

Denied

Continued

BACKGROUND CONTINUED

A public workshop to solicit ideas and comments on the proposed Eagle Gas Station conceptual design plan will be held on site at the Eagle Gas station 1395 Highway 395 on, Saturday, September 7th from 9:00 a.m. to 11:00 a.m. Three options will be presented (see attached options) for public review and comments.

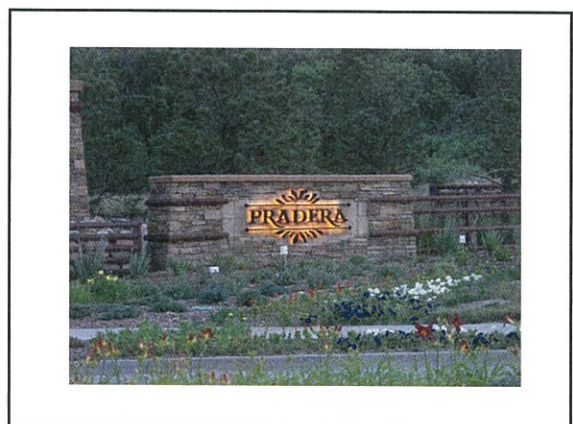
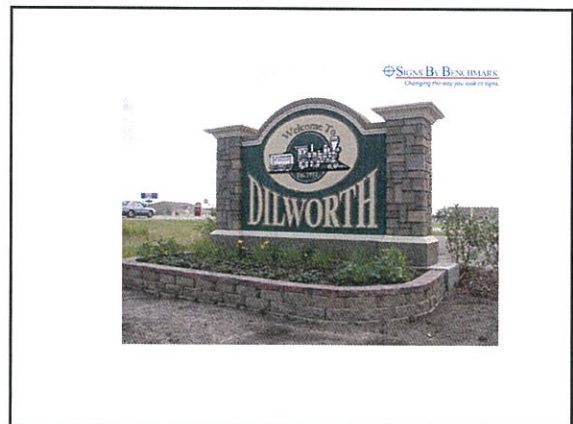
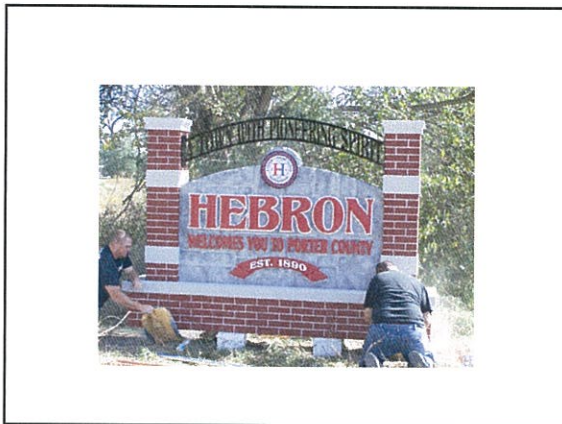
- The first option would develop the site only for off-street parking purposes.
- The second option would retain the existing office, two restrooms, and bays for a Main Street office, visitor center, and meeting room. Solar panels are depicted as well as an electric vehicle charging station.
- The third option removes all the structures for off-street parking but places more landscaping along Highway 395.

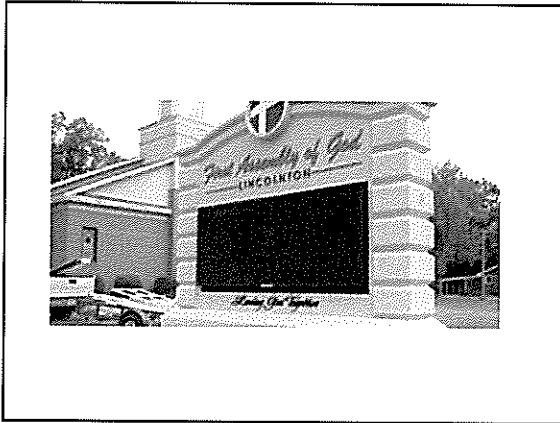
Each option contains a mix of on-site features that can be incorporated into the final plan design. Additional features could be added to the plan, like: low impact development which contains the smaller rain storm runoff from leaving the site; solar panels on the building to provide power for the newly improved facility; and a car charging station, if that is something we are looking at providing. Also, DART would be interested in placing a bus stop at this location to serve business down to Sharkey's Casino.

Staff hopes to walk away from the workshop with public input and direction as to a plan to save the building utilizing that space for a main street purpose or demo the building and provide only a parking lot. If the parking lot option is picked, do we design the parking lot for a single purpose use or provide a design that will easily incorporate into a future design where additional adjacent properties can be acquired.

Also, we would like to have a conceptual landscape rendering done for the workshop to show the landscaping concept which will add more interesting conversation. The valley vision had conversation pieces they prepared to discuss and spur conversation on a particular concept.

An updated work plan is also attached to this agenda item for your review.







(Updated July 26, 2013)

Work Plan – Eagle Gas Station - Downtown Gardnerville Gateway

Activity	Tasks Necessary to Complete Activity	Task Responsibility	Due Date	Comp. Date	Budget
Initial site cleanup	Remove the old light poles and fixtures	town staff	09/05/13	06/25/13	\$ 850.00
	remove the Vender cabentry or dispose of material			07/08/13	
	Beverage signs and window collages Eagle Gas Signs			06/25/13	
	Kerosine Tank				
	Garbage and barrels from aournd the back of the building			07/19/13	
	Remove bollards and back fill with dirt left on the site			06/12/13	
					\$ 850.00
Call Venders for Cigarette racks and Refer units	remove the Vender cabentry or discpos of material	town staff	9/5/2013		
sell the ice bag freezer	remove from building	town staff	9/5/2013		\$ (900.00)
Sell ice cream freezer	Remove old remaining icecream - remove unit from building	town staff	9/5/2013		\$ (500.00)
Remove remaining building contents	Haul away Trash salvage what we can sell and sell it.	town staff	9/5/2013		\$ (500.00)
Contract with State Approved agency for Brownsfield phase II report.	call and coordinate contract and extimated costs	tad	9/5/2013		
Apply for brownsfield funding for phase II			9/10/2013		\$ 1,500.00
receive the latest report from Krazan, hired by the bank	call and coordinate to recive a copy of the report.	tad	6/30/2013	6/20/1931	
Leak test underground tanks (4 ust) + 1 heating oil tank & pipes	All tests were positive, no leaks	tad		7/8/2013	\$ 1,500.00
Leak test underground transmission lines to dispencors from tanks	All tests were positive, no leaks	tad		7/22/2013	\$ 800.00
Enroll in Petroleum Fund for FY 2013 and FY 2014	Complete paperwork with NDEP and submit payment		8/30/2013		\$ 600.00
Determine if Phase II ESA required for additional sampling	This needs to be performed while removing the tanks from the ground	NDEP	10/1/2013		\$ 500.00
Apply for Phase II ESA (if necessary) and removal of tanks with Petroleum Fund		NDEP	10/1/2013		
Submit State Brownsfield Grant Application to remove waste oil tank	Complete Funding Application	Consultant	8/10/2013		\$ 500.00
Prepare contract with Brownfields approved firm to remove waste oil tank	Prepare contract if Brownfields Grant Approved by NDEP	tad	10/1/2013		
Main Street Gardnerville Board Meeting	Solicit input from Main Street Board	tad/Consultant	8/20/2013		
Prepare Building for Workshop (Turn on Water, Power, remove remaining items)		town staff	8/15/2013		\$ 250.00
Town Board Meeting	Provide Update to Town Board	tad / consultant	8/6/2013		
Town Board Meeting	Provide Update to Town Board	tad / consultant	9/4/2013		
Public Workshop at Eagle Gas Station	Prepare materials and publicity for Workshop	Consultant	9/7/2013		\$ 1,200.00
Discuss with the NDOT the proposed site plans and obtain feedback to the design	options on benefits to widening the curve at this location	tad	8/15/2013		
research the hydraulic lift for removal	see if state or if meusum has pictures of lifts	Town staff	8/15/2013		
Site Design and Site Layout and overall plan concept		Josh	8/6/2013	7/25/2013	
Prepare site plan alternatives for board review and comment		tad	8/6/2013	7/25/2013	
Provide public workshop to discuss project and proposed plans for site		tad/consultant	9/7/2013		\$ 250.00
Advertise and invite business to comment on project			8/9/2013		



