



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action: Discussion on the Main Street Program Manager's Monthly report of activities for February 2014.**
 - a. **Approve, approve with modifications or deny the Main Street Gardnerville Design Committee's selected location for the Basque mural; with public comment prior to Board Action.**

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

3. **Department: Administration**

Prepared by: Paula Lochridge

4. **Meeting Date:** March 4, 2014 **Time Requested:** 10 minutes

5. **Agenda:** Consent Administrative

Background Information: See attached reports

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

7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



Main Street Gardnerville's Report Gardnerville Town Board Meeting, March 4, 2014

Hello Gardnerville Town Board Members, Here is our report for activities from February 2014:

- Dorette Caldana, the President of our Main Street Gardnerville Board, is planning on presenting our annual report to the Town Board at your April meeting.
- The MSG Board has planned an MSG Board Retreat on March 15, 2014 with Steve Lewis, (Extension Educator & Associate Professor with University of Nevada Cooperative Extension), facilitating. The board sees this as a great opportunity to re-energize our program and commitments as we begin the planning for the next fiscal year.
- MSG Board Member Susie Biaggini has resigned. She started a new job in Carson and she no longer has the time available to dedicate to the program. A press release will be sent out soon announcing the vacancy. The applicants for this position shall reside, be a lessee, or own property in the program area, as defined by Article IV, Section 7 of the Main Street Gardnerville By-Laws.
- Carol Sandmeier, Vice-President of the MSG Board and Chair of the Design and Heritage Park Gardens Committees, will:
 - Discuss the action item for Design Committee's Mural Project location.
 - Present her quarterly report to the Town Board.

Upcoming Conferences:

- Rural Round Up in Ely, April 30-May 2. Sending Ken Miller
- California Main Street Alliance Annual Conference, in Hanford, CA, March 26-28. Sending Board Members Carol Sandmeier and Stephanie Waggoner
- National Main Street Conference in Detroit, May 18-21. Sending Program Manager Paula Lochridge & Board Member Stephanie Waggoner.

Thank you for your continued support of our program.

A handwritten signature in cursive script that reads "Paula Lochridge".

Paula Lochridge
Program Manager, Main Street Gardnerville

Upcoming events and dates:

- Cash Mob: Saturday, March 1st at Quail Cottage Antiques. (*Flyer in your packet*)
- Heritage Park Gardens Work Day and Meet & Greet, March 1st. (*Press release in your packet*)
- Monthly Morning Coffee Meeting, Tuesday, March 4th, at 8:30 am at Sharkey's Casino. (*Flyer in your packet*)

Main Street Gardnerville
Attn: Paula
February 19, 2014

Dear Paula,

It sadden me to say, but I have to resign from Main Street Gardnerville as a Board member and Promotions Committee chairperson. As you know I have taken on a new job with the DMV and my new hours are a lot later than they have ever been. I would not be able to attend any meetings or help with the wine walk.

I have truly loved taking care of the wine walk and helping you in any way I could. I am so sorry to give you this news. If my hours change later on down the road, I would love to come back.

Thank you for everything, including our friendship. I hope to never lose that.

Sincerely,

Susie Biaggini



February 20, 2014

Susie Biaggini

Dear Susie,

I accept your resignation from the Main Street Gardnerville Board of Directors. You have been an important part of our team as we strive to improve the downtown corridor of Gardnerville. Your expertise and creativity will be greatly missed.

Please know that Main Street Gardnerville values the time and contributions you have made to the board and the organization as a whole. Best wishes for your continued success in your new career and in your volunteer contributions to our community.

Respectfully,

Dorette L. Caldana, President
Board of Directors

**BEVERLY A. CAPUTO
ARTIST**

Gardnerville, NV 89460

PROJECT# 01232014

DATE: 01/023/2014

CLIENT: Main Street Gardnerville
1407 Main Street, Gardnerville, NV 89410
(775) 782-8027

PROJECT: Basque public mural

PROJECT DESCRIPTION: 12' x 16' Basque Mural to be painted on six 4' x 8' panels.

PROJECT FEE: \$6000.00 (\$5000 artist fee + \$1000 materials fee)

RETAINER DEPOSIT: \$1000.00 (received 1/23/14)

STARTING DEPOSIT: \$2500.00 (1500.00 artist fee + 100% materials fee) Balance of artist fee due upon completion of mural painting.

START DATE: TBD 2014

WORK SCHEDULE: TDB Estimate 60 days

8-5a



MAIN STREET
Gardnerville

NEVADA

1407 Hwy 395, Gardnerville, NV 89410

775-782-8027 • Info@MainStreetGardnerville.org

MainStreetGardnerville.org

Basque Mural Project for the Main Street District

To the right is a simple line drawing for composition.

Shown below is the Basque Mural the artist, Beverly Caputo, did at Sharkey's and in the lower right hand corner one of the boxes she painted in Genoa, just to show you the quality of her finished work.

These two pieces of artwork are not in color, but the larger mural represented in the proposed sketch will be.

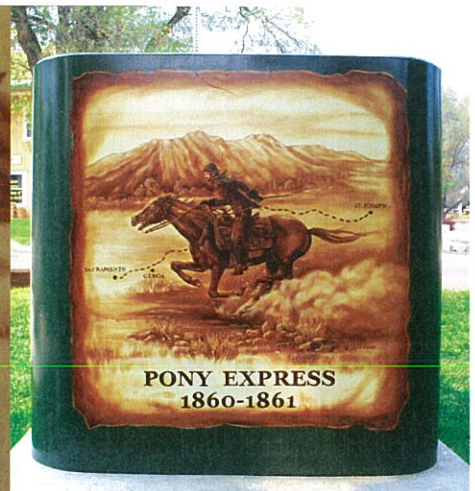
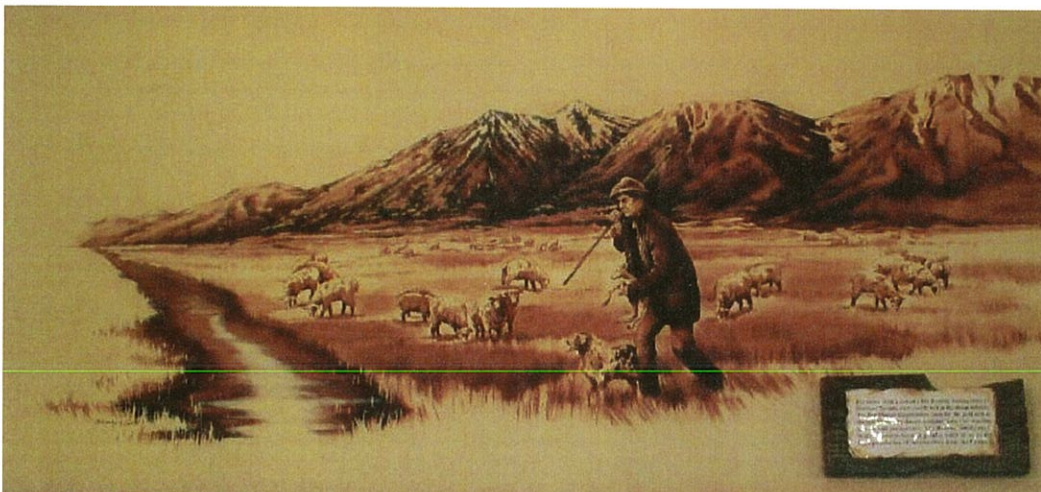
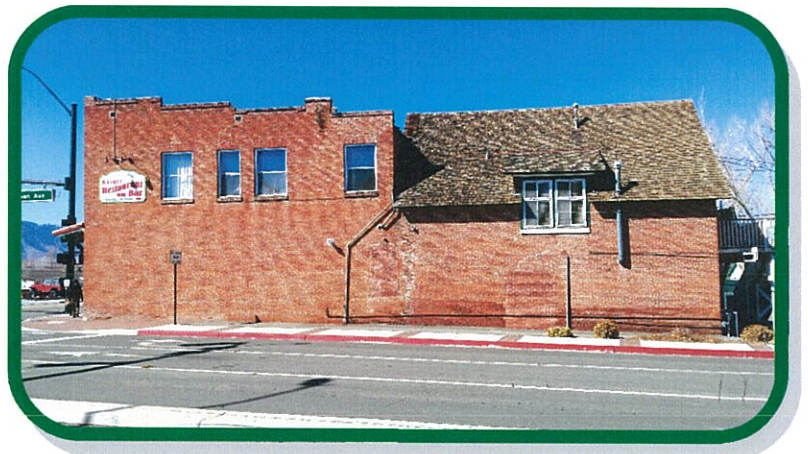
We are hoping to finalize a location for the larger mural soon. The Basque Mural is to be 12' x 16', painted on six 4' x 8' panels. (However, size is dependent on location selected.)

