



GARDNERVILLE TOWN BOARD

Meeting Agenda

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

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

Tuesday, February 7, 2017

4:30 p.m.

Gardnerville Town Hall

MISSION STATEMENT

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

Copies of the finalized agenda were posted on February 2, 2017 on or before the third day prior to the meeting date, by Carol Louthan, Administrative Services Manager, Signed: Carol Louthan: in accordance with NRS Chapter 241 at following locations;

Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 8:29 A.M.

Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at 8:37 A.M.

Gardnerville Post Office, 1267 US HWY 395 #L, Gardnerville NV 89410 at 8:24 A.M.

Gardnerville Town Offices, 1407 HWY 395 N, Gardnerville NV 89410 at 8:55 A.M. and on the Internet at www.gardnerville-nv.gov.

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 (BIS). 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. All items shall include discussion and possible action to approve, modify, deny, or continue.

Notice: "Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board and do not necessarily represent the religious beliefs or views of the Board in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Board. Copies of the policy governing invocations and setting forth the procedure to have a volunteer deliver an invocation are available upon written request submitted to the Town Board of Gardnerville"

INVOCATION – Pastor Norm Miltz

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

PLEDGE OF ALLEGIANCE – Ken Miller

PUBLIC INTEREST COMMENTS (No Action)

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

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

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

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

January 3, 2017 Regular Board meeting, with public comment prior to Board action.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

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 January 2017 claims.
4. **For Possible Action:** Approve Change Order #1 and final payment to Bramco Construction Corp. for work done at Gardnerville Station.

ADMINISTRATIVE AGENDA

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

5. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for January 2017. (approx. 10 minutes)
6. **For Possible Action:** Discussion on Main Street Gardnerville's affiliation with the Town of Gardnerville. Provide direction to staff and town counsel to bring back to the board, documents to separate Main Street Gardnerville from the town and county structure. Discussion on, but not limited to:
 - a. amending the contract with Main Street, based upon return of investment, that provides support for Main Street program management including but not limited to financial support and office facilities;
 - b. opening Main Street operating account for deposit of funds previously designated the County's 811 fund which should be closed;
 - c. confirming Main Street's board direction to post for the replacement of Main Street Gardnerville Executive Director on a contract basis; with public comment prior to Board action. (approx. 60 minutes)
7. **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-079) by Jon & Danielle Stafford, co applicant Gerald Bing, to build a 2,600 square foot automotive repair shop with onsite parking and landscaping improvements, on their 0.23 acre parcel, located at 1232 & 1236 Pep Circle in the SI (Service Industrial) Zoning District in the Minden / Gardnerville Community Plan (APN 1220-03-411-006 & 007); with public comment prior to Board action. (approx. 30 minutes)
8. **For Possible Action:** Approval of Resolution No. 2017R-010 - augmenting the Town of Gardnerville budget for fiscal year 2016-2017, with public comment prior to Board action. (approx. 10 minutes)
9. **For Possible Action:** Discussion on the recorded Joint Access Agreement with the adjacent property at the Town Administrative offices following transfer of ownership. Provide direction to Staff and/or Town Counsel to draft an acknowledgment of receipt of the recorded Joint Access and Parking Agreement for signature by the current owner, and any prospective buyers, concerning the common entrance off 395 over the parking lot shared by the Town and the adjacent property; with public comment prior to Board action. (approx. 10 minutes)
10. **For Possible Action:** Discussion to accept a report of tortious conduct claims per NRS 41.0385, with public comment prior to Board action. (approx. 5 minutes).
11. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for January 2017. (approx. 10 minutes)
12. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for January 2017. (approx. 30 minutes)
 - a) Discussion and no action on projects submitted to the town for staff review of the Greater NV Credit union sign update, Taco Bell building remodel, Kentucky Fried Chicken remodel.
 - b) Discussion on sending the town manager to the Main street conference on May 1-3, 2017 with a cost of approximately \$2000 for the conference. May 3rd is a board meeting day.

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

Adjourn

Next monthly meeting March 7, 2017



GARDNERVILLE TOWN BOARD

Meeting Minutes

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

1407 Highway 395 N.
Gardnerville, Nevada 89410
(p)775-782-7134 (f): 775-782-7135
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Contact: Carol Louthan, Office Manager
Senior for any questions or additional
information. You may also view the
board packet online at the town's website.

Tuesday, January 3, 2017

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Rich Lammay, High Sierra Fellowship

 **Chairman Miller called the meeting to order and made the determination a quorum was present.**

PLEDGE OF ALLEGIANCE – Mary Wenner

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.

Chairman Miller shared Trinity Lutheran Church would like to thank town staff for turning on the parking lot lights at the new Trinity parking lot on Christmas Eve. Staff put in a generator for the night. We did have an attendance of 101 that night. We thank you because it gets really dark in the parking lot.

Mr. Dallaire advised tonight at midnight they should be powered permanently.

Chairman Miller thought the lights look really nice. Thank you from Trinity Lutheran Church.

No further public comment.

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

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

Motion Slater/Higuera to approve the agenda.

No public comment.

Amended motion Slater/Higuera to pull item 5 on the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

December 1, 2016 Regular Board meeting, with public comment prior to Board action.

No public comment.

Motion Higuera/Jones to approve the minutes. Motion carried unanimously.

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. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities. Approved.
3. **For Possible Action:** Approve December 2016 claims. Approved.

Motion Wenner/Slater to approve 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)

4.  **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for December 2016.

Mrs. Lochridge reported our children's grant from the Nevada Department of Agriculture has now been closed. We submitted our final report. We received close to \$5,000 to do improvements in the children's garden. We do have another active grant. So far we have received over \$3,800 and we have close to another \$3,000 to spend in the Heritage Park Gardens. I do have a meeting with USDA that will include Tom Dallaire, Jenifer Davidson and Connie Billington, as we meet to discuss revising our current market analysis and receiving grant funds to do a greater market analysis. That meeting is scheduled for January 12. We are currently working on our action plans. We did have a great turnout at the New Year's Eve Candlelight Labyrinth Walk. We had just over 185 participants. The 15 volunteers that were there thought about a third of those present were children. It's turning into a nice family friendly event.

5. **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-079) by Jon & Danielle Stafford, to build a 2,600 square foot automotive repair shop with onsite parking and landscaping improvements, on their 0.23 acre parcel, located at 1232 Pep Circle in the SI (Service Industrial) Zoning District in the Minden / Gardnerville Community Plan (APN 1220-03-411-006); with public comment prior to Board action.

Pulled from agenda.

6.  **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-077) by Carson Valley Community Food Closet to build a 10,000 square foot commercial storage & distribution service area and offices, with onsite parking and landscaping improvements on the one acre parcel, located at 1251 Waterloo Lane in the NC (Neighborhood Commercial) zoning district in the Minden / Gardnerville Community Plan (APN 1220-04-002-022) with required parking and landscaping; with public comment prior to Board action.

Mr. Dallaire reported the applicant Gary Thurm is here. I want to thank Geoff for doing the staff report. Also, the item that was highlighted in the report has been rectified with the county planning department. The building will be a larger facility. I think it is a much needed addition and distribution center for the food. We really don't have any major concerns with this project. We have worked with them on the improvement plans. We had discussed the irrigation ditch along with the tailwater ditch. It just needs to be maintained a little more frequently. This is mainly storm drainage. The conditions we have are listed on page 5 of the staff report.

Mrs. Slater asked if is there going to be any outside storage area?

Mr. Dallaire explained the doors are in the back of the unit.

Mr. Thurm is showing it on the site plan. There is a covered walkway and there will be storage.

Mrs. Slater asked about lighting. Are you going to have the same downward noninvasive lighting?

Mr. Thurm answered yes. They are night sky friendly lights.

Mrs. Slater asked about the hours of delivery. Are you going to have trucks going in and out? I am thinking about Sunset Park, the residential area across the street.

Mr. McRoberts responded they have all day time deliveries.

Mrs. Slater asked on the cover sheet, number 1, the county does not allow a distribution center.

Mr. Dallaire answered that has been rectified. They are looking at it as a different use. The use they have now is public facilities. They talked to Geoff about it last week and they are fine with the zone that it is.

Vice-Chairwoman Jones asked what they plan on doing with the current facility?

Mr. McRoberts explained because we are a 501c3 it has to go to another 501c3. We may turn that over to another organization within the county.

Vice-Chairwoman Jones suggested they could sell it and reinvest the equity back into the current operation.

Mr. McRoberts agreed they could. We haven't gotten that far yet.

Mr. Thurm wanted to alleviate any concerns. We haven't made all the modifications that were requested.

Mr. McRoberts stated we are putting in a teaching conference room along with a small kitchen so we can do some training of our clients. One of the things they need and have asked for is teaching how to cook.

Mr. Dallaire asked how much pedestrian traffic they get.

Mr. McRoberts answered very little. We have people that carpool. There really won't be a lot of extra traffic. Less truck traffic because we're not constantly going back and forth.

Ms. Wenner asked when it will be completed.

Mr. McRoberts advised this month we begin a capital campaign. We hired a consulting firm to do a feasibility study. That is a six month long feasibility study. We had to do the design before we knew how much money we needed. We are looking at about two million to build the whole building. That's including the furnishings.

Chairman Miller asked if they needed to go out and raise the funds.

Mr. McRoberts answered yes.

Chairman Miller asked why? The county has quite a bit of money in the indigenous fund that has not been tapped.

Mr. McRoberts explained they are a 501c3 corporation. We are not part of the county. We are getting grants. We got grants to pay for the planning phase. We are in phase 2 now. The first phase was the purchasing of the lot. 2nd phase was doing the design. Phase 3 would be the building, but we have to raise funds for that. We are also looking at a USDA loan, which would give us funds up front before the grants come in.

Public comment.

Mr. Linderman thought it sounds good. I wish them well.

No further public comment.

Motion Jones/Wenner to conditionally approve the proposed major design review DA 16-077 for the Carson Valley Community Food Closet with the conditions as outlined in the attached staff report. Motion carried unanimously.

7.  **For Possible Action:** Discussion on a presentation on the principle of Placemaking and the draft scope of work prepared by Project for Public Spaces (PPS) in response to a request by Minden staff for

PPS to develop a proposal to work with the communities of Minden and Gardnerville on an all-encompassing place-led, community driven visioning workshop, stakeholder training, and planning review exercise; with public comment prior to Board action. Presentation by Jennifer Davidson, Minden Town Manager, and Tom Dallaire, Gardnerville Town Manager.

Jenifer Davidson, Minden Town Manager, is here tonight to speak to you about a concept that Tom and I have been exposed to through Main Street conferences. This is a great time for us to talk about the vision and strategic plan and how Placemaking may fit into that: what your goals are for your town, how it fits into the overall community and how your goals may match up with what Minden is looking to accomplish and what Douglas County is looking to accomplish. We are bringing this concept as part of a larger discussion. There is a reason why you ran for office. Placemaking potentially speaks to what makes you feel good about what you are doing and your purpose on the board.

Ms. Davidson gave a power point presentation.

Chairman Miller attends a Reno Tahoe Territory meeting every month. They always give a website report about what is the number one place that always gets a hit. It's Virginia City. The reason is they play to the history on all their events. This area is full of history.

Mr. Dallaire asked what 10 things in Gardnerville would make this a destination. We've given an example in the board packet on page 7-11. Come up with 10 things that you like or would like to transform in town. CV Visitor's Authority is doing a lot of videos, but it's the community as a whole. Each destination needs 10 places. Where do you visit? Where do the children play?

Ms. Davidson believed there are ways of enhancing the spirit that already exists and building on what you already have as a great destination. Can you come up with 12 major destinations in your town. Four was the average for the Town of Minden board.

Chairman Miller suggested using one of the biggest resources in the valley, water. We don't know if it will be here next year or not. But if we can capitalize on the use of water by recycling within the parks, as far as water features it would draw people and the town would be known for water features within the parks. The other idea is Hwy 395. We have the gas station already. We're working on that for a gateway. Those are the two ideas I came up with.

Mr. Higuera had heard a proposal to create a water park on Gilman and Centerville where Charter used to be. The idea was to have the water run through and a water park situation. We put that out for public hearings and the ranchers didn't care for the idea. Maybe with your enthusiasm we could get the ranchers turned around.

Mrs. Slater remembers they wanted it to open for fishing and the county thought it was too much liability.

Ms. Davidson thought maybe the ranching community needs to be involved, along with Douglas Parks and Rec. I have also been tasked with making sure if we were to undergo this exercise on a larger scale, who else we need to invite to participate in the conversation.

Ms. Wenner knows how many people they have for the Alpine Death ride. If we could do something like that in the valley. When I do walk, I walk my dog and 2/3rds of the people that are out there walking have dogs.

Ms. Davidson explained the maintenance side of our brain is concerned with dog parks. I have to tell you the most interaction I'm seeing in Minden is people out walking their dogs. While staff frown on dog parks, the overall benefit to the community definitely outweighs the cost. At the rotary meeting, the feedback was what if we did more of the bike sharing, bike renting between the two communities. We don't have a bike plan. The county came up with a bike plan. We need to have a conversation about what bike lanes look like and what kind of connections we can make between the two communities. Maybe there could be bike rentals. Building on a Main Street concept you can try something on a temporary basis and say that didn't work. What if you painted in temporary bike lanes and if you didn't like where they end up you just move them. When I had this conversation with NDOT it is one of the few times I have seen NDOT staff smile. They want to be in the room and have this conversation with us.

Vice-Chairwoman Jones' idea is geocaching. I have tried it with my family and we are not particularly adept at it. There is one in front of the Carson Valley Museum and one at the Gardnerville fire station. We couldn't find any at the lake. We need a geocaching station where we're looking for things, but something larger.

Ms. Davidson suggested a version of geocaching that ties in public art or wayfinding.

Vice-Chairwoman Jones suggested places for indoor play in the winter.

Mr. Dallaire brought up every place they've been at a Main Street conference has been close to a park or facility that has artwork in front of it.

Ms. Davidson believed public art tends to be scary because you can't please everyone. Rule about art, not everyone has to like it. There are ways where you can engage the community in the conversation where you arrive at a conclusion that not everyone likes it, but $\frac{3}{4}$ like it. You can lease art from public artists for a period of time. At the end of the time they invite the community to vote on the people's choice. The people's choice winner the town purchases and it becomes a part of the permanent collection.

Mrs. Slater agrees that places where they put a lot of the sculptures is parks and it just grows from there.

Ms. Davidson went back to the power point.

Mr. Dallaire asked the board to continue thinking about this and see what things come up in the next month or two. A three day class on Placemaking would have a budget of \$45,000 for the training. We've been talking with Larry and Lisa at the county. Lisa seems to think that Yerington is interested. They have a 1,000 acre off-road park and this would be a great opportunity for them.

Ms. Davidson pointed out the last thing your constituents want to hear is that we're going to pay a consultant to tell us what we're doing. Ultimately Tom and I are not necessarily recommending we hire someone to do the joint training. We had envisioned the two towns, Douglas County and maybe Yerington cost sharing. Minden wanted as many stakeholders in the room as possible if we were going to do something like this. The alternative is to send the managers to a training where we come back and we conduct the training. We are throwing it out there because we are moving into the budget cycle. Perhaps this is something we would like to consider.

Mr. Dallaire added we can go to the training and determine how we are going to go about the process, but in the end you hire a consultant to come up with those kinds of concepts. Having something like this online would hold more weight than having them come and do the training.

Chairman Miller disagrees. I think we need the training local and open to the public.

Mrs. Slater suggested tapping into Carson City, who have already made improvements in their downtown area.

Vice-Chairwoman Jones felt it needs to be different from the Valley Visioning. We already have the Valley Vision. A laundry list of goals we already have. Secondly, with respect to your board members having every possible stakeholder in the room isn't as productive as having the right stakeholders in the room. What we do here has an overflow effect.

Mrs. Slater felt the Valley Vision is the main driver and we have to make sure the priorities are in order.

Vice-Chairwoman Jones didn't believe we can control infrastructure, the five lane highway or whether a bypass is built. We can control sidewalks or creating 10 things to do in Heritage Park. I want to make sure if the community spends \$45,000 on training that we're not repeating something we've already done.

Mr. Dallaire felt if we had a visualization and then fuel indexing came back, I think the scenario would be different. There was nobody pushing fuel indexing.

Vice-Chairwoman Jones asked what the cost would be on a visualization like that.

Ms. Davidson did not have a price on that. There are a menu of things we could say we want for training. They have several municipalities across the country going through this process. It's just as simple to send Tom and I and bring it back to you.

Vice-Chairwoman Jones suggested joint training of Minden, Gardnerville and the county. The benefit of having outside presence is a mediator who doesn't prefer one entity over another.

Ms. Davidson is hopefully hearing a desire to get the two boards together.

Chairman Miller would like to see alternatives before we set an amount.

Chairman Miller called for public comment.

Mr. Linderman found it interesting that just yesterday there was a posting made of northbound and southbound traffic on CV Time's website back in the days when Minden and Gardnerville were two separate towns. There was a big open space between the towns. But now people don't see that little sign that says welcome to Minden or welcome to Gardnerville. So it's a huge change from history. We need to grow with the change.

Mrs. Slater thought the fact that Jenifer is here tonight speaks volumes. There wasn't always cooperation between the two boards. You have to have boards that want to work together. It's one community for everybody.

Mr. Dallaire noted if we want to connect Minden and Gardnerville through biking and walking we need to be looking further down the road.

Mr. Linderman mentioned the geocaching has the same idea where you wouldn't necessarily move from station one to station two. You can move more randomly. If there were different kinds of activities that you could do and collect loyalty points to say you've done, then you could put one out on the bike trail between the ponds.

No action taken.

8.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for December 2016.**

Ms. Yturbide reported over the last month Michael did some things with the audit. I reviewed the agenda, provided revisions and now have come to the meeting. Tom and I talked about a transition, what projects were in the works and ways we may communicate with one another. He has promised me a tour, which I will schedule with him. Another thing that was brought up was the convenience fee. Apparently Carol asked about the convenience fee and I spoke with her briefly and copied Tom. This morning I also found Mike had prepared a memo on convenience fees and third party vendors. So I needed a little more clarification on that.

Mr. Dallaire clarified the convenience fee in question is the fee for the ACH payments. We are doing those in-house instead of processing through a third party vendor. So we can't charge the fees for that. The convenience fee is only to cover the cost that we are being charged to process credit card or debit cards.

Ms. Yturbide didn't know whether or not the town had collected any convenience fees between May and when you stopped processing through a third party vendor. And I guess the answer is no.

Mr. Dallaire explained the credit card company can't determine what fee we're charging. All of the fees have to be charged before you ever swipe the card. The software has been modified. As soon as you make your payment it charges you a percentage and the fee is added to that transaction. So we're averaging the different types of cards.

9.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for December 2016.**

Mr. Dallaire reported the gas station is clean as far as we know. Wherever we excavated and found contamination it is no longer there. There is still a patch under the highway. The contamination under the bay we found a year ago had followed a utility trench to the next light and contaminated that down 20 feet and under the highway. Not a whole lot we can do about that. I haven't gotten the report yet from McGinley. That will tell us how bad the contamination was. We have a few more days to submit the CDBG grant. The 10th is the deadline for the county to submit to CDBG. Then CDBG reviews them and accepts them on the 13th. So we are applying for that, which includes the underground storage facility. I have to get buy-in from NDOT. It is on their agenda and they want to discuss it further. I did get support from NNDA. They wrote us a nice letter about the project. The storm water turned into the item that made this more of an economic development project. The selection panel is all members of a development authority across the state of Nevada. Crosswalk project is moving forward. We will be resubmitting that to NDOT in the next week or so. Kingslane same thing. I need to come up with an agreement for adjusting a manhole and gas valve. I will be working on that this week.

10.  For Possible Action: Discussion on Town Board member appointments to represent the Town of Gardnerville and to be the Town Board liaison for the following boards:

a. Main Street Gardnerville Board of Directors

Chairman Miller stated Lloyd has agreed to take that.

Motion Wenner/Miller to appoint Lloyd Higuera as liaison to the Main Street Gardnerville Board of Directors.

No public comment.

Upon call for the vote, motion carried unanimously.

b. Carson Valley Arts Council

Motion Slater/Jones to appoint Mary Wenner liaison to the Carson Valley Arts Council.

No public comment.

Upon call for the vote, motion carried unanimously.

c. Nevada League of Cities, with public comment prior to Board action.

Motion Higuera/Wenner to nominate Linda Slater as liaison to the Nevada League of Cities.

No public comment.

Upon call for the vote, motion carried unanimously.

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

No public interest comments.

Chairman Miller reminded everyone to please do your financial filing. Lloyd and Mary do your additional reporting for contributions.

Meeting adjourned at 6:40 p.m.

Ken Miller, Chairman

Tom Dallaire, Town Manager

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Correspondence

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

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** February 7, 2016 **Time Requested:** N/A

5. **Agenda:** ☒ Consent ☐ Administrative

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

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

8. **Board Action:**

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

NEVADA STORMWATER CIRCUIT RIDER

Municipal Stormwater Permit - Minden Training Workshop

US EPA and NDEP are focusing on stormwater statewide - learn how you can stay in compliance!



Date: February 28, 2017

Time: 1:00 p.m. to 3:00 p.m.

Location: C.V.I.C. Hall
1604 Esmeralda Ave.
Minden, NV 89423

Register By: February 24, 2017

Information: No Cost, Refreshments & Flash Drive with Materials Included
Certificates for Continuing Education Credit
2 Professional Development Hours (PDH) Available

* Douglas County Discussion*

- What needs to be tracked for reporting
- Who is responsible for what information
- How to streamline tracking in County Departments
- Best Management Practices (BMPs)
 - New Technology
 - Appropriate Applications
 - Maintenance

Municipal Separate Storm Sewer (MS4) Permit

- Permitted Area: portions of Johnson Lane, Clear Creek
- According to NDEP, area will expand, not if, when
- New permit may be issued within the next year
- Stormwater Branch at NDEP means increased focus
- Construction & Industrial permits still apply in designated MS4 areas!

Register by February 24, 2017

Contact: Kristin Roaldson, PE, CPESC

Phone: (775) 883-1600

Email: stormwater@rci-nv.com

Can't attend? Schedule a one-on-one meeting.

More Information

RCI Circuit Rider Website:

<http://www.rci-nv.com/stormwater-circuit-rider>

NDEP Circuit Rider Website:

<http://ndep.nv.gov/bwpc/circuit0.htm>

Sponsored by:



NDEP

Bureau of Water Pollution Control

1-2

Presented by:



NEVADA STORMWATER CIRCUIT RIDER

Construction Stormwater Permit - Minden Training Workshop

US EPA and NDEP are focusing on stormwater statewide - learn how you can stay in compliance!



Date: February 28, 2017

Time: 9:00 a.m. to 12:00 p.m.

Location: C.V.I.C. Hall
1604 Esmeralda Ave.
Minden, NV 89423

Register By: February 24, 2017

Information: No Cost, Refreshments & Flash Drive with Materials Included
Certificates for Continuing Education Credit
3 Professional Development Hours (PDH) Available

Topics Covered

- When to Apply for a Permit
- How to Pass an Inspection
- Stormwater Pollution Prevention Plan (SWPPP) Tips
- Best Management Practices (BMPs)
 - New Technology
 - Appropriate Applications
 - Maintenance

Construction Permit Updates

- Effective January 5, 2015
- All sites over 1-acre need coverage
- Contact info must be posted at job site
- 14-day approval period for permit coverage
- Long term site stabilization in place before permit coverage can be terminated!

Register by February 24, 2017

Contact: Kristin Roaldson, PE, CPESC

Phone: (775) 883-1600

Email: stormwater@rci-nv.com

Can't attend? Schedule a one-on-one meeting.

More Information

RCI Circuit Rider Website:

<http://www.rci-nv.com/stormwater-circuit-rider>

NDEP Circuit Rider Website:

<http://ndep.nv.gov/bwpc/circuit0.htm>

Sponsored by:



NDEP
Bureau of Water Pollution Control



1-3

Presented by:



Dallaire, Tom

From: Shane Fryer - CWSD Watershed Program Specialist
<Shane=cwsd.org@mail96.atl91.mcsv.net> on behalf of Shane Fryer - CWSD Watershed Program Specialist <Shane@cwsd.org>
Sent: Thursday, January 26, 2017 11:44 AM
To: Dallaire, Tom
Subject: Register Now! 2017 Carson River Watershed Management Forum, Feb 21, 22, 23 and New Job Openings!

**Register Now! 2017 Carson River Watershed
Management Forum - Feb 21, 22 & 23
& Job Openings!**



Welcome Back Winter! On the way to Kirkwood - Photo by Brenda Hunt

**2017 Carson River Watershed
Management Forum**

1-4

**& EPA-NDEP Carson River Mercury
Superfund Site Bus Tour**

**Location: Carson City Community Center Theater
851 East William Street Carson City, NV 89701**

Tuesday, February 21 - Carson River Mercury Superfund Site bus tour

8:30 am to 4:30 pm - Carson City to Fallon - Register today seating is limited

Wednesday, February 22 Day 1: Carson River Watershed Management Forum

9:00 am to 4:30 pm - Mercury Superfund Workshop 9 am to 11am.

Thursday, February 23 Day 2: Carson River Watershed Management Forum

9:00 am to 4:30 pm

The Carson River Watershed is truly "A Lifeline Connecting Our Communities". The "**Carson River Watershed Management Forum**" is your opportunity to learn about the extraordinary efforts being implemented by multiple organisations to manage, conserve, and protect our watershed, its floodplains, and many natural resources.

Topics include: riparian restoration, water quality and quantity, stormwater, flooding and floodplain management, invasive species., agriculture, recreation, and education/outreach programs.

**Bus Tour and Forum are FREE.
Info, Speakers, and Registration @
<https://carson2017.eventbrite.com>**

Questions, please contact Shane Fryer @ (775) 887-9005 or Shane@cwdsd.org

Help Us Spread Awareness of the Forum!

[Link to the Forum Flyer Here!](#)

1-5

Job Openings:

Environment Nevada Director

Environment Nevada is hiring a State Director responsible for running our state-based work. Through Environment Nevada, thousands of citizen members are teaming up with a professional staff to protect the places we love and the environmental values we share. We are part of a national federation of environmental groups with offices in 29 states and Washington, D.C.

[Link to the Director Position Here!](#)

RESIDENTIAL OUTDOOR SCIENCE INSTRUCTOR (ROSI)

Sierra Nevada Journeys This is a seasonal position with multiple facets (or multiple roles and responsibilities). During the fall and spring seasons, instructors deliver residential, 1-5 day Outdoor Science educational programs primarily serving fifth and sixth grades from regional elementary schools. All of our lessons are hands-on science and collaborative problem solving based with a focus on critical thinking, science, and environmental stewardship.

[Link to the ROSI Position Here!](#)

Don't Forget to Download the

[Winter Watershed Connections Newsletter](#)

Hope everyone is enjoying all the snow!

Brenda Hunt, Carson River Watershed Program Manager

Shane Fryer, Watershed Program Specialist

Carson Water Subconservancy District

777 E. William Street, Suite 110A

Carson City, NV 89701

775-887-9005 (p)

775-887-7457 (f)

www.cwsd.org

[unsubscribe from this list](#) [update subscription preferences](#)



This email was sent to tdallaire@douglasnv.us

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

Carson Water Subconservancy District · 777 E. William Street, Suite 110A · Carson City, NV 89701 · USA

MailChimp



P.O. Box 218, Minden, NV 89423
775-782-9821 FAX: 775-782-6255

Douglas County Board of Commissioners

Strategic Planning Meeting Agenda

Barry Penzel, Chairman, District 5
Steve Thaler, Vice Chairman, District 2
Nancy McDermid, District 4
Larry Walsh, District 3
David Nelson, District 1

Lawrence Werner, County Manager

Kathy Lewis, Clerk-Treasurer

Monday, February 6, 2017

9:00 a.m.

**Carson Valley Inn: Sierra/Douglas Rooms
1627 U.S. Hwy 395 N., Minden, Nevada**

MISSION STATEMENT

Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors.

Copies of the finalized agenda are posted at the following locations prior to meeting day: Minden Inn, Administration Building (Historic Courthouse), Judicial and Law Enforcement Center, Gardnerville Post Office, Minden Post Office, Minden Library, Douglas County Administration Building and the Tahoe Transportation Center at Stateline, NV. Questions concerning the agenda should be referred to the County Manager's Office at 775-782-9821.

The Board of County Commissioners sit jointly as the following Boards: Liquor Board, License Board, Tahoe-Douglas Transportation District Board, Water District Board, East Fork Board of Fire Commissioners, Regional Transportation Commission and Redevelopment Agency. Agenda items may be taken out of order, may be combined for consideration, or may be removed from the agenda at any time. All items designated "for possible action" shall include discussion and possible action to approve, modify, deny, "no action," or continue the item.

It is the intent of the Board of County Commissioners to protect the dignity of citizens who wish to comment before the Board. It is also the County Commissioner's wish to provide the citizens of Douglas County with an environment that upholds the highest professional standards. Citizens should have the ability to freely comment on items and/or projects that are brought before the Board for action without interference.

In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his/her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere or prevent the speaker from commenting on any present or future project. Persons desiring an opportunity to address the Board of County Commissioners and are not able to attend the meeting are requested to send an email to lpenny@douglasnv.us at the Douglas County Clerk's Office at least 24 hours prior to the convening of the Commission meeting.

Copies of supporting material can be requested in person from Laure Penny, Douglas County Clerk/Treasurer's Office, 1616 8th Street, Minden, Nevada or by calling 775-782-9020. Supporting material can also be found at <http://douglascountynv.iqm2.com>. During the public hearing, supporting materials can be viewed in the Public Information Binder located at the entrance to the meeting room.

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 Clerk's Office in writing at Post Office Box 218, Minden, Nevada 89423 or by calling 782-9821 at least 20 hours in advance.

DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS
STRATEGIC PLANNING MEETING
FINAL AGENDA – MINDEN, NV
February 6, 2017

9:00 AM

Call to Order

PLEDGE OF ALLEGIANCE – Barry Penzel

PUBLIC COMMENT (No Action)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Commissioners or those agenda items where public comment will not be taken as a public hearing is not legally required.

Public Comment is limited to three minutes per speaker. The Board of Commissioners uses timing lights to ensure that everyone has an opportunity to speak. You will see a green light when you begin, and then a yellow light which indicates that you have thirty seconds left and should conclude your comments. Once the light turns red, please sit down.

If you are going to comment on a specific agenda item that the Board of Commissioners will take action on, please make your comments when the Board of Commissioners considers that item and the item is opened for public comment.

For members of the public not able to be present when an agenda item is heard, Speaker/Comment Cards are available from the Clerk and at the entrance to the meeting room. These cards should be completed and given to the Clerk.

APPROVAL OF AGENDA

For possible action. Approval of proposed agenda. The Board of Commissioners reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

AGENDA ITEMS

1. For possible action. Discussion on Strategic Planning for Douglas County, which includes the current state of the county, vision, mission, priorities, organizational values, strategic direction, strategic initiatives, and a review of the Board's Norms and Procedures. (Lisa Granahan) 7 hr

CLOSING PUBLIC COMMENT (No Action)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Commissioners or those agenda items where public comment has not already been taken.

THE TIMING FOR AGENDA ITEMS IS APPROXIMATE UNLESS OTHERWISE INDICATED AS A TIME SPECIFIC ITEM. ITEMS MAY BE CONSIDERED AHEAD OF OR AFTER THE SCHEDULE INDICATED BY THIS AGENDA.

ADJOURNMENT

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve Health and Sanitation & Public Works Departments Monthly Report of activities
2. **Recommended Motion:** Approve as submitted
Funds Available: ☐ Yes ☒ N/A
3. **Department:** Administration
Prepared by: Carol Louthan
4. **Meeting Date:** February 7, 2017
5. **Time Requested:** N/A
6. **Agenda:** ☒ Consent ☐ Administrative

7. **Background Information:**
Trash (December landfill figures)

Credit Cards (December figures)

Residential Accounts	1787
Commercial Accounts	224
Green Waste Accounts	1345
Cleanup Dumpsters	1
X-cans	378
# of new residential accounts	8 accts transferred to new owners – 1 new account
# of new commercial accounts	0
Minimum User Accounts	32
Total tons of trash	357.55
Total tons of Greenwaste	9.82

Total Amount	\$1,672.22	
Total Transactions	18	
Visa	15	\$1,323.50
Mastercard	1	\$ 23.31
Terminal	2	\$ 325.41

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

Superintendent Town Public Works Monthly Report

Public Works & Parks – 1/2017

- January 8th, 2017 Flood Event.
 - Flood preparation and preventative maintenance of ditches to lessen flooding.
 - Active monitoring of town status during Sunday night event.
 - Share resources with other County departments to mitigate problems outside of our jurisdiction.
 - Completed ICS 214 forms and cost analysis for state and federal reimbursement.
- January 12th, 19th, 20th, 23rd, 2017 Snow Events.
 - Plowing and applying cinders on roads when needed.
 - Clearing Town maintained sidewalks, parking lots, and paths
 - These events chewed up a considerable amount of staff time.
- Took down Christmas decorations on the pavilion, 395 and side streets.
 - The pavilion tree is still up as we are waiting for a windless day to take it down.
- Repair Potholes on Douglas and Southgate. They appear to be winter related.
- Research cost for purchasing a new vehicle for Town Administration. (Budgeted)

Health and Sanitation – 1/2017

- Personal injury of 1 staff member Jan 25th. Moving a dumpster. Workers Comp issue.
- Cleaning and preparing of old trash totes in preparation of the recycling pilot program.
- Recycling program finalized.
 - Totes handed out with instructional flier and letter.
 - Auxiliary letter handed out to clarify instructions after resident comments.
 - Statistics for the program on page 2-3.

Engineering – 1/2017

- There was a complaint January 5th by a local resident that we were not properly maintaining the ditch behind the Fire Station. We completed a document search for ownership, easements, and maintenance responsibilities for the ditch. The ditch does not convey Town Storm Water and there is no easement for us to maintain the ditch.
- Solar Street Light at Waterloo and Northampton.
 - Bid to install foundation for street light collected.
 - All supplies to install the street light have arrived.
 - Memorandum of Understanding (MOU) drafted and proofed by Town Attorney.
- Leadership Douglas County Facilitator Training completed. In February I will be facilitating the Public Safety and Judicial System day.
- Worked on Chichester Cracks plans.
- Major Design Review for Stafford Automotive for new building on Pep Circle.