(Updated July 26, 2013)

Work Plan – Eagle Gas Station - Downtown Gardnerville Gateway

Activity	Tasks Necessary to Complete Activity	Task Responsibility	Due Date	Comp. Date	Budget
Discuss with NDOT the proposed site plans and obtain feedback to the design			8/15/2013		
Final design and board approval to proceed with funding			9/4/2013		
Apply for federal Brownsfield funding for site reclamation			10/1/2013		
Apply for state park funding			10/1/2013		
Apply for Funding to install solar panels/charging station on site		Consultant	10/1/2013		
Apply for CDBG Funding - through the county		Consultant	12/1/2013		

\$ 6,050.00



<p style="writing-mode: vertical-rl; transform: rotate(180deg);">C-01</p>	(ISSUED 11/11) SHEET NO.	PART OF OVER ALL PLAN MAIN STREET GATEWAY GARDNERVILLE, NV		1487 Highway 395 R Gardnerville, NV 89410 P: 775.782.2134 F: 775.782.2135 www.gardnerville-nv.gov	SCALE: 1" = 10' DESIGN: JSP DRAWN: JSP CHECKED: JAD APPROVED: JAD DATE: 1/18/2013	REVISIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 70%;">DESCRIPTION</th> <th style="width: 10%;">DATE</th> <th style="width: 15%;">BY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	DESCRIPTION	DATE	BY												
	NO.	DESCRIPTION	DATE	BY																		
1.004190																						

8-7



C-02
SHEET NO.

KEEPING THE BUILDING
MAIN STREET GATEWAY
 GARDNERVILLE, NV


 1407 Highway 395 N
 Gardnerville, NV 89410
 P: 775.282.2134
 F: 775.282.2135
 www.gardnerville-nv.gov

SCALE: 1" = 10'
 DES. GN. JSP
 DRAWN: JSP
 CHECKED: TAO
 APPROVED: TAO
 DATE: 1/14/17

REVISIONS			
NO.	DESCRIPTION	DATE	BY

8-8



C-03
ON LAYOUT

DRAWING TITLE: **LANDSCAPE ALONG HWY 395**
 PROJECT: **MAIN STREET GATEWAY**
 LOCATION: **GARDNERVILLE, NV**


 1407 Highway 395 N
 Gardnerville, NV 89410
 P:775.782.2134
 F:775.782.2135
 www.gardnerville-nv.gov

SCALE: 1" = 10'
 DESIGN: JSP
 DRAWN: JSP
 CHECKED: TAD
 APPROVED: TAD
 DATE: 7/18/2013

REVISIONS			
NO.	DESCRIPTION	DATE	BY

8-9



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion to accept constructed improvements within the Virginia Ranch Specific plan area:
 - a. The Virginia Ranch Regional Detention Pond improvements located north of Grant Drive, south of Carrick Lane and consisting of a storm water lift station, landscaping and concrete walking path, APN: 1220-10-101-003, as previously dedicated to the Town of Gardnerville;
 - b. Maintain the constructed street improvements within the Carrick Lane right-of-way extending from Service Drive to Grant Drive containing curb, gutter, sidewalk and landscaping on the east side of Carrick Lane; with public comment prior to Board action.

2. **Recommended Motion:**
 - a) Recommend conditional approval as recommended in the staff report of the Virginia Ranch Regional Detention Pond Improvements including the landscaping, Storm water lift station, and concrete walkway, pergolas all constructed on APN:1220-10-101-003.
 - b) Recommend acceptance of maintenance of the Carrick Lane improvements consisting of curb gutter and sidewalk, pavement and landscaping improvements within the previously dedicated right of way.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

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

5. **Agenda:** Consent Administrative

Background Information: At the February 2013 board meeting the town board accepted the dedication of the regional detention basin and all its appurtenances. This item tonight is accepting the constructed items for maintenance which will begin the contractors one (1) year warranty. The Constructed items include: public storm drain inlets, Storm Water Lift Station, pergola, walkways landscaping lawn area and pavement improvements.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion and provide direction to staff to proceed with:
1. an employee search to fill the existing Engineering Tech position; 2. modify the town budget to allow for an Engineer One or Two position; or 3. hire a consultant firm to perform the design town projects and applications for project review; with public comment prior to Board action. (approx. 20 minutes)

2. **Recommended Motion:** per the discussion of the board.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** July 2, 2013 **Time Requested:** 20 minutes

5. **Agenda:** Consent Administrative

Background Information: The Engineer Tech Position is now an open funded position. HR asked that the Engineering Tech not perform a review plans because it was not in his job description.

So at this point we can change the budget to hire an engineer I or II, contract out the plan review services, or advertise the engineer tech position. I have asked the other entities the annual costs for services they have to pay for to compare. That information is not included in the packet. I hope to provide this information at the meeting. The information I did obtain was the hourly rate range.

I hope to have a discussion with the board as to if you are open to hire an engineer I or II to take on more of the design, engineering and GIS related tasks of the town; or hire a consultant for now until we have some major projects to design.

6. **Other Agency Review of Action:** Douglas County N/A
Douglas County will have to review the budget Augmentation

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Engineering Cost Comparison

	Min Hrly	Min Annual	Max Hrly	Max Annual	min	max	Difference
Engineering Tech	\$ 19.99	\$ 41,579.20	\$ 27.18	\$ 56,534.40	(\$10,358.40)	(\$14,060.80)	
Civil Engineer 1	\$ 24.97	\$ 51,937.60	\$ 33.94	\$ 70,595.20	(\$9,817.60)	(\$13,332.80)	
Civil Engineer II	\$ 29.69	\$ 61,755.20	\$ 40.35	\$ 83,928.00	(\$6,385.60)	(\$8,715.20)	
Civil Engineer III	\$ 32.76	\$ 68,140.80	\$ 44.54	\$ 92,643.20	(\$1,726.40)	(\$2,308.80)	
Senior Engineer	\$ 33.59	\$ 69,867.20	\$ 45.65	\$ 94,952.00			
Contract services.	\$ 120.00 per hour		\$ 180.00 per hour				
	350 hour to Eng. Tech		314 hour to Eng. Tech				26-30 hrs / month
	432 Hours to Eng. I		392 Hours to Eng. I				32-36 hrs / month
	515 Hours to Eng II		466 Hours to Eng II				38-43 hrs / month
	570 Hours to Eng III		514 Hours to Eng III				42-47 hrs / month
GRID pays Lumos	\$2,000 month for general services.		Any project is additional				

Engineering tech: Can not review plans.
 Drafts plans for town projects.
 GIS experice

Engineer I Can review plans
 Drafts plans for Town projects
 GIS
 Not Licenced but could be.

Engineer II Licenced Civil Engineer
 Can review plans
 Drafts plans for Town projects
 GIS



JOB DESCRIPTION

JOB TITLE: Engineering Technician ✕

JOB CODE: 2030

DEPARTMENT: Community Development/Engineering

FLSA STATUS: Non-Exempt

REPORTS TO: County Engineer

SUMMARY OF JOB PURPOSE

Performs the full range of moderately complex tasks of drafting, surveying, and field testing for county roads and capital improvement projects; makes engineering computations, layouts and lettering, and prepares engineering drawings, maps and charts; provides technical/engineering support to the general public and County employees on a daily basis.

ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or county employees in person, by telephone and/or e-mail answering inquiries related to department services, development and permit questions, and site development issues; may be required to act as Engineer on Duty; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department for resolution;.
2. Serves as a Party Chief on a field survey crew measuring distance using surveyor's chain and plumb bob, level and theodolite; sets appropriate markers including stakes, hubs and lathe at designated points with the required information on the markers indicating the types of points set; uses a level rod to give sights to obtain elevations of points for profiles, and to measure distance and elevations.
3. Assists a professional engineer with design of construction projects including streets, storm drains, water and sewer lines and other county engineering projects; prepares graphic aids, correspondence, and other reports; keeps daily log books for projects; prepares visual aids for public presentations; reviews and assists engineering staff in preparing utility connection permits, encroachment permits, and site improvement permits.
4. Estimates time, quantity and cost of construction projects including streets, storm drains, traffic control devices and other county engineering projects; confers with and assists the public, utility company and private contractors, responding to inquiries on various projects during the planning, design and construction phases.
5. Prepares preliminary and final construction drawings/designs for storm drains, water, sewer, right-of-way and other utility improvements using field notes, data files, maps, drawings, plotting profiles, and cross sections; performs design drafting by utilizing CAD (Computer Aided Design).
6. Performs field investigations and collects field data including traffic counts. May also perform field inspections of construction projects, encroachment permits, and commercial buildings.
7. Maintains mylars in an up-to-status reflecting lot splits, subdivisions and road locations; maintains and updates computer database regarding all permits and project submittals; prepares files for all site improvement permits and design reviews.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Engineering Technician

8. Takes a multiple number of reduced copies of development maps and transfers the development data to right-of-way maps reflecting right-of-way width and locations of right-of-way;
9. Performs a variety of other clerical duties including data entry, copying and assembling materials, answering phones, faxing documents, collecting and recording monies, preparing reports, and other related tasks; may be responsible for training other department employees on the use of department-related equipment and software.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and two (2) years experience in a technical engineering field including field inspection of construction techniques and materials, supplemented by courses in algebra, geometry, trigonometry and computer-aided drafting, mechanical drawing, or other related office work; Associate's Degree in an engineering-related field preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations; write reports and business correspondence; effectively present information and respond to questions from groups, contractors and employees of the County.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic engineering and drafting equipment, tools and instruments, and standard surveying practices and note taking; engineering mathematics, surveying, engineering principles, and survey mathematical and other general civil engineering information; methods, materials and equipment used in community development facilities construction.

Ability to perform complex drafting, compute or otherwise process engineering data using specified formulas and procedures; read and interpret graphic data, blueprints, engineering plans and construction specifications and maps; extract engineering data from various sources; develop and prepare engineering and related reports; estimate quantities, costs and other requirements of standard engineering projects; explain standard departmental policy and procedures to contractors and the general public; make complex engineering computations and reduce, interpret and apply field notes in performance of drafting duties.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Engineering Technician

Proficiency in drafting techniques including the use of C. A. D. software, an intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including scanning equipment and programs, telephones, calculators, copiers, FAX machines, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record within 30 days of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

JOB TITLE: Civil Engineer I

JOB CODE: 1560

DEPARTMENT: Community Development/Engineering

FLSA STATUS: Non-Exempt

REPORTS TO: County Engineer/Civil Engineer Senior, III, or II

SUMMARY OF JOB PURPOSE

Under general supervision of a professional engineer, performs the full range of tasks including design, drafting, technical engineering support, and fieldwork. The employee reports to the County Engineer, but may also receive program direction from a Professional Civil Engineer

ESSENTIAL FUNCTIONS

1. Assists professional engineers in performing the more difficult civil engineering assignments, including assistance with resolution of design and construction problems, design review, regulatory compliance, and mentoring of technical support staff.
2. Under the direction of a registered professional engineer, assists with the preparation of preliminary and final designs for roadway, drainage, erosion control, water, wastewater, solid waste, recycling, and other infrastructure projects.
3. Under the direction of a registered professional engineer, prepares construction drawings, specifications, contract documents, and construction cost estimates.
4. Reviews land development projects, including construction plans and specifications associated with subdivision maps and building permits. Ensures compliance with applicable federal, state and local standards, ordinances, codes, policies, and design criteria. Coordinates review with outside consultants, unincorporated towns, general improvement districts, public or private sewer and water districts, state and federal agencies, local builders, and land owners.
5. Performs field inspections and construction management. Performs walk through inspections with contractor, prepares correction punch lists, and performs final inspection on capitol construction projects.
6. Processes land acquisitions, annexations, and abandonment of public lands.
7. Fosters teamwork and cooperation with other divisions, departments, agencies, and stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Civil Engineering, or other closely related field; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer I

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

JOB TITLE: Civil Engineer II

JOB CODE: 1570

DEPARTMENT: Community Development/Engineering

FLSA STATUS: Exempt

REPORTS TO: County Engineer/Civil Engineer Senior, or III

SUMMARY OF JOB PURPOSE

This position performs professional, civil engineering work under the direction of a senior or county Engineer. Duties generally include implementation of capital improvement projects, the review and administration of development applications, and the performance of other engineering assignments. A Civil Engineer II is expected to perform moderately complex engineering assignments requiring the use of professional judgment and initiative in developing alternatives and feasible solutions to problems.

ESSENTIAL FUNCTIONS

1. Develops and implements capital improvement projects including Regional Transportation, Erosion Control/Water Quality, Flood Control and Drainage, Water, Wastewater, and Solid Waste/Recycling.
2. Performs the more difficult professional engineering assignments including preparation of capital improvements plans and preliminary and final designs for roadway, drainage, grading, water, wastewater, and solid waste/recycling projects using modern technologies and good engineering practice. Conducts economic, life cycle, and sensitivity analysis of alternatives and designs.
3. Conducts engineering studies, performs engineering analysis, evaluates alternatives, makes recommendations, prepares reports, and makes presentations; prepares and assembles complete construction plans, specifications, contract documents; prepares detailed construction cost estimates.
4. Provides project management services; prepares detailed scope of services/work, develops and monitors schedules and budgets, and monitors performance of subordinate staff and consultants; establishes priorities and adjusts schedules to meet priorities established by County Engineer in consideration of current departmental goals, objectives, priorities, and workload.
5. Performs bid phase services including pre-bid conference, interpretation of plans and specifications, preparation of addenda, analysis of bids, and recommendation of award; interprets and updates local codes, policies and procedures, design and submittal criteria, and applicable standards; coordinates and obtains easements and agency permits; prepares applications and necessary exhibits.
6. Ensures local, state, and Federal regulatory compliance at program and project levels; stays abreast of proposed and current regulations; prepares informational updates to supervisors, commissions, and boards.
7. Coordinates construction phase services including construction administration, testing, and inspection; prepares and administers construction phase documents including progress payments, field changes, and change orders; coordinates inspections and testing and ensures compliance with plans, specifications, and contract documents; provides interpretations as required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer II

8. Assists subordinate staff in performance of all tasks needed to complete the workload including training, analysis and resolution of design and construction related problems, interpretation and application of general policies and procedures, county code and regulations, design criteria and applicable standards.
9. Implements development application review program including review of development plans, construction plans and specifications, prepares conditions of approval and makes presentations to boards, commissions, and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders; prepares detailed studies and reports as requested by the County Engineer.
10. Responds to and resolves citizen inquires and complaints; conducts detailed investigations to determine problem, responsibilities, and feasible solutions; prepares correspondence and coordinates with interested parties; fosters teamwork and corporation with other divisions, departments, agencies, and stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Civil Engineering, or other related engineering field, and four (4) years experience in engineering work; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, employees, vendors, and/or boards of commissioners.