This is the side view of the Overland building.

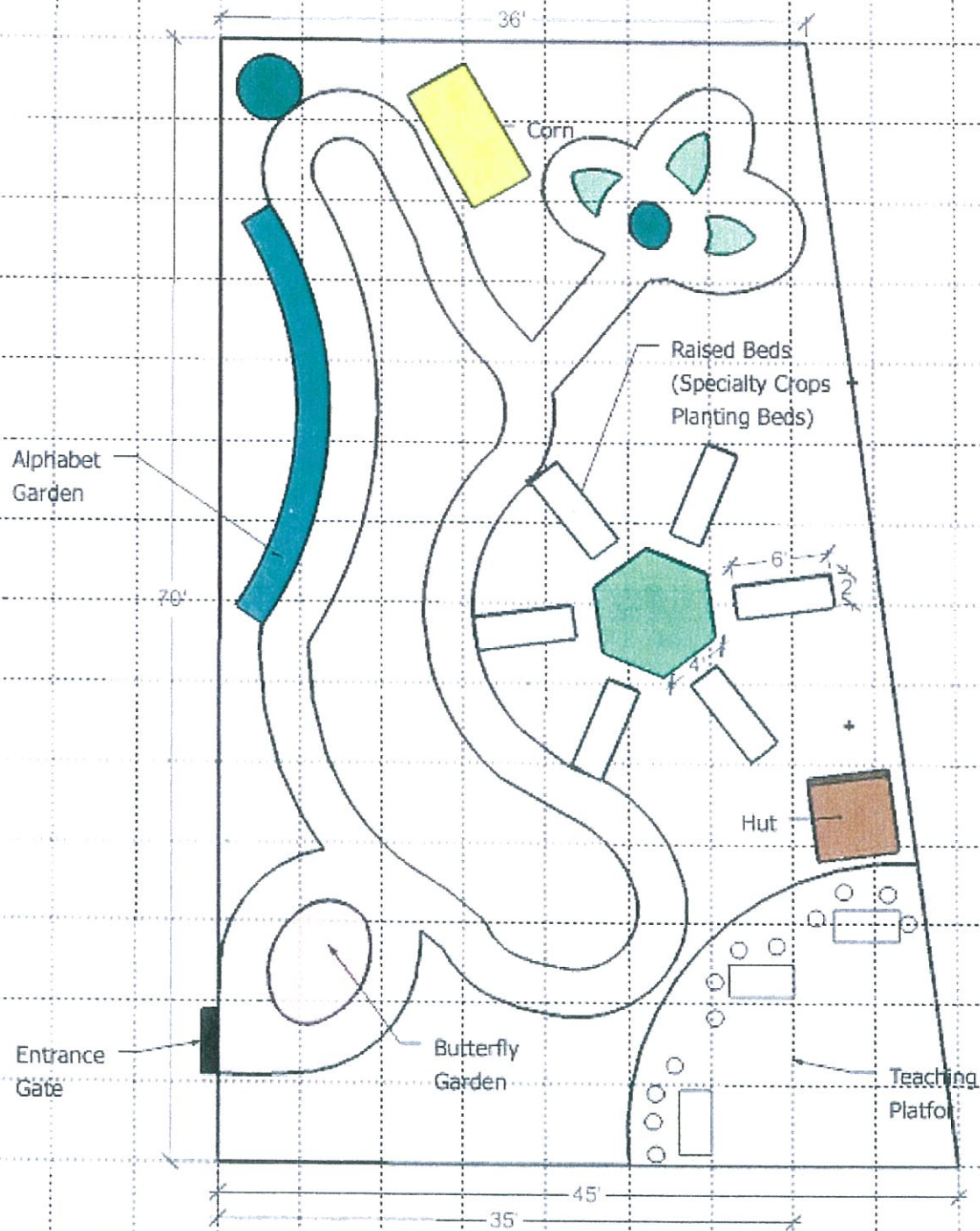
Samples of the artist's work...



Beverly Caputo 2014



Tentative plans for Children's Garden Area of Heritage Park Gardens



8-6



1. WHAT?

Cash Mobs are flash sales • BOOST sales for a business • SUPPORTS locals • a FUN way to get out & become INVOLVED!

2. WHERE?

Quail Cottage Antiques

1459 Hwy 395 N

QUESTIONS?

MainStreetGardnerville.org
info@MainStreetGardnerville.org
775.782.8027



3. WHEN?

Saturday, March 1st
10 am—5:30 pm

4. HOW?

They will be hosting a party and will offer 15% off store-wide the day of the mobbing. A list of some of the items you'll find under \$20 include: Depression Glass; Crystal; Vases; Tea Cups; Collector Spoons; Decorative Items; Trinkets; Music Boxes; Jewelry; and much more. Refreshments will be served.

Come out & commit to spend \$10-\$20 and support this locally owned business.



Press Release: Main Street Gardnerville's Heritage Park Gardens Spring Kickoff, March 1st

Release Date: Immediate Release as of 2/13/14

Contact: Paula Lochridge, Program Manager

Phone: 775.782.8027

E-Mail: plochridge@mainstreetgardnerville.org

Heritage Park Gardens Event press release:



It's Spring Kickoff time at Heritage Park Gardens on Saturday, March 1st at 1pm, weather permitting. Community garden plots of varying sizes will be available for rent for the 2014 growing season, and there will be refreshments, a seed giveaway, and "Garden Goodies" yard art available.

Volunteers will be on site working to get the garden in shape for the coming planting season, so bring a hat and gloves if you'd

like to join in and help. Or take a walk around the labyrinth, tour the gardens, and learn about this year's Children's garden project. Heritage Park Gardens is a project of Main Street Gardnerville and Town of Gardnerville. Contact: Carol cjsandmeier@aol.com or Paula 782-8027 or PLochridge@mainstreetgardnerville.org.



Calendar item:

Garden Event: Spring Kickoff at Heritage Park Gardens, **Sat. Mar 1st, 1pm.** Garden beds for rent, refreshments, seed giveaway, "Garden Goodies". Also a workday, bring hat and gloves if you wish to help. Contact: Carol cjsandmeier@aol.com or Paula 782-8027.

8-8

Ph: 775.782.8027

Main Street Gardnerville
1407 Main Street (Hwy 395 N), Gardnerville, NV 89410
www.mainstreetgardnerville.org

Fax: 775.782.7135

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

Spring is in the air at Heritage Park Gardens

Staff Reports

It's spring kickoff time at Heritage Park Gardens 1 p.m. March 1, weather permitting.

Community garden plots of varying sizes will be available for rent for the 2014 growing season. There will also be refreshments, a seed giveaway, and garden goodies yard art available for a donation.

"It's a great way to meet all the volunteers who have been working on the project, and the people from the community who help support the project by renting the plots," Main Street Gardnerville Director Paula Lochridge said.

Heritage Park Gardens began three years ago and has grown to 15 beds. There are six plots available to rent with costs varying from \$30-\$70 a season depending on size.

"If more come we'll take names and build more gardens," garden committee chairwoman Carol Sandmeier said. "We're not going to turn anyone away."

Volunteers will be on site working to get the garden in shape for the coming planting season, so people are encouraged to bring a hat and gloves if they'd like to help.

Guests can also take a walk around the labyrinth that was constructed last summer, tour the gardens, and learn about this year's children's garden project.

The 50-by-75-foot children's garden will include plots for children, and offer educational classes on growing their own food. It was made possible through a \$6,000 specialty block crop grant through the USDA.



SHANNON LITZ FILE PHOTO

Sandi Morrison of Minden plants tomatoes in the community garden at Heritage Park on June 22.

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

Heritage Park Gardens is a project of Main Street Gardnerville and Town of Gardnerville.

For more information, contact Carol at cjsandmeier@aol.com, or Lochridge at 782-8027 or PLochridge@mainstreetgardnerville.org.