Recycling Program in Gardnerville

- 189 Total properties in projected area
- 165 Totes given out
- 10 Vacant or no home activity in 5 days
- 14 No tote given or tote returned

3 No, thank you.

3 No, I'm too old.

3 The bin is too large for my side door in garage.

2 I don't have enough to throw away.

1 I don't want another can.

1 This is a rental, no thank you.

1 You can't make me.

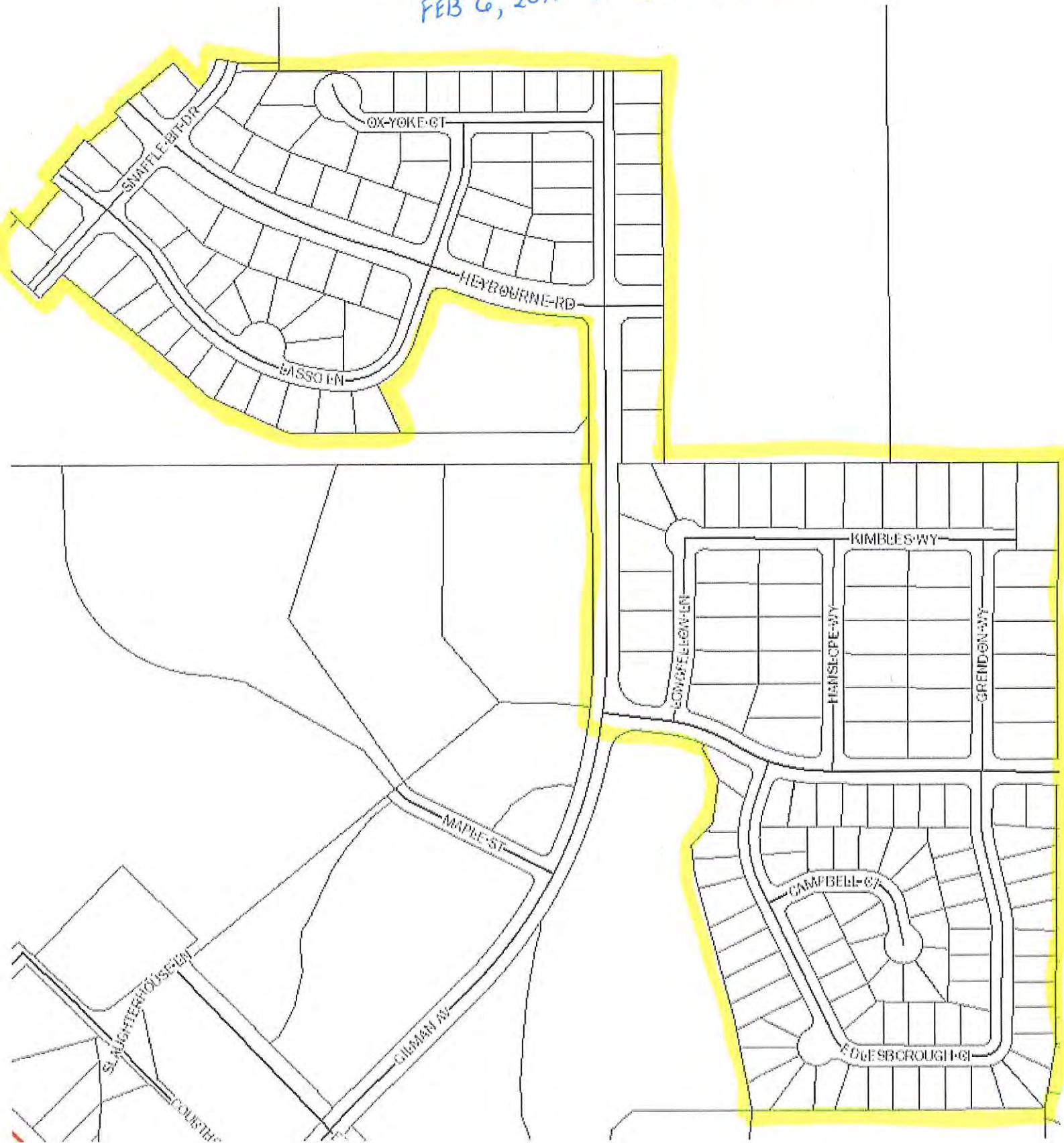
Delivered between 8am and 5pm Monday-Friday

39% 70 of 179 residents were home and opened their door

13% 9 of 70 were ecstatic about the project

31% 22 of 70 were happy that this was happening

RECYCLING TRIAL AREA
FEB 6, 2017 to JULY 24, 2017





Gardnerville Health & Sanitation Disposal and Recycling Services

Place your totes at curbside
by 5:00 a.m.
on your pick up day
775-782-7134

	S	M	T	W	T	F	S
<u>Jan</u> 2017	1	<u>2</u>	3	4	5	6	7
	8	9	10	11	12	13	14
	15	<u>16</u>	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<u>Feb</u> 2017	5	<u>6</u>	7	8	9	10	11
	12	13	14	15	16	17	18
	19	<u>20</u>	21	22	23	24	25
	26	27	28	1	2	3	4
<u>Mar</u> 2017	5	<u>6</u>	7	8	9	10	11
	12	13	14	15	16	17	18
	19	<u>20</u>	21	22	23	24	25
	26	27	28	29	30	31	1
<u>Apr</u> 2017	2	3	4	5	6	7	8
	9	<u>10</u>	11	12	13	14	15
	16	17	18	19	20	21	22
	23	<u>24</u>	25	26	27	28	29
	30	1	2	3	4	5	6
<u>May</u> 2017	7	<u>8</u>	9	10	11	12	13
	14	15	16	17	18	19	20
	21	<u>22</u>	23	24	25	26	27
	28	29	30	31	1	2	3
<u>Jun</u> 2017	4	5	6	7	8	9	10
	11	<u>12</u>	13	14	15	16	17
	18	19	20	21	22	23	24
	25	<u>26</u>	27	28	29	30	1
<u>Jul</u> 2017	2	3	<u>4</u>	5	6	7	8
	9	<u>10</u>	11	12	13	14	15
	16	17	18	19	20	21	22
	23	<u>24</u>	25	26	27	28	29
	30	31					

Don't trash it... **Recycle!**

YES

Paper Products

- Cardboard
- Newspaper
- Office Paper
- Magazines & Catalogs
- Junk Mail
- Cereal & Tissue Boxes

Metals

- Aluminum Cans
- Tin Cans
- Bimetal Cans

Glass

- Bottles
- Jars

Plastic

- Water, Soda, Juice
- Milk Jugs
- Shampoo Bottles
- Food Containers & Trays
- Cleaning Product Bottles

For Information on
these items call:
775-782-7134

No

Household Items

- Mirrors, Windows, Glassware
- Ceramics
- Styrofoam
- Film Plastic
- Plastic Packaging
- Plastic Utensils
- Textiles
- Food Waste
- Waxed Cardboard

Hazardous Waste

- Paint & Solvents
- Fluorescent bulbs, CFLs
- Motor Oil
- Batteries
- Electronics
- Mercury Switches
- & Thermostats



www.gardnerville-nv.gov



Town of Gardnerville Health & Sanitation Department

♻️ RECYCLE ♻️

EMPTY AND RINSE ALL CONTAINERS. DO NOT BAG YOUR RECYCLABLES. DO NOT FLATTEN CONTAINERS.



PLASTICS



CARTONS



METAL



GLASS



NEWSPAPER,
MAGAZINES
AND BOOKS



PAPERBOARD



OFFICE PAPER
AND MAIL



FLATTENED
CARDBOARD

NO:

- ❌ Plastic Bags
- ❌ Lids
- ❌ Styrofoam
- ❌ Light Bulbs or Fluorescent Tubes
- ❌ Hazardous Waste
- ❌ Batteries
- ❌ Sharp Metal
- ❌ Syringes

Place recyclables loose
in the provided cart
out at the curb by 5:00
AM on your collection
day



Slash the **TRASH**



Reduce | Reuse | Recycle

2-6



January 30, 2017

Dear Gardnerville Resident,

Re: Participation in the Towns of Gardnerville & Minden/Douglas Disposal trial area recycling program starting February 6 to July 24 on a bi-weekly basis.

The Town of Gardnerville is partnering with Douglas Disposal and the Town of Minden in instituting a trash recycling program for a 6 month trial basis, which only includes 180 town customers. Your home is within the Town's trial program area where we will pick up your recyclables every other Monday beginning February 6 and ending July 24. Your participation in this trial is very important. It will pave the way for a permanent recycling program within the Carson Valley, which is desperately needed in the county. We will be providing one recycled blue can with a black lid that will be used strictly for recyclable material. The attached flyer has examples of what can and can't be recycled. Please have your tote out by 5:30 a.m. on Monday mornings every other week (see calendar). Please bag newspaper, office paper, magazines or catalogs, junk mail, and cereal and tissue boxes to keep the materials from blowing away in the wind. The other materials should be dumped loose in the tote and cardboard should be flattened.

Your recyclables will be collected by town staff and delivered to Douglas Disposal Transfer Station at the end of Pinenut Road. The weight will be documented and tracked to see the tonnage of trash diverted from the landfill. Douglas Disposal will transport the recyclables to the South Lake Tahoe Refuse yard where the recyclables will be sorted and processed. The purpose of this trial period is twofold: 1, to see how many residents will participate and what tonnage can be diverted annually from the landfill and, 2, for DDI to determine an actual processing fee for the recycled material.

We are very excited to be able to finally offer this service and hope the trial period will bring positive results for the county and Douglas Disposal, making it possible for us to continue the program. Please call the town office if you have any questions, concerns or are not sure if your materials can be recycled. If you do not want to participate in the program.

Thank you for your anticipated participation.

Respectfully,

Tom Dallaire

Tom Dallaire

Gardnerville Town Manager



Town of Gardnerville Additional Information about the Recycling Program

It has come to the town's attention that the recycling flyer, delivered with your tote, has some confusing information related to what and how to recycle plastic items. For this recycling program to be effective, we need to divert as much recyclable waste, as possible, from going to the landfill. There are items that are indeed recyclable (like plastic bags) but due to market conditions and regulations will not be included, in this program, at this time.

The Town of Gardnerville will transport your recycling material to Douglas Disposal Inc. (DDI) off of Pinenut Road. We will empty your recyclables into a container which DDI will transport to South Lake Tahoe Refuse's Material Recycling Facility (MRF), a sister company of DDI, where the material will be sorted for further processing and transportation.

Please see the following clarification of information for the provided recycling flyer:

1. Side of the flyer with the big blue recycle box:
 - a. **"EMPTY AND RINSE ALL CONTAINERS"** - The images of the containers are for example purposes only. We suggest, but is not REQUIRED, that you empty and rinse all containers to minimize the potential for odors caused by materials stored in a tote that is emptied only every two weeks.
 - b. **"DO NOT BAG YOUR RECYCLABLES"** - There is a possibility that the recycle tote could tip over in the street while waiting to be picked up, and loose paper has the potential to blow around your neighborhood. We are trying to avoid this. The accompanying letter stated "please bag the newspaper, office paper, cereal, and tissue boxes." Again this is only a request, aimed at minimizing litter in your neighborhood but not REQUIRED. However if you do choose to bag your paper items, a paper bag could be used, plastic bags are acceptable as well.
 - c. The black box with white text states: **"NO:"**
 - i. **Plastic Bags – Plastic wrap (from meat, vegetables, etc.),** garbage bags, grocery bags, carrot bags, bread bags, cereal bags, zip lock bags, etc. This is the lowest grade plastic that can be recycled and unfortunately comes mostly from food packaging, and due to strict regulations cannot be recycled into new food packaging. There is not enough volume in our market and trial program at this time to save these items from the landfill.
 - ii. **Lids** - It is acceptable to DDI to replace the lids on the original containers for odor control. However, if the lids are removed from the containers they will normally compact more tightly.
2. Side of the flyer with the calendar and red and green columns:
 - a. Red Column: **"NO:"**
 - i. **Film Plastic** – No grocery bags, zip-lock bags, hard plastic wrapping.
 - ii. **Plastic Packaging**- None from meat, vegetables, or other food products (plastic wrap) etc.

Since plastics are the most confusing, maybe this will help:

YES: BOTTLES, JUGS, JARS (That retain their shape when empty)

NO: IF SOFT AND FLEXIBLE (bags)

If you have any questions, please call the Town office at (775) 782-7134. Thank you for your participation, we look forward to making this is a program we can continue to offer in the Carson Valley.

Tom Dallaire
Gardnerville Town Manager

LaCost, Geoffrey

From: Kristy Norberg <kristymcnorberg@gmail.com>
Sent: Friday, January 27, 2017 9:36 AM
To: LaCost, Geoffrey
Subject: Recycling

Hi Geoff!

We're super excited about the recycling program. I think it's long overdue & hope the pilot program is successful so it can continue. Thanks for the flyer showing what we can & can't recycle. Our bin is half full already & the kids are loving it.

Thank you!

Kristy Norberg

1517 Gilman Ave in The Ranch

Dallaire, Tom

From: LaCost, Geoffrey
Sent: Thursday, January 26, 2017 4:57 PM
To: Dallaire, Tom
Cc: Nicholson, Marie; Louthan, Carol
Subject: Correspondence – Recycling Program

Nelson Marsh –

1/26/2017 – 4:40 pm

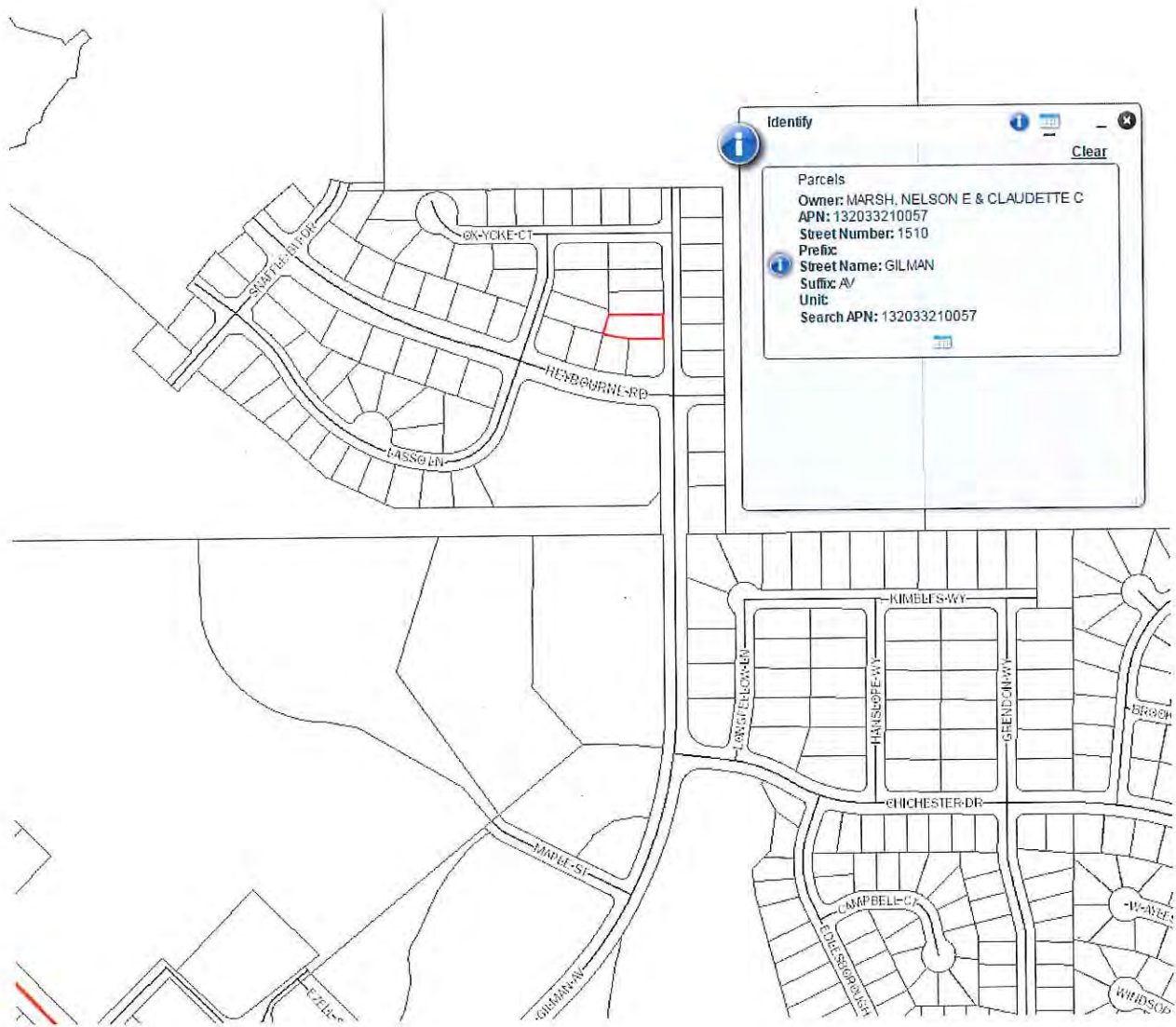
Mr. Marsh says the recycling program is not a true single stream recycling program. The town is requesting that small paper products be bagged to limit litter along the neighborhoods and highways because of the Nevada wind and wind events. Mr. Marsh does not bag his paper goods now and he does not see litter in his neighborhood, therefore the towns request to bag small paper goods are unfounded. Mr. Marsh will not be participating in recycling of paper goods.

Mr. Marsh specifically requested that his comments be passed along.

Thanks,
Geoffrey

Geoffrey LaCost, E.I.
Superintendent Town Public Works
Town of Gardnerville, Douglas County
1407 Highway 395 N. Ph: 775.782.7134
Gardnerville, NV 89410 Cell: 775.691.6148
glacost@co.douglas.nv.us Fax: 775.782.7135

2-10



MEMORANDUM

Tom Dallaire, P.E.
TOWN MANAGER

Town of Gardnerville

TO: Gardnerville Town Board

FROM: Carol Louthan, Administrative Services Manager

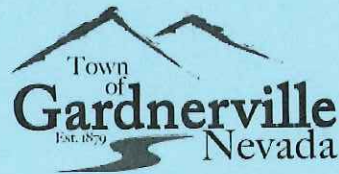
SUBJECT: Kudos to maintenance staff

DATE: 1/24/17

This morning I received a call from Linda Slater. She wanted to convey thanks from the residents of the Gardner Street and Circle Drive area to Gardnerville maintenance staff for keeping the roads clean. There are some older residents in that area and the roads in the subdivision do not get a lot of traffic so it is hard for them to get around. Maintenance staff took most of Monday morning (January 23, 2017) cleaning all the local roads to make it easier for residents in Gardnerville.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve January 2017 claims.
2. **Recommended Motion:** Approve as submitted
Funds Available: ☐ Yes ☒ N/A
3. **Department:** Administration

Prepared by: Carol Louthan
4. **Meeting Date:** February 7, 2017 **Time Requested:** N/A
5. **Agenda:** ☒ Consent ☐ Administrative
6. **Background Information:** See attached.
7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
8. **Board Action:**

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



Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	1/17 BOARD	G'VILLE	Paid by Check # 657466		12/29/2016	01/06/2017	01/06/2017		01/06/2017	250.00
24008 - Jones Cassandra Esq	1/17 BOARD	G'VILLE	Paid by Check # 657478		12/29/2016	01/06/2017	01/06/2017		01/06/2017	250.00
28960 - Miller Kenneth	1/17 BOARD	G'VILLE	Paid by Check # 657493		12/29/2016	01/06/2017	01/06/2017		01/06/2017	275.00
2969 - Slater Linda	1-17 BOARD	G'VILLE	Paid by Check # 657550		12/29/2016	01/06/2017	01/06/2017		01/06/2017	250.00
8364 - Wenner Mary	1-17 BOARD	G'VILLE	Paid by Check # 657585		12/29/2016	01/06/2017	01/06/2017		01/06/2017	250.00
			Account 510.150 - Board Compensation Totals					Invoice Transactions 5		\$1,275.00
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 12/16	77578271340502795	Paid by Check # 657190		12/16/2016	12/30/2016	12/30/2016		12/30/2016	105.59
29103 - Frontier	782-3856 12/16	77578238560808025	Paid by Check # 657190		12/16/2016	12/30/2016	12/30/2016		12/30/2016	53.43
13097 - Verizon Wireless	9777950763	842011146-00001	Paid by Check # 658222		01/01/2017	01/20/2017	01/20/2017		01/20/2017	291.42
			Account 520.055 - Telephone Expense Totals					Invoice Transactions 3		\$450.44
Account 520.060 - Postage/Po Box Rent										
25294 - F P Mailing Solutions	RI103071202	600003046	Paid by Check # 657644		12/16/2016	01/13/2017	01/13/2017		01/13/2017	45.00
			Account 520.060 - Postage/Po Box Rent Totals					Invoice Transactions 1		\$45.00
Account 520.084 - Replacement & Repair										
11625 - Accurate Mobile Locksmith Inc	G'VILLE 12/29/16	G'VILLE	Paid by Check # 657598		12/29/2016	01/13/2017	01/13/2017		01/13/2017	40.00
11625 - Accurate Mobile Locksmith Inc	G'VILLE*12/29/ 16	G'VILLE	Paid by Check # 657598		12/29/2016	01/13/2017	01/13/2017		01/13/2017	6.25
11985 - Ace Hardware	112942/1	1236	Paid by Check # 657599		12/12/2016	01/13/2017	01/13/2017		01/13/2017	5.99
6546 - Buffo's Refrigeration	2990	G'VILLE	Paid by Check # 657619		12/13/2016	01/13/2017	01/13/2017		01/13/2017	277.70
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 4		\$329.94
Account 520.089 - Power										
2924 - NV Energy	791804 12-16	791804	Paid by Check # 657700		12/23/2016	01/13/2017	01/13/2017		01/13/2017	194.28
			Account 520.089 - Power Totals					Invoice Transactions 1		\$194.28
Account 520.090 - Water										
1429 - Gardnerville Water Company	640.01 12/16	640.01	Paid by Check # 657654		01/03/2017	01/13/2017	01/13/2017		01/13/2017	25.04
1429 - Gardnerville Water Company	690.01 12/16	690.01	Paid by Check # 657654		01/03/2017	01/13/2017	01/13/2017		01/13/2017	35.64



Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 520.090 - Water	410.03 12/16	410.03	Paid by Check # 657654		01/03/2017	01/13/2017	01/13/2017	Invoice Transactions 3	01/13/2017	40.43
					Account 520.090 - Water Totals					\$101.11
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 12	2410015779022	Paid by Check # 657280		12/14/2016	12/30/2016	12/30/2016	Invoice Transactions 3	12/30/2016	88.95
3021 - Southwest Gas-Las Vegas	1072224004 12	2411072224004	Paid by Check # 657280		12/14/2016	12/30/2016	12/30/2016	Invoice Transactions 3	12/30/2016	88.55
3021 - Southwest Gas-Las Vegas	1188600002 12	2411188600002	Paid by Check # 657280		12/14/2016	12/30/2016	12/30/2016	Invoice Transactions 3	12/30/2016	70.12
	-16				Account 520.092 - Heating Totals					\$247.62
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	17-010285	0296	Paid by Check # 657688		01/01/2017	01/13/2017	01/13/2017	Invoice Transactions 2	01/13/2017	66.24
2030 - Minden-Gardnerville Sanitation	17-010574	0594	Paid by Check # 657688		01/01/2017	01/13/2017	01/13/2017	Invoice Transactions 2	01/13/2017	20.70
					Account 520.093 - Utilities-Sewer Totals					\$86.94
Account 520.097 - Maint B&G										
11985 - Ace Hardware	113112/1	1236	Paid by Check # 657599		12/19/2016	01/13/2017	01/13/2017	Invoice Transactions 1	01/13/2017	31.48
					Account 520.097 - Maint B&G Totals					\$31.48
Account 520.136 - Rents & Leases Equipment										
4753 - Ricoh USA Inc	98005660	1481234-3433221	Paid by Check # 657263		12/13/2016	12/30/2016	12/30/2016	Invoice Transactions 1	12/30/2016	165.41
4753 - Ricoh USA Inc	5046325769	16769392	Paid by Check # 658173		01/01/2017	01/20/2017	01/20/2017	Invoice Transactions 1	01/20/2017	113.25
					Account 520.136 - Rents & Leases Equipment Totals					\$278.66
Account 520.170 - Memberships										
12997 - Do Co Procurement Program	12-16 DALLAIRE	GVILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017	Invoice Transactions 1	01/20/2017	105.00
					Account 520.170 - Memberships Totals					\$105.00
Account 520.187 - Internet Expense										
32036 - Spectrum Business	0012509 1/17	8354110060012509	Paid by Check # 658195		01/02/2017	01/20/2017	01/20/2017	Invoice Transactions 1	01/20/2017	64.99
					Account 520.187 - Internet Expense Totals					\$64.99
Account 520.200 - Training & Education										
12997 - Do Co Procurement Program	12-16 DALLAIRE	GVILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017	Invoice Transactions 1	01/20/2017	74.50
					Account 520.200 - Training & Education Totals					\$74.50

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 521.130 - Legal Services 10816 - Rowe Hales & Yturbe LLP 26753		G'VILLE	Paid by Check # 658176		01/03/2017	01/20/2017	01/20/2017	01/20/2017	01/20/2017	1,580.00
				Account 521.130 - Legal Services Totals				Invoice Transactions 1		\$1,580.00
12997 - Do Co Procurement Program Account 532.056 - Subscriptions 12-16 DALLAIRE		G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017	01/20/2017	01/20/2017	250.00
				Account 532.056 - Subscriptions Totals				Invoice Transactions 1		\$250.00
11985 - Ace Hardware Account 533.800 - Office Supplies 112820/1		1236	Paid by Check # 657599		12/06/2016	01/13/2017	01/13/2017	01/13/2017	01/13/2017	6.99
12997 - Do Co Procurement Program 12-16 LOUTHAN 642001		G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017	01/20/2017	01/20/2017	789.51
8479 - Tahoe Supply Co		TOWNGV	Paid by Check # 658386		01/11/2017	01/27/2017	01/27/2017	01/27/2017	01/27/2017	88.03
8479 - Tahoe Supply Co		TOWNGV	Paid by Check # 658386		01/13/2017	01/27/2017	01/27/2017	01/27/2017	01/27/2017	58.87
				Account 533.800 - Office Supplies Totals				Invoice Transactions 4		\$943.40
16648 - E Squared C Inc Account 533.806 - Software 43944		G'VILLE	Paid by Check # 657642		01/03/2017	01/13/2017	01/13/2017	01/13/2017	01/13/2017	37.50
16648 - E Squared C Inc		G'VILLE	Paid by Check # 657642		01/03/2017	01/13/2017	01/13/2017	01/13/2017	01/13/2017	67.50
				Account 533.806 - Software Totals				Invoice Transactions 2		\$105.00
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 36		\$6,163.36

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 520.084 - Replacement & Repair										
13485 - Ahern Rentals Inc	16946615-1	205304	Paid by Check # 657601		12/14/2016	01/13/2017	01/13/2017		01/13/2017	12.99
13485 - Ahern Rentals Inc	16959200-1	205304	Paid by Check # 657601		12/16/2016	01/13/2017	01/13/2017		01/13/2017	40.96
12997 - Do Co Procurement Program	12-16 LACOST	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	323.95
12198 - O'Reilly Auto Parts	3530-486722	1075650	Paid by Check # 658152		11/03/2016	01/20/2017	01/20/2017		01/20/2017	5.36
12198 - O'Reilly Auto Parts	3530-487447	1075650	Paid by Check # 658152		11/07/2016	01/20/2017	01/20/2017		01/20/2017	16.99
2510 - Parts House	714820	4170	Paid by Check # 658158		12/15/2016	01/20/2017	01/20/2017		01/20/2017	16.84
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 6		\$417.09
2924 - NV Energy	791804 12-16	791804	Paid by Check # 657700		12/23/2016	01/13/2017	01/13/2017		01/13/2017	619.11
2924 - NV Energy	791804 12-16	791804	Paid by Check # 658343		01/06/2017	01/27/2017	01/27/2017		01/27/2017	32.80
			Account 520.089 - Power Totals					Invoice Transactions 2		\$651.91
1429 - Gardnerville Water Company	2226.01 12/16	2226.01	Paid by Check # 657654		01/03/2017	01/13/2017	01/13/2017		01/13/2017	121.05
2153 - Minden Town of	1862.01 12/16	1862.01	Paid by Check # 657687		12/27/2016	01/13/2017	01/13/2017		01/13/2017	24.05
			Account 520.090 - Water Totals					Invoice Transactions 2		\$145.10
2030 - Minden-Gardnerville Sanitation	17-010756	1778	Paid by Check # 657688		01/01/2017	01/13/2017	01/13/2017		01/13/2017	124.20
			Account 520.093 - Utilities-Sewer Totals					Invoice Transactions 1		\$124.20
3814 - Flyers Energy LLC	CFS1341091	8308	Paid by Check # 657445		12/15/2016	01/06/2017	01/06/2017		01/06/2017	50.50
3814 - Flyers Energy LLC	CFS1352946	8308	Paid by Check # 658086		12/31/2016	01/20/2017	01/20/2017		01/20/2017	74.36
			Account 532.003 - Gas & Oil Totals					Invoice Transactions 2		\$124.86
7132 - Accolades	11351	G'VILLE	Paid by Check # 657597		01/03/2017	01/13/2017	01/13/2017		01/13/2017	64.25
11985 - Ace Hardware	112711/1	1236	Paid by Check # 657599		12/01/2016	01/13/2017	01/13/2017		01/13/2017	47.43
11985 - Ace Hardware	112727/1	1236	Paid by Check # 657599		12/02/2016	01/13/2017	01/13/2017		01/13/2017	12.99

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 923 - Parks & Recreation Account 533.817 - Small Projects										
11985 - Ace Hardware	112867/1	1236	Paid by Check # 657599		12/08/2016	01/13/2017	01/13/2017		01/13/2017	14.04
12997 - Do Co Procurement Program	12-16 LACOST	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	826.92
12997 - Do Co Procurement Program	12-16 LOCHRIDGE	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	29.13
12997 - Do Co Procurement Program	12-16 LOUTHAN	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	79.72
12198 - O'Reilly Auto Parts	3530-491247	1075650	Paid by Check # 658152		11/28/2016	01/20/2017	01/20/2017		01/20/2017	23.96
12198 - O'Reilly Auto Parts	3530-491720	1075650	Paid by Check # 658152		12/01/2016	01/20/2017	01/20/2017		01/20/2017	5.99
12198 - O'Reilly Auto Parts	3530-491934	1075650	Paid by Check # 658152		12/02/2016	01/20/2017	01/20/2017		01/20/2017	15.99
2510 - Parts House	712266	4170	Paid by Check # 658158		11/30/2016	01/20/2017	01/20/2017		01/20/2017	15.98
Account 533.817 - Small Projects Totals Invoice Transactions 11										\$1,136.40
Department 923 - Parks & Recreation Totals Invoice Transactions 24										\$2,599.56

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 926 - Other Public Works										
Account 520.084 - Replacement & Repair										
11985 - Ace Hardware	112829/1	1236	Paid by Check # 657599		12/07/2016	01/13/2017	01/13/2017		01/13/2017	59.99
11985 - Ace Hardware	113047/1	1236	Paid by Check # 657599		12/15/2016	01/13/2017	01/13/2017		01/13/2017	5.97
13485 - Ahern Rentals Inc	16895836-1	205304	Paid by Check # 657601		12/01/2016	01/13/2017	01/13/2017		01/13/2017	23.97
13485 - Ahern Rentals Inc	16913634-1	205304	Paid by Check # 657601		12/06/2016	01/13/2017	01/13/2017		01/13/2017	49.99
13485 - Ahern Rentals Inc	16926669-1	205304	Paid by Check # 657601		12/08/2016	01/13/2017	01/13/2017		01/13/2017	56.97
8043 - Mark Smith Tire Center Inc	71700173986	A17-14675	Paid by Check # 658123		12/16/2016	01/20/2017	01/20/2017		01/20/2017	518.98
8043 - Mark Smith Tire Center Inc	71700174074	A17-14675	Paid by Check # 658123		12/16/2016	01/20/2017	01/20/2017		01/20/2017	518.98
12198 - O'Reilly Auto Parts	3530-486477	1075650	Paid by Check # 658152		11/01/2016	01/20/2017	01/20/2017		01/20/2017	43.08
12198 - O'Reilly Auto Parts	3530-486722	1075650	Paid by Check # 658152		11/03/2016	01/20/2017	01/20/2017		01/20/2017	8.04
12198 - O'Reilly Auto Parts	3530-494141	1075650	Paid by Check # 658152		12/15/2016	01/20/2017	01/20/2017		01/20/2017	4.19
12198 - O'Reilly Auto Parts	3530-494270	1075650	Paid by Check # 658152		12/16/2016	01/20/2017	01/20/2017		01/20/2017	15.82
2510 - Parts House	711795	4170	Paid by Check # 658158		11/28/2016	01/20/2017	01/20/2017		01/20/2017	21.44
2510 - Parts House	714522	4170	Paid by Check # 658158		12/14/2016	01/20/2017	01/20/2017		01/20/2017	60.88
2510 - Parts House	714601	4170	Paid by Check # 658158		12/14/2016	01/20/2017	01/20/2017		01/20/2017	269.12
2510 - Parts House	714824	4170	Paid by Check # 658158		12/15/2016	01/20/2017	01/20/2017		01/20/2017	49.92
Account 520.084 - Replacement & Repair Totals										\$1,707.34
Account 520.095 - Street Lights										
2924 - NV Energy	791804 12-16	791804	Paid by Check # 657700		12/23/2016	01/13/2017	01/13/2017		01/13/2017	6,562.32
Account 520.095 - Street Lights Totals										\$6,562.32
Account 520.103 - Maint Road										
18821 - Fastenal Industrial/Cons Suppl	NVMIN60188	NVMIN0011	Paid by Check # 657648		12/28/2016	01/13/2017	01/13/2017		01/13/2017	299.86
Account 520.103 - Maint Road Totals										\$299.86
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1341091	8308	Paid by Check # 657445		12/15/2016	01/06/2017	01/06/2017		01/06/2017	174.48

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1352946	8308	Paid by Check # 658086		12/31/2016	01/20/2017	01/20/2017	Invoice Transactions 2	01/20/2017	187.37
								Account 532.003 - Gas & Oil Totals		\$361.85
Account 532.028 - Uniforms										
13485 - Ahern Rentals Inc	17003381-1	205304	Paid by Check # 657601		12/30/2016	01/13/2017	01/13/2017	Invoice Transactions 6	01/13/2017	168.00
5785 - AlSCO Inc	LREN1208251	000330	Paid by Check # 657605		12/06/2016	01/13/2017	01/13/2017	Invoice Transactions 6	01/13/2017	4.39
5785 - AlSCO Inc	LREN1210246	000330	Paid by Check # 657605		12/13/2016	01/13/2017	01/13/2017	Invoice Transactions 6	01/13/2017	4.39
5785 - AlSCO Inc	LREN1212285	000330	Paid by Check # 657605		12/20/2016	01/13/2017	01/13/2017	Invoice Transactions 6	01/13/2017	4.39
5785 - AlSCO Inc	LREN1214277	000330	Paid by Check # 657605		12/27/2016	01/13/2017	01/13/2017	Invoice Transactions 6	01/13/2017	4.39
4287 - Red Wing Shoe Store	000000010-066	G'VILLE	Paid by Check # 658168		01/05/2017	01/20/2017	01/20/2017	Invoice Transactions 6	01/20/2017	100.00
								Account 532.028 - Uniforms Totals		\$285.56
Account 532.056 - Subscriptions										
30748 - Verdek LLC	83229	G'VILLE	Paid by Check # 657767		12/29/2016	01/13/2017	01/13/2017	Invoice Transactions 1	01/13/2017	560.00
								Account 532.056 - Subscriptions Totals		\$560.00
Account 562.000 - Capital Projects										
31525 - Bramco Construction Corp	7255	G'VILLE	Paid by Check # 657146		12/21/2016	12/28/2016	12/28/2016	Invoice Transactions 9	12/30/2016	832.17
29458 - Kruger Electric Corp	445	G'VILLE	Paid by Check # 657205		12/02/2016	12/30/2016	12/30/2016	Invoice Transactions 9	12/30/2016	13,120.00
2012 - Lumos and Associates Inc	93377	8939.000	Paid by Check # 657215		12/16/2016	12/30/2016	12/30/2016	Invoice Transactions 9	12/30/2016	2,000.00
14825 - McGinley and Associates Inc	15081	G'VILLE	Paid by Check # 657218		07/31/2016	12/30/2016	12/30/2016	Invoice Transactions 9	12/30/2016	1,207.50
14825 - McGinley and Associates Inc	15187	G'VILLE	Paid by Check # 657218		08/31/2016	12/30/2016	12/30/2016	Invoice Transactions 9	12/30/2016	595.00
5189 - R O Anderson Engineering Inc	38592	G'VILLE	Paid by Check # 658167		11/07/2016	01/20/2017	01/20/2017	Invoice Transactions 9	01/20/2017	800.00
31525 - Bramco Construction Corp	7256	3010	Paid by Check # 658259		01/04/2017	01/27/2017	01/27/2017	Invoice Transactions 9	01/27/2017	62,241.46
2012 - Lumos and Associates Inc	93550	8939.001	Paid by Check # 658324		01/13/2017	01/27/2017	01/27/2017	Invoice Transactions 9	01/27/2017	2,042.00
2012 - Lumos and Associates Inc	93549	8939.000	Paid by Check # 658324		01/13/2017	01/27/2017	01/27/2017	Invoice Transactions 9	01/27/2017	500.00
								Account 562.000 - Capital Projects Totals		\$83,338.13



Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
		Department 926 - Other Public Works Totals						Invoice Transactions 35		\$93,115.06
		Fund 610 - Gardnerville Town Totals						Invoice Transactions 95		\$101,877.98