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory; work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer II

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the application of civil engineering principles and practices to the planning, design, construction, operations, and maintenance of the County's infrastructure and capital improvements including transportation, drainage, water, wastewater, erosion control, solid waste/recycling, and building systems; methodologies and procedures for performing complex mathematical preliminary and final engineering design calculations and analysis, development and production of complete preliminary and final technical reports and studies, plans, cost estimates, specifications, and other work products; application of local, state, and federal codes, ordinances, regulations, policies, and guidelines to ensure compliance of County's infrastructure and public works systems and improvements.

Able to originate, prepare, check, and supervise preparation of design computations and calculations, project designs, details, drawings, plans, reports, studies, cost estimates, specifications, related technical writing, and correspondence with minimum supervision; communicate technical and procedural information to engineers, other professionals, consultants, contractors, County staff, general public, boards, commissions and committees, agencies, and other stakeholders; plan, organize, staff, lead, and control self, subordinate staff and project teams for completion of assignments in accordance with approved scope of work, schedules, and budgets; conduct research, compile technical data and prepare complete staff work; interpret plans, details, specifications, and other written and graphical technical communication forms; utilize computer software programs to prepare designs, plans, details, exhibits, graphics, reports, and related correspondence integral to the completion of assignments and production of finished products; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License, with acceptable driving record; Professional Engineering License is required within ten (10) months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer II

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

JOB TITLE: Civil Engineer III

JOB CODE: 1540

DEPARTMENT: Community Development - Engineering

FLSA STATUS: Exempt

REPORTS TO: County Engineer/Civil Engineer Senior

SUMMARY OF JOB PURPOSE

This position performs complex professional civil engineering work independently and may supervise the work of graduate civil engineers, and technical and clerical staff in the development and implementation of capital improvement projects, the review and administration of development applications, and the performance of other engineering assignments. A Civil Engineer III is expected to perform complex engineering assignments requiring the use of professional judgment and initiative in developing alternatives and feasible solutions to problems, to interpret general policies, and to plan, organize, assign, lead, and control the work of technical staff

ESSENTIAL FUNCTIONS

1. Develops and implements capital improvement projects including Regional Transportation, Erosion Control/Water Quality, Flood Control and Drainage, Water, Wastewater, and Solid Waste/Recycling.
2. Performs the more difficult professional engineering assignments including preparation of capital improvements plans and preliminary and final designs for roadway, drainage, grading, water, wastewater, and solid waste/recycling projects using modern technologies and good engineering practice. Conducts economic, life cycle, and sensitivity analysis of alternatives and designs.
3. Prepares and assembles complete construction plans, specifications, and contract documents; prepares detailed construction cost estimates; implements development plans, construction plans and specifications; prepares reports and makes presentations to boards, commissions and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders.
4. Provides project management services; prepares detailed scope of services/work, develops and monitors schedules and budgets, and monitors performance of subordinate staff and consultants; establishes priorities and adjusts schedules to meet priorities established by County Engineer in consideration of current departmental goals, objectives, priorities, and workload.
5. Performs bid phase services including pre-bid conference, interpretation of plans and specifications, preparation of addenda, analysis of bids, and recommendation of award; interprets and updates local codes, policies and procedures, design and submittal criteria, and applicable standards; coordinates and obtains easements and agency permits; prepares applications and necessary exhibits.
6. Coordinates formal selection of consultants, when required, for master planning, design of capital improvement projects, inspection, testing, surveying, or where other special technical expertise or experience is needed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer III

7. Coordinates consultant services by other disciplines including architects, surveyors, testing labs, geotechnical engineers and geologists, surveyors and photogrammetrists, attorneys, and plant, animal, and aquatic resource specialists.
8. Ensures local, state, and federal regulatory compliance at program and project levels; stays abreast of proposed and current regulations; prepares informational updates to supervisors, commissions, and boards.
9. Coordinates construction phase services including construction administration, testing, and inspection; prepares and administers construction phase documents including progress payments, field changes, and change orders; coordinates inspections and testing and ensures compliance with plans, specifications, and contract documents; provides interpretations as required.
10. Assists subordinate staff in performance of all tasks needed to complete the workload including training, analysis and resolution of design and construction related problems, interpretation and application of general policies and procedures, county code and regulations, design criteria and applicable standards.
11. Implements development application review program including review of development plans, construction plans and specifications, prepares reports and makes presentations to boards, commissions, and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders; prepares detailed studies and reports as requested by the County Engineer.
12. Responds to and resolves citizen inquires and complaints; conducts detailed investigations to determine problem, responsibilities, and feasible solutions; prepares correspondence and coordinates with interested parties; fosters teamwork and corporation with other divisions, departments, agencies, and stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Civil Engineering, or other related engineering field, and six (6) years experience in engineering work; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, employees, vendors, and/or boards of commissioners.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer III

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory; work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the application of civil engineering principles and practices to the planning, design, construction, operations, and maintenance of the County's infrastructure and capital improvements including transportation, drainage, water, wastewater, erosion control, solid waste/recycling, and building systems; methodologies and procedures for performing complex mathematical preliminary and final engineering design calculations and analysis, development and production of complete preliminary and final technical reports and studies, plans, cost estimates, specifications, and other work products; application of local, state, and federal codes, ordinances, regulations, policies, and guidelines to ensure compliance of County's infrastructure and public works systems and improvements.

Able to originate, prepare, check, and supervise preparation of design computations and calculations, project designs, details, drawings, plans, reports, studies, cost estimates, specifications, related technical writing, and correspondence with minimum supervision; communicate technical and procedural information to engineers, other professionals, consultants, contractors, County staff, general public, boards, commissions and committees, agencies, and other stakeholders; plan, organize, staff, lead, and control self, subordinate staff and project teams for completion of assignments in accordance with approved scope of work, schedules, and budgets; conduct research, compile technical data and prepare complete staff work; interpret plans, details, specifications, and other written and graphical technical communication forms; utilize computer software programs to prepare designs, plans, details, exhibits, graphics, reports, and related correspondence integral to the completion of assignments and production of finished products; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Professional Engineer License, issued by the State of Nevada, or the ability to obtain same within ten (10) months from the date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Civil Engineer III

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is regularly required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed at construction sites in outside environments with exposure to inclement weather, and in an office environment where the physical demands require sitting for extended periods of time; often works around dust, asphalt and concrete; may be exposed to frequent bending, kneeling and lifting; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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JOB DESCRIPTION

JOB TITLE: Civil Engineer - Senior

JOB CODE: 1550

DEPARTMENT: Community Development/Engineering

FLSA STATUS: Exempt

REPORTS TO: County Engineer

SUMMARY OF JOB PURPOSE

Plans, supervises, reviews and evaluates the work of professional and technical civil engineering employees performing the design, construction or maintenance of roadways, bridges, and other capital improvement projects; performs professional level engineering review for difficult, complex and/or sensitive plan review and/or inspection requiring considerable engineering knowledge and use of independent judgment.

ESSENTIAL FUNCTIONS

1. Develops and implements capital improvement projects including regional transportation, erosion control/water quality, flood control and drainage, water, wastewater, and solid waste/recycling; conducts engineering studies, performs engineering analysis, evaluates alternatives, makes recommendations, prepares reports, and makes presentations.
2. Performs the more difficult professional engineering assignments including preparation of capital improvement plans and preliminary and final designs for roadway, drainage, grading, water, wastewater, and solid waste/recycling projects using modern technologies and good engineering practice; conducts economic, life cycle, and sensitivity analysis of alternatives and designs.
3. Prepares and assembles complete construction plans, specifications, and contract documents; prepares detailed construction cost estimates; implements development plans, construction plans and specifications; prepares reports and makes presentations to boards, commissions and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders.
4. Provides project management services; prepares detailed scope of services/work, develops and monitors schedules and budgets, and monitors performance of consultants; calculates cost and determines feasibility of project based on analysis of collected data; establishes priorities and adjusts schedules to meet priorities established by the County Engineer in consideration of current departmental goals, objectives, priorities, and workload.
5. Performs bid phase services including pre-bid conference, interpretation of plans and specifications, preparation of addenda, analysis of bids, and recommendation of award; interprets and updates local codes, policies and procedures, design and submittal criteria, and applicable standards.
6. Coordinates formal selection of consultants, when required, for master planning, design of capital improvement projects, inspection, testing, surveying, or where other special technical expertise or experience is needed; coordinates consultant services by other disciplines including architects, surveyors, testing labs, geotechnical engineers and geologists, surveyors and photogrammetrists, attorneys, and plant, animal and aquatic resource specialists.