8-9



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

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

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

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

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

A.V.I.D. compiles 327,823 hours of community service in 2013

February 20, 2014 · by [carsonvalleytimes](#) · in [COMMUNITY](#) ·

Story courtesy of A.V.I.D.

A.V.I.D., Active Volunteers in Douglas, has completed compilation of the contribution of its twenty-seven member organizations. These organizations have over 5,228 volunteers who contributed 327,823 hours of service to Douglas County communities in 2013. Based on the value of volunteer time determined by Independent Sector, that contribution has a value of at least \$7,376,017.

What a rich resource we have in our volunteers! The members of A.V.I.D. are: Boys and Girls Club of Northern Nevada, Community Emergency Response Team (CERT), Carson Valley Arts Council, Carson Valley Community Theatre, Carson Valley Medical Center, Carson Valley Food Closet, Court Appointed Special Advocates (CASA), Douglas Animal Welfare Group (DAWG), Douglas County Back Pack Buddies, Douglas County Employment Development and Training Program, Douglas County Historical Society, Douglas County Public Library, Douglas County School District, Douglas County Senior Center, Douglas County Parks and Recreation, Douglas County Sheriff's Department, ESL-In-Home Program of Northern Nevada, Family Support Council, Kids and Horses, [Main Street Gardnerville](#), Medical Reserve Corps of Northern Nevada Health and Human Services, Minden-Tahoe Airport, Mothers Against Drunk Driving (MADD), Partnership of Community Services, Tahoe Youth and Family Services, Special Advocates for Elderly (SAFE), and Suicide Prevention Network.

A.V.I.D.'s purpose guides its programs: To promote, maintain and support volunteerism in all county communities and provide avenues for recognition and encouragement of volunteers. The A.V.I.D. website is www.douglasvolunteers.org. All Douglas County non-profits who use volunteers are invited to join. Contact Sgt. Pat Brooks (LPbrooks@co.douglas.nv.us) or Mary Ellen Conaway (meconaway@charter.net) for application form. Volunteers in all member organizations will be attending the annual A.V.I.D. picnic September 7th.



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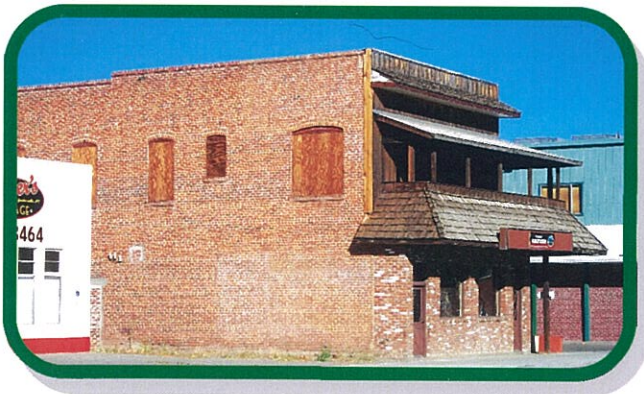
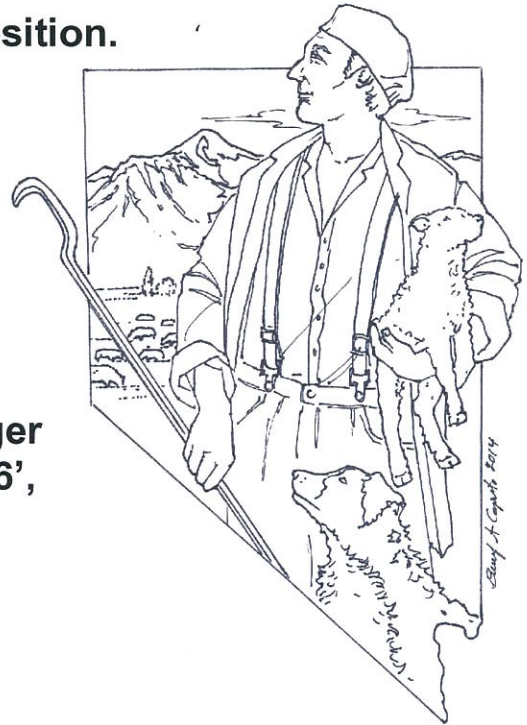
MainStreetGardnerville.org

Basque Mural Project for the Main Street District

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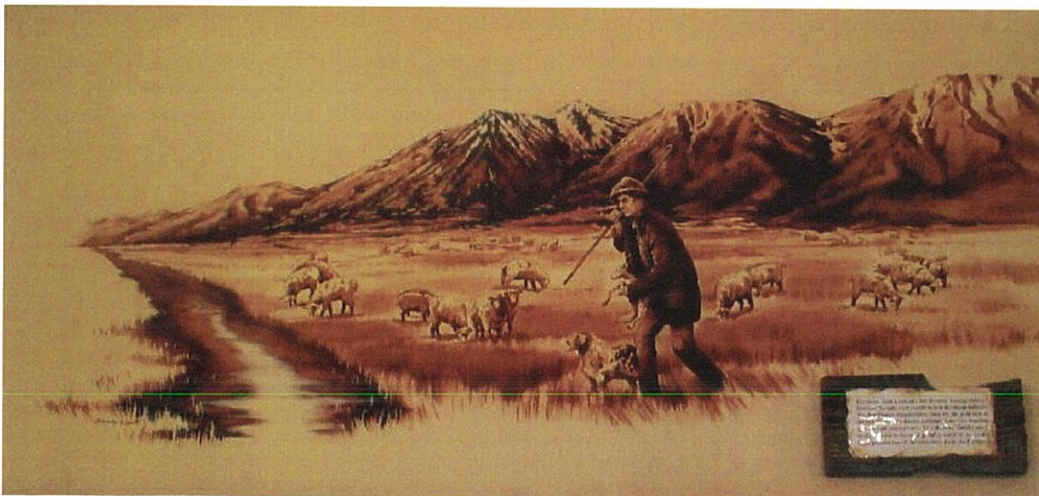
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We are hoping to finalize a location for the larger mural soon. The Basque Mural is to be 12' x 16', painted on six 4' x 8' panels. (However, size is dependent on location selected.)



This is the side view of the old Pyrenees Building..

Samples of the artist's work...





Are YOU the Missing Piece to the Puzzle?

Join Us In

Celebrating Success on Main Street

Wednesday, April 9, 2014 - 6:00 – 8:00 pm
Carson Valley Museum and Cultural Center
1477 Main Street in Gardnerville

*April is National Volunteer
Appreciation Month and we want
to celebrate with you!*

*Please join us as we honor all of our
Main Street Gardnerville Volunteers
and Businesses for their support,
service and dedication assisting
with the revitalization efforts of the
Main Street District!*



*You'll have the chance to meet those who are
passionate about our community as well as those
individuals who truly appreciate the efforts that our
volunteers and businesses put forth.*

Appetizers will be provided along with a no host bar.

**RSVP Required for you and a guest by
Wednesday, April 2, 2014
775.782.8027 or via email**

PLochridge@MainStreetGardnerville.org



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion on a request by Main Street Gardnerville and the Carson Valley Visitors Authority to hang 18"x 30" banners on decorative light poles within downtown, Mission Street to Church Street from January through June; with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve the installation of the 18"x30" street banners on the banners along highway 395 from Mission Street to Church Street sponsored by the town, Main Street and the Carson Valley Visitors Authority.
Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** March 4, 2014 **Time Requested:** 15 minutes

5. **Agenda:** Consent Administrative

Background Information: This concept was presented to the Town Board a few years ago and was not permitted at that time. We do have a history of banners on the larger light poles around the Waterloo Lane area, which the chamber installed on the existing cobra head street light poles. That program was costly; banners did not last for a long time in the weather and wind. There have been significant developments in the banner material over the years. The materials now are more durable in the sun and windy conditions. It will be important that they look good and are refreshed frequently. Until we get something up we will not know how they will handle our Nevada sun. With the Visitors Authority wanting to do banners on the poles, some discussion has taken place and the attached concept is the result of those discussions. Staff thinks it is time to get some decorations on the poles during the off season from January to June, then flowers through September and November the Christmas decorations go up. We can alternate the flowers and the banners to reduce the number of flowers depending on the demand for hanging basket sponsorships, or remove the banners and put up the flowers along 395.