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	1/17 BOARD	G'VILLE	Paid by Check # 657466		12/29/2016	01/06/2017	01/06/2017		01/06/2017	250.00
24008 - Jones Cassandra Esq	1/17 BOARD	G'VILLE	Paid by Check # 657478		12/29/2016	01/06/2017	01/06/2017		01/06/2017	250.00
28960 - Miller Kenneth	1/17 BOARD	G'VILLE	Paid by Check # 657493		12/29/2016	01/06/2017	01/06/2017		01/06/2017	275.00
2969 - Slater Linda	1-17 BOARD	G'VILLE	Paid by Check # 657550		12/29/2016	01/06/2017	01/06/2017		01/06/2017	250.00
8364 - Wenner Mary	1-17 BOARD	G'VILLE	Paid by Check # 657585		12/29/2016	01/06/2017	01/06/2017		01/06/2017	250.00
			Account 510.150 - Board Compensation Totals					Invoice Transactions 5		\$1,275.00
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 12/16	77578271340502795	Paid by Check # 657190		12/16/2016	12/30/2016	12/30/2016		12/30/2016	105.59
29103 - Frontier	782-3856 12/16	77578238560808025	Paid by Check # 657190		12/16/2016	12/30/2016	12/30/2016		12/30/2016	53.43
13097 - Verizon Wireless	9777950763	842011146-00001	Paid by Check # 658222		01/01/2017	01/20/2017	01/20/2017		01/20/2017	291.43
			Account 520.055 - Telephone Expense Totals					Invoice Transactions 3		\$450.45
Account 520.060 - Postage/Po Box Rent										
25294 - F P Mailing Solutions	R1103071202	600003046	Paid by Check # 657644		12/16/2016	01/13/2017	01/13/2017		01/13/2017	45.00
			Account 520.060 - Postage/Po Box Rent Totals					Invoice Transactions 1		\$45.00
Account 520.072 - Advertising										
22633 - Sierra Nevada Media Group	16496- 12312016	1057644	Paid by Check # 658184		12/31/2016	01/20/2017	01/20/2017		01/20/2017	346.50
			Account 520.072 - Advertising Totals					Invoice Transactions 1		\$346.50
Account 520.084 - Replacement & Repair										
11625 - Accurate Mobile Locksmith Inc	G'VILLE 12/29/16	G'VILLE	Paid by Check # 657598		12/29/2016	01/13/2017	01/13/2017		01/13/2017	40.00
11625 - Accurate Mobile Locksmith Inc	G'VILLE*12/29/ 16	G'VILLE	Paid by Check # 657598		12/29/2016	01/13/2017	01/13/2017		01/13/2017	6.25
11985 - Ace Hardware	112942/1	1236	Paid by Check # 657599		12/12/2016	01/13/2017	01/13/2017		01/13/2017	5.99
3890 - Arata Equipment Co.	1-88069	1015	Paid by Check # 657609		12/13/2016	01/13/2017	01/13/2017		01/13/2017	63.41
3890 - Arata Equipment Co.	1-88134	1015	Paid by Check # 657609		12/19/2016	01/13/2017	01/13/2017		01/13/2017	885.79
6546 - Buffo's Refrigeration	2990	G'VILLE	Paid by Check # 657619		12/13/2016	01/13/2017	01/13/2017		01/13/2017	277.70
271 - Carson Valley Signs	2045	G'VILLE	Paid by Check # 657626		12/21/2016	01/13/2017	01/13/2017		01/13/2017	88.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair										
18821 - Fastenal Industrial/Cons Suppl	NVMIN59902	NVMIN0011	Paid by Check # 657648		12/12/2016	01/13/2017	01/13/2017		01/13/2017	1.91
18821 - Fastenal Industrial/Cons Suppl	NVMIN59921	NVMIN0011	Paid by Check # 657648		12/13/2016	01/13/2017	01/13/2017		01/13/2017	3.86
18821 - Fastenal Industrial/Cons Suppl	NVMIN60169	NVMIN0011	Paid by Check # 657648		12/27/2016	01/13/2017	01/13/2017		01/13/2017	.37
15174 - Purcell Tire Co Inc	26484329	2644745	Paid by Check # 657719		12/15/2016	01/13/2017	01/13/2017		01/13/2017	910.00
15174 - Purcell Tire Co Inc	26484363	2644745	Paid by Check # 657719		12/16/2016	01/13/2017	01/13/2017		01/13/2017	93.35
15174 - Purcell Tire Co Inc	26484364	2644745	Paid by Check # 657719		12/16/2016	01/13/2017	01/13/2017		01/13/2017	38.50
7100 - Amrep Inc	290978	GAR050	Paid by Check # 658021		12/08/2016	01/20/2017	01/20/2017		01/20/2017	413.06
12997 - Do Co Procurement Program	12-16 LOUTHAN	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	195.04
12997 - Do Co Procurement Program	12-16 DALLAIRE	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	4,230.00
12198 - O'Reilly Auto Parts	3530-486477	1075650	Paid by Check # 658152		11/01/2016	01/20/2017	01/20/2017		01/20/2017	43.09
12198 - O'Reilly Auto Parts	3530-486722	1075650	Paid by Check # 658152		11/03/2016	01/20/2017	01/20/2017		01/20/2017	8.04
12198 - O'Reilly Auto Parts	3530-487024	1075650	Paid by Check # 658152		11/04/2016	01/20/2017	01/20/2017		01/20/2017	80.81
12198 - O'Reilly Auto Parts	3530-487788	1075650	Paid by Check # 658152		11/08/2016	01/20/2017	01/20/2017		01/20/2017	14.49
12198 - O'Reilly Auto Parts	3530-487791	1075650	Paid by Check # 658152		11/08/2016	01/20/2017	01/20/2017		01/20/2017	10.49
12198 - O'Reilly Auto Parts	3530-488019	1075650	Paid by Check # 658152		11/09/2016	01/20/2017	01/20/2017		01/20/2017	(528.02)
12198 - O'Reilly Auto Parts	3530-489106	1075650	Paid by Check # 658152		11/15/2016	01/20/2017	01/20/2017		01/20/2017	23.88
12198 - O'Reilly Auto Parts	3530-490083	1075650	Paid by Check # 658152		11/21/2016	01/20/2017	01/20/2017		01/20/2017	14.49
12198 - O'Reilly Auto Parts	3530-491357	1075650	Paid by Check # 658152		11/29/2016	01/20/2017	01/20/2017		01/20/2017	1,235.71
12198 - O'Reilly Auto Parts	3530-491412	1075650	Paid by Check # 658152		11/29/2016	01/20/2017	01/20/2017		01/20/2017	1.29
12198 - O'Reilly Auto Parts	3530-491582	1075650	Paid by Check # 658152		11/30/2016	01/20/2017	01/20/2017		01/20/2017	13.80
12198 - O'Reilly Auto Parts	3530-492361	1075650	Paid by Check # 658152		12/05/2016	01/20/2017	01/20/2017		01/20/2017	1,057.94
12198 - O'Reilly Auto Parts	3530-492639	1075650	Paid by Check # 658152		12/07/2016	01/20/2017	01/20/2017		01/20/2017	(1,235.71)

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation										
Account 520.084 - Replacement & Repair										
12198 - O'Reilly Auto Parts	3530-492935	1075650	Paid by Check # 658152		12/08/2016	01/20/2017	01/20/2017		01/20/2017	5.18
12198 - O'Reilly Auto Parts	3530-492946	1075650	Paid by Check # 658152		12/08/2016	01/20/2017	01/20/2017		01/20/2017	14.49
12198 - O'Reilly Auto Parts	3530-494914	1075650	Paid by Check # 658152		12/20/2016	01/20/2017	01/20/2017		01/20/2017	145.18
25251 - TEC Equipment Inc	84860	62348	Paid by Check # 658211		04/26/2016	01/20/2017	01/20/2017		01/20/2017	1,644.15
1957 - Lawson Products Inc	9304621474	10228446	Paid by Check # 658323		01/04/2017	01/27/2017	01/27/2017		01/27/2017	63.86
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 34		\$9,866.39
Account 520.089 - Power										
2924 - NV Energy	791804 12-16	791804	Paid by Check # 657700		12/23/2016	01/13/2017	01/13/2017		01/13/2017	216.26
			Account 520.089 - Power Totals					Invoice Transactions 1		\$216.26
Account 520.090 - Water										
1429 - Gardnerville Water Company	640.01 12/16	640.01	Paid by Check # 657654		01/03/2017	01/13/2017	01/13/2017		01/13/2017	25.04
1429 - Gardnerville Water Company	690.01 12/16	690.01	Paid by Check # 657654		01/03/2017	01/13/2017	01/13/2017		01/13/2017	35.64
1429 - Gardnerville Water Company	1802	2	Paid by Check # 657654		10/31/2016	01/13/2017	01/13/2017		01/13/2017	15.96
1429 - Gardnerville Water Company	1824	2	Paid by Check # 657654		11/30/2016	01/13/2017	01/13/2017		01/13/2017	8.64
1429 - Gardnerville Water Company	1849	2	Paid by Check # 657654		12/31/2016	01/13/2017	01/13/2017		01/13/2017	19.36
			Account 520.090 - Water Totals					Invoice Transactions 5		\$104.64
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 12 -16	2410015779022	Paid by Check # 657280		12/14/2016	12/30/2016	12/30/2016		12/30/2016	88.95
3021 - Southwest Gas-Las Vegas	1072224004 12 -16	2411072224004	Paid by Check # 657280		12/14/2016	12/30/2016	12/30/2016		12/30/2016	88.56
3021 - Southwest Gas-Las Vegas	1188600002 12 -16	2411188600002	Paid by Check # 657280		12/14/2016	12/30/2016	12/30/2016		12/30/2016	210.36
			Account 520.092 - Heating Totals					Invoice Transactions 3		\$387.87
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	17-010285	0296	Paid by Check # 657688		01/01/2017	01/13/2017	01/13/2017		01/13/2017	66.24
2030 - Minden-Gardnerville Sanitation	17-010574	0594	Paid by Check # 657688		01/01/2017	01/13/2017	01/13/2017		01/13/2017	20.70
			Account 520.093 - Utilities-Sewer Totals					Invoice Transactions 2		\$86.94

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.097 - Maint B&G	113112/1	1236	Paid by Check # 657599		12/19/2016	01/13/2017	01/13/2017	01/13/2017		31.48
				Account 520.097 - Maint B&G Totals				Invoice Transactions 1		\$31.48
4753 - Ricoh USA Inc	98005660	1481234-3433221	Paid by Check # 657263		12/13/2016	12/30/2016	12/30/2016	12/30/2016		165.41
4753 - Ricoh USA Inc	5046325769	16769392	Paid by Check # 658173		01/01/2017	01/20/2017	01/20/2017	01/20/2017		113.25
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 2		\$278.66
32036 - Spectrum Business	0012509 1/17	83541110060012509	Paid by Check # 658195		01/02/2017	01/20/2017	01/20/2017	01/20/2017		64.99
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$64.99
15853 - Carson City Landfill	228079 12-16	228079	Paid by Check # 658047		01/04/2017	01/20/2017	01/20/2017	01/20/2017		18,691.86
9016 - Douglas Disposal Inc	40990612 12/16	40990612	Paid by Check # 658070		01/01/2017	01/20/2017	01/20/2017	01/20/2017		3,237.40
				Account 520.197 - Landfill Expense Totals				Invoice Transactions 2		\$21,929.26
12997 - Do Co Procurement Program	12-16 DALLAIRE	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017	01/20/2017		74.50
				Account 520.200 - Training & Education Totals				Invoice Transactions 1		\$74.50
2549 - Dallaire Tom-Petty Cash	12-16 G'VILLE	PETTY CASH	Paid by Check # 657171		12/14/2016	12/30/2016	12/30/2016	12/30/2016		14.00
2549 - Dallaire Tom-Petty Cash	1-17 G'VILLE	PETTY CASH	Paid by Check # 658060		01/10/2017	01/20/2017	01/20/2017	01/20/2017		28.00
				Account 521.135 - Legal-Collection Cost Totals				Invoice Transactions 2		\$42.00
3814 - Flyers Energy LLC	CFS1341091	8308	Paid by Check # 657445		12/15/2016	01/06/2017	01/06/2017	01/06/2017		1,029.26
3814 - Flyers Energy LLC	CFS1352946	8308	Paid by Check # 658086		12/31/2016	01/20/2017	01/20/2017	01/20/2017		1,020.70
12198 - O'Reilly Auto Parts	3530-494941	1075650	Paid by Check # 658152		12/20/2016	01/20/2017	01/20/2017	01/20/2017		829.74
12198 - O'Reilly Auto Parts	3530-494943	1075650	Paid by Check # 658152		12/20/2016	01/20/2017	01/20/2017	01/20/2017		182.27
12198 - O'Reilly Auto Parts	3530-495347	1075650	Paid by Check # 658152		12/22/2016	01/20/2017	01/20/2017	01/20/2017		80.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation										
Account 532.003 - Gas & Oil										
12198 - O'Reilly Auto Parts	3530-495547	1075650	Paid by Check # 658152		12/23/2016	01/20/2017	01/20/2017		01/20/2017	59.94
12198 - O'Reilly Auto Parts	3530-496192	1075650	Paid by Check # 658152		12/27/2016	01/20/2017	01/20/2017		01/20/2017	35.97
12198 - O'Reilly Auto Parts	3530-496193	1075650	Paid by Check # 658152		12/27/2016	01/20/2017	01/20/2017		01/20/2017	(35.97)
				Account 532.003 - Gas & Oil Totals				Invoice Transactions 8		\$3,201.91
Account 532.028 - Uniforms										
13485 - Ahern Rentals Inc	17003381-1	205304	Paid by Check # 657601		12/30/2016	01/13/2017	01/13/2017		01/13/2017	168.00
5785 - AlSCO Inc	LEN1208251	000330	Paid by Check # 657605		12/06/2016	01/13/2017	01/13/2017		01/13/2017	4.39
5785 - AlSCO Inc	LEN1210246	000330	Paid by Check # 657605		12/13/2016	01/13/2017	01/13/2017		01/13/2017	4.39
5785 - AlSCO Inc	LEN1212285	000330	Paid by Check # 657605		12/20/2016	01/13/2017	01/13/2017		01/13/2017	4.39
5785 - AlSCO Inc	LEN1214277	000330	Paid by Check # 657605		12/27/2016	01/13/2017	01/13/2017		01/13/2017	4.39
12997 - Do Co Procurement Program	12-16 LOUTHAN	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	105.56
4287 - Red Wing Shoe Store	00000010-066	G'VILLE	Paid by Check # 658168		01/05/2017	01/20/2017	01/20/2017		01/20/2017	100.00
				Account 532.028 - Uniforms Totals				Invoice Transactions 7		\$391.12
Account 532.056 - Subscriptions										
12997 - Do Co Procurement Program	12-16 DALLAIRE	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	250.00
				Account 532.056 - Subscriptions Totals				Invoice Transactions 1		\$250.00
Account 533.800 - Office Supplies										
12997 - Do Co Procurement Program	12-16 LACOST	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	179.99
12997 - Do Co Procurement Program	12-16 LOUTHAN	G'VILLE	Paid by Check # 658065		12/27/2016	01/20/2017	01/20/2017		01/20/2017	125.69
8479 - Tahoe Supply Co	642001	TOWNNGV	Paid by Check # 658386		01/11/2017	01/27/2017	01/27/2017		01/27/2017	88.02
8479 - Tahoe Supply Co	642255	TOWNNGV	Paid by Check # 658386		01/13/2017	01/27/2017	01/27/2017		01/27/2017	58.88
				Account 533.800 - Office Supplies Totals				Invoice Transactions 4		\$452.58
Account 533.806 - Software										
16648 - E Squared C Inc	43944	G'VILLE	Paid by Check # 657642		01/03/2017	01/13/2017	01/13/2017		01/13/2017	37.50

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/27/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 533.806 - Software 16648 - E Squared C Inc	43948	GVILLE	Paid by Check # 657642		01/03/2017	01/13/2017	01/13/2017		01/13/2017	67.50
				Account 533.806 - Software Totals				Invoice Transactions 2		\$105.00
				Department 925 - Health & Sanitation Totals				Invoice Transactions 86		\$39,600.55
				Fund 611 - Gardnerville Health & San Totals				Invoice Transactions 86		\$39,600.55
				Grand Totals				Invoice Transactions 181		\$141,478.53

* = Prior Fiscal Year Activity

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** For Possible Action: Approve Change Order #1 and final payment to Bramco Construction Corp. for work done at Gardnerville Station.
2. **Recommended Motion:** Approve the change order and final payment in the amount of \$51,795.77 for services performed to Bramco Construction Corp.
Funds Available: ☒ Yes ☐ N/A – 90% of the funds will be reimbursed
3. **Department:** Administration

Prepared by: Tom Dallaire
4. **Meeting Date:** February 7, 2017 **Time Requested:** N/A
5. **Agenda:** ☒ Consent ☐ Administrative
6. **Background Information:** McGinley and Associates prepared a bid tab with 100 yards of material on a cost of materials basis. Going into these sites they needed a number for bidding purposes and during construction would remove what is needed to make the site clean. The bid was for \$62,247.00 and with the changes of ac to grindings, and additional excavation base backfill, the total amount due is \$114,042.77. The county finance department would allow us to pay the contract amount, but needs your approval to pay the remainder.
7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
8. **Board Action:**
☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Exhibit "A"

BID FORM

Project Name: Site Demolition and Contaminated Soil Excavation

Project Location: 1395 Highway North, Gardnerville, NV

Petroleum Case ID #: 20140000021

Facility ID #: 2-000007

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ITEM TOTAL
1.	Mobilization/Demobilization	Lump Sum	1	\$ <u>6,194⁰⁰</u>	\$ <u>6,194⁰⁰</u>
2.	Site Demolition and Debris Disposal	Lump Sum	1	\$ <u>8,548⁰⁰</u>	\$ <u>8,548⁰⁰</u>
3A.	Contaminated Soil Excavation and Disposal (NTS)	Ton	150	\$ <u>121⁰⁰</u>	\$ <u>18,150⁰⁰</u>
3B.	Contaminated Soil Excavation and Disposal (Lockwood)	C.Y.	100	\$ <u>83⁵⁰</u>	\$ <u>8,350⁰⁰</u>
4.	Excavation and <u>BACKFILL</u> of Clean Overburden	Cubic Yard	100	\$ <u>16⁵⁰</u>	\$ <u>1,650⁰⁰</u>
5.	Imported Fill	Ton	400	\$ <u>16⁰⁰</u>	\$ <u>6,400⁰⁰</u>
6.	Backfill of Excavation	Cubic Yard	275	\$ <u>17⁰⁰</u>	\$ <u>4,675⁰⁰</u>
7.	Asphalt Pavement	S.F.	2000	\$ <u>4¹⁴</u>	\$ <u>8,280⁰⁰</u>
TOTAL BID PRICE					\$ <u>62,047⁰⁰</u>



CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: Eagle Gas (Gardnerville Station)

DATE OF ISSUANCE: 1/4/17 EFFECTIVE DATE: 1/4/17

OWNER: Town of Gardnerville

CONTRACTOR: Bramco Construction Corp

You are directed to make the following changes in the Contract Documents.

Description: More contaminated soil than anticipated. Used asphalt grindings provided by Douglas County instead of asphalt pavement. Item 3B eliminated. Item 4 eliminated. Removal of the steel plates(portion of month rent for three plates) and portion of fence rental outside of one year rental.

Reason for Change Order: Additional area encountered of contaminated soil and use of grindings instead of asphalt

Attachments:

CHANGE IN CONTRACT PRICE:
Original Contract Price \$62,247.00
Net changes from previous Change Orders \$0
Contract Price prior to this Change Order \$62,247.00
Net Increase (decrease) of this Change Order \$51,795.77
Contract Price with all approved Change Orders \$114,042.77

APPROVED:

By: [Signature]
Tom Dallaire, P.E.,
Town Manager
Town of Gardnerville

Date: 1-12-17

ACCEPTED:

By: [Signature]
Mike Cecchi, Vice President
Bramco Construction Corp

Date: 1-12-17

INVOICE

BRAMCO CONSTRUCTION CORP.
325 S. 18th Street
Sparks, NV 89431-5514
775-356-1781 Fax(775) 356-6122

Date Invoice#

1/4/2017 7256

NV LICENSE #19292 CA LICENSE #682446

BILL TO:

TOWN OF GARDNERVILLE
ATTN: MR. TOM DALLAIRE
1407 US HIGHWAY 395 N
GARDNERVILLE, NV 89410

FORMER EAGLE GAS
1395 US HIGHWAY 395 N
GARDNERVILLE, NV 89410

QUANTITY	ITEM #	DESCRIPTION	RATE	PROPOSAL	ACTUAL	DIFFERENCE	TOTAL DUE
		Invoicing per McGinley & Associates Bid Form for site demolition and contaminated soil excavation Items #1 through #7)					
		Mobilize equipment, load, transport, place to grade and compact - Owner provided asphalt grindings in lieu of asphalt hard surfacing					
		Construction/security fencing rental					
		Demobilization of construction/traffic plates					
1	1	Mobilization/demobilization		\$6,194.00	\$6,194.00	\$0.00	\$6,194.00
634.11	2	Site demolition/debris disposal		\$8,548.00	\$8,548.00	\$0.00	\$8,548.00
	3A	Contaminated soil excavation & disposal/per ton	\$121.00	\$18,150.00	\$76,727.31	\$58,577.31	\$76,727.31
	3B	Contaminated soil excavation & Disposal/per cubic yard	\$83.50	\$8,350.00	\$0.00	-\$8,350.00	\$0.00
	4	Excavation & Backfill of clean overburden/per cubic yard	\$16.50	\$1,650.00	\$0.00	-\$1,650.00	\$0.00
615.72	5	Import fill/per ton	\$16.00	\$6,400.00	\$9,851.52	\$3,451.52	\$9,851.52
615.72	6	Backfill of excavation/per ton	\$17.00	\$4,675.00	\$10,467.24	\$5,792.24	\$10,467.24
	7	Asphalt Pavement/per square foot N/A	\$4.14	\$8,280.00	\$0.00	-\$8,280.00	\$0.00
1		Asphalt Grindings in lieu of asphalt hard surfacing			\$1,525.00	\$1,525.00	\$1,525.00
1		Construction/Security fence rental (per month)			\$96.39	\$96.39	\$96.39
1		Demobilization of traffic plates			\$633.31	\$633.31	\$633.31

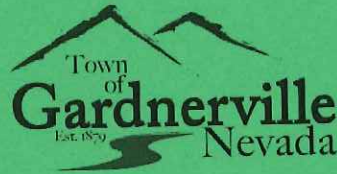
\$62,247.00	\$114,042.77	\$51,795.77	\$114,042.77
TOTAL			\$114,042.77

Signature:

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for January 2017.
2. **Recommended Motion: Receive and file**
 - a. **Funds Available:** ☐ Yes ☒ N/A
3. **Department:** Administration
4. **Prepared by:** Paula Lochridge
5. **Meeting Date:** February 7, 2017 **Time Requested:** 10 minutes
6. **Agenda:** ☐ Consent ☒ Administrative
7. **Background Information**
8. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
9. **Board Action:**

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



Main Street Gardnerville's Program Manager Report February 7, 2017

- **Main Street Mingle at Record Courier Center, Feb. 16th:**
 - Our next Mingle is scheduled for February 16th and the focus will be on the upcoming wine walk season. We hope the next mingle will be well attended by those businesses that participate in the wine walk event. We will provide some training on how they can improve the event, cut their expenses and on ways that the businesses can “cash in” on the exposure.
- **Miscellaneous Program Items:**
 - Coordinated a meeting on January 31st with our USDA representative; Tom Dallaire, Town Manager; Connie Billington, MSM, Executive Director and Jan Vandermade, CVVA to discuss submitting a grant that would revise/update our current Market Analysis and begin one for the entire town of Gardnerville as well as one for Minden's Main Street and the Town.
 - The Town of Gardnerville can apply for its own grant, which could include the MSG district; as can the Town of Minden and Main Street Minden. (Because MSG has applied and received several grants in the past through USDA, we won't be as eligible as entities that haven't applied yet.) Currently, only \$53,000 funds are available for the state of Nevada.
 - At this time, there are only Enterprise Grant funds available. Such grant money can be used for revolving loan funds, technical assistance like business training, website development, brochures, marketing items and equipment.
 - Opportunity funds, which are what would be needed for a market analysis, may or may not be available in the near future. We'll know in April.
 - Coordinated a meeting with the Town of Gardnerville, Town of Minden, Main Street Minden and CVVA to meet with Getaway Reno/Tahoe magazine to possibly partner in a coop ad promoting our area and events. This would be in their Spring Magazine. We will meet with them on Feb. 7th to finalize ideas and details.
 - Finalizing action plan revisions for approval at our next MSG Board Meeting on Feb. 21st.

- Planning to relaunch the revolving loan program and re-engage the existing loan review committee.
 - Our loan liaison has had to step down so we are working with the loan review committee members on moving forward. A meeting will be set up with our new Program Manager, District Vitality Committee Chair and loan committee members to set up a re-launch plan. We currently have close to \$32,000 that can be loaned out.
- I have been spending time planning for the upcoming transition for my replacement and assisting Tom Dallaire where needed to help with the upcoming changes.
 - I've been working with committee chairs on doing as much advance prep work as possible for the upcoming events and projects.
- I am updating our current volunteer roster list. We have 160 volunteers in our database however some of those members haven't been active in a while, or as active as others. We are trying to whittle the list down to those that truly are active and want to still be a part of the program.
 - Data is still being entered, but for 2016, we are currently at 4,771 hours that have been logged by our volunteers.
 - Here are our volunteer hours logged through December 31, 2015:

Volunteer Hours Logged Since 2008

Year	Hours Logged	Approx. Value
2008 & 2009	2,799	\$56,689
2010	2,025	\$40,500
2011	3,720	\$74,400
2012	4,650	\$93,000
2013	6,424	\$128,480
2014	5,298	\$100,926
2015	5,916	\$136,482
Totals:	30,832	\$630,477



***Hosted by* The Record Courier**

1503 Hwy 395, Suite G

February 16th, 5:00—6:30 pm

**Wine Tasting and
Let's Chat About the 2017 Wine Walks**

- Participating Businesses and Wine Walkers are all welcome.
 - Business materials encouraged.
- ★ Bring a friend to earn extra entries into a drawing for prizes!!!

**Light refreshments and wine tasting
will be provided.**

**Please RSVP by February 13th
to Main Street Gardnerville**

**Main Street Gardnerville Phone: 775-782-8027
1407 Hwy 395 N
Gardnerville, NV 89410 Info@MainStreetGardnerville.org**

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

Lochridge, Paula

From: National Main Street Center <mainstreetnews@savingplaces.org>
Sent: Friday, January 06, 2017 8:01 AM
To: Stephanie Waggoner
Subject: The Road to Economic Opportunity Travels through Main Street - Letter from the President

Having trouble reading this email? [View it online.](#)



Dear Main Street America Members and Friends,

Happy New Year! The start of the New Year offers an important moment to reflect on [all that we accomplished together in the past year](#), and to think about the significance of our work as we look to the future.

The work of the Main Street Network has never been more relevant. In particular, I have been reflecting on the recent election cycle, and its implications on our collective efforts. The election brought into sharp relief the reality that the economy is not working for many Americans. The national economy has undergone enormous change, putting many communities at a profound disadvantage.

And yet there is cause for optimism about the future. As we in the Main Street movement know, innovation, collaboration, and the dedication of local leaders and volunteers are helping to revive economies across the country. From the downtown districts of small towns in Iowa to vibrant neighborhoods in Boston, the road to improved economic opportunity for all Americans travels through Main Street.

There is no single solution to reviving local economies. But there are several fundamental principles that can be put to work — principles that have proven effective in thousands of communities that have been part of the Main Street America network over the last 36 years. Dollar for dollar, this asset-based, market-savvy and community-driven approach is one of the most effective economic revitalization strategies devised.

First, any effort at revival begins with our Main Streets. Strong Main Streets — be they urban or rural — are the heart of communities. They are employment centers, gathering places, and destinations that celebrate rich culture and historical legacy. The older and historic building stock

that characterizes these Main Streets is, for many communities, the single greatest asset they have. These structures, and the walkable, human-scale neighborhoods they occupy, offer flexible and affordable space for entrepreneurs, and safe and inviting housing opportunities for the growing population that is interested in living downtown.

Second, efforts to turn around failing economies succeed only when there is commitment, buy-in, and organization at a local level. Successful revitalization efforts are driven by leaders and residents who are tirelessly strategic about identifying their competitive advantages. Only a willingness to take an objective eye to local market data and craft strategies that are grounded in these dynamics can succeed.

Third, successful downtown revitalization happens when all of a community's stakeholders are at the table, and all residents can see themselves in the vision for the future. Resilient economies are ones that lift everyone up together, prioritizing economic opportunity, equitable growth, and inclusion of a diverse range of voices and perspectives.

Fourth and finally, effective Main Street revitalization efforts prioritize local entrepreneurship, seeking out and supporting the creative and ambitious risk-takers among us, those that have been the backbone of America's economic success throughout the last 240 years. Coordinated local revitalization efforts clear the path for these small businesses owners, connecting them with financing, space, training, and other local, state and federal resources available to support entrepreneurs.

We have profound challenges ahead of us, but I am continually inspired by the work of Main Streets across the country, and am excited by all that is ahead for our Network in 2017. This year, our members will see many new resources from the National Main Street Center — including the official roll out of the refreshed Main Street Approach with accompanying new resource guides, a brand new website, and a new networking and communications platform. In addition, look for new resource to help support entrepreneurship on Main Street, and exclusive grant opportunities for members.

Watch your inbox and *Main Street Weekly* for updates!

Warm regards,



Patrice Frey
President and CEO, National Main Street Center



National Main Street
Center

a subsidiary of the
National Trust for Historic Preservation

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53 West Jackson Blvd. Suite 350 Chicago, IL 60604
312.610.5611 | 202.588.6050 (fax)
www.mainstreet.org | PreservationNation.org



Let's Make Gardnerville Bloom

Sponsor a "*Basket of Flowers*" and keep the Main Street Gardnerville District in bloom all summer!

Sponsoring a
"Basket of Flowers"
supports the
beautification efforts
for downtown
Gardnerville and the
Horticultural
Programs at China
Spring Facility,
Douglas High School,
and Smith Valley
School.



The donation cost is \$85 per basket
Price increases to \$95 after 3/1/2017

Please contact:

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

Phone: 775.782.8027

Email:

Info@MainStreetGardnerville.org
Website: MainStreetGardnerville.org

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on Main Street Gardnerville's affiliation with the Town of Gardnerville. Provide direction to staff and town counsel to bring back to the board, documents to separate Main Street Gardnerville from the town and county structure. Discussion on, but not limited to:
 - a. amending the contract with Main Street, based upon return of investment, that provides support for Main Street program management including but not limited to financial support and office facilities;
 - b. opening Main Street operating account for deposit of funds previously designated the County's 811 fund which should be closed;
 - c. confirming Main Street's board direction to post for the replacement of Main Street Gardnerville Executive Director on a contract basis; with public comment prior to Board action.
2. **Recommended Motion:** Based on board discussion.; Motion to;
 - a. Direct staff to amend the contract between Main Street and the town based on the Return on Investment concept;
 - b. Work with county staff to close out the 811 fund,
 - c. Confirm Main Street Gardnerville's direction to post the open position for a Main Street Gardnerville Executive Director on a contract basis.

Funds Available: ☐ Yes ☒ N/A (requires staff time)

3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** Time Requested: 60 minutes
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: See additional Information.

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

8. **Board Action:**

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

Background information:

June 3, 2008 – with Resolution 08-01 – the town created the Main Street program non-profit entity with articles of incorporation and bylaws.

With Resolution 08-02 – the town board appointed a nine member board of directors

With Resolution 08-03 – funded \$25,000 within the created 811 fund which has been part of the budgeting review process since. The town has since contributed varying amounts of funds to the project over the years to ensure the entities success.

The one employee was hired on as a town employee and offered benefits associated with that position. With the resignation of that employee we have the opportunity to separate the town from Main Street Gardnerville. This will allow the Main Street board to streamline and operate the program as they need, not having to report every move to the town board. We have prepared the budget for the program at the direction of the committee chairs and board, with final approval from the town board.

This item is in front of you this month to discuss and provide direction to staff on the desire of the board to take that next step, and separate the two entities.

The program is successful. The open meeting law has to be followed as a subcommittee to the town. The town reviews and prepares the claims for the program taking up town and county time for processing, and it makes reimbursement difficult for the volunteers. After the audit two years ago, the 811 fund is being combined with the town's general fund and reported to the state as the fund needed to be reported somehow. This has been a new requirement since the county contracted with a different auditing firm. Staff does not have an issue with that, it is not representative of the town's NRS required services and may have a potential negative impact on the town.

Town staff and the town attorney will work to prepare the needed documents to separate the two entities if that is the direction the board wishes to pursue.

Or we can continue to operate the program as historically operated.

Town staff feels it is a good time to separate the town function from the Main Street Gardnerville function. Staff proposes:

- a. Amending the contract between the town and Main Street from the town providing the program manager salary and Main Street reimbursing the town for the cost of the program manager's benefits, to the town providing certain services (rent lease computer) to the Main Street program in addition to funds of up to _____ (\$50,000) annually to operate the program and provide an annual report back to the town showing the return on investment. (ROI)
- b. Open an operating account to close out the 811 fund. This will allow the program to pay their own bills and reporting will no longer continue through the town and county process. This will streamline the claims process eliminating duplication of the fund tracking process

and issuing of claims.

Background information continued:

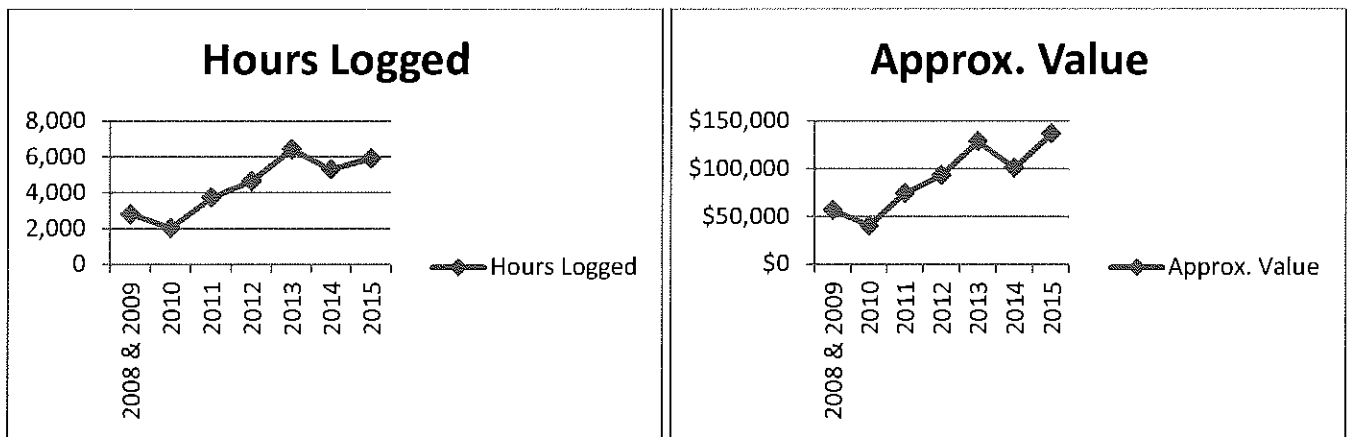
- c. If separate entities are desired by the town board at this time, the board now has the opportunity to create the position on a contract employee basis. After a lengthy discussion on this topic, the direction the town manager received was to proceed with a contract basis for 6 months, then they would review the contract at that time, continue with the contract or create an employee of the 501c6 at that time.

We are bringing this forward to discuss these issues as it will affect how things are done today.

Return on investment:

Should the town decide to contribute \$50,000 to Main Street Gardnerville in the next cycle?

MSG could provide an annual report to the town, where they would list the return on investment and the town could approve the annual action plans for the program:



So by just using last year's volunteer hours as the example. \$136,482 worth of time logged with MSG @ a rate of \$23.07 per hour. Those hours alone yield \$136,482, producing an ROI of $\$136,482 / \$50,000 = 2.73$

We could include the office space, copies and computer network in the contract and determine what the board wants to charge or provide direction to staff to propose something that makes sense and you all want included.

Lastly, I need to get the position posted. Staff is looking for direction on keeping things as they are, or separate and hire a contract employee. The Main Street Board approved posting the position as a contract employee.

