

### **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, July 2, 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 8<sup>th</sup> Street Historic Courthouse. The agenda is also posted on the Internet at <u>www.gardnerville-nv.gov</u>. All items shall include discussion and possible action to approve, modify, deny, or continue.

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

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

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

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

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

June 4, 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. For Possible Action: Correspondence
- 2. For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities
- 3. For Possible Action: Approve June 2013 claims
- 4. For Possible Action: Approve a special event application for American Diabetes Association Fundraiser scheduled for August 3, 2013 at Heritage Park and waive park fees.
- 5. <u>For Possible Action</u>: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Tahoe Douglas Elks Lodge #2670 for the Summerfest/Carnival scheduled for July 23-28, 2013 at Lampe Park.



- 6. <u>For Possible Action</u>: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Capital Classic Productions for the Main Street Event car show, August 16-18, 2013 in downtown Minden and Lampe Park.
- 7. <u>For Possible Action</u>: Approve appointments of Dorette Caldana, Kenneth Garber and Margaret Pross to the Main Street Gardnerville Board of Directors.

### **ADMINISTRATIVE AGENDA**

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

- 8. <u>Not for Possible Action</u>: Public outreach presentation on conducting energy audits on small businesses, and agriculture facilities of any size to lower energy consumption and make business more sustainable through savings on energy bills. Presentation by Rachel Cason, Marketing, Desert Research Institute. (approx. 20 minutes)
- For Possible Action: Discussion of a work plan for the Eagle Gas property, APN: 1320-33-402-075; 1395 Highway 395 N., Town of Gardnerville, within the Main Street District. The discussion includes: demolition of the existing facilities and amenities, options for the proposed improvements, and other matters properly related thereto, with public comment prior to board action. (approx 30 minutes)
- 10. <u>For Possible Action</u>: Discussion and provide direction to staff regarding the concerns recently expressed by two of the local business owners adjacent to the Town's roadside trees located within downtown Gardnerville, and discussion of installing a single roadside tree and sidewalk at 1462 Highway 395, (APN: 1320-33-401-011), with public comment prior to board action. (approx 30 minutes)
- 11. <u>Not for Possible Action</u>: Discussion on the Main Street Program Manager's Monthly Report of activities. (approx 15 minutes)
- 12. <u>For Possible Action</u>: Discussion on an ADA transition plan and award up to \$19,200 for a contract to conduct a sidewalk and accessible ramp survey to provide data for and possibly prepare an ADA transition plan for the Town of Gardnerville, with public comment prior to board action. (approx 20 minutes)
- 13. <u>For Possible Action:</u> Discussion on amending the NHC (Northwest Hydraulic Consultants) existing contract by placing the existing contract Task 3 on hold, adding the additional channel analysis using Flo-2D model and provide final improvement plans, revise the hydraulic report and provide a final presentation to the board and the public for an amount, not to exceed, \$39,525.00, with public comment prior to board action. (approx 15 minutes)
- 14. <u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for June 2013. (approx 5 minutes)
- 15. <u>Not For Possible Action</u>: Discussion on the Town Manager/Engineer's Monthly Report of activities for June 2013. (approx 10 minutes)
  - a. <u>For Possible Action</u>: Approve, deny or modify a design for ornament handout at NLC/NACO conference, with public comment prior to board action. (approx. 5 minutes)

### Adjourn

July 4<sup>th</sup>, Freedom 5K fun run/walk, Heritage Park July 5<sup>th</sup>, Movies in the Park, Heritage Park – Despicable Me July 18<sup>th</sup>, Thirsty Third Thursday Wine Walk July 26<sup>th</sup>, Movies in the Park, Heritage Park - Brave

Next Regular Board Meeting - August 6, 2013



### GARDNERVILLE TOWN BOARD

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Tuesday, June 4, 2013

4:30 p.m.

**Gardnerville Town Hall** 

4:30 P.M.

### A Chairman Miller called the meeting to order and made the determination a Quorum was present.

PRESENT:

Ken Miller, Chairman Linda Slater, Vice-Chairman Mike Philips Lloyd Higuera Mary Wenner Mike Rowe, Town Counsel Tom Dallaire, Town Manager/Engineer Paula Lochridge, Main Street Manager Carol Louthan, Office Manager Sr.

### PLEDGE OF ALLEGIANCE- Ms. Wenner led the pledge of allegiance.

### E 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 Philips/Higuera to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

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

May 7, 2013 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Slater to approve the minutes as presented.

No public comment.

Upon call for the vote, motion carried unanimously.

### 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.

Ms. Wenner was told when she was leaving the office today that within a half hour the town will be the proud owner of the gas station.

No further 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. For Possible Action: Correspondence Read and noted.

- 2. <u>For Possible Action</u>: Health and Sanitation & Public Works Departments Monthly Report of activities Accepted.
- 3. <u>For Possible Action</u>: Approve May 2013 claims Approved.
- 4. <u>For Possible Action</u>: Approve Budget Transfers for fiscal year 12/13 Pulled for discussion.
- 5. <u>For possible Action</u>: Approve the minor modification to the 613 debt fund for the 13/14 budget. Approved.
- 6. <u>For Possible Action</u>: Approve a special event application for Austin's House Poker Run Fundraiser scheduled for September 7, 2013 at Heritage Park and waive park fees. Approved.
- 7. For Possible Action: Approve a special event application for the American Cancer Society's team spirit rally for Relay for Life, June 12, 2013 at Heritage Park and waive park fees. Approved.
- 8. <u>For Possible Action</u>: Approve a special event application for a Celebration of Life Ceremony scheduled for July 20, 2013 at 9:30 a.m. at Heritage Park. Approved.
- 9. For possible action: Approve a grant in the amount of \$3,500.00 from Carson River Sub Conservancy District to assist in the Cottonwood slough stream restoration project, in which the town contracted with Nevada Division of Forestry in the estimated amount of \$7,834.24, and authorize the chairman to sign the contract with the Carson River Sub Conservancy District. Approved.
- 10. <u>For Possible Action</u>: Approve the letter of support to send with the grant application, the Town's \$25,000 in match funds for the Nevada Department of Transportation (NDOT) Transportation Alternative Program (TAP) grant which will fund the construction of the Martin Slough multi-model trail extending from the Martin Slough Ponds to Lucerne Avenue, and the Town's commitment to maintain said trail within the town of Gardnerville.

Vice-Chairman Slater asked to pull item 4 for further discussion.

### Motion Higuera/Philips to approve the consent calendar with item 4 pulled for discussion.

No public comment.

### Upon call for the vote, motion carried unanimously.

## ltem 4. For Possible Action: Approve Budget Transfers for fiscal year 12/13

Mr. Dallaire gave board members the new budget transfer sheets before the meeting. There were some differences in our numbers that we put in the budget but didn't make it to the final budget. We are waiting for a report on staff time to see where the differences lie. In benefits there was a discrepancy between the final approved budget and the numbers in my worksheet that were typed in. I am pulling a report on the personnel side to see what the differences were. We moved money around so it wasn't a negative number.

### Motion Higuera/Wenner to approve item 4 from the consent calendar.

No public comment.

### Upon call for the vote, motion carried unanimously.

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

# 11. For Possible Action: Discussion on the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of \$24,468.41 for fiscal year 2013-2014 with public comment prior to Board action. Appearance by Bruce Hollander, Warren Reed insurance, with public comments prior to board action.

Mr. Hollander came on a pleasurable note tonight. The annual premium for the town went down from last year. Last year it was \$26,000 in round figures and this year it is \$24,468.41. In addition, there have been improvements in coverage. Property values have been increased two percent and it also includes about a \$60,000 increase in values for the additional equipment through the last year. Also this year the pool has added coverage called cyber security.

This coverage is basically for loss that the town may incur or be liable for for loss of personal information from the computer system. It would include claims for loss of income from people, or claims from people who have had their personal information lost and they use it to obtain information or charges through credit cards. Also included they would provide a security expert to determine the cause of the breach and the extent of the breach and services of an attorney to determine your obligations and assist you in notifying the individuals that are affected by the breach. If you desire to provide identity theft protection the coverage would also provide a contractor to provide those services to the affected individuals and services of a public relationship consultant if needed to keep your image intact and you won't incur any of the other losses.

Vice-Chairman Slater asked if the property has increased and equipment has increased why did the rates decline.

Mr. Hollander stated it was pool-wide. The vast majority of participants in the Nevada Public Agency Insurance Pool saw their premiums go down from the previous year. It is a combination of good loss experience and obtaining what they call the excess insurance at a more reasonable cost.

Mr. Philips appreciates every dollar you can save us.

No public comment.

Motion Higuera/Slater to accept the insurance renewal proposal from the Nevada Public Agency Insurance Pool and approve the payment of \$24,468.41 out of the 2013/2014 funds. Motion carried unanimously.

12. For Possible Action: Discussion on having the town sponsored Wednesday morning Farmers Market at Heritage Park, organized by Linda Marrone, Market Manager for the 3<sup>rd</sup> & Curry St. Farmer's Market. The town would assist with advertising, providing Heritage Park, closing Slaughterhouse Lane and a portion of Ezell to through traffic and provide some event signs during the market hours, with public comment prior to board action.

Mrs. Marrone runs the Third and Curry Street Market in Carson City. I had approached the Carson Valley Inn about having a market there. The events center would not be done until August. I just wanted to express my opinion on why you should move your market from Lampe to your downtown. With the objective of Main Street it would be beneficial to you both as your goals and economically to have the market back here. The businesses around the market, for the four months the market is in progress, the tax base and sales are bumped. Carson City pays for a lot of things for our market, but our market is local. We have over 15 Nevada farmers in our market and 15 local businesses that are in the redevelopment district. We also partner with over 15 coming and going nonprofits. Our market never looks empty. We encourage people to walk, or bike to the market. We have a bike ballet. We offer free water. To get in the market you have to grow it, make it, or bake it. We don't want things in the market you can get at a variety of other places. We want things that are unique to Nevada, to Carson City and to the surrounding areas. We advertise our market. We are on Facebook. We have a website. We are members of the Farmers Market Coalition. We are members of Nevada Certified Farmers Market Association. If you look in this folder we were written up in a national magazine two years ago, Country Women. We have been in the paper many times. We put out recipes. We do cooking demonstrations at the market. We've done canning classes at the market. We really try and promote everything at the market. We have a billboard on a trailer off the main street across from the Ormsby House. Your market is stagnant. Whether you choose myself or Steve or you open it up for anyone, I think you need to look for someone that is interested in the food movement, vendors, has a local vibe and knows what is going on.

Ms. Wenner asked if all the vendors from Carson will come down here.

Ms. Marrone did not know. We have a shortage of farmers. The newest up and coming farmers are women, 40 percent. Some of them could not come on a weekday. We have farmers from Yerington, Fallon, Silver Springs, Carson, Silver City. Whenever you start a new market people want to know how can you ensure I will make money. Rick Latin is one of the premiere farming families in Nevada. For the past three years Rick has sold more at our market than the Reno market. I think the market starts and if you have a good turnout people start talking. Right now our market is overfull.

Chairman Miller pointed out we don't have anything to do with the farmers market in Lampe. If your market comes, they would be competing against them on the same day.

Mrs. Marrone believed the market that is better run, has better vendors, has better produce and that is downtown

#### is going to draw more people.

Chairman Miller asked if the market is successful and Carson Valley Inn says you can come down to their pavilion and hold the market, what happens to the market here.

Mrs. Marrone is just presenting the idea. I wanted to come and make the pitch. Is Heritage Park the right place? I don't know. Is Carson Valley Inn the right place? I don't know. In my opinion, I think the park is a better place than a casino.

Chairman Miller called for public comment.

Mrs. Lochridge stated, on behalf of Main Street Gardnerville, in the beginning of the program one of the goals was to have a farmer's market in the district. Since our program has evolved we have Heritage Park Gardens and it would be a perfect fit. I like the idea in the evening. I was curious if Carson doesn't go forward would they be able to do it in the evening on Wednesday.

Mrs. Marrone didn't know. It might be a concern of some of the farmers.

Kurt Hildebrand, Record Courier, received a note from the Recreation Department that the Lampe farmers market will not be open tomorrow because of Carson Valley Days.

Ms. Wenner has dealt with the Latin Farm in Fallon and all you have to do is call them if you want something delivered on Saturday and they will bring it. It would be nice if they would just bring it here.

Mrs. Slater liked the idea. Maybe you and Tom can work out some issues and it might be something we can move forward with as a partner.

Carol Sandmeier thought the concepts are important. That it is local. We want it to be something other than a craft fair. We want it to provide food and address the better health of the community. If we were to have anybody run that market somebody with an approach like hers would be the person to do it. It certainly coincides with all we are trying to do with the community garden too.

Public comment closed.

Chairman Miller had discussed a flat fee of \$100 per month. That would give her a chance. It would just pay our expenses for the street closures and things like that. The other concern is the dynamics of having it on a Wednesday morning. Linda made a good point that people work during the day and we don't have the shoppers.

Mrs. Marrone didn't think it went with the Main Street theory, having the market when businesses are closed.

Vice-Chairman Slater agreed there is more accessibility in the lunch hour.

Mrs. Marrone mentioned the morning market the food will look better and it will be fresher. I can tell you whether I can do morning or afternoon after the meeting in Carson. If a new market comes in it could be the demise of one or the other two. It happens in business. A benefit to waiting until next year is when farmers are planting and they know they are doing four or five markets, then they plant for that.

# Motion Higuera/Slater to have Tom follow through, gather information, keep us informed with a direction toward planning a market for 2014 and have further discussion at the board level.

No public comment.

### Upon call for the vote, motion carried unanimously.

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

Mrs. Lochridge commented on the farmers market. If there is a day and time that is selected for 2014, Main Street would do our best to work with the businesses to try and have them open at the same time. We have changed our monthly meetings to the third Tuesday of each month beginning this month. That was to accommodate Tom's

schedule because the board wanted him to attend. The weather was a little under-weather for the very first wine walk of the season. There were about 250 people. 74 people were new to the event. We have to have somebody enter all the data into a spreadsheet for us, but we had people from Carson City, Reno, South Lake Tahoe, Carmichael, California, Lakewood, Colorado, and Canada. We are involved in a co-op ad in Reno-Tahoe Getaway magazine in all the area hotel rooms. I am hoping we can get that input and at the end of the season see if it paid off for us. Our July 4<sup>th</sup> event is going well. Our sidewalk gallery will be updated at the end of this month with more beautiful artwork from the Douglas High School photography students. Since Carol is here and the chair of our design committee and the Heritage Park Garden committee I would like to have her speak about the annual swap meet they just had at the park.

Mrs. Sandmeier had a successful second open house, plant sale and swap. We had quite a few new people show up at the garden. It was nice weather and a good turnout. Everybody worked hard. We had 19 volunteers. We had some plants leftover that people are now calling and asking if I have more tomatoes. Our sales have continued on. Genoa Trees donated 100 trees. We are selling them and they are pure profit for the garden. We have 24 trees left to sell. It has been a wonderful fundraiser for us.

Chairman Miller felt they need to be planted as soon as possible.

Mrs. Sandmeier has the trees on drip now so they don't have to be over there every day.

Chairman Miller worked on the open house on Saturday and people had a lot of questions about plants. With the team of volunteers, some of them master gardeners, there were a lot of good answers and we will get more interest in the town in the future because of that.

Mrs. Sandmeier mentioned the labyrinth is well under way thanks to Tom and his brother.

Mr. Dallaire reported last night they coordinated with Barry Jones, Carson Valley Movers. He let us use two of his trucks to get 62 adopt-a-pots after we picked up 21 hanging baskets from Smith Valley which are humongous. They do such a good job. That program is top notch and they are really excited about it. They love doing this program. This year the flowers are bigger. They are really heavy. They are going up in the morning. We have a Sertoma trailer for tomorrow to get the 18 pots from China Springs. We will get that first thing in the morning. Staff will start hanging them at 9:00 in the morning, get the high school flowers and then finish off with the Smith Valley flowers. Everything is loaded and prepped for tomorrow. Mr. Jones did us a great service today.

Mrs. Lochridge added Greg Lynn offered the use of his vehicle on Wednesday but we didn't need it. We still have some baskets available for sponsorship as well as the adopt-a-pots. The sponsorships help to cover the cost, somewhat, of the watering. We want to keep the cost down to the community, but we still need the support of the community to get the rest of them sponsored.

# 14. For Possible Action: Presentation and discussion on the revised flood analysis and channel construction on the 7.43 acres acquired from the Hellwinkel Ranch, for the revised flood channel and pedestrian trail plans located between Toler Ave to the Chichester detention pond on APN: 1320-33-402-080. The pedestrian trail and channel contains a portion of the project funding through the State Lands Question 1 funding. The town board will discuss the options to proceed with the construction of the plans as designed or discuss alternative options. Presentation by Denton Peters, P.E., NHC, with public comment prior to board action.

Mr. Denny Peters, Northwest Hydraulic Consultants, will give a quick review, a preview of where we have been with the preliminary designs and flood plain analysis of those designs and then maybe a preview of what we think we could do. I should have some recommendations that might be the next steps. (Power point presentation on the Hellwinkel Flood Channel.) One recommendation would be to do a better model.

Mr. Dallaire some of the other issues are we will only be building the dirt work part now. There are three different phases shown.

Mr. Philips asked how much you would gain by going 22 by 5.

Mr. Peters answered we can get it up to about 400 cfs. The 400 cfs is important because they can get more flow directly to the mouth of these improvements. The flow line for Martin Slough does not reside at the lowest part in the neighborhood. It is perched. Tom has some ideas of collecting water and trying to pipe it back to the channel at Eagle Gas. Doing some peripheral improvements along with an upsized culvert to try to capture as much of this wayward

flow as we can and encourage it to get back to the channel is not easy. The other recommendation is have us work with Tom and yourselves to come up with a stormwater master plan for this area that looks at possible or feasible alternatives and cost benefit some of them so we know it is reasonable. We could come up with some preferred alternatives and phase them. It would be beneficial to have a master plan and say here is what we can do.

Mr. Dallaire pointed out the ultimate goal was to do the trench to get rid of the floodway. We can do a report to Q1 to give them Denny's plans and revise the project to utilize the funding to build the trench. I would propose the other phase be the actual culvert if NDOT participates. We can move on the pathway, which is critical, to have access for the kids from that side of Chichester to GES without having to go around through the subdivision and open up the multimodal trail clear to Jake's Wetlands. There are a lot of options. I will be giving an update to State Lands to figure out what direction we will be going. The contract we had NHC under was the HEC-RAS sections. We didn't really cover the FLO-2D. The existing model that Manhard did originally was a 60 by 60 grid and that is too big for this small of a site. We need to do a FLO-2D in a 20 X 20 foot grid. That would mean revising the NHC contract.

Mr. Peters' recommendations would be a storm water master plan for that region. We need a FLO-2D model in greater detail because we have to take that to FEMA with a CLOMR. We could, with that FLO-2D model go directly to FEMA as a separate submittal for a LOMR to say regardless of this channel here is what the new mapping should look like.

Mr. Dallaire would say we need to do the FLO-2D model before we go to Q1. My next step is to find out if I have to reduce the funding from \$307,000 or can we keep it. We are still throwing money at the contract for preparing all these documents, but we are also throwing money at doing the earthwork and the trail. We have already paved the pathway from the end of concrete walk in the ponds all the way around to the edge of Canderle's property. Now we have a plan and we either pull the trigger and get it built or hold off until we come up with a master plan. Can we get a price for the FLO-2D?

Mr. Peters will work on that. That wouldn't be a single effort model. That would be integral to the storm water master plan.

Mr. Higuera commented there are a lot of ideas floating around. I think we should have a storm water master plan, put it in the CIP and go to the county.

Vice-Chairman Slater we know how slow FEMA moves. Whatever we do is not going to take the houses out of the flood zone for many years. But we don't want to lose the Q1 money. Is there something we can move forward with to utilize that money at this point?

Mr. Dallaire will talk to the state about it and submit the proposal. We will be working on a master plan and analyze this further to see if it will be a huge benefit. It is of benefit right now in that it is moving the flow around and to the channel itself.

Vice-Chairman Slater doesn't want to see that Q1 money go for a study. I would like to see it go towards something we can actually see the results. It won't alleviate the entire problem. Then we could do the master plan and phase those in with the cost analysis attached. Let's utilize the Q1 money for whatever improvement we can where we can see some sort of benefit today.

Mr. Dallaire thought the pedestrian trail is a big key if we can split it 50-50, get the earthwork done. We are ready to get the plans up and running. The FLO-2D model would give us a more comfortable feel on what actually will happen through the area and then give us, in the future, our phases. But if we get started on the FLO-2D then we can go through later and analyze this as a master plan document. The fast track would be the channel. Take what we have and do a master plan. I will set up an appointment this month with Q1, talk to them and get some copies of the plans. Do you want to change phase 3 on the contract or do a new contract?

Mr. Peters would eliminate the third phase and start with a more specific plan.

No public present.

Motion Higuera/Miller to direct Tom to put together a phased stormwater master plan using staff and consultants and taking advantage of all grant funds that are available keeping mind that some of the grant funds will not be available forever, and for presentation to the Board. Motion carried unanimously.

Mr. Rowe asked when you say "using the consultants" you are approving the concept of revising the NHC contract?

Mr. Higuera agreed.

15. For Possible Action: Discussion on Resolution 2013-03 amending Section 18.06.100 of the Douglas County Code relating to garbage and trash collection with the Town of Gardnerville; providing for deletion of existing language inconsistent with the current Town of Gardnerville Health and Sanitation Department practices and procedures; and providing additional language consistent with the Town of Gardnerville Health and Sanitation Department practices and procedures; and providing additional language consistent with the Town of Gardnerville Health and Sanitation Department practices and procedures; and providing other matters properly relating thereto, with public comment prior to board action.

Mr. Rowe passed out a final draft resolution. Attached to it is the ordinance that you would propose to the commissioners. Tom has gone through it and I have gone through it. It is up to the Board to pass the resolution which would be transmitted to the commission. Carol had asked whether you are required to have two hearings on this because of the enabling ordinance that requires two hearings on any fee related proposal. But this does not affect fees. So you can pass the resolution this evening. You are not adopting a new fee or amending any existing fees. It is more of a policies and procedures resolution than it would be a fee resolution.

Mr. Dallaire explained this resolution came up because we are having some issues with a few of the residents in town. In town policies we are limiting residents to no more than two cans. In the County code it says they can have as many cans as they want. We just wanted to clarify that. There were a couple other clarifications in here as well. Carol has provided a corrected version. All the red were things we came up with based on things I heard from Ken and Linda on our discussion over breakfast and we wanted to get the rest of the board's input on it.

Vice-Chairman Slater asked to clarify item 2. It spells out two trash and two greenwaste cans, is that correct? It is not spelled out specifically in the one that has the red highlights.

Mr. Dallaire thought that was a clarification that Mike was making. I put a maximum of two roll out carts. The greenwaste is on one day and the trash is on another. There will be a time when there might be two greenwaste days. Two bins is plenty.

Vice-Chairman Slater mentioned Minden has a trash container that they put at a certain location where people can bring extra trash. Is this anything the town has thought about doing?

Mr. Dallaire responded we have an additional greenwaste bin at the maintenance facility.

Vice-Chairman Slater asked if they could have something like that for trash where they can publicize it. It's free to the public and it's better than finding it out on Pine Nut Road.

Mr. Dallaire will find out. Any resident can rent a trash dumpster. It costs \$25 for us to dump it. That's what we charge the residents. Minden provides residents a bin two times a year.

Chairman Miller asked if we pass this resolution tonight and you start picking up trash, if someone has four cans are you going to go and pick up the extra bins and cart them away that same day.

Mr. Dallaire answered not until we send out letters. We would have to let the residents know or the guys can tape it to their cans.

Vice-Chairman Slater drove around town and I have to tell you I did not see one set of two cans out of compliance where the arms would not be able to get around them. I just want a little flexibility. Is this a major problem with the drivers that they can't get in there to pick them up?

Mr. Dallaire believed the main problem is we can't get along the edge of where the trash cans are. People park on the street and park right up against a can. We can't get along the edge of the curb. We have to have at least six feet to be clear of an obstruction. And maybe we add "to prevent personal property damage."

No public present.

Motion Higuera/Wenner to approve Resolution 2013-03 amending Section 18.06.100 of the Douglas

County Code relating to garbage and trash collection within the Town of Gardnerville. Also approve an ordinance to be submitted to the Douglas County Board of Commissioners amending Douglas County Code Section 18.06.100 and also the recommended changes that were mentioned this evening by the Board. Motion carried unanimously.

# 16. For Possible Action: Discussion and direction regarding an update to the status of the development agreement for Aspen Mobile Home Park and review the partnership agreement with the Town, County and NDOT to construct frontage improvements to State Route 756 from Highway 395 to the Lutheran Bridge over the Carson River, and modified conditions of approval, with public comment prior to Board action.

Mr. Rowe and Tom met on May 7<sup>th</sup> with Mimi, Brandy and Cynthia Gregory from the DA's office. We went over the conditions in the original development agreement for Aspen Park. Mr. Rowe went over the background information for Board members. The whole reason this came up was the county has a two year review of all development agreements. The bottom line is they are going to pass an ordinance repealing the Aspen Park agreement finding that all of the conditions have been satisfied.

Mr. Dallaire advised Ann is interested in finishing some of the work, the sidewalk along the original development of Aspen Park, south of the main entrance. I will be meeting with Ann this month to discuss the future sidewalk improvements along the highway. I will also talk to her about maybe participating in a pedestrian bridge. It was a requirement of the town at the time. If she will help fund it maybe we can get NDOT to be a little more serious about doing that project. We have submitted it as a project to NDOT since I've been here. We have talked with NDOT about doing a pedestrian bridge on 756 and Douglas has made it a priority. I will resubmit for a grant next year. There is also an agreement to rescind the future improvement cost contribution agreement. I can give Ann a copy of ours. We never did get this finalized. It is important to get that signed.

Mr. Rowe will leave the updated agreement with Tom. It is updated with the current month, year, APN and has the blanks filled in. I don't see there is much choice but to approve and authorize the chairman to sign. It is well past the six year statute of limitations for enforcement of contracts. There is no way we could go back and try and enforce the original cost contribution agreement because it has been too long. I would recommend the Board approve the agreement to rescind and as soon as Tom has Ann's signature the chairman can sign it, get it recorded and off the books. The county has it on their agenda for specific action to repeal the development agreement. This is just closing the door and opening a new one when Tom meets with Ann. Everybody but Ann signed off on the agreement.

Ms. Wenner noticed people walking or biking actually stop to make sure cars go over the bridge before they do because it is really close. You can't ride a bike and have cars go by you at all.

No public present for comment.

# Motion Higuera/Slater to sign the agreement to rescind the Future Improvement Cost Contribution Agreement with Aspen Mobile Home Park. Motion carried unanimously.

# 17. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for May 2013.

Mr. Rowe reported there was not too much in addition to what we have already talked about on the agenda. I did speak with Steve Harris who represents the Holder Group. He had applied to the court and received approval for the debtor to continue to pay for essential services. I have a weekly email exchange with Marie to see if she has gotten paid for the back due amounts. Neither has paid yet. The Holder Group just filed, so it will be a while before they come out. Different questions Paula raises have been asked and answered. Two things: in January Tyler turned in his notice saying he was leaving the office at the end of the school year. Our new associate is Debra Amens. I will bring her to the next meeting. I have talked with Tom. We all were very close with Tom Cook. He was a good friend and long-time client. I am working with Tom and Dink to get a tree put in Heritage Park in memory of Tom. I will go forward with that. Hopefully have it done by the 20<sup>th</sup> which is when the memorial will be in the park.

Chairman Miller shared Rose seems to be doing very well.

Mr. Rowe added she has had a lot of support from family.

Vice-Chairman Slater asked if Debra Amens is going to be the replacement.

Mr. Rowe didn't know. She will probably cover general and, if necessary, Jim, depending on what is going on in a particular month.

Vice-Chairman Slater asked if his intention is for her to replace Tyler.

Mr. Rowe replied technically the answer is yes to both. She is replacing Tyler but Jennifer, Jim and I require assistance with various client matters. That is typically provided by the associate. You have to plan for your own succession.

# 18. <u>Not For Possible Action</u>: Discussion on the Town Manager/Engineer's Monthly Report of activities for May 2013.

Mr. Dallaire reported the microsurfacing is done. I can tell you right now the residents were not happy during the construction and closure of the road. After three projects with the same layout and same problems the residents of Chichester do not know there are other entrances into the subdivision besides Gilman. With more traffic it will get smoother with time. VSS was great to work with. They did a spectacular job with the traffic control. We did rent the reader board to warn people. But we still had the issue with the Ranch being isolated. There was a detour to send them out the dirt road and come out at Zerolene. It's done and we will see how it goes. Everybody I talked to says it will slow the cracking down. If it does, great, we will continue. With road surfaces and having that on top it will help tremendously. The Wal Mart items are being done right now. Stop signs on Carrick and Grant are being installed. Town staff has installed seven signs around town. The water is still flowing in from the Virginia canal. We traced it back this month to Evergreen Health Care. There is water flowing into their storm drain which is directly connected to ours. So water from the hospital and Evergreen are draining in and through the public system. That is part of the problem. The other problem is under the ground there is gravel and sand strata that water flows through. It is the trench where the pipe was installed, flows down the trench bedding and into the ponds. That's how the water is getting in there just in case anyone asks. We are pumping it out every once in a while to keep the mosquitos out. It takes about four hours to pump water out with one pump. They are supposed to be fixing the second pump. That is on the punchlist of items. We have put in moss repellant. They are working on a solution to the problem. Once that is all fixed it will come back to accept the improvements. The garden labyrinth is about half finished. My brother and I helped them spread the base material and get it compacted. We laid it out, surveyed it and are helping them with the base. The Cottonwood project is complete.

Chairman Miller asked about the palm reader building.

Mr. Dallaire spoke with Tab Hunter, the owner of the building. He was in today. He loves the town. He is redoing the outside. He is asking if we would be interested in doing the sidewalk improvements and adding a tree and a grate. We're going to plan that and also the Kelly building at the same time. We will have to go to NDOT for permitting. The owners of Hamdogs want to come back to the Board about the expansion of their casino. They want to do poker tables and be on the poker tour. Right now the way the business works they are mainly just a restaurant. He loves the valley. They are opening a place in Reno on Plumb and Lakeside. He needs our support on modifying the zoning that is out there.

Vice-Chairman Slater asked if they will have compliance to remove the old bus in the parking lot. If not, make that part of the condition of approval for zoning change.

Mr. Dallaire is trying to push the current owner. He wants to do the whole shopping center with a facelift. He wants to create a fund for local trails and put proceeds into another fund from a nonprofit base to build trails along the valley. We are working on trying to get some lengths and distances on what additional length of trail it would take it get to Industrial Way. Southgate, I have letters in my truck to deliver to the individual businesses. I have to talk to the fire department.

Vice-Chairman Slater suggested making it a one-way.

Mr. Dallaire thought that was a great idea.

Vice-Chairman Slater thought they might be able to add some parking on one side if it was made a one way.

Mr. Dallaire reminded everyone Movies in the Park starts next Friday, Journey 2.

### Motion Higuera/Wenner to adjourn at 8:10 p.m.

No public present for comment.