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

7. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

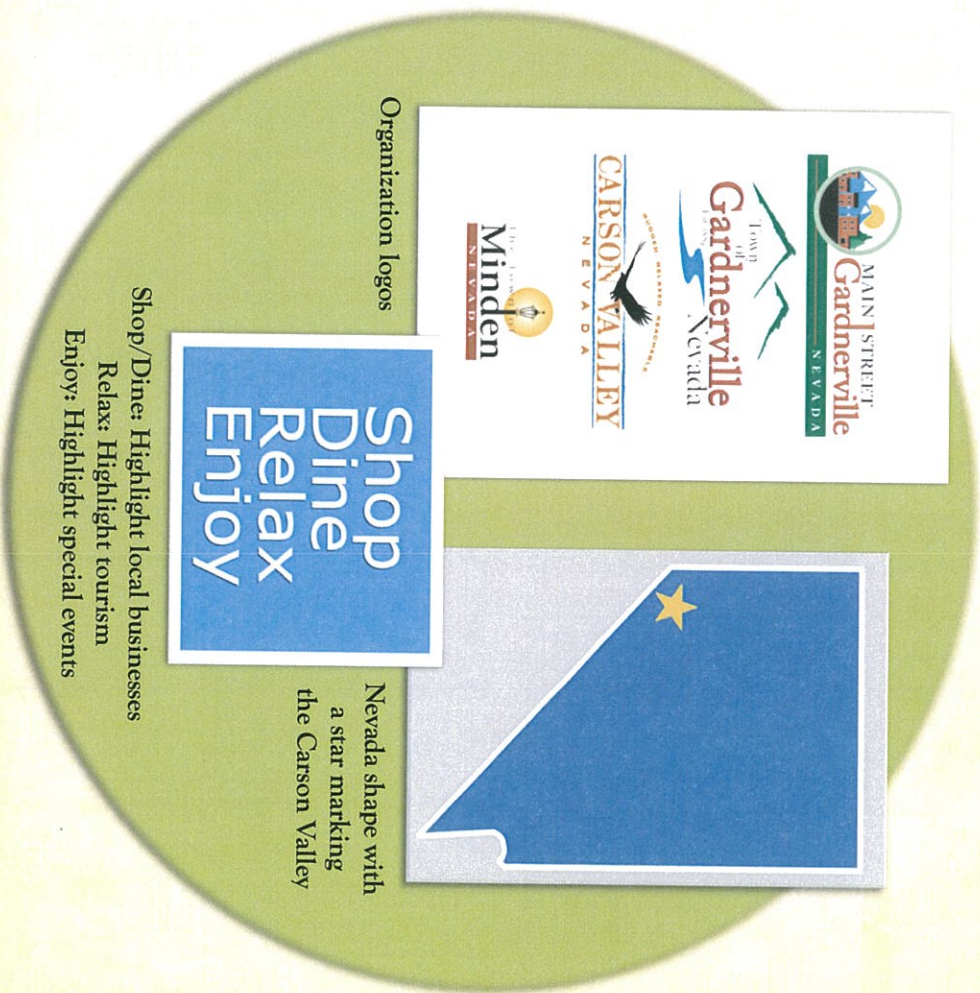
Banner Project Outline

- Purpose: To enhance the streetscape of Main Street Gardnerville
- Objective: Design light pole banners to be displayed along HWY 395
- Design Considerations:
 - Highlight local businesses
 - Include the Carson Valley Visitors Authority logo
 - Adoptable by the Town of Gardnerville or Minden
 - Appeal to vehicle drivers (color/font selection)



Design Elements

- Organization Logos
- A symbol to reflect the location of the Carson Valley
- Headline: grab attention of local residents AND visitors



Organization logos

Nevada shape with a star marking the Carson Valley

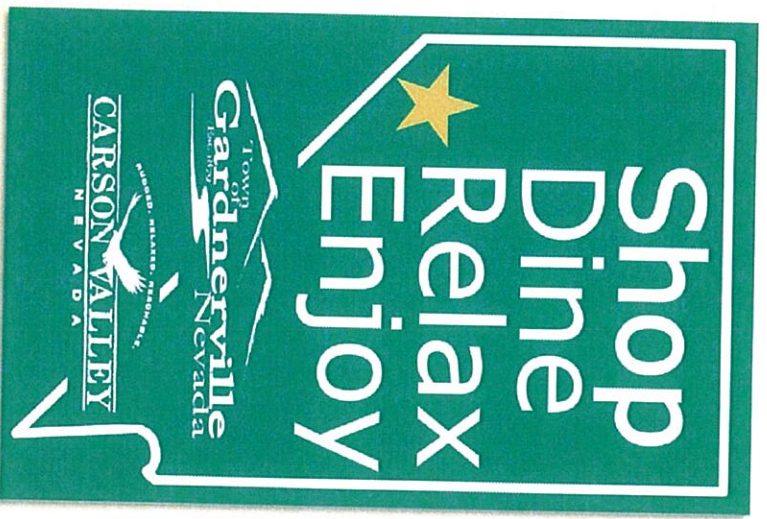
Shop/Dine: Highlight local businesses
Relax: Highlight tourism
Enjoy: Highlight special events



9-3

Additional Information: The group recommends replacing the word "Relax" with the word "Stay". These aren't the true colors. The green would be similar to the green in the Town's/MSG's logos and the red more like the red in Minden's logo.

Sample Banner Designs





Light Pole Banner Project Proposal by Design Committee (Feb 6, 2014)



Design Action Plan--Streetscape

Responsible: Design Committee

BUDGET

*\$5,000

Strategy Number:

2

Goal: Assist the Town administration with continued streetscape improvements including the highest level of cleanliness and well maintained public investments, more consistent signage and 10 additional pieces of street furniture

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Secure sponsors for benches and plaques	Carol S./Paula/Design Committee	Ongoing	Ongoing		Sponsors will be presented with a certificate at each bench warming event.
2	Placement & installation of benches	Carol S./Geoff/Tom	as needed	Ongoing		Possible additional costs for installation and easements
3	Maintain displays and information in Kiosk	Paula/Carol/Sandi/Yu	Ongoing	Ongoing		weekly updates of posters & event info.
4	Research signage needs for MSG and obtain bids and possible funding options	Carol/Jennifer/Tom	7/1/2014	Ongoing		To include gateway signage
5	Update Sidewalk Gallery on empty bldg. at the corner of Main and Eddy Streets as needed.	Stephanie/Carol	Ongoing	Ongoing		Working with DHS Photo Club and other organizations on this project
6	Plan and execute Town "Clean-up" Day	Paula/Carol/Tom	7/1/2014	5/15/2015		Determine date(s) and needs with Town. Recruit volunteers as needed. Weather & scheduling permitting.
7	Design and purchase banner flags to install 2014/2015.	Carol/Tom/Paula/Yu	Ongoing	6/30/2015		Coordinate efforts with the Carson Valley Visitors Authority and Towns. (*Possibly up to \$4,000 needed for this project.)
8	Basque mural creation and placement within the district in 2014/2015.	Design Committee, Fundraising Committee & Town	Ongoing	6/30/2015		Once funding is acquired, Design will coordinate with artist and building owner for creation and easement paperwork.

*If \$4,000 is not entirely used for the banners project, the remaining money will go back into the general fund

Flower Basket Project

	Grown	Cost Per Basket to Grow	Cost for all baskets	Sold	Left Available	Sponsorship Cost per basket	Total Raised
2009	55	\$40.00	\$2,200.00	51	4	\$60.00	\$3,060.00
2010	68	\$50.00	\$3,400.00	58	10	\$75.00	\$4,350.00
2011	68	\$50.00	\$3,400.00	54	14	\$75.00	\$4,050.00
2012	68	\$50.00	\$3,400.00	56	12	\$85.00	\$4,200.00
2013	68	\$55.00	\$3,740.00	68	0	\$85.00	\$5,745.00
2014	68	\$55.00	\$3,740.00		in progress	\$85.00	



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion on a request to approve a town event application by the Family Support Council for Grillin & Chillin BBQ Cook Off to be held at Heritage Park June 7, 2014 from 6:00 a.m. to 11:00 p.m., and waive fees associated with the rental of the park, considered to be a Class II use per policy. Appearance by a Family Support representative; with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve the town event application by the Family Support Council for Grillin & Chillin BBQ Cook Off to be held at Heritage Park June 7, 2014 from 6:00 a.m. to 11:00 p.m. and deny waiving class II park use fee.
3. **Funds Available:** Yes N/A
4. **Department: Administration**
Prepared by: Tom Dallaire
5. **Meeting Date:** March 4, 2014 **Time Requested:** 10 minutes
6. **Agenda:** Consent Administrative

Background Information: Family Support Council is a 501c3 organization. According to the park use policy this could fall either in Class I or Class II uses. Applicant needs to provide information on what the event proceeds will benefit. Park policy is included for your review. Class I uses currently state youth organizations and this could go either way. Class II reduces the park fee by 50% and is for non-recreation community groups when funds raised support community charitable, or recreational activities.