The current pay scale for the program manager position at the county pay plan is \$22.34/hr (\$46,467.20) to 33.51/hr (\$69,700) plus benefits; health insurance (\$10,000), PERS (28% of the salary \$13,000 – \$19,516)

RESOLUTION 08-01

A RESOLUTION OF THE GARDNERVILLE TOWN BOARD ESTABLISHING THE GARDNERVILLE MAIN STREET PROGRAM BY ADOPTING APPROVING THE ARTICLES OF INCORPORATION AND THE BYLAWS FOR THE GARDNERVILLE MAIN STREET PROGRAM; TO ESTABLISH A NONPROFIT COOPERATIVE CORPORATION WITHOUT STOCK TOGETHER WITH OTHER MATTERS PROPERLY RELATING THERETO.

WITNESSETH

WHEREAS, the Gardnerville Town Board ("Town," "Town Board," or "Board") has conducted a public hearing on June 3, 2008, as well as several community wide workshops, wherein the Town Manager provided to the Board information relating to the qualifications and requirements of a Main Street Program in order to be affiliated with and a partner of the National Trust Main Street Center. The information presented to the Town Board on June 3, 2008, was in addition to previous staff reports supplied by the Town Manager and others regarding requirements and procedures of the Town for establishing a Main Street Program; and

WHEREAS, the Town Board finds that it is to the advantage, benefit and in the best interests of the Town and its citizens to promote the Gardnerville Main Street Program in the area as to be designated by the Gardnerville Main Street Program in order to enhance and promote the downtown areas of the Town. The Town Board further finds that the social and economic benefits of a vibrant downtown is great, and that the interests of the Town's residents, business and visitors will be significantly enhanced should the Town establish a National Trust Main Street Program affiliate Main Street Program; and

WHEREAS, the Town Manager has reported to the Town Board that the Town may qualify for a Main Street Program designation by adoption and approval of the necessary documents establishing a separate nonprofit entity to operate the Gardnerville Main Street

Program. Accordingly, the Board deems it appropriate to adopt the necessary documents establishing a nonprofit Cooperative Corporation without stock to operate and manage the Gardnerville Main Street Program while promoting community involvement within the Town.

NOW, THEREFORE, BE IT RESOLVED AS SET FORTH HEREIN:

1. That the Town Board of Gardnerville at its regularly held general business meeting of June 3, 2008, after notice of the Board's intention to adopt and approve Articles of Incorporation and Bylaws of the Gardnerville Main Street Program was duly published and posted in accordance with NRS 241, Nevada's Open Meeting Law, conducted a hearing on the proposed Articles of Incorporation and Bylaws which reflects the Board's intentions with regard to the facilitation and creation of the Gardnerville Main Street Program through the creation of a separate nonprofit Cooperative Corporation without stock, and the Board's intention to enhance and promote the Town's downtown area.

2. After public hearing and comment, the Board found and determined that the establishment of the Main Street Program through the creation of a nonprofit Cooperative Corporation without stock as proposed by the Town's Manager and staff was in the best interests of the Town of Gardnerville and its residents, businesses and visitors, and in furtherance of the preservation, enhancement and promotion of the Town's downtown area.

3. The Board finds and determines that all interested parties choosing to do so have submitted data, views or arguments in writing either prior to or at the June 3, 2008, public hearing the Board conducted on the establishment of a Main Street Program through a separate Cooperative Corporation without stock. The Board further finds that all interested parties desiring to do so have submitted data, views or arguments orally at the hearing.

4. The Board finds and determines that, as a result of the Town Manager's reports regarding the social and economic benefits of a Main Street Program, the advantages, benefits and best interests of the Town would be best served if The Gardnerville Main Street Program is designated as an affiliate of National Trust Main Street Center, a resolution adopting and creating a separate nonprofit Cooperative Corporation without stock to manage and operate the Gardnerville Main Street Program is appropriate in the circumstances.

5. The Board resolves and determines that the Town of Gardnerville approves and adopts the Articles of Incorporation and Bylaws of the Gardnerville Main Street Program in order to create a separate nonprofit Cooperative Corporation without stock to operate and manage the Gardnerville Main Street Program, the same to read as follows:

**SEE EXHIBIT "A" ATTACHED TO THIS RESOLUTION AND
INCORPORATED HEREIN AS IF SET FORTH IN FULL FOR THE
FULL TEXT OF THE DULY ADOPTED ARTICLES OF
INCORPORATION OF THE GARDNERVILLE MAIN STREET
PROGRAM.**

**SEE EXHIBIT "B" ATTACHED TO THIS RESOLUTION AND
INCORPORATED HEREIN AS IF SET FORTH IN FULL FOR THE
FULL TEXT OF THE DULY ADOPTED BYLAWS OF THE
GARDNERVILLE MAIN STREET PROGRAM.**

6. The Board further finds and directs that the Town Manager shall submit a copy of this Resolution and the duly adopted and approved Articles of Incorporation and Bylaws to all the state, federal and private entities that will review and approve of the Gardnerville Main Street Program. The Board further finds and directs that the Town Manager shall take all steps necessary to implement the Board's direction and implement the Gardnerville Main Street Program as adopted and created pursuant to this resolution and through the adopted and approved Articles of Incorporation and Bylaws.

7. The Board recognizes that further review of the Articles of Incorporation and the Bylaws of the Gardnerville Main Street Program may be undertaken by state, federal, and/or private agencies or entities prior to the designation of the Gardnerville Main Street Program being affiliated with the National Trust Main Street Center; nonetheless, this Resolution and the attached Articles of Incorporation and Bylaws are effective as of the date of its passage to promote, preserve, and enhance the Town of Gardnerville and its downtown area and is in the best interests of the Town's residents, businesses and visitors.

ADOPTED: This 3rd day of June, 2008, by the following vote:

GARDNERVILLE TOWN BOARD MEMBERS:

JERRY L. SMITH, CHAIRMAN

PAUL LINDSAY, VICE CHAIRMAN

THOMAS J. COOK, MEMBER

MICHAEL W. PHILLIPS, MEMBER

RANDALL P. SLATER, MEMBER

AYES:

P. LaHof
Mike Phillips
Robert P. LaS
James Smith

ABSENT:

THOMAS J. COOK

NAYES:

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Jerry L. Smith
JERRY L. SMITH, CHAIRMAN
TOWN BOARD OF GARDNERVILLE

James Park
JAMES PARK
GARDNERVILLE TOWN MANAGER

Michael Smiley Rowe
MICHAEL SMILEY ROWE, ESQ.
GARDNERVILLE TOWN COUNSEL

RESOLUTION 08-02

A RESOLUTION OF THE GARDNERVILLE TOWN BOARD ESTABLISHING AND APPOINTING THE NINE MEMBER BOARD OF DIRECTORS FOR THE SEPARATE NONPROFIT CORPORATION ENTITLED (THE GARDNERVILLE MAIN STREET PROGRAM); TOGETHER WITH OTHER MATTERS PROPERLY RELATING THERETO.

WITNESSETH

WHEREAS, the Gardnerville Town Board ("Town," "Town Board," or "Board") has conducted a public hearing on June 3, 2008, as well as several community wide workshops, wherein the Town Manager provided to the Board information relating to the qualifications and applications of a nine member Board of Directors for the nonprofit Cooperative Corporation without stock entitled The Gardnerville Main Street Program. The information and applicants presented to the Town Board on June 3, 2008, was in addition to previous staff reports supplied by the Town Manager regarding qualification and requirements of the applicants for the Board of Directors of the Gardnerville Main Street Program; and

WHEREAS, the Town Board finds that it is to the advantage, benefit and in the best interests of the Town and its citizens to appoint the nine members to the Board of Directors to manage and operate the Gardnerville Main Street Program to enhance and promote the downtown area of the Town; and

WHEREAS, the Town Manager has reported to the Town Board that the applicants presented to the Town Board have all been qualified and reviewed prior to being selected for appointment by the Town Board. Accordingly the Board deems it appropriate to appoint the presented applicants as the original nine members of the Board of Directors for the nonprofit Cooperative Corporation without stock entitled The Gardnerville Main Street Program.

NOW, THEREFORE, BE IT RESOLVED AS SET FORTH HEREIN:

1. That the Town Board of Gardnerville at its regularly held general business meeting of June 3, 2008, after notice of the Board's intention to appoint the nine members of the Board of Directors of the Gardnerville Main Street Program was duly published and posted in accordance with NRS 241, Nevada's Open Meeting Law, conducted a hearing on the applicants which reflects the Board's intentions with regard to the appointment of the nine members of the Board of Directors of the Gardnerville Main Street Program in order for the applicants to operate and manage the Gardnerville Main Street Program.

2. After public hearing and comment, the Board found and determined that the appointing nine members of the Board of Directors for the Gardnerville Main Street Program were in the best interests of the Town of Gardnerville and its residents, businesses and visitors, and in furtherance of the preservation, enhancement and promotion of the Town's downtown area.

3. The Board finds and determines that all interested parties choosing to do so have submitted data, views or arguments in writing either prior to or at the June 3, 2008, public hearing the Board conducted on the appointment of the nine members of the Board of Directors of the separate non-profit entity that was created to facilitate the Gardnerville Main Street Program. The Board further finds that all interested parties desiring to do so have submitted applications, data, views or arguments orally at the hearing.

4. The Board finds and determines that, as a result of the Town Manager's report and findings on the applicants, and the advantage, benefit and best interest of the Town would be best served if the Gardnerville Main Street Program's Board of Directors was filled by the applicants, a resolution appointing the nine members of the Board of Directors of the Gardnerville Main Street Program to manage and operate the Main Street Program is appropriate in the circumstances.

5. The Board resolves and determines that the Town of Gardnerville appoints the

following nine members of the Board of Directors for the Gardnerville Main Street Program to operate and manage the Gardnerville Main Street Program, the same to read as follows:

Sandy Anderson

Kim Cervenak

Lorraine Felix

Laurie Hickey

Margaret Pross

Rory Sedgwick

Carol Sandmeier

Marcia Voeller

Paul Lindsay

6. The Board further finds and directs that the Town Manager shall submit a copy of this Resolution and the duly appointed nine members of the Board of Directors to all the state, federal, and private entities who will review and approve of the Gardnerville Main Street Program. The Board further finds and directs that the Town Manager shall take all steps necessary to implement the Board's direction and implement the appointed nine members of the Board of Directors to the Gardnerville Main Street Program.

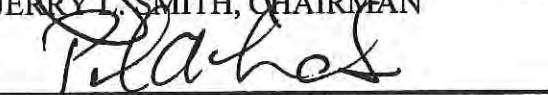
7. The Board recognizes that further review of the appointment of the nine members of the Board of Directors of the Gardnerville Main Street Program may be undertaken by state, federal, and/or private agencies or entities prior to the designation of the Gardnerville Main Street Program being affiliated with the National Trust Main Street Center; nonetheless, this Resolution is effective as of the date of its passage to operate and manage the Gardnerville Main Street Program that is established to

promote, preserve, and enhance the Town of Gardnerville and its downtown area and is in the best interest of the Town's residents, businesses and visitors.

ADOPTED: This 3rd day of June, 2008, by the following vote:

GARDNERVILLE TOWN BOARD MEMBERS:


JERRY L. SMITH, CHAIRMAN


PAUL LINDSAY, VICE CHAIRMAN

THOMAS J. COOK, MEMBER


MICHAEL W. PHILLIPS, MEMBER


RANDALL P. SLATER, MEMBER

AYES:

///

///

///


///

ABSENT:

THOMAS J. COOK, MEMBER

6-12

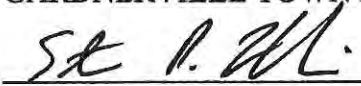
NAYES:


JERRY L. SMITH, CHAIRMAN
TOWN BOARD OF GARDNERVILLE

ATTEST:


JAMES PARK
GARDNERVILLE TOWN MANAGER

APPROVED AS TO FORM AND CONTENT:


MICHAEL SMILEY ROWE, ESQ.
GARDNERVILLE TOWN COUNSEL

RESOLUTION 08-03

A RESOLUTION OF THE GARDNERVILLE TOWN BOARD TO CONTRIBUTE TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) OF CAPITAL TO THE SEPARATE FISCAL FUND ESTABLISHED, OR TO BE ESTABLISHED, BY DOUGLAS COUNTY FOR THE GARDNERVILLE MAIN STREET PROGRAM, A NONPROFIT COOPERATIVE CORPORATION WITHOUT STOCK; TOGETHER WITH OTHER MATTERS PROPERLY RELATING THERETO.

WITNESSETH

WHEREAS, the Gardnerville Town Board ("Town," "Town Board," or "Board") has conducted a public hearing on June 3, 2008, as well as several community wide workshops, wherein the Town Manager provided to the Board information relating to initial capital contribution of TWENTY-FIVE THOUSAND DOLLARS (\$25,000) into the separate fiscal fund for The Gardnerville Main Street Program, a nonprofit Cooperative Corporation without stock. The information presented to the Town Board on June 3, 2008, was in addition to previous staff reports supplied by the Town Manager regarding the funding, economic, and auditing requirements and procedures of the Gardnerville Main Street Program by state, federal, and private entities; and

WHEREAS, the Town Board finds that it is to the advantage, benefit and in the best interests of the Town and its citizens to fund the separate fiscal fund of the Gardnerville Main Street Program with TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) since the corporation has been established to enhance and promote the downtown area of the Town of Gardnerville; and

WHEREAS, the Town Manager has reported to the Town Board that the most effective infusion of capital into the Gardnerville Main Street Program would be for the Town of Gardnerville to contribute the initial capital contributions of the Gardnerville Main Street Program in the amount of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00). Accordingly, the Board deems it appropriate to contribute TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) of town funds

into the separate fiscal fund that is, has been, or will be, established by Douglas County for The Gardnerville Main Street Program.

NOW, THEREFORE, BE IT RESOLVED AS SET FORTH HEREIN:

1. That the Town Board of Gardnerville at its regularly held general business meeting of June 3, 2008, after notice of the Board's intention to contribute TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) of capital contribution into the separate fiscal fund that Douglas County is, or will be, establishing for a nonprofit Cooperative Corporation without stock entitled the Gardnerville Main Street Program, was duly published and posted in accordance with NRS 241, Nevada's Open Meeting Law, conducted a hearing on the Board's intention to contribute TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) of capital contribution into the separate fiscal fund that Douglas County is, or will be, establishing the Gardnerville Main Street Program a nonprofit Cooperative Corporation without stock.

2. After public hearing and comment, the Board found and determined that infusing the separate fiscal fund established, or soon to be established, by Douglas County for the nonprofit Cooperative Corporation without stock the Gardnerville Main Street Program, was in the best interests of the Town of Gardnerville and its residents, businesses and visitors, and in furtherance of the preservation, enhancement and promotion of the Town's downtown area.

3. The Board finds and determines that all interested parties choosing to do so have submitted data, views or arguments in writing either prior to or at the June 3, 2008 public hearing the Board conducted on contributing TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) into the separate fiscal fund that Douglas County is, or will be, establishing for the Gardnerville Main Street Program, a nonprofit corporation. The Board further finds that all interested parties desiring to do so have submitted applications, data, views or arguments orally at the hearing.

4. The Board finds and determines that the Town of Gardnerville, by contributing TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) to the separate fiscal fund that has been, or will be, established by Douglas County for the Gardnerville Main Street Program, a nonprofit Cooperative Corporation without stock, and the advantages, benefits and best interests of the Town would be best served and is appropriate in the circumstances.

5. The Board resolves and determines that the Town of Gardnerville contributes TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) in capital contributions to the Gardnerville Main Street Program, a nonprofit Cooperative Corporation without stock duly formed and authorized by laws of the State of Nevada, the same to read as follows:

**A RESOLUTION OF THE GARDNERVILLE TOWN BOARD TO
CONTRIBUTE TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) OF
CAPITAL TO THE SEPARATE FISCAL FUND ESTABLISHED, OR TO BE
ESTABLISHED, BY DOUGLAS COUNTY FOR THE GARDNERVILLE
MAIN STREET PROGRAM, A NONPROFIT COOPERATIVE
CORPORATION WITHOUT STOCK; TOGETHER WITH OTHER
MATTERS PROPERLY RELATING THERETO.**

6. The Board further finds and directs that the Town Manager shall submit a copy of this Resolution to all governmental entities who will review and approve of establishment of the separate fiscal fund for the Gardnerville Main Street Program. The Board further finds and directs that the Town Manager shall take all steps necessary to implement the Board's direction and fulfill the capital contribution from the Town of Gardnerville into the separate fiscal fund established, or to be established, by Douglas County for the Gardnerville Main Street Program.

7. The Board recognizes that further review of the Town of Gardnerville's capital

contribution into the separate fiscal fund established, or to be established, by Douglas County for the Gardnerville Main Street Program may be undertaken by governmental and/or private agencies or entities prior to the effectuation of the funding; nonetheless, this Resolution is effective as of the date of its passage to contribute TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) into the separate fiscal fund of the Gardnerville Main Street Program that is established to promote, preserve, and enhance the Town of Gardnerville and its downtown area and is in the best interests of the Town's residents, businesses and visitors.

ADOPTED: This 3rd day of June, 2008, by the following vote:

GARDNERVILLE TOWN BOARD MEMBERS:


JERRY L. SMITH, CHAIRMAN


PAUL LINDSAY, VICE CHAIRMAN

THOMAS J. COOK, MEMBER


MICHAEL W. PHILLIPS, MEMBER


RANDALL P. SLATER, MEMBER

AYES:


ABSENT:

THOMAS J. COOK, MEMBER

NAYES:


JERRY L. SMITH, CHAIRMAN
TOWN BOARD OF GARDNERVILLE

ATTEST:


JAMES PARK
GARDNERVILLE TOWN MANAGER

APPROVED AS TO FORM AND CONTENT:


MICHAEL SMILEY ROWE, ESQ.
GARDNERVILLE TOWN COUNSEL

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ARTICLES OF INCORPORATION

of

The Main Street Gardnerville Program Corporation (A Nevada Nonprofit Cooperative Corporation Without Stock)

The undersigned individual 18 years of age or older, acting as incorporator under the Nevada Nonprofit Cooperative Corporation Without Stock provisions of the Nevada Revised Statutes, adopts the following Articles of Incorporation:

ARTICLE I. NAME

The Name of this Nonprofit Cooperative Corporation Without Stock formed under the Nevada Revised Statutes provisions 81.410-81.540 shall be The Main Street Gardnerville Program Corporation (ACorporation@).

ARTICLE II. PRINCIPAL OFFICE

The principal office of the Corporation shall be located at 1407 Highway 395 North, Gardnerville, NV 89410.

ARTICLE III. RESIDENT AGENT AND REGISTERED OFFICE

Section 1: Resident Agent

The Resident Agent of the Corporation shall be Steven P. Handelin, Minden, NV 89423.

Section 2: Registered Office

The address of the Registered Office of the Corporation is 1638 Esmeralda Avenue, Minden, NV 89423. The Corporation may conduct all or part of its business in any other part of the State of Nevada.

ARTICLE IV. NONPROFIT STATUS

The Corporation is a nonprofit corporation which elects to be governed by the provisions of Chapter 81.410-81.500 of Nevada Revised Statutes, as revised or amended.

ARTICLE V. DURATION

The duration of existence of the Corporation shall be perpetual.

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ARTICLE VI. PURPOSE

Section 1: General Purpose

The general purposes for which this Corporation is organized are as follows:

1. The Corporation is formed as a non-profit (business league/development authority/etc.), within the meaning of section 501(c)(6) of the United States Internal Revenue Code, (hereinafter referred to as the "Code") and the laws of the State of Nevada, as set forth and revised in the Nevada Revised Statutes. All references to the Code contained herein are deemed to include corresponding provisions of any future United States Internal Revenue Code, Law, or Regulation.
2. In furtherance of the purposes set forth in this Article VI, the Corporation may exercise all the rights and powers conferred on Nonprofit Cooperative Corporation Without Stock under the laws of the State of Nevada.
3. Notwithstanding any of the above statements of purposes and powers, the Corporation shall not engage in any activities or exercise any powers, whether express or implied, so as to disqualify the Corporation from exemption from federal income tax under section 501(a) of the Code by reason of being an organization described in section 501(c)(6) of the Code.

Section 2: Specific Purpose

1. To educate and inform the community and downtown property owners of the importance of a healthy and vibrant downtown ;
2. To improve business conditions in the downtown area through activities and education of stakeholders in the areas of organization, design, promotion of the area as an exciting place to live, shop, and invest, and analysis of market information of importance to the local economy;
3. To stimulate revitalization in the downtown Gardnerville commercial district;
4. To promote a positive public image of the Town of Gardnerville and the downtown area.
5. To promote networking amongst persons interested in entrepreneurial development of inventions;

6. And, generally, to carry on, either alone or in cooperation with or through the instrumentality of others, any and all activities in furtherance of one or more such objects and purposes.

ARTICLE VII. DIRECTORS

The management of activities, affairs, and property of the corporation shall be vested in the Board of Directors, said number to be fixed from time to time by the Bylaws of the Corporation.

Each director shall hold office for the term of office to which he is appointed and until his successor is appointed and qualified or until his earlier resignation, incapacity, removal, or death.

The Directors shall possess such qualifications, be elected and qualified in such manner, serve for such term and upon such conditions, have such voting rights, exercise such powers and perform such duties, in addition to those conferred upon them by statute, as may be prescribed by the Bylaws of the Corporation.

The Board of Directors may adopt Bylaws, not inconsistent with these Articles of Incorporation or the laws of the State of Nevada for the management and control of the Corporation, and may alter, amend, and repeal any provisions or provisions thereof from time to time as therein provided. The Board of Directors also may promulgate and amend from time to time suitable policies and rules and regulations governing the work and activities of the Corporation, the care and use of its property, the qualifications, duties, performance of work and conduct of its staff and other personnel and employees and such other matters and things as may be necessary and desirable in the judgment of the Directors.

The number of directors constituting the initial Board shall be nine (9) and the names and address of the persons who are to serve as the initial Board of Directors until their successors are qualified and appointed:

Sandy Anderson	District business, property owner, resident
Kim Cervenak	District business operator
Lorraine Felix	District business operator and property owner
Laurie Hickey	
Margeret Pross	Planning Commission chair
Rory Sedgwick	District business, property owner, resident
Carol Sandmeier	
Marcia Voeller	District business operator and property owner
Paul Lindsay	Gardnerville Town Board member

ARTICLE VIII. OFFICERS

The Officers of the Corporation shall be elected by the members of the Corporation and shall serve according to the Bylaws.

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ARTICLE IX. MEMBERS

Members shall meet the eligibility requirements delineated in the Bylaws and pay the requisite fees, if any, in accordance with the Bylaws.

ARTICLE X. DISSOLUTION

In the event of liquidation, dissolution, termination, or winding up of the Corporation (whether voluntary, involuntary, or by operation of law), the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, transfer all of the property and assets of the Corporation to one or more Qualified Organizations, as defined below, as the Board of Directors shall determine. For purposes of this Article VIII "Qualified Organization" shall mean a corporation or other organization organized and operated as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

If the Corporation still has funds contributed from the Town of Gardnerville or Douglas County, the Corporation shall return these funds to these governmental entities prior to making any disbursements to a Qualified Organization.

No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that this Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles.

ARTICLE XI. AMENDMENTS

These Articles of Incorporation may be altered, amended or repealed by the affirmative vote of a majority of the directors voting at any regular or special meeting; provided, that no amendment or repeal of any provision of these Articles of Incorporation is effective until the amendment or repeal is approved by the Gardnerville Town Board.

ARTICLE XII. LIMITATION OF LIABILITY

To the fullest extent not prohibited by the Nonprofit Cooperative Corporation Without Stock laws of the State of Nevada, as it exists on the date hereof or is hereafter amended, a director and/or officer of the Corporation, and/or the Town of Gardnerville and its employees agents, directors, board, officers, and assigns, shall not be liable to the Corporation or its members for any monetary damages for conduct as a director and/or

officer. Any amendment to or repeal of the Article IX or amendment to the Nonprofit Cooperative Corporation Without Stock laws shall not adversely affect any right or protection of a director and/or officer of the Corporation for or with respect to any acts or omissions of such director occurring prior to such amendment or repeal. This provision, however, shall not eliminate or limit the liability of a director or officer for:

- (1) Any breach of the director=s or officer=s duty of loyalty to the Corporation or its members;
- (2) Acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law;
- (3) Any unlawful distribution;
- (4) Any transaction from which the director or officer derived an improper personal benefit; or
- (5) Any act or omission in violation of Sections 81.410-81.540 of the Nevada Revised Statutes.

ARTICLE XIII. INDEMNIFICATION

To the fullest extent not prohibited by the laws of the State of Nevada, as it exists on the date hereof or is hereafter amended, the Corporation:

- (1) Shall indemnify any person or entity, specifically the Town of Gardnerville and its employees agents, directors, board, officers, and assigns, who is or are made, or threatened to be made, a party to an action, suit or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit or proceeding by or in the right of the Corporation), by reason of the fact that the person is or was a director of the Corporation; and
- (2) This Article XI shall not be deemed exclusive of any other provisions or insurance for the indemnification of directors, officers, employees, or agents that may be included in any statute, bylaw, agreement, resolution of members or directors or otherwise, both as to action in any official capacity and action in any other capacity while holding office, or while an employee or agent of the Corporation.

ARTICLE XIV. INCORPORATORS

Kim Cervenak <u>Kim Cervenak</u> Signature	626 Highway 88, Gardnerville, NV 89460 <u>7-2-08</u> Date
Marcia Voeller <u>Marcia Voeller</u> Signature	1218 Eddy Street Gardnerville, NV 89410 <u>7-2-08</u> Date
Lorraine Felix <u>Lorraine Felix</u> Signature	1614 Heron Cove Court, Gardnerville, NV 89410 <u>7/2/08</u> Date
Carol Sandmeier <u>Carol Sandmeier</u> Signature	1619 Scoti Lane, Gardnerville, NV 89410 <u>7-1-08</u> Date

BYLAWS

of

The Main Street Gardnerville Program Corporation

ARTICLE I. NAME

The Name of this Nonprofit Cooperative Corporation without Stock formed under the Nevada Revised Statutes provisions 81.410-81.540 shall be The Main Street Gardnerville Program Corporation ("The Program").

ARTICLE II. PRINCIPAL OFFICE

The principal office of The Program shall be located at 1407 Highway 395 North, Gardnerville, NV 89410.

ARTICLE III. PURPOSE

The purposes for which The Program is organized are to:

- a) Stimulate revitalization in the downtown commercial district of Gardnerville by promoting a common business interest through activities directed at improving business conditions through organization (encouraging cooperation and building leadership in the business community);
- b) Promote (creating a positive image for downtown by promoting the downtown as an exciting place to live, shop, and invest);
- c) Design (improving the appearance of downtown); and
- d) Receive, administer, and distribute funds in connection with any activities related to the above purposes; provided, however that The Program shall only engage in activities that are in the purview of Section 501 (c) (6) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future laws. The Program shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office, and shall remain nonpartisan.

ARTICLE IV. GENERALLY

Section 1: Designation.

The members of the Board of Directors ("Board") of The Program are those persons who shall at anytime, and from time to time, be appointed by the Gardnerville Town Board ("Town Board") pursuant to Resolution No. 08-01. Each director shall have one vote in the conduct of the affairs of the Board.

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Section 2: Property Interest of the Directors and Officers.

No director or officer of The Program shall have any right, title or interest in, or to, any real or personal property or other assets of The Program during its existence, or upon the dissolution of The Program, nor shall any of the earnings or other revenue of The Program inure to the benefit of any member, director, officer, or other private individual.

Section 3: Non-Liability for Debts.

The private property of the directors, officers, and members shall be exempt from execution or other liability for any and all debts of The Program and no director, officer, or member shall be liable or responsible for the debts of The Program.

Section 4: Indemnification of Members and Directors.

The Program shall indemnify any director, former director, officer, former officer, member, or former member of The Program, against expenses actually and reasonably incurred by him or her in connection with the defense of any civil action, suit, or proceeding, and for any loss, claim or judgment resulting from any such action, suit, or proceeding in which he or she is made a party by reason of being or having been a director, officer, or member, including but not limited to any matter as to which he or she is adjudged to be liable for negligence in the performance of duty to The Program.

The Program may, by majority vote of the directors, obtain a policy or policies of insurance for the purpose of providing such indemnification of the officers and directors of The Program.

Section 5: Audit.

The Program shall cause an annual independent audit to be made pertaining to the fiscal affairs of The Program. The audit shall be performed at the close of the Fiscal year, each year, and shall be provided to the Town Board. The audit shall be conducted as part of the Douglas County annual audit process.

Section 6: Budget.

The directors shall, before the first day of March in each year, submit to the Town Board a proposed operating budget for the forthcoming fiscal year. Duplicates of the proposed budget shall be provided to the Town Manager and each member of the Town Board. Before becoming effective, the budget must be adopted by the Town Board as a part of its regular budget adoption process.

Section 7: Program Area.

The Program Area shall be that geographic area as determined and approved by the Board of Directors, as established and amended from time to time.

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ARTICLE V. DIRECTORS

Section 1: Number of Directors.

The Program Board shall consist of nine (9) directors.

Section 2: Qualifications and Terms of Directors.

The Board shall have the direct supervision and control of The Program. A minimum of four (4) of the directors, except any director from the Town Board, shall reside, be a lessee, or own property in the program area, as defined by Article IV, Section 7.

The Board shall be constituted as follows:

- (i) No more than, but at least one (1) director shall be a member of the Town Board, appointed to serve at the pleasure of the Town Council.
- (ii) Three (3) directors shall be appointed for terms expiring June 30, 2009.
- (ii) Three (3) directors shall be appointed for terms expiring June 30, 2010.
- (iv) Two (2) directors shall be appointed for terms expiring June, 30, 2011.

A director shall hold office until a qualified successor has been appointed by the Town Board. After the terms of the initial directors have expired, the terms of all directors (except any director who is a member of the Town Board) shall expire three (3) years from the expiration date of his/her predecessor.

Section 3: Rules of Procedure

The proceedings of The Program meeting shall be governed by and conducted according to the latest Revision of Robert's Rules of Order, when not in conflict with these Bylaws. The order of business may be altered at any meeting by the President in order to conduct business in an effective manner.

Section 4: Regular Meetings

The Board shall establish a regular meeting day and shall hold regular meetings not less frequently than once each month, at a location selected by the Board.

Each regular meeting shall be noticed in accordance with the notice requirements of the regular Town Board meetings.

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Section 5: Special Meetings

The Board shall have special meetings upon the call of the President or upon oral or written request of any five (5) Directors.

Notice of special meetings shall be given in accordance the notice requirements of a regular meeting.

Section 6: Quorum

A majority of the Directors shall constitute a quorum for the transaction of business at any meeting; and if less than a quorum is present, a majority of those present may adjourn the meeting from time to time without further notice. Passage of all resolutions or motions for the transaction of the business of the Board requires the affirmative vote of at least five (5) directors. Only those directors who are present in person may vote.

Section 7: Vacancy

Vacancies shall be filled by appointment by the Town Board. In the event of a vacancy before the expiration of a director's term for any reason, a qualified successor shall be appointed for the unexpired portion of the term at the next regularly scheduled Town Board meeting.

Section 8: Removal

Directors may be removed for cause at any time by the Town Board. Cause shall include, but is not be limited to, a board member missing at least three consecutive regular monthly meetings. Prior to removal of any director for lack of attendance, written request from the Board to the Town Board, asking for the removal of the board member and approved by no less than two-thirds of the remaining Board members, shall be submitted to the Town Board. The request shall contain pertinent facts and background of the Board member in question's attendance record.

Section 9: Compensation

No director of The Program shall receive any salary or compensation for his/her services nor shall any director, or any person from the Board, receive any property or funds, nor receive from the Board any pecuniary profit from the operations of the Board; provided, that reasonable compensation may be paid to agents and employees hired by The Program for services rendered in affecting one or more purposes of The Program. Any director of any person from the Board may be reimbursed for normal expenses at a rate approved and received by employees of the Town Board.

ARTICLE VI. OFFICERS

Section 1: Officers.

The officers of the Board shall be a President, Vice-President, Secretary, Treasurer, Program Director, and Ex-Officio.

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Section 2: Election and Term of Office.

The officers of the Board shall be elected annually by the directors at the first regularly scheduled meeting during the month of June). Each officer shall be a director and shall hold office until his or her successor shall have been duly elected and shall have qualified.

Section 3: Removal.

Any officer may be removed by a two-thirds (2/3) vote of the other directors (or 6 votes), not including the director in question, as the director up for removal shall not vote.

Section 4: Vacancy.

A vacancy in any office for any reason may be filled by majority vote of the Board of Directors for the unexpired portion of the term.

Section 5: President.

The President shall be the principal executive officer of The Program and shall supervise and control all of the business and affairs of The Program. He or she shall preside at all meetings of the directors of The Program, and may sign, together with the Secretary or any other authorized officer of the Board, any leases, deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the board or by statute to some other officer or agent of The Program; and in general he or she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time.

Section 6: Vice-President.

In the absence of the President or in the event of the inability of the President to act, the Vice-President shall perform the duties of the President, and when so acting shall have all of the powers and duties of the President. The Vice-President shall perform such other duties as from time to time may be assigned by the President or by the Board.

Section 7: Treasurer.

The Treasurer shall have control, responsibility, and custody of and for all funds and securities of The Program; receive and give receipts for money due and payable to The Program from any source, and deposit all such moneys in the name of The Program with the Treasurer of the Town of Gardnerville; render to the directors and the Town Board from time to time and as required written statements of the financial condition of The Program and in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board. The Treasurer shall give a bond for the faithful performance of his or her duties in such sum and with such surety or sureties as the Board shall determine.

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Immediately following the close of each month, the Treasurer shall report to the Town Board all transactions for the preceding month, and the financial condition of the Board including but not limited to all receipts and disbursements.

Section 8: Secretary.

The secretary shall keep the minutes of the meetings of the Board in one or more books or files provided for that purpose, see that all notices are duly given in accordance with the provisions of these Bylaws and as required by law, be custodian of the records of the Board, be custodian of the seal of The Program, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board.

The Secretary shall provide a duplicate of all minutes of regular and special meetings to the Town Board within fifteen (15) days of the meeting.

Section 10: Program Director.

The Program Director shall manage the daily operations of the Program as deemed appropriate by the Board of Directors, and shall be responsible for assisting in the coordination and implementation of policies, projects, business plans and such other duties as determined by the Board of Directors.

The Program Director shall receive such compensation as may be determined by the Board of Directors for his/her services, and shall attend meetings of the Board of Directors and Committees as deemed appropriate by the Board of Directors.

The Program Director shall in general perform all duties incident to any vacant office of Board until that position is filled, and such other duties as from time to time may be assigned by the President or by the Board.

Section 11: Ex-Officio

The Ex-Officio position shall be filled by a past officer and shall perform such other duties as from time to time may be assigned by the President or by the Board.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

The Program shall have at least five (5) standing committees, which shall be entitled Promotion, Design, Economic Restructuring, Organization, and Nominations. The Promotion, Design, Organization and Economic Restructuring committees shall consist of not less than three (3) members, and shall have a chairperson who shall be responsible for directing and coordinating the affairs of the committee and who shall be responsible to, and report to, the Board of Directors. The terms of the committees shall be for one year commencing at the time of the annual membership meeting.

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Section 2. Power to Appoint Committees

The Board of Directors, by resolution adopted by a majority of Directors in office, may designate or appoint one or more committees, in addition to the above named standing committees, including, without limitation, an Executive Committee, composed of the four officers, and which shall, to the extent provided in said resolution, have and exercise the authority of the Board of Directors in the management of the Program. Other committees not having and exercising the authority of the Board of Directors in the management of The Program may be designated and appointed by a resolution adopted by a majority of the Directors appointed at a meeting at which a quorum is present. The designation and appointment of any such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon them by law.

ARTICLE VIII. MEMBERSHIP

Section 1. Membership Fees

The Board shall establish annual dues as it deems appropriate and may be amended as the Board deems appropriate. Such establishment of dues shall include method of payment and application procedure.

Section 2. Application

Any business, organization or individual interested in supporting the purposes of The Program may become a member by filing an application in such form as the Board of Directors shall prescribe, and subject to the payment of such dues as the Board may establish. Each active member shall be entitled to one vote.

Section 3. Resignation

Any member may resign from membership in The Program upon giving written notice thereof to the Secretary of The Program. Such resignation shall specify the effective date thereof. Members who resign from membership shall not be entitled to any refund of dues therefore paid.

Section 4. Suspension of Voting Rights

The Board may, at its discretion, suspend the voting privilege of any member who has been and remains in default of his or her financial obligations to The Program for a period of six (6) months or longer.