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JOB DESCRIPTION

Civil Engineer - Senior

7. Coordinates and obtains easements and agency permits; prepares applications and necessary exhibits; ensures local, state, and Federal regulatory compliance at program and project levels; stays abreast of proposed and current regulations; prepares informational updates to supervisors, commissions, and boards.
8. Coordinates construction phase services including construction administration, testing, and inspection; prepares and administers construction phase documents including progress payments, field changes, and change orders; coordinates inspections and testing and ensures compliance with plans, specifications, and contract documents; provides interpretations as required.
9. Supervises and directs the daily activities of civil engineering staff; prioritizes and reviews the work to assure the work quality and the timely accomplishment of assigned duties and responsibilities; counsels employees concerning performance improvements/development; assists with the hiring, promoting of staff, and preparing of performance evaluations.
10. Trains and mentors subordinate staff in performance of all tasks needed to complete the workload including training, analysis and resolution of design and construction related problems, interpretation and application of general policies and procedures, county code and regulations, design criteria and applicable standards.
11. Implements development application review program including review of development plans, construction plans and specifications, prepares reports and makes presentations to boards, commissions, and committees. Coordinates with outside consultants, towns, agencies, development community, and other stakeholders; prepares detailed studies and reports as requested by County Engineer.
12. Responds to and resolves citizen inquiries and complaints; conducts detailed investigations to determine problems, responsibilities, and feasible solutions; prepares correspondence and coordinates with interested parties; fosters teamwork and corporation with other divisions, departments, agencies, and stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Civil Engineering, or other closely related field, and five (5) years of professional civil engineering experience with at least two (2) of those years in a supervisory capacity; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities. Master's Degree in Civil Engineering is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches and articles using original or innovative techniques or style; make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of commissioners.

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JOB DESCRIPTION

Civil Engineer - Senior

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory; work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the application of civil engineering principles and practices to the planning, design, construction, operations, and maintenance of the County's infrastructure and capital improvements including transportation, drainage, water, wastewater, erosion control, solid waste/recycling, and building systems; methodologies and procedures for performing complex mathematical preliminary and final engineering design calculations and analysis, development and production of complete preliminary and final technical reports and studies, plans, cost estimates, specifications, and other work products; application of local, state, and Federal codes, ordinances, regulations, policies, and guidelines to ensure compliance of the County's infrastructure and public works systems and improvements.

Must also be able to originate, prepare, check, and supervise preparation of design computations and calculations, project designs, details, drawings, plans, reports, studies, cost estimates, specifications, related technical writing, and correspondence with minimum supervision; communicate technical and procedural information to engineers, other professionals, consultants, contractors, County staff, the general public, boards, commissions and committees, agencies, and other stakeholders; plan, organize, staff, lead, and control self, subordinate staff and project teams for completion of assignments in accordance with approved scope of work, schedules, and budgets; conduct research, compile technical data and prepare complete staff work; interpret plans, details, specifications, and other written and graphical technical communication forms; utilize specialized computer software programs to prepare designs, plans, details, exhibits, graphics, reports, and related correspondence integral to the completion of assignments and production of finished products; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Professional Engineer License, issued by the State of Nevada, or the ability to obtain same within ten (10) months from the date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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JOB DESCRIPTION

Civil Engineer - Senior

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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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 July 2013. (approximately 5 minutes)

Funds Available: Yes N/A

2. Department: Main Street Program

Prepared by: Paula Lochridge

3. Meeting Date: August 6, 2013 Time Requested: 5 minutes

4. Agenda: Consent Administrative

5. Background Information: See attached

6. Other Agency Review of Action: N/A

7. Board Action:

Approved

Denied

Approved with Modifications

Continued



Main Street Gardnerville Program Manager's Report for July Activities Gardnerville Town Board Meeting, August 6, 2013

- Main Street Gardnerville was recognized by the families of two long time community members that have recently passed, Worth Borda & Andy Costa:
 - Worth Borda obituary stated that the Main Street Gardnerville Flower Basket program be considered, in lieu of people sending the family flowers. 14 baskets have been sponsored thanks to these donations to honor Worth. (We have 2 baskets left without sponsorships for this season.)
 - Bench dedication planned for the Andy Costa Bench, which was made possible through the donations of family and friends, on Saturday at 10 am. Information is in your packet.
- Our July wine walk was successful with nearly 350 people joining us (which is about average for the month of July) and approximately 111 of those were new to the event.
- Review of the July 4th event, Freedom 5K Fun Run/Walk & Yankee Doodle Chalk Artfest:
 - Estimated around 125-150 total attendance with 21 registered runners (2 that registered did not run) and Lions Club reported serving 99 breakfasts.
 - Those vendors and partners involved in this year's event are interested in participating again next year if it continues.
 - There was difficulty in securing enough volunteers for a holiday event such as this. (*Typically, it's hard to get volunteers during the summer months, especially on holidays.*)
 - Will share the review and information with our Promo Committee on August 7th and with the Main Street Board at our next meeting on August 20, 2013.
 - Awaiting final report for expenses/revenue.

New Members within the past month:

Businesses:

1. Nevada Unique Store (1378 Hwy 395)
2. U Rock Salon (1524 Hwy 395, Suite #4)
3. Unique Boutique (1528 Hwy 395)
4. Beautiful By Design (1524 Hwy 395, Suite #2)
5. Karissa Martindale-Manicurist (1524 Hwy 395, Suite #3)
6. Millennium Medical Spa (1524 Hwy 395, Suite #3)
7. Breath Body Works-Massage Therapy (1524 Hwy 395, Suite #2)
8. Vintage Hair & Skin Care (1478 Hwy 395)
9. Dreamweaver Bodywork
10. Polka Dots

Individuals:

11. Gary Dreiske/Gardnerville

Upcoming events and dates:

- Monthly Morning Coffee Meetings Tuesday, August 6th at 8:30 am.
- Thirsty Third Thursday Wine Walk on August 15th
- Movies in the Park, August 9th
- Old Town Days, September 14th & 15th
- Fall Harvest Celebration, Heritage Park Gardens on October 5th
- Cash Mobs will resume in October, Saturday, October 5th

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

Paula Lochridge

Paula Lochridge,
Program Manager
Main Street Gardnerville

Obituary: Worth Marie Borda

March 11, 1925 - June 27, 2013



Carson Valley resident, Worth Borda, daughter of Charles and Eleanor Gilbert, and the widow of Pete Borda, passed away peacefully June 27, 2013. She moved to the Carson Valley as a junior in high school where she met the love of her life, Pete. Worth made the Valley her proud home. She was an active member of the Fortnightly Club, taught Red Cross swimming lessons and entertained parade watchers during the Carson Valley Days' parade, portraying unusual characters with a life long friend, Rhoda Chichester. Being an avid golfer herself, she also helped develop a women's golf club at the Carson Valley Golf Course.

