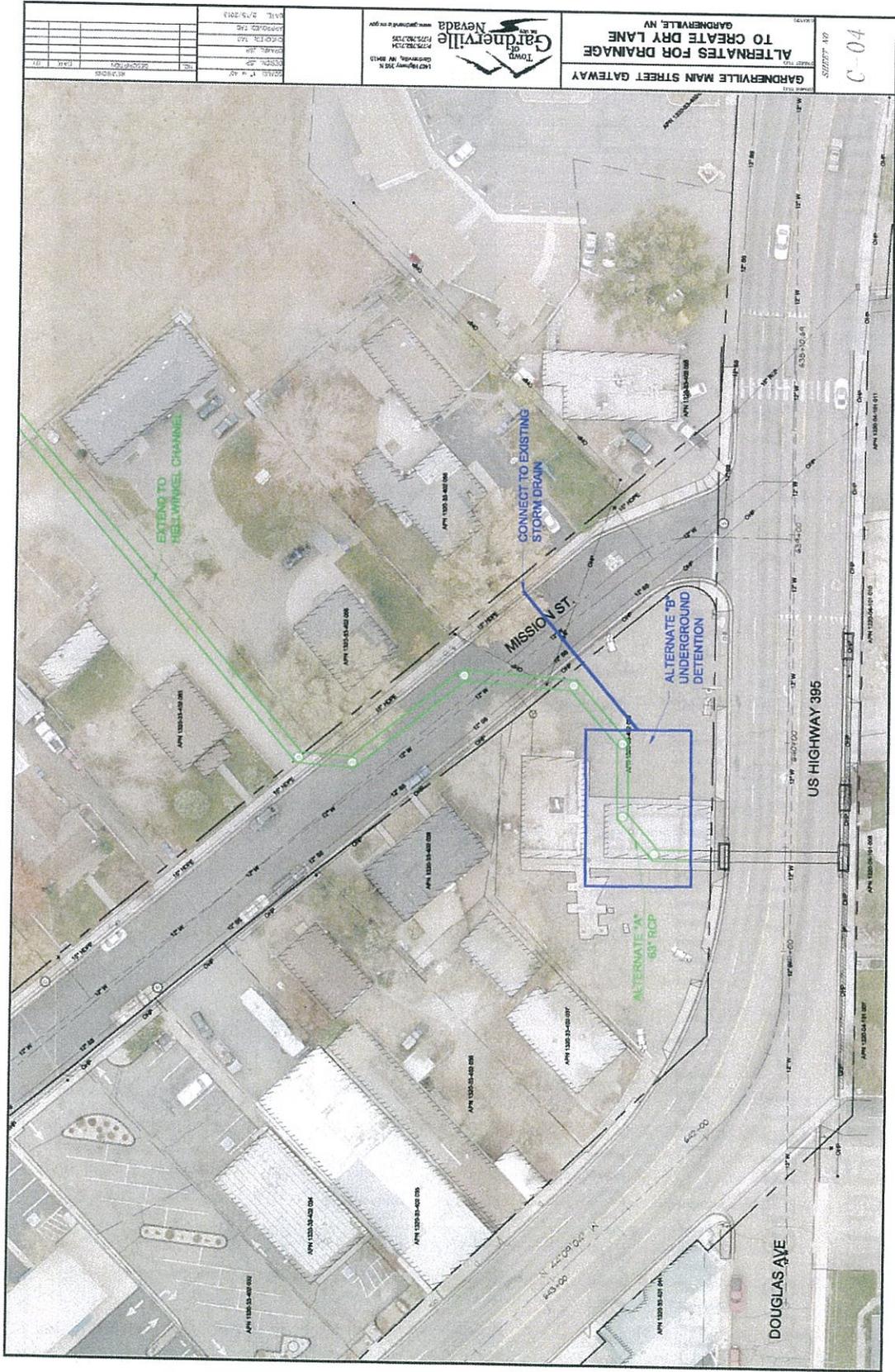


10-7

Adding new inlets adjacent to the site along the south side of Highway 395 with additional piping will **HELP** remove a portion of the flooding hazard



Drainage Alternatives



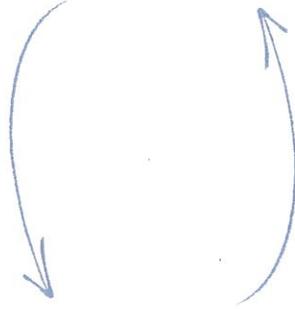
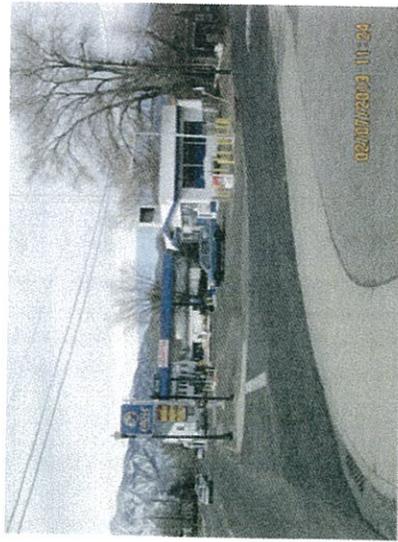
GARDNERVILLE MAIN STREET GATEWAY ALTERNATES FOR DRAINAGE TO CREATE DRY LANE GARDNERVILLE, NV		SHEET NO C-04
		DATE: 5/5/2013 DRAWN BY: [Name] CHECKED BY: [Name] SCALE: AS SHOWN PROJECT NO: [Number] SHEET NO: [Number]

10-9

None of this can take place until the
Town owns the property

Private Ownership

Town Ownership



Questions?