ARTICLE IX. FISCAL YEAR

The fiscal year of The Program shall begin on the first day of July of each year and shall end on the thirtieth day of June of the following year.

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ARTICLE X. PAYMENT OF ACCOUNTS

All expenditures of The Program shall be paid by the Treasurer of The Program from The Program Account through the Town of Gardnerville. Before any payment is made, the Board shall have approved the expenditure and a voucher signed by the vendor shall have been approved in writing by the President, Treasurer, and Executive Director; or, in the absence of any of the named officers, approved in writing by any three other board members.

ARTICLE XI. AMENDMENTS


These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the directors voting at any regular or special meeting; provided, that no amendment or repeal of any Bylaw is effective until the amendment or repeal is approved by the Town Board.

ARTICLE XII. MISCELLANEOUS PROVISIONS


No agreement, contract or obligation (other than checks in payment of indebtedness incurred by authority of the Board) involving the payment of moneys or the credit of the company for more than TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00), shall be made without the authority of the Board of Directors, or of the Executive Committee acting as such.

Any Expenditure above 10% of the estimate must be brought before the Town Board and approved prior to the release of funds.

Revised, Approved and Accepted this 12th Day of June, 2013.


Dorette Caldana, President


Carol Sandmeier, Vice-President


Norie Jenkins, Treasurer


Susie Biaggini, Secretary

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MAIN STREET PROGRAM MANAGER AGREEMENT

COMES NOW, the Town of Gardnerville Nevada ("Town") and The Main Street Gardnerville Program Corporation, Inc., a Nevada non-profit cooperative corporation without stock ("MSG"), and hereby enter into this Main Street Program Manager Agreement ("Agreement") upon the following recitals, terms and conditions:

WITNESSETH

WHEREAS, the Town is a political subdivision of Douglas County, Nevada, and as such, is required to comply with all of the Douglas County, Nevada Administrative Policies and Procedures regarding the employment of exempt and non-exempt employees; and

WHEREAS, the Town has employed and will employ a person as an exempt employee to serve in the capacity of Main Street Program Manager whose sole responsibility will be to work with the MSG Board of Directors to implement the Main Street Gardnerville Program pursuant to the Douglas County Job Classification Description for the Main Street Program Manager; and

WHEREAS, MSG, through its Board of Directors, desires to enter into this Agreement with the Town for the provision by the Town of an exempt employee to serve as the Main Street Program Manager for MSG, and to assist the Town in the payment of a portion of the compensation and benefits to be earned by the exempt employee serving as Main Street Program Manager.

NOW, THEREFORE, the Town and MSG agree as follows:

1. Main Street Program Manager.

The Town has employed and will continue to employ an exempt employee as defined by

Douglas County, Nevada Administrative Policies and Procedures for County Employees; specifically, the FLSA Guidelines for Exempt Employees. The exempt employee hired by the Town shall perform all those duties and functions as set forth in the Douglas County, Nevada Job Classification Description, a copy of which is attached hereto as Exhibit "A". The Town agrees to assign the Main Street Program Manager solely to MSG to perform all of the duties and functions of Main Street Program Manager.

2. **Salary and Benefits.**

As of the date of the execution of this Agreement, the exempt employee retained by the Town to serve as Main Street Program Manager earns a total of salary and benefits in the amount of \$72,237.96 as budgeted by the Town for the 2015-2016 fiscal year. The Town agrees to pay the Main Street Program Manager's salary of \$48,216.96.

As a Town employee, and pursuant to the Douglas County Administrative Policies and Procedures relating to employees, the exempt employee to serve as Main Street Program Manager is also entitled to benefits, including health insurance, retirement (PERS), worker's compensation insurance, unemployment insurance and Medicare benefits. The total benefit cost for the Main Street Program Manager is \$24,021.00. MSG agrees to pay to the Town the amount of the total benefits earned by the Main Street Program Manager in the amount of \$24,021.00 for fiscal year 2015-2016.

The combined salary and benefits paid to the Main Street Program Manager for fiscal year 2015-2016 shall be \$72,237.96.

3. **Term.**

The term of this Agreement is for one year, commencing as of 1 July 2015, notwithstanding a different date of execution of this Agreement by the Town and by MSG.

The Town and MSG agree that this Agreement may be renewed for succeeding years, each term of the renewed agreement shall be for one year. The Town and MSG agree that a one year term is appropriate for this Agreement for the Town to provide to MSG a Main Street Program Manager because, as with other Town employees, and pursuant to the Douglas County Administrative Policies and Procedures Relating to Employees, the salary and benefits paid by the Town to the Main Street Program Manager will be subject to change for, among other reasons, merit increases earned by the Town's exempt employee serving as Main Street Program Manager.

4. Contributions.

The Town and MSG agree that the Town will contribute a sum of not more than Fifty Thousand Dollars (\$50,000.00) toward the payment of the Main Street Program Manager's salary for the term of this Agreement, and for each renewed term of this Agreement. MSG will pay to the Town the total benefits cost incurred by the Town in retaining a Main Street Program Manager.

If, in future fiscal years, the exempt employee serving as Main Street Program Manager earns and is awarded a raise in salary, and such increase in salary exceeds \$50,000.00, then, and in that event, and in addition to paying the costs of the total benefits earned by the Main Street Program Manager, MSG will contribute such amount of the Main Street Program Manager's salary exceeding \$50,000.00 in any fiscal year.

5. Governing Policies and Procedures.

The Town and MSG agree that at all times the Main Street Program Manager shall be an exempt employee of the Town, and the Town agrees that the Main Street Program Manager shall at all times be subject to the Douglas County, Nevada Administrative Policies and Procedures Relating to Exempt Employees.

6. Termination.

The Town and MSG agree that either the Town or MSG may terminate this Agreement for the provision by the Town to MSG of a Main Street Program Manager by providing 90 days' written notice by the party desiring to terminate this Agreement. The Notice of Termination of this Agreement shall be provided at a minimum of 90 days before the end of each fiscal year during which time this Agreement shall remain in full force and effect. Restated, should a party desire to terminate this Agreement, it shall provide to the other party 90 days' written notice prior to the end of the then current fiscal year on 30 June of that fiscal year.

7. Entire Agreement.

This Agreement contains the entire agreement between the parties hereto and the terms of this Agreement are contractual and not mere recitals. The undersigned parties further declare that this entire agreement has been carefully read, the contents thereof are fully known and understood, and that the Agreement is signed as a free and voluntary act of each of the parties who execute it, and that it is the intention of each of the parties to waive, release, discharge any and all claims or causes of action of whatsoever character against any of the parties hereto, in any way related to this Agreement, and each, every and all of the parties' agents, servants, employees, representatives, attorneys, successors and assigns, and the parties fully realize that they are and intend to be fully and legally bound hereby.

The provisions of this Agreement shall be binding upon, shall obligate, and extend to and enure to the benefit of each party, their heirs, successors, assigns, transferees, grantees and agents.

This Agreement (after full execution in counterparts or otherwise and delivery) memorializes

and constitutes the entire Agreement and understanding between the parties and supercedes and replaces all prior negotiations, proposed agreements, whether written or unwritten, and that no party, or any agent or attorney of any party, has made any promise, representation, or warranty whatsoever.

8. Governing Law.

This Agreement shall be construed under the laws of the State of Nevada, and any legal action taken hereunder will be resolved through binding arbitration pursuant to the provisions of Chapter 38 NRS relating to arbitration brought within the County of Douglas, and the prevailing party to any such action brought to enforce the terms of this Agreement shall be entitled to attorney's fees and costs.

9. Failure to Comply with Provisions.

In the event that any party hereto shall fail to comply with any of the terms, conditions, or covenants herein contained, any aggrieved party shall be entitled to utilize any and all venues at law and in equity the aggrieved party shall have against the defaulting/breaching party.


Notwithstanding the above, should any party hereto be in default hereunder, or breach any promise or condition set forth herein, the language of this Agreement shall apply objectively and fairly to each party; provided, however, should a party have fully met its obligations set forth herein, the party shall be held free of any claims made by any party hereto that relate to this Agreement or any of the present or existing disputes and differences.

Any party breaching this Agreement agrees to indemnify and hold harmless all other non-breaching parties for damages, including attorney's fees, costs of suit and other expenses incurred as a result of the breach. This covenant shall bind and enure to the benefit of the parties hereto and their respective agents, employees, successors, assigns and heirs.

10. **Multiple Counterparts.**

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart. It is not necessary that each party hereto execute the same counterpart so long as identical counterparts are executed by both parties.

Dated this 1st day of September, 2015


Lloyd Higuera, Chairman
Gardnerville Town Board
Linda Dibble, President
Board of Directors, The Main Street
Gardnerville Program Corporation, Inc.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-079) by Jon & Danielle Stafford, co applicant Gerald Bing, to build a 2,600 square foot automotive repair shop with onsite parking and landscaping improvements, on their 0.23 acre parcel, located at 1232 & 1236 Pep Circle in the SI (Service Industrial) Zoning District in the Minden / Gardnerville Community Plan (APN 1220-03-411-006 & 007); with public comment prior to Board action. (approx. 30 minutes)
2. **Recommended Motion:** Conditionally Approve the proposed Major Design review (DA-16-079) for the Stafford Automotive Major Vehicle Service Center with the conditions as outlined in the attached staff report (with the additional items that were discussed this evening).
Funds Available: ☐ Yes ☒ N/A
3. **Department:** Administration
4. **Prepared by:** Geoffrey LaCost
5. **Meeting Date:** February 7, 2017 **Time Requested:** 30 minutes
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: Before the board is a major design review for the construction of a new 2,600 square foot metal building on Pep Circle for a Major Vehicle Service Center.
Items the board should discuss:

1. The lot size is 10,018 sf with table 20.658.010 indicating minimum lot size for Service Industrial in which this lot meets the requirement. Conflicting code in 20.668.130 indicates the minimum lot size is 15,000 in which this lot does not meet County minimum standards for a business of this type. The applicant intends on extending the project into the adjoining property to meet the minimum lot size requirement.
 2. The building does not include architecture similar to neighboring buildings.
 - a. Will the Town require additional features on the exterior of the building to establish the fit within the existing neighborhood? Please compare 7-24 and 7-25
 3. Landscaping strip around the entire site is a requirement in County Code but is not consistent with other properties in this development.
 - a. Will the Town allow the landscaping strip to be limited to the street side?
7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
 8. **Board Action:**
☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

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STAFF REPORT

Date: February, 7 2017 GTB Meeting

To: Gardnerville Town Board

From: Geoffrey LaCost, Superintendent Town Public Works

Subject: DA 16-079,

Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-079) by Jon & Danielle Stafford, co applicant Gerald Bing, to build a 2,600 square foot automotive repair shop with onsite parking and landscaping improvements, on their 0.23 acre parcel, located at 1232 & 1236 Pep Circle in the SI (Service Industrial) Zoning District in the Minden / Gardnerville Community Plan (APN 1220-03-411-006 & 007); with public comment prior to Board action.

APN: 1220-03-411-006

REQUEST

The requested Design Review Development Application proposes to construct a new 2,600 sf, metal building containing 3 vehicle service bays and 1 office, 14 parking stalls and an accessible stall, with associated drainage and parcel improvements all within the X Shaded flood zone, on the existing 0.23 acre parcel.

The following is our summary of the required findings per Douglas County Code Section 20.614.040:

- A. The proposed development is consistent with the goals and policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;

APPLICANT COMMENT: *The proposed automotive repair building is consistent with the goals and policies of the current adopted Douglas County Master Plan and the general purpose and intent of the applicable district regulations. This parcel is located within a Service Industrial Zoning district and the proposed building design, parking layout, and landscape areas are consistent with the master plan. The site is located within an X-shaded flood zone. As required by county code, the finished floor of the building (concrete slab on grade) as shown on the site plan will be elevated 1'-0" above highest adjacent grade.*

STAFF COMMENT: Agreed, the proposed development does meet the essence of the Douglas County Master Plan for the Service Industrial Zoning district.

- B. The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both;

APPLICANT COMMENT: *The proposed automotive repair preserves the character and integrity of the surroundings, and has been designed to fit in with the other service industrial type buildings near Service Drive and Southgate Drive. 9 standard parking spaced and 1 ADA compliant Handi-Cap parking space has been provided for the 3 service bays within the building, incoming customers, and also to provide for employee parking. A loading and unloading zone has been provided on the south side of the building. Landscaping has been provided to compliment the overall site design as required by Douglas County code.*

STAFF COMMENT: **The finish of the building should present a sense of place within the industrial area. The proposed building elevation drawings do not fit in with the neighboring buildings which have brick, stucco and false façade overhangs.**

- C. The proposed development will not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;

COMMENT: *Estimated traffic volume has been calculated by R.O. Anderson Engineering. A traffic review letter has been provided in this submittal and the analysis reveals that a formal traffic study is not required. The proposed entry to the parking lot meets current design standards.*

STAFF COMMENT: **Agreed, the plan proposes to develop an additional 0.23 acres of currently vacant unimproved property. Parking is an issue in this area and the proposed building and available parking may help the situation. We would like to note that no on-street parking is available as this section of the development has red curbs. Storage of vehicles is also not allowed on unimproved vacant land in the area.**

- D. The proposed development incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets;

COMMENT: *The proposed building will incorporate pavement markings and standard parking sizes as well as ADA parking and signage, meeting Douglas County Design Standards for Public Works.*

STAFF COMMENT: **The town requires no parking signs on the front of the trash enclosure to limit vehicles from blocking access. Specifically the owner will ensure that no parking of vehicles or equipment in the paved area in front of or near the trash enclosure will be permitted on days that the refuse is collected. If the enclosure or paved area is blocked the town will not pickup refuse and applicable charges will be applied.**

- E. The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties;

COMMENT: *The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties. This 0.23 acres site has been designed to provide 2 points of ingress / egress off of Pep Circle. Outside the building envelope, the drive and parking areas are primarily asphalt concrete, with primary drainage from north to south and drainage bring retained & infiltration site to mitigate storm water run-off. The only exterior lighting for this building will be on the building and will be downcast to minimize the impact of light on surrounding properties. No parking lot lighting is proposed at this time as the hours of operation are complete prior to natural daylight end. No street signage is being proposed at this time.*

STAFF COMMENT:

The proposed building is located within an existing developed subdivision. The adjacent buildings are metal with a stone veneer, masonry walls, awnings and similar architectural features. The building across and down the street is stucco. The building needs to have a quality building constructed, meeting the intent of the Plan for Posterity.

All storm water needs some type of mechanical and or biological filtration before infiltration into a designated protected wellhead area. The 100 year storm runoff needs to be addressed as to where the flow will overflow and flow offsite. The flow cannot be harmful or detrimental to adjacent or downstream property owners.

- F. The project is not located within an identified archeological/cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report;

COMMENT: *The project is not located within an identified archeological / cultural study area as recognized by Douglas County.*

STAFF COMMENT: Agreed, no comment.

- G. The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of Chapter 20.100; and

COMMENT: *The proposed development will comply with all additional standards imposed on it by particular provision of this chapter, The Douglas County Design Criteria and Improvement Standards and all other requirements of Title 20 where applicable and the uses within the Service Industrial zoning district.*

STAFF COMMENT:

County code (20.658.010 Table) requires a minimum net lot area for Service Industrial to be 10,000 square feet. The lot is .230 acres which is equal to 10,018 square feet meeting this requirement. The 2-1-17 site plan proposes the adjoining lot to be used in calculations for lot size.

County code (20.668.130.B) requires for a Major or Minor Vehicle Service center to have a minimum of 15,000 square foot lot size. The lot is 0.23 acres which is equal to 10,018 square feet which is below the minimum. The owner has elected to use the adjacent property to meet the 15,000 square foot lot size. Town staff and the county have conferred on this topic and at this time we are amicable to the concept.

County code (20.668.130.Q) dictate that all parking, loading, circulation isles, ... shall be constructed with (PCC) concrete for the purpose of Major or Minor Service areas. Staff does not believe this is necessary for the scope of work to be performed on the site and this requirement is not consistent with similar neighboring businesses. It should be noted that Maverick and Golden Gate fueling stations do have concrete parking areas but not concrete drive isles.

Douglas County Design Criteria and improvement standards 3.2.1 require a 6' landscape perimeter around the entire property. Staff has found this has not been applied to all neighboring parcels equally. Staff is amenable to limiting this requirement to the front of the parcel along the street which is met.

- H. The proposed development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other property in the vicinity.

COMMENT: *The proposed development will not be materially detrimental to the public health safety, convenience and welfare, or result in material damage or prejudice to other properties in the vicinity.*

STAFF COMMENT: Agreed, no comment.

Staff recommends approval with the following conditions;

1. *Building Elevations:* The plan for prosperity requires a good "Fit" in the area. Incorporate additional architectural features to the building envelope similar to neighboring buildings.
2. All improvements need to conform to the Towns general Improvement standards specifically the trash enclosure; a copy has been attached to this report. Town staff shall review and approved all future improvement plans.
3. The trash enclosure and paved area in front of or near the enclosure will be clear of vehicles and equipment to allow access for town refuse vehicles. Applicable fees will be applied if obstructed in any way.
4. The Final Drainage report shall indicate were the 100 year storm water will overflow or drain off the site. A storm drain maintenance plan for the proposed mechanical and/or biological filtration before infiltration into a "Wellhead Protection Zone" will be provided to the town for expected future maintenance.
5. The applicant shall be responsible for all administrative, engineering, or legal fees incurred by the Town in conjunction with reviewing the project. These fees shall be reimbursed to the Town before the issuance of the final approval.
6. Damage to the Town's existing infrastructure, during the construction phase of this project, shall be replaced at the contractor's / developers expense.
7. All development shall comply with the towns general improvement standards. Please see the attached standards.

Alternative Option:

Please give us a call with any questions or concerns you may have regarding this project.

Sincerely,



Geoffrey LaCost, E.I.
Town of Gardnerville
Superintendent Town Public Works

CC: File
Gary Thurm, P.E., Three Castles Engineering
Jon and Danielle Stafford, Stafford Automotive
Lucille Rao, DC Planning
Barbra Resnik, DC Engineering

g. Adequate refuse containers for the disposal of non hazardous waste shall be permanently maintained on-site; and

h. No dust, fumes, smoke, vibration or odor above ambient level shall be detectable from adjacent residentially designated parcels. (Ord. 801, 1997; Ord. 763, 1996)

20.668.130 Major or minor vehicle service center or convenience store with gasoline sales (service stations or gas stations).

Vehicle service centers and convenience stores with gasoline sales shall comply with the following standards:

A. A maximum of two service stations shall be permitted at each intersection.

B. The minimum parcel size shall be 15,000 square feet, with a minimum street frontage of 100 feet on each street.

C. All activities and operations shall be conducted entirely within an enclosed structure, except as follows:

1. The dispensing of petroleum products, water and air from pump islands;

2. The provision of emergency service of a minor nature;

3. The sale of items from vending machines which must be placed next to the main structure in a designated area not to exceed 32 square feet, and which must be screened from public view from the right-of-way;

4. Liquid propane gas dispensers and tanks.

D. Pump islands shall be located a minimum of 20 feet from a street property line. However, a canopy or roof structure over a pump island may encroach up to ten feet within this distance.

Additionally, the cashier location shall provide direct visual access to the pump islands and the vehicles parked adjacent to the islands.

E. There shall be no more than two points of ingress and egress to any one street.

F. There shall be a minimum distance of 30 feet between curb cuts along a street frontage.

G. No driveway may be located closer than 35 feet to the curb return.

H. The width of a driveway may not exceed 36 feet at the sidewalk.

I. On-site parking shall be provided at one space for each pump island, plus one space for each service bay.

J. Unenclosed storage of motor vehicles is prohibited.

K. No vehicles may be parked on sidewalks, parkways, driveways or alleys.

L. No vehicle may be parked on the premises for the purpose of sale.

M. No used or discarded automotive parts or equipment, or disabled, junked or wrecked vehicles may be located in any open area outside the main structure for a period not to exceed 72 hours.

N. All light sources, including canopy, perimeter, and flood, shall be energy efficient, stationary and shielded or recessed within the roof canopy so that the service station shall be indirectly visible and light is deflected away from adjacent properties and public rights-of-way. Lighting shall not be of such a high intensity as to cause a traffic hazard or adversely affect adjoining properties.

O. Where the service station adjoins property in a residential land use district, a six-foot-high decorative masonry wall shall be constructed at the time the station requires a permit for the on-site improvement or modification. Materials, textures, colors and design of the wall shall be compatible with on-site development and adjoining properties. When the wall reaches the established front-yard setback line of a residentially designated lot abutting or directly across an alley from the service station, it shall decrease to a height of 30 inches.

P. Restroom entrances visible from adjacent properties or public rights-of-way shall be concealed from view by planters or decorative screening.

Q. All parking, loading, circulation aisles, and pump island bay areas shall be constructed with (PCC) concrete.

R. A sign with the service station logo is permitted on up to three sides of the pump island canopy, provided that the area of each sign is no more than two square feet. (Ord. 801, 1997; Ord. 763, 1996; Ord. 167, 1968)

20.668.140 Service station conversions.

A structure originally constructed as a service station and which is proposed for conversion to a retail store shall require upgrading and remodeling for such items as, but not limited to

Chapter 20.658

Non-Residential Districts

20.658.010 Non-residential district development standards (Table).

Minimum Development Standards	PR	NC	OC	CC	MUC	TC	LT	GI	SI	PF	AP
Minimum Net Lot Area (Square feet except as noted) ⁶	20000	10000	7500	10000	0	1 ac	1 ac	1 ac	10000	0	0
Average Lot Width (feet)	90	80	80	N/A	N/A	100	100	100	80	0	0
Average Coroner Lot Width (feet)	100	88	88	N/A	N/A	110	110	110	88	0	0
Front Setback (feet) ^{1, 1a}	20	20	10	20	15	10	20	20	20	0	0 ²
Rear Setback (feet) ^{1a, 2, 3, 5}	20	10	5	0 ²	10	0 ²	10	10	0 ²	10	0 ²
Side Setback Minimum (feet) ^{1a, 3}	20	0 ²	0 ²	0 ²	0 ²	0 ²	10	10	0 ²	10	0 ²
Side Setback, Street Side (feet) ^{1a, 3}	15	15	10	15	15	10	20	15	15	15	0 ²
Floor Area Ratio (Maximum Percentage)	35/ 50 ⁴	35/ 50 ⁴	35/ 50 ⁴	35/ 50 ⁴	35/ 50 ⁴	35/ 50 ⁴	35/ 50 ⁴	35/ 50 ⁴	35/ 50 ⁴	N/ A	N/ A
Maximum Structure Height (feet)	35	35	35	45	35 ⁷	45	45	45	45	N/ A	45

DU = Dwelling Unit ac. = Acre N/A = Not Applicable
 (Ord. 1173, 2006; Ord. 922, 2000; Ord. 863, 1998; Ord. 839, 1993; Ord. 801, 1997; Ord. 763, 1996;
 Ord. 713, 1995; Ord. 691, 1995; Ord. 668, 1994; Ord. 641, 1994; Ord. 525, 1990; Ord. 488, 1989;
 Ord. 487, 1988; Ord. 424, 1984; Ord. 409, 1983; Ord. 407, 1982; Ord. 315, 1979; Ord. 167, 1968)

¹ The required front setback may be reduced down to zero (0) feet for projects fronting on U.S. Highway 395 between the intersections of State Route 88 to the north and the Elges-Waterloo extension to the south, or as otherwise adopted for projects located in a specific plan.

^{1a} The required front setback may be reduced down to zero(0) feet within non-residential zoning districts within the Town of Genoa, with the exception of properties fronting on the east and west sides of Main Street, south of Nixon Street/Genoa, and north of Carson Street. A minimum 40-foot front yard setback is required for properties located on the west side of Main Street, or a setback consistent with the adjacent or existing structures. A minimum 20-foot setback is required for properties located on the east side of Main Street, or a setback consistent with adjacent or existing structures. The required side, street side, and rear setback within non-residential zoning districts within the Town of Genoa may be reduced as required by the Uniform Building Code.

² Except as required by the Uniform Building Code.

³ Side and rear yard setbacks shall be a minimum of 15 feet adjacent to a single-family residential district.

⁴ The maximum Floor Area Ratio shall be 35% for one story buildings and 50% for multi-story buildings. In the MUC zoning district, the maximum Floor Area Ratio may be increased to 75 percent when all other provisions of this title have been met.

⁵ For parcels adjoining alleys, the yard setback adjoining the alley may be reduced to a minimum of five feet.

⁶ Minimum net lot area includes all common areas, parking, landscaping and building areas associated with a project for the purposes of creating building envelopes or non-residential condominium units.

⁷ The height of structures within the MUC zoning district may be increased as provided in chapter 20.664.

1. At least 15 percent of the total area devoted to parking and driveway areas must be offset by pervious areas of landscape material (new or preserving existing trees and shrubs). All landscaping must be provided with proper irrigation systems as approved by the department. All parking lot landscaping shall be maintained free of weeds and debris.

2. A minimum of one tree for every eight spaces shall be planted in all parking areas. All parking lot trees shall be of a deciduous variety, a minimum two-inch caliper with a five-foot spread at the time of planting, shall be of a type that can reach maturity within 15 years from the planting and shall shade 40 percent of the lot within 15 years. The landscape plan shall depict the required growth at the end of 15 years. Parking lot trees must follow the approved county tree species list.

3. All landscape areas abutting driveways, drive aisles, and parking stalls shall be protected by a six-inch by six-inch concrete curb. Where needed, wheelchair access may be provided by using a rounded curb.

4. Planting areas for parking lot trees and landscape fingers shall have a minimum 25 square feet of protected planting space (five feet by five feet). This measurement shall be from inside of curb.

5. Landscape fingers a minimum six feet in width, shall be provided for every eight parking spaces.

6. Off-street parking areas, including drive-aisles, which abut residential properties shall be separated from such property by a minimum ten-foot-wide dense planting screen and a six-foot-high masonry block wall, or other alternative material, measured from the grade of the finished surface of the lot closest to the contiguous residential district, provided that along the required front yard of the residential district, the wall shall not exceed three feet in height. Off-street parking areas, which face residential properties, shall provide a ten-foot dense planting screen which includes beaming, low retaining walls, or a combination thereof to buffer the residential use. Off-street parking areas which abut non-residential properties shall follow standard design criteria.

E. Bicycle parking. Non-residential and multi-family developments containing 10 or more automobile parking spaces shall be required to provide bicycle parking facilities in conformance to this title.

1. Development containing over 10 parking spaces shall provide a minimum of two bicycle rack spaces for the first 50 parking spaces, and two additional bicycle rack spaces for each additional fifty parking spaces. Fractional requirements of 0.5 or greater shall be considered as a full bicycle rack space.

a. Multi-family residential projects shall provide one bike space for each five residential units.

2. Bicycle parking shall be located in such a manner as not to interfere with pedestrian or vehicular traffic.

3. Safe and convenient access shall be provided from the external circulation system to the bicycle parking facilities on site.

4. Bicycle parking racks must include components that lock the back wheel, frame, and front wheel, without the removal of the front wheel. (Ord. 801, 1997; Ord. 763, 1996; Ord. 641, 1994; Ord. 167, 1968)

20.692.090 Off-street loading and unloading.

A. For the purposes of this title, all loading and unloading shall take place on site and be of a size and number consistent with the loading demands encountered on an average business day under the intended use, but in no case shall be less than the minimum requirements established in this section.

with the hours of operation for the restaurant. The area designated for these uses and their participants shall not exceed 5 percent of the gross floor area of the entire unit of operation (unit of operation defined as the bar and restaurant). The provided for use by minors, the following special conditions apply:

a. Amusement devices shall be separated from the designated dining or bar areas by a wall or permanently affixed partition;

b. Access to these uses shall not be through a bar area.

I. Retail or personal service facility means an establishment for the retail sale of merchandise or the provision of personal services, including drive through service. A retail facility includes but is not limited to antique or art shops, clothing, copy services, department, drug, dry good, florist, furniture, gift, grocery, hobby, mailing services, office supply, package liquor, paint, pet, shoe, sporting, or toy stores. A personal service facility includes but is not limited to barber or beauty shop, dry cleaners, optometrist shop, photographic studio, travel bureau, or vehicle sales.

1. One parking space is required for each 250 square feet of floor area;
2. Five stacking parking spaces are required for each drive up window or station.
3. One loading space is required for each 10,000 or more square feet of floor area.
4. See section 20.668.050 regarding specific standards for drive-through uses.

J. Vehicle rental means establishments primarily engaged in daily or extended term rental of trucks, vans, passenger vehicles, utility trailers and recreational vehicles.

1. One parking space is required for every 300 square feet of office area. Rental vehicles may not be parked in required spaces.

K. Vehicle service center, minor means a facility for the retail sale of gasoline and other petroleum products or where light maintenance activities such as engine tune-ups, tires, brakes, mufflers, lubrication, minor repairs, and carburetor cleaning are conducted.

1. One parking space is required for each gas pump, plus two parking spaces for each service bay;

2. One stacking parking space is required for each service bay and car wash bay.

3. A one-bay car wash may be accessory to the vehicle service center.

L. Vehicle service center, major means a facility for the purpose of conducting major vehicle repairs including but not limited to transmission, radiator, auto body repair or painting, and other major engine repair.

1. Three parking spaces are required for each service bay.

2. Vehicle towing and storage is permitted as an accessory use.

M. Veterinary clinic, with outdoor holding facilities means a facility for the diagnosis, treatment, hospitalization, and harboring of animals which includes outdoor holding facilities.

1. One parking space is required for each 250 square feet of floor area.

2. This use must have a minimum parcel size of ten acres.

3. Outdoor holding facilities must be a minimum of 100 feet from adjacent parcels not under the same ownership.

N. Veterinary clinic, without outdoor holding facilities means a facility for the diagnosis, treatment, hospitalizations and harboring of animals which does not include outdoor holding facilities.

1. One parking space is required for each 250 square feet of floor area. (Ord. 1059, 2004; Ord. 984, 2001; Ord. 952, 2001; Ord. 801, 1997; Ord. 763, 1996; Ord. 659, 1994; Ord. 658, 1994; Ord. 654, 1994; Ord. 412, 1983; Ord. 378, 1981; Ord. 349, 1980; Ord. 333, 1980; Ord. 167, 1968)

7. Roof-mounted collectors should be installed at the same angle or as close as possible to the pitch of the roof.

8. Appurtenant equipment, particularly plumbing and related fixtures, should be installed in the attic.

9. Exterior surfaces of the collectors and related equipment should have a matte finish and shall be color-coordinated to harmonize with roof materials or other dominant colors of the structure.

U. Storage.

1. There shall be no visible storage of motor vehicles, manufactured houses, trailers including horse and utility trailers, airplanes, boats, or their composite parts, loose rubbish, garbage, junk, or their receptacles, tents, or building or manufacturing materials in any portion of a lot, except as allowed under the provisions of this code. No storage shall occur on any vacant parcel.

2. No vehicles or other materials may be stored or displayed for sale on any vacant lot or at any vacant business location.

3. Building materials for use on the same premises may be stored on the parcel during the time that a valid building permit is in effect for construction.

V. Toxic substances and wastes. No use may operate that utilizes toxic substances or produces toxic waste without the approval of a special use permit pursuant to the provisions of chapter 20.604. Prior to consideration of a special use permit, the operator must prepare a toxic substance and waste management plan which will provide for the safe use and disposal of these substances.

W. Undergrounding of utilities. Utilities shall be placed underground pursuant to chapter 20.220.

X. Vibration. No vibration associated with any use shall be permitted which is discernible beyond the boundary line of the property.

Y. Yards and lot area. Yard areas are defined in Appendix A of this title.

1. The following requirements apply to property within any agricultural, forest and range, or residential zoning district:

a. No required yard or open space around an existing building or any building erected may be considered a yard or open space for any building on an adjoining lot or parcel except as may be approved under a planned development.

b. Where the average slope of the front half of the lot is more than one foot rise or fall in four feet, the front yard may be reduced to not less than one-half of the original requirement.

c. Structures designed and used for storage purpose not more than six feet in height or 25 square feet in floor area may be extended into any required side yard a distance not exceeding two feet or into any required rear yard a distance not exceeding four feet.

d. Notwithstanding anything in this title to the contrary, all yard setback requirements may be varied by the procedure in chapter 20.606.

2. The following requirements apply to property within any commercial or industrial zoning district:

a. Side and rear yards. When a non-residential lot or parcel is contiguous to the boundary line of a residence of agricultural lot or parcel, any side or rear yard which is adjacent to the residence or agricultural lot or parcel must have a minimum width of ten feet.

3. Area regulations:

a. No lot or parcel may be reduced in area to be less in any dimension than is required by requirements applicable to the land use district in which the lot is located.