Worth's world was all about family. Her brother, Harold Gilbert, who is survived by his sons, Mike and Paul, preceded her in death. She leaves behind two sisters, Joyce Neddenriep and Jeanne Peelle; three children, Joyce Gavin (John), Angie Page (Jim), and Ted Borda (Diana); eight grandchildren, Alicia, Tedra, Joe, Dustan, Pete, John, Daniel and Anna; and four great-grandchildren, Brooke, Hudson, Roman and Madalynn. The family acknowledges tremendous effort from her wonderful caregiver, Marilyn.

A memorial service will be held Friday, July 12th at 1 p.m. at St. Gall's Catholic Church, 1343 Centerville Lane, Gardnerville. **In lieu of flowers, please consider donating towards a basket of flowers for Main Street Gardnerville.** Make donations payable to "Worth Borda Memorial Basket", 1407 Main Street, Hwy 395, Gardnerville, Nevada 89410.

In Memory of Andrew “Andy” Costa

On Saturday, August 3rd at 10:00am, please join the family of Andrew "Andy" Costa to dedicate a bench that has been placed in his honor, in front of the Gardnerville Museum, facing Highway 395. Andy passed away on December 11, 2012.

In lieu of flowers, family and friends gave contributions towards a bench and two large trees for the Children's Garden at Heritage Park.

After his retirement, Andy joined friends at Sharkey's every morning for conversation and laughter. Good friends memorialized his favorite place at the counter with a name plate you can see today.

The Costa family extends a special 'Thanks' to everyone that made this happen!

Sidewalk Gallery re-opens

July 23, 2013 · by [carsonvalleytimes](#) · in [Business](#), [COMMUNITY](#), [Gardnerville](#), [PHOTOS](#) ·

Paula Lochridge, Main Street Gardnerville

Main Street Gardnerville has updated its “Sidewalk Gallery” with photography art work from several Douglas High School students.

(Photos by Paula Lochridge)



The photos have been mounted by volunteers on the boarded up windows of the old, vacant building at the corner of Eddy Street and Highway 395 in Gardnerville.

A special reception will be held during the September Thirsty Third Thursday Wine Walk, Sept. 19, when the students will be on hand to talk about their work and possibly sell their pictures.

Photography was provided by the following students from K.C. Brennan’s

photography classes: Olivia Abbott, Taylor Arthur, Ashley Benally, Morgan Crimm, Daija Curey, Shelby Ence, Kelsey Endter, Kelsey Fraser, Alexandra Hamblin, Savannah Lowther, Cecilia Morton, Alyssa Rickard, Carmen Shaw, Lisa Swab and Colton Witt.

The hopes of this project are two-fold, to showcase the exceptional talent of our local students and to provide a vacant building with a purpose.

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

(Before photos)



11-6



Sowing seeds of Community

July 22, 2013 · by [carsonvalleytimes](#) · in [COMMUNITY](#), [Gardnerville](#).



The public gardening beds at Heritage Park Gardens.

The first seeds of the Heritage Park Gardens were planted during World War II, when a young Carol Sandmeier would go out to her mother's Victory Garden to pick berries.

"That was my first contact with gardening," Sandmeier said. "My mother had a Victory Garden and she'd send me out for boysenberries or whatever it was. I got to watch her plant and work the garden and that was when my love of gardening was really born.

"It just seemed a natural thing to do. That has stuck with me my whole life, and I've

always believed we have to show our kids how to do that."

Fast-forward to several years ago, when the Town of Gardnerville was looking for a place to put a pair of large pine trees that had been growing in the median of Gilman Avenue running through Heritage Park.

Sandmeier, who serves on the Main Street Gardnerville board and on its design committee, had an idea.

The lot behind Heritage Park and just to the south of the High



The two trees that got the ball rolling for Heritage Park Gardens.

School Street Apartments had gone largely unused, and unkempt, for many years.

"Those trees were blocking vision for drivers when it came to pedestrians trying to cross the street there, so I said why don't we just put them back there and start a garden," Sandmeier said. "I loved to garden and it just seemed like a logical place to extend what Heritage Park already offered."

With that, a community public garden, similar in nature to the public Victory gardens Sandmeier had grown up knowing, started to take shape.



The Town of Gardnerville granted the committee use for the land and the Heritage Park Gardens were officially born last year.

“We got a committee together, and as I talked to Steve Lewis with the Cooperative Extension and Wendy Hanson of Master Gardeners, they both said every garden needs a champion or it won’t work,” Sandmeier said. “We wound up with a whole committee of champions. Everyone just pitches in so much.

“Many of them don’t have their own garden here. They just

love creating for their community.”



The Heritage Park Gardens master plan.



A labyrinth is taking shape near the entrance of Heritage Park Gardens.

Midway through its second season, the community gardens boast 20 beds, a large flower corner and a wall of sunflowers – along with those two original pine trees.

Outside of the rabbit fencing, though a grander plan is just beginning to develop.

A grant from the Nevada Commission on Tourism provided the funding for what will be a labyrinth walking path near the gardens’ main entrance.

“When it is all done, this could be a big tourism draw,” said Main Street Gardnerville executive director Paula Lochridge. “It’ll be a wonderful addition to what Gardnerville has to offer. Thanks to the support of the town, it’s become a way to extend

the beauty of Heritage Park.

“So much work has been put into it already. The volunteers have put in hours and hours. We’re just amazed about how it is beginning to look.”

The garden committee is targeting early October for the completion of the labyrinth, which will include a three-foot plating berm around the entire circumference. The goal is to have it done before the community gardens Harvest Festival, set for Oct. 5.

Behind the labyrinth will eventually sit the big project for next year – a children’s garden with small planting beds, a large demonstration platform, an alphabet garden (a plant beginning with each letter of the alphabet in order) and picnic tables for parents to wait during lessons.

“It’ll be a learning space as well as a growing space,” Sandmeier said. “We’re planning it so it will be set up as their own area. We’re talking about some sort of afternoon day camps and workshops. My hope is to instill that love of gardening in the children of the community.”

Eventually, a 14-foot-wide pathway will encircle the entire property and link up with the Martin Slough trail system that will also eventually connect to the broader Valley trail systems.

“The goal is to bring people into the gardens, into the park and into the town on their walks,” Sandmeier said.

Three wetland areas are outlined within the gardens’ master plan, with plans for ponds and walking bridges to be added in the future.

In the spirit of community gardening, a pair of local boys scouts are working one large gardening bed this year with the entire harvest being donated to the Carson Valley Community Food Closet.

“They both live in Chichester and ride their bikes over to tend to their garden,” Sandmeier said. “And come tomato and zucchini time, everyone always ends up with too much, so we send that over to the food closet as well.”

Sandmeier said the project has been boosted by donations of materials, labor and services from throughout the community.

“People will drive by, see us working out here and ask what we are doing,” she said. “We have gained a lot of volunteers that way.”

The community gardens have regularly scheduled work days twice a month, with anyone welcome to come out and help.

While it is too late to obtain a gardening bed for this year, Sandmeier said it’s never too early to get on the waiting list for next year. She said the site has the capability to expand the community garden area for next year (Small beds are a once-a-year cost of \$30 to cover setup and insurance; large beds run \$70).

The Harvest Festival on Oct. 5 will be the next major event.

For more information on the Heritage Park Gardens, or to get involved volunteering, contact Paula Lochridge at plochridge@mainstreetgardnerville.org or 775-782-8027 or Sandmeier at cjsandmeier@aol.com.

You can also visit www.mainstreetgardnerville.org.



The children’s garden planted this year during the Heritage Park Gardens open house and plant sale in June.



Valley Views

Offering a view of the valley every week. Tell us what's going on, in and around the area by sending us your notes and photos about events and people. Email submissions to editor@recordcourier.com or post them online to our Facebook page.