### Upon call for the vote, motion carried unanimously.

Respectfully submitted,

Ken Miller Chairman

Tom Dallaire Town Manager

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### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

Gardnerville Nevada

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

3. Department: Administration

**Prepared by: Tom Dallaire** 

4. Meeting Date: July 2, 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 □ Continued

Agenda Item #1

# SHARE YOUR VISION

# **Community Visioning Workshop**

### Purpose:

The purpose of the Valley Vision is to enable citizens of Douglas County to define a shared future for the Valley that enhances the quality of the downtowns, identifies economic development strategies that complement existing business clusters, and preserves the natural resources that are fundamental to the past and future character of the Valley.

The workshop is an opportunity to review and share ideas about the future of the Valley that will help preserve the qualities that make it a special place to live while encouraging economic opportunities for generations to come.



 Douglas County is a sponsor
 DOUGLAS
 COUNTY

 of the Valley Vision Project
 GREAT PEOPLE & GREAT PLACES

July 15, 2013

### Workshops will be held at the Carson Valley Inn

10-11:30 a.m. Workshop

Open-House: 30 minutes Presentation: 30 minutes Public Feedback: 30 minutes

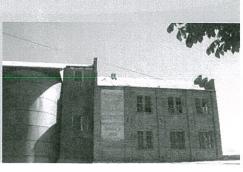
5:30-7:00 p.m. Workshop

Open-House: 30 minutes Presentation: 30 minutes Public Feedback: 30 minutes.

Note: Identical content will be discussed at both sessions. Choose the time that works best with your schedule.









## Berry Farm News—June 26

## Blackberries & Black Raspberries will be First to Harvest

Berry growth continues towards harvest in July. We expect our first berries to harvest will be blackberries in the hoop house and black raspberries in the field.

Below is a photo of our 1 year old blackberry



Natchez Blackberry in Hoop House Fruit Forming as of June 25





Bristol Black Raspberries Fruit Forming as of June 25

plant producing lots of big berries. They are green now, but in a few weeks will turn red and then black. We pick them when they are dull black and tender...fully ripe and full of flavor.

This will be our first year producing black raspberries. They are very abundant on the plants and grow in clusters. Black raspberries are known for their greatest health benefits of all of our berries. More on this in future berry farm news. Have you ever tasted a black raspberry? Send us a note with your experience.

Finally, we have just begun a study with UNR to share what we are learning here in Gardnerville. Our first step is to monitor soil moisture and climate conditions.

Jack & Diana Jacobs

1335 Centerville Lane, Gardnerville www.jacobsberries.com

UNR Bob Nowak installing instruments to monitor Berry Plants



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

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

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

3. Department: Health and Sanitation

**Prepared by: Carol Louthan** 

Phone Number: 782-7134

- 4. Meeting Date: July 2, 2013 Time Requested: none
- 5. Agenda: Consent Administrative
- 6. Background Information:

Residential Accounts	1706
Commercial Accounts	215
Green Waste Accounts	1144
Cleanup Dumpsters	12
X-cans	653
# of new residential	3 new owners & 14 accts
accounts	transferred to new owners
# of new commercial	1 – Nevada Unique
accounts	
Minimum User Accounts	40
Total tons of trash	388.7
Total tons of Greenwaste	49.84

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

Approved	
<b>Denied</b>	

**E**Approved with Modifications **E**Continued

### Health & Sanitation Report Craig Tuthill May 31, 2013

Delivered eight trash cans

Delivered 10 new greenwaste cans

Replaced old greenwaste cans with new greenwaste cans on Hussman, Church, Wildrose, Spruce,

Douglas and in Stodick Estates.

Dumped and removed nine cleanup dumpsters

Replaced cooling fan on 612

Repaired two flats on 612 and 615

Serviced 609

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Grease all trucks each week

Swept town twice

Training new hire on automated trucks

Had refurbished two dumpsters

Changed silver telspar posts with powder coated black telspar posts

### **Gardnerville Town Board**

### AGENDA ACTION SHEET

- 1. Title: Approve June 2013 claims
- 2. Recommended Motion: Approve claims as submitted

Funds Available: 🔄 Yes 🛛 🗌 N/A

3. Department: Administration

Prepared by: Carol Louthan

4. Meeting Date: July 2, 2013

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.

**Time Requested: none** 

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

8. Board Action:

Approved Denied

Approved with Modifications



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4266 - niguera Lioya W	6/13 BUAKD	6 VILLE	Paid by Check # 606776	05/29/2013	06/07/2013	06/07/2013	06/07/2013	220.00
28960 - Miller Kenneth	6/13 BOARD	G'VILLE	Paid by Check # 606800	05/29/2013	06/07/2013	06/07/2013	06/07/2013	250.00
18629 - Philips Michael	6-13 BOARD	G'VILLE	# coccocc Paid by Check # 606833	05/29/2013	06/07/2013	06/07/2013	06/07/2013	220.00
2969 - Slater Linda	6-13 BOARD	G'VILLE	# 000033 Paid by Check # 606855	05/29/2013	06/07/2013	06/07/2013	06/07/2013	237.50
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				Account 520.055 - Telephone Expense Totals	kpense Totals	Invoice Transactions 1	ions 1	\$153.12
Account 3 20.01 2 40 verding 22633 - Sierra Nevada Media Group 10	ısıng 1057644053113 1057644	3 1057644	Paid by Check # 607391	05/31/2013	06/21/2013	06/21/2013	06/21/2013	117.00
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2924 - NV Energy	791804 5-13	791804	Paid by Check # 607081	05/25/2013	06/14/2013	06/14/2013	06/14/2013	184.38
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3021 - Southwest Gas-Las Vegas	1072224004 6- 13	2411072224004	# 607403 # 607403	06/17/2013	06/21/2013	06/21/2013	06/21/2013	17.85
3021 - Southwest Gas-Las Vegas	1188600002 6- 13	2411188600002	# 507-105 Paid by Check # 607403	06/17/2013	06/21/2013	06/21/2013	06/21/2013	7.53
Account 520.136 - Rents & Leases Fauinment	å Leases Fauibm	ent		Account 520.092 - Heating Totals	<b>eating</b> Totals	Invoice Transactions 3	ions 3	\$42.83
3519 - Xerox Corporation	068353265	716307012	Paid by Check # 607188	06/01/2013	06/14/2013	06/14/2013	06/14/2013	240.78
Account 520.187 - Internet Exnense	at Exnense		Account 520.136	Account 520.136 - Rents & Leases Equipment Totals	<b>pment</b> Totals	Invoice Transactions 1	ions 1	\$240.78
15887 - Charter Communications	0012509 6/13	8354110060012509	Paid by Check # 607247	06/02/2013	06/21/2013	06/21/2013	06/21/2013	35.99
				Account 520.187 - Internet Expense Totals	cpense Totals	Invoice Transactions 1	ions 1	\$35.99

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\$320.07 \$2,021.67

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Account **533.800 - Office Supplies** Totals Department **921 - Gardnerville Admin** Totals

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06/21/2013	06/21/2013	06/21/2013	05/29/2013		Paid by Check # 607193	1236	082934/1	11985 - Ace Hardware
06/21/2013	06/21/2013	06/21/2013	05/21/2013		Paid by Check # 607193	1236	082760/1	11985 - Ace Hardware
06/21/2013	06/21/2013	06/21/2013	05/15/2013		Paid by Check # 607193	1236	082617/1	11985 - Ace Hardware
06/21/2013	06/21/2013	06/21/2013	05/13/2013		Paid by Check # 607193	1236	082565/1	11985 - Ace Hardware
06/21/2013	06/21/2013	06/21/2013	05/10/2013		Paid by Check # 607193	1236	082511/1	11985 - Ace Hardware
06/21/2013	06/21/2013	06/21/2013	05/08/2013		Paid by Check # 607193	1236	082460/1	11985 - Ace Hardware
06/14/2013	06/14/2013	06/14/2013	05/17/2013		# 507096 # 607096	4170	500886	2510 - Parts House
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06/14/2013	06/14/2013	06/14/2013	05/24/2013		# 502055 # 602059	06G1570	748453	2121 - Meeks Lumber
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Accounts Payable by G/L Distribution Report

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Fund 610 - Gardnerville Town Department 923 - Parks & Recreation Account 520.089 - Power	_						
2924 - NV Energy	791804 5-13	791804	Paid by Check # 607081	05/25/2013	13 06/14/2013	06/14/2013 06/14/2013	519.19
Account 532.003 - Gas & Oil	oil			Account <b>520.0</b> 8	Account <b>520.089 - Power</b> Totals	Invoice Transactions 1	\$519.19
3814 - Flyers Energy LLC	CFS0665789	8308	Paid by Check # 607280	05/31/20	05/31/2013 06/21/2013 06/21/2013	06/21/2013 06/21/2013	108.70
Account 533.817 - Small Projects	Projects			Account <b>532.003 - Gas &amp; Oil</b> Totals	· Gas & Oil Totals	Invoice Transactions 1	\$108.70
12997 - Do Co Procurement Program	5-13 LOUTHAN G'VILLE	G'VILLE	Paid by Check # 607256	05/27/2013	13 06/21/2013	06/21/2013 06/21/2013	726.26
3115 - Swank Motion Pictures Inc	RH1814029	0223170001	Paid by Check # 607408	06/05/2013	13 06/21/2013	06/21/2013 06/21/2013	421.00
			A Depar	Account 533.817 - Small Projects Totals Department 923 - Parks & Recreation Totals	II Projects Totals tecreation Totals	Invoice Transactions 2 Invoice Transactions 24	\$1,147.26 \$4,780.56

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Vendor	Invoice No.	Invoice Description	Status Held Reason	n Invoice Date	Due Date	G/L Date Received D	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works	ري ا							
Account 520.037 - Weed Spraying 1130 - Do Co Weed Control 31175	Spraying 31175W	G'VILLE	Paid by Check # 607264	06/06/2013	06/21/2013	06/21/2013	06/21/2013	367.37
				Account 520.037 - Weed Spraying Totals	raying Totals	Invoice Transactions	ions 1	\$367.37
Account 520.084 - Replacement & Repair 21673 - Dallaire Tom	cement & Repair 2695	PROPANE TANK	Paid by Check	05/18/2013	06/14/2013	06/14/2013	06/14/2013	150.00
2121 - Meeks Lumber	744795	06G1570	# 606958 Paid by Check	05/06/2013	06/14/2013	06/14/2013	06/14/2013	7.11
2121 - Meeks Lumber	747940	06G1570	# 60/059 Paid by Check	05/22/2013	06/14/2013	06/14/2013	06/14/2013	128.42
2510 - Parts House	499069	4170	# 60/05 Paid by Check	05/06/2013	06/14/2013	06/14/2013	06/14/2013	11.19
12997 - Do Co Procurement Program	5-13 PLUT	G'VILLE	# 60/096 Paid by Check	05/27/2013	06/21/2013	06/20/2013	06/21/2013	105.73
11985 - Ace Hardware	082460/1	1236	# 60/255 Paid by Check	05/08/2013	06/21/2013	06/21/2013	06/21/2013	58.56
11985 - Ace Hardware	082511/1	1236	# ouvids Paid by Check	05/10/2013	06/21/2013	06/21/2013	06/21/2013	9.98
11985 - Ace Hardware	082565/1	1236	# ouvies Paid by Check	05/13/2013	06/21/2013	06/21/2013	06/21/2013	29.39
11985 - Ace Hardware	082608/1	1236	# ou/193 Paid by Check	05/15/2013	06/21/2013	06/21/2013	06/21/2013	26.94
11985 - Ace Hardware	082784/1	1236	# bu/193 Paid by Check # 607103	05/22/2013	06/21/2013	06/21/2013	06/21/2013	58.37
			# 00/193 Account <b>520.084 - Replacement &amp;</b>	eplacement & l	Repair Totals	Invoice Transactions 10	lions 10	\$585.69
Account <b>520.095 - Street Lights</b> 2924 - NV Energy 791	Lights 791804 5-13	791804	Paid by Check # 607081	05/25/2013	06/14/2013	06/14/2013	06/14/2013	5,789.37
				Account 520.095 - Street Lights Totals	Lights Totals	Invoice Transactions	ions 1	\$5,789.37
Account 520.103 - Maint Road 11985 - Ace Hardware 08	Road 082339/1	1236	Paid by Check	05/03/2013	06/21/2013	06/21/2013	06/21/2013	1.29
11985 - Ace Hardware	082392/1	1236	# ou/193 Paid by Check	05/06/2013	06/21/2013	06/21/2013	06/21/2013	99.92
11985 - Ace Hardware	082420/1	1236	# ou/193 Paid by Check	05/07/2013	06/21/2013	06/21/2013	06/21/2013	4.49
11985 - Ace Hardware	082895/1	1236	# 60/193 Paid by Check	05/28/2013	06/21/2013	06/21/2013	06/21/2013	35.98
397 - Bing Materials	134268	GARDN	# Paid by Check	06/10/2013	06/21/2013	06/21/2013	06/21/2013	222.00
8692 - Silver State Barricade Inc	68316	G'VILLE	# ou/zzu Paid by Check # corsor	05/31/2013	06/21/2013	06/21/2013	06/21/2013	2,330.64
			-	Account 520.103 - Maint Road Totals	: Road Totals	Invoice Transactions	ions 6	\$2,694.32
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Vendor	Invoice No.	Invoice Description	Status Heid Reason	n - Invoice Data - Dua Data	C// Date	
Fund <b>610 - Gardnerville Town</b> Department <b>926 - Other Public Works</b> Account <b>532.003 - Gas &amp; Oi</b> l	3					
3814 - Flyers Energy LLC	CFS0665789	8308	Paid by Check # 607280	05/31/2013 06/21/2013	06/21/2013	06/21/2013 515.42
Account 532.019 - Storm Drain Maintenance	n Drain Maintenaı	106	Accol	Account <b>532.003 - Gas &amp; Oil</b> Totals	tals Invoice Transactions 1	\$515.42
28519 - Barr Tree Works	1346	G'VILLE	Paid by Check # 606922	05/13/2013 06/14/2013	06/14/2013	06/14/2013 750.00
Account 532.028 - Uniforms	stms		Account <b>532.019 - Sto</b>	Account 532.019 - Storm Drain Maintenance Totals	tals Invoice Transactions 1	\$750.00
5785 - Alsco Inc	LREN811139	000330	Paid by Check # 606703	05/07/2013 06/07/2013	06/07/2013	06/07/2013 4.34
5785 - Alsco Inc	LREN813308	000330	# 606703 # 606703	05/14/2013 06/07/2013	06/07/2013	06/07/2013 4.35
5785 - Alsco Inc	LREN815456	000330	Paid by Check # 606703	05/21/2013 06/07/2013	06/07/2013	06/07/2013 4.34
5785 - Alsco Inc	LREN817621	000330	Paid by Check # 606703	05/28/2013 06/07/2013	06/07/2013	06/07/2013 4.35
Account 532.116 - Crack Seal Maintenance	< Seal Maintenanc	Ð	Accou	Account <b>532.028 - Uniforms</b> Totals	cals Invoice Transactions 4	\$17.38
3953 - Eastern Sierra Feed	522077	19530	Paid by Check # 606976	05/10/2013 06/14/2013	06/14/2013	06/14/2013 73.13
13485 - Ahern Rentals Inc	12111280-1	205304	Paid by Check # 607198	05/21/2013 06/21/2013	06/21/2013	06/21/2013 71.61
			Account <b>532.116 - Cr</b> Department <b>926</b> Fund <b>61</b>	Account <b>532.116 - Crack Seal Maintenance</b> Totals Department <b>926 - Other Public Works</b> Totals Fund <b>610 - Gardnerville Town</b> Totals	als     Invoice Transactions 2       ials     Invoice Transactions 26       als     Invoice Transactions 65	\$144.74 \$10,864.29 \$17,666.52

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Vendor	Invoice No.	Invoice Description	Status Held Reason	son Invoice Date Due Date	Due Date	G/L Date Rec	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San								
Department 925 - Health & Sanitation	1 Compensation							
4288 - Higuera Lloyd W	6/13 BOARD	G'VILLE	Paid by Check	05/29/2013	06/07/2013	06/07/2013	06/07/2013	220.00
28960 - Miller Kenneth	6/13 BOARD	G'VILLE	# 605//5 Paid by Check	05/29/2013	06/07/2013	06/07/2013	06/07/2013	250.00
18629 - Philips Michael	6-13 BOARD	G'VILLE	# 606800 Paid by Check	05/29/2013	06/07/2013	06/07/2013	06/07/2013	220.00
2969 - Slater Linda	6-13 BOARD	G'VILLE	# 606833 Paid by Check # 6060rr	05/29/2013	06/07/2013	06/07/2013	06/07/2013	237.50
			# 00000 Account 510,150	) - Board Compensation Totals	isation Totals	Invoice Tr	Invoice Transactions 4	\$927.50
Account 520.055 - Telephone Expense	one Expense							
13097 - Verizon Wireless	9705838510	842011146-00001	Paid by Check	06/01/2013	06/21/2013	06/21/2013	06/21/2013	153.12
			# 00/13/ Account 520.0!	Account 520.055 - Telephone Expense Totals	<b>(pense</b> Totals	Invoice Tr	Invoice Transactions 1	\$153.12
Account 520.084 - Replacement & Repair	ement & Repair							
2121 - Meeks Lumber	744795	06G1570	Paid by Check	05/06/2013	06/14/2013	06/14/2013	06/14/2013	7.12
2510 - Parts House	498059	4170	# coros Paid by Check	04/29/2013	06/14/2013	06/14/2013	06/14/2013	49.99
2510 - Parts House	498309	4170	# outuse Paid by Check	04/30/2013	06/14/2013	06/14/2013	06/14/2013	22.83
2510 - Parts House	499069	4170	# 60/096 Paid by Check	05/06/2013	06/14/2013	06/14/2013	06/14/2013	11.19
	1031080	1736	# 607096	C FUC) 80) 30	6 FUC/ FC/ 70	2 FUC/ FC/ 30	C FUC/ FC/ 30	07 BC
11985 - Ace naroware	U6240U/ I	0671	# 607193	ctnz/an/cn	<tn7 dn<="" t7="" td=""><td>CTN7/T7/00</td><td>5102/12/00</td><td>64-07</td></tn7>	CTN7/T7/00	5102/12/00	64-07
11985 - Ace Hardware	082462/1	1236	Paid by Check	05/08/2013	06/21/2013	06/21/2013	06/21/2013	15.99
11985 - Ace Hardware	082565/1	1236	# correct # correct	05/13/2013	06/21/2013	06/21/2013	06/21/2013	29.39
11985 - Ace Hardware	082908/1	1236	# 00/193 Paid by Check # 607102	05/28/2013	06/21/2013	06/21/2013	06/21/2013	38.87
8043 - Mark Smith Tire Center Inc	71700030705	A17-14675	# outros Paid by Check	05/01/2013	06/21/2013	06/21/2013	06/21/2013	647.88
26482 - Peterbilt Truck Parts & Eq LLC	491503	265290	# bu/322 Paid by Check # 607354	05/24/2013	06/21/2013	06/21/2013	06/21/2013	242.59
			# 00/001 Account 520.084 ·	Account 520.084 - Replacement & Repair Totals	Repair Totals	Invoice Tr	Invoice Transactions 10	\$1,094.34
Account 520.089 - Power 2924 - NV Energy	791804 5-13	791804	Paid by Check	05/25/2013	06/14/2013	06/14/2013	06/14/2013	253.26
				Account 520.089 - Power Totals	Power Totals	Invoice Tr	Invoice Transactions 1	\$253.26

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Vendor	Invoice No.	Invoice Description	Status	Held Reason - Invoice Date	ated and oted	(3/1 Data Dezeñved Dete		
Fund 611 - Gardnerville Health & San							Received Date Payment Date 1	<u>Invoice Amount</u>
Department 925 - Health & Sanitation Account 520.092 - Heating	6 0							
3021 - Southwest Gas-Las Vegas	0015779022 6-	2410015779022	Paid by Check	06/17/2013	06/21/2013	06/21/2013	06/21/2013	17.46
3021 - Southwest Gas-Las Vegas	1072224004 6- 13	2411072224004	# 00/900 Paid by Check # 607403	06/17/2013	06/21/2013	06/21/2013	06/21/2013	17.85
3021 - Southwest Gas-Las Vegas	1188600002 6- 13	2411188600002	# 607403	06/17/2013	06/21/2013	06/21/2013	06/21/2013	22.57
Account 520.116 - Veh. Maint-Co Shop	aint-Co Shop			Account 520.092 - Heating Totals	teating Totals	Invoice Transactions 3	۳ ۳	\$57.88
4268 - Do Co Vehicle Maintenance	5@13 TRANSFER	MOTOR POOL	Paid by Check # 607263	06/06/2013	06/21/2013	06/21/2013	06/21/2013	131.13
Account 520 136 - Rente & Leaces Fouriement	1 eacae Fourinme		Accoun	Account 520.116 - Veh. Maint-Co Shop Totals	o Shop Totals	Invoice Transactions 1	1	\$131.13
3519 - Xerox Corporation	068353265	716307012	Paid by Check # 607188	06/01/2013	06/14/2013	06/14/2013	06/14/2013	240.79
			Account 520.1	Account 520.136 - Rents & Leases Equipment Totals	ipment Totals	Invoice Transactions 1	1	\$240.79
Account 520.155 - Licensing 2549 - Dallaire Tom-Petty Cash	ng 6-13 G'VILLE	PETTYCASH	Paid by Check # 607253	06/11/2013	06/21/2013	06/21/2013	06/21/2013	5.50
Account 520.187 - Internet Expense	t Expense			Account 520.155 - Licensing Totals	censing Totals	Invoice Transactions 1	<b></b> 4	\$5.50
15887 - Charter Communications	0012509 6/13	8354110060012509	Paid by Check # 607747	06/02/2013	06/21/2013	06/21/2013	06/21/2013	36.00
Acronat R30 107 - Landell Evanace			Acco	Account 520.187 - Internet E	- Internet Expense Totals	Invoice Transactions	Ĵ.	\$36.00
15853 - Carson City Landfill	схрепsе 10034528	228079	Paid by Check	05/01/2013	06/21/2013	06/21/2013	06/21/2013	380.48
15853 - Carson City Landfill	10034529	228079	# 00/230 Paid by Check # 607730	05/01/2013	06/21/2013	06/21/2013	06/21/2013	473.86
15853 - Carson City Landfill	10034575	228079	Paid by Check	05/01/2013	06/21/2013	06/21/2013	06/21/2013	328.86
15853 - Carson City Landfill	10034862	228079	# 2022/00 Paid by Check	05/02/2013	06/21/2013	06/21/2013	06/21/2013	367.72
15853 - Carson City Landfill	10034894	228079	# wvz.su Paid by Check # 607330	05/02/2013	06/21/2013	06/21/2013	06/21/2013	408.90
15853 - Carson City Landfill	10034923	228079	# 502200 # 607230	05/02/2013	06/21/2013	06/21/2013	06/21/2013	458.78
15853 - Carson City Landfill	10035931	228079	# 00/200 Paid by Check # 607330	05/06/2013	06/21/2013	06/21/2013	06/21/2013	646.12
15853 - Carson City Landfill	10036205	228079	Paid by Check	05/07/2013	06/21/2013	06/21/2013	06/21/2013	446.60
15853 - Carson City Landfill	10036435	228079	# 00/230 # 607230	05/08/2013	06/21/2013	06/21/2013	06/21/2013	409.48
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Fund <b>611 - Gardnerville Health &amp; San</b> Department <b>925 - Health &amp; Sanitation</b> Account <b>520.197 - Landfill Expense</b>		וואמרב הבפרוחומו				10/1- Date Received Do	Keceived Date Fayment Date III	Invoice Amount
15853 - Carson City Landfill	10036442	228079	Paid by Check	05/08/2013	06/21/2013	06/21/2013	06/21/2013	483.14
15853 - Carson City Landfill	10036467	228079	# 00/230 Paid by Check # 607730	05/08/2013	06/21/2013	06/21/2013	06/21/2013	360.76
15853 - Carson City Landfill	10036781	228079	# 00/230 Paid by Check	05/09/2013	06/21/2013	06/21/2013	06/21/2013	368.30
15853 - Carson City Landfill	10036803	228079	# ou/230 Paid by Check # 607330	05/09/2013	06/21/2013	06/21/2013	06/21/2013	468.64
15853 - Carson City Landfill	10036870	228079	# outsou Paid by Check	05/09/2013	06/21/2013	06/21/2013	06/21/2013	470.38
15853 - Carson City Landfill	10037060	228079	# 00/230 Paid by Check	05/10/2013	06/21/2013	06/21/2013	06/21/2013	455.30
15853 - Carson City Landfill	10037088	228079	# course	05/10/2013	06/21/2013	06/21/2013	06/21/2013	455.30
15853 - Carson City Landfill	10037833	228079	# ou/zsu Paid by Check	05/13/2013	06/21/2013	06/21/2013	06/21/2013	664.68
15853 - Carson City Landfill	10038188	228079	# 60/230 Paid by Check	05/14/2013	06/21/2013	06/21/2013	06/21/2013	462.84
15853 - Carson City Landfill	10038431	228079	# 60/230 Paid by Check # 607750	05/15/2013	06/21/2013	06/21/2013	06/21/2013	499.96
15853 - Carson City Landfill	10038451	228079	# ou/230 Paid by Check	05/15/2013	06/21/2013	06/21/2013	06/21/2013	460.52
15853 - Carson City Landfill	10038508	228079	# ou/zou Paid by Check # 60730	05/15/2013	06/21/2013	06/21/2013	06/21/2013	397.30
15853 - Carson City Landfill	10038798	228079	# 00/230 Paid by Check	05/16/2013	06/21/2013	06/21/2013	06/21/2013	493.00
15853 - Carson City Landfill	10038872	228079	# 60/230 Paid by Check	05/16/2013	06/21/2013	06/21/2013	06/21/2013	439.64
15853 - Carson City Landfill	10039078	228079	# ou/zsu Paid by Check	05/17/2013	06/21/2013	06/21/2013	06/21/2013	374.10
15853 - Carson City Landfill	10039099	228079	# ou/230 Paid by Check	05/17/2013	06/21/2013	06/21/2013	06/21/2013	412.96
15853 - Carson City Landfill	10039915	228079	# 60/230 Paid by Check # 607730	05/20/2013	06/21/2013	06/21/2013	06/21/2013	628.14
15853 - Carson City Landfill	10040280	228079	# 00/230 Paid by Check	05/21/2013	06/21/2013	06/21/2013	06/21/2013	404.84
15853 - Carson City Landfill	10040511	228079	# 60/230 Paid by Check	05/22/2013	06/21/2013	06/21/2013	06/21/2013	373.52
15853 - Carson City Landfill	10040513	228079	# ou/230 Paid by Check	05/22/2013	06/21/2013	06/21/2013	06/21/2013	505.76
15853 - Carson City Landfill	10040546	228079	# ou/230 Paid by Check	05/22/2013	06/21/2013	06/21/2013	06/21/2013	402.52
15853 - Carson City Landfill	10040888	228079	# ou/z30 Paid by Check # 607230	05/23/2013	06/21/2013	06/21/2013	06/21/2013	380.48
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Vendor Fund 611 - Gardnerville Health & San	Invoice No.	Invoice Description	Status Held Reason	ison Invoice Date	Due Date	G/L Date Re	Received Date Payment Date	Invoice Amount
Department 925 - Health & Sanitation Account 520.197 - Landfill Expense	U.							
15853 - Carson City Landfill	10040889	228079	Paid by Check # 607230	05/23/2013	06/21/2013	06/21/2013	06/21/2013	464.00
15853 - Carson City Landfill	10040893	228079	Paid by Check # 607230	05/23/2013	06/21/2013	06/21/2013	06/21/2013	508.66
15853 - Carson City Landfill	10041159	228079	Paid by Check	05/24/2013	06/21/2013	06/21/2013	06/21/2013	383.96
15853 - Carson City Landfill	10041177	228079	Paid by Check	05/24/2013	06/21/2013	06/21/2013	06/21/2013	381.64
15853 - Carson City Landfill	10041916	228079	# 00/230 Paid by Check # 607330	05/27/2013	06/21/2013	06/21/2013	06/21/2013	567.24
15853 - Carson City Landfill	10042107	228079	# 00/230 Paid by Check # 607330	05/28/2013	06/21/2013	06/21/2013	06/21/2013	399.04
15853 - Carson City Landfill	10042573	228079	# 00/230 Paid by Check # 607330	05/29/2013	06/21/2013	06/21/2013	06/21/2013	509.24
15853 - Carson City Landfill	10042574	228079	# 507230 # 607230	05/29/2013	06/21/2013	06/21/2013	06/21/2013	375.26
15853 - Carson City Landfill	10042677	228079	# 00/230 Paid by Check # 607330	05/29/2013	06/21/2013	06/21/2013	06/21/2013	502.28
15853 - Carson City Landfill	10043029	228079	# 607230 # 607230	05/30/2013	06/21/2013	06/21/2013	06/21/2013	499.96
15853 - Carson City Landfill	10043060	228079	# 607230 # 607230	05/30/2013	06/21/2013	06/21/2013	06/21/2013	418.18
15853 - Carson City Landfill	10043061	228079	Paid by Check # 607230	05/30/2013	06/21/2013	06/21/2013	06/21/2013	424.56
15853 - Carson City Landfill	10043458	228079	Paid by Check # 607230	05/31/2013	06/21/2013	06/21/2013	06/21/2013	488.36
15853 - Carson City Landfill	10043494	228079	Paid by Check	05/31/2013	06/21/2013	06/21/2013	06/21/2013	310.88
15853 - Carson City Landfill	10038809	228079	# 607330	05/16/2013	06/21/2013	06/21/2013	06/21/2013	368.30
9016 - Douglas Disposal Inc	40990612 5/13	40990612	# 001250 Paid by Check # 607265	06/01/2013	06/21/2013	06/21/2013	06/21/2013	3,581.13
Account 532.003 - Gas & Oil	liC		Account 52	Account 520.197 - Landfill Expense Totals	pense Totals	Invoice <sup>-</sup>	Invoice Transactions 47	\$24,065.57
3814 - Flyers Energy LLC	CFS0665789	8308	Paid by Check # 607280	05/31/2013	06/21/2013	06/21/2013	06/21/2013	1,797.17
				Account <b>532.003 - Gas &amp; Oil</b> Totals	s & Oil Totals	Invoice 7	Invoice Transactions 1	\$1,797.17

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Vendor	Invoice No.	Invoice Description	Status Held Reason	on - Invoice Date	Due Date	G/L Date Recei	Received Date Baymont Date	Invoice Amount
Fund <b>611 - Gardnerville Health &amp; San</b> Department <b>925 - Health &amp; Sanitation</b> Account <b>532.028 - Uniforms</b>	u su							
5785 - Alsco Inc	LREN811139	000330	Paid by Check # 606703	05/07/2013	06/07/2013	06/07/2013	06/07/2013	4.35
5785 - Alsco Inc	LREN813308	000330	Paid by Check # 606703	05/14/2013	06/07/2013	06/07/2013	06/07/2013	4.34
5785 - Alsco Inc	LREN815456	000330	Paid by Check # 606703	05/21/2013	06/07/2013	06/07/2013	06/07/2013	4.35
5785 - Alsco Inc	LREN817621	000330	Paid by Check # 606703	05/28/2013	06/07/2013	06/07/2013	06/07/2013	4.34
Account 533.800 - Office Supplies	Supplies		Accol	Account <b>532.028 - Uniforms</b> Totals	iforms Totals	Invoice Tra	Invoice Transactions 4	\$17.38
2549 - Dallaire Tom-Petty Cash	6-13 G'VILLE	PETTYCASH	Paid by Check # 607253	06/11/2013	06/11/2013 06/21/2013	06/21/2013	06/21/2013	35.00
12997 - Do Co Procurement Program	5-13 DALLAIRE	G'VILLE	Paid by Check # 607256	05/27/2013	06/21/2013	06/21/2013	06/21/2013	67.53
12997 - Do Co Procurement Program	5-13 LOUTHAN G'VILLE	G'VILLE	Paid by Check # 607256	05/27/2013	06/21/2013	06/21/2013	06/21/2013	159.72
			Account 53: Department 925 Fund 611 - Gan	Account 533.800 - Office Supplies Totals Department 925 - Health & Sanitation Totals Fund 611 - Gardnerville Health & San Totals	Ipplies Totals Itation Totals & San Totals	Invoice Transactions Invoice Transactions Invoice Transactions	Invoice Transactions 3 Invoice Transactions 78 Invoice Transactions 78	\$262.25 \$29,041.89 \$29,041.89
* = Prior Fiscal Year Activity					Grand Totals	Invoice Tra	Invoice Transactions 143	\$46,708.41