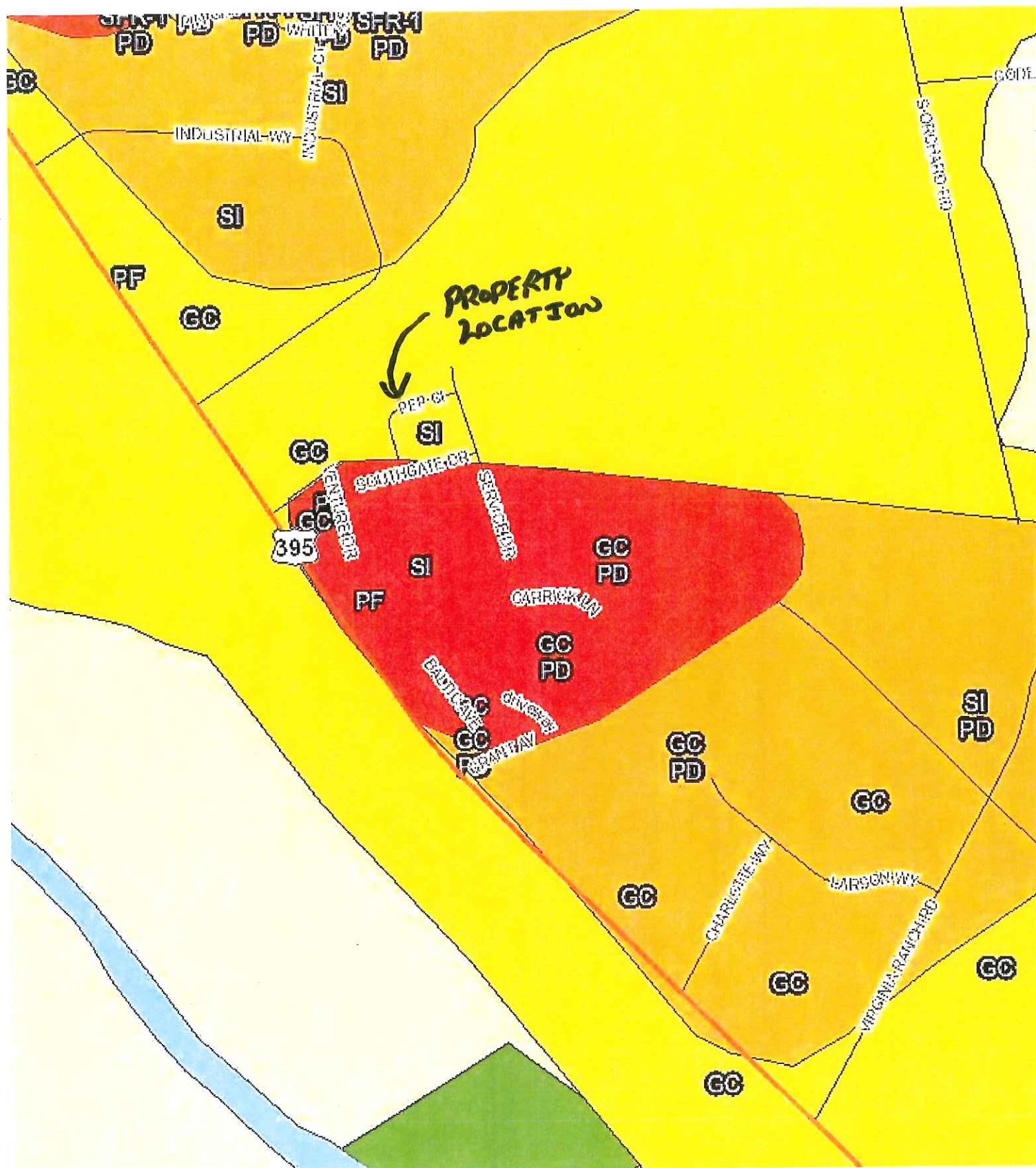
PROPERTY
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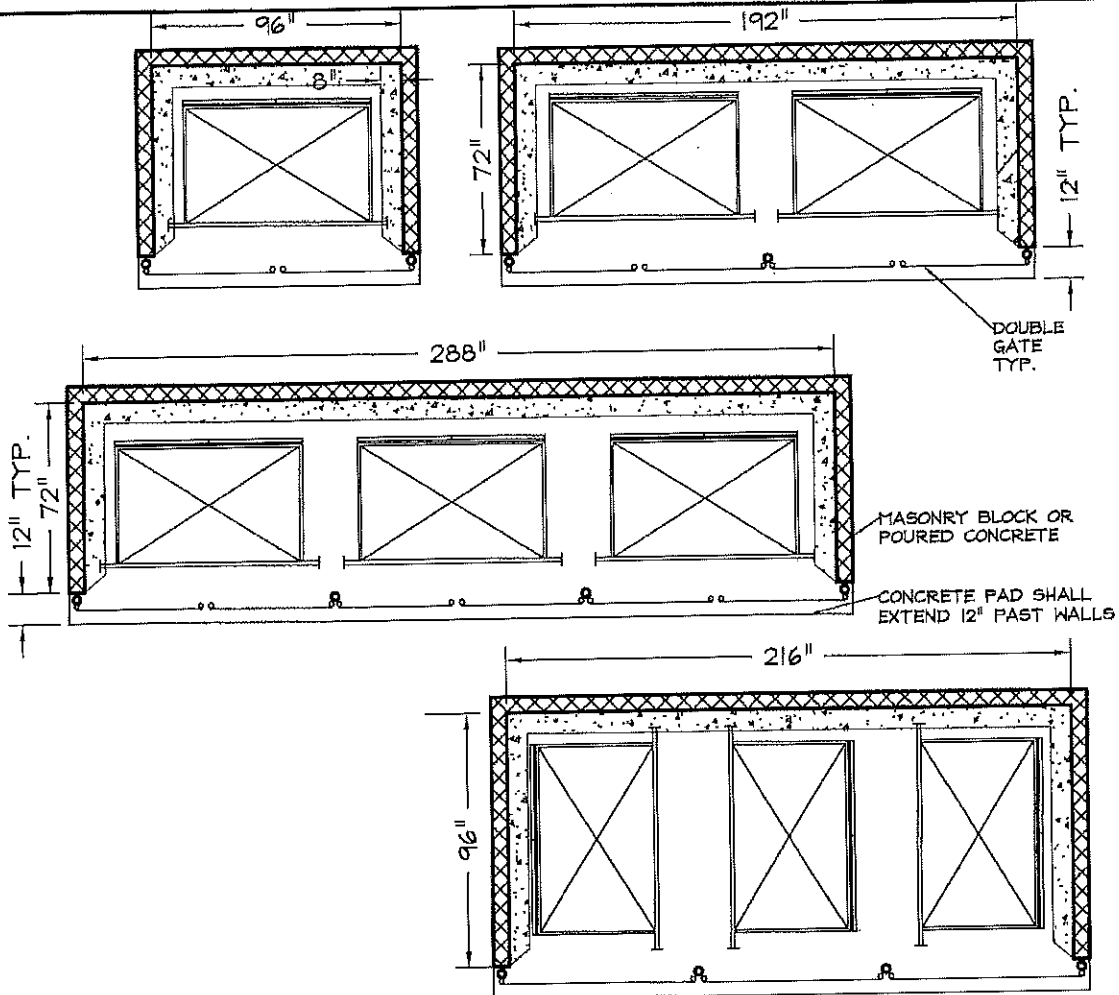
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WELL HEAD PROTECTION ZONE





1. TYPICAL CONSTRUCTION MATERIALS:
MASONRY BLOCK OR POURED CONCRETE
2. GATES ARE REQUIRED FOR ALL INSTALLATIONS
GATES SHALL BE MOUNTED ON METAL POSTS IMBEDDED
IN CONCRETE AT CORNERS, NOT ATTACHED TO CORNERS
METAL FRAMED WITH CHAINLINK AND COLORED SLATES
GATES SHALL OPEN 170 DEGREES MINIMUM
GATES SHALL LOCK IN EITHER OPEN OR CLOSED POSITIONS
3. SURFACE - CONCRETE LEVEL
CONCRETE MINIMUM THICKNESS OF 4" ON 4" AGGREGATE BASE.
SURROUNDING PAVED AREA LEVEL WITH ENCLOSURE
4. STOPS (MIN 12" TALL) TO PREVENT DUMPSTER FROM HITTING WALLS WHEN MOVING IN AND
OUT SHALL BE PROVIDED.
5. SLOPE FROM THE FRONT OF THE TRASH ENCLOSURE SHALL BE A MINIMUM OF 2% AND
MAXIMUM OF 4%.
6. ENCLOSURE HEIGHT SHALL BE 72 INCHES.
7. ANY REQUIRED DRAINAGE SHALL NOT INTERFERE WITH MOVEMENT OF THE DUMPSTER.
8. CLEAR ACCESS EQUAL TO THE SIZE OF THE ENCLOSURE, BUT NOT LESS THAN 8'X10' MUST
BE MAINTAINED IN FRONT OF THE ENCLOSURE AT ALL TIMES.
9. ENCLOSURES ARE FOR THE EXPRESS USE OF CONTAINING DUMPSTER'S, NO OTHER USES
ARE PERMITTED.



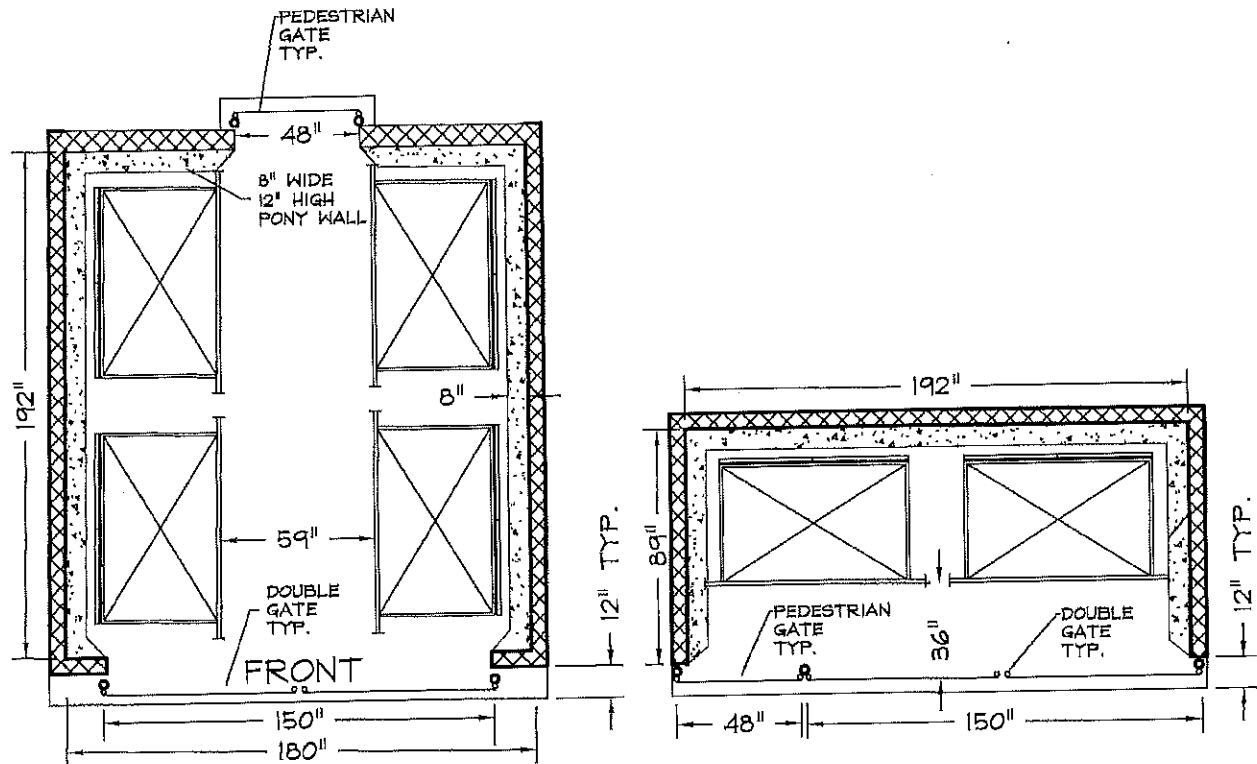
TOWN OF GARDNERVILLE

STANDARD DUMPSTER ENCLOSURE

SECTION:

DATE: 3/17/2015

DWG: TOG-07-A



1. TYPICAL CONSTRUCTION MATERIALS:
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2. GATES ARE REQUIRED FOR ALL INSTALLATIONS
GATES SHALL BE MOUNTED ON METAL POSTS IMBEDDED
IN CONCRETE AT CORNERS, NOT ATTACHED TO CORNERS
METAL FRAMED WITH CHAINLINK AND COLORED SLATES
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SURROUNDING PAVED AREA LEVEL WITH ENCLOSURE
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OUT SHALL BE PROVIDED.
5. SLOPE FROM THE FRONT OF THE TRASH ENCLOSURE SHALL BE A MINIMUM OF 2% AND
MAXIMUM OF 4%.
6. ENCLOSURE HEIGHT SHALL BE 72 INCHES.
7. ANY REQUIRED DRAINAGE SHALL NOT INTERFERE WITH MOVEMENT OF THE DUMPSTER.
8. CLEAR ACCESS EQUAL TO THE SIZE OF THE ENCLOSURE, BUT NOT LESS THAN 8'X10' MUST
BE MAINTAINED IN FRONT OF THE ENCLOSURE AT ALL TIMES.
9. ENCLOSURES ARE FOR THE EXPRESS USE OF CONTAINING DUMPSTER'S, NO OTHER USES
ARE PERMITTED.
10. ADDITIONAL VARIATIONS OF PEDSTRIAN FRIENDLY ENCLOSURES ARE WELCOMED AND
NEED TO BE APPROVED BY TOWN OF GARDNERVILLE STAFF BEFORE CONSTRUCTION



TOWN OF GARDNERVILLE

PEDESTRIAN FRIENDLY DUMPSTER ENCLOSURE

SECTION:

DATE: 3/17/15

DWG: TOG-07-B



DOUGLAS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
1594 Esmeralda Avenue
Post Office Box 218
Minden, Nevada 89423
TEL (775) 782-6217
FAX (775) 782-9007
www.douglascountynv.gov

DEVELOPMENT APPLICATION

FOR STAFF USE ONLY

File Number	DA 16-079	Receipt Number	Received By	Date
Town:	Gard.	Floodplain Zone:	Zoning:	SI
Master Plan Land Use:		FIRM # & Date:	Case Planner:	
Regional/Community Plan:	m/g	Wellhead Protection Area (s):		

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons to submit a **Development Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the submittal requirements, before the application is accepted by the Community Development Department.

A. Application for (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Abandonment | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Variance, Major |
| <input checked="" type="checkbox"/> Design Review, Major | <input type="checkbox"/> Variance, Minor |
| <input type="checkbox"/> Design Review, Minor | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Design Review, Accessory Dwelling Unit | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Agreement (Development/Reim./Affordable Housing) | Modifications to Existing Development Approvals: |
| <input type="checkbox"/> Master Plan Map Amendment | <input type="checkbox"/> Modification, Major |
| <input type="checkbox"/> Master Plan Text Amendment | <input type="checkbox"/> Modification, Minor |
- *****

B. Project Location

Street Address (if available): 1232 Pep Circle

Assessor's Parcel Number(s): 1220-03-411-006

Approximately 0 Feet North or South of Pep Circle
(Circle one) (Street Name)

Approximately 200 Feet East or West of Service Drive
(Circle one) (Street Name)

C. Project Description

The applicant requests: To build an approximate 2,600 sq.ft. commercial building on an existing undeveloped .230 acre lot.
The building as proposed has approximately 2,229 sq.ft. for Industrial and garage area. 371 sq.ft. of office space, bathrooms and waiting area.
32 sq.ft. of Covered Entry. The parking area consistof 9 spaces, 1 of which are ADA accessible spaces.
Landscaping has been provided as required by county code.

List any previous applications that have been filed for this site: None

APPLICANT:

Contact Name: Gary E. Thurm, Jr., P.E. Company: Three Castles Engineering
 Address: 1540 Hwy 395, Ste 6 City/State/Zip: Gardnerville, NV. 89460
 Telephone No: () 775-783-1058 Fax No: () _____
 E-mail Address: threecastlesengineering@gmail.com

OWNER:

Contact Name: Jon & Danielle Stafford Company: Stafford Automotive
 Address: 971 Morning Star Ct. City/State/Zip: Gardnerville, NV 89460
 Telephone No: () 775-783-4969 Fax No: () 775-783-4977
 E-mail Address: staffordautomotivenv@gmail.com

ENGINEER/REPRESENTATIVE:

Contact Name: Gary E. Thurm, Jr., P.E. Company: Three Castles Engineering
 Address: 1540 Hwy 395, Ste 6 City/State/Zip: Gardnerville, NV 89410
 Telephone No: () 775-783-1058 Fax No: () _____
 E-mail Address: threecastlesengineering@gmail.com

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(s) of RECORD: (Include extra sheets if necessary)

Jon Stafford

Printed Name

Signature

12/6/16

Date

Danielle Stafford

Printed Name

Signature

12/6/16

Date

Note: For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and Douglas County Code, have been drawn to a standard engineering scale (e.g., 1"=10', 1"=20', 1"=30') that is appropriate to the project size, and clearly define and identify all of the required information.

APPLICANT/APPLICANT'S REPRESENTATIVE:

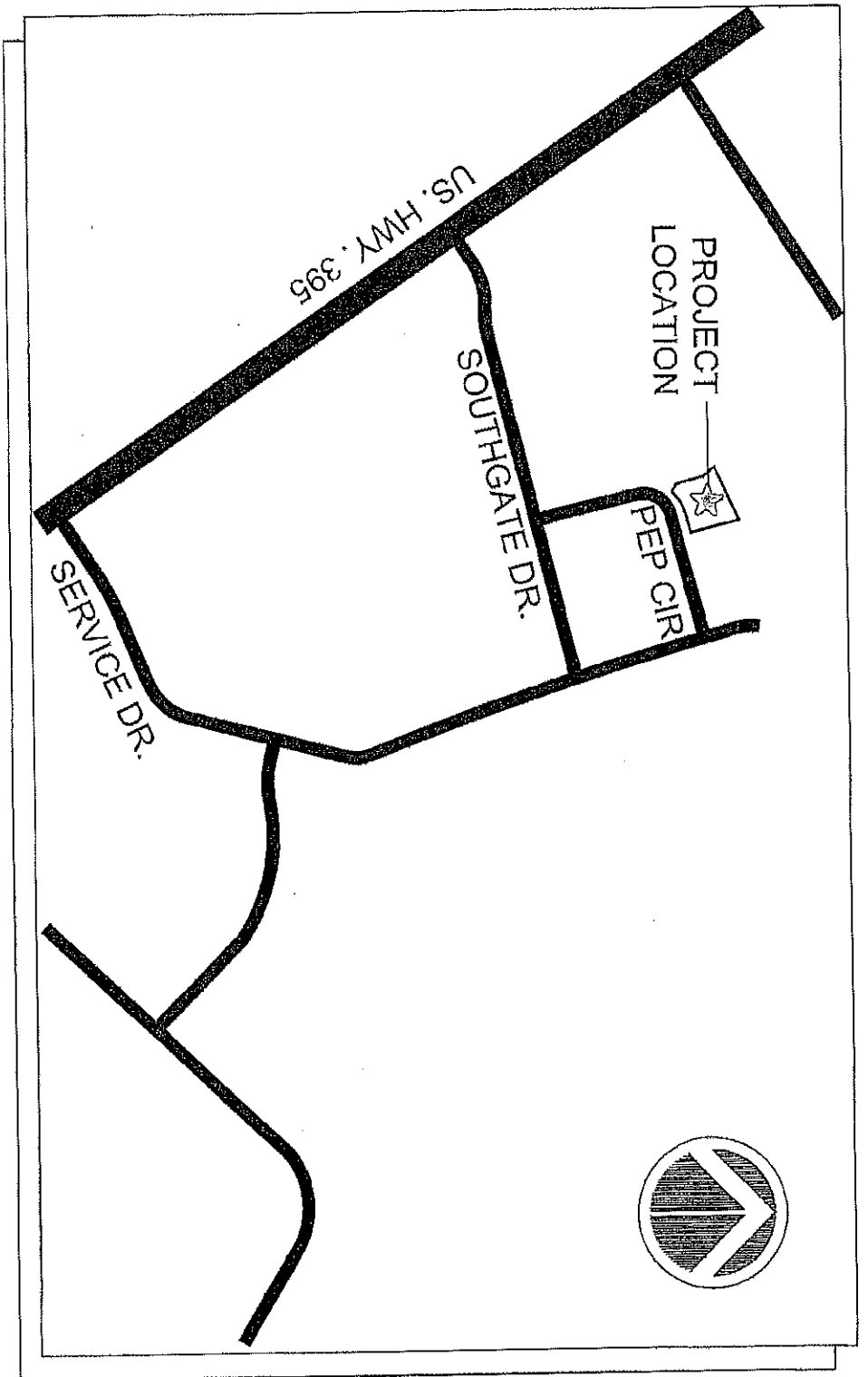
GARY E. THURM, JR.

Printed Name

Signature

12/6/16

Date



VICINITY MAP

NTS.

December 1, 2016

To: Douglas County Community Development
Attn: Heather Ferris, Senior Planner

From: Gary B. Thurm, Jr., P.E.
Manager
Three Castles Engineering

Re: Justification Letter
Stafford Automotive
1232 Pep Circle
Gardnerville, NV 89410

To Whom It May Concern:

John & Danielle Stafford are the owners of APN 1220-03-411-006 and are proposing to build an approximate 2600 sq.ft. automotive repair shop on this 0.23 acre site. The following is the justification:

- A. The proposed automotive repair building is consistent with the goals and policies of the currently adopted Douglas County Master Plan and the general purpose and intent of the applicable district regulations. This parcel is located within a Service Industrial Zoning district and the proposed building design, parking layout, and, landscape areas are consistent with the master plan. The site is located within an X-shaded flood zone. As required by county code, the finished floor of the building (concrete slab on grade) as shown on the site plan will be elevated 1'-0" above highest adjacent grade.
- B. The proposed automotive repair preserves the character and integrity of the surroundings, and has been designed to fit in with the other service industrial type buildings near Service Drive and Southgate Drive. 9 standard parking spaces and 1 ADA compliant Handi-Cap parking space has been provided for the 3 service bays within the building, incoming customers, and also to provide for employee parking. A loading and unloading zone has been provided on the south side of the building. Landscaping has been provided to compliment the overall site design as required by Douglas County code.
- C. Estimated traffic volume has been calculated by R.O. Anderson Engineering. A traffic review letter has been provided in this submittal and the analysis reveals that a formal traffic study is not required. The proposed entry to the parking lot meets current design standards.
- D. The proposed building will incorporate pavement markings and standard parking sizes as well as ADA parking and signage, meeting Douglas County Design Standards for Public Works.
- E. The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties.

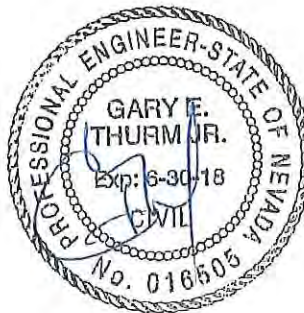
This 0.23 acres site has been designed to provide 2 points of ingress / egress off of Pep Circle. Outside the building envelope, the drive and parking areas are primarily asphalt concrete, with primary drainage from north to south and drainage being retained & infiltrated on site to mitigate stormwater run-off. The only exterior lighting for this building will be on the building and will be downcast to minimize the impact of light to surrounding properties. No parking lot lighting is proposed at this time as the hours of operation are complete prior to natural daylight end. No street signage is being proposed at this time.

- F. The project is not located within an identified archeological / cultural study area, as recognized by the county.
- G. The proposed development will comply with all additional standards imposed on it by particular provisions of this chapter, the Douglas County Design Criteria and Improvement Standards and all other requirements of Title 20 where applicable and the uses within the Service Industrial zoning district.
- H. The proposed development will not be materially detrimental to the public health safety, convenience and welfare, or result in material damage or prejudice to other properties in the vicinity.

If you have any questions concerning this justification, please call me at (775) 267-6762.

Sincerely,

Gary E. Thurm, Jr., P.E.





ORDER DATE: 12/05/15
DATE: 12-16-16
REVISION: 1
2

STAFFORD
AUTOMOTIVE
1232 PEP CIRCLE
GARDNERVILLE, NY
A.P.N.: 1220-03-411-006

PROJECT



CONTRACTOR

PEP LOT 1232 PEP CIRCLE

PEP LOT 1232 PEP CIRCLE

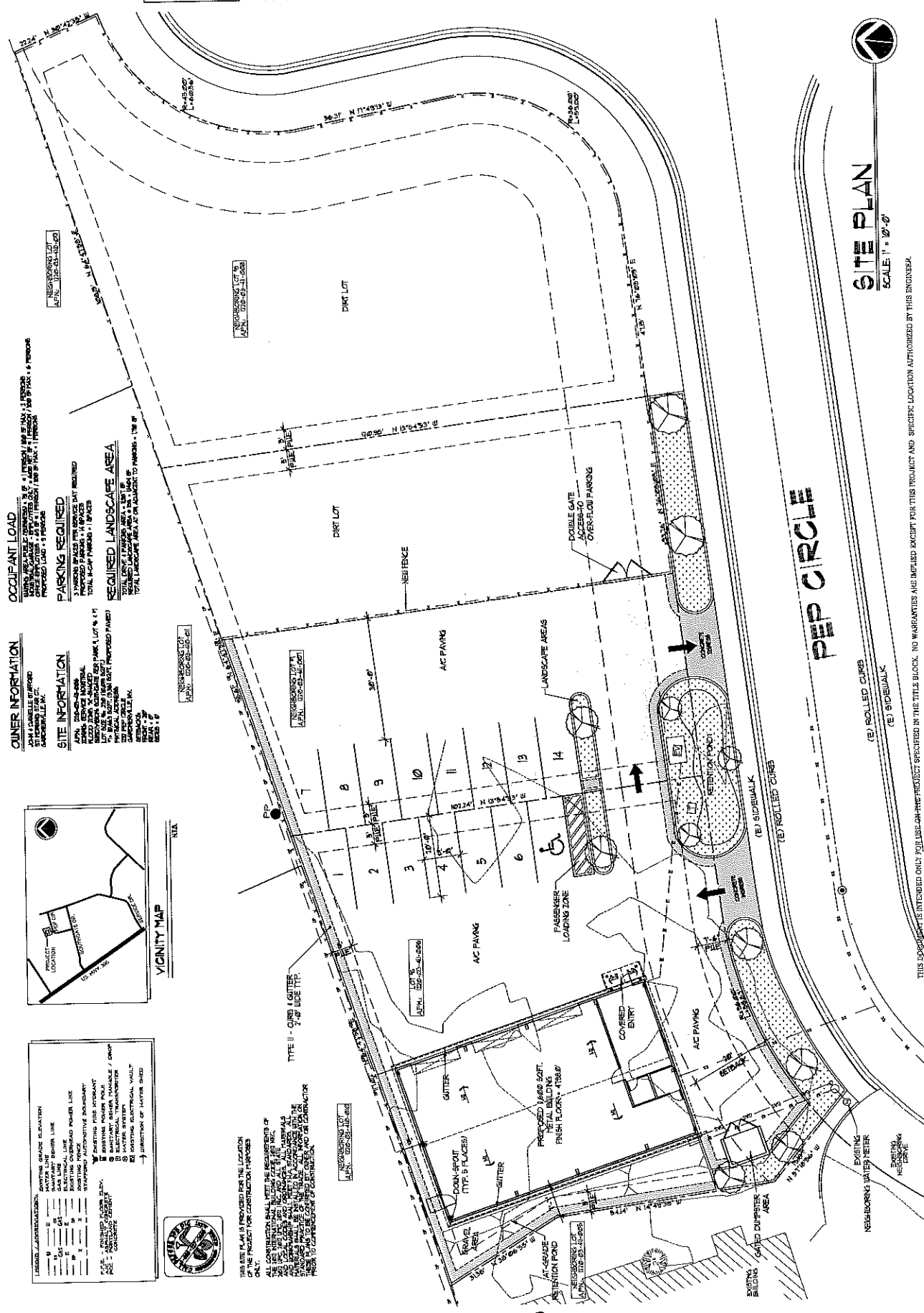
PEP LOT 1232 PEP CIRCLE

PEP LOT 1232 PEP CIRCLE

PEP LOT 1232 PEP CIRCLE

PEP LOT 1232 PEP CIRCLE

PEP LOT 1232 PEP CIRCLE



OCCUPANT LOAD

BASED ON 150 SQ. FT. PER PERSON
TOTAL OCCUPANT LOAD: 150 PERSONS
TOTAL PARKING SPACES: 14 SPACES

PARKING REQUIRED

2 PASSENGER VEHICLES PER SERVICE BAY REQUIRED
TOTAL PASSENGER VEHICLES: 14 SPACES
TOTAL LANDSCAPE AREA: 1.0 AC

OWNER INFORMATION

STAFFORD AUTOMOTIVE
1232 PEP CIRCLE
GARDNERVILLE, NY

SITE INFORMATION

APN: 1220-03-411-006
TOTAL LOT AREA: 1.0 AC
TOTAL LANDSCAPE AREA: 1.0 AC

VICINITY MAP



LEGEND

- EXISTING GRADE ELEVATION
- PROPOSED GRADE ELEVATION
- PROPOSED PAVEMENT
- PROPOSED CONCRETE
- PROPOSED ASPHALT
- PROPOSED GRAVEL
- PROPOSED SAND
- PROPOSED DIRT
- PROPOSED WATER
- PROPOSED SEWER
- PROPOSED GAS
- PROPOSED ELECTRIC
- PROPOSED TELEPHONE
- PROPOSED CABLE
- PROPOSED FIBER
- PROPOSED RAIL
- PROPOSED AIR
- PROPOSED WATER
- PROPOSED SEWER
- PROPOSED GAS
- PROPOSED ELECTRIC
- PROPOSED TELEPHONE
- PROPOSED CABLE
- PROPOSED FIBER
- PROPOSED RAIL
- PROPOSED AIR

NOTES

1. ALL CONSTRUCTION SHALL MEET THE REQUIREMENTS OF THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC) AND THE NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE (DTF).

2. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE ZONING ORDINANCE OF THE TOWN OF GARDNERVILLE, NEW YORK.

3. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE ENVIRONMENTAL IMPACT STATEMENT (EIS) FOR THE PROJECT.

4. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LAND USE AND ZONING MAP OF THE TOWN OF GARDNERVILLE, NEW YORK.

5. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE SUBDIVISION MAP OF THE TOWN OF GARDNERVILLE, NEW YORK.

6. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE PLAT OF THE TOWN OF GARDNERVILLE, NEW YORK.

7. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE RECORD MAP OF THE TOWN OF GARDNERVILLE, NEW YORK.

8. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TAX MAP OF THE TOWN OF GARDNERVILLE, NEW YORK.

9. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE AERIAL PHOTOGRAPH OF THE TOWN OF GARDNERVILLE, NEW YORK.

10. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE GROUND PHOTOGRAPH OF THE TOWN OF GARDNERVILLE, NEW YORK.

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43. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE AERIAL PHOTOGRAPH OF THE TOWN OF GARDNERVILLE, NEW YORK.

44. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE GROUND PHOTOGRAPH OF THE TOWN OF GARDNERVILLE, NEW YORK.



REVISION
 DATE
 ORDER DATE: 11/05/16

REVISION
 DATE

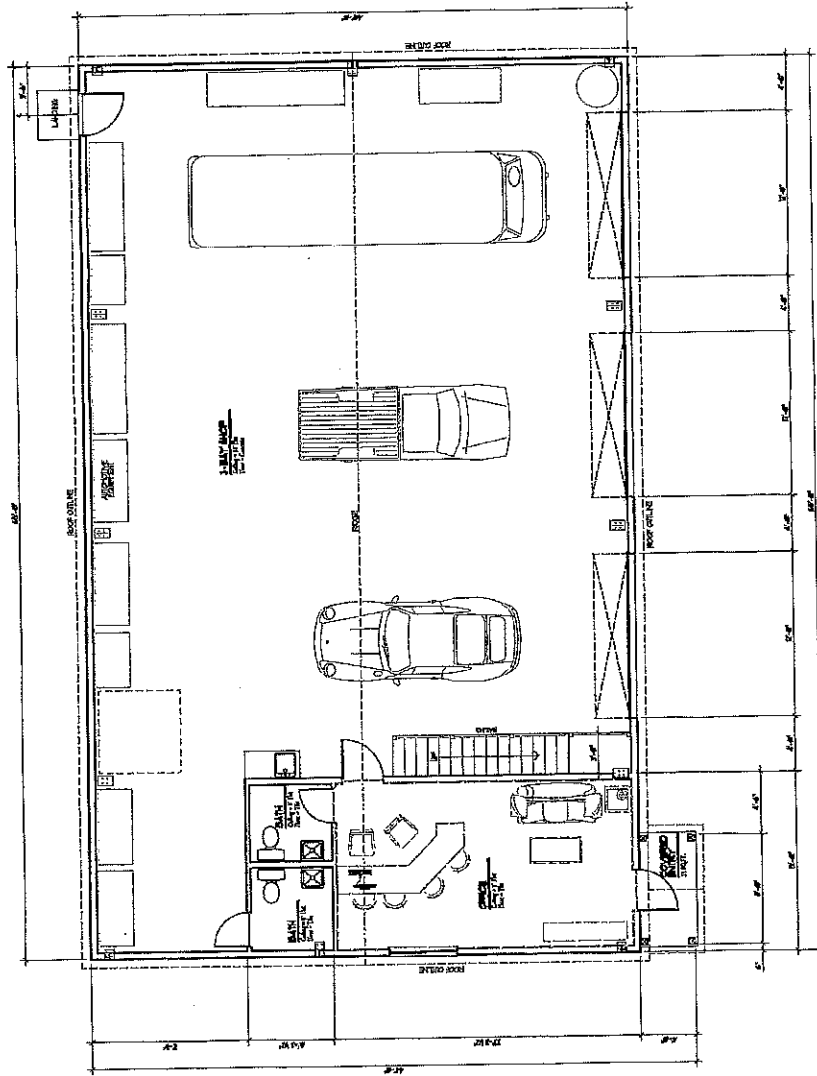
**STAFFORD
 AUTOMOTIVE**
 1232 REP CIRCLE
 GARDNERVILLE, NY
 A.P.N.: 1220-08-411-006

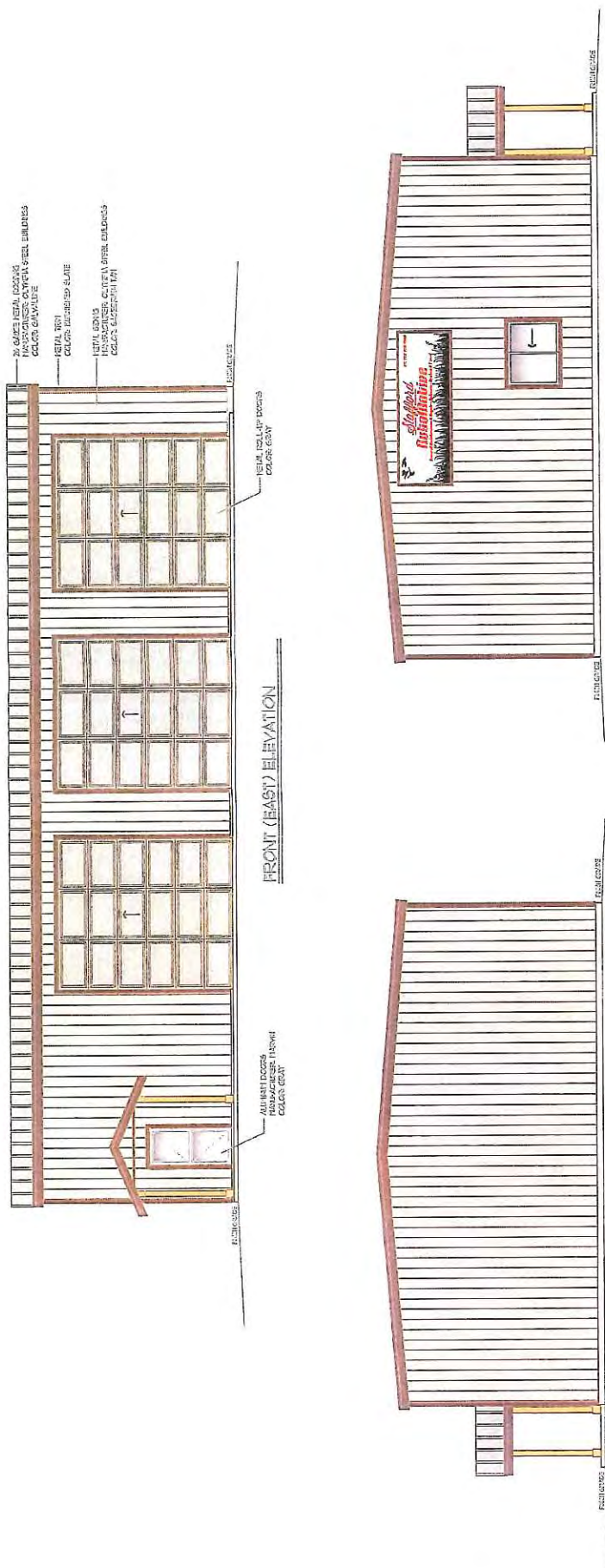
PROJECT

CONTRACTOR
 ORDER NO. 11/05/16

CONTRACTOR
 ORDER NO. 11/05/16
 SHEET
 A10

FLOOR PLAN
 SCALE: 1/8" = 1'-0"
 DATE: 11/05/16
 ORDER NO. 11/05/16





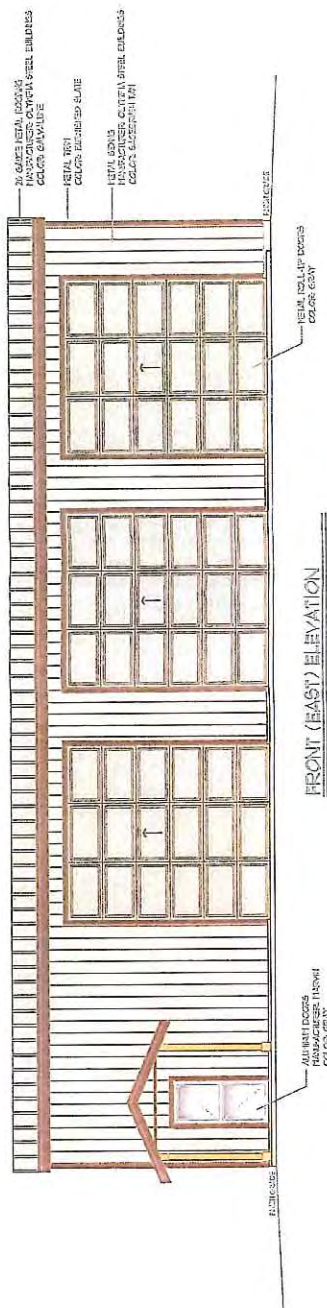
RIGHT (NORTH) ELEVATION



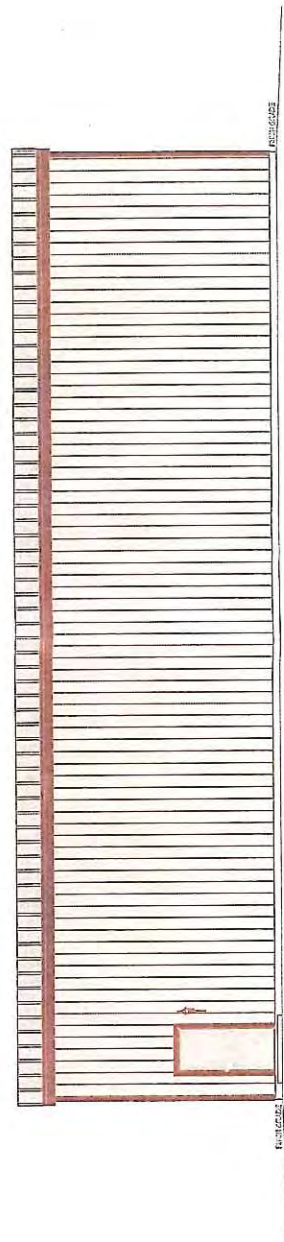
LEFT (SOUTH) ELEVATION



FRONT (EAST) ELEVATION

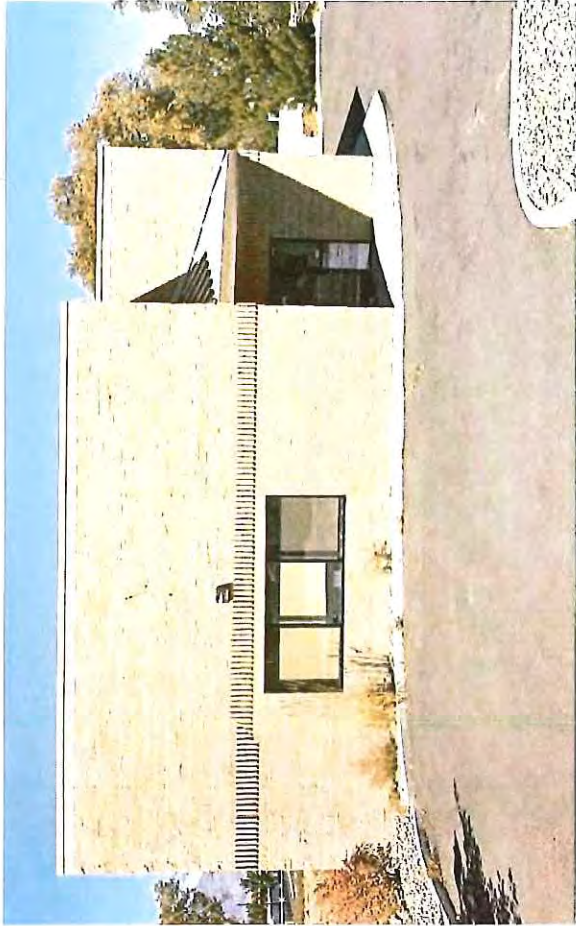


REAR (WEST) ELEVATION



STAFFORD AUTOMOTIVE
841 PEP CIRCLE
GASTON, GA 30143
404/835-0940

NEIGHBORING ARCHITECTURAL FEATURES



Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approval of Resolution No. 2017R-010 - augmenting the Town of Gardnerville budget for fiscal year 2016-2017, with public comment prior to Board action.