2 | Sunday, July 14, 2013 | The Record-Courier

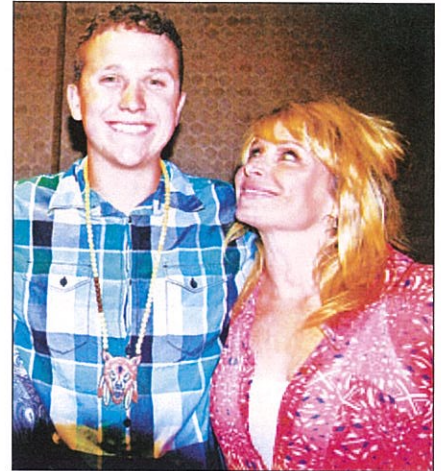
FOURTH RUN



SPECIAL TO THE RC

Gardnerville and Main Street Gardnerville Fun Run on July 4, had 21 who ran. There was a bounce house and quite a few kids who drew pictures for the chalk art.

DEMO SCHOLAR



Douglas County Democratic Women scholarship recipient Douglas High student Ben Cochran and his mother Kara Hayes. Since chartering in 2004, the club has awarded \$20,000 in scholarships.

EAGLE PROJECT



Boy Scouts cleaned up the old Hellwinkel barn in Gardnerville as part of an Eagle Scout project. Pictures are Ray Young, Lincoln Young, and Daniel and Chris Gourlay. Not pictured are Sean Heeran, Jenny, Lisa and Mary Gourlay, Jordan and Dave Price.

COUNTY AWARDS

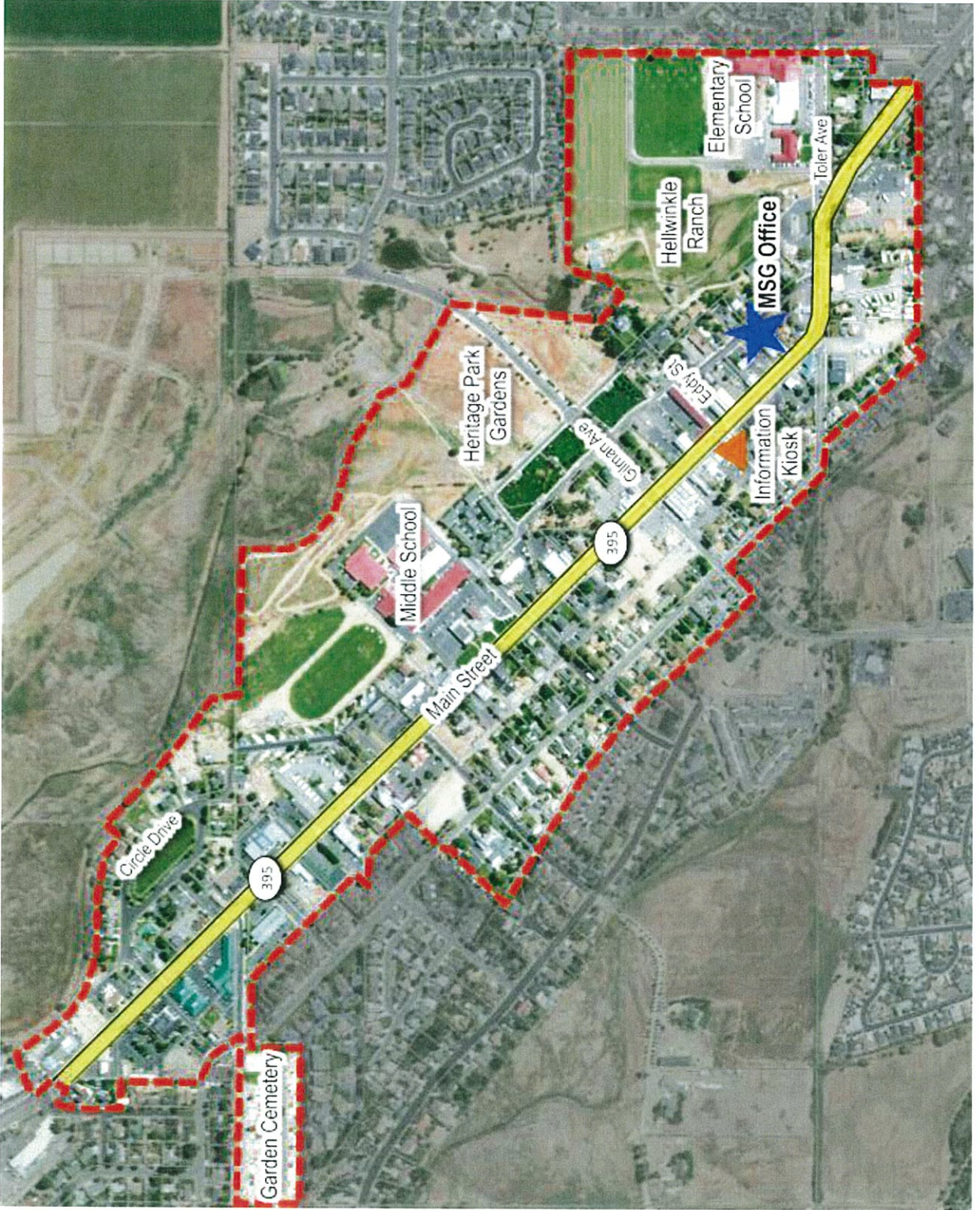


Retiring Parks & Recreation Discovery Center preschool director "Miss" Cindy Webb was honored for her 25 years of service. Pictured are Recreation Director Brian FitzGerald, Webb, County Commissioner Doug Johnson, Commission Chairman Greg Lynn and Community Services Director Scott Morgan.



District Attorney's Office clerk Connie Wenner was honored for 25 years of service. Pictured are District Attorney Mark Jackson, Wenner, Johnson and Lynn.

MAIN STREET DISTRICT





Gardnerville Town Board

AGENDA ACTION SHEET

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

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

 3. **Department:** Administration

Prepared by: Tom Dallaire

 4. **Meeting Date:** August 6, 2013 **Time Requested:** 5 minutes

 5. **Agenda:** Consent Administrative

Background Information: Presented at meeting.

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

 7. **Board Action:**

 Approved Approved with Modifications
 Denied Continued



Gardnerville Town Board

AGENDA ACTION SHEET

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

2. **Department: Administration**

Prepared by: Tom Dallaire

3. **Meeting Date:** August 6, 2013 **Time Requested:** 15 minutes

4. **Agenda:** Consent Administrative

Background Information: See attached report.

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

6. **Board Action:**

Approved

Approved with Modifications

Denied

Continued



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

Town Manager/Engineer's Monthly Report
July 2013 Board Meeting

- A. Nevada League of Cities Conference combined with NACO.** – The proof for the ornament is in packet for your review. Please let me know if there are any concerns.
- B. Bike Path plan:** Dirk has provided an outline (see attached) of the information he wants to share about this process.
- C. Walmart:** is finished with exception of some minor issues. This item is on the agenda to discuss further.
- D. New Beginnings:** Construction continues behind Heritage Bank. They are framing the building now and working on the pond construction. The storm drain has been installed.
- E. Hellwinkel Channel:** I have asked the Q1 board for another extension due to the design issues we have run into with this channel. Denny is working on the design and flood analysis for the channel.
- F. July 4th event:** The turnout was light. It was a good event. We will have further discussion of this item under Paula's or Ken's report. There were a few issues that need to be resolved if we are going to continue this for next year. Do we want to continue the event? We need to start planning this now so we can advertise sooner. Also, we need more help next year on the course to direct runners. They do not follow signs very well.
- G. Eagle Gas:** This item was discussed tonight. I contracted with Candice Stowell to assist with the grant coordination and public workshop presentation. This item is in the board packet for further discussion and direction to staff on what the Board would like to have done with the property. We hired Afforda Test to test the tanks and lines for the station. Neither tanks nor the lines are leaking. We met with NDEP about the petroleum fund. We need to get into the fund in August. This will cost \$300. This will be an annual fee until the tanks are removed.
- H. NDOT permit application:** Staff is ready to go to NDOT to paint and install loading zone signs in front of Horse n' Around. She is having a parking problem with people who go and stay at Sharkeys for hours at a time parking in front of her business and not allowing her customers to utilize the space. NDOT has commented on and approved our plans and they are ready for permitting. The plans for the additional tree are ready to be submitted to NDOT for approval as well.