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### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

- 1. For Possible Action: Approve a special event application for American Diabetes Association Fundraiser scheduled for August 3, 2013 at Heritage Park and waive park fees.
- Recommended Motion: Approve a special event application for American diabetes Association Fundraiser scheduled for August 3, 2013 at Heritage Park and waive park fees. Funds Available: □ Yes □ N/A
- 3. Department: Administration

**Prepared by:** Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: N/A
- 5. Agenda: Consent Administrative

Background Information: See attached

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

_Approved	<b>Approved</b> with Modifications
Denied	<b>Continued</b>



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: 43013

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

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

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

Requesting use of Heritage Park? Yes X No

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

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

American Diabetes
Name of Aurilians On the Party Providence of the Party
Name of Applicant Organization or Business: ASSOCIO-HON Corporation: Yes No X
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).
Contact Person: AlyCia Tanner Supervisor of Activity: AlyCia Tanner
775-291-1101-2 201-300 0102
$\frac{775 - 291 - 4062}{\text{Home Telephone } \# \text{ N/A} \qquad \frac{206 - 309 - 9103}{\text{Fax } \#        $
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a
(1) appreciant is an entry, must include nome of 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)
$\mathbf{x} = \mathbf{x} + \mathbf{y} + $
Home or Business Address: 1241 Sorenson Ln. Gardnerville NU 89460
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of
corporation)
Mailing Address: 1241 Surenson Ln. Gardnerville NN 89460
Type of Activity Town Park will be used for: Fundraising Walk
Type of the will be able ton. <u>I a that a training variance</u>
Will clockel be cold on serviced View New York
Will alcohol be sold or served? Yes No X
(If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits)
Band or amplified music? Yes X No S
This event is Non-Profit For Profit Closed to Public Open to Public

Will a fee be charged to attend the event? Yes No X
Date(s) Requested (include setup and tear down time): AUGUST 3, 2013
Event hours: $8^{30} - 3^{30}$
Describe proposed event, concessions, fund-raisers, etc. Fundraiser for the American Diabetes Association will include a small walk around the park and business booths.
Town services, if any, required: <u>Bestwoon Facilities</u> , Trash
(Electrical outlets, restroom/toilet facilities, etc.)
Will you have tents, bounce houses, canopies, dance floors etc? Yes <u>×</u> No
If Yes, specify quantity, dimesions, etc.: $10 \times 10$ Booths to include. 4Cubles and $Canoples$ . Unknown amount at this time. (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:
(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 #: Unknown at this time
(Certificate of Insurance naming the Town as additional insured is required)
Event Security Plan: Neverted Unknown
(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: <u>Carbage Dunpsters</u>
(Garbage dumpsters/porta-a-cans/restrooms/etc.)
Fire/Emergency Medical Services Plan: UNK NOWN
(Submit East Fork Fire Protection District authorization and approval)
Event Parking Area:
(Heritage Park Parking MUST remain open for visitors at all times)
4-3

• \*

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.	Alycio Taner	Date: 43013
--	--------------	-------------

\_\_\_\_ Date:

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

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

#### (Town Office Use Only)

Application Fees Paid:	) (
Deposit amount Paid: #300	Date Processed: 6/25/13
Receipt Number:	Facility Reviewed:
Scheduled for Town Board Agenda	
Approved:	
Scheduled for Douglas County Con	nmissioner Agenda: ///A
Approved:	······································
Deposit Returned:	

A copy of the approved application MUST be at the event

ACORD <sup>®</sup> CERTIFICAT	E OF LIABIL	_ITY II		NCE		E (MM/DD/YYYY)
THIS CERTIFICATE IS ISSUED AS A MATTER OF IN CERTIFICATE DOES NOT AFFIRMATIVELY OR NEG BELOW. THIS CERTIFICATE OF INSURANCE DOES REPRESENTATIVE OR PRODUCER, AND THE CERTIF	FORMATION ONLY AND GATIVELY AMEND, EXTERNOL	CONFERS	NO RIGHTS	UPON THE CERTIFIC	CATE H	
IMPORTANT: If the certificate holder is an ADDITION the terms and conditions of the policy, certain policies	AL INSURED the policy	/(ies) must h ement. A st	e endorsed.	If SUBROGATION IS	WAIVE	D, subject to
statistical et such endersement(s).				ns certificate does no	it contei	r rights to the
PRODUCER	CONT	: Margre	tta Palya	, AAI		
The Novick Group One Church Street			)795-6600	FAX (A/C, N	(301)	795-6610
Suite 400	E-MAI ADDRI	<sub>ESS:</sub> mpalya	@novickgr	oup.com	<u></u>	
		IN	SURER(S) AFFO	RDING COVERAGE		NAIC #
INSURED MD 20850	INSUR	ERA:Phila	delphia	Indemnity		18058
American Diabetes Association	INSUR	ERB:				
National Center	INSUR	ERC:				_
1701 N. Beauregard Street	INSUR					
Alexandria VA 22311	INSUR			·····		
COVERAGES CERTIFICATE NUM	BER:Events	ERF:			<u></u>	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE	LISTED BELOW HAVE DE			REVISION NUMBER		
CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE IN EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS	ISURANCE AFFORDED DY	TUE DOM RAU	I OR OTHER	DOCUMENT WITH RES	PECT TO AL	o which this I the terms,
LTR TYPE OF INSURANCE INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)		MITS	
GENERAL LIABILITY				EACH OCCURRENCE	s	1,000,00
X COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	s	1,000,00
A CLAIMS-MADE X OCCUR X X PHPK9	58973	1/1/2013	1/1/2014	MED EXP (Any one person)	s	20,00
X Participant Liability				PERSONAL & ADV INJURY	s	1,000,00
				GENERAL AGGREGATE	s	2,000,00
GEN'L AGGREGATE LIMIT APPLIES PER: PRO- POLICY PRO- X LOC				PRODUCTS - COMP/OP AG	GS	2,000,00
AUTOMOBILE LIABILITY					\$	
ANY AUTO				COMBINED SINGLE LIMIT (Ea accident)	\$	
ALL OWNED SCHEDULED				BODILY INJURY (Per person		
AUTOS AUTOS HIRED AUTOS AUTOS				BODILY INJURY (Per accident PROPERTY DAMAGE	nt) \$	
AUTOS				(Per accident)	s	
UMBRELLA LIAB OCCUR					\$	
EXCESS LIAB CLAIMS-MADE				EACH OCCURRENCE	S	
DED RETENTION S				AGGREGATE	\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- OT	S H-	
ANY PROPRIETOR/PARTNER/EXECUTIVE					3	
OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	S	
If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. DISEASE - EA EMPLOY		
				E.L. DISEASE - POLICY LIMI	1 5	·····
DESCRIPTION OF OPERATIONS (LOCATIONS / VEHICLES / Allerhadoopp /						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 1 The Town of Gardnerville is an Additional negligence of the Named Insured at the O	i insured but only	(7 With ro	enant to	Olaime ariging	<u></u>	
	arson Valley Comm	unity Wal	k to Stor	Diabetes on 08	002 8. 203/1	r the 3 in
Heritage Park.		-	1		,,	- 211
CERTIFICATE HOLDER		FILLAMONT				
		ELLATION				
Gardnerville Town Office	I INC	EXPIRATION	DATE THE	SCRIBED POLICIES BE REOF, NOTICE WILL Y PROVISIONS.	CANCEL BE DE	LED BEFORE
1407 Highway 395 N						
Gardnerville, NV 89410	AUTHOR	RIZED REPRESE	TATIVE			

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Louis Novick/PALYA



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

- 1. <u>For Possible Action</u>: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Tahoe Douglas Elks Lodge #2670 for the Summerfest/Carnival scheduled for July 23-28, 2013 at Lampe Park.
- 2. Recommended Motion: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Tahoe Douglas Elks Lodge #2670 for the Summerfest/Carnival scheduled for July 23-28, 2013 at Lampe Park. Funds Available: □ Yes □ N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: N/A
- 5. Agenda: Consent Administrative

Background Information: See attached.

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

<b>Approved</b>	
□ Denied	

□ Approved with Modifications □ Continued □ N/A

#### TED THRAN, CLERK-TREASURER OUTDOOR FESTIVAL ENTERTAINMENT EVENT APPROVAL FORM 775 782-9014 FAX 775-782-9016

DATE: JUNE 6, 2013

FROM: TED THRAN, CLERK-TREASURER

SUBJ: OUTDOOR FESTIVAL ENTERTAINMENT EVENT APPLICATION

Enclosed please find an application for an Outdoor Festival Entertainment Event submitted by the Tahoe/Douglas Elks Lodge #2670.

The event is the Tahoe/Douglas Elks Summerfest/Carnival, scheduled for July 23 - 28, 2013 to be held at Lampe Park Soccer Field, Gardnerville, Nevada.

Please review the application(s), print this page, and return your signed response to Carol A. McCulloch, in Ted Thran's Office no later than <u>WEDNESDAY</u>, JUNE 19, 2013. THIS ITEM IS SCHEDULED FOR THE JULY 18, 2013 COMMISSIONER AGENDA.

DATE:	(ple	ease do not d	letach)
APPROVE: YESNO DEPOSIT RECOMMENDED: COMMENTS/CONDITIONS:	YES	NO	; if yes, amount \$
	, , , , , , , , , , , , , , , , , , ,		
SIGNED: PRINT NAME & TITLE:			

OUTDRFST.LTR/REV 6-6-13

RECEIVED

JUN - 6 2013

DOUGLAS COUNTY CLERK

## OUTDOOR FESTIVAL LICENSE APPLICATION

·	Date(s) of Event: <u>7/23/13 - 7/28/13</u>
Name of Event: TAHOE DOUGLAS	ELES SUMMERFEST/CARNIVAL
	ELES SUMMERFEST / CARNIVAL CER FIELD, GARDNERVILLE
Applicant's name: TAHOE DO UGLAS	FELKS LODGE #2670
Contact's name: <u>GARY WEW</u> (If different than applicant)	D77
Dhycical addrocc	NDEN, NV 89423 City State Zip Code
Street	<u>PD. GARDWERVICLE, NV 89460</u> City State Zip Code
Phone #(s) (175)265-4523 (Business)	25)265-6136 (Home 775) 790-0230 (Cell)
Is the applicant $a(n)$ ; Corporation $\Box$	artnership 🗖 Individual 🔲 Other
If corporation or partnership, please list cor	porate officers or partners:
Name Address	Title
RUSS WAILES	PRESIDENT
CHARLES HARRIS	CHMN. OF TRUSTEES
SHAARON SNEAD	SECRETARY
Description of Event: 20 TA ANNUA CALNIVAL RIDES, GAN	SECRETARY L SUMMERFEST / CARNIVAL LES, FOOD AND VENDORS 2, WINE, MAAGARITAS
Description of Event: 20 TA ANNUA CALNIVAL RIDES, GAN ELICS - FOOD, BEE 7/23 SET-UP 8AM-NOC 154 5 PM- UPM	L SUMMERFEST / CARNIVAL LES, FOOD AND VENDORS 2, WINE, MAAGARITAS
Description of Event: $20^{TA}$ $ANNUL CANIVAL RIDES, GAN ELICS - FOOD, BEE 7/23 SET-UP 8AM-NOCHours of operation: 7/24 5 PM - 11 PMWhat is the name of the designated event re-$	$\frac{SUMMERFEST / CARNIVAL}{ES, FOOD AND VENDORS}$ $\frac{Z, WINE, MAAGARITAS}{\sqrt{7/26} 5PM-JIAM}$ $\frac{7/26}{7/27} NOON-JIPM$ $\frac{7/28}{7/28} NOON - 8PM$ Epresentative that will be on-site during the event
Description of Event: $20^{TA}$ ANNUA <u>CALNIVAL</u> RIDES, <u>GAN</u> <u>ELICS - FOOD</u> , <u>BEE</u> 7/23 SET-UP 8AM-NOC 7/24 5 PM - 11 PM Hours of operation: $7/25$ 5 PM - 11 PM	$\frac{SUMMERFEST / CARNIVAL}{ES, FOOD AND VENDORS}$ $\frac{Z, WINE, MAAGARITAS}{MAAGARITAS}$ $\frac{1}{7/26} SPM-JIAM}{7/27} NOON-JIPM$ $T/28 NOON-8 AM$ epresentative that will be on-site during the event

List approximate number of participants: <u>500/1000</u> PER DAY
List approximate number of spectators: $\mathcal{N}/\mathcal{A}$
List expected peak number of spectators: $N/A$
Will alcoholic beverages be served? X Yes No (all liquor vendors must be individually licensed with Douglas County Sheriff's Office)
Will food and/or beverages be served? $\widecheck{X}$ Yes $\Box$ No (all concessionaires must be licensed and operate under a valid health department permit pursuant to NRS chapter 446.)
Will there be live music? Yes No - If Yes, Name of Performer(s), Type of Music
Name of Insurer: HAAS & WILKERSON INSURANCE
Limits of liability: 1,000,000/4,000,000
Address of Insurer: 4300 SHAWNEE MISSION PRWY FAMWAY, KS 66205 Street City State Zip code
Policy number: 620495121 X CAN 00731766

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the permit. The filing of the application does not authorize the conducting of any business for which a permit is required, and any carrying on of such business before a permit is issued may also be grounds for denial of a permit.

Signature of Applicant

GARY R. WENDT Kairos 4@ frontier. Com Name of Applicant Contact Email Address

Date

ELKS COVERAGE : AON'S AFFINITY INSURANCE SERVICES, INC. ELKS INSULANCE PROGRAM 200 E. RANDOLPH, STAFLOOR CHICAGO, IL 60601 1,000,000 / 1,000,000 MWZY 59979 / MWZY 59979

#### FESTIVAL PLANS:

#### (MUST BE COMPLETED - ATTACH ADDITIONAL PAGES IF NECESSARY)

Detailed explanation of the applicant's plans to provide law enforcement protection; water facilities; food concessions; toilet facilities; trash cans and litter; medical facilities; fire protection; parking areas, access and parking control; maintenance of a headquarters or providing contact information; if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities; and what provisions shall be made for numbers of spectators in excess of the estimate. Applicant may submit a plot plan showing arrangement of the facilities including those for parking, egress and ingress shall be submitted with the application. (§ 5.12.040)

Describe law enforcement protection plan (§ 5.12.120(A)) 2 DOUGLAS GUNTY SHERIFFS DEPUTIES ON DUTY FROM 8 AM-11AM FRIDAY 7/26 AND SATURDAY 7/27, SHERIFF ON CALL ALL OTHER HOURS OF OPERATION, Describe plan for location and supply of water facilities (§ 5.12.120(B)) PARK FACILITIES Describe food concessions plan (§ 5.12.120(C)) COOK TRAILER FOR FOOD PREP AND STORAGE. BBQS FOR HAMBORGERS, HOT DOGS & PHILLY CHEESE STEAK. CALNIVAL ITEMS. Describe toilet facilities plan (§ 5.12.120(D)) 6 REGULAR PORT-A-POTTIES 1 HANDICAP POLT-A-POTTY · SEE DIAGRAM 2 MAND WASH STATIONS Describe trash cans and litter plan (§ 5.12.120(E)) 1 14 YARD DUMPSTER FROM DOUGLAS DISPOSAL Describe medical facilities plan (§ 5.12.120(F)) FIRST AID KIT IN LOOK TRAILER CALNIVAL FIRST AID. Describe fire protection plan (§ 5.12.120(G)) Z FIRE EXTINGUISHERS - COOK TRAILER & BBOS

Describe parking areas, access and parking control plan (§ 5.12.120(H)) LAMPE PARK PARKING LOTS. \_\_\_\_\_ Describe location of on-site headquarters or contact information (§ 5.12.120(J)) ELIGS COOK TRAILER GARY WENDT CELL (775)790-0230 ALT. EARL CAPEHANT Describe illumination plan (§ 5.12.120(K)) LAMPE PALK AND CAPNIVAL LIGHTING Describe overnight camping facilities plan (§ 5.12.120(L)) NO PARKING CAMPING PERMITTED. CARNIVAL OWNER RV ON SITE. Describe communication system plan (§ 5.12.120(Q)) CAPNIVAL TWO-WAY RADIOS CELL PHONES -----What provisions will be made for numbers of spectators in excess of the estimate (§ 5.12.040) 

Attach a plot plan showing arrangement of the facilities including those for parking, egress and ingress. (§ 5.12.040)

(ATTACHED)

#### INSURANCE, HOLD HARMLESS & INDEMNIFICATION REQUIREMENTS FOR AN OUTDOOR FESTIVAL LICENSE APPICATION

Pursuant to Douglas County Code §5.12, any applicant for a Douglas County Outdoor Festival license must ensure the following requirements are met to the satisfaction of Douglas County before the Outdoor Festival license may be issued.

#### **INDEMNIFICATION & HOLD HARMLESS**

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly or indirectly out of the event or any activity leading up to, during, or following the event, excepting those which arise out of the sole negligence of the COUNTY. APPLICANT further agrees to defend COUNTY and assume all costs, expenses and liabilities of any nature to which COUNTY may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors or omissions of APPLICANT or its agents concerning the event.

#### **INSURANCE REQUIREMENTS**

COUNTY requires that APPLICANT purchase General Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the event by APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by APPLICANT. APPLICANT shall maintain coverage and limits of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (\$2,000,000 for high risk events).

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY prior to the event. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self insured retention and prior to issuing the license. The COUNTY prior to the change taking effect must approve any changes to the deductibles or self-insured retentions.

APPLICANT shall provide COUNTY with a certificate of insurance that identifies COUNTY, its officers, agents, employees and volunteers as additional insured's.

NOTE: A certificate of insurance complying with the provisions stated above is not required with the Outdoor Festival license application, but must be furnished prior to the issuance of the license.

I hereby agree to the all of the provisions stated above:

TANOE DOOGLAS ELICI SUMMERFEST CARNIVAL 7/23/13-7/28/13 Date of Event

TAHOE / DOUGLAS ELKS #2670 Applicant's name (printed) Applicant's name (printed)

Applicant's signature

GARY R. WENDT

<u>6 /6/13</u> Date

AC	<u>ORD</u> CERTIFIC	:A	TE			TY INSUR	ANCE			EMDD/YYYY) 17/2013
THIS CERT THIS REPR	CERTIFICATE IS ISSUED AS A MATTI IFICATE DOES NOT AFFIRMATIVELY CERTIFICATE OF INSURANCE ESENTATIVE OR PRODUCER, AND T	ER ( OR DOE HE	DF II NE S CEF	NFORMATION ONL' GATIVELY AMEND, NOT CONSTITUTE CITFICATE HOLDER	Y AND , EXTE E A L	CONFERSING RIG END OR ALTER TH CONTRACT BET	3HTS UPON THE C E COVERAGE AFF WEEN THE ISS	UING INSUP	RER(S	), AUTHORIZED
forms	RTANT: If the certificate holder is an and conditions of the policy, certain cate holder in lieu of such endorsem	pot	ic les	NAL INSURED, the may require an en	o polic dorse	y(les) must be end ment. A statement	orsed. If SUBROG on this certificate	ation is wai does not con	IVED, før rig	subject to the hts to the
PROD	JČER	onq	<u>op.</u>			CONTACT NAME: D.A. Down				
Aon's /	Affinity Insurance Services, Inc.					PHONE		FAX (A/C, No): (312	3) 204	0751
The Ell	cs Insurance Program Randolph, 5th Floor					(A/C, No. Ext): (80	0) 421-3007	(ARC, NO): (014	2/ 301	-2151
	o, IL 60801					INSURE	R(S' AFFORDING C	OVERAGE		NAIC #
							Id Republic Insuran			24147
INSURE	D					INSURER B:				
Benev	clent and Protective Order of Elks of U.S	5.A				INSURER C:				
Tahoe	Douglas NV Lodge# 2670					INSURER D:				
P.O. B Minder	0X 143 1 NV 88423-0143					INSURER E				
1911 1444						INSURER F:			I	
COVE	RAGES CERTIFICATE	NU	IBE	R:				N NUMBER:		
PERI	IS TO CERTIFY THAT THE POLICIES OD INDICATED. NOTWITHSTANDING WHICH THIS CERTIFICATE MAY BE JECT TO ALL OF THE TERMS, EXCL MS.	AN	YR	EQUIREMENT, TER	MUR	E INSURANCE A SUCH POLICIES.	FFORDED BY THE LIMITS SHOWN M	POLICIES I	DESC	RIBED HEREIN IS
INSR	TYPE OF INSURANCE			POLICY NUMBE	R	POLICY EFF (MM/DD/YYYY)	POLICY EXP		LIA	ITS
LTR	GENERAL LIABILITY	$\frac{1}{1}$				Interdetting	(MARKO DITITI	EACH OCCURREN	NCE	\$ 1,000,000
A	X COMMERCIAL GENERAL			MWZY 59979		03/31/13	03/31/14	PERSON & INJURY	ADV	\$ 1,000,000
	CLAIMS X OCCUR MADE							GENERAL AGGREGA		\$ 1,000,000
								PRODUCTS COMP/OPP AGG	-	\$ 1,000,000
	GEN'L AGGREGATE LIMIT									
A	APPLIES PER: OCCUR X HIRED AUTOS			MWZY 59979		03/31/13	03/31/14	COMBINED SINGLE LIN (Ea-accider	TIN	\$1,000,000
Insure Event Locati Date: THE OR A HIRE	RIPTION OF OPERATIONS / LOCATH ad Lodge: Elks Lodge# 2670 : Annual Summerfest Event ion: Lampe Park Gardnerville, NV July 10 2012 thru July 15 2012 CERTIFICATE HOLDER IS NAMED AL CTIVITY NOTED ABOVE. D AND NON-OWNED AUTO COVERAG ERAGE DOES NOT INCLUDE LIQUOR	) Dit 3e i	10N S SI	<b>AL INSURED AS RI</b> JBJECT TO THE GE	ESPE	CTS TO THE INSU				
	TFICATE HOLDER				CANC	ELLATION				
Douglas County P.O. Box 218 Minden, NV 89423				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						
	a tagana an ang sang ang sang sang sang san				AUT	HORIZED REPRES	SENTATIVE	,		
<b></b>	······································						0 1988-2009 ACOR	D CORPORA	TION.	All rights reserver
ACO	RD 25 (2010/05)				The A	CORD name and	logo are registered	marics of AC	ORD	
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5-8

#### Client#: 1992 WOLDAMUS ACORD CERTIFICATE OF LIABILITY INCLIDANCE

DATE (MM/DD/YYYY)

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		12 B	vr				JIVMIN		6/05/	2013
	HIS CERTIFICATE IS ISSUED AS A MA ERTIFICATE DOES NOT AFFIRMATIV ELOW. THIS CERTIFICATE OF INSUR REPRESENTATIVE OR PRODUCER, AM	ELY	OR N E DC	EGATIVELY AMEND, EX DES NOT CONSTITUTE A	TEND (	OR ALTER TI	HE COVERA	SE AFFORDED BY THE	POLIC	IES
t	MPORTANT: If the certificate holder is terms and conditions of the policy, ertificate holder in lieu of such endors	cort	ain p	olicies may require an en	llcy(les dorsan	) must be en lent. A state	dorsed. If SU ment on this	BROGATION IS WAIVE certificate does not co	D, sub	ject to hts to the
1	DUCER				CONTA NAME:	37				
1	as & Wilkerson Insurance				PHONE (A/C, No	, Ext): 913 43	2-4400	FAX (A/C, No)		
1	30 Shawnee Mission Parkway				E-MAIL					
	Irway, KS 66205						INSURER(S) AF	FORDING COVERAGE		NAIC #
31	913 432-4400					RA: ACE Ar	nerican Ins	urance Company		22667
INSI	URED Wold Amusements Inc. db				INSURE	RB:				
	American Traveling Shows				INSURE	RC:				
	PO Box 419	ف			INSURE	RD:				
	Hanford, CA 93232				INSURE	RE:		······································		
L					INSURE	RF:				ļ
_				NUMBER:				REVISION NUMBER:		
IN C E	HIS IS TO CERTIFY THAT THE POLICIES IDICATED. NOTWITHSTANDING ANY REC ERTIFICATE MAY BE ISSUED OR MAY P XCLUSIONS AND CONDITIONS OF SUCH	DUIRI ERTA POL	emen NN, 1 Icies	T, TERM OR CONDITION OF THE INSURANCE AFFORDED LIMITS SHOWN MAY HAV	FANY DBY T	CONTRACT OF	R OTHER DOO DESCRIBED H BY PAID CLAI	UMENT WITH RESPECT	TO WH	ICH THIS
INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMT	rs.	
A	GENERAL LIABILITY			G20495121		05/01/2013	05/01/2014	EACH OCCURRENCE	\$1,00	0,000
	X COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence)	s100,	000
	CLAIMS-MADE X OCCUR		{					MED EXP (Any one person)	sExc	luded
			{					PERSONAL & ADV INJURY	\$1,00	0,000
	[]		Ì					GENERAL AGGREGATE	\$2,00	0,000
	GENL AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG	\$2,00	0,000
	POLICY PRO- JECT X LOC		ļ						\$	
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO							BODILY INJURY (Per person)	\$	
	AUTOS AUTOS NON-OWNED							BODILY INJURY (Per accident)	\$	
	HIRED AUTOS		1.					PROPERTY DAMAGE (Per accident)	\$	
									\$	
A				XCPN00731766		05/01/2013	05/01/2014	EACH OCCURRENCE		0,000
	X EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$4,00	0,000
	DED X RETENTION SO			· · · · · · · · · · · · · · · · · · ·				WC STATU- OTH	\$	
	AND EMPLOYERS' LIABILITY Y/N							TORY LIMITS I LER		
	OFFICER/MEMBER EXCLUDED?	N/A						EL EACH ACCIDENT	\$	
	(Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below							EL. DISEASE - EA EMPLOYE	1	
	DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	15	
Ad	cription of operations / locations / vehicl ditional insured: Tahoe/Douglas E ent: Summerfest Carnival, Lampe	Elks	Lod	ge #2670	Schedule	, if more space i	s required)			
	,			• ·						
CE	RTIFICATE HOLDER		*****		CANO	EI I ATION				
	UNIVALE OULVER				UANU	ELLATION			·	
	Douglas County, Douglas Parks and Recreation Town of Gardnerville	s Co	ounty	,	THE	EXPIRATION	DATE THE	Scribed Policies be C Reof, Notice Will I Licy Provisions.		
	1407 Highway 395				AUTHO	uzed represe	NTATIVE			
	Gardnerville, NV 89410					•• •• •	far -			
	1				All	M:Q _A	Jos Z	<u> </u>		

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Filed in the office of Document Number

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Secretary of State

State of Nevada

Ross Miller

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Filing Date and Time

C5852-1984

Entity Number



ROSS MILLER Secretary of Siste 204 North Cerson Street, Suite † Carson City, Nevada 89701-4520 (775) 684 8703 Websita: www.nvscs.gov

#### Nonprofit Amendment (After First Meeting) (PURSUANT TO NRS CHAPTERS 81 AND 82)

use black bik only - do not herelicht

ABOVE SPACE IS FOR OFFICE USE ONLY

Certificate of Amendment to Articles of Incorporation For Nonprofit Corporations

(Pursuant to NRS Chapters 81 and 82 -After First Meeting of Directors)

#### 1. Name of corporation:

Minden/Douglas Lodge No. 2670, Benevolent and Protective Order of Elks of the United States of America

2. The articles have been amended as follows: (provide article numbers, if available)

(paragraph) FIRST: That the name of the said non-profit corporation shall be Tahoe/Douglas Lodge No. 2670, Benevolent and Protective Order of Elks of the United States of America.

3. The directors (or trustees) and the members, if any, and such other persons or public officers, if any, as may be required by the articles, have approved the amendment. The vote by which the amendment was adopted by the directors and members, if any, is as follows: \*

£

Vote of Directors:

Vote of Members: X

4. Signature: (required)

Stanature of Officer

Ilusters

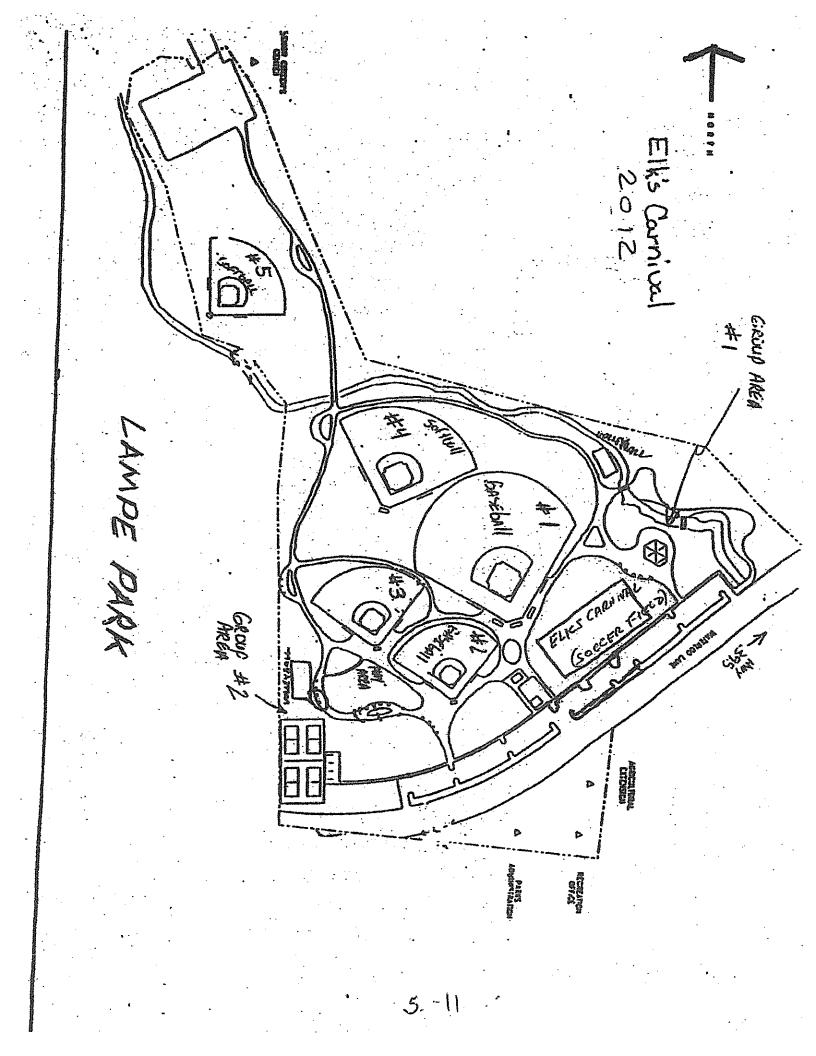
\* Awajority of a quorum of the voting power of the members, or as may be required by the articles, must vote in favor of the amendment. If any proposed amendment would alter or change any preference or any relative or other right given to any class of members, then the amendment must be approved by the vote, in addition to the affirmative vote otherwise required, of the holders of a majority of a quorum of the voting power of each class of members affected by the amendment regardless of limitations or restrictions on their voting power. An amendment pursuant to NRS 81.210 requires approval by a vote of 2/3 of the members.

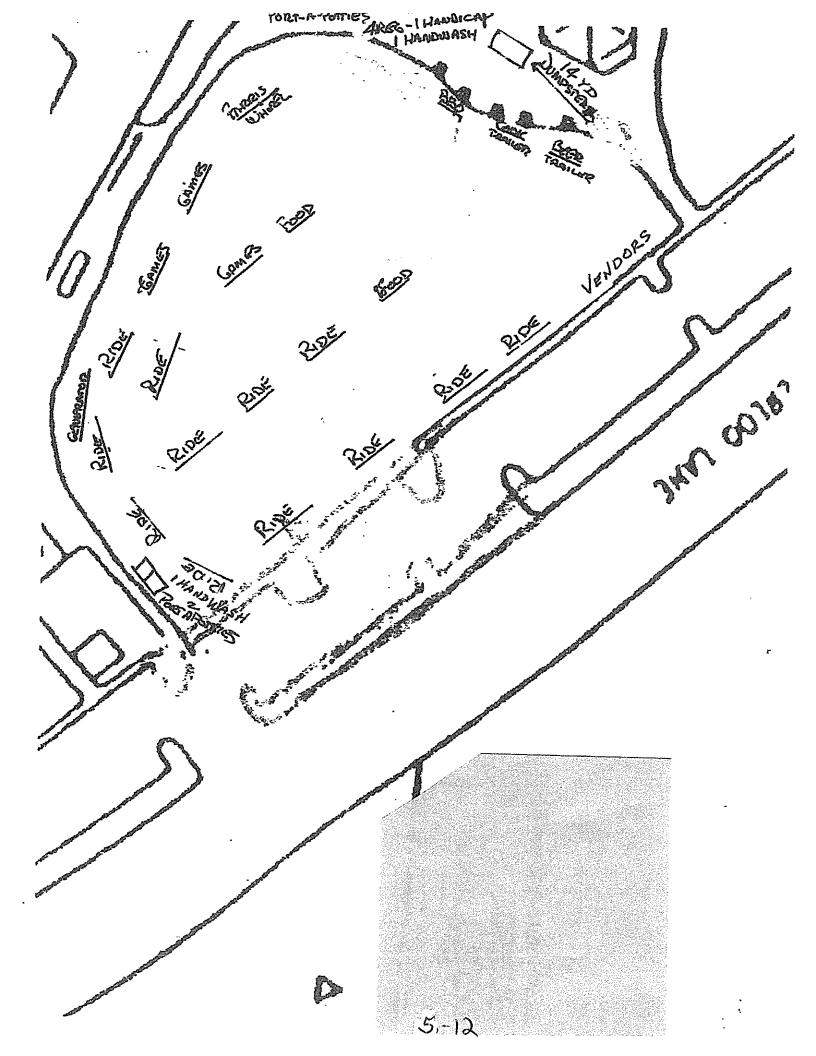
#### FILING FEE: \$50.00

IMPORTANT: Feiture to include any of the above information and submit with the proper fees may cause this filing to be rejected.

This form must be accompanied by appropriate fees.

Novada Secretary of State Americ Noopedit - After Revised: 3-12-09





## **Douglas County**

1327 Waterloo Lane Gardnerville, NV 89410

(775) 782-9828

•. ~.



Tahoe/Douglas Elks Lodge #2670 P.O. Box 143 Minden, NV 89423

# **Facility Permit**

Status: Approved

Customer Type: Class II - Non-Profit 50%

Authorized Agent: Gary Wendt

Work: (775) 265-4523 Home: (775) 265-6136

DATE/USER	PERMIT-NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & . CREDITS .	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
08/27/2012 Liz Baumgartner	8378	\$2395.00	\$0.00	: \$0.00	<b>\$0.0</b> 0	\$905.00		\$1490.00
			RES	ERVATIC	)NS ##		ana shinai k	

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EVENTNAME	FACILITY		CENTER	
2013 Tahoe/Douglas Elks Carnival	Lampe Group Pavilion	-	Lampe Park Waterloo Lane Gardnerville, Nv 89410	
DATES RESERVED		HRS		
07/23/2013 Ø 08:00 AM	to 07/28/2013 @ 11:59 PM	135.9		
Total Number of Dates: 6			Total Number of Hours: 135.9833	
NOTES: HERBIG PARK W	ILL NOT BE AVAILABLE DUE T	O CONS	TRUCTION	·····
EVENT NAME	FACILITY		CENTER	
2013 Tahoe/Douglas Elks Carnival	Lampe Soccer Field	· ".	Lampe Park Waterloo Lane Gardnerville, Nv 89410	
DATES RESERVED		HRS		
07/23/2013 @ 08:00 AM	to 07/28/2013 @ 11:59 PM	135.9		

Total Number of Dates: 6

Total Number of Hours: 135.9833

#### NOTES: HERI

HERBIG PARK WILL NOT BE AVAILABLE DUE TO CONSTRUCTION

		CHAR	RGES	言語を行		1.52554	and a start of the
CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/ PAID	BALANCE DUE
Deposit Lampe Pavilion	Lampe Group Pavilion - 2013 Tahoe/Douglas Elks Carnival	\$100.00	2.00	\$0.00	\$200.00	\$200.00	\$0.00
Reservation Fee	Lampe Group Pavilion - 2013 Tahoe/Douglas Elks Carnival	\$5.00	1.00	\$0.00	\$5.00	\$5.00	\$0.00
Alcohol For Sale Permit	Lampe Soccer Field - 2013 Tahoe/Douglas Elks Carnival	\$50.00	1.00	\$0.00	\$50.00	\$50.00	\$0.00

Deposit Soccer Field, Tournament or Event	Lampe Soccer Field - 2013 Tahoe/Douglas Elks Camival	\$200.00	2.00	\$0.00	\$400.00	\$400.00	\$0.00
Lampe Pavilion/hour	Lampe Soccer Field - 2013 Tahoe/Douglas Elks Camival	\$17.50	48.00	\$0.00	\$840.00	\$250.00	\$590.00
Soccer Field/Event/day	Lampe Soccer Field - 2013 Tahoe/Dougias Elks Camival	\$150.00	6.00	\$0.00	\$900.00	\$0.00	\$900.00

#### 19.90 **PAYMENTS AND REFUNDS**

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1090235.001	08/29/2012	Deposit Lampe Pavilion	Lampe Group Pavilion - 2013 Tahoe/Douglas Elks	\$200.00
1090235.001	08/29/2012	Reservation Fee	Lampe Group Pavilion - 2013 Tahoe/Douglas Elks	\$5.00
1090235.001	08/29/2012	Deposit Soccer Field, Tournament or Event	Lampe Soccer Field - 2013 Tahoe/Douglas Elks	\$400.00
1090235.001	08/29/2012	Alcohol For Sale Permit	Lampe Soccer Field - 2013 Tahoe/Douglas Elks	\$50.00
1090235.001	08/29/2012	Lampe Pavilion/hour	Lampe Soccer Field - 2013 Tahoe/Douglas Elks	\$250.00

ADDITIONAL CUSTOMER INFORMATION

<u>\_\_\_\_\_\_</u>

JU.

Company Phone 1: (775) 265-4523

#### DISCLAIMERS

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Department Alcohol Permit is required for any event at which alcohol will be sold. This fee is not waivable or subject to class percentage reductions, and is separate from any other fees imposed.

Bester

A.

Payment of deposit will hold the requested date and facility; subject to review and approval by Park Supervisor. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. ALL GROUPS WILL BE EXPECTED TO COMPLY WITH ALL DOUGLAS COUNTY PARK RULES AND REGULATIONS WHEN USING COUNTY FACILITIES. TITLE 13 OF THE DOUGLAS COUNTY CODE OUTLINES THESE RULES. A COPY OF THE RULES IS AVAILABLE AT THE LAMPE PARK ADMINISTRATION OFFICE.

1. Fees, deposits and conditions of the application to reserve any Douglas County Park facility must filled out ten (10) days prior to the requested day of use. All applications are reviewed and subject to approval by the Parks and Recreation Director or his delegate.

2. Rules prohibiting the presence of dogs or animals and use of any glass beverage containers will be strictly observed and enforced. Exceptions to this include seeing eye dogs with masters and any special activity previously authorized by Park and Recreation Director or his delegate.

3. Violation of any established rules or regulations regarding facility usage are contract infractions and are subject to immediate termination of the permit by the Park and Recreation Director or his delegate.

4. Douglas County, its employees and representatives, shall be held harmless for damage or loss of applicant's or group's property and equipment and for any personal injury or loss incurred by the applicant or by the group's personnel, employees or participants. Applicant or groups shall be obligated to reimburse Douglas County for all expenses incurred by the County in the event of legal action taken against your organization or group.

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

#### REFUND POLICY

The following refund policy will be in effect regarding all park and recreation facilities available for reservation: \*The \$5.00 reservation fee is non-refundable.

- (1) A group may cancel their reservation thirty (30) calendar days prior to the reservation, with a full refund, less a \$10.00 administrative fee.
- (2) A cancellation fee based upon 50% of all fees or 100% of deposit, whichever is less, will be assessed if cancellation is made between 29 days and 10 days prior to the date of reservation.
- (3) In the event the permitee fails to appear for the scheduled use or cancels with less than 10 days notice, no refunds of fees will be given.
- (4) In the event that the DSCO has to be called for any reason a fee will be taken from the deposit.

(5) The deposit will be retained if the room rental capacity is exceeded.

\*\*\*\*\*\*\*

of the

Name of Organization

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

5-14

2 of 3 Page:

Name of Individual

# Douglas County

1327 Waterloo Lane Gardnerville, NV 89410

(775) 782-9828

40 4



Tahoe/Douglas Elks Lodge #2670 P.O. Box 143 Minden, NV 89423

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# Receipt

DATE/ TIME.	RECEIPT NUMBER USER NAME	CHARGES				PAYMENTS	BALANCE DUE
8/29/2012 2:48 PM	1090235.001 Liz Baumgartner	\$ 905.00	· ·		20 <b>14-1</b>	\$ 905.00	\$ 0.00

#### PAYER INFORMATION

PAYER NAME	ADDRESS	PHONE #	PAYMENT TYPE INFORMATION	AMOUNT
Tahoe/Douglas Elks Lodge #2670	P.O. Box 143	Home: (775) 265-6136	CHECK	\$ 905.00
Attn: Gary Wendt	Minden, NV 89423	Work: (775) 265-4523	No: 2036 ID#: per check	

## TRANSACTION(S)

CUSTOMER NAME		FEES/AMOUNT		
Tahce/Douglas Elks Lodge #2670 # 112	Made Payment for Permit #8378	Lampe Group Pavilion	2013 Tahoe/Douglas Elks Carnival/Lampe Group Pavilion-Deposit Lampe Pavilion	\$ 200.00
Tahoe/Douglas Elks Lodge #2670 # 112	<i>Made Payment for</i> Permit #8378	Lampe Group Pavilion	2013 Tahoe/Douglas Elks Carnival/Lampe Group Pavilion-Reservation Fee	\$ 5.00
Tahoe/Douglas Elks Lodge #2670 # 112	<i>Made Payment for</i> Permit #8378	Lampe Soccer Field	2013 Tahoe/Douglas Elks Carnival/Lampe Soccer Field-Deposit Soccer Field, Tournament or Event	\$ 400.00
Tahoe/Douglas Elks Lodge #2670 # 112	<i>Made Payment for</i> Permit #8378	Lampe Soccer Field	2013 Tahoe/Douglas Elks Camival/Lampe Soccer Field-Alcohol For Sale Permit	\$ 50.00
Fahoe/Douglas Elks Lodge #2670 # 112	<i>Made Payment for</i> Permit #8378	Lampe Soccer Field	2013 Tahoe/Douglas Elks Camival/Lampe Soccer Field-Lampe Pavilion/hour	\$ 250.00

BALANCE OF PAYMENT PLANS PAID AGAINST ON THIS RECEIPT:

Receipt 3009557.001 Balance = \$1,490.00

Thank you for your business. Have a great day!

Save all receipts for your records. We do not have a year end statement. Douglas County Parks & Recreation Federal Tax ID #88-6000031.

Page: 1 of 1



#### **Gardnerville Town Board**

#### **AGENDA ACTION SHEET**

- 1. <u>For Possible Action</u>: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Capital Classic Productions for the Main Street Event car show, August 16-18, 2013 in downtown Minden and Lampe Park.
- 2. Recommended Motion: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Capital Classic Productions for the Main Street Event car show, August 16-18, 2013 in downtown Minden and Lampe Park.

Funds Available: Ves V/A

3. Department: Administration

**Prepared by:** Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: N/A
- 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

#### TED THRAN, CLERK-TREASURER OUTDOOR FESTIVAL ENTERTAINMENT EVENT APPROVAL FORM 775 782-9014 FAX 775-782-9016

DATE: JUNE 14, 2013

FROM: TED THRAN, CLERK-TREASURER

SUBJ: OUTDOOR FESTIVAL ENTERTAINMENT EVENT APPLICATION

Enclosed please find an application for an Outdoor Festival Entertainment Event submitted by the Capital Classic Productions.

The event is the Main Street Event car show, scheduled for August 16 - 18, 2013 to be held in Downtown Minden & Lampe Park Soccer Field, Gardnerville, Nevada.

Please review the application(s), print this page, and return your signed response to Carol A. McCulloch, in Ted Thran's Office no later than <u>THURSDAY</u>, JUNE 27, 2013. THIS ITEM IS SCHEDULED FOR THE JULY 18, 2013 COMMISSIONER AGENDA.

PPROVE: YESNO PPROVE: YESNO PEPOSIT RECOMMENDED: YESNO; if yes, amount \$ COMMENTS/CONDITIONS:
EPOSIT RECOMMENDED: YES NO; if yes, amount \$
· · · · · · · · · · · · · · · · · · ·
IGNED:
RINT NAME & TITLE:

6-2

# RECEIVED

JUN 1 3 2013

DOUGLAS COUNTY CLERK

#### OUTDOOR FESTIVAL LICENSE APPLICATION

Application Date:	6-12-13	Date(s) of Event: Arc	16th-17th-18th
	MAIN Street Event		<u></u>
Location of Event:	(Address or Legal Description)	18th Lampel	PArk
Applicant's name:	Capital Classic	Productions	
Contact's name: _	BALAN MCGill (If different than applicant)		
Mailing address:	PO BOX 3882 CP Street or P.O. Box	City City M	89702 zip Code
(If different):	Street	Arson City M City State	
Phone #(s): 75	6103680 (Business)	(Home)	(Celi)
Is the applicant a(	n): Corporation Partner	ship 🗋 Individual 🛛	Other Sole Proprietor
If corporation or p	artnership, please list corporate	officers or partners:	
If corporation or p Name	artnership, please list corporate Address	officers or partners: Title	•
		·	
		·	
		Title	
Name  Description of Ever	Address nt: 3 day Classic Car eu	Title ent in Dambasn Min	den (tFF
Name Description of Ever Conera Ida ) an participants er	Address Address Address At: 3 day Classic Car eve L Campe Park, Mose L Campe Park, Mose Lir deur vehicle For a c	Title ent in Dambain Mur (Brind +05), Food funce at cash + prov	den (OFF Hvendors, Car Vids, Vehicles
Name Description of Ever Conera Ida ) an participants er	Address ht: 3 day Classic Car eve L Campe Park, pussic	Title ent in Dambain Mur (Brind +05), Food funce at cash + prov	den (OFF Hvendors, Car Vids, Vehicles
Name Description of Ever Concraida) and participants er remain Static	Address Address Address At: 3 day Classic Car eve L Campe Park, Mose L Campe Park, Mose Lir deur vehicle For a c	Title ent in Dambaon Mun (Bard + DJ), Food Imme at cash + pur trea. Dpentote P Sonday 18	den (OFF Hvendors, Car Vids, Vehicles

Will an admission fee be charged for your event? 🛛 Yes  $\Box$  No If yes, \$ amount: <u>15</u>-

Open (no charge ) to Public When will fee be collected? Pre-sales At entrance

Outdoor Festival Packet: Revised May 2009

List approximate number of participants:
List approximate number of spectators: 500-1000
List expected peak number of spectators: <u>SDD</u>
Will alcoholic beverages be served? X Yes No Only downloand (all liquor vendors must be individually licensed with Douglas County Sheriff's Office)
Will food and/or beverages be served? X Yes No (all concessionaires must be licensed and operate under a valid health department permit pursuant to NRS chapter 446.)
Will there be live music? X Yes No - If Yes, Name of Performer(s)
Name of Insurer: EASTMAINST JUSUR. SUC
Limits of liability: See Affrached
Address of Insurer: POBX 1798 CASS UNILey CA 95945 Street Lity State Zip code
Policy number: E1-771310 - 582946

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the permit. The filing of the application does not authorize the conducting of any business for which a permit is required, and any carrying on of such business before a permit is issued may also be grounds for denial of a permit.

Signature of Applicant

6-12-13 Date

•

plicant

CAPITALCLASSICCULTSE	4004	Ahoo.
Contact Email Address	0-	com

#### **FESTIVAL PLANS:**

#### (MUST BE COMPLETED - ATTACH ADDITIONAL PAGES IF NECESSARY)

Detailed explanation of the applicant's plans to provide law enforcement protection; water facilities; food concessions; toilet facilities; trash cans and litter; medical facilities; fire protection; parking areas, access and parking control; maintenance of a headquarters or providing contact information; if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities; and what provisions shall be made for numbers of spectators in excess of the estimate. Applicant may submit a plot plan showing arrangement of the facilities including those for parking, egress and ingress shall be submitted with the application. (§ 5.12.040)

#### Describe law enforcement protection plan (§ 5,12.120(A))

We will have Any needed Subridy

#### Describe plan for location and supply of water facilities (§ 5.12.120(B))

Vendors will have water available

#### Describe food concessions plan (§ 5.12.120(C))

Food & Beverage Vendors, All Food & Beverage vendors are Gensed & covered by state hearth dept vendors are responsible for thur Area sontation requirements

Describe toilet fac	cilities plan (§ s	.12.120(D))	
3 restrooms	(portable)	1 Hondicapped	1 Hondwish Station
plos cupe	+ PARK +	LAmpe Dark	
(I)	(2)		

#### Describe trash cans and litter plan (\$ 5.12.120(E)) 2 DMOSTOS + A (TANGKMUNT W) TOWN OF MINDOW

<u> </u>		MI MARCALLA	w	10un Ut	innas		
١c	14	i : 5	. 7	Lampe	Derk	·····	
2	0			L'unique	PAH -		
ĊS	V will Cheek	- Areas dorin	7 ee	sent did.	SONS 0	of trash	
			1			<u> </u>	

#### Describe medical facilities plan (§ 5.12.120(F)) Charter Dauntann - 15t Aid

1st responder & CPR Cordified Person will be at event

#### Describe fire protection plan (§ 5.12.120(G))

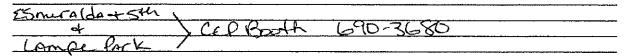
2 Fire Exponguishers

Outdoor Festival Packet: Revised May 2009

#### Describe parking areas, access and parking control plan (§ 5.12.120(H))

Participants to park on closed of streets or in Designated Area OS LAMPE PARK

#### Describe location of on-site headquarters or contact information (§ 5.12.120(J))



Describe illumination plan (§ 5.12.120(K))

lights at Street lights HTOWER to and

#### Describe overnight camping facilities plan (§ 5.12.120(L))

None

#### Describe communication system plan (§ 5.12.120(Q))

Sound System DJ+Bmd ATTREGISTRATION +CCP BOOTH

# What provisions will be made for numbers of spectators in excess of the estimate (§ 5.12.040)

NA

Attach a plot plan showing arrangement of the facilities including those for parking, egress and ingress. (§ 5.12.040)

#### **CONTRIBUTORS & INVESTORS LIST**

Please list anyone who has contributed, invested or who has a financial interest greater than \$500. Use additional sheets if necessary.

Name	Address
	· · · · · · · · · · · · · · · · · · ·

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#### INSURANCE, HOLD HARMLESS & INDEMNIFICATION REQUIREMENTS FOR AN OUTDOOR FESTIVAL LICENSE APPICATION

Pursuant to Douglas County Code §5.12, any applicant for a Douglas County Outdoor Festival license must ensure the following requirements are met to the satisfaction of Douglas County before the Outdoor Festival license may be issued.

#### **INDEMNIFICATION & HOLD HARMLESS**

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly or indirectly out of the event or any activity leading up to, during, or following the event, excepting those which arise out of the sole negligence of the COUNTY. APPLICANT further agrees to defend COUNTY and assume all costs, expenses and liabilities of any nature to which COUNTY may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors or omissions of APPLICANT or its agents concerning the event.

#### **INSURANCE REQUIREMENTS**

COUNTY requires that APPLICANT purchase General Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the event by APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by APPLICANT. APPLICANT shall maintain coverage and limits of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (\$2,000,000 for high risk events).

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY prior to the event. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self insured retention and prior to issuing the license. The COUNTY prior to the change taking effect must approve any changes to the deductibles or self-insured retentions.

APPLICANT shall provide COUNTY with a certificate of insurance that identifies COUNTY, its officers, agents, employees and volunteers as additional insured's.

NOTE: A certificate of insurance complying with the provisions stated above is not required with the Outdoor Festival license application, but must be furnished prior to the issuance of the license.

I hereby agree to the all of the provisions stated above:

MAIN Street Event

Name of Event

Brian Mcbill Applicant's name (printed)

ppligant's signature

6-12-2013

Outdoor Festival Packet: Revised May 2009

#### **PROPERTY OWNER AFFIDAVIT**

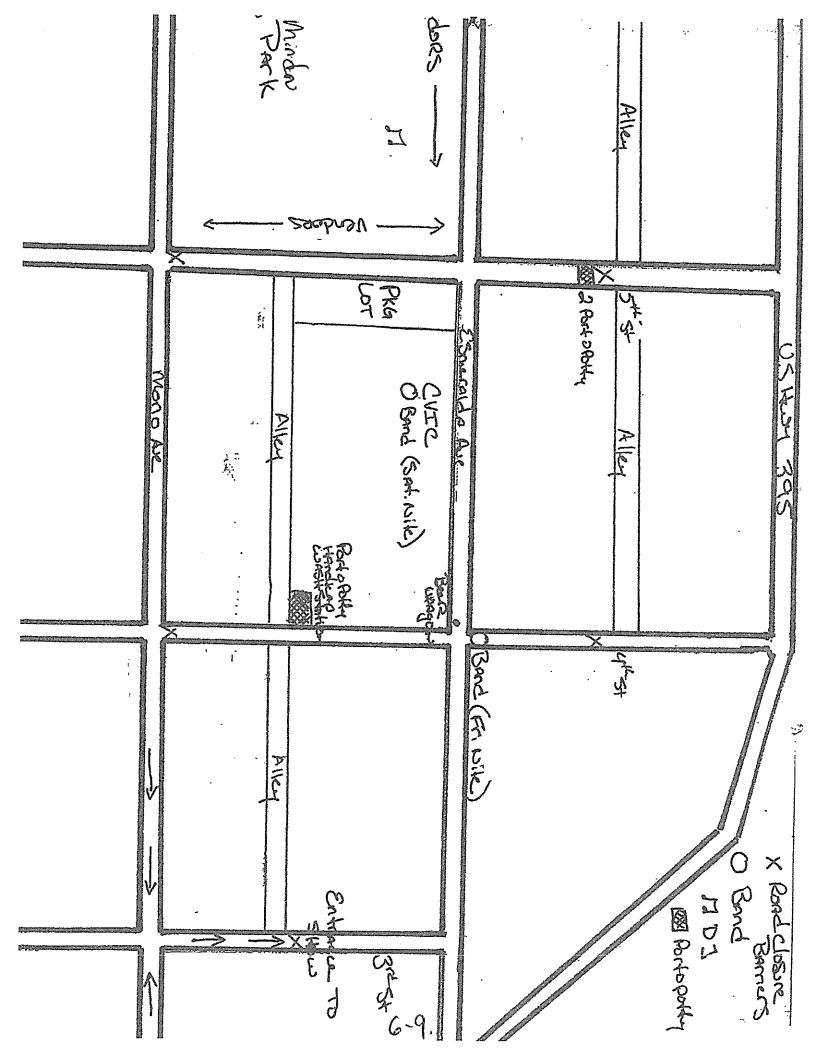
STATE OF NEVADA	
) ss COUNTY OF DOUGLAS )	:
permission to use the property a	being duly sworn, depose, and say involved in this application, that the applicant has my full and that the foregoing statements and answers herein contained bmitted are in all respects complete, true and correct to the best
Location of Event:	ess or Legal Description
Addr	ess or Legal Description
Sigr	ned
Subscribed and sworn to before	me this day of, 20
*Owner refers to the following. I	Please mark the appropriate box.
OWNER/JOINT OWNER	
CORPORATE OFFICER/PARTN	IER
D POWER OF ATTORNEY (Provi	de copy of Power of Attorney)
AGENT (Notarized letter from	n property owner giving legal authority to agent)
Douglas County Clerk's Office	
~OR~	
Notary Public in and for said cou	nty and state
My commission expires:	

Outdoor Festival Packet: Revised May 2009

ACORD'	CERTIFICATE OF LIABI	LITY INSURANCE	DATE 06/12/2013	
PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone 855-493-8368, Email info@theeventhelper.com		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
		INSURERS AFFORDING COVERAGE	NAIC #	
NSURED		INSURER A: Lloyds Syndicate 2623	AA-1128623 82%	
Capital Classic Productions Nancy McGill 216 N. Iris St Carson City, NV 89703		INSURER B: Lloyds Syndicate 623	AA-1126623 18%	
		INSURER C:		
		INSURER D:		
		INSURER E:		
COVERAGES				

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. POLICY EFFECTVE DATE POLICY EXPIRATION DATE insr Ltr ADOL TYPE OF INSURANCE POLICY NUMBER LIMITS EACH OCCURRENCE INCLUDES А Y GENERAL LIABILITY BODILY INJURY & PROPERTY DAMAGE 1,000,000 \$ EH-771310-582946 08/16/2013 08/19/2013 COMMERCIAL GENERAL LIABILITY 5,000 \$ CLAIMS MADE OCCUR MED EXP (Anyone person) 1,000,000 K Host Liquor Liability PERSONAL & ADV INJURY \$ EH-771310-582946 08/16/2013 08/19/2013 2,000,000 GENERAL AGGREGATE \$ GENL AGGREGATE LIMT APPLIES PER: XPOLICY PROJECT LLOC INCLUDED PRODUCTS - COMP/OP AGG \$ Retail Liquor Liability 1,000 DEDUCTIELE \$ AUTOMOBILE LIASILITY COMBINED SINGLE LIMIT \$ (Each Occurrence) ANY AUTO ALL OWNED AUTOS BODLY INJURY \$ (Per person) SCHEDULED AUTOS HIRED ALITOS BODILY INJURY \$ (Per accident) NON-OWNED AUTOS PROPERTY DAMAGE \$ (Per accident) GARAGE LIABILITY AUTO ONLY - EA ACCIDENT \$ ANYAUTO EA ACC \$ OTHER THAN AUTO ONLY: AGG \$ EXCESS/UMBRELLA LIABILITY EACH OCCURRENCE \$ OCCUR CLAIMS MADE \$ AGGREGATE \$ DEDUCTIBLE \$ RETENTION \$ \$ WORKERS COMPENSATION AND \$ WC STAT. UM. OTH. EMPLOYERS' LIABILITY ELL EACH ACCIDENT \$ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? \$ EL. DISEASE - EA EMPLOYEE lí yes, describe under SPECIAL PROVISIONS below EL DISEASE - POLICY LIMIT \$ OTHER DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.

CERTIFICATE HOLDER	CANCELLATION
Douglas County their employees, agents & contractors 1616 8th St Minden, NV 89423	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATON DATE THEREOF, THE INSURTER AFFORDING COVERAGE WILL SIDSALOR TO MAIL 30 DAYS WRITTEN NOTCE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUTKARLINE-TO GO SO SHALL INFOCS NO CELICATION OF LIABILITY OF ANY AND APOCH THE MEMOREM, ITS ACENTS OR
	RERESCHIATMES.
	AUTHORIZED REPRESENTATIVE III Madduo





"A Tradition of Service"

Ron Pierini SHERIFF

# **Temporary Liquor License Permit**

Non-Profit:	S	pecial Event:	XX
Organization:	Capital Classic Prod	uctions	
Requested By:	Bryan McGill		
Mailing Address:	PO Box 3882		
City, State, Zip:	Carson City, NV 8970	)2	
Telephone:	(775)690-3680		And a faith of the

Event:	Main Street Event			
Event Location:	Downtown Minden-Esmeralda			
Event Date:	August 16, 2013 August 17, 2013			
Event Time:	8/16 5pm-10:30pm & 8/17 8am-4pm			
Type of License (	nark one):	Beer & Wine Only	XX	Full Alcohol

Approved by:

Parks Superintendent

Date

Porald P

Approved by:

Ronald Pierini, Sheriff

Date

Fee Paid:	\$150.00
Date of Application:	06/13/13

#### What steps will you take to limit alcohol access to our youth at your event? (see attached)

POST OFFICE BOX 218 • MINDEN, NEVADA 89423 Administration 775/782-9900 • Investigations 775/782-9905 • Civil 775/782-9942 • Jail 775/782-9921 Records 775/782-9933 • Dispatch 775/782-5126 • Fax 775/782-9919

6-10



#### **Gardnerville Town Board**

#### AGENDA ACTION SHEET

- 1. <u>For Possible Action</u>: Approve appointments of Dorette Caldana, Kenneth Garber and Margaret Pross to the Main Street Gardnerville Board of Directors.
- 2. Recommended Motion: Approve appointments of Dorette Caldana, Kenneth Garber and Margaret Pross to the Main Street Gardnerville Board of Directors. Funds Available: □ Yes □ N/A
- 3. Department: Administration

**Prepared by:** Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: N/A
- 5. Agenda: Consent Administrative

Background Information: See attached.

6. Other Agency Review of Action: Douglas County

7. Board Action:

□ Approved □ Denied

□ Approved with Modifications □ Continued ₩ N/A



June 11, 2013

Main Street Gardnerville Board of Directors,

It has been my great pleasure to serve on the Main Street Gardnerville Board of Directors as well as participate in our many revitalization efforts of downtown. Therefore, please accept this letter as a reaffirmation of my commitment and desire to remain on the Board of Directors for a second term.

Should you need further information, please contact me at your earliest convenience.

Respectfully, aldun Totto =

Dorette L. Caldana

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.



1700 County Road Suite C Minden Nevada 89423 175 785 7991

Alcolation com

L

May 24, 2013

Dorette Caldana President

Paula Lochridge Program Manager Main Street Gardnerville

Dear Members;

This letter is to inform you of my desire to continue on the Board of Directors for the Main Street Gardnerville program for an additional term.

Additionally; I would also like to remain on the Program Subcommittee and continue my involvement in those related programs including the Thirsty Third Thursday Wine Walks.