2. **Recommended Motion:**

Funds Available: ☒ Yes ☐ N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** February 7, 2017 **Time Requested:** 10 minutes

6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: See attached.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

RESOLUTION NO. 2017R-010

RESOLUTION AUGMENTING THE TOWN OF GARDNERVILLE
2016-2017 FISCAL YEAR BUDGET

WHEREAS, there is a need to revise the 2016-2017 Budget as follows:

GENERAL FUND

Revenue

Opening Fund Balance (Open PO's)	\$146,013
Opening Fund Reserves	-100,271
Grant –Petroleum Fund	8,151
Donations	6,254
Sale of Property	<u>2,000</u>
	\$ 62,147

Expenditures

Capital Projects	\$ 53,893
Small Projects	6,254
Transfers Out	<u>2,000</u>
	\$ 62,147

HEALTH & SANITATION

Revenue

Capital Reserves Beginning	<u>\$458,061</u>
----------------------------	------------------

Expenditures

Capital Reserves Ending	<u>\$458,061</u>
-------------------------	------------------

GARDNERVILLE AD VALOREM

Revenue

Opening Fund Balance	\$ 12,373
Transfers In	<u>2,000</u>
	\$ 14,373

Expenditures

Motor Vehicles	<u>\$ 14,373</u>
----------------	------------------

ADOPTED THIS 7th day of February 2017.

AYES

NAYE

GARDNERVILLE TOWN BOARD
DOUGLAS COUNTY, NEVADA

By: _____
Ken Miller, Chairman

ATTEST: _____
Tom Dallaire, Clerk to the Board

NOW THEREFORE BE IT RESOLVED that the 2015-2016 Fiscal Year Budget Augmentation is herein approved.

ADOPTED THIS _____ day of _____, 2017 by the following vote:

AYES

COMMISSIONERS _____

NAYS

ABSENT

By: _____
Chairman
Douglas County Board of Commissioners

ATTEST:

Clerk to the Board

Douglas County Comptroller's Office

Budget Transfer/Augmentation Form

Date of Request: 1/17/2017
 For Fiscal Year: 16/17

Requested By: K Kaiser
 Fund/Department: Gardnerville

						DR	CR	CR	DR
Account Name		Fund	Dept	Account		Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Opening Fund Balance	610	000	301	000	146,013			
2	Capital Projects	610	926	562	000			146,013	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
Totals						146,013	-	146,013	-
Net Change						146,013		146,013	

Purpose: Budget augment to adjust carryover purchase orders/projects for FY 16/17
Gilman/Ezell property - \$102,000 Gville Station - Stantec \$1719
Gville Station - Dube` \$32,231
395 Crosswalk Improvements \$8,500
Maintenance Yard Access \$1,563 These PO's were still open as of 6/30/16

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____
 Date: _____

Journal # _____

8-5

Douglas County Comptroller's Office

Budget Transfer/Augmentation Form

Date of Request: 1/18/2017
For Fiscal Year: 16/17

Requested By: K Kaiser
Fund/Department: Gardnerville

					DR	CR	CR	DR
Account Name					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Opening Fund Reserves	610	000	301 000		100,271		
2	Capital Projects	610	926	562 000				100,271
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Totals					-	100,271	-	100,271
Net Change					(100,271)		(100,271)	

Purpose: Budget augment to adjust FY 16/17 opening fund balance based on FY 15/16 actual results

Actual EFB 15/16	613,684
LESS: Budgeted OFB 16/17	(567,942)
LESS: Purchase Orders	(146,013)
Augmentation Required	(100,271)

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____
Date: _____

Journal # _____

8-6

Douglas County Comptroller's Office

Budget Transfer Form

Date of Request: 1/27/2017
For Fiscal Year: 16/17

Requested By: Tom Dallaire
Fund/Department: 610

						DR	CR	CR	DR
Account Name						Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	State Reimbursement	610	000	337	100	8,151			
2	Capital Projects	610	926	562	000			8,151	
3	Donations	610	000	367	102	6,254			
4	Small Projects	610	923	533	817			6,254	
5	Sale of Property	610	000	391	100	2,000			
6	Transfers Out	610	926	618	700			2,000	
7									
8									
9									
10									
11									
12									
13									
14									
Totals						16,405	-	16,405	-
Net Change						16,405		16,405	

Purpose: Reimbursement for Gville Station from Petroleum Fund
Donations for fireworks and movies
Sale of bucket truck to school district

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____
Date: _____

Journal # _____

Douglas County Comptroller's Office

Budget Augmentation/Transfer Form

Date of Request: 1/27/2017
For Fiscal Year: 16/17

Requested By: Tom Dallaire
Fund/Department: 611

						DR	CR	CR	DR
Account Name						Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Capital Reserves Beg	611	000	301	250	458,061			
2	Capital Reserves Ending	611	925	625	250			458,061	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
Totals						458,061	-	458,061	-
Net Change						458,061		458,061	

Purpose: To adjust Budgeted opening capital reserves to equal prior year actual ending capital reserves

16/17 Opening Capital Reserves	\$311,085
15/16 actual ending capital reserves	\$769,146
Adjustment to FY 15/16 OFB	\$458,061

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____
Date: _____

Journal # _____

Douglas County Comptroller's Office

Budget Augmentation/Transfer Form

Date of Request: 1/27/2017
For Fiscal Year: 16/17

Requested By: Tom Dallaire
Fund/Department: 611-925

					DR	CR	CR	DR
Account Name					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Capital Impr Res - Ending	611	925	625 250				358,061
2	Major Repair & Maint	611	925	532 118			48,061	
3	Capital Projects	611	925	562 000			160,000	
4	Motor Vehicles	611	925	564 700			150,000	
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Totals					-	-	358,061	358,061
Net Change					-	-	-	

Purpose: 2 - Major repair of older trash vehicles
3 - 16B01 Public Access & 16B03 perimeter wall
4 - Another trash vehicle

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____
Date: _____

Journal # _____

Douglas County Comptroller's Office

Budget Augmentation/Transfer Form

Date of Request: 1/27/2017
For Fiscal Year: 16/17

Requested By: Tom Dallaire
Fund/Department: 614

					DR	CR	CR	DR
Account Name					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Opening Fund Balance	614	000	301 100	12,373			
2	Motor Vehicles	614	730	564 700			12,373	
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Totals					12,373	-	12,373	-
Net Change					12,373		12,373	

Purpose: 1 - Budget augment to adjust FY 16/17 opening fund balance based on FY 15/16 actual results
2 -Additional moneys to purchase new vehicle

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____

Date: _____

Journal # _____

Douglas County Comptroller's Office

Budget Augmentation/Transfer Form

Date of Request: 1/30/2017
For Fiscal Year: 16/17

Requested By: Tom Dallaire
Fund/Department: 614

						DR	CR	CR	DR
Account Name						Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Transfers In	614	000	392	000	2,000			
2	Motor Vehicles	614	730	564	700			2,000	
3									
4									
5	Sale of Property	610	000	391	100	2,000			
6	Transfers Out	610	926	618	700			2,000	
7									
8									
9									
10									
11									
12									
13									
14									
Totals						4,000	-	4,000	-
Net Change						4,000		4,000	

Purpose: Moving increased revenue from sale of bucket truck to expenditures

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____

Date: _____

Journal # _____

8-11

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the recorded Joint Access Agreement with the adjacent property at the Town Administrative offices following transfer of ownership. Provide direction to Staff and/or Town Counsel to draft an acknowledgment of receipt of the recorded Joint Access and Parking Agreement for signature by the current owner, and any prospective buyers, concerning the common entrance off 395 over the parking lot shared by the Town and the adjacent property; with public comment prior to Board action.
2. **Recommended Motion:** motion to have staff and/or Town Counsel draft an acknowledgment of receipt of the recorded Joint Access and Parking Agreement for signature by the current owner, and any prospective buyers, concerning the common entrance off 395 over the parking lot shared by the Town and the adjacent property

Funds Available: ☐ Yes ☒ N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** February 7, 2017 **Time Requested:** 10 minutes

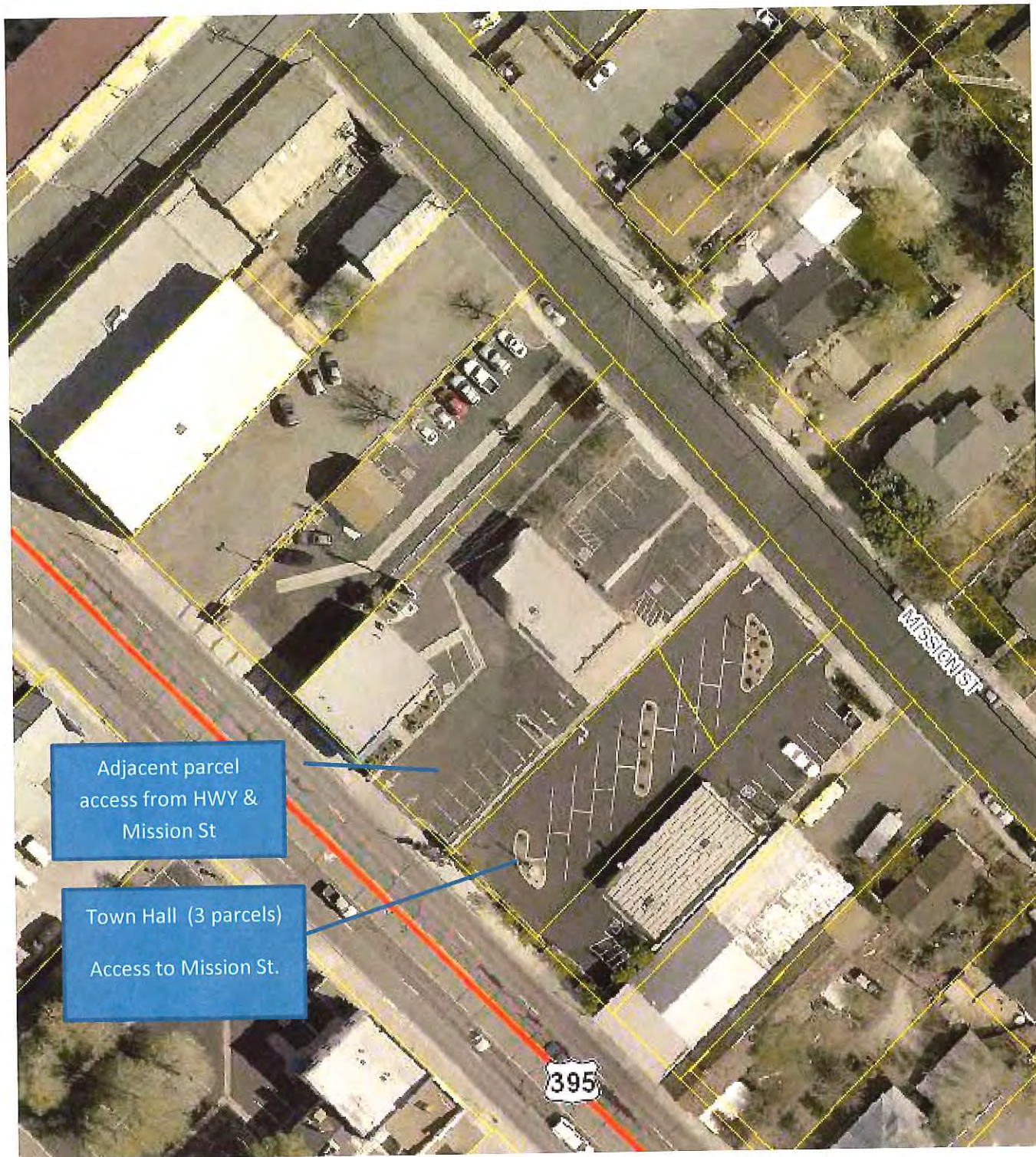
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: We understand the property is for sale next door. We were concerned the joint parking agreement was not an actual easement on the properties in question. Jennifer thinks this acknowledgement would be sufficient and the agreement would remain intact. The other option is to create an easement document and exhibit for recording. That exhibit would take a surveyor signature and both parties' signature and would be a permanent fix so we did not have to remember this in 2052 or 2102 to renew it. But leaving this as is will allow future boards to review it and make modifications as needed.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued



Town Hall and adjacent properties for joint access agreement.

JOINT ACCESS AND PARKING AGREEMENT

COMES NOW, the Town of Gardnerville, by and through its Town Board and Manager ("Town") and the Squires Family Trust, by and through its Trustees, Ronald E. and Dorothy J. Squires ("Trust"), and hereby agree on this 24 of June, 2002, to exchange between the Town and the Trust reciprocal access and parking privileges on the property of the Town and of the Trust upon the recitals, terms and provisions hereinafter set forth.

WITNESSETH

WHEREAS, the Town owns those properties commonly known as Douglas County Assessor's Parcel Nos. 1320-33-402-032, 1320-33-402-033, and 1320-33-402-034. The Town properties are also commonly identified as 1409 Hwy. 395 North, 1407 Hwy. 395 North, and 1420 Mission Street, said addresses all located within the Town of Gardnerville; and

WHEREAS, the Town has acquired the properties for the purposes of a central town office with adjacent parking facilities; and

WHEREAS, the Trust owns that certain property known as Douglas County, Nevada Assessor's Parcel No. 1320-33-402-031, also commonly identified as 1411 Hwy. 395 North, Gardnerville, Nevada; and

WHEREAS, the Trust has constructed certain improvements on its property which consist of commercial buildings and related parking; and

WHEREAS, the property owned by the Town and the property owned by the Trust are contiguous properties which will be benefitted by the Town and the Trust exchanging rights of access and parking on the properties of the Town and the Trust; and

WHEREAS, currently existing on the Trust's property is an access driveway apron from Hwy. 395, 26 improved parking spaces and an access driveway apron from Mission Street. When

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completed, the Town will have constructed 26 parking spaces and will have an improved access driveway apron from Mission Street; and

WHEREAS, the Town and the Trust agree that each party will be mutually benefitted by allowing the patrons and customers of the Town and the Trust's tenants mutual access and parking on either the Town or the Trust properties.

NOW, THEREFORE, for and in consideration of the above-stated recitals, each of which is incorporated within the terms and provisions of this Agreement as if set forth in full, and pursuant to the following terms and provisions, the Town and the Trust agree as follows:

1. Town grants to the Trust, and to any tenant in the Trust's property and their patrons and customers, a reciprocal right of ingress or egress to/from the Trust property from and by the improved access driveway apron located on Town property on Mission Street. Town further grants to the Trust, and to any of its tenants and their patrons and customers, a reciprocal right to park on or in any one of the 26 parking spaces to be constructed by the Town on its property.

2. Trust grants to the Town and its patrons and customers, a reciprocal right of ingress or egress to/from the Town properties from the improved access driveway aprons located on Hwy. 395 North (entrance) and on Mission Street (exit) on Trust property. Trust further grants to Town, and its patrons and customers, the reciprocal right to park on or in any one of the 26 parking spaces located on the Trust's property.

3. Both the Trust and the Town agree that each will maintain the improvements located on either the Town's or the Trust's property without request to the other for reimbursement of maintenance or repair costs. The Town and the Trust further agree that each will maintain adequate insurance on the property owned by each entity in such amounts as are recommended by the insurance carrier for the Trust and for the Town. The Town and the Trust agree that each will notify

its respective insurance carrier of this Agreement in order that coverages may be properly adjusted if deemed necessary by the carrier. Neither the Town nor the Trust will seek from the other reimbursement of the premiums required to maintain insurance on either property.

4. The Town and the Trust each grant the other reciprocal access and parking rights for a period of fifty (50) years. Either party may elect not to renew this Agreement at the expiration of its term if either party provides to the other written notice of its intention not to renew this Agreement one year prior to its expiration. The term of this Agreement shall start as of July 1, 2002, and shall expire, if notice is given by either party to the other of an intention not to renew this Agreement, on June 30, 2052.

Should neither party provide notice of intention not to renew this Agreement, this Agreement shall automatically renew for a second fifty (50) year term upon all of the terms, conditions and provisions set forth in this Agreement.

5. The Town and the Trust agree that, in view of the equal number of parking spaces constructed or to be constructed on each of the parties' properties, and in view of the mutual benefit which will accrue and inure to the Town and the Trust, and the patrons and customers of each, sufficient good and valuable consideration is exchanged between the Town and the Trust. Accordingly, the Town and the Trust agree that neither shall charge the other any rent, insurance costs, maintenance and repair costs or any other charges as a result of the mutual use of the access driveway aprons and parking spaces owned by the Town and the Trust.

6. The Town and the Trust agree that they each intend that this reciprocal access and parking agreement shall run with the lands of the Town and the Trust, and shall be binding and shall inure to the benefit of the parties to this Agreement, their respective heirs, successors or assigns.

7. Any notice provided for or concerning this Agreement shall be in writing and

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Gardnerville Town Board

Town of Gardnerville

Dated this 24th day of June, 2002.

The Squires Family Trust

Ronald E. Squires
Ronald E. Squires, Trustee

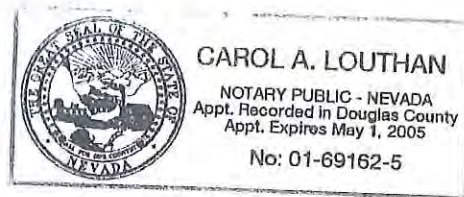
ACKNOWLEDGEMENT

STATE OF NEVADA)
) ss.
COUNTY OF DOUGLAS)

On June 24, 2002, before me, the undersigned, a Notary Public in and for said County and State, personally appeared RANDALL P. SLATER, known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same.

This instrument was acknowledged
before me on this 24 day of June,
2002.

Carol A. Louthan
NOTARIAL OFFICER



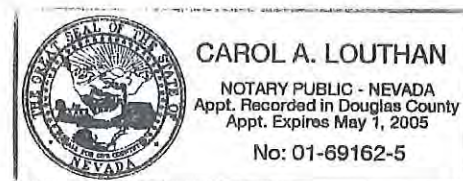
ACKNOWLEDGEMENT

STATE OF NEVADA)
) ss.
COUNTY OF DOUGLAS)

On June 24, 2002, before me, the undersigned, a Notary Public in and for said County and State, personally appeared RONALD E. SQUIRES, known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same.

This instrument was acknowledged
before me on this 24 day of June,
2002.

Carol A. Louthan
NOTARIAL OFFICER



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deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth:

✓ Town of Gardnerville
1369 Hwy. 395 North
Gardnerville, NV 89423

Squires Family Trust
c/o Ronald E. and Dorothy J. Squires
1970 Comstock Drive
Gardnerville, NV 89410

8. The parties agree that this Agreement shall be governed, construed and enforced in accordance with the laws of the State of Nevada.

9. This Agreement constitutes the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding on either party except to the extent incorporated into this Agreement.

10. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

11. In the event that suit is brought to enforce the provisions of this Agreement or to collect damages for any breach of this Agreement, the prevailing party shall be entitled to recover their litigation costs, including reasonable attorney's fees. Such shall include appeal.


IN WITNESS WHEREOF, each of the parties to this Agreement has caused it to be executed at Gardnerville, Nevada on the date indicated below.

Dated this 17 day of June, 2002.

Town of Gardnerville


Randall P. Slater, Chairman

Attest:


James Park, Manager

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REQUESTED BY
Town of Gardnerville
IN OFFICIAL RECORDS OF
DOUGLAS CO. NEVADA

2002 JUN 24 PM 2:30

LINDA SLATER
RECORDER

\$19.00 PAID KJ DEPUTY

Gardnerville Town Board

AGENDA ACTION SHEET



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

2. **Recommended Motion:** Accept legal counsel's summary of claims for tortious conduct as required annually by NRS 41.0385.

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** February 7, 2017 **Time Requested:** 5 minutes

5. **Agenda:** ☐ Consent ☒ Administrative

Background Information: See attached

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

7. **Board Action:**
☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

ROWE HALES YTURBIDE

A LIMITED LIABILITY PARTNERSHIP

ATTORNEYS AT LAW

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

Telephone (775) 782-8141
Facsimile (775) 782-3685

Michael Smiley Rowe
James R. Hales
Jennifer A. Yturbide

MEMORANDUM

To: Tom Dallaire, Town Manager
Town of Gardnerville
From: Jennifer Yturbide, Esq. *J*
Subject: Summary of All Claims - 2016
Date: 24 January 2017

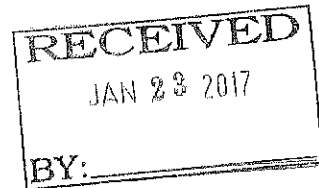
NRS 41.0385 requires that an attorney who acts on behalf of each local government as its general counsel shall compile and file with the Clerk of the governing body a summary of all claims made against that governing body for tortious conduct. The statute further requires that the summary is a public record and must be open to inspection.

The NRS requires that the summary of claims report made by counsel to the governing body must be filed with the governing body on or before 1 February of each year. The time covered by each report is the preceding calendar year.

Fortunately, this job is made much easier by the Town's enrollment with the Nevada Public Agency Insurance Pool ("Pool"). Every year the Pool submits a summary of claims, a copy of which is attached for the Board's review.

Please include a copy of this memorandum, and the Pool's accompanying summary, in the Board's packet for the next agenda for review, comment by the public, if any, and a motion, duly made and seconded, to accept the annual Summary of Claims report for the year 2016 as submitted by this office and the Pool.

As the Board will ascertain from the enclosure, the 2016 summary is positive. There was one claim made by Linda Faster for \$325 on January 25, 2016 which was paid. A dumpster accidentally rolled into her vehicle, and scratched its window. The claim is closed, and there are no other open or unpaid claims.



**SUMMARY OF CLAIMS
FOR 2016
TOWN OF GARDNERVILLE**

No admission is made for any liability for such claim or any amount requested for any claim. This report is prepared pursuant to statutory requirements.

TOTAL OF ALL CATEGORIES (I - III)

TOTALS:

P#	<u>1</u>	P\$	<u>325.00</u>
O#	<u>1</u>	O\$	<u>Unknown</u>
J#	<u>0</u>	J\$	<u>0</u>
C#	<u>0</u>		

See attached for detailed breakdown per category of wrong alleged.

STATUS CODES:

P =Paid
O =Open or Pending
J =Judgment entered but not Paid
C =Closed with no payment

Amounts shown include fees and costs (if any).

I. Law Enforcement Liability

A. Assault / Battery / Excessive Use of Force

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

B. False Arrest / False Imprisonment

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

C. Automobile Liability

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

D. Other

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

E. Total of Categories I. A-D:

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

II. Negligent Injury (Other than auto or law enforcement)

A. Bodily Injury

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
SPROULL, NICOLE	O	Unknown		

TOTALS:	P#	0	P\$	0
	O#	1	O\$	Unknown
	J#	0	J\$	0
	C#	0		

B. Property Damage

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
FASTER, LINDA	P	325.00		325.00

TOTALS:	P#	1	P\$	325.00
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

C. Libel, Slander, Defamation

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
--------------------------	---------------	---------------------------	----------------------------	------------------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

D. Wrongful Death

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
--------------------------	---------------	---------------------------	----------------------------	------------------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

E. Totals of Categories II. A-D:

TOTALS:	P#	1	P\$	325.00
	O#	1	O\$	Unknown
	J#	0	J\$	0
	C#	0		

III. Negligent Injury - Auto (Excluding Law Enforcement)

A. Bodily Injury

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:

P#	0	P\$	0
O#	0	O\$	0
J#	0	J\$	0
C#	0		

B. Property Damage

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:

P#	0	P\$	0
O#	0	O\$	0
J#	0	J\$	0
C#	0		

C. Wrongful Death

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:

P#	0	P\$	0
O#	0	O\$	0
J#	0	J\$	0
C#	0		

D. Total of Categories III. A-C:

TOTALS:

P#	0	P\$	0
O#	0	O\$	0
J#	0	J\$	0
C#	0		

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for January 2017.

2.

3. **Recommended Motion:**

Funds Available: ☐ Yes ☒ N/A

4. **Department:** Administration

5. **Prepared by:** Tom Dallaire

6. **Meeting Date:** February 7, 2017 **Time Requested:** 5 minutes

7. **Agenda:** ☐ Consent ☒ Administrative

Background Information: To be presented at meeting.

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

9. **Board Action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for January 2017.

2. **Recommended Motion:** No action required.
Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** February 7, 2017 **Time Requested:** 15 minutes

6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: See attached report.

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

8. **Board Action:**

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



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

Town Manager Monthly Report February 2017 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** Spoke with Dube` this month. They are still wrapping up the plan set. How does the board want to review these plans? A presentation on them in a meeting like an overview? What are you expectations? The county called me on the proposed signage. I will prepare an application for signage and bring that back to the board for final say on the signage. In the meantime, I provided what the county sent me for the structure. Your comments would be helpful.
- B. 395 Crosswalks:** The plans are close to being done. SHPO has the document to review for the view shed study. I think we are now waiting on NDOT to obtain the right of way!
- C. Kingslane Sidewalk Project:** Three Castles gave me his plan. Tim provided me their plans and MSA electrical plan. The 4 decorative street lighting option has STILL not been approved by NDOT as of 1-31-17. We will submit the plans to NDOT next week for a 90% review submittal after we get some coordinating plan items cleaned up. Town staff will be starting to generate the contract documents for this project.
- D. Toiyabe Storm Drain Project:** - RO Anderson did not get the plan updated. I was not able to work ROA staff into my schedule this month. I am anticipating the project costing more money. That is reflected in this month's augment in the 611 fund. The wall, two storm drain connections in an existing line, electrical connections, and adding sidewalk will be the entire scope and I am trying to get that project away from the general capital project fund in public works and making it yard maintenance capital. I believe it would be relevant.
- E. Chichester Estate Park Ditch Storm Drain Outlet:** There is a contractor interested in the pipe repair. With the weather, this is slightly delayed. Hope this coming month.
- F. Office Items:**
- BLA (boundary line adjustment), is recorded! and done.
 - Douglas Ave lights are connected and working well. We are awaiting project final costs from NV Energy, and with any luck, a refund...
 - Still no news from the county on the alley at the French Bar. Doug is still in the middle of a couple of lawsuits. It is not a priority for them.
 - Met with Larry Walsh – our new commissioner representing the south end of Gardnerville. It was a great meeting and we discussed the issues and projects with the Town of Gardnerville. He is supportive of the Main Street program and believes they have contributed much to the community.
 - **Town Website:** Proposed website with Pronto Marketing is coming along. We have the first released version. Many things still outstanding and need cleanup. The county video was sent out for your viewing pleasure. I wanted to do a short snippet of just Gardnerville with some captions. I can send a link out if you are interested in helping review the website. I have Paula, Marie, Carol and Geoff looking at it. It looks a lot better on a mobile device.
 - Both Esplanade and the Ranch phase 2C are on hold. Phase 2C is actually a pond right now.
 - Storm Water Committee all meetings have been canceled. I think county staff is re working the purpose.
 1. Minor Design review and sign review projects;
 - a. **Taco Bell** – Darker color scheme. Would work great in the town and I believe is a good fit. But in the shopping center, which has also undergone some changes in colors and a added a gas station, I think this would be the time to set the new tone for any new reinvestment could be spent to match this building. We are talking with county staff about



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

flip flopping the color of the front entry and the walls. Using the accent wall color as the main color and main wall color could be the accent color. Staff will draft a letter with this after I receive feedback from the board.

- b. **KFC** – This is back in the architect's hands. It was simply a request to review and comment. At least they gave us that before submitting. Nothing is happening with this item at this time. We are waiting on a reply from them.
 - c. **Greater NV Credit Union** Signage update. I approved this signage update. I did get clarification they are not changing the size of the marquee sign at the driveway entrance. The building signage is in Minden. I think with the wall signage gone, it would look good on the metal silo entry.
- We purchased a computer for the maintenance yard and now have internet over there so that staff can do their time cards on a computer and not the tablet. Service for the tablet is not the best at the shop location. This will help staff file the electronic time cards the county has implemented this month.
 - Met with the Community Foundation of Western Nevada. They are looking for people to set up a community foundation of Douglas County, to allow folks to donate funds to the specific cause of improving Douglas County. It's a great cause. Cassandra and Ken also attended the meeting.
 - Attended a League caucus meeting to discuss items at the legislature process. We are pursuing seeing if towns can get a portion of the gas tax. With the fuel indexing not passing in the county, it's now going to be a hot topic and viewed as the towns want to take funds from the county. So we shall see how this one goes. We would simply be applying the prorated share of the funds to the local roads. The county has said they only maintain collector/arterial roads.
 - Hosted the manager lunch this month. It was a good meeting. Discussed the legislative process and other operations and processes that have come up this last quarter.
 - Was able to get the CDBG application to the county for a submittal to GOED. We will have a presentation on March 8th at 2:30 pm.
 - The county strategic planning workshop is Monday Feb 6 and morning of the 7th maybe. The agendas are in the correspondence if you feel like attending.
 - The town staff did a great job with the snow and we did start early with removing the snow at 3 inches and then it stopped snowing. The projections were 6 to 8 inches each storm.
 - Worked through the recycle flyer and letter. Then we had one customer bring us several issues with the flyer. We addressed thoughts and handed out a supplemental letter. Thank Geoff and Ron for passing out the totes. It has been well received. Thank you to the rest of the guys for cleaning them and making them presentable for recycling use. Monday is the first pick up day. We will be tracking weights on all the materials collected. DDI will do a survey at the end of the program. We will participate in that as well.
 - **The Main Street Conference:** is in Pittsburg May 1-3, which does include the same day as the May town board meeting. Do you feel it would be a good event to attend? We have always learned something valuable from these conferences. We could send other staff. We could send a board member. There is the California conference as well or other options for training. Not all the detail has been released, but already with what is proposed it would be useful. At the May board meeting we will have the final budget approval or we could bring back an item to move the town board meeting date.

LABAR
PROFESSIONAL ARCHITECTS

14301 N. 19th Ave., Suite 100
Phoenix, AZ 85021
Tel: 602.998.1111
Fax: 602.998.1112

Arch: Phoenix 11/08/2017
Size: SEE SHEET
Job Name: TACO BELL
PROJECT NAME: TACO BELL

Taco Bell Restaurant Remodel
@ US Hwy. 395 & Waterloo #031869
143 US Hwy. 395 N - Gardenville, NV

Exterior Building Elevations

DATE: 11/08/2017

PROJECT NAME: TACO BELL

PROJECT NO: 031869

Arch: Phoenix 11/08/2017

PROJECT NAME: TACO BELL

PROJECT NO: 031869

Size: SEE SHEET

PROJECT NAME: TACO BELL

PROJECT NO: 031869

Job Name: TACO BELL

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PROJECT NAME: TACO BELL

PROJECT NO: 03

12. a. (F-1. a.)