This event covers 17 hours of park use. 6:00 am starts the event set up with the actual event starting later in the morning. The event needs to end at 10:00 p.m. with event cleanup extending until 11:00 pm. A street closure fee and application will be required. The Class II allows a reduction of park use fee of 50%, which may or may not cover town staff time on dropping of extra trash totes, providing extra bags for event use, plus paying for the electricity and extra lighting of the pavilion for the band. A fee needs to be paid for use of the park for such a large event.

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



10 ORD US ACC INFO 134 2114 TO
MAR BRO MTE
Deposit 1/21/14 Pd \$300

Reservation Form and Release of Liability and Indemnification Agreement

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

1407 Highway 395

Gardnerville, Nevada 89410

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

Date of Application: January 21, 2014

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

Location of Event/Activities: Heritage Park

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

Street(s) proposing to be closed: Courthouse St / Slaughterhouse Rd.

(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes No

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

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

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

Contact Person: Jeanne Kerner / Shirley Gibbs Supervisor of Activity: Jeanne Kerner

Home Telephone #: 640-9184 Business Telephone # _____ Fax #: 765-9262
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: 1255 Waterloo Lane A Gardnerville 89410
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: Same

Type of Activity Town Park will be used for: Grillon's Chillin BBQ Cook Off

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

Band or amplified music? Yes No

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

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

Date(s) Requested (include setup and tear down time): June 7, 2014

Event hours: 6am - 11pm

Describe proposed event, concessions, fund-raisers, etc.: up to 20 grill contestants, each w/ own 60x10 tent/grill station, band, raffle tickets, bounce house, bar

Town services, if any, required: electrical outlets (all) bathroom facilities
(Electrical outlets, restroom/toilet facilities, etc.)

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

If Yes, specify quantity, dimensions, etc.: bounce house 20x20, tents 20x10 (10x10) on concrete
(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 500-600

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

Event Insurance Carrier & Telephone #: _____

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

Event Security Plan: _____

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

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

Event Clean-up/Sanitation/Garbage Plan: needs 2 bin + regular cans around (need x-bags so cans can be emptied) PARK
(Garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: Dave Ayman

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: Spence Properties will be contacted for permission
(Heritage Park Parking MUST remain open for visitors at all times)

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

WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: *Jeanne Korman* Date: 1-21-14
Shirley Gibson Date: 1/21/14

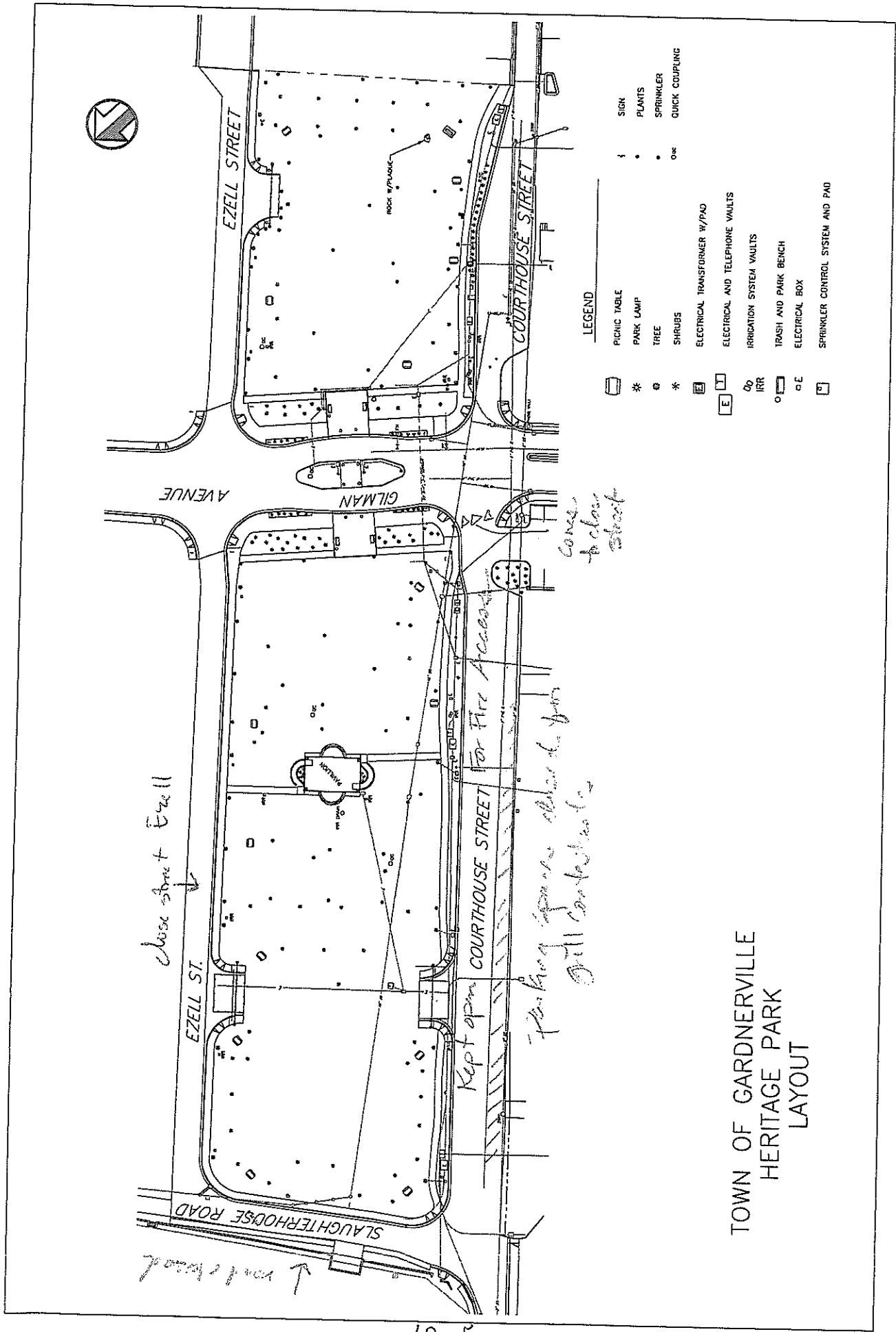
(If applicant is a corporation, must include signature of president, vice president, and secretary of corporation) _____ Date: _____

Printed Name(s) of Authorized Representative(s) of Applicant above: Jeanne Korman
Shirley Gibson

(Town Office Use Only)

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

A copy of the approved application MUST be at the event



TOWN OF GARDNERVILLE
HERITAGE PARK
LAYOUT



CERTIFICATE OF LIABILITY INSURANCE

FAMIL-1 OP ID: CM

DATE (MM/DD/YYYY)

02/27/14

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

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

PRODUCER Warren Reed Insurance, Inc. 1521 Highway 395 North Gardnerville, NV 89410 Todd R. Wilcks	775-782-2277	CONTACT NAME:	
	775-782-7387	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Phildelphia Insurance Company	
		INSURER B: Employers Ins. Co. of Nevada	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED **Family Support Council**
P O Box 810
Minden, NV 89423

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	PHPK1114300	01/05/14	01/05/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1114300	01/05/14	01/05/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	NWC10915223	06/16/13	06/16/14	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liab		PHPK1114300	01/05/14	01/05/15	E & O 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 RE: Grillin & Chillin BBQ Cook Off at Heritage Park on 06/07/2014
 Town of Gardnerville is an additional insured.

CERTIFICATE HOLDER	CANCELLATION
TOWNOFG	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Town of Gardnerville 1407 Hwy 395 Gardnerville, NV 89410	AUTHORIZED REPRESENTATIVE Todd R. Wilcks

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**TOWN OF GARDNERVILLE
PARK USE AND RESERVATION POLICY
RULES AND REGULATIONS**

(Revised in January 2013)

1. Park Use and Reservation Policy:

The Gardnerville Town Board ("Board") defines and declares that, with the completion of the improvements to Heritage Park, including the pavilion and related public facilities, and the requests for public and private exclusive use of Heritage Park and/or other parks within the Town, Town park use requires a reservation policy for all persons desiring to use, promote, encourage or sponsor activities within Town parks regarding reservation of Town parks.

The Board will for events within Town parks allow for a public or private group or person to reserve parks for such use, for limited amounts of time, pursuant to this policy and the following rules and regulations.

No person or entity shall use Town parks without compliance with this Park Use and Reservation Policy ("Policy"). Any person desiring to use a Town park for an event must first apply to the Town office for a permit issued by the Board for the conduct of the event within the park. Any completed application will be placed on the next available Board agenda for consideration and possible approval by the Board after its review and approval by the Gardnerville Town Manager ("Manager").

2. Board Findings:

The Board has found that certain activities to be conducted within Town parks should be subject to a park reservation fee based upon the following findings:

- a. Youth activities are to be supported and subsidized to ensure an open and inviting park-use environment. The Town will not charge a fee for youth activities except for minimum fees necessary for security and/or cleaning of Town park facilities.
- b. Adult activities are also to be supported, but are subject to fees based on a greater ability to support and pay for use of Town parks.
- c. Youth-oriented community organizations should be allowed to maximize fund-raising efforts in support of a non-profit youth activity organization.
- d. All requests are subject to the Manager's priority ranking to ensure reservation of Town parks.

- e. Deposits and insurance requirements will be required according to the schedule set forth in this Policy to ensure continuing availability and security of Town parks.
- f. Additional fees may be charged beyond the minimum fees, at the discretion of Town staff, when the impact on the Town in accommodating the park use is beyond normal operations, such as Town staff overtime and cleanup costs.
- g. Uses of Town parks which are for commercial purposes, or other uses creating major impacts on the park facilities, will be reviewed by the Manager on a case-by-case basis. The Manager's recommendation shall be provided to the Board prior to approval of such park use.

3. **Definitions:**

An application for Town park use, which may or may not involve the entire Town park facility, shall be construed as a use of that portion of the Town park to the exclusion of all other public and private users for the reserved period of time ("use" or "park use"). Park use shall be arranged by the Manager according to this policy. A park use includes any event conducted within a Town park, whether organized or promoted for commercial purposes or non-commercial purposes, whether or not an admission fee or donation is requested or required, and shall include any exclusive use of a Town park.

A use of the park includes the park and all of its facilities. Where applicable, the Town's template for location of temporary facilities, such as booths, shall be utilized.

4. **Permit Required:**

No person or entity shall be entitled to reserve any area or the entire area of a Town park for the operation, maintenance, conduct, or advertisement of any activity, or advance ticket sales related thereto, unless a permit from the Town is first obtained by submitting an application, described below, to the Town and the Board, and the Board approving such application.

5. **Priority of Uses:**

The Board establishes, in the first instance, that reservation of Town parks shall be on a first come, first served basis. If an application is received, reviewed and approved, the application to use a Town park shall take precedence over any other applications even if a later received application requests use of the park for the same time period.

For applications received, but not yet approved, that request the same period of time of use of a Town park, then park use will be based on a priority pursuant to the Board's findings and the following priorities:

- a. Town-Sponsored Activities.
- b. Student groups sponsored by the Douglas County School District.
- c. Youth, family or adult community recreation activities open to the public sponsored or conducted by a recognized community organization.
- d. Governmental agency meetings open to the public.
- e. Douglas County-based groups or individuals conducting activities restricted to members of the group or entity, and are otherwise closed to the public.
- f. Religious, sectarian or political meetings.
- g. Commercial uses for financial gain.
- h. Out-of-county group or organizational uses.

6. Application:

A completed "Reservation Form and Release of Liability and Indemnification Agreement" ("application") for use of a Town park to conduct an activity or event, which may or may not involve the closure of a street or alleyway within the Town, must be submitted in writing to the Town at least 10 business days prior to the next Board meeting preceding the time indicated for the commencement of the planned use and shall be accompanied by any fees and/or deposits established or required pursuant to this Policy. The following information related to the specific use shall be contained in the application prior to its submission to the Town.

- a. The name, age, residence and mailing address of the person or entity making the application. If the application is made by an entity, the names and addresses of the principals of the entity must appear. Where the applicant is a corporation, the application must be signed by the president, vice-president and secretary of the corporation and must contain the residence addresses of the corporate officers and a certified copy of the Articles of Incorporation as a part of the application.
- b. A statement of the kind, character or type of use which the applicant proposes to conduct, operate or carry on, and the name(s) of the street(s), park(s) or alleyway(s) within the Town for which permission to close such street, park or alleyway is sought.
- c. The home, office and/or work telephone numbers of the applicant, and if the application is by an entity, the home, office and/or work telephone numbers of the principals. If the application is made by a corporation, the home, office and/or work telephone numbers of the president, vice-president, and secretary shall be supplied.
- d. The date or dates and hours during which the use is proposed to be conducted.
- e. An estimate of the number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted.

- f. If applicable, proof that the applicant is seeking, or has sought and received the requisite approvals and/or permits from Douglas County, including, without limitation, and if required, a liquor license and/or an outdoor festival and entertainment event license, and that the applicant has received any and all other approvals and/or permits from Douglas County. Failure to submit the requisite proof of Douglas County approval(s) and/or permits shall be deemed to be an automatic determination that the application is incomplete, and shall not be heard by the Board until complete.
- g. Where applicable, if an application proposes the erection of temporary facilities to be used for the event to be conducted in the Town park, the application shall utilize the Town's template for location of temporary facilities, such as booths, and demonstrate to the satisfaction of the Manager that all temporary facilities are located in conformity with the template.
- h. The Board may, in limited and special circumstances, waive any fee(s) and/or deposit(s) required by this Policy, provided that the applicant has complied with all other requirements of this Policy, and provided that any such waiver of fees or deposits was done at a Board meeting complying with NRS Chapter 241.

7. **Insurance:**

As part of the application, each applicant shall supply proof of insurance as required below, unless the applicant is a local government entity sharing the same liability insurance as the Town, in which latter instance Town staff shall verify the status of the local government entity and the liability insurance of such entity. Subject to the immediately preceding sentence, comprehensive general liability insurance naming the Town as an additional insured and certificate holder with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate will be required for any Town park use when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require(s) liability insurance; 4) alcoholic beverages are to be sold; and/or 5) as recommended by the Town Manager to the Board and/or as determined by the Board. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

8. **Explanation of Use:**

Included with the application shall be a detailed explanation of the applicant's plans to provide security and fire protection, water supply and facilities, food supply and facilities, sanitation facilities, medical facilities and services, vehicle parking spaces, vehicle access and onsite traffic control, and what provision shall be made for numbers of participants in excess of the applicant's estimated attendance. The applicant shall also provide for cleanup of the premises and removal of garbage and refuse at the Town park after the event has

concluded.

9. Time of Operation:

- a. All park uses which are the subject of this policy are available for individual or group use during normally scheduled hours of operation. Exceptions are subject to review by the Manager and review and approval by the Board. Additional hours of operation may be allowed and approved by the Board.
- b. No group or individual may reserve a Town park more than four times per month, two of which may be weekends, including Friday, Saturday and Sunday. Additional use beyond these periods shall be subject to the regulations set forth in Paragraph c below.
- c. Extended park use involving multiple dates within a one month period may be granted for a maximum of one calendar year. All permits shall expire on December 31 of each year. Town park use is subject to the priority ranking schedule of this Policy. Reservations may be cancelled for a full refund of fees and/or deposits up to 5 business days prior to the scheduled use. If a reservation is cancelled with less than 5 business days remaining prior to the scheduled use, no refund of fees will be given, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God, but any deposits made will be refunded.

10. Alcohol and Food:

Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of a Town park use, the applicant must request permission from the Board on the application. Only beer or wine may be consumed at an event and/or during a Town park use. The applicant shall obtain any other permits required for the dispensing or consumption of alcoholic beverages, including but not limited to any liquor permits required by Douglas County, and proof of compliance with such permit requirements must be submitted with the completed application within the time for submitting the application as set forth in this Policy. The applicant shall ensure that no participant in the park use shall use or possess any liquid container made wholly or partially of glass or metal, and demonstrate, as a part of the application, the measures to be taken to restrict alcoholic beverage containers and to ensure that no alcoholic beverage will be consumed or dispensed outside of the area of the park.

The applicant shall provide facilities for the washing of hands for persons who prepare food at a special event.

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11. **Smoking Prohibited:**

Smoking is prohibited in the park except where specifically authorized.

12. **Security/Law Enforcement Protection:**

Security and law enforcement protection may be required for certain uses of a Town park, subject to the Board's discretion and the Douglas County Code. The Board shall consider the following when determining whether security and/or law enforcement protection is required: 1) where an event makes a major impact on a Town park and/or Town park facilities; 2) when alcohol is served; and/or 3) when additional precautions are deemed necessary due to the nature of the event. If required by the Board or by Douglas County Code, the applicant shall employ at his, their or its own expense, law enforcement protection or private security personnel. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the park. If security and/or law enforcement protection is required, the applicant shall demonstrate to the satisfaction of the Board that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the Town park use. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee, or to a private security firm if applicable. Security shall be subject to the complete direction and control of the Sheriff's Office.

13. **Sanitation Facilities:**

The park facilities include limited sanitation facilities. The applicant shall comply with the Douglas County Code and Nevada Administrative Code 444.825 regarding providing toilet facilities, which may include, but is not limited to, providing enclosed portable chemical toilets or enclosed flush type water closet facilities, marked "Men" and "Women" as appropriate, the type and quantity of such toilets and/or facilities to be determined by the Town Manager and approved by the Board pursuant to Nevada.

Every applicant shall be required to provide for solid waste disposal. All solid waste disposal shall be provided by the Gardnerville Health and Sanitation Department which, based upon the application, shall determine the number and type of containers, and pickup and removal of refuse, trash, garbage and rubbish, subject to Board approval. Removal of all trash and refuse shall be at the applicant's expense.

The applicant shall provide adequate assurance to the Board that, at the conclusion of the use, the park shall be cleaned, and all refuse and garbage removed within twenty-four (24) hours of the time of the conclusion of the use.

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14. Cleaning and Security Deposit:

A cleaning and security deposit (“deposit”) of \$300.00 will be required to be paid upon submission of each application. The \$300.00 deposit applies one time to one event, so that if an applicant is also applying for a Town street closure and/or special event permit, only one \$300.00 cleaning deposit shall be paid per event. If the application is denied by the Board, the deposit will be refunded to the applicant within 30 days of the application being denied.

Upon recommendation by the Town Manager, the deposit may be waived subject to the Board’s discretion, and based upon the use proposed and the Board's consideration of the matters set forth within a completed application, including, without limitation, the planned use, the number of attendees anticipated, whether or not alcohol will be dispensed or consumed, the hours of operation, and the sanitation facilities required. Even if the Board waives the deposit, the applicant may be responsible for payment of cleanup and/or other expenses as set forth in the Policy if such expenses are necessary of the applicant’s use.

The deposit, once paid, may be refunded to the applicant, in whole or in part, subject to the Board’s discretion, at the conclusion of the Town park use after inspection by Town staff for any additional clean-up and/or damages other than normal wear and tear. Cleanup by Town staff will be billed at \$25.00 per hour and will be applied to the deposit, with any remaining portion of the deposit refunded as consistent with this Policy. The applicant will remain responsible for any additional damages or repair expenses as a result of the use. A full or partial refund of the deposit, if Town staff determines it is due, will be returned to the applicant within thirty (30) days of the park use.

If the application is approved, prior to the event the applicant will be given instructions for cleaning the Town park to be used. An applicant shall clean the Town park to be used after the event. If, after the event has concluded, additional cleaning is required, it will be provided by the Town, which will bill at the rate of \$25.00 per hour as described in the paragraph immediately above.

15. Damage to Facilities:

Any applicant whose use of the park causes damage or excessive wear and tear to the park or its fixtures shall be required to reimburse the Town for all costs to repair, replace, restore, repaint or clean up the affected area to its original condition prior to the use. Any damage caused by a park use beyond normal wear and tear shall cause any future application submitted by the same person or entity to be reviewed to determine if the applicant will be allowed to use the park and its facilities in the future.

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16. **Reservation Fee:**

A basic reservation fee at the rate of \$25.00 per hour, up to \$300.00 maximum per day ("basic rate") is established by Board. At the time an applicant submits the completed written application, the Town Manager shall require a reservation fee based on the basic rate, the proposed use and classification of uses set forth below, and the proposed length of time of use, subject to final approval of the Board. The reservation fee set forth in this paragraph does not include the cleaning and security deposit described above.

17. **Classification of Uses and Charges:**

- A. When two or more applications for use of a Town park are received by the Town, and each requests use of the park for the same time period, approval of an application for the requested time period shall be based upon the following classification of uses.

No application to use a Town park for a period of time shall be granted by the Town if the Board has previously approved an application for use of the park during the same period of time. The Town Board's policy is that the classification of uses established in this section of the Policy is to be applied when two or more applications are received, and each requests use of the park for the same period of time.

- B. Class I: No fee (0% of basic rate)
- a. Non-profit county youth groups when the activity is open to the public for activities and meetings for recreational purposes.
 - b. Groups or community organizations providing adult or youth group recreation activities which are free and open to the public.
 - c. All governmental meetings and fund-raising activities sponsored by a government agency when a reciprocal agreement exists with the governmental applicant.

Class I users include, without limitation, county youth groups or agencies serving youth which are non-profit, tax exempt or not-for-profit activities whose primary purpose is to provide for recreation for Douglas County residents. A majority of participants must be Douglas County residents. Any fee charged for the activity must be used for the support of the activity. For governmental agencies, the fund-raising activity must relate to the governmental operations.

- C. Class II: One-half (50%) of basic rate

Recreational or charitable fund-raising activities for local, community youth serving groups and non-recreational groups when all funds raised support community,

charitable and/or recreational activities.

This rate pertains primarily to fund-raising activities by county community organizations and youth serving agencies in support of recreation and/or community activities. Fund-raising activities must have as a main purpose the generation of funds to support the youth or community activities.

- D. Class III: 100% of basic rate

Groups included within this classification are religious, political or union groups conducting meetings; private parties, individual uses and family uses which are not open to the general public; and closed and open dances and fund-raising events where the funds which are raised are not used to support a community or local recreational activity.

Class III uses are usually with private functions and are not open to the public, including private parties, individual uses and family uses. Class III includes community organizations where the event will not generate funds for the organization or will not be open to the public.

- E. Class IV: 100% of basic rate plus 25% of gross receipts

Class IV uses will include commercial or personal use of the park for financial gain.

The full basic rate plus 25% of gross receipts received by applicant during the applicant's use of the Town park and for the specified Town park use.

Class IV includes a significant activity whose purpose is a commercial use and/or which constitutes a major impact upon the public. Any request for a Class IV use must be approved by the Board, which may review, among other factors, the nature of the profit-making organization, company or enterprise.

- F. The Board's policy is that, for competing applications for the same period of time, the Manager shall rate the competing applications based upon the classification of uses set forth within this section so long as no other approved application has requested use of the park for the same period of time.

18. Additional Charges:

Additional charges may be levied over the basic rate charged when any one or more of the following occur:

- a. When the facility would not normally be open and Town staff are required to be on

duty or to perform a service.

- b. When the applicant requests Town staff to assist in set-up, breakdown, clean-up, park preparation or other maintenance duties when required during other than normal operating hours.
- c. When Town staff are required for control of the event.
- d. When the proposed use requires park renovation or facility repair as a result of the proposed activity.
- e. When damage to the park and its facilities is reasonably foreseeable, or has occurred, and includes without limitation all material costs, supplies and labor.

The determination of requirements for additional charges shall be made by the Manager. The applicant will be charged at the rate of \$25.00 per hour when use of Town staff is required, such use as determined by the Manager.

A total of the basic rate and any additional deposit, as required by this Policy, shall be paid in full at the time of the submission of the application. In no event shall any fee or deposit required by the Town be paid later than 10 business days prior to the date of the event. If the fees are not paid in full prior to 10 business days prior to the event, the permit shall be revoked.

19. Refunds:

Any applicant may cancel an application prior to its approval and receive a full refund minus a \$25.00 administrative fee.

An approved applicant may cancel its reservation 5 business days prior to the event with a full refund of the reservation fee minus a \$25.00 administrative fee. In the event an applicant cancels its reservation for Town park use at any time prior to the event, the cleaning and security deposit will be refunded regardless of when the cancellation is made.