Thanking you in advance for your consideration,

unt A Julin

Kenneth S. Garber

Margaret A. Pross

May 21, 2013

Gardnerville Town Board 1407 Hwy. 395 Gardnerville, NV 89410

Board Members:

Since the inception of the Main Street Gardnerville Program, it has been my pleasure to serve as Vice-Chair of the Main Street Gardnerville Board of Directors for one year and President of the Main Street Gardnerville Board of Directors for two consecutive years. I have immensely enjoyed being an active member of our Board, participating in the revitalization of downtown Gardnerville. I believe that I have demonstrated the commitment, skills and leadership that our Program requires. I have the time and enthusiasm as well as the respect of our community to get the job done.

I would like to continue to participate in this amazing program as a Director for another term. I hope that you will support me in my request.

Sincerely,

Masgarit Pross

Margaret Pross Main Street Gardnerville Board of Directors



**Gardnerville Town Board** 

#### AGENDA ACTION SHEET

- 1. <u>Not for Possible Action</u>: Public outreach presentation on conducting energy audits on small businesses, and agriculture facilities of any size to lower energy consumption and make business more sustainable through savings on energy bills. Presentation by Rachel Cason, Marketing, Desert Research Institute.
- 2. Recommended Motion: No motion required. Funds Available: ☑ Yes ☑ N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: 20 minutes
- 5. Agenda: Consent Administrative

Background Information: The Town was contacted and asked if Desert Research Institute would be able to do a public presentation to the Town Board in an effort to get the information on the program out to the general public. The presentation is included in the board packet and will be presented at the meeting.

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

□ Approved with Modifications □ Continued

# **Desert Research Institute**

# Energy Savings Program



+

# The search Institut

#### The goal of this program is to identify energy waste and report ways to save costs

This waste can be remedied by:

- Simple and cost effective upgrades
- Improve behavioral habits
- Properly installing equipment

The DRI Team will identify the areas where simple upgrades **can lead to significant savings.** Your business will receive a state-of-the-art report analyzing the necessary changes.

# **Desert Research Institute**

# How can DRI help your business?

Our team will conduct an energy assessment on your building using stateof-the-art equipment. Based on the findings, you will receive a report analyzing the areas for necessary improvement.

# About DRI?

The Desert Research Institute conducts cutting edge research in air, land, life and water quality across Nevada, the United States, and abroad.

We are a **non-profit** organization with a goal of finding energy waste in rural Nevada and providing a remedy for the issue. Our statements are objective, as we are not interested in selling a product or service.

DRI is a member of the Nevada System of Higher Education, NSHE.

# How much does it cost?

Traditionally these assessments cost over \$1,000. However, the USDA has contracted with DRI to subsidize the Assessments. Each assessment starts at \$80 for those who are customers of Southwest Gas Co.



# **Desert Research Institute**



# Committed to the future of rural communities.

# Average Savings are \$10,000 per year

Some common areas of simple changes are insulation, refrigeration, and lighting. The report will contain an analysis of how to improve each of these areas.

#### **Refrigeration:**

Refrigeration accounts for up to 50% of energy costs. Often, the unit is improperly installed or poorly managed. DRI will determine if motors and insulation are working properly, as well as identifying leaks and being sure to check that the unit is operating at efficiency standards.

#### **Building Envelope:**

Building envelope is an analysis of the building itself (depicted in the image on the first page). Changing weather stripping and other structural improvements can save hundreds of dollars per year.

#### Insulation:

The DRI assessment team will identify areas that are in need of improved insulation, saving your business hundreds of dollars on water heating and food storage costs.

#### Lighting:

DRI has vast experience and research with lighting, and can determine whether the lighting in your business is up to efficiency standards. Updated lighting technology will add to your businesses yearly savings.

#### Solar:

Beyond your standard energy assessment, the DRI Energy Team is capable of determining if solar heating is practical for your business as solar is a practical and economical energy source in Nevada's unique climate.

# USDA & REAP

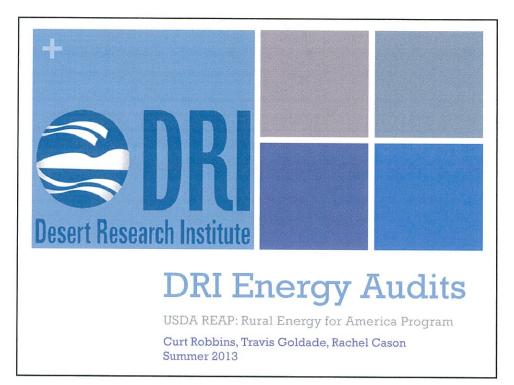
Rural Development Energy Program This program is funded by a grant from the USDA REAP division. The goal of this program, as well as DRI, is to lower energy consumption and make business more sustainable through savings on energy bills. The grant makes it possible to apply for reimbursement of the cost of recommended energy-efficient upgrades.

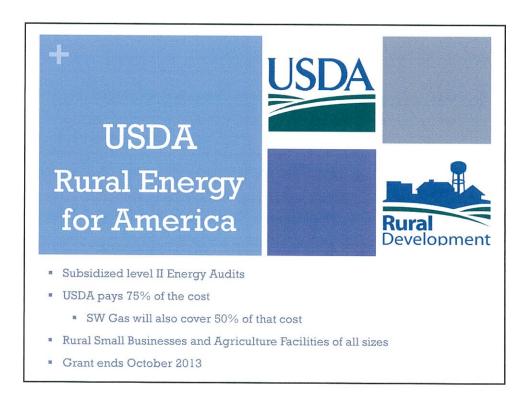
8-3

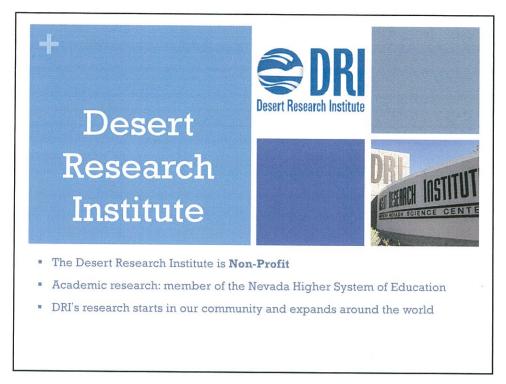
#### Desert Research Institute Contact Information

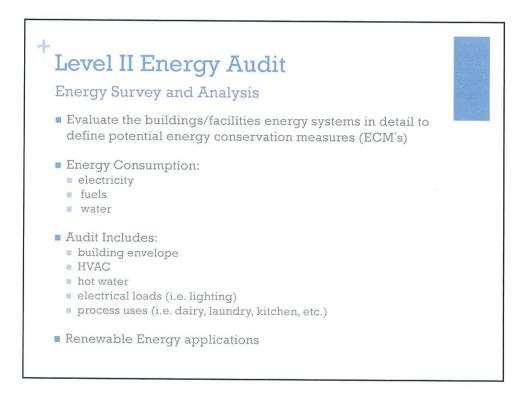
Curt Robins: (775) 674-7129 Travis Goldade: (775) 674-7045 Rachel Cason: (775) 843-9719 Email: rachel.cason@dri.edu Address: 2215 Raggio Parkway Reno, NV 89512

# **This offer ends October 2013**

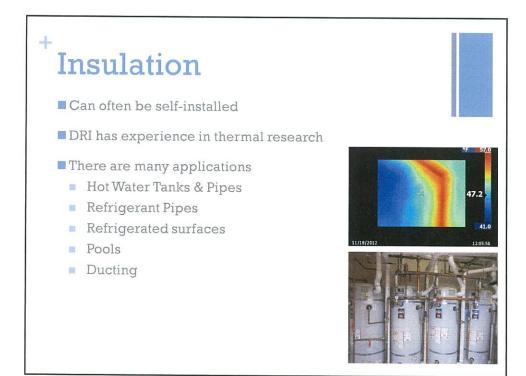




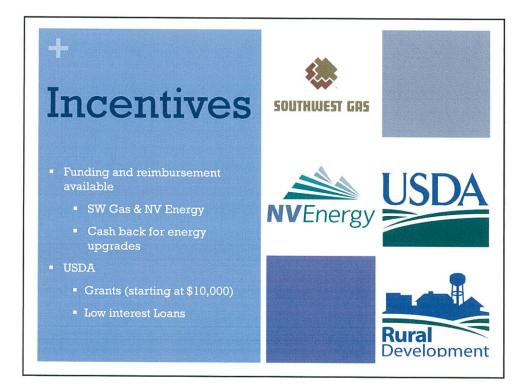




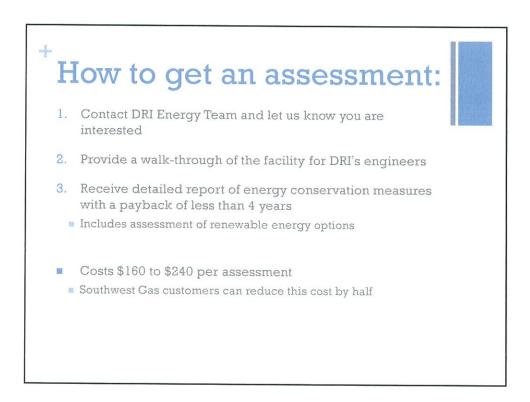


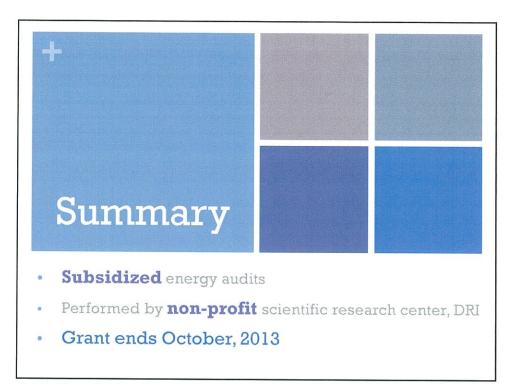






Energy Audit Cost	Cost (\$)
Pre-audit energy consumption examination	\$60
Travel- car expense (round trip ~ 3 hours)	\$250
On-site inspection and data collection (~4 hours x2 engineers)	\$350
Final report (8+ hours); includes renewable energy options	\$300
Total Audit Cost	\$960
25% Client Fee	\$240
Audit cost to project	\$720









**Gardnerville Town Board** 

### **AGENDA ACTION SHEET**

- 1. <u>For Possible Action</u>: Discussion of a work plan for the Eagle Gas property, APN: 1320-33-402-075; 1395 Highway 395 N., Town of Gardnerville, within the Main Street District. The discussion on demolition of the existing facilities and amenities and discuss options for the proposed improvements, 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: July 2, 2013 Time Requested: 30 minutes
- 5. Agenda: Consent Z Administrative

Background Information: The town took ownership of the Eagle Gas property on June 5, 2013. We have cleaned out the building of garbage, broken glass, and food. We removed the original light poles and footings, bollards and we removed the gas station signs and poles. We have coordinated the tanks and line testing for Monday July 8<sup>th</sup>.

I would like to discuss with the board the proposed work plan. I have a draft version developed for the project and it is attached in this packet. We are trying to accomplish big dreams on as little investment as possible. See next page for additional back up information.

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

Approved	<b>Approved</b> with Modifications
Denied	Continued

There are several options to choose from and more options after the tanks are tested on the 8<sup>th</sup>, but for right now, I think it is important to gather input prepare some conceptual plans and advertise a public workshop one evening, maybe on site during a wine walk.

- We can leave the building as is; possibly utilize the building until we can apply for funding for the demolition or building removal.
- We can remove the ac area, replace the curb and gutter, create the gateway area now and do the parking lot under grant funds.
- Apply for funding next year through Main Street to do the gateway.
- Apply to NDOT for funding of the curb gutter and sidewalk and start breaking down the town in sections to complete.
- Or leave it as is and apply for demo and improvement grants to do the entire project at once.

I'm sure there are more opportunities for this site that I have not listed.

This site was identified in the Town's Parking District Strategy and proposed as the first of a three (3) phase parking lot. This strategy has not been before the County Commissioners for approval, but they were supportive of the town taking ownership and working the available programs to come up with a beneficial use of the property.

Please see the attached plans. We have added the existing structure locations on the proposed plan to clarify the actual location of the existing building relative to the proposed improvements.

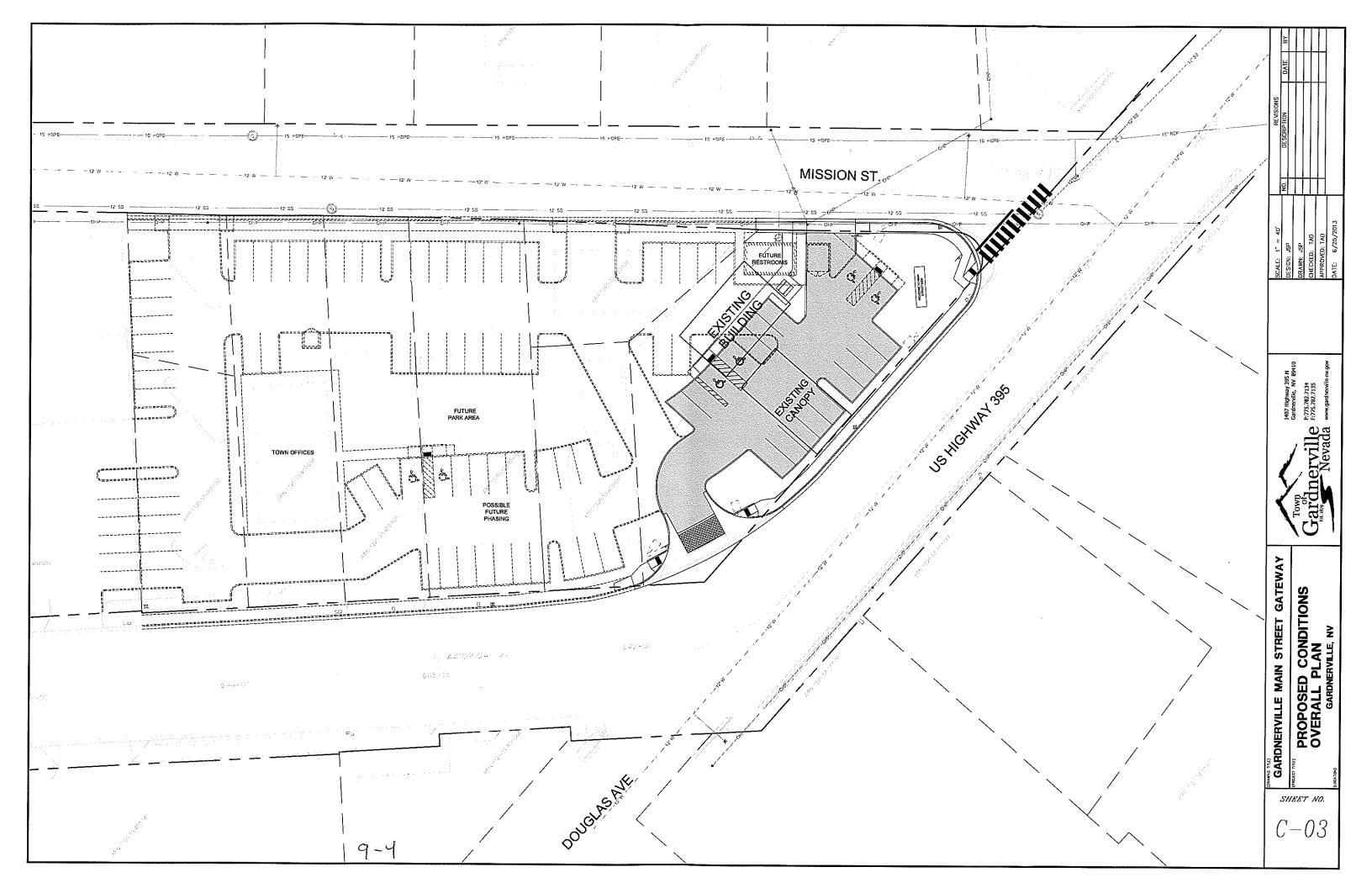
Please come with ideas and thoughts you may have for consideration to the plan we will develop for the public workshop.



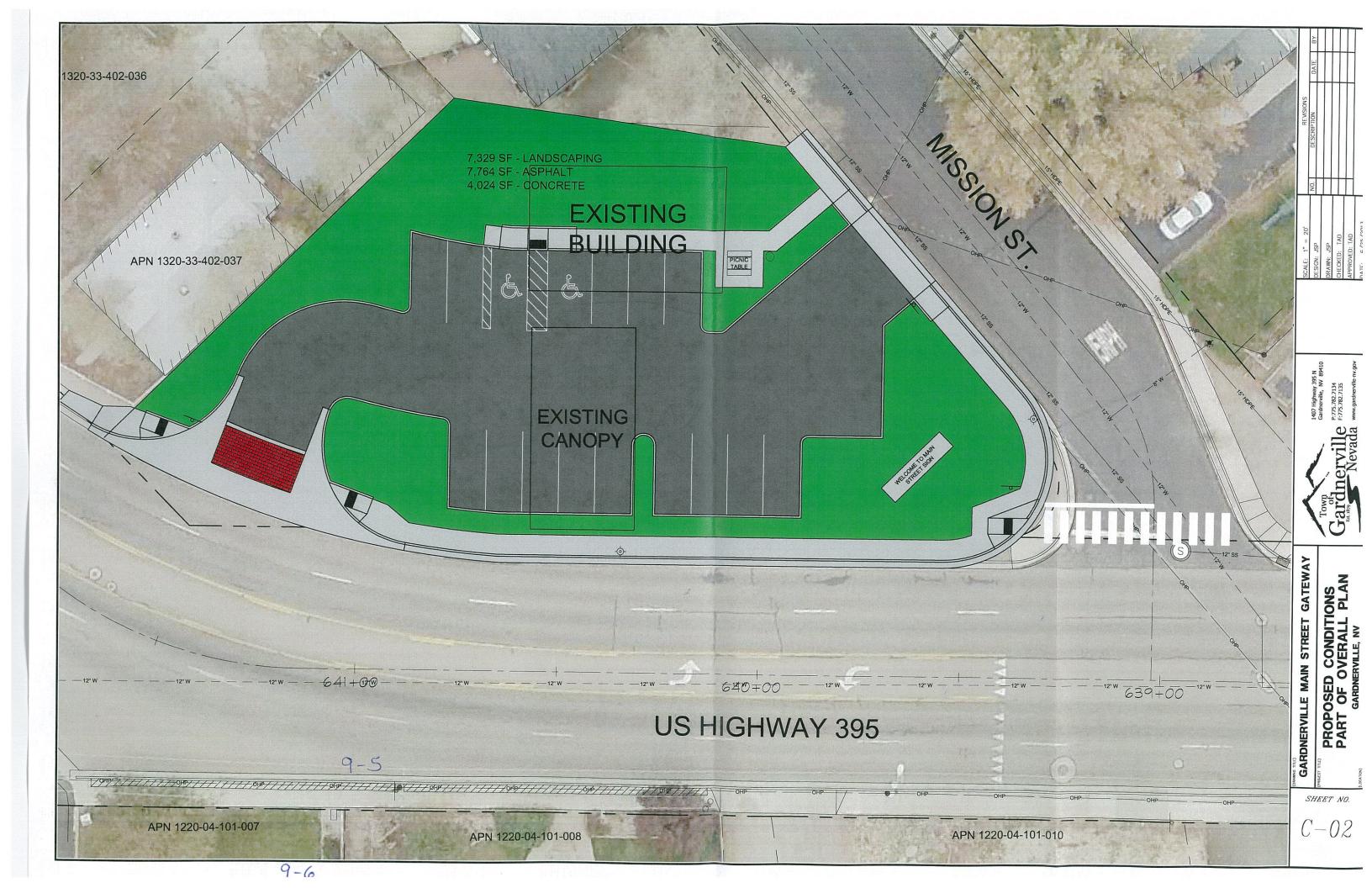
## Work Plan – Eagle Gas Station - Downtown Gardnerville Gateway

Activity	Tacke Noccessary to Complete Activity	Tarl B	-		
farmer .	I aska incressaly to complete Achivity	I ask kesponsibility	Due Date	Comp. Date	Budget
	Remove the old light poles and fixtures				
	Beverage signs and window collages Eagle Gas Signs				
	Kerosine Tank				
Initial site cleanup	Garbage and barrels from aournd the back of the	town staff	06/28/13		\$0.00
	building				
	Replace the metal cover on the roof units				
	Remove bollards and back fill with dirt left on the site				
Call Venders for Ciggerette racks and Refer units	remove the Vender cabentry or discpos of material	town staff			
sell the ice bag freezer	remove from building	town staff			\$1,000
	Remove old remaining icecream - remove unit from				
Sell ice cream freezer	building	town staff			
Remove remaining building contents	Haul away Trash salvage what we can sell and sell it.	town staff			
Contract with State Approved agency for Brownsfield phase II report.	call and coordinate contract and extimated costs	tad			
Apply for brownsfield funding for phase II					
receive the latest report from Krazan, hired by the bank	call and coordinate to recive a copy of the report.	tad	6/30/2013	6/20/1931	
	Coordinate company to test tanks per NDEP				
Leak test underground tanks (4 ust) + 1 heating oil tank & pipes	requirements				
Pursue NDEP petrolum fund enrollment if tanks not leaking					
research the hydrulic lift for removal	see if state or if meusum has pictures of lifts				
Site Design and Site Layout and overall plan concept					
Prepare a couple of alternatives for board review and comment					
Provide public workshop to discuss project and proposed plans for site					
Discuss with NDOT the proposed site plans and obtain feedback to the design					
Advertise and invite business to comment on project					
Final design and board approval to proceed with funding	75				
Apply for federal Brownsfield funding for site reclamation					
Apply for state park funding					Γ
apply for CDBG Funding - through the county					

9-3









Gardnerville Town Board

### **AGENDA ACTION SHEET**

- 1. <u>For Possible Action</u>: Discussion and provide direction to staff regarding the concerns recently expressed by two of the local business owners adjacent to the Town's roadside trees located within downtown Gardnerville, and discussion of installing a single roadside tree and sidewalk at 1462 Highway 395, (APN: 1320-33-401-011), with public comment prior to board action
- 2. Recommended Motion: To provide direction based on board discussion and approve the sidewalk, tree grate and tree installation at 1462 Highway 395. Funds Available: ✓ Yes □ N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: 30 minutes
- 5. Agenda: Consent Administrative

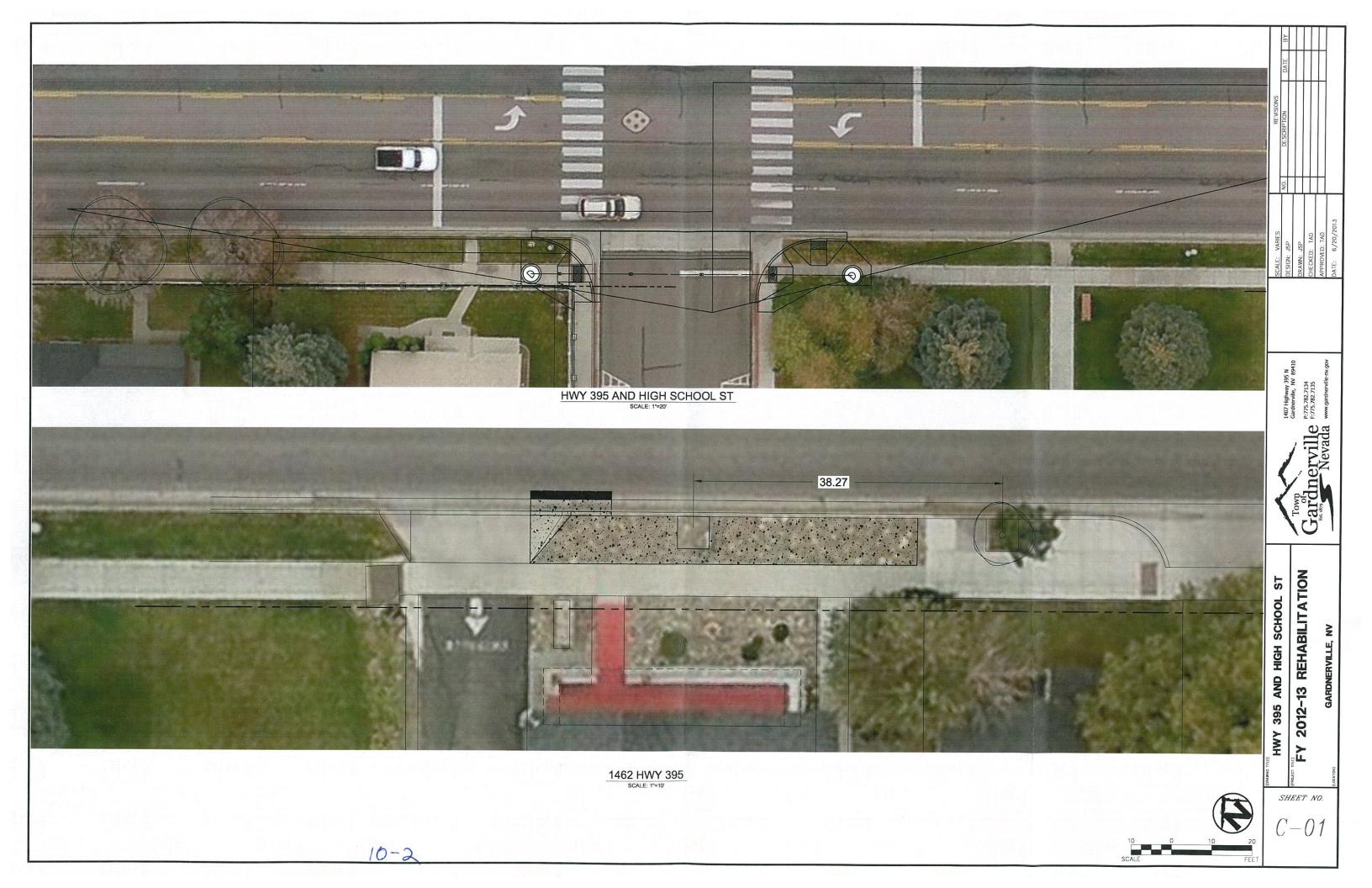
Background Information: Town Staff has received complaints over the past two months about the size of the trees in front of the Overland and the size of the shrubs at the single family residence north of the driveway into the Overland from Highway 395. The owners of the Overland would prefer to cut the trees down and replace them with shrubs. When those trees were put in, she was told the trees would not get that big. Now they are blocking the building signage. The trees are getting blamed for the lack of business. Staff would like to discuss any viable options with the Board for the trees, at the very least trimming the tree as to not block the building signage. Staff fears that with trimming of the tree tops, the tree will eventually die and need to be replaced.

Staff has been approached by the owner of 1462 Highway 395 to install the wider sidewalk, tree grate and plant a tree. We have a plan for what that will look like. The tree will not interfere with the sight visibility from adjacent driveways. Staff would like to proceed with NDOT approval.

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

**Approved Denied** 

Approved with Modifications Continued



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**



1. <u>Not for Possible Action.</u> Discussion on the Main Street Program Manager's Monthly Report of activities for June 2013.

2. Department: Main Street Program

**Prepared by: Paula Lochridge** 

3. Meeting Date: July 2, 2013

**Time Requested: 5 minutes** 

4. Agenda: Consent Administrative

5. Background Information: See attached

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

7. Board Action:

□ Approved □ Denied □ Approved with Modifications □ Continued



### To: Gardnerville Town Board

- Fr: Paula Lochridge, Main Street Gardnerville Program Manager
- Re: Program Manager's Report for July 2, 2013
  - Paperwork required for the Nevada Department of Tourism and Cultural Affairs grant have been submitted. Labyrinth project expenses were just under \$4,000 with well over \$5,000 in volunteer hours spent on this project... and still more volunteer work is needed. Labyrinth project at Heritage Park Gardens is really taking shape. See enclosed photos of progress.
  - Heritage Park Gardens benefitted greatly thanks to the donation of 100 Austrian Pines from Genoa Trees. These trees were sold for \$45 each or 5-\$200.
  - We have received an acceptance letter on the local level for our application to Nevada Department of Agriculture for their Nevada Specialty Crop Grant funding. Now it'll be submitted to USDA on the national level and we should know if we're accepted by this fall. The requested amount is \$5,000 to go towards the Heritage Park Gardens Children's Garden section focusing on an educational component.
  - Revolving Loan Fund update:
    - Per our loan fund liaison, we have another loan application turned in and awaiting review by the loan committee with the potential of another one being submitted soon.
    - We've requested an extension from USDA RD to extend the remaining revolving loan funds (\$26,000) from our initial grant into the next fiscal year.
  - Our June wine walk was successful with nearly 400 people joining us and approximately 150 of those were new to the event. In fact, the Historian Inn said that they had four of their rooms reserved in advance for the event by folks from out of town.
  - Businesses Comings and Goings:
    - **Nevada Unique** grand opening was June 15<sup>th</sup>. *Nevada Unique Store is a place to find small batch, hand crafted items unique to Nevada. We have gourmet foods, seasonal local produce, jewelry, art work and so much more. Local made products for local folks.*

- **Unique Boutique**: *(formerly Urban Jungle) Unique Boutique is a little bit of everything fun and exciting in one shopping experience. They are bringing you thrift store prices in a boutique shopping experience. New, gently used and locally handcrafted items will be featured in their new store with the added bonus of a place for kids to play while mamas do a little shopping.*
- A new business, **Polka Dots**, will be opening in July in the old Ruby Rose location.

### Upcoming events and dates:

- Monthly Morning Coffee Meetings Tuesday, July 2<sup>nd</sup>, at 8:30 am.
- Freedom 5K Fun Run/Walk event, partnering with the Town of Gardnerville. July 4<sup>th</sup>, 7 am 12 pm *(Volunteers needed)*
- Movies in the Park, July 5<sup>th</sup>
- Thirsty Third Thursday Wine Walk on July 18th
- Movies in the Park, July 26<sup>th</sup>
- Movies in the Park, August 9<sup>th</sup>
- Old Town Days, September 14<sup>th</sup> & 15<sup>th</sup>
- Fall Harvest Celebration, Heritage Park Gardens on October 5th
- Cash Mobs will resume in October, Saturday, October 5<sup>th</sup>

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

Bula Sochridge

Paula Lochridge, Main Street Gardnerville Program Manager







The labyrinth project at Heritage Park Gardens is taking shape.



775-782-512



SHANNON LITZ

Yu Shimizu-Parker of Gardnerville works on the labyrinth at the Heritage Park community garden on Saturday morning.

### Volunteers grow Heritage Park Garden

by Caryn Haller challer@recordcourier.com

Volunteers cheered and applauded as the first section of the Heritage Park Gardens labyrinth was complete Saturday.

As an accent to the 17-bed community garden, the labyrinth is a circular meditative walking path lined with painted rocks, leading to a larger rock in the middle.

"As you walk it's a meditation to get to the center. A lot of big gardens have something like this, and it's a different component to the garden," said Carol Sandmeier, garden committee chairwoman. "The paths are wide enough for wheelchair access. We're naming the big rock in the center "Tom,' after the town manager."

As well as constructing the labyrinth, a dozen volunteers planted vegetables, pulled weeds and cleaned up during a garden work day.

The various garden beds are adopted by individuals, and community groups like Boy Scout Troop 33, that grows vegetables for the food closet.

"They've already donated 12 pounds of lettuce and radishes," Sandmeier said of the flourishing garden bed.

The garden also includes demonstration beds such as the Master Gardeners of Douglas County's edible landscaping bed, and the square-foot gardening bed.

"The garden not only provides space, but teaches adults and children how to grow healthy food in a small space," Sandmeier said. "We see people harvesting food and working together as a community, and that makes us feel good. We've turned this field of weeds into something that will benefit the community for a long time."

Sandmeier said the garden committee applied for a \$5,000 grant to add a 40-by-70-foot children's garden in the future.

The garden would include plots for children, and offer educational classes on growing their own food.

"The more children learn to grow their own food, the healthier our community," Sandmeier added.

Sandi Morrison began volunteering in the garden 18 months ago as a way to get out of the house. Saturday she helped plant a new bed of tomatoes and eggplant.

"I love it. I have a good time. Sometimes I just come out here and do whatever needs done," the Minden resident said. "If you're new here like I was it's a great way to meet people and see what's going on in the area."

Morrison also paints rocks as a fundraiser for Heritage Park Garden.



SHANNON LITZ

Sandi Morrison of Minden plants tomatoes in the community garden at Heritage Park on Saturday morning.

She said the plant marker rocks that say potatoes, or radishes, or beans are a popular item, and make a nice addition to anyone's garden.

She will be selling them at the Gardnerville Fourth of July celebration.

Minden resident Ron James handles the infrastructure of the garden.

"The ladies know the plants, and I help build the structure like the fencing, the walking paths, the beds. It's interesting to see what you can grow here," he said. "I think there's so many benefits to being involved in nature and knowing how things grow. There's miracles going on all around here. The biggest thing I enjoy is creating the opportunity for other people to explore their pleasure in nature."

Barbara Bardecker planted 20 pumpkin plants for the Oct. 5 fall festival open house.

From those plants, she is expecting to grow 90 pumpkins to give away to children.

"It takes about 90-120 days to grow depending on the variety. Last year, we had 10-to-15pound pumpkins," she said. "It's

### DETAILS

Community garden plots with irrigation are available at Heritage Park Gardens located next to Heritage Park in downtown Gardnerville. Annual prices cover the growing season from April 1 through March 30. 4' x 5' — \$30

4' x 10' — \$50

4' x 15' — \$70

For more information to rent a plot, or to volunteer and/ or donate, contact Carol Sandmeier at cjsandmeier@ aol.com, or Paula Lochridge at PLochridge@mainstreetgardnerville.org, or 782-8027.

fun watching the kids when they come in. That's the future, teaching little guys how to grow their own food and live off the land."

The Heritage Park Garden Committee is always looking for volunteers, and no experience is necessary.

For more information, email Sandmeier at cjsandmeier@aol. com, or Paula Lochridge at PLochridge@mainstreetgardnerville.org, or call 782-8027.



Community garden plots with irrigation are available at Heritage Park Gardens, conveniently located next to Heritage Park in downtown Gardnerville. Annual prices cover the growing season from April 1<sup>st</sup> through March 30<sup>th</sup>.

4' × 5' --- \$30 4' × 10' --- \$50 4' × 15' --- \$70



### Heritage Park Gardens

A place to learn, grow, share, and beautify...To cultivate and nurture our community..



or to volunteer and/or donate please contact Carol Sandmeier cjsandmeier@aol.com or Paula Lochridge Lochridge@mainstreetgardnerville.org 775.782.8027



Visit our website! www.mainstreetgardnerville.org

1407 Main Street (HWY 395 N) Gardnerville, NV 89410 Office: 775.782.8027 Email: info@mainstreetgardnerville.org

## Main Street Gardnerville



# Heritage Park Gardens...Growing Now!

Special Events: Daffodil Day in April, Annual Open House/Plant Swap & Sale in June, Children's planting also in June, and Fall Harvest Celebration in October.

**Garden Plots**: Available in  $4' \times 5'$ ,  $4' \times 10'$ , and  $4' \times 15'$ .

Demonstration Plots: Douglas County Master Gardeners' Edible Landscaping, Cooperative Extension Native Plants Club, and Square-Foot Gardening.

Volunteer Workdays and Committee Planning Meeting: Workdays are held

monthly/semimonthly. Garden Committee meets on 2<sup>nd</sup> Tuesday of each month at 3 pm at Gardnerville Town Offices.





Aren

White .

Increase number of garden plots

2013 Season Goals

CAPPENS GOLTON

14 roodway

Dedication of labyrinth/public

Closet

Develop plans for Children's

What did we accomplish in 2012 (our 1<sup>st</sup> year)?

Demonstration Planting

Daffedi YACH.

Fencing

Heritage Park Gardens Master Plan

Heritage Park Gardens is a project of

### Heritage Park Gardens Tree Sale

### Austrian Pine \$45 each or \$200 for five trees

All sales benefit Heritage Park Gardens, a local Community Garden

### 200

**Come Pick Your Own!** at Heritage Park Gardens by special appointment. Available tree sizes: 6' – 7'

### 200

Trees are generously donated by Genoa Trees

### 8

For questions or to purchase tree, please contact *Carol Sandmeier* (cjsandmeier@aol.com) or *Paula Lochridge* (PLochridge@mainstreetgardnerville.org)



Main Street Gardnerville is a non-profit 501(c)(6) corporation and an equal opportunity provider.

### Gardnerville celebrates July 4 with walk and artfest

### **Staff Reports**

The Town of Gardnerville and Main Street Gardnerville will host a "Freedom 5K Fun Run-Walk and Yankee Doodle Chalk Artfest" 7 a.m. to noon July 4 at Heritage Park.

Residents are asked to wear their patriotic colors and participate a run-walk around Heritage Park, Martin Slough Nature Trail and Carson Valley Middle School cross country and running track.

Cost to register for the Fun Run-Walk is \$25 in advance and \$30 the day of event. Advance registration will guarantee participants a Freedom 5K Tshirt. Deadline for advanced registration is June 21. A limited number of T-shirts will be available the day of the event. Registration forms available for download at www.Main-StreetGardnerville and www. gardnerville-nv.gov, and at the Town of Gardnerville office at 1407 Highway 395 in Gardnerville. Submit the forms, with payment, to the Town of Gardnerville or Main Street Gardnerville at this same address.

The "Yankee Doodle Chalk Artfest" is hosted by the Carson Valley Arts Council and East Fork Gallery. Registration fee is \$20 in advance and includes the chalk. Applications are due by June 20. Registration forms available from the Carson Valley Arts Council at 1572 Highway 395 in Minden or on their website at www.cvartscouncil.com. Registration forms also available at the East Fork Gallery, 1503 Main Street, Suite K in Gardnerville. Mail to CVAC, Attn: Chalk Artfest, 1572 Highway 395, Minden, NV 89423 or drop off at the East Fork Art Gallery or Gardnerville Town Office.

During the event, families with children under 12 can visit the "Family Chalk Doodle Fun Zone" from 8 am-noon for free (no preregistration needed).

The Carson Valley Lions Club will host a pancake breakfast 7-11 a.m. The \$6 breakfast includes pancakes, eggs, sausage and beverage.

Vendors are being sought (limited space available). To participate, contact the Town of Gardnerville/Main Street Gardnerville offices at 782-8027 or 782-7134.

Visit the Town of Gardnerville's website at www.gardnerville-nv.gov or Main Street Gardnerville's website at www. MainStreetGardnerville.org for registration forms and more information.



### FLOWER GIRL



Smith Valley School student Skyler Wellnitz helped grow the flower baskets that adorn Main Street in Gardnerville.

### LETTERS TO THE EDITOR

### Gardnerville in bloom Editor:

Volunteers from the Main Street Gardnerville Flower Committee are dedicated to ensuring the town appears to residents and visitors alike as one continuous flower garden. Soon everyone will once again enjoy flowers in both hanging baskets and flower pots lining Main Street.

The flowering petunia baskets are grown by students and staff at three local schools as part of their horticultural endeavors. The funds paid to the schools provide a means for the community to support both the students and the agricultural science programs. Again, the goal this year is to hang 68 baskets on light poles along Main Street. One can still sponsor a basket for \$85 and enjoy fresh flowers throughout the summer without having to water.

In previous years the flowers and plants for the Adopt-a-Pot program were purchased through local nursery suppliers. This year for the first time Skyler Wellnitz, a student at Smith Valley School, under her FFA Advisor, Andy Miller, took on the task of growing the plants for the Adopt-a-Pots. Once these plants were well established, the Flower Committee volunteers along with Smith Valley School students created 62 beautifully planted pots to adorn the streets of Gardnerville.

Some merchants have adopted these flower pot arrangements to showcase their store entrances. Residents are encouraged to consider adopting one or more for their favorite merchant in recognition of, and as a thank you for, their community services.

Please help keep "Main Street in Bloom" and support the volunteer efforts by sponsoring a basket or adopting a flower pot. Contact the Main Street Gardnerville office at 782-8027 to make your arrangements today.

Linda Dibble Flower Committee Chair

Main Street Gardnerville Program

### Donors make bus a reality

### **Editor:**

The staff and parent volunteer group of Trinity Lutheran Childcare Center & Kindergarten want to thank our donors for contributing to our "Wheels on the Bus" raffle and to the public for purchasing raffle tickets.

With your help, we raised over \$17,000 towards our new school bus. The kids will now have amazing memories

### 'Seed' money being sought for Basque mural project

### **Staff Reports**

Main Street Gardnerville is seeking funding for a Basque mural project.

Beverly Caputo, a local artist, is working with Main Street Gardnerville to create this Basque-themed mural.

The mural will be 12' x 16' in size. The composition will contain the profile of a Basque sheepherder holding a lamb. Next to the herder will be his faithful companion, a dog, with his flock grazing in the background against the backdrop of Job's Peak. The work of art will be contained within the shape of the State of Nevada.

This will be a public mural painted on Marine plywood panels that will be top coated with a protective clear coat as a sealer. The mural will be portable; but currently a site has been selected for initial exhibition. It will be displayed on the side of a building within the Main Street Gardnerville District with excellent visibility from the street along Highway 395.

Packets of seeds will be

given out to those wishing to support this project in exchange for "seed money" donations collected during the upcoming Thirsty Third Thursday wine walks, June 20, July 18, Aug. 15 and Sept. 19.

The donation locations for June's wine walk will be Joyce's Fine Jewelry, 1503 Highway 395 N Unit A and the Historian Inn, 1427 Highway 395.

"As an added bonus, you will be able to keep track of the donations on a banner which will be installed on the South side of Battle Born Wine," organizers said in a press release. "There have already been generous donations by individuals, businesses, and philanthropic organizations; but we are still in need of additional funding to bring this project to fruition."

For more information or to donate to this project, contact Paula Lochridge at 782-8027 or plochridge@ mainstreetgardnerville.org.

Main Street Gardnerville is a 501 (c) 6 corporation and an equal opportunity provider.

### A COUPLE OF BUCKS



Two bucks, still sporting their fuzzy antlers, lie in the shade in Genoa last week.

### LETTERS TO THE EDITOR Independence through volunteerism

### **Editor:**

In 1989, George H.W. Bush during his inaugural address invoked the vision of a "thousand points of light" and invited the nation to take action through service to their fellow citizens. During his presidency, he distributed 1,020 Daily Points of Light Awards and placed volunteer service at the top of his agenda.

That spirit of volunteerism continues today through the President's Volunteer Service Awards where last year 130,000 awards were distributed. Volunteering has always been a part of the American fabric dating back to Benjamin Franklin and the establishment of the first volunteer fire department in 1736.

Volunteerism within America crosses all political lines and such diverse individuals as Bill O'Reilly and Jon Stewart have connected in volunteer efforts. As part of the Points of Light yearly activities, Washington D.C. hosted a conference on volunteers and service June 19-22.

More than 5,000 people were expected to attend and promote volunteerism, showcasing the power of service to bring together divergent ideas and perspectives.

With our national attention on so many unpleasant issues at this time, this conference as well as our own Independence

KURT HILDEBRAND

Day seemed like the perfect opportunity to refocus, maybe for only a moment, on what we do best in this country. The power to improve our communities does not just begin with the president or in places far from home. Volunteerism is demonstrated everyday by local agencies, organizations, churches, your neighbor, and quite possibly, even you.

Volunteering is a commitment, but a commitment that is based on what you can give. Perhaps you feel that you are stretched too thin and could not possibly make time in your day to volunteer. Volunteers are needed for variety of a things and your commitment can be tailored to meet your ability to give.

Maybe you are not willing to pick up a shovel and dig a garden; but you might be able to assist with developing an electronic link for a service organization.

Quite possibly, something as simple as dropping off a delivery for a service organization would be greatly appreciated. Or, you may only be able to volunteer for a few days a year. It doesn't matter.

Until you have volunteered, you will never know that the service you provide becomes more satisfying to you than you would ever imagine. And, as research has shown, when volunteerism is high within a city or town the quality of life for the entire community improves.

So, take time to digest the information presented here and think about something you have always wanted do that may benefit an individual, a group, or a community. Then, take that next step and get involved. Volunteer. Who knows? The person who will benefit the most from your service may even be you.

> Dorette L. Caldana president and volunteer Main Street Gardnerville

### Nice day for breakfast in the park

### **Editor:**

June 8 was a beautiful day in Minden Park. The sun shined brightly as neighbors and residents of the Town of Minden gathered to watch the Carson Valley Days parade. Hundreds of visitors enjoyed plates of bacon, sausage, eggs and pancakes as they waited anxiously for the procession to begin, increasing the number of complimentary Minden breakfasts served this year to 383. It is on that note that I would like to take this opportunity, on behalf of the Minden Board and the residents of the town, to express our sincerest thanks to the following individuals and organizations which helped to make the second annual Minden complimentary breakfast a huge success. To our event partner Model Dairy: your generous donation of dairy products including eggs, milk, butter and creamer made this event possible, not to mention delicious. The town looks forward to partnering with you on future events including our Fourth of July celebration in Minden Park featuring Model Dairy popsicles and ice cream.

The Carson Valley Inn was also an event sponsor, lending the town use of food warmers and serving utensils for the second consecutive year.

Special thanks go to the Carson Valley 20-30 Club for allowing Minden to be part of the Carson Valley Days tradition. The board members and I tip our hats to Todd Wilcks, Steve Wilcox, Bruce Scott, Les Armer, Bob Strauser, Michael Carey and Minden staff members who either helped with the breakfast, or proudly represented the town with members of their families on the Minden Chuck Wagon.

Finally, thank you to the fans of the breakfast. It was an honor serving this community and a joy to see your smiling faces as you came back for a second helping of Minden goodwill.

If you did not make it to breakfast this year, please consider joining the Minden Town Board next year in Minden Park. We'll be here with our aprons ready to serve you from 7 a.m. until 9:30 a.m. or until the food runs out.

> Jenifer Davidson Minden Town Manager



### **Gardnerville Town Board**

### AGENDA ACTION SHEET

- 1. <u>For Possible Action</u>: Discussion on an ADA transition plan and award up to \$19,200 for a contract to conduct a sidewalk and accessible ramp survey to provide data for and possibly prepare an ADA transition plan for the Town of Gardnerville, with public comment prior to board action.
- 2. Recommended Motion: To approve the contract with Beneficial Designs, LLC. in the amount of \$19,748 to perform the existing sidewalk and ramp evaluation survey data collection efforts and include the preparation of the town's preliminary transition plan.

Funds Available: Ves N/A

Funding for this project can be covered by the larger than anticipated income the town has received and monies not spent on budgeted expenses during the 12/13 budget cycle. Or we can use the funds set in the CIP for sidewalk improvements to pay for the town's plan and data collection.

3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: 20 minutes
- 5. Agenda: Consent Z Administrative

Background Information: Town staff has started to prepare an ADA transition plan. Many of the plans indicating ramp issues are identified and have been presented to the board, but there is a lot more information needed in the transition plan. This contract will provide the missing information. The data provided under this project will be invaluable to establish the baseline issues of the town's sidewalk regarding: cross slopes, ramp slopes, overhead obstacles, sidewalk obstructions, and heaving obstacles within the sidewalk infrastructure that exist within the Town of Gardnerville. We have already identified where there is and is not sidewalk. We have identified where ramps do not comply with the current ADA requirements and we have the GIS background to build upon for this project. This would complete the transition plan information if they were able to do the entire town within the ten days. Staff would not recommend evaluating sidewalk along the Highway 395 or 756, as NDOT is doing their own transition plan which will include those roads someday.

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

Approved Denied □ Approved with Modifications □ Continued

### Back Ground information on why we need a transition plan:

### Legal Requirements:

The development of a Transition Plan is a requirement of the federal regulations implementing the Rehabilitation Act of 1973, which require that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities. Section 504 of the Rehabilitation Act, which has become known as the "civil rights act" of persons with disabilities, states that: "No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Subsequent to the enactment of the Rehabilitation Act, the federal statute known as the Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications. Title II of the ADA specifically refers to state and local government programs, services and activities.

Title II of the ADA (28 CFR Section 35.150 (d)) requires that state and local entities develop a Transition Plan specific to curb ramps:

... If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

(3) The plan shall, at a minimum --

(i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;

(ii) Describe in detail the methods that will be used to make the facilities accessible;

(iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify

steps that will be taken during each year of the transition period; and

(iv) Indicate the official responsible for implementation of the plan.

In 2002, the United States Court of Appeals for the Ninth Circuit, whose jurisdiction includes California, held for the first time that sidewalks constitute a service, program or activity of a city, and sidewalks are therefore subject to the ADA's program accessibility regulations. Barden v. City of Sacramento, 292 F.3d 1073 (9th Cir. 2002).

Before the Barden decision, the law was unclear whether municipalities' transition plans should address barrier removal from sidewalks.

### Goals:

The goals of the ADA Public Right-of-Way Transition Plan are:

- To conduct an accessibility evaluation of the Public Rights-of-way Sidewalks;
- To develop facility accessibility recommendations for "Agency Name"; and
- To ensure that the views of the disability community are included in the development of "Agency Name" Transition Plan.

The process of making "Agency Name" public Rights-of-way accessible to all individuals will be an ongoing one, and "Agency Name" will continue to review accessibility issues and periodically evaluate the success of improving access to its facilities.

### Dallaire, Tom

From: Sent:	Nathan Tolbert [nathan@beneficialdesigns.com] Thursday, June 13, 2013 4:52 PM
То:	Dallaire, Tom
Subject:	Beneficial Designs - Sidewalk Assessment Proposal
Attachments:	IP-216-ToG NV Proposal 2013-06-13.pdf; IP-216-ToG NV BUDGET 2013-06-13.pdf

Mr. Dallaire:

We are excited that your agency appears to be ready to invest in the accessibility and safety of your sidewalk environment. We would like to offer assessment services to assist you with initiating your self-evaluation process. Attached is our proposal to conduct a pilot assessment in your jurisdiction to initiate a sidewalk inventory database and to help you develop a preliminary Accessibility Transition Plan for your pedestrian environments.

You are welcome to use our proposal to communicate the need to identify tripping hazards to reduce liability and to explain the legal requirement for evaluating the accessibility of your sidewalk environment. Our proposal outlines our services and the processes we are proposing to assess your sidewalks. In Appendix A, we have included a sample "Assessment Scope" that will be created for your agency based on your input and the results of the proposed pilot work. We have also included a sample schedule for the project and a separate Budget Document.

We have proposed both a five-day or ten-day scenario. There are many benefits to the ten-day option:

- The cost per mile of assessment is lower.
- The larger sample size covered will allow us to collect data from more priority areas within your city.
- The additional coverage will increase the quality of the data that will be used to calculate the cost of assessing the entire jurisdiction.
- Data from more priority areas can also be used to justify accessibility enhancement proposals to leverage federal, state and local funding.
- The increased sample size will increase the validity of the data for use in the self-evaluation portion of your Transition Plan.
- More data in your GIS system will allow you to better monitor and communicate about the conditions of your existing infrastructure.

We are also available for consulting work beyond assessment services. Beneficial Designs can provide assistance with:

- Preparation of your Transition Plan documents
- Facilitation of a public workshop to obtain input
- Creation of a survey instrument to identify tripping hazards and access issues
- Implementing a process for the public to request access improvements and
- Developing a schedule for implementation

If you have any questions about the information provided, please contact me directly. Thank you for your consideration of our services to meet your agency needs.

Thank you,

Nathan Tolbert Assessment Coordinator Beneficial Designs Inc P O Box 69 2240 Meridian Blvd, Suite C Minden NV 89423 (v) 775-783-8822 x111 (f) 775-783-8823

### The Town of Gardnerville, Nevada: Pedestrian Transition Plan Self-Evaluation Pilot Project

Prepared by:

Peter W. Axelson, Director of Research & Development Nathan Tolbert, Sidewalk Assessment Coordinator

Beneficial Designs, Inc. 2240 Meridian Blvd, Suite C Minden, Nevada 89423-8628

775.783.8822 voice 775.783.8823 fax

Prepared for:

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

775.782.7134 voice 775.690.8366 fax

13 June 2013

Nath Toll

Nathan Tolbert

### The Town of Gardnerville, Nevada: Pedestrian Transition Plan Self-Evaluation Pilot Project

BACKGROUND Mission History and Qualifications
LEVELS OF ASSESSMENT SERVICE
COMPONENTS OF ASSESSMENT AND METHOD COMPARISON4
Component 1: Tripping Hazards: Vertical Discontinuities, Gaps, Protruding Objects, Etc4 Component 2: Curb Ramps (Parallel, Perpendicular, Perpendicular with Setback Turning Space, and Blended Transitions)
PROJECT SCOPE
Overview

### APPENDICES

Appendix A – Sample Scope of Assessment Appendix B – Sample Project Schedules

### BACKGROUND

Mission



Beneficial Designs works towards universal access through research, design, and education. We believe all individuals should have access to the physical, intellectual, and spiritual aspects of life. We seek to enhance the quality of life for people of all abilities, and

work to achieve this aim by developing and marketing technology for daily living, vocational, and leisure activities.

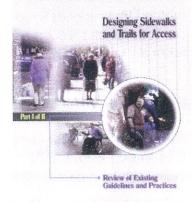
### **History and Qualifications**

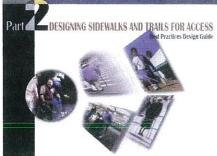
Beneficial Designs, Inc (BD) is a rehabilitation engineering design firm that works towards universal access through research, design, and education and that specializes in the development of mobility technologies and accessibility standards. Peter W. Axelson is the founder (1981) and the Director of Research and Development at Beneficial Designs, Inc. **Axelson received a B.S. degree in Mechanical Engineering and Product Design in 1979 and an M.S.M.E. degree in Smart Product Design in 1982, both from Stanford University**. Axelson sustained a spinal cord injury while in the U.S. Air Force Academy and has over 30 years of experience as a wheelchair user. Axelson and his staff have initiated and led the following access-related projects:

Developed the Universal Trail Assessment Process (UTAP), trail access symbols, and trail guide products to enable hikers of all abilities to choose appropriate trails.

Developed UTAP workshops and Train-the-Trainer courses to ensure availability of courses throughout the country. Created data processing software, TrailWare, to manage and process data collected from UTAP and create signage to disseminate information to users. Created the TrailExplorer Website, www.trailexplorer.org, with a database containing trail access information and a search engine.

Developed a portable surface measurement device to determine the firmness and stability of surfaces for accessibility. Participated on an US Architectural and Transportation Barriers Compliance Board Committee to create the technical report and a committee on accessibility guidelines for the proposed guidelines for access to outdoor developed areas. Created a Research Report and Design Guide, <u>Designing sidewalks and trails for access – Part I of II: Review of existing guidelines and practices and Part II of II: Best practices design guide, for the Federal Highway Administration. Developed a pedestrian facility design course for the National Highway Institute</u>





based on the Federal Highway Administration work. Developed the Sidewalk Assessment Process and created a Research Report, <u>Development of an Assessment</u> <u>Process to Evaluate Sidewalk Accessibility</u>, for the Transportation Research Board.

Updated the Pedestrian Area Policies and Design Guidelines for the Maricopa Association of Governments in

Phoenix, AZ with HDR. Developed a General Management Plan to incorporate universal access in the facilities and programs offered for The Forest of Nisene Marks, a California Department of Parks and Recreation site, with Royston, Hanamoto, Alley, and Abey (RHAA).

Axelson has served on the American Trails Board of Directors, and has been a member of standards committees for the Recreation Access Advisory Committee to the U.S. Access Board (U.S. Architectural and Transportation Barriers Compliance Board) and also the Regulatory Negotiation Committee on Outdoor Developed Area Guidelines. In addition, Axelson is Chair of the RESNA Standards Committee on Wheelchairs.

Beneficial Designs has been awarded Phase I & II Small Business Innovation & Research (SBIR) funding to create the tools and an assessment process for an automated method to evaluate the sidewalk environment. This funding is

U.S. Department of Transportation Federal Highway Administration

provided by the U.S. Department of Transportation through Federal Highways Administration grant number DTRT57-08-C-10058. This new process will serve to replace current manual methods and provide more accurate and complete data and a more efficient data collection method that reduces physical strain and time. The software development portion of this project is complete and Beneficial Designs is currently looking to assist agencies implement the federally required self evaluation of the sidewalk corridors by local agencies.

### LEVELS OF ASSESSMENT SERVICE

It is important to begin analyzing the sidewalk environment by assuming that **all Pedestrian Circulation Paths (PCP)<sup>i</sup> can be completely accessible**. Assessment of the PCP has four main targets to be discussed in detail later:

Component 1:	Trip Hazards: Vertical Discontinuities, Gaps, Protruding Objects, etc.
Component 2:	Curb Ramps: Parallel, Perpendicular, Perpendicular with Setback Turning Space, and Blended Transitions
Component 3:	Cross Slopes: Assessment of the Pedestrian Access Route (PAR) <sup>ii</sup> that

<sup>&</sup>lt;sup>i</sup> Pedestrian Circulation Path (PCP): A prepared exterior or interior surface provided for pedestrian travel in the public right-of-way; or, the sidewalk/pedestrian environment.



<sup>&</sup>lt;sup>ii</sup> Pedestrian Access Route (PAR): A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path; or the path a pedestrian would take within sidewalks and other pedestrian circulation paths located in the public right-of-way. The pedestrian

### represents the Best Path of Travel (BPOT)<sup>iii</sup> through the PCP

Component 4: Features Recording

From that assumption, however, it is important to take into account budget restraints and the environmental considerations that ultimately determine the level of assessment to be provided. Thus, three potential assessment solutions are proposed that are defined as:

 Minimum Access Requirements: Simplest and quickest assessment that only evaluates those elements that are defined in the applicable guidelines for the jurisdiction. Correction of the issues discovered by this process will provide reasonable accommodation and meet the structural intent of the applicable accessibility guidelines.



a. PAR Fields include: segment length, grade, cross slope, tread width, surface type, and surface stability. Grades

will be tagged when they are not planar with the roadway, cross slopes when they are a result of driveway crossings, and tread widths will be tagged when they are a minimum clearance width which is a width that the pedestrian is forced to fit through because of obstructions on both sides.

- b. Curb ramp collections will only include the measurements and observations that verify the specific text of the guidelines. Pedestrian crossings that do not have a curb ramp provided will be identified, but no data about the corner will be collected.
- c. Obstructions and hazards in the PCP that are discovered will be identified and the extent of the element that exceeds the minimum requirement of the guideline will be recorded.
- 2) Beyond Minimum Access Requirements: This level of assessment exceeds verification of the structural intent of the applicable accessibility guidelines and provides a level of detail that will allow the agency or department responsible for the pedestrian circulation path to define the corrective action, materials and costs associated with most conditions without a second visit to the site. This level typically includes "Minimum Access Requirements" assessment criteria.
  - a. PAR fields are extended to include when a crossslope creates a drainage issue.



b. Curb Ramp collections will be extended to include approach surfaces to provide the designer with additional information to determine the amount of effort

access route connects accessible elements, spaces, and facilities to accessible routes required by section 206.2.1 of Appendix B of 36 CFR part 1191 or section F206.2.1 of Appendix C of 36 CFR 1191 that connect building and facility entrances to public streets and sidewalks.

<sup>iii</sup> Best Path of Travel (BPOT): The path of least resistance for a pedestrian within the Pedestrian Circulation Path. The assessment coordinator will look for the least grade and/or cross slope and the fewest obstructions even if the path is not the shortest route through the circulation path.

required to resolve grade or surface issues at the curb ramp. Dimensions, grade, and cross slopes of the elements that exist at pedestrian crossings that do not have a curb ramp will be included to provide the designers with minimum data to determine the level of effort required to provide a curb ramp at that location.

- c. Collections for obstructions and hazards discovered in the PCP will be expanded to include data on the severity of the condition, replacement area, and other conditions of the feature to help prioritize and estimate the costs of repairs.
- 3) Maximum Assessment beyond Minimum Access Requirements: Provides a full assessment of all elements and features in the PCP defined by the applicable guidelines to the extent feasible. This level of assessment will include the identification of all observed features located in the PCP including: Landscape elements, street furniture, driveway crossings, and hazards. This level typically includes "Beyond Minimum Access Requirements" and "Minimum Access Requirements" assessment criteria.

### COMPONENTS OF ASSESSMENT AND METHOD COMPARISON

Component 1: Tripping Hazards: Vertical Discontinuities, Gaps, Protruding Objects, Etc.

Why is the identification of Tripping Hazards important?



Pathway obstructions are features that fall within the Pedestrian Circulation Path (PCP) and may **obstruct passage along the sidewalk or pose a danger** to sidewalk users. Any level change or vertical discontinuity of more than 0.25 in. vertical or 0.5 in. beveled is considered a tripping hazard.

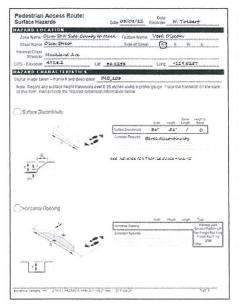
Medical claims of pedestrians who trip and fall in the public right-of-way are **one of the most expensive liabilities** for agencies that have responsibility or authority over streets, roads, or walkways. According to the Centers for Disease

Control and Prevention (CDC), there are over 1 million reported injuries a year and an estimated 7 million more individuals are injured in unreported accidents. To reduce the liability potential, vertical discontinuities must be discovered and measured to determine the appropriate corrective action (grind below 0.5 in. or reconstructed if greater than 0.5 in.). The fast, accurate, and efficient detection of tripping hazards is critical for a complete sidewalk assessment.

### Manual Sidewalk Assessment Process (SWAP)

Measuring tripping hazards manually is a **time consuming and physically demanding** process given the available methods. In order to identify a vertical discontinuity, the assessment coordinator must first be diligent in keeping an eye out for potential hazards, then squat down at each one to measure the height and width. The measurement process requires the assessment coordinator to work through numerous steps to



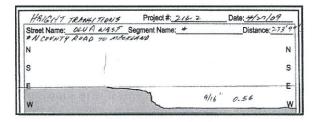


determine the magnitude of the discontinuity as well as the collection of a number of attributes. The information collected includes: Height, width, distance from the start of the sidewalk segment, GPS coordinates, remaining tread width, and any action(s) required. The information about a trip hazard is recorded on a paper data form and then can be entered into a database or spreadsheet at a later time.

There are two methods to determine the magnitude of a vertical discontinuity, the first is to trace, measure, and record. This method uses a profile gauge and requires the assessment coordinator to kneel down, press the gauge over the level change to create a mold, lay the gauge across the back of the data sheet, trace the profile, measure the height of the change in level, and then record that

measurement on the front side of the data form. The second method uses a shim or other tool

that provides the profile of the maximum allowable change in height. In this scenario, the assessment coordinator places the shim next to or over the level change and determines if the change is a hazard or not and then would measure and record the associated data similar to the profile gauge method.



### Pedestrian Right-of-Way Assessment Process (PROWAP): Minimum Requirement Assessment



The PROWAP greatly increases the efficiency and accuracy of Trip Hazard detection and collection while reducing the **physical requirements** at the same time. The first advantage is that of detection. The PROWAP system is programmed with an algorithm that electronically monitors the sensor readings taken over time while traversing the Pedestrian Access Route PAR) and provides both audible and visible alerts when the cart impacts a vertical discontinuity greater than 0.25 in.

The wireless height measurement device measures the height

of the level change to determine if it exceeds the conditions allowed by the applicable guidelines. A simple user

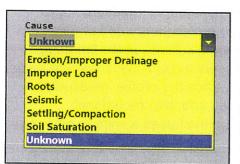
interface on the device initiates the collection of the trip hazard and **enables collection of the height without kneeling or squatting**. It also



Beneficial Designs, Inc. ref: IP-216-ToG NV Proposal 2013-06-13.doc 2013-06-13

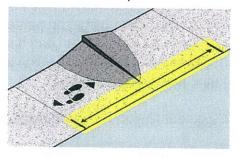
allows for the user to quickly determine the extreme condition posed by the change in level. The wireless measuring wheel enables the automated measurement and recording of the width of the hazard and the remaining tread width. The PROWAP system also provides **automated collection of GPS data**, a digital image, the distance along the stroll path, and provides the user a method to add the potential corrective actions and materials needed to rectify the condition, all in less time than it takes to manually measure and record the basic information.

### PROWAP: Assessment Beyond Minimum Requirements



Beneficial Designs has conducted research with many different jurisdictions to identify the information needed to complete a work order to rectify the hazard. If personnel are already in the field, the logical, efficient solution would be to evaluate the situation completely. There is **no need for an additional trip to re-evaluate the conditions** to generate a work order that requires yet another trip to the site for the maintenance crew to correct the situation. The additional information includes, but is not limited to: Replacement

length, width, and height so the total surface area in inches squared is available to obtain a quote from a sidewalk cutting or grinding contractor. If known, the responsible party, cause, and description of the location is documented. Additionally, grades and cross slopes of the adjacent and affected panels can be recorded to prioritize the most extreme circumstances within the entire jurisdiction.



### Summary of Tripping Hazard Assessment



The days when a public works official could say "Let's not put it in writing because it will increase Liability" are over. With the number of liability claims and the development of an accessibility guideline specific to the pedestrian environment, unawareness can no longer be argued. The correct detection, measurement, and corrective action regarding tripping hazards are perhaps the most important components of the sidewalk assessment process because they are the

most expensive liability for the city.

With the use of PROWAP, trip hazards can be discovered and assessed in the sidewalk environment 89% faster than the traditional SWAP and the accuracy of discovery can be increased by 225%<sup>iv</sup> at the same time.

Protect yourself: document needs and establish a plan going forward given the resources

<sup>&</sup>lt;sup>iv</sup> Based on a test trial of 1500 ft. of sidewalk in an urban area conducted between August 2012 and March 2013 by Beneficial Designs.

available. Then you can answer: "Yes we are aware and are addressing the issue. We are dedicating these resources towards it." When it comes to liability issues, BD can provide the resources to help you avoid, minimize, and mitigate them.

# Component 2: Curb Ramps (Parallel, Perpendicular, Perpendicular with Setback Turning Space, and Blended Transitions)

#### Why are Curb Ramps such a High Priority?

Curb Ramps, or surface transitions, are **critical to providing access between the sidewalk and the street** for people who use wheelchairs or other mobility devices. Curb ramps are most commonly found at intersections, but they may also be found at other locations such as on-street parking, loading zones, bus stops, and midblock crossings. Without curb ramps, wheelchair users would be excluded from the sidewalk because of the barrier created by



the curb, however, they can create major information barriers for people with vision impairments who rely on the curb to identify the transition point between the sidewalk and the street. **Curb** ramps should be provided that provide access for people with mobility impairments while minimizing the drawbacks for people with vision impairments.

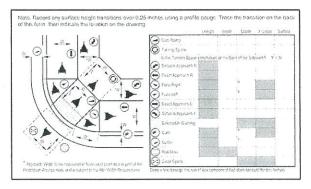


The 1990 Americans with Disabilities Act (ADA) stipulated that every public agency with more than 50 employees have an ADA Transition Plan completed by January 26, 1995. Section 35.150 further states that if a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian sidewalks crosses a curb into the street. First priority is given to walkways serving entities covered by the ADA, including State and local government offices and facilities, transportation,

places of public accommodation, and places of employment; followed by walkways serving other areas. In order to complete this transition plan, agencies must complete a self-evaluation to determine where curb ramps need to be provided and the level of access provided at each existing curb ramp.

#### Manual Sidewalk Assessment Process (SWAP)

At a perpendicular curb ramp with a setback turning space, there are a **minimum of 11 elements that require measurement to confirm compliance** with the US Access Boards draft Pedestrian Right-of-way Accessibility Guidelines (PROWAG). The potential measurements required for each element include length, width, grade, and cross slope. Grade and cross-slope



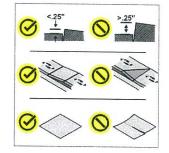
are measured with a SmartTool over a 24 in. (610 mm) distance to simulate the stance and stride of the average pedestrian as well as resemble the typical footprint of a mobility device.

Length and width measurements are taken with a tape measure or mini roll-a-wheel. Type of curb ramp, GPS data location information, and other compliance related observations are noted as well. The presence or absence of a detectable warning surface or other attempts at providing tactile information on the surface are noted and identified. All the information is recorded on a paper data form that will be later used to manually input all the data into a spreadsheet or database program for analysis and comparison.



#### PROWAP: Minimum Requirement Assessment

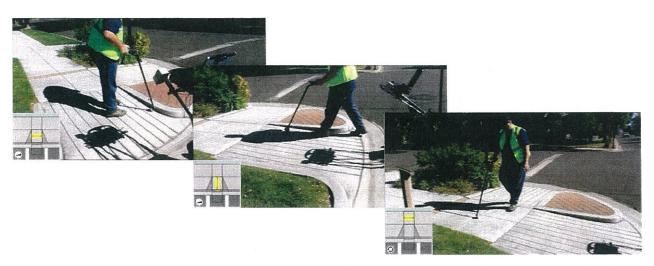
**Data collection for curb ramps is effectively streamlined** by use of the PROWAP. All data recorded is immediately saved to the project database during collection and the assessment coordinator is guided through the workflow by the software. The process begins with the recording of the GPS data and an image of the feature (if desired by the requesting agency). Then a series of observations are made and the resultant data recorded within the PROWAP Software. **The PROWAP cart is used to measure the grade and cross-slope of** 



each element of the curb ramp by positioning the cart on the surface of each element and recording the sensor data for grade and cross-slope with just a single keystroke on the laptop computer.



Next the wireless measuring wheel provides an **automated method to capture all the dimensions without having to manually enter any values**. Simply roll the surface, press capture and move on to the next dimension to be measured.



Once the dimension measurement portion of the curb ramp assessment is finished, the entire assessment is complete and the software is ready to continue cross-slope assessment or ready to assess another feature.

#### PROWAP: Beyond Minimum Requirements

Given that there are already personnel in the field, **additional information can be collected along with the minimum compliance assessment information** without requiring a second trip to the feature. The PROWAP can **provide key information that will provide engineers or maintenance managers** with the information they need to establish the amount of repair required to remedy any access barriers at a curb ramp that may be discovered. For example: there are over 60 attribute fields associated to a perpendicular curb ramp with a setback turning space, this level of data will provide an agency with all the information needed to verify compliance or verify if the space exists to correct non-complaint conditions at a curb ramp.

#### Summary of Curb Ramp Assessment

Asking an employee to measure all the elements at every curb ramp with SWAP requires them to bend or kneel down over 22 times at each curb ramp. Measuring this many elements is physically demanding, time consuming, and tedious. These combined conditions create an environment that can lead to increased error potential and increases the injury potential for the employee. The PROWAP virtually eliminates the need for bending and squatting, provides a 76% time savings for data collection and provides higher accuracy data. With the option to increase the amount of data collected, BD can provide all the data necessary to complete the self-evaluation portion of an agencies transition plan as well as provide a management tool that facilitates the prioritizing, costing and implementing the installation and repair of all curb ramps within the agency's jurisdiction.



# Component 3: Cross Slopes (Path of Travel Assessment Includes: Cross Slope, Grade, Tread Width, and Surface)

#### Why is Cross-slope an Important Factor in Sidewalk Safety?

**Excessive cross-slope is a major barrier to travel along sidewalks** for pedestrians who use wheelchairs and scooters, pedestrians who use walkers and crutches, pedestrians who have braces or lower-limb prostheses, and those with gait, balance, and stamina impairments. Energy that might otherwise be used in forward travel must be expended to resist the perpendicular force of a cross-slope along a travel route. Cross slopes that exceed 1:48 (2%) significantly impede



forward progress on an uphill slope and compromise control and balance in downhill travel and on turns. Because the cross-slope of a sidewalk is typically toward the roadway, the pedestrian who loses traction or balance will be directed toward the street. In wet or freezing weather, travel across a slope always carries the threat of sliding into the roadway.<sup>v</sup>



Wheelchair users traveling on sidewalks with cross slopes have to use more energy to keep from tipping over. Driveway crossings have been known to have angled slopes that direct a pedestrian with visual impairments into the street. Flares, such as those found on driveway crossings, confront wheelchair users with severe and rapidly

changing cross slopes that put a wheelchair user in a precarious position on three wheels

which could cause loss of control of the direction of the wheelchair and gravity then directs the user into the street. The angles slopes present at driveway crossings have been known to direct a pedestrian with visual impairments into the street. These excessive cross-slopes make driveway crossings unusable by many pedestrians with mobility impairments.



#### Manual Sidewalk Assessment Process (SWAP)

There are 5 tools needed to assess the Best Path of Travel (BPOT) through the sidewalk environment properly:

- A roll-a-wheel used to roll down the best path of travel along the sidewalk for measuring the length of the sidewalk and locating features.
- A digital inclinometer (level, or Smart Tool) used to measure cross-slope and can be used to measure any grades that appear to be steeper than the roadway at the same time. The level is



<sup>&</sup>lt;sup>v</sup> Accessible Rights-of-Way: A Design Guide, US Access Board, 1999

24 in. (610 mm) long, and with feet installed it provides measurements over the same distance covered by the length and width of an average wheelchair, walker, crutch span, or pedestrian stance.

- A tape measure used to record the sidewalk width at each station; width and length of segments narrower than specified for the sidewalk (minimum clear width); and dimensions of features, obstacles, and protruding objects that might obstruct passage or require maintenance or repair.
- A profile gauge used to measure the severity of trip hazards in the side walk environment.
- Data forms to document all measurements and findings collected during the assessment.



The pedestrian access route grade, cross-slope, and surface are measured continuously each time there is a change and maximum 25 ft. apart. Grades are recorded when they exceed the general grade established for the adjacent street or highway and they exceed 5%. The distance over which the grade occurs is also recorded. Cross slopes are recorded if they exceed 2% in either direction and the distance over which the cross-slope occurs is also recorded.



#### PROWAP: Minimum Requirement Assessment

The PROWAP for cross slopes is an automated process to collect cross slope, grade, tread width and surface type data for the pedestrian access route through the sidewalk environment. The assessment coordinator will **roll the PROWAP cart along the best path of travel** and record stations every time one of the conditions changes. There are **three major advantages of the PROWAP over SWAP**. The first is the **electronic monitoring of the grade and cross-slope sensors** that alerts the assessment coordinator to changes in slope. These alarms increase accuracy of the data and greatly contribute to **the second advantage**, which **is speed of collection**. The **third advantage is the quality and usefulness of data collected**. The PROWAP Software assists with identifying the location of every section of cross-slope that exceeds the maximum 2% requirement. **PROWAP identifies cross-slope issues along the best path of travel** and specifically tags those caused by driveway crossings as well as recording the grade, tread width, surface type, stability of the surface and an image of the sidewalk at each station. It also provides this station data for the path of travel in table form or as a Line Feature Layer for use in an agency's GIS system. The data allows the local agency to analyze the data on their own and create walking plans for their jurisdiction to enhance access through their sidewalk environments.



# PROWAP: Beyond Minimum Requirements



The PROWAP Software offers the ability to tag

each station with notes to indicate the cause of the conditions recorded at the location like when a street light or utility pole reduces the available tread width. This additional data will provide agencies responsible for the repair and maintenance of the sidewalk environment the ability to quickly and easily recognize what elements exist that create barriers, prioritize repairs, and identify trends that repeatedly cause problems in their jurisdiction.

#### Summary of Cross-slope Assessment

In 2002, the United States Court of Appeals for the Ninth Circuit held that sidewalks constitute a service, program, or activity of a city, and are therefore subject to the ADA's program accessibility regulations<sup>vi</sup>. Before this decision, the law was unclear whether municipalities' transition plans should address barrier removal from sidewalks. With the compounding pressure of liability for the sidewalk environment and the federal requirement to provide access, agencies need an efficient and accurate method to assess their sidewalk environment and create a transition plan that addresses repair and improved access throughout their jurisdiction. BD uses PROWAP, which has a nearly 70% time savings over the manual SWAP method and provides more detailed information, to provide an efficient and cost-effective



solution. Remember, there is good news: "... the City is not liable forever; it is responsible only for correcting its own mistakes. This is not too much to ask, even when the City's mistakes have gone unchallenged..."<sup>vii</sup>

vi Barden v. City of Sacramento, 292 F.3d 1073 (9th Cir. 2002).

vii Frame v. City of Arlington, 657 F.3d 215 (5th Cir. 2011).

#### **Component 4: Features Recording**

#### Why Assess more than the Path of Travel and Curb Ramps?

The current 2010 ADA Standards were developed primarily for buildings and facilities on sites. Some of the requirements in the standards can be readily applied to pedestrian facilities in the public right-of-way, while other requirements need to be adapted for pedestrian facilities in the public right-of-way. **The US Access Board's Draft Pedestrian Right-of-Way Accessibility Guidelines (PROWAG) have been developed specifically for pedestrian facilities in the public right-of-way**. They address conditions and constraints that exist in the public right-of-way. This document contains scoping and technical requirements to ensure that facilities for pedestrian circulation and use located in the public right-of-way are readily accessible and usable by pedestrians with disabilities. Once adopted, compliance with



**this document is mandatory** when required by regulations issued by federal agencies that include accessibility standards for the design, construction, and alteration of pedestrian facilities in the public right-of-way.<sup>viii</sup>



In addition to curb ramps, trip hazards, and other barriers within the pedestrian access route, **BD** has identified six additional categories of features that require compliance with the draft PROWAG. The categories are transit stop elements, wayfinding elements, path events, structural elements, pedestrian amenities, and parking elements. These categories contain over 30 different feature types that can be assessed for compliance, including but not limited to: boarding platforms, transit shelters, benches, pedestrian pushbuttons, doors & gates, ramps, stairs, tables, counters, water fountains, parking meters, pedestrian signs, and on-street parking (See Below for complete list). Obtaining objective, reliable information about elements and evaluating whether they

comply with accessibility standards will increase the availability of pedestrian facilities, enhance access, safety and satisfaction for users; and allow managing agencies to more accurately forecast maintenance budgets for existing facilities. Increased pedestrian environment facility information will enhance enjoyment by individuals of all abilities; including older adults, families with young children, people with disabilities, and their families and friends.

#### Manual Sidewalk Assessment Process (SWAP)

There are many resources available for assessing facility elements which may be applicable to the pedestrian right-of-way. There are checklists available from the various sources for many elements of the sidewalk environment and most private ADA inspection firms have created their

<sup>&</sup>lt;sup>viii</sup> Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, July 26, 2011, United States Access Board.

is there a clear floor space at feast 30 inches wide by at least	Yes No	
48 inches long at the end of the bench and parallel to the short axis of the bench?	Measurement:	
Is the bench seat at least 42 inches long and no less than 20	□ <sub>Yes</sub> □ <sub>No</sub>	46° min 30° min
inches and no greater than 24 inches deep?	Méasurement:	
Does the bench have back support or is it affixed to a wall?	□Yes □No	20" 24
Is the top of the bench seat no less than 17 inches and no greater than 19 inches above	Yes No	
the floor?		

own forms and specialized tools to increase the speed and accuracy of the collection process. However, most firms keep their forms and tools proprietary and the forms available publicly do not address the PROWAG requirements when they differ from the 2010 ADA Standards.

As expected, most forms consist of yes/no answers that

require the assessment coordinator to verify that a specific condition is met by measuring the element and checking the associated compliant or non-compliant box. **Research conducted by BD about assessing outdoor designs revealed that without a standardized assessment process, what could be assumed as a simple verification- as described in the applicable guidelines, was discovered to be unverifiable and not reproducible**. Many features in the pedestrian environment suffer from this same dilemma making a manual process limited at best.



### PROWAP: Minimum Requirement Assessment - Significant Features



The PROWAP system provides a guided workflow for assessing features in the pedestrian environment accompanied by visual guides and help text to aid the assessment coordinator in the evaluation of the feature. These additional aides to the collection **increase the accuracy and validity of the data collected** because every assessment coordinator has the same reference material provided; even for

features that appear rarely in the sidewalk environment. The next significant advantage, beyond the speed and accuracy of collection, is that each element is measured and the result is recorded, rather than simply verifying compliance with the current

**guideline.** This allows the element to be compared with other guidelines. For instance, when states adopt their own guidelines, they tend to be stricter than the Federal requirements in some areas. If an element was evaluated against the Federal guidelines and only recorded as a pass fail, it cannot be verified as compliant with another, potentially more restrictive guideline, without re-assessing the feature.



#### PROWAP: Beyond Minimum Requirements

Assessments can be expanded to include more information about each element and/or to include the location and identification of all features that exist in the sidewalk environment. Collections can include attributes like manufacturer, full dimensions, clear space around and elements beyond the minimum space required, images, text descriptions, etc. Additional features that can be located and identified are unlimited; agencies can specify that specific

elements be identified inventory while the assessment coordinator is already in the field. These features can include: street signs, utility poles, manhole covers, mail boxes, trees, irrigation sprinklers or bubblers, historic markers, etc.

#### Complete list of PROWAG features:



Category:	Feature Type:	Category:	Feature Type:
Amenities	Bench Counter Drinking Fountain Table	Structure	Ramp - Bottom Landing Ramp - Intermediate Landing Ramp - Ramp Run Ramp - Top Landing
Parking	Parallel On-Street Parking Perp On-Street Parking		Stairway - Bottom Landing Stairway - Intermediate Landing
	Parking Meter Parking Pay Station Passenger Loading Zone		Stairway - Stair Flight Stairway - Top Landing Handrail
Path Event	Access Route at Roundabout Access Route Obstruction Door/Gate - Double Leaf	Transit Stop	Boarding Platform Street Level Boarding Transit Shelter
	Door/Gate - Opening Only Door/Gate - Recessed Swinging	Wayfinding	Pedestrian Pushbutton Pedestrian Sign
	Door/Gate - Revolving Door/Gate - Sliding		Pedestrian Signal Pedestrian Signal - Passive Detector
	Door/Gate - Swinging Pedestrian Signal - Passive Detector		Transit Sign

#### **PROJECT SCOPE**

Transit Sign

#### Overview

**BD** proposes to complete either a five-day or ten-day Pilot Assessment that begins in the priority area designated by Town of Gardnerville staff and will extend into the next designated priority area as time permits (See accompanying Budget Document for the cost proposals for both project options). The pilot project will consist of four parts.

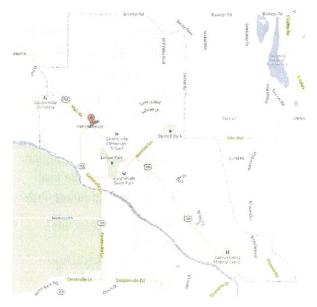
 Two Beneficial Designs assessment experts will meet with representatives of the Town of Gardnerville to review each feature type and determine the level of detail to be assessed. This meeting will take place on the morning of the first day of the assessment period. 2) Each member of the assessment team will be accompanied by a Town of Gardnerville representative to review sample areas and establish the design criteria and finalize the level of detail to be completed on the feature types encountered in the field. This session will serve to both educate Town of Gardnerville representatives about guideline issues and give the assessment staff necessary information about the expectations of the Town of Gardnerville



about the expectations of the Town of Gardnerville for the assessment results.

3) The third part of the pilot assessment will encompass the next eight days of the ten-day pilot, or three days of the five-day pilot, in which both members of Beneficial Designs' assessment team assess priority areas as defined by Town of Gardnerville staff.

Complete assessments of the sidewalk environments will be completed to begin populating the Town of Gardnerville's inventory database as well as establish the collection times based on the specific conditions encountered. Representatives of the Town of Gardnerville will break off into neighboring areas outside of the target districts to inventory typical block lengths, count the number of curb ramps and other outstanding features using BD Data Collection Forms. Town of Gardnerville representatives will also count obvious trip hazards and driveway crossings in order to increase the accuracy of the Complete Sidewalk Assessment Project Scope.



4) Summary meeting on the last day of the pilot period with the assessment team and the representatives of the Town of Gardnerville to review the results of the sample assessments and inventory. This final meeting will confirm the level of detail to be assessed in future assessments and approve the final estimates of sidewalk miles and feature counts to be assessed. The results of this meeting will be used to create an annual assessment plan, determine a timeline for completion of the entire jurisdiction, and to draft the final proposal and potential contract for the assessment of all the sidewalks that the Town of Gardnerville has jurisdiction over.

The scale of a complete sidewalk assessment for an entire city is large and baseline estimates provide significant opportunity for error. To remedy this situation, Beneficial Designs will use the data collected during the pilot project and the values that a representative of the Town of Gardnerville will provide for an estimate of total sidewalk miles to generate a more accurate estimate of the scope of a complete assessment of the sidewalks within the Town of Gardnerville. Beneficial Designs will apply an estimated number of trip hazards and other features defined in PROWAG based on the pilot data to complete the estimate. The Sidewalk Assessment Scope derived from actual sidewalk data and agency provided data can be considered for estimation of project costs. This will allow the Town of Gardnerville to prepare for and plan future assessments. Appendix A to this document contains a sample of the Sidewalk Assessment Scope that will be created and refined for the Town of Gardnerville as a result of the pilot assessment work.

#### Project deliverables

BD will provide the Town of Gardnerville with **spreadsheet data in Microsoft Excel format** that contain a worksheet with the collected **data for each feature type** assessed as well as a worksheet that contains the **Best Path of Travel data**. In addition to the spreadsheet data, BD **will provide a File Geodatabase** that contains a point feature layer for all the features identified during the assessment. Relatable data tables will also be included in the File Geodatabase. Data from the first day of the assessment will be provided to the Town of Gardnerville so that any migration issues can be addressed between Douglas County GIS data management personnel and BD prior to project completion. BD will continue to append the day one data set and **will provide the complete data set upon completion of the pilot assessment period**.

For an additional fee defined in the accompanying budget document, BD will use the data collected during the pilot assessment to populate the self evaluation section of a transition plan that the Town of Gardnerville can use until a more complete and formal transition plan can be developed after a larger percentage of the Town of Gardnerville's infrastructure has been assessed and public involvement has been completed. Additionally, Beneficial Designs offers consulting services under a separate contract to assist the Town of Gardnerville in completing the additional requirements of a formal transition plan. Beneficial Designs can assist with public workshops and the determination of priority areas within the Town of Gardnerville's jurisdiction or provide other counsel as required.

#### **Data Samples**

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Width -	Concrete	<nul></nul>	-3.836059	-0.038332	
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Basema	Concrete	60	-2.417571	-0.024169	
Bing	Concrete	52	-2.096333	-0.020959	
	Concrete	58	-2.268508	-0,022679	
	Concrete	61	-2.170733	-0 021702	
-	Concrete	62	-5.18801	-0.05181	
-	Concrete	70	-8.130914	-0.081042	
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# Appendix A – Sample Sidewalk Assessment Scope

#### **Project Information**

Requesting Agency:	Office of the City Manager
Contact Person:	Jane Doe
Phone:	555.123.4567
Address:	123 Any Streeet Any Town, USA 00000
Email:	J.Doe@ci.anytown.state.us
Project Name:	Sidewalk Assessment

#### **Downtown Area Estimates**

Domitowiti Area Estimates	and the second	the second second
Average Block Length	25	Feet
Number of Block Lengths	310	7
Percent of Corners w/ No Ramp	5%	6
Percent of Corners w/ (1) Ramp	60%	
Percent of Corners w/ (2) Ramps	35%	6
Number of DWC per Block	1.0	
Percent of Parallel Ramps	0%	
Percent of Perp Ramps w/ Setback	85%	EPICOL COLL PEND THE SCORE THE
Percent of Perp Ramps w/o Setback		
Percent of Parallel DWC's	33%	where we are a set of the board of the set of the
Percent of DWC's w/ Setback PAR	33%	Service and a service of the service
Percent of DWC's w/o Setback	34%	
Total Number of Sidewalk Segments		Contraction of the state of the
Total Number of Driveway Crossings		
Total Number of Curb Ramps	4039	
i otal Hamber of Carb Ramps	per Block	Quan
Bench	0.5	1554
Counter	0.0	0
Drinking Fountain	0.002	7
Table	0.002	
Parallel On-Street Parking Space	1	32
	0.5	3107
Perpendicular On-Street Parking	Contraction of the local division of the loc	1554
Parking Meter	4	12428
Parking Pay Station	0.25	777
Passenger Loading Zone	0	0
Access Route at Roundabout	0	0
Access Route Obstruction	2	6214
Door/Gate - Double Leaf	0	0
Door/Gate - Opening Only	0	0
Door/Gate - Recessed Swinging	0	0
Door/Gate - Revolving	0	0
Door/Gate - Sliding	0	0
Door/Gate - Swinging	0	0
Ramp - Bottom Landing	0.125	389
Ramp - Intermediate Landing	0	0
Ramp - Ramp Run	0.125	389
Ramp - Top Landing	0.125	389
Stairway - Bottom Landing	0	0
Stairway - Intermediate Landing	0	0
Stairway - Stair Flight	0	0
Stairway - Top Landing	0	0
Handrail	0	0
Boarding Platform	0	0
Street Level Boarding	0.025	78
Transit Shelter	0.025	78
Pedestrian Pushbutton	2	6214
Pedestrian Sign	0.25	777
Pedestrian Signal	2	6214
Pedestrian Signal - Passive Detector	0	0214
Transit Sign	the second s	Contract of Property and Strategy of the Long Strength
runat olyn	0.01	32

#### **Jurisdiction Specifications**

Total length of street center line	533 Miles
Estimated percent w/ Sidewalk	69%
Estimated Total Amount of Sidewalk:	735.54 Miles
Estimated percent of Sidewalks in Downtown Area	20%
Estimated Percent of Sidewalks in Urban Area	30%
Remaining Percent in Suburban Area	50%

#### Urban Area Estimates

Urban Area Estimates		in the line
Average Block Length in Downtown Area		Feet
Number of Block Lengths	2331	
Percent of Corners w/ No Ramp	20%	
Percent of Corners w/ (1) Ramp	49%	
Percent of Corners w/ (2) Ramps	31%	
Number of DWC per Block	2	tele starse
Percent of Parallel Ramps	4%	103
Percent of Perp Ramps w/ Setback	50%	1293
Percent of Perp Ramps w/o Setback	46%	1190
Percent of Parallel DWC's	33%	
Percent of DWC's w/ Setback PAR	33%	
Percent of DWC's w/o Setback	34%	************************************
Total Number of Sidewalk Segments	2330	
Total Number of Driveway Crossings (DWC)	4660	
Total Number of Curb Ramps	2587	
	per Block	Quan
Bench	0.025	59
Counter	0	0
Drinking Fountain	0	0
Table	0	0
Parallel On-Street Parking Space	0.25	583
Perpendicular On-Street Parking Space	0.25	0
Parking Meter	0	0
Parking Pay Station	0	0
Passenger Loading Zone	0	
Access Route at Roundabout		0
Access Route Obstruction	0	0
Door/Gate - Double Leaf	2	4662
Door/Gate - Opening Only	0	0
	0	0
Door/Gate - Recessed Swinging	0	0
Door/Gate - Revolving	0	0
Door/Gate - Sliding	0	0
Door/Gate - Swinging	0	0
Ramp - Bottom Landing	0	0
Ramp - Intermediate Landing	0	0
Ramp - Ramp Run	0	0
Ramp - Top Landing	0	0
Stairway - Bottom Landing	0	0
Stairway - Intermediate Landing	0	0
Stairway - Stair Flight	0	0
Stairway - Top Landing	0	0
landrail	0	0
Boarding Platform	0	0
Street Level Boarding	0.025	59
ransit Shelter	0.025	59
Pedestrian Pushbutton	2	4662
Pedestrian Sign	0.25	583
Pedestrian Signal	2	4662
Pedestrian Signal - Passive Detector	0	4002
Fransit Sign	0.01	
i di loi digit	0.01	24

### **PROWAP 5-Day Pilot Project Schedule**

DAY 1	
Pre-Assessme	nt Meeting
8:00 AM	<ul> <li>Beneficial Designs Assessment Professionals meet with Agency Representatives</li> <li>Determine the priority areas for assessment during the pilot project</li> <li>Identify the critical elements of each feature for assessment</li> <li>Review the role of City Staff participating in the Pilot Project</li> </ul>
12:00 PM	Lunch Break & Travel to First Assessment Area
Group Sidewa	lk Assessment Session
1:00 PM	<ul> <li>Initial Sidewalk Assessment Session</li> <li>Assess highest priority areas to verify level of detail &amp; critical elements for collection</li> <li>BD Staff will review the process with agency representatives</li> <li>Agency Representative will observe and verify the level of detail for collection</li> </ul>
6:00 PM	<ul> <li>End of Group Assessment Session</li> <li>Off load data from Assessment Computers and upload to Beneficial Designs remote site for compilation of Database</li> <li>BD Representative will provide the Initial Assessment Data to the Agency GIS or IT personnel after processing to review data within GIS Software</li> </ul>
DAYS 2, 3 & 4	
Sidewalk Asse	ssment Session
7:00 AM	<ul> <li>Assessment of Agency determined Priority Areas</li> <li>BD Staff will use PROWAP to Assess the Sidewalk Corridors</li> <li>Agency Staff will perform general Inventory Assessments</li> </ul>
12:00 PM	<ul> <li>Lunch Break and Assessment Team Check-in</li> <li>Review features encountered during morning session</li> <li>Clarify and resolve any issues encountered during assessments</li> </ul>
1:00 PM	Assessment of Agency determined Priority Areas

6:00 PM End of Day Off load data from Assessment Computers and upload to Beneficial Designs remote site for compilation of Database

#### DAY 5

#### Sidewalk Assessment Session

- 7:00 AM Assessment of Agency determined Priority Areas
- 12:00 PM Lunch Break and Assessment Team Check-in

#### **Post-Assessment Meeting**

1:00 PM	Debriefing of Assessment w/ Agency Representatives
---------	--

- Confirm the level of detail to be assessed in future assessments
- Review & approve the final estimates of sidewalk miles and feature counts
- Create final Scope of Assessment document
- Create an annual assessment plan
- Determine a timeline for completion of the entire jurisdiction
- 5:00 PM End of Pilot Project

#### Suburban Area Estimates

Suburban Area Estimates		
Average Block Length in Other Area	1500	Feet
Number of Block Lengths	1295	
Percent of Corners w/ No Ramp	26%	
Percent of Corners w/ (1) Ramp	42%	
Percent of Corners w/ (2) Ramps	32%	
Number of DWC per Block	16	
Percent of Parallel Ramps	33%	453
Percent of Perp Ramps w/ Setback	33%	453
Percent of Perp Ramps w/o Setback	34%	467
Percent of Parallel DWC's	10%	2071
Percent of DWC's w/ Setback PAR	40%	8285
Percent of DWC's w/o Setback	50%	10356
Total Number of Sidewalk Segments	1295	10000
Total Number of Driveway Crossings	20713	
Total Number of Curb Ramps	1372	
	per Block	Quan
Bench	0.025	33
Counter	0.025	0
Drinking Fountain	0	0
Table	0.025	
		33
Parallel On-Street Parking Space	1.5	1943
Perpendicular On-Street Parking	0.5	648
Parking Meter	0	0
Parking Pay Station	0	0
Passenger Loading Zone	0	0
Access Route at Roundabout	0	0
Access Route Obstruction	2	2590
Door/Gate - Double Leaf	0	0
Door/Gate - Opening Only	0	0
Door/Gate - Recessed Swinging	0	0
Door/Gate - Revolving	0	0
Door/Gate - Sliding	0	0
Door/Gate - Swinging	0	0
Ramp - Bottom Landing	0.25	324
Ramp - Intermediate Landing	0	0
Ramp - Ramp Run	0.25	324
Ramp - Top Landing	0.25	324
Stairway - Bottom Landing	0	0
Stairway - Intermediate Landing	0	0
Stairway - Stair Flight	0	0
Stairway - Top Landing	0	0
Handrail	0	0
Boarding Platform	0	0
Street Level Boarding	0.0125	17
Transit Shelter	0.0125	17
Pedestrian Pushbutton	0.2	259
Pedestrian Sign	0.1	130
Pedestrian Signal	0.2	259
Pedestrian Signal - Passive Detector		0
Transit Sign	0	0
in a non orgin		State of the second

### **Project Totals:**

Total Sidewalk Blocks (Zones) in Project:		6722
Total Curb Ramps in Project:		6732 7998
Total Number of DWC's in Project:		28480
Trip Hazards (Vert Discontinuities)		11755
Downtown Area (per Mile)	26	3825
Urban Area (per Mile)	18	3884
Suburban Area (per Mile)	10	4046
Horizontal Openings (per Mile)	15	11034
Non-Planar Pedestrian Access Route (per Mile)	2	1472
Pathway Obstruction (per Mile)	10	7356
Protruding Object (per Mile)	3	2207
Reduced Vertical Clearance (per Mile)	1.5	1104
Unstable Pedestrian Access Route (per Mile)	0.5	368
Grate (per Mile)	0.25	184
Access Route @ Round-About (per Mile)	0.25	
Detectable Warning Surface (per Mile)	1.75	12
Bench	1.75	1288
Counter	in an	1646
Drinking Fountain		0
Table		1
	<u></u>	65
Parallel On-Street Parking Space	a analisian	5633
Perpendicular On-Street Parking Space		2202
Parking Meter		12428
Parking Pay Station		777
Passenger Loading Zone	And a second second	0
Access Route at Roundabout	And And States	0
Access Route Obstruction	ogén stárosságai	13466
Door/Gate - Double Leaf		0
Door/Gate - Opening Only	and the second	0
Door/Gate - Recessed Swinging	and the second second	0
Door/Gate - Revolving	And the second second	0
Door/Gate - Sliding		0
Door/Gate - Swinging	and the Andrews	0
Ramp - Bottom Landing		713
Ramp - Intermediate Landing		0
Ramp - Ramp Run		713
Ramp - Top Landing		713
Stairway - Bottom Landing	- Machille	0
Stairway - Intermediate Landing		0
Stairway - Stair Flight	e e e e e e e e e e e e e e e e e e e	0
Stairway - Top Landing		0
Handrail		0
Boarding Platform		0
Street Level Boarding		154
Transit Shelter	and the second second	154
Pedestrian Pushbutton	Sector Sector	11135
Pedestrian Sign		1490
Pedestrian Signal		11135
Pedestrian Signal - Passive Detector	and the second	0
Transit Sign	and the second se	56



Estimated Value (user Entry) Calculated Total per Estimated Value

## PROWAP 10-Day Pilot Project Schedule

#### DAY 1

#### **Pre-Assessment Meeting**

+ + • • •	
8:00 AM	<ul> <li>Beneficial Designs Assessment Professionals meet with Agency Representatives</li> <li>Determine the priority areas for assessment during the pilot project</li> <li>Identify the critical elements of each feature for assessment</li> <li>Review the role of City Staff participating in the Pilot Project</li> </ul>
12:00 PM	Lunch Break & Travel to First Assessment Area
Group Sidewa	alk Assessment Session
1:00 PM	<ul> <li>Initial Sidewalk Assessment Session</li> <li>Assess highest priority areas to verify level of detail &amp; critical elements for collection</li> <li>BD Staff will review the process with agency representatives</li> <li>Agency Representative will observe and verify the level of detail for collection</li> </ul>
6:00 PM	<ul> <li>End of Group Assessment Session</li> <li>Off load data from Assessment Computers and upload to Beneficial Designs remote site for compilation of Database</li> <li>BD Representative will provide the Initial Assessment Data to the Agency GIS or IT personnel after processing to review data within GIS Software</li> </ul>
DAYS 2 thru 9	
Sidewalk Ass	essment Session
7:00 AM	<ul> <li>Assessment of Agency determined Priority Areas</li> <li>BD Staff will use PROWAP to Assess the Sidewalk Corridors</li> <li>Agency Staff will perform general Inventory Assessments</li> </ul>
12:00 PM	<ul> <li>Lunch Break and Assessment Team Check-in</li> <li>Review features encountered during morning session</li> <li>Clarify and resolve any issues encountered during assessments</li> </ul>
1:00 PM	Assessment of Agency determined Priority Areas
6:00 PM	End of Day Off load data from Assessment Computers and upload to Beneficial Designs remote site for compilation of Database
DAY 10	
Sidewalk Asse	essment Session
7:00 AM	Assessment of Agency determined Priority Areas
12:00 PM	Lunch Break and Assessment Team Check-in
Post-Assessm	ient Meeting
1:00 PM	<ul> <li>Debriefing of Assessment w/ Agency Representatives</li> <li>Confirm the level of detail to be assessed in future assessments</li> <li>Review &amp; approve the final estimates of sidewalk miles and feature counts</li> <li>Create final Scope of Assessment document</li> <li>Create an annual assessment plan</li> <li>Determine a timeline for completion of the entire jurisdiction</li> </ul>

5:00 PM End of Pilot Project

## The Town of Gardnerville, Nevada:

Pedestrian Transition Plan Self Evaluation Pilot Project Budget

Labor Costs						5	5 Days	1	0 Days
Sidewalk Assessment							<u>, adda</u>		o Days
Two BD Assessment Experts working				\$	6,720	\$	14,720		
with two Agency Representatives			-	,	+	,			
On-Site Consulting w/ City Staff									
Pre & Post Assessment meetings				\$	1,280	\$	1,280		
with Agency Representatives					s				· <b>,</b>
Off-Site Consulting & Data Analysis						\$	640	\$	1,280
Optional Preliminary Transition Plan			\$		2,400				
based on Pilot Assessment			Ψ		2,400				_
						\$	8,640	\$	17,280
Travel Costs									
Daily per Diem	\$	-	/day			\$	-	\$	-
Lodging per Diem	\$	-	/day			\$	-	\$	-
Round Trip Travel Time (1/2 Rate x two Staff)	\$	-		0	hrs	\$	-	\$	-
Airfare	\$		Round	1 Tr	ip	\$	-	\$	-
Airport Parking					•		-	\$	-
Ground Transportation	\$	7	/day			\$ \$	34	\$	68
Equipment Shipping	\$	-				<u>\$</u> \$	-	\$	-
						\$	34	\$	68
Total Project Cost:						\$	8,674	\$	17,348
Total including optional Preliminary Transition Plan:			<u> </u>	11,074	\$	19,748			

#### Prepared for:

**The Town of Gardnerville** Tom Dallaire Gardnerville Town Manager 1407 Highway 395 N, Gardnerville, NV 89410 775.782.7134 voice 775.690.8366 fax Prepared by:

Peter W. Axelson, Director of Research & Development & Nathan Tolbert, Sidewalk Assessment Coordinator **Beneficial Designs, Inc.** 2240 Meridian Blvd, Suite C Minden, Nevada 89423-8628 775.783.8822 voice 775.783.8823 fax

13-Jun-2013

Nath Talk

Peter W. Axelson



**Gardnerville Town Board** 

#### AGENDA ACTION SHEET

- 1. <u>For Possible Action</u>: Discussion on amending the NHC (Northwest Hydraulic Consultants) existing contract by placing the existing contract Task 3 on hold, adding the additional channel analysis using Flo-2D model and provide final improvement plans, revise the hydraulic report and provide a final presentation to the board and the public for an amount, not to exceed, \$39,525.00; with public comment prior to board action.
- 2. Recommended Motion: Motion to amend the contract by placing Task 3 on hold, performing the flo-2d analysis, incorporating required changes to the final plans, provide final presentation to the board and approve the not to exceed cost of \$39,525.00.

Funds Available: 🗹 Yes 🛛 🗌 N/A

Funds have been set aside for this project and can be utilized for this final design phase.

3. Department: Administration

**Prepared by:** Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: 15 minutes
- 5. Agenda: Consent Administrative

Background Information: A presentation was made to the Board last month. We discussed changing to the flow 2D model as the HEC-RAS model was limiting the flow to the channel. This modification will improve model performance and show a greater benefit of the proposed channel. The construction documents will need to be revised and report updated with the change in methodologies. This should be the last modification needed to get the channel constructed.

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

<b>E</b> Approved	
Denied	

□ Approved with Modifications □ Continued

# 675 Sierra Rose northwest hydraulic consultants

June 17, 2013

Mr. Tom Dallaire, PE Town Manager / Town Engineer Town of Gardnerville 1407 Highway 395 N Gardnerville, NV 89410

#### RE: Phase 2 Additional Services Proposal Hellwinkel Channel Analysis, Construction Documents, and Permitting Town of Gardnerville, NV

Dear Tom:

Northwest Hydraulic Consultants (NHC) is please to present the Town of Gardnerville (Town) with the following proposal for additional services to our current Phase 2 scope of work on the Hellwinkel Channel improvements. As you will recall, the need for these services originated through our project progress discussions and the Town Board Public Hearing held in Gardnerville on June 4, 2013. NHC further outlined the framework for the tasks proposed herein via an e-mail correspondence sent to you on June 10<sup>th</sup> (2013) For continuity with current Phase 2 tasks and to simplify project accounting, the number labels for the tasks proposed in this additional services proposal include an 'a' label attached to the original task number in the current Phase 2 scope of work.

First, it should be noted that while some of the efforts outlined in this additional services proposal represent new work, most of the tasks descriptions herein are intended to modify and/or augment all or portions of recently completed Phase 2 tasks. To help clarify which proposed tasks represent revisions to work already completed, the phrase "Revisions" has been added to front the original task labels. Similarly, to assist in the understanding of which proposed tasks represent new work - in addition to efforts already competed for Phase 2 - the phrase "Additions" has been added to front the original task labels. Asks with both revisions and additions proposed have been appropriately double labeled. To further explain how each revised or additional task will be integrated into the overall project program, a non-task section is included at the end of this proposal. This section clarifies how these additional services will be integrated into the entire Phase 2 and pending Phase 3 (as applicable) work effort.

Lastly, this additional services proposal does not include any revisions or additions to the originally proposed FEMA applications included in the Phase 3 scope of work. At the time of this proposal, it is unclear to what extent the effective FEMA Flood Hazard Zone encumbering the project site and its surroundings may be altered by the redesign and analysis efforts included herein. If during the execution and/or completion of the tasks listed in this proposal, it becomes evident that the currently established Phase 3 scope of work tasks related to FEMA applications should be revised, amended, or advanced into Phase 2 of the project, NHC will notify the Town and suggest appropriate alternatives and strategies for such applications.

#### **SCOPE OF WORK**

#### PHASE TWO ADDITIONAL SERVICES

#### Task 8a. REVISIONS: Channel/Pathway Improvement Plans (95% Design Level)

NHC will revise the Hellwinkel Channel and Pathway designs initially developed under Task 5 and then subsequently refined into the 95% Improvement Plans under Task 8 of the original agreement. The revisions will include:

- a. Modifying the left (looking downstream) or westerly channel bank by laying the bank back to nearly flat slopes (between 0.5 and 1%). This bank "flare" will be proposed in an attempt to promote some portion of large storm flows conveyed by and within the near vicinity of the Martin Slough to migrate easterly into the Hellwinkel Channel;
- b. Lowering the channel design grade to maximize the potential for colleting Martin Slough flows from the west and to allow for additional flexibility in possible future culvert and storm drain improvements that might be directed toward and discharge into the channel;
- c. Redesigning proposed channel appurtenances, such as grade control structures, channel inlet and outlet configurations, and channel protections (linings) as needed to address the channel bank and grade modifications listed above;
- d. Realignment and redesign of the pedestrian pathway adjacent to the channel in connection with the channel grade and inlet modifications to minimize or eliminate the need for guardrailing between the pathway and the channel and to ensure ADA slope compliance and proposer grading tie-ins for the pathway;
- e. Changes to the Channel Plan and Profile, Horizontal Control and Demolition/Protection Plans to address channel grading and pathway alignment modifications; and
- f. Updating the earthwork and quantity estimates for the channel and pathway modifications;

The revised channel and pathway designs will be iteratively integrated into the new and revised hydraulic modeling proposed in Task 10a below. Updated 95% Improvement Plans will be delivered to the Town for review and subsequent permit application purposes.

### Task 10a. REVISIONS and ADDITIONS: Hydraulic Analyses and Floodplain/Floodway Mapping

To understand the hydraulic implications and potential benefits from the proposed channel bank and grade modifications of Task 8a, NHC will revise the HEC-RAS models initially developed under Task 5 and then subsequently refined for the initial 95% Improvement Plans under Task 10 of the original agreement. The HEC-RAS revisions will include:

- a. Modifying the 10-, 25-, 50-, and 100-year proposed conditions HEC-RAS models to integrate channel bank and grade revisions included in Task 8a. These modifications will be made in concert with the channel redesigns so that both the models and the designs reflect a maximized approach to colleting Martin Slough flows from the west; and
- b. Preparation of preliminary floodplain inundation maps for the 10-year (minor storm) and 100year (major storm) proposed conditions HEC-RAS models based on the proposed channel bank and grade redesigns.

Due to the shallow and multi-directional, sheet flow nature of the flood flows anticipated to inundate the subject site and the urbanized lands immediately upstream and to the west during large storm events,

Phase 2 Additional Services Proposal Hellwinkel Channel Improvements Page 2

Town of Gardnerville Tom Dallaire, PE 17 June 2013 NHC proposes to develop a 2-dimensional hydraulic model appropriate for floodplain pattern and flow depth determinations. To achieve this, NHC will construct a new Flo-2D model encompassing the subject site and adjacent floodplain areas to estimate how the Task 8a proposed channel modifications may alter current flood conditions. Unlike the regionally based, 500-year Flo-2D model from the recent Pine Nut LOMR, this new Flo-2D model will be developed specifically for this project and its immediate surroundings. The new model will have considerably smaller grid cell sizes, include substantially greater model detail, and be used to analyze the flooding for both the 100 and 500-year storm events. Specifically, the development of a new Flo-2D model will include:

- c. Obtaining and compiling GIS geospatial data for the new model area (i.e., existing ground topography, land use descriptions, soil coverages, vegetative cover estimates, existing structure footprints, and surface drainage features). Topographic features will be defined from the digital LiDAR and traditional topographic surveying data previously provided by the Town for the subject site. Surface improvements, such as structures and roadway improvements, will be evaluated using available aerial, street-level photography, and other internet resources. During the development of this model, additional survey measurements may become necessary to adequately define existing surface and/or underground drainage features within the model extents. It is assumed with this proposal that the Town will again provide NHC with this survey data as needed;
- d. Constructing the new Flo-2D model (base model) using the compiled GIS data, survey data for critical 1-dimensional drainage features, and a 20' by 20' (or smaller) grid cell size;
- e. Building and analyzing approximately 8 variations of the new Flo-2D base model, including variations for both existing site and proposed project conditions, for both the 100-year and 500-year storm events, and for both levee and non-levee conditions. To ensure compliance with the FEMA Effective Flo-2D model, output flow hydrographs from appropriate Pine Nut LOMR Flo-2D model variations will be used as inflow hydrographs into the corresponding new Flo-2D model variations;
- f. Iteratively integrating channel bank and grade redesign concepts into the proposed project condition model variations to maximize potential flood flow migration from the Martin Slough flooding area into the new channel. Incorporated into this phase of the model development will be the emphasis on redefining the existing FEMA Floodway and 100-Year AE Zone away from the Marin Slough and into the subject site and proposed channel to the greatest extent possible;
- g. Preparation of revised floodplain inundation maps for the 100-year and 500-year existing conditions and proposed conditions Flo-2D models; and
- h. Preparation of preliminary Topographic Work Maps for possible FEMA Flood Zone revisions based on the proposed conditions Flo-2D models. These maps may constitute the bases for a future FEMA Letter of Map Change application, which is currently provided for in Task 17 of the original Phase 3 scope of work.

#### Task 11a. REVISIONS and ADDITIONS: Hydraulic Analysis Report and Presentation

Portions of the original Task 11 scope of work will require revisions to address the new hydraulic modeling and mapping changes included in Task 10a. Specifically, the new floodplain inundations mapping created from the Flo-2D modeling will need to be incorporated into the Hydraulic Analysis Report. This report will also need to be expanded to include a discussion of the development of the Flo-2D model and the presentation of the data used for and results obtained from the new Flo-2D model. Following the completion of Task 10a, NHC anticipates the Town will require another public presentation

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Phase 2 Additional Services Proposal Hellwinkel Channel Improvements Page 3 Town of Gardnerville Tom Dallaire, PE 17 June 2013 at a Town Board meeting. To address this, NHC proposes to prepare for and attend an additional public hearing, in which, the results of the channel redesigns, new hydraulic modeling, and subsequent floodplain mapping will be presented.

#### Task 16a. ADDITIONS: Project Meetings

In addition to the public presentation included in Task 11a, NHC anticipates the need for two additional project meetings with Town management/staff and one meeting with Douglas County personnel in support of the additional services listed in this proposal.

#### FEE ESTIMATE – Phase Two Additional Services

Task 8a. REVISIONS: Channel/Pathway Improvement Plans	\$10,500.00
Task 10a. REVISIONS and ADDITIONS: Hydraulic Analyses and Floodplain Mapping	\$20,725.00
Task 11a. REVISIONS and ADDITIONS: Hydraulic Analysis Report and Presentation	
Task 16a. ADDITIONS: Project Meetings	<u>\$3,600.00</u>
Phase Two Additional Services Tota	l: \$39,525.00

The fee estimates listed above represent Time & Materials not-to-exceed budgets for each task in accordance with the attached Schedule of Standard Charges (Effective November 1, 2010).

#### Phase 2 Remaining Tasks and Work Efforts

With reference to the tasks included in the original Phase 2 scope of work, NHC has yet to complete any work on Tasks 9 and Tasks 12 through 15. Conversely, all of the originally proposed work efforts for Tasks 8, 10, and 16 have been completed. At the time of this additional services proposal, portions of Task 11 and 16 have been performed. Specifically for Task 11, NHC has compiled many of the documents and maps needed for the Hydraulic Analysis Report and has begun writing the report. NHC has also prepared and presented the design, analysis, and floodplain mapping work efforts completed in Task 8 and 10. At this time, NHC has completed roughly 60% of Task 11. While the 95% channel plan revisions (Task 8a herein) and the additional Flo-2D modeling (Task 10a) will generate additional work for Task 11 (as described herein for Task 11a), the proposed scope of work and fee estimates originally presented for Task 9 and Tasks 12 though 15 will remain unchanged. The project meetings originally included in Task 16 have been exhausted and Task 16a (herein) will provide for additional meetings to support the extra services outlined in this proposal.

NHC appreciates the opportunity to submit this additional services proposal and we are looking forward to our continued working relationship with Gardnerville. If you have any questions or require additional information, please don't hesitate to call me or Brad Hall at (916-371-7400).

Sincerely, Northwest Hydraulic Consultants Inc.

5 24

Denny Peters, PE Senior Project Manager

Budgall

Brad Hall Principal

Phase 2 Additional Services Proposal Hellwinkel Channel Improvements Page 4

13-5

Town of Gardnerville Tom Dallaire, PE 17 June 2013



#### **Gardnerville Town Board**

#### AGENDA ACTION SHEET

- 1. <u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for June 2013.
- 2. Recommended Motion: No action required. Funds Available: □ Yes □ N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: 5 minutes
- 5. Agenda: Consent 
  Administrative

Background Information: Presented at meeting. Also, see attached Open Meeting Law Memo

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

□ Approved with Modifications □ Continued

## **ROWE HALES YTURBIDE**

A LIMITED LIABILITY PARTNERSHIP

ATTORNEYS AT LAW

P.O. Box 2080 1638 Esmerelda Avenue Minden, NV 89423

Telephone (775) 782-8141 Facsimile (775) 782-3685 Michael Smiley Rowe James R. Hales Jennifer A. Yturbide

MEMORANDUM

To:

Tom Dallaire, Town Manager Town of Gardnerville Michael Smiley Rowe, Rowe Hales Yturbide, LLP From: Subject: Analysis and Impact of AB65 Date: June 10, 2013

Tyler B. Altom 15 II 1 1 2013

The 77th Legislative Session has just wrapped up and one of the bills that was passed, AB65, changed provisions relating to the Open Meeting Law. The bill was first heard in the Assembly's Government Affairs Committee where it was amended. It then passed the Assembly and was referred to and heard by the Senate's Government Affairs Committee. Both the Assembly and the Senate passed the bill unanimously. The Legislature completed its work on May 24, 2013, and, on May 28, 2013, it was approved by the Governor with an effective date of July-1-2013. The following is an overview of the key changes made by AB65;

- 1. Specific exemptions made by a public body in terms of requirements to close a meeting or hearing will prevail over the general provisions under the Open Meeting Law. This aligns the law with the convention that specific rules prevail over general rules.
- 2. The bill prohibits a member of a public body from designating a person to attend a meeting of the public body in place of that member unless there are provisions in the public body's constitution to allow such a substitution. If there is such a provision in the public body's constitution, then that designated person will be able to participate fully including voting for the regular member.
- 3. The bill also provides that the public body can take corrective action which in the past has only been available through the AG's office. Any action taken by the public body in violation of the Open Meeting Law is void. With this change the public body can now take corrective action within 30 days after an alleged violation. The AG's office may still become involved if they find that it is in the best interests of the public, but they no longer have to be the ones to take the corrective action. If the public body takes corrective action, the agenda for such an item must provide: "For Possible Corrective Action".

#### Page 2 June 10, 2013

- 4. The bill defines the term "deliberate". Deliberate means collective examining, weighing and reflecting on the reasons for or against an action and includes a collective discussion or exchange of facts preliminary to the ultimate decision. By clarifying what constitutes a "meeting" as "a gathering of members...at which a quorum is present, whether in person or by means of electronic communication", it is clear that the term "deliberate" includes e-mail, text or other electronic communication.
- 5. The bill also clarifies that a quorum of members may be present either in person or by means of electronic communication.
- 6. The bill makes changes to the requirements of providing supporting material to the public. Previously, the Open Meeting Law required a public body to make available a copy of the agenda for the meeting, any proposed ordinance or regulation to be discussed at the meeting and other supporting material to the public. Now, the public body must include on the notice of a meeting, the name and contact information for the person designated by the public body from whom a member of the public may request supporting material for a meeting and list of locations where that supporting material is available to the public.

Also, in certain counties, or cities with a population of 45,000 or more, which includes Douglas County, the bill requires the supporting material be posted on the website no later than when the material is provided to the members of the governing body or if handed out at a meeting not later than 24 hours after the meeting. The bill allows the supporting material to be provided via a link to a website as long as the person requesting the material agrees to take it in an electronic format.

NOTE: This requirement does not apply to the Town of Gardnerville.

The key changes were made to keep the Open Meeting Law current with the increasing use of electronic means of communication and participation. The addition of allowing a public body to take corrective action on its own is a positive development and one we can discuss further at an upcoming meeting.



#### **Gardnerville Town Board**

#### **AGENDA ACTION SHEET**

- 1. <u>Not For Possible Action</u>: Discussion on the Town Manager/Engineer's Monthly Report of activities for June 2013.
  - a. <u>For Possible Action</u>: Approve, deny or modify a design for ornament handout at NLC/NACO conference.
- 2. Recommended Motion: Approve design for ornament at NLC/NACO conference. Funds Available: ⊈ Yes □ N/A
- 3. Department: Administration

Prepared by: Tom Dallaire

- 4. Meeting Date: July 2, 2013 Time Requested: 15 minutes
- 5. Agenda: Consent Administrative

Background Information: See attached report.

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

Approved	<b>Approved</b> with Modifications
Denied	<b>Continued</b>



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 June 2013 Board Meeting

### A. Agendized under my report. Nevada League of Cities Conference combined with NACO.

- A. Microsurfacing: Is complete and was paid last Friday.
- **B.** Storm Drain cleaning: We are going to start locating the problem area in the storm drain pipe adjacent to Highway 395 down by Service Drive. We may need to hire that fix out to a contractor as the storm drain line is completely blocked.
- **C. Walmart:** needs to fix the cracked concrete sections within the pond area and then the improvements will be coming to the board for dedication and approval.
- **D. New Beginnings:** Construction continues behind Heritage Bank, they are framing the building now. They are working on the pond construction. The storm drain has been installed.
- **E. Hellwinkel Channel:** The state is scheduling a meeting for the week of the 8<sup>th</sup>. We will have the updated report for them to consider. We have made progress on the plans over the past year, with many design and re-design considerations. The revised contract is set for the board meeting this month.
- **F. Bench Easements:** Staff is working on the installation of the concrete pad now.

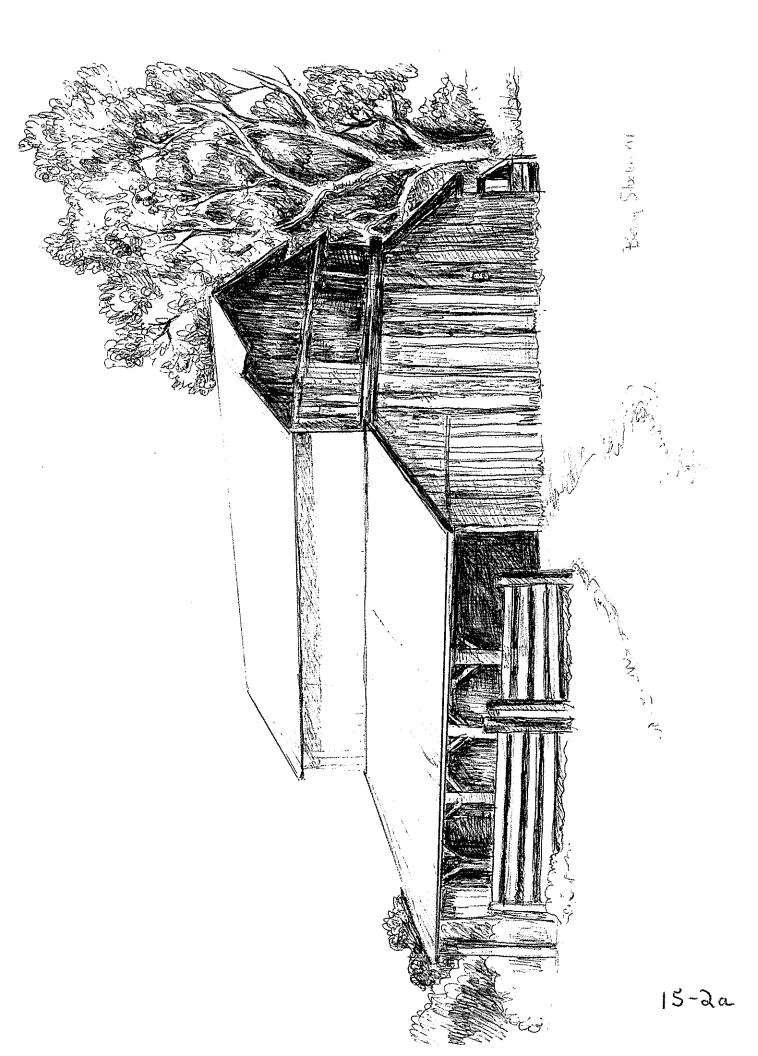
#### G. Office Items:

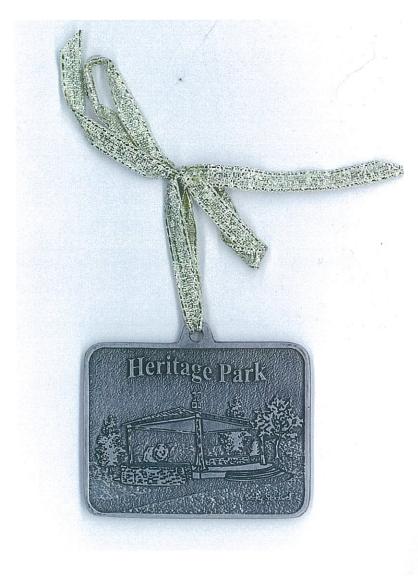
- Installed the hanging baskets and picked up the Adopt a pots. Thank you to Berry Jones for the use of two (2) Carson Valley Movers trucks to haul the baskets and pots from Smith Valley, and Sertoma for the use of the covered trailer to haul the hanging baskets from China Springs.
- Carson Valley Days set up and take down went well. There was not a big mess to clean up.
- The palm reader building plan for sidewalk improvements is on the agenda for discussion.
- Started doing a parking analysis of the Southgate area, need building information from the county.
- Heritage Park Garden Labyrinth moved the center rock in place and moved more rocks in per the committee's plan.
- Attended the Valley Vision Meeting. We have provided a copy of the draft vision plan. I had some concerns with the document and would like your input on it so I can include a review of the document for the next round of public meetings coming up in July.
- Eagle Scout project for David Olges installed the doggie pots at Wal Mart pond and along Toler.
- Eagle Scout Project for Dan Gourley will be working on the barn area on Saturday the 29<sup>th</sup>.
- Met with Anne Vaudagna of Aspen Park to review the proposed sidewalk and her partnering with an accessibility grant from NDOT which Jeff Foltz updated. We are not far enough along for agreements yet. Waiting on NDOT to see how the grants are awarded. That presentation is on July 29<sup>th</sup>.



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

- Paula and I did a presentation to the Leadership Douglas County group at Heritage Park. The presentation was well received. Next month I will present to them again on what the town does and services it provides for local government day.
- Josh and I worked a lot on the route for the 5K, signs and trail improvements.
- Worked with staff on getting Eagle Gas presentable, coordinating tank testing and discussing the process with Brett Bottenberg on Brownfield's funding vs. petroleum funding.





## Ornament front example

## Ornament back example

# Main Street Gardnerville

The Heritage Park of Gardnerville Handcrafted of Fine Pewter

Exclusive use of design granted to M.S.G. by Becky Stockwell, 2009

# 15-2a