LABAR
LABORATORY ARCHITECTURE
1000 W. 10TH AVENUE, SUITE 100
DENVER, CO 80202
TEL: 303.733.1111
WWW.LABARARCHITECTURE.COM

Taco Bell Restaurant Remodel
@ US Hwy. 395 & Waterloo #031869
1343 US Hwy. 395 N - Gardenville, NY

Architect: LABAR
Client: TACO BELL
Date: 01/2024
Scale: 1/8" = 1'-0"
Project Name: TACO BELL

Photos of Existing Building: (M70H Prototype)
NO SCALE

South Elevation (Front Entry):

West Elevation (Side Entry):

East Elevation (Drive-Thru Side):

North Elevation (Rear):

Building Elevations:
SCALE: 3/8" = 1'-0"

PROPOSED CHANGES TO SIGNAGE NOT A PART OF REVIEW & APPROVAL

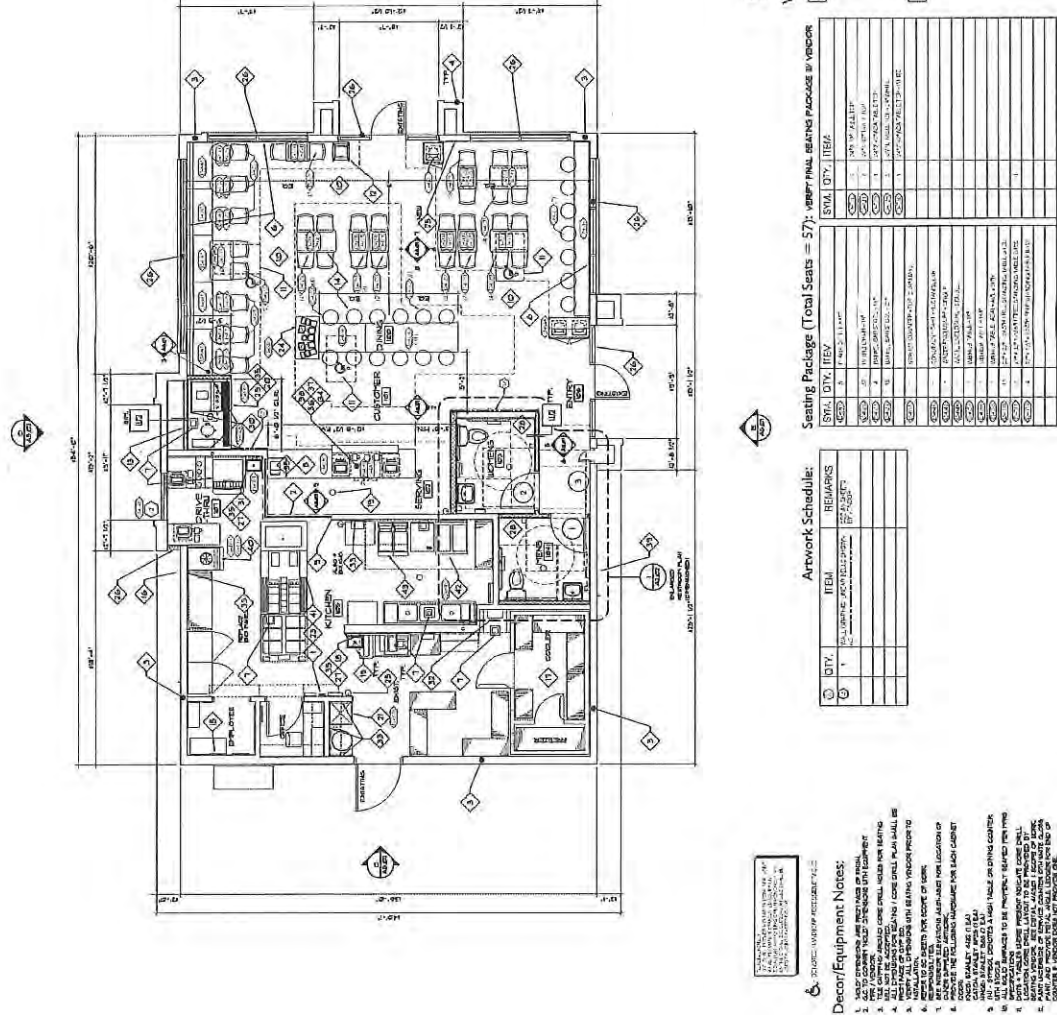
MAIN WALL COLOR
SHERWIN WILLIAMS
VIRTUAL TAUPE
SW7039

ACCENT COLOR
SHERWIN WILLIAMS
IRON ORE
SW7069

ACCENT COLOR
SHERWIN WILLIAMS
NATURAL CHOICE
SW7011

Paint Color Palette:
NO SCALE

Applicant:
NY RESTAURANT MANAGEMENT TACO BELL
500 W. 10TH AVENUE, SUITE 100
DENVER, CO 80202
TEL: 303.733.1111
WWW.TACOBELL.COM

[illegible]

F. 1. A. 3



PRELIMINARY

ADDITIONAL INFORMATION	16140 1-20-2017 RDL 1/4" = 1'-0" 16140-D101
DATE	
PROJECT	
BY	
CHECKED	
APPROVED	

Taco Bell Restaurant Remodel @
U.S. Hwy. 395 & Waterloo #31869
143 U.S. Highway 395 N, Gardnerville, NV
Demolition Floor Plan

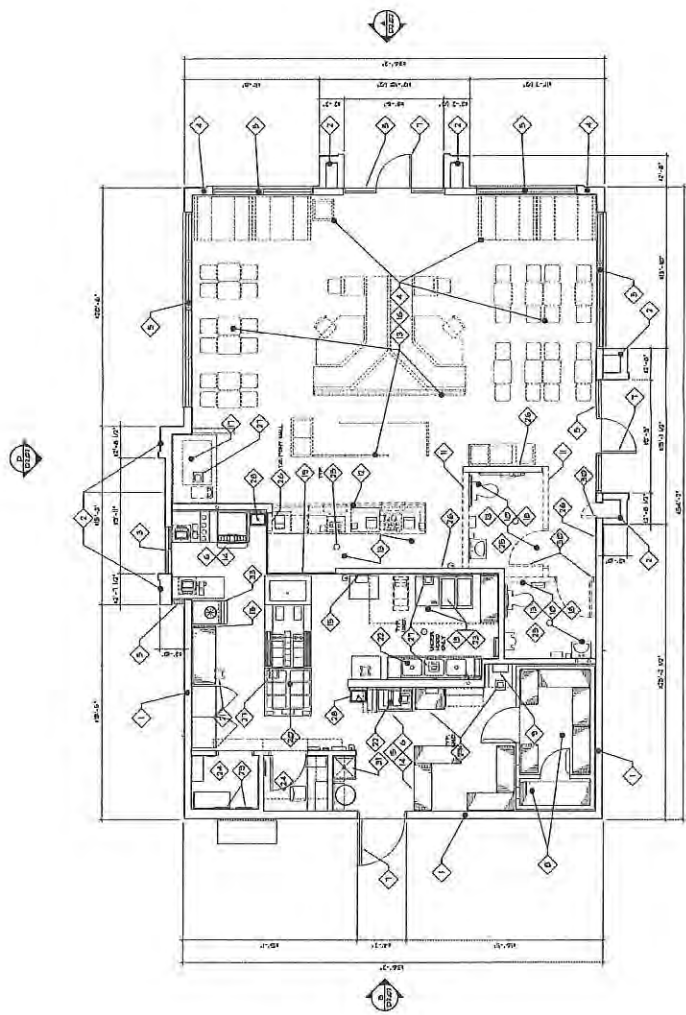
Quest No: D2.01

Keynotes:

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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General Notes:

- [illegible]



Demolition Floor Plan:
SCALE: 1/8" = 1'-0"





Project North
Scale: 1/4\"/>

LABAR
architecture, inc.
architectural & design planning
1343 U.S. Highway 395 N, Gardenville, NY 12520
518.392.3524 / 518.392.3525

PRELIMINARY

Taco Bell Restaurant Remodel @
1343 U.S. Highway 395 N, Gardenville, NY
Architectural Site Plan

U.S. Hwy. 395 & Waterloo #31869

Site Data:
Project No: 1343
Date: 1-20-2017
Drawn By: JES
Check: JES
Scale: 1/4\"/>

General Notes:
1. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS AND VERIFY NOTED HAZARD LOCATIONS ARE NOTED HAZARD LOCATIONS.
2. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS AND VERIFY NOTED HAZARD LOCATIONS ARE NOTED HAZARD LOCATIONS.
3. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS AND VERIFY NOTED HAZARD LOCATIONS ARE NOTED HAZARD LOCATIONS.
4. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS AND VERIFY NOTED HAZARD LOCATIONS ARE NOTED HAZARD LOCATIONS.

F.I.A.S.





F-1-A.7



Jack in the Box

F-1-A-8

Dallaire, Tom

Subject: FW: KFC, Gardnerville
Attachments: prototype paint option.pdf

From: Mason, Steve
Sent: Thursday, January 12, 2017 2:03 PM
To: 'Jenkins, Aaron'; Doherty, Linda
Cc: Dallaire, Tom
Subject: RE: KFC, Gardnerville

Mr. Jenkins,

Pursuant to the Code Sections cited below we do not consider the proposed color scheme to be code-compliant. I am cc'ing Tom Dallaire (Gardnerville Town Manager) for his input.

Sincerely,

Steve Mason – Associate Planner
Douglas County Community Development
775-782-6212 // smason@douglasnv.us

From: Jenkins, Aaron [<mailto:Aaron.Jenkins@lendlease.com>]
Sent: Thursday, January 12, 2017 1:35 PM
To: Doherty, Linda
Cc: Mason, Steve
Subject: RE: KFC, Gardnerville

Thanks Mr. Mason,

Ms. Doherty,

Could you provide insight on whether the attached drawing is or is not code compliant, with regards to design standards.

Thanks

Aaron D. Jenkins
Zoning Coordinator, Multi-Site Group, Construction
125 S. Clark Street Chicago, IL 60606
T 312 801 6829 | F 312 423 1301
aaron.jenkins@lendlease.com | www.lendlease.com



(12.9) ¹ F-1-b,

From: Mason, Steve [<mailto:SMason@douglasnv.us>]
Sent: Thursday, January 12, 2017 3:26 PM
To: Jenkins, Aaron <Aaron.Jenkins@lendlease.com>
Cc: Doherty, Linda <ldoherty@douglasnv.us>
Subject: RE: KFC, Gardnerville

You will want to speak with the Gardnerville Town Manager, per Linda's instruction. As for County policies, the following "Design Criteria" may bring the color design under some scrutiny:

2. GOALS

The Planning Design Criteria attempts to achieve the following goals:

2. Encourage high quality architectural design, building material and aesthetically pleasing office, commercial, industrial, institutional and residential neighborhoods.
 7. Provide harmony between existing and new developments by encouraging shared access, parking and compatible architectural designs.
 9. Prevent unsightly and disturbing impacts that may result from individual developments.
- 4.1.5 The use of standardized "corporate" architectural designs associated with chain or franchise buildings (prevalent with restaurants, service stations and retail stores) is strongly discouraged and alternative designs consistent with this design manual may be required.

The complete Design Guidelines can be viewed here:

<http://www.douglascountynv.gov/DocumentCenter/Home/View/1152>

Steve Mason – Associate Planner
Douglas County Community Development
775-782-6212 // smason@douglasnv.us

From: Jenkins, Aaron [<mailto:Aaron.Jenkins@lendlease.com>]
Sent: Thursday, January 12, 2017 12:47 PM
To: Mason, Steve
Cc: Doherty, Linda
Subject: RE: KFC, Gardnerville

The signs will be permitted with a separate company, as of now our main concern is the color scheme for the building and if this is code compliant.

Aaron D. Jenkins
Zoning Coordinator, Multi-Site Group, Construction
125 S. Clark Street Chicago, IL 60606

T 312 801 6829 | F 312 423 1301
aaron.jenkins@lendlease.com | www.lendlease.com



From: Mason, Steve [<mailto:SMason@douglasnv.us>]
Sent: Thursday, January 12, 2017 1:53 PM
To: Jenkins, Aaron <Aaron.Jenkins@lendlease.com>
Cc: Doherty, Linda <ldoherty@douglasnv.us>
Subject: RE: KFC, Gardnerville

Mr. Jenkins,

Please review the attached documents pertaining to the sign plan for the KFC-AM/PM parcel. Note that the parcel number was formerly 1220-04-601-005. You'll also want to review the Gardnerville "Plan for Prosperity":
<http://www.gardnerville-nv.gov/index.aspx?nid=93>

Sincerely,

Steve Mason – Associate Planner
Douglas County Community Development
775-782-6212 // smason@douglasnv.us

From: Jenkins, Aaron [<mailto:Aaron.Jenkins@lendlease.com>]
Sent: Thursday, January 12, 2017 10:53 AM
To: Doherty, Linda
Subject: RE: KFC, Gardnerville

TO make sure we are on the same page, attached is a conceptual image of the proposed remodel. Will this paint scheme be accepted?

Aaron D. Jenkins
Zoning Coordinator, Multi-Site Group, Construction
125 S. Clark Street Chicago, IL 60606
T 312 801 6829 | F 312 423 1301
aaron.jenkins@lendlease.com | www.lendlease.com



From: Doherty, Linda [<mailto:ldoherty@douglasnv.us>]
Sent: Thursday, January 12, 2017 10:56 AM
To: Jenkins, Aaron <Aaron.Jenkins@lendlease.com>
Subject: KFC, Gardnerville

Good morning! It sounds like you will be repainting in similar colors, which doesn't need any special consideration from the County. Just to be safe, you should also check with the Town of Gardnerville. Their phone number is (775) 782-7134.

We had a staff meeting yesterday and I brought this up to make sure if anything was needed from us in Planning. One of the Planners said that not long ago she spoke to someone about painting the building with a mural (picture of the Colonel?). If that is the case I believe a Special Use Permit would be required (submittal fee is \$1,595). If something other than repainting in a similar manner, please give me some details so we can be on the same page without any surprises ☺

Thank you and enjoy your day!



Linda Doherty, Planning Technician
Community Development, Planning Div.
1594 Esmeralda Ave., Room 202
Minden, NV 89423
Tel: (775) 782-6217 / Fax: (775) 782-9007
Email: ldoherty@co.douglas.nv.us

PUBLIC COUNTER HOURS:

Mon-Thurs: 8am-3pm / Fri: 8am-noon

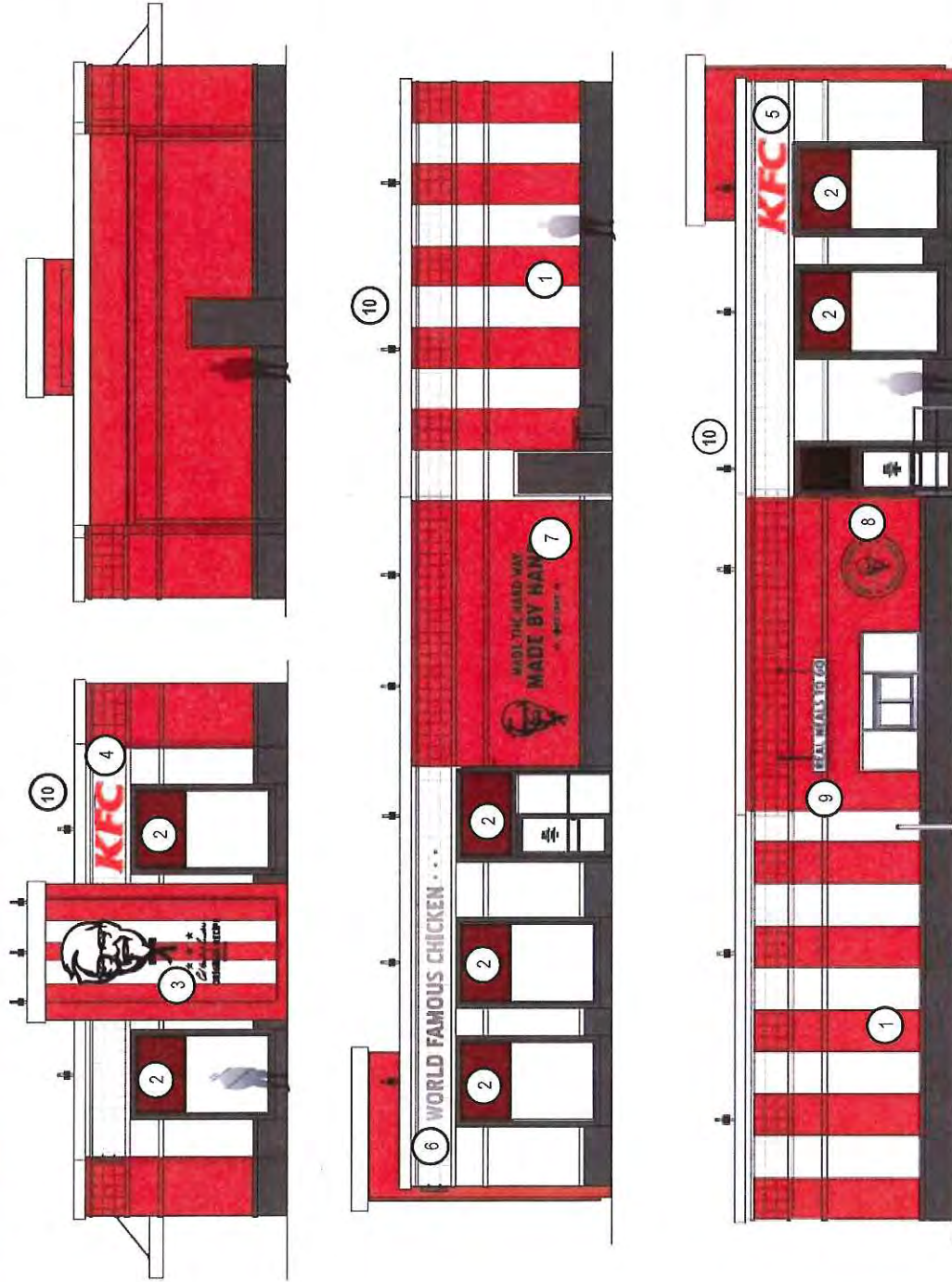
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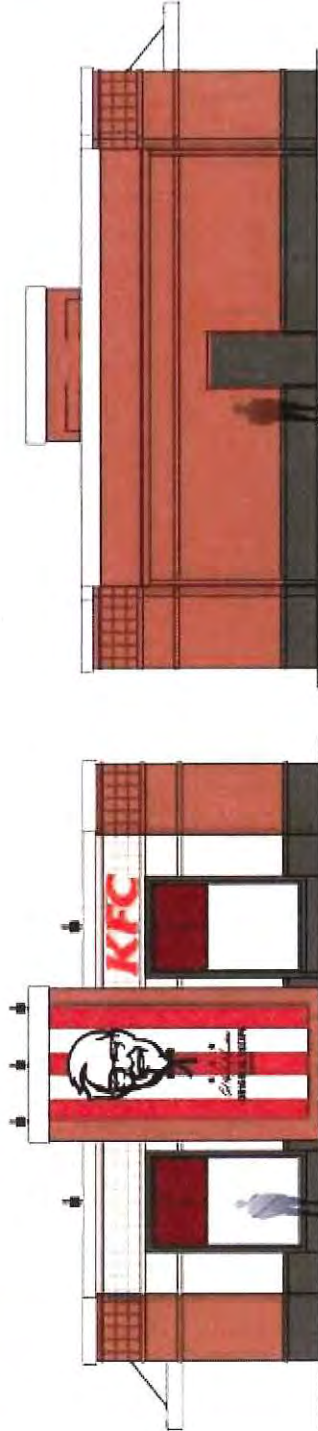
PROTOTYPES : Fall Back Strategy - ISR Graphic Set Tier 1



- 1 STRIPES
- 2 AWNINGS
- 3 THE COLONEL LOGO & SIGNATURE BANNER PANEL
- 4 PRIMARY KFC WORDMARK
- 5 SECONDARY KFC WORDMARK
- 6 WORLD FAMOUS CHICKEN STENCIL
- 7 HARDWAY ENTRY STENCIL
- 8 HARDWAY DRIVE-THRU STENCIL
- 9 REAL MEALS TO GO CANOPY
- 10 ARM LIGHTS

Note: The images contained in this package are prototype examples of KFC's American Showman Reimage Program. Actual design and interior layout will vary site to site based on store layout and is pending approval from specific City and County Jurisdictions. This design will be applied to each existing store footprint and layout to the best of its ability.

PROTOTYPES : Exterior Color Scheme - Red Neutral



ELEVATION FRONT
SCALE: NTS

ELEVATION BACK
SCALE: NTS



ELEVATION SIDE (ENTRY)
SCALE: NTS



Manufacturer: Sherwin Williams
Color: Iron Ore
Code: SW7069
Primer: Self-priming
Content: 100% Acrylic Hybrid Resin
Location: Exterior Walls



Manufacturer: Sherwin Williams
Color: Pure White
Code: SW7005
Primer: Self-priming
Content: 100% Acrylic Hybrid Resin
Location: Exterior Walls

Manufacturer: Sherwin Williams
Color: Rembrandt Ruby
Code: SW0033
Primer: Self-priming
Content: 100% Acrylic Hybrid Resin
Location: Exterior Walls



Note: The images contained in this package are prototype examples of KFC's American Showman Reimage

Dallaire, Tom

From: Dallaire, Tom
Sent: Thursday, January 12, 2017 4:16 PM
To: 'Jenkins, Aaron'
Cc: Mason, Steve; Doherty, Linda
Subject: RE: KFC, Gardnerville

Good evening Mr. Jenkins,

I too agree with Mr. Mason findings of both proposed concepts.

Your plan does not include the very white Arco building which is actually attached to the KFC and has a different roof structure on it than what is shown.

The roof will need to be addressed to make it look like your proposed plan. The red you are proposing is close to a "red" brick in color and if you found a way to add that brick texture into this it could go a long way.

Attached are some Google Maps images of the site and some of the adjacent structures. The AutoZone across the street from a minor design review gone wrong. So please do not use that as the "adjacent color concepts"



F-1-b7



F1-B-8



Thank you for your consideration and I look forward to working with you though this proposal.



Thomas A. Dallaire, P.E.
1407 Highway 395 North
Gardnerville, NV 89410
(p) 775 782.7134
(f) 775 782.7135
Tdallaire@douglasnv.us

F-1-B-9

Douglas County Community Development Department
1594 Esmeralda Avenue
Post Office Box 218
Minden, Nevada 89423
(775) 782-6217

JAN 23 2017

DOUGLAS COUNTY
COMMUNITY DEVELOPMENT

SIGN REVIEW APPLICATION

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who must submit for Sign Review pursuant to Douglas County Code Chapters 20.618 and 20.696.

As an applicant, you must complete the application as prescribed and incorporate all requested information before the application is accepted for processing by the Douglas County Community Development Department.

A. Project Location:

Street Address: 1545 US Hwy 395

Assessor's Parcel Number: 1320-32-601-004 & 1320-32-613-001 (parking lot-monument sign)

APPLICANT:

Contact Name: Gilbert Sanchez Company: YESCO, LLC
Address: 5350 Capital Court #104 City/State/Zip: Reno, NV 89502
Telephone No: (775) 284-8129 Fax No: () 775 359-8738
E-mail: gsanchez@yesco.com

OWNER:

Contact Name: _____ Company: Nevada Comm Fed Credit Union
Address: PO Box 2128 City/State/Zip: Carson City, NV 89701
Telephone No: () _____ Fax No: () _____
E-mail: _____

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(S) OF RECORD: (Include extra sheets if necessary)

W. Dean Altus, Jr. W. Dean Altus, Jr. 1/12/17
Printed Name Signature Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct.

APPLICANT/APPLICANT'S REPRESENTATIVE:

Gilbert Sanchez - Gilbert Sanchez 01/05/17
Printed Name Signature Date

(12.a) F-1-c1

(EXISTING SIGNS TO BE REMOVED)

B. Project Description:

Number of existing signs:

1 Free-standing 2 Wall
0 Roof-mounted

Total number of proposed signs:

1 Free-standing 1 Wall
 Roof-mounted

Total existing free-standing signage: 0 sq. ft.

Total proposed free-standing signage: 41.73 sq. ft.

Total existing wall-mounted signage: 0 sq. ft.

Total proposed wall-mounted signage: 53.44 sq. ft.

Total existing roof-mounted signage: 0 sq. ft.

Total proposed roof-mounted signage: sq. ft.

Total parcel size: 23,522 + 16,553 Total parcel street frontage: 128.36' + 160.94'

Or lineal footage of unit frontage: 82'-8" lineal feet

SIGN REVIEW APPLICATION SUBMITTAL CHECKLIST

The following items must be complete and submitted with this application:

Staff to Check Off

X The completed application form with all necessary signatures.

X Application fee. Checks are to be made out to Douglas County Community Development.

n/a Additional application fee for Master Sign Plan.

n/a If this Sign Review application is a part of a Master Sign Plan, please provide a copy of the Master Sign Plan Approval Letter.

X Two (2) copies of a site plan, drawn to scale using 1"=10', 1"=20', 1"=30', showing location of signs and setbacks from property lines, property dimensions, building footprints showing lengths of building frontages occupied by the unit of operation, and on-site parking and drive-aisle areas.

X Two (2) copies of elevation drawings, to scale 1/4" = 1' or 1/2" = 1', showing size, color and materials, and type of illumination, if any.

 One (1) copy of digital application material -- Each item must be a separate digital file and in pdf format no larger than 10 mega bites. The digital files must be submitted on a compact disc or another medium acceptable to the county.

Note: Minimum submittal paper size is 11"x17". Plan submittal submitted on larger paper must be folded by the applicant to a maximum 9"x12" size. Elevation drawings may be included on the site plan.

NOTICE TO APPLICANT

Some signs may be subject to a previously approved Master Sign Plan for multi-tenant commercial buildings. Most signs require a building permit prior to erection, and applications for building permits must usually be accompanied by structural engineering calculations. A separate application for a Building Permit is required. The applicant should consult with the Building Division for additional submittal requirements. A Building Permit application may be submitted concurrently with the Sign Review application but is subject to Sign Review approval and conditions.

It is not recommended that a sign be ordered or fabricated prior to Sign Review approval.





GREATER NEVADA

Credit Union

REBRAND - MINDEN, NEVADA

RECEIVED
JAN 30 2017
DOUGLAS COUNTY
COMMUNITY DEVELOPMENT

 YESCO YESCO LLC 5350 Capital Ct. Suite 104 Reno, NV 89502 Office: 775.359.3131 NV CONTRACTOR LICENSE NO 687458 / 804280	
Notice to the Customer The Agency has created a new logo for the rebrand of Greater Nevada Credit Union. The new logo is a stylized blue 'G' inside a square frame. The logo is a trademark of the Agency and is used under license. The logo is a trademark of the Agency and is used under license.	
© 2016 by YESCO LLC All rights reserved	
Note: This Agency is located on the following property: 5350 Capital Ct. Suite 104, Reno, NV 89502. The Agency is a service mark of the Agency and is used under license.	
CLIENT Greater Nevada Credit Union 1545 US HWY 395 MINDEN, NV CITY:	
J. CHRISTENSEN / A. KEEFER ACCOUNT EXECUTIVE	
DESIGNER	DATE
BRENT	11/4/16
BRENT	12/15/16
APPROVAL	
CUSTOMER	DATE
LANDLORD	DATE
DESIGN	DATE
SALES	DATE
ESTIMATING	DATE
SURVEY	DATE
DESIGN NUMBER	571456
ARCHIVE NUMBER	
SHEET	CV


YESCO.
 YESCO LLC
 5350 Capital Dr. Suite 104
 Las Vegas, NV 89121
 Office: 703.559.3131
 NV CONTRACTOR LICENSE NO. 0074289 / 0074290

Notice to the Customer
 The undersigned, YESCO LLC, is a duly licensed contractor in the State of Nevada. I/We hereby certify that the information furnished herein is true and correct to the best of my/our knowledge and belief.
 © 2015 by YESCO LLC
 All rights reserved

Agree to hold YESCO LLC harmless from and defend YESCO LLC against all claims, damages, costs, and expenses, including reasonable attorney's fees, arising from or resulting from the use of the signs and materials furnished by YESCO LLC, whether or not such claims, damages, costs, and expenses are caused in whole or in part by the negligence of YESCO LLC.
 YESCO LLC
 1545 US HWY 395
 ADDRESS: MINDEN, NV
 CITY: J. CHRISTENSEN / A. KEEFER
 ACCOUNT EXECUTIVE:

DESIGNER: DATE: 11/14/15
 BRENT BRENT 12/19/16

APPROVAL:

CUSTOMER: DATE:

LANDLORD: DATE:

DESIGN: DATE:

SALES: DATE:

ESTIMATING: DATE:

SURVEY: DATE:

DESIGN NUMBER: 571456

ARCHIVE NUMBER:

SHEET:

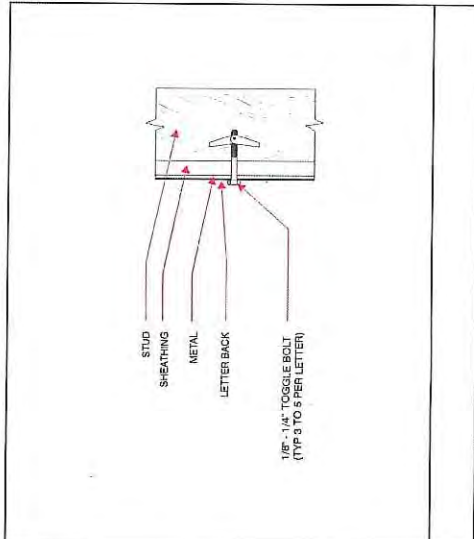
GENERAL NOTES

SPECIAL INSTRUCTIONS

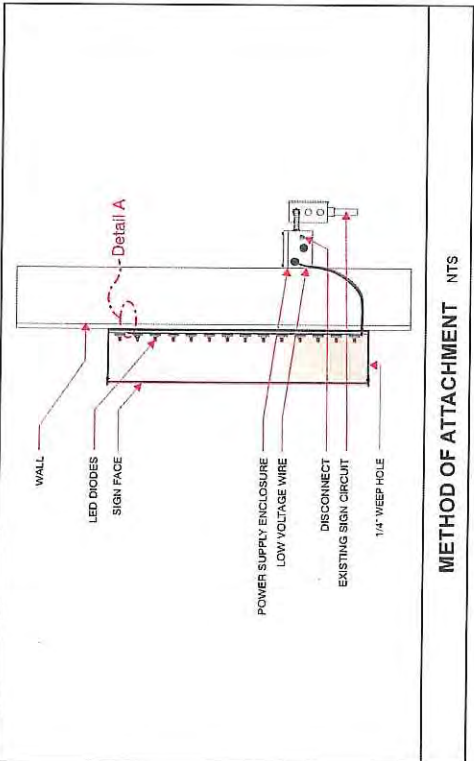
SIGN	DESCRIPTION	ELECT. LOAD	SQ. FT.
BG-1	ILLUMINATED WALL SIGN	XXX AMP. @ 120V.	53.44
MN-1	ILLUMINATED MONUMENT SIGN	XXX AMP. @ 120V.	41.73
TOTAL			XXX



SIGN	DESCRIPTION	ELECT. LOAD	SQ. FT.
BG-1	ILLUMINATED WALL SIGN	XXX AMP. @ 120V.	53.44
MN-1	ILLUMINATED MONUMENT SIGN	XXX AMP. @ 120V.	41.73
TOTAL			XXX



AERIAL PHOTO



METHOD OF ATTACHMENT NTS



CENTER OVER ENTRY

EQ

BG-1

EQ

PROPOSED SIGN BG-1 SUPERIMPOSED ON PHOTO

EXISTING CONDITION / MAIN ENTRANCE

APPROXIMATE SCALE: 3/8" = 1'-0"

YESCO YESCO LLC 5350 Capital Ct. Suite 104 Reno, NV 89502 Office: 775.899.3131 Fax: 775.899.3131 Email: info@yesco.com Website: www.yesco.com	
Notice to the Customer: The undersigned hereby certifies that the above information was obtained from the customer and is true and correct to the best of my knowledge and belief. I am not responsible for any errors or omissions in the information provided by the customer.	
© 2015 by YESCO LLC All rights reserved	
Major: The entire design on this drawing is the property of YESCO LLC. No part of this design may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without prior written permission from YESCO LLC.	
CLIENT: Greater Nevada Credit Union ADDRESS: 1545 US HWY 205 MINDEN, NV CITY:	
ACCOUNT EXECUTIVE: J. CHRISTENSEN / A. KEEFER	
DESIGNER	DATE
BRENT	11/14/16
BRENT	12/15/16
APPROVAL:	
CUSTOMER	DATE
LANDLORD	DATE
DESIGN	DATE
SALES	DATE
ESTIMATING	DATE
SURVEY	DATE
DESIGN NUMBER	571456
ARCHIVE NUMBER	
SHEET P-1	

REMOVE EXISTING SIGN




EXISTING CONDITION / WEST ELEVATION

BG-2 EXISTING CHANNEL LETTERS & LOGO

SCOPE OF WORK	
REMOVE	AND DISPOSE EXISTING LOGO, LETTERS AND BACKWAYS.

SIGN SPECS	
A REMOVE	- REMOVE EXISTING SIGN AND DISPOSE. - WATER SEAL ALL PENETRATIONS. - SECURE ELECTRICAL CONNECTIONS.
<small>SIGN DURING REPAIR: YES/NO ELEC. DRAINING REPAIR: YES/NO ELEC. REPAIRS INCLUDING YES/NO</small>	

 YESCO. YESCO LLC 5350 Capital Ct. Suite 104 Reno, NV 89502 Office: 775.353.3131 IN. CONSTRUCTION: 775.353.3130 10/2/2016 / 571456	
Notice to the Customer The undersigned, YESCO, LLC, has been awarded the contract for the design and construction of the project described herein. The undersigned, YESCO, LLC, is not responsible for the design or construction of the project described herein. The undersigned, YESCO, LLC, is not responsible for the design or construction of the project described herein. The undersigned, YESCO, LLC, is not responsible for the design or construction of the project described herein.	
© 2016 by YESCO LLC All rights reserved	
Note: The undersigned is not responsible for the design or construction of the project described herein. The undersigned, YESCO, LLC, is not responsible for the design or construction of the project described herein. The undersigned, YESCO, LLC, is not responsible for the design or construction of the project described herein. The undersigned, YESCO, LLC, is not responsible for the design or construction of the project described herein.	
Greater Nevada Credit Union 1545 US HWY 395 ADDRESS: MINIDEN, NV CITY:	
J. CHRISTENSEN / A. KEEFER ACCOUNT EXECUTIVE:	
DESIGNER	DATE
BRENT	11/14/15
A BRENT	12/16/16
APPROVAL	
CUSTOMER	DATE
LANDLORD	DATE
DESIGN	DATE
SALES	DATE
ESTIMATING	DATE
SURVEY	DATE
DESIGN NUMBER	571456
ARCHIVE NUMBER	
SHEET	P-3

A photograph of the exterior of a Greater Nevada Credit Union branch. The building has a blue horizontal-slat facade. The logo, a stylized 'G' with a blue and white gradient, is positioned to the left of the text 'GREATER NEVADA' in large, white, serif capital letters. Below this, 'Credit Union' is written in a smaller, white, sans-serif font. A small white square with a black letter 'A' is mounted on the wall to the right of the main text. A dark blue SUV is parked in the foreground, partially obscuring the lower part of the building. The car's rear license plate is 'L133308' and it has a 'KIA' badge. The building's base features a stone veneer and a concrete sidewalk. A small yellow flower is visible near the base of the building.

P-4

五

SHOP DRAWING NO.	TEST NO.	ENG. DRAWING NO.	TESTING	FILE NUMBER	YEAR

1-27-2017



F-1-410

Schedule-At-A-Glance: As you make travel plans for the Main Street Now 2017, please note that the conference **officially** begins on **Monday, May 1, 2017**, with pre-conference sessions and meetings on Sunday, April 30, 2017. **This schedule is subject to change.**

Sunday, April 30

8:00am – 5:00pm
10:30am – 4:30pm
9:00am – 4:00pm

Mobile Workshops*
Leadership Development Workshop (Day 1 of 2)*
Main Street Preservation Short Course*

Monday, May 1

8:00am – 12:00pm
8:00am – 12:00pm
8:30am – 2:30pm
8:30am – 9:15am
9:15am – 9:45am
9:45am – 10:30am
10:45am – 11:30am
11:00am – 3:00pm
11:30am – 1:00pm
1:00pm – 4:00pm
1:00pm – 1:45pm
1:00pm – 3:00pm
2:00pm – 2:45pm
4:00pm – 6:00pm
6:00pm – 7:30pm

Mobile Workshops*
Main Street 101s
Leadership Development Workshop (Day 2 of 2)*
Crash Courses
Coffee Break
Crash Courses
Crash Courses
Mobile Workshops*
Lunch
Mobile Workshops*
Crash Courses
Directors Roundtable/Board Members Roundtable
Crash Courses
Opening Plenary
Opening Reception

Tuesday, May 2

8:00am – 12:00pm
8:30am – 9:45am
8:30am – 11:30am
9:45am – 10:30am
10:30am – 11:45am
11:45am – 1:15pm
12:00pm – 4:00pm
1:15pm – 2:00pm
2:15pm – 3:00pm
3:15pm – 4:30pm

(Exhibit Hall open 8:00am – 6:00pm)
Mobile Workshops*
Classroom Sessions
Deep Dives
Coffee Break
Classroom Sessions
Lunch
Mobile Workshops*
Crash Courses
Crash Courses
General Session

Wednesday, May 3

8:00am – 12:00pm
8:30am – 9:45am
8:30am – 11:30am
10:30am – 11:45am
11:45am – 1:15pm
12:00pm – 4:00pm
1:15pm – 2:00pm
2:15pm – 3:00pm
4:00pm – 5:00pm
6:30pm – 11:00pm

(Exhibit Hall open 8:00am – 10:15am)
Mobile Workshops*
Classroom Sessions
Deep Dives
Classroom Sessions
Lunch
Mobile Workshops*
Crash Courses
Crash Courses
Closing Plenary
Big Bash*

*Requires additional registration fee

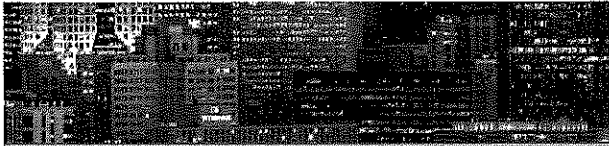
MAIN
STREET
Now
CONFERENCE

PITTSBURGH, PA
MAY 1-3, 2017



Start Over

MAP



Hotel & Room

VIEW ☒ Available rooms only

SORT BY

Room(s) available at this hotel



WYNDHAM GRAND PITTSBURGH D...

600 Commonwealth Place, Pittsburgh, PA 15222, UNITED STATES

Be exceptional. The Wyndham Grand Pittsburgh Downtown Hotel is located where Pit ...



Select your room and stay dates

☐ Available ☒ Selected

KING CITY VIEW

Max Guests: 3

Traditional room with 1 king bed, city view

USD 145.00
 Average nightly rate
 + Taxes & Fees

 Rooms: 1
 Guests: 1

 APR MAY
 S M T W
 30 1 2 3

SELECT



STANDARD DOUBLE

Max Guests: 5

Traditional room with 2 double beds. [More details](#)
USD 145.00
 Average nightly rate
 + Taxes & Fees

 Rooms: 1
 Guests: 1

 APR MAY
 S M T W
 30 1 2 3

SELECT

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Supported Browsers
 TW-01172017hf-prod aw#04a

12 6-2