If an approved applicant cancels its reservation less than 5 business days prior to the event, the reservation fee will not be refunded, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God.

A cleaning and security deposit of \$300.00 is set forth in Section 14 above. Deposits may be refundable subject to the terms of this Policy.

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20. **Miscellaneous Park Use Rules:**

Street Closures or Special Events: In the event that the applicant proposes to close any streets or alleyways within the Town, the applicant shall also comply with the Town's Street Closure / Special Events Policy.

Dumpster Fee and Litter: The applicant will be charged a fee of \$25.00 per garbage dumpster for groups of 50 or more people. Litter must be placed in appropriate garbage containers and/or wastebaskets and/or removed by park users from the Town park being used.

Winter Restroom Use: The applicant will be charged \$50.00 if park restroom use is required from the time period of the day immediately after Thanksgiving until March 31 of the next year.

Damage or Destruction of Town Property: No person shall intentionally damage, destroy, remove or modify any Town property. No person shall operate any vehicle, including but not limited to motorcycles, all-terrain vehicles, dune buggies, or other motor vehicles, within a Town park, except on designated paved roads. Vehicles may not be driven on any lawn or surface other than the designated parking areas without the express permission of the Board and as recommended to the Board by the Town Manager.

Music: The Board must authorize any amplified music.

Tents, Canopies, Awnings, etc.: The Board must authorize the erection of tents, canopies, awnings, or other like structures. Bounce houses, dance floors, or tents larger than 20 ft. by 20 ft. may be subject to additional security deposits and/or insurance coverage, at the discretion of the Board and as recommended to the Board by the Town Manager. Stakes are not permitted for use in securing tents, etc.

Signs: Signs are not allowed within the park without the express permission of the Board and as recommended to the Board by the Town Manager.

Dogs: Dogs, except seeing eye guide dogs, police dogs or service dogs, are not allowed in Town parks. The Board may allow other animals in Town parks when part of an event at its sole discretion.

Hunting, Trapping, and/or Fishing: Hunting and trapping in Town parks are strictly prohibited. Fishing is not permitted, except in areas specifically designated for that use in the manner provided for. All fishing is subject to and in conformance with Nevada Revised Statutes and Nevada Division of Wildlife regulations.

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Firearms, Crossbows, Air Rifles, and Fireworks: The discharge of firearms, crossbows, air rifles or fireworks is strictly forbidden.

Camping: Camping is not permitted in Town parks. Exceptions may be granted at the sole discretion of the Board.

All Other Laws: An applicant requesting to use a Town park for an event is responsible for complying with all federal, state, and county laws and ordinances, including the Nevada Revised Statutes, the Nevada Administrative Code, and the County Code for Douglas County, Nevada (“Douglas County Code”). This includes but is not limited to any outdoor festival permits, liquor licenses, etc. required by the U.S. government, the State of Nevada, Douglas County - Nevada, or the Town of Gardnerville.

The Town shall provide a copy of this Policy to the applicant at the time of furnishing an application.



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion on a request to approve a town street closure application by the Trinity Lutheran Church to close a portion of Douglas Avenue for a Holy Smoker Bar-B-Que and Car Show on May 3, 2014, and waive fees associated with the street closure, appearance by Ken Miller; with public comment prior to Board action.
2. **Recommended Motion:** Staffs recommends approval of the street closure application to close a portion of Douglas Ave, on Saturday, May 3, 2014 and deny waiving the town's \$100.00 street closure fee.

3. **Funds Available:** Yes N/A

4. **Department:** Administration

Prepared by: Tom Dallaire

5. **Meeting Date:** March 4, 2014 **Time Requested:** 10 minutes

6. **Agenda:** Consent Administrative

Background Information: Application attached. Special Events policy has been included for your review. The street closure/special event policy as well as the park policy was revised with reduced use fees for these kinds of events and the policy was approved in January of 2013. The charge for a street closure is \$100.00 and accounts for the time staff spends on coordinating the traffic control plan with the county engineer and town staff to pull out cones and signs from storage so event staff can pick up in the maintenance yard.

The county engineer is working on a policy or code provision to require a traffic control plan prepared by a PE, and these closures will soon require approval from the county engineer. This additional procedure will soon be implemented.

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

8. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



RECEIVED
FEB 20 2014

BY:

Reservation Form and Release of Liability and Indemnification Agreement

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

1407 Highway 395

Gardnerville, Nevada 89410

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

Date of Application: 2-20-14

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

Location of Event/Activities: Trinity Lutheran Church

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

Street(s) proposing to be closed: 1480 Douglas Ave (Mills to Cottonwood)
(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes _____ No X

If No, describe which Town park you are requesting to reserve: None

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

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

Contact Person: Archie Walker Supervisor of Activity: Archie Walker Men's Ministry Chairman

Home Telephone #: 775-782-6018 Business Telephone #: 775-782-8153 Fax #: 775-782-8154
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: 1480 Douglas Ave, Gardnerville
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: Same

Type of Activity Town Park will be used for: N/A

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

Band or amplified music? Yes X No _____
ON Church Property

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

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

Date(s) Requested (include setup and tear down time): 8AM to 3PM, May 3, 2014

Event hours: 9AM to 2PM

Describe proposed event, concessions, fund-raisers, etc.: Fund-raiser for Food Closet and Memorial Garden

Town services, if any, required: None (All services provided by Trinity Lutheran Church)
(Electrical outlets, restroom/toilet facilities, etc.)

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

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

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

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 400

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

Event Insurance Carrier & Telephone #: Church Mutual Insurance Company
702-384-4043 Fax of 1-800-554-2642
(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: Private (Church)

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

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

Event Clean-up/Sanitation/Garbage Plan: Church crew

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

Fire/Emergency Medical Services Plan: Submitted [will be provided to East Fork Fire Dept and town board]
(Submit East Fork Fire Protection District authorization and approval)

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

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

WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: Archie Walker Date: 2-20-14
NEU JIM BILSTEIN Date: 2/20/14

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

Printed Name(s) of Authorized Representative(s) of Applicant above: Archie Walker
JIM BILSTEIN

(Town Office Use Only)

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

A copy of the approved application MUST be at the event



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/22/2013

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

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

PRODUCER Church Mutual Insurance Company 9065 S Pecos Rd., Ste 120 Henderson NV 89074	CONTACT NAME: Schrock, Shannon Nevada75-160b PHONE: [blank] FAX: [blank] E-MAIL: CGOMEZ@NVCHURCHINS.COM ADDRESS: [blank]	INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Company NAIC # 15767 INSURER B: [blank] INSURER C: [blank] INSURER D: [blank] INSURER E: [blank] INSURER F: [blank]
INSURED TRINITY LUTHERAN CHURCH 1480 DOUGLAS AVE GARDNERVILLE NV 89410-5103		

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

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

INSR	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
CLASS		INSURANCE		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR	Y	0837015-02-452962	04/01/2012	04/01/2015	EACH OCCURRENCE (DAMAGE TO RENTED PREMISES (EA occurrence)) \$ 2,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALY OWNED AUTOS HIRFD AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXC. EMPLOY (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				WC STATUTORY LIMITS \$ E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
*** THE CERTIFICATE HOLDER IS HEREBY NAMED AS ADDITIONAL INSURED *** INSURED IS HOLDING A SPECIAL OUTREACH EVENT HOLY SMOKER LOCATED AT 1480 BOUGIAS AVENUE GARDNERVILLE NV 89410

CERTIFICATE HOLDER TOWN OF GARDNERVILLE, 1407 HIGHWAY 200 NORTH GARDNERVILLE NV 89410	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Ms. Carol Louthan, Office Manager Sr.

Feb. 19, 2014

1407 Highway 395 N

Gardnerville NV 89410

Dear Ms. Louthan:

The Men's Ministry at Trinity Lutheran Church will again be having it's Holy Smoker Bar-B-Que and Car Show on May 3, 2014. It will be held on the church front lawn and on Douglas Ave.

The antique cars will be parked in the street in such a way to still allow room for emergency vehicles to pass through as requested by the Fire Department. The show cars will be the only thing on the street, everything else will be on church property.

On May 3, 2014, we request permission to close the street from 8AM to 3PM. All signage will be provided by the church. Signage will include detour arrows, road closure signs, and cones and saw horse