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

I. Office Items:

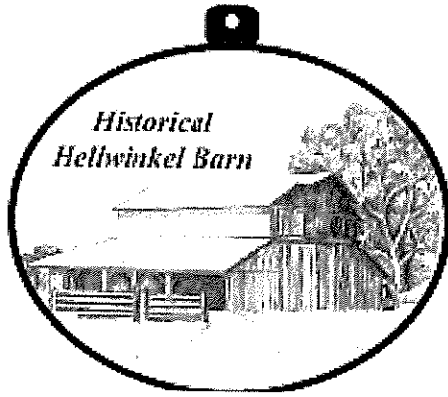
- Installed two benches at the museum.
- Contracted with Kustom Koatings to place gilsonite on the streets in Stodick Estates.
- Started doing a parking analysis of the Southgate area. I received some information from the county but will have to look for more in storage. I have not had time to do this research yet.
- Heritage Park Garden Labyrinth – moved additional rocks in place, placed dg for the path to form the fence to the path entrance. Used all the sifted dirt to create a portion of the 3' landscaping berm around the labyrinth.
- Attended hazard mitigation meeting. This will be coming to the Board in September for comment.
- I did a presentation to the Leadership Douglas County group at the CVI about the Town for their local government day valley tour.
- Worked with staff on getting Eagle Gas presentable, coordinating tank testing and discussing the process with Brett Bottenberg on Brownfield's funding vs. petroleum funding.
- Linda Marrone, Carson City Farmers Market, sent a letter (see attached). It was not well received by the parks department. I talked with them about it. They will continue to offer the farmers market. I am not pursuing this further at this time.
- I met the owner of the Burga property onsite. She was here for a few minutes to walk the site with me and discuss the site issues. She is still interested in continuing with the project but was not sure when they would proceed. She will help with the skunks again, as they are back. She loves the sidewalk gallery and has authorized us to put up a banner sign on the awning advertising the gallery.



Enlarged 200% to show detail.



13-4
A



Actual size: 2.5" by proportion
All black = raised metal
All white = recessed metal
Finish: pewter

Informational presentation by Dirk Goering, Associate Planner with Douglas County Community Development Department, on the upcoming NDOT (Nevada Department of Transportation) sponsored County Bike Plan.

In 2011 and 2012, NDOT contracted with Kimley-Horn and Associates, Inc. (KHA) to develop a statewide bike plan. In 2013, the Nevada Statewide Bike Plan was completed and approved. As a follow-up to the state plan, NDOT has contracted with KHA to develop local county bike plans for 14 rural counties in Nevada, one being Douglas County.

The County bike plan is intended to serve the following purposes:

- Documents the specific needs and preferences of the local bicycling community.
- Enables the preferred bicycle facilities to be “piggy-backed” onto other public and private sector improvement projects.
- Identifies priorities for recommended changes in local laws, policies, programs, and infrastructure.
- Enables the jurisdiction to compete for federal and state funding for the construction of bicycle facilities once approved by the NDOT Director.

The bicycle plans will address policies, infrastructure, programs, legislation, and tourism. They will include specific goals and objectives with targeted strategies, mitigations, and timelines to achieve those goals.

The development of the bike plan will include the following tasks:

- Stakeholder Meetings
- Existing Conditions
- Bicycle Plan Work shop (August 27th & 28th)
- Vision, Goals, and Objectives
- Recommended Changes and Additions
 - Infrastructure
 - Programs
 - Policies
 - Laws
 - Tourism
- Local Bicycle Plan
- Plan Approval

The first step in the process is to provide the Towns and the Douglas County Planning Commission an informational meeting explaining the development of the Plan and to explain the process.

Below is a rough timeline:

- July/August: Conference meeting with County staff, NDOT staff, and the KHA Project Manager.
- July/August: County staff to present to towns and Planning Commission to introduce project and collect comments to be provided to KHA.
- August 27th and 28th: Two-day Bike Plan workshop with approximately 18 participants.
 - The workshop will include a riding tour for about four hours in the afternoon on the 27th and four hours in the morning on the 28th. County staff is in the process of determining transportation. Due to limited seating, the riding portion is limited to 18 people. An invitation is being extended to one or two Town Board Members or Town staff and one or two Planning Commission Members. If additional seats are available, members of the public will be invited.
- October: Draft Plan provided for review. Draft document will be presented to Planning Commission for review and comments.
- November: Finalize Plan and KHA to present to the Board of Commissioners.

Dallaire, Tom

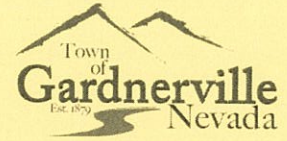
From: Linda Marrone [marrone1012@yahoo.com]
Sent: Thursday, July 18, 2013 10:10 AM
To: Dallaire, Tom
Cc: Steve Rozier
Subject: FM

Tom, I came to Gardnerville yesterday to check out the Lampe Park market and talk to Steve the new market manager. He seems to be doing a really good job and has upped the vendor count from 8 when the market started to 19 - 20 vendors each week. I talked to him about moving the market to Heritage Park and the community gardens. I think a move for that market will be good for everyone. Getting out of there and the bad vibe from Jana and a new and better location. He is already doing two other markets in Douglas County on Friday nights at Kahle Park and in Incline at the old Ponderosa Ranch site. He and I have a lot of the same market ideas and similar styles of what we feel makes a well run market.

When I gave the presentation to the Board I was not aware he was the new manager. He is a member of Nevada Certified Farmers Market Assoc. and I gave him advise and helped him with starting the little market at Kahle Park. So at this time I urge the two of you to talk about moving the market and I really feel he would be a better choice than me to run that market. He would just move all the vendors over to that location and there really wouldn't be any competition from Lampe. He should not be splitting the vendors fees with Park & Rec. That does not leave him much leftover. He has reached out to some of the local businesses and is making a name for himself as a good and fair market manager. I told him about the \$100 monthly charge for the use of the park and how you would help with the advertising on your board and maybe the paper. After the we talked Jeanette called me and asked me to not start a market on Wednesday morning. I feel it is her fault for letting Jana manage that market badly for all those years and now she wants consideration because of the new manager plus she cut his take from 60% to 50%. As I stated before Park & Rec should not be in the business of FM's. I think you two need to start up a conversation about next year so he can give his vendors a heads up about the move and new location before the market ends. He was concerned at first because of the senior Center being build in close proximity to the existing market but all the research tells us that seniors are not the real spenders at the markets. Once they spend their \$30 worth of senior coupons that is pretty much it. The real growth in Gardnerville and Minden is not north of town but South and instead of everyone driving past the town to go to the market they can just stop in town. I know one of the concerns at the meeting was people coming to by produce on their lunch and storing it in their hot cars but I think most everyone has access to bring the fruit in their office. If you have any questions or concerns please feel free to contact me. On a last note Steve if you don't move that market someone else is going to come in and take advantage of the opportunity to start one in town.

Linda Marrone Market Manager
Director NCFMA
3rd & Curry St. Farmers Market
1012 S. Minnesota St.
Carson City, NV. 89703
h-775 882-6741 c-775 720-7789
marrone1012@yahoo.com
carsonfarmersmarket.com

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(18)



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not for Possible Action:** Discussion on the Board members committee reports including but not limited to: Carson Valley Arts Council, Regional Transportation Commission, Nevada League of Cities, and Main Street Gardnerville.

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

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** 15 minutes

5. **Agenda:** Consent Administrative

Background Information: Report by Board members at meeting

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

7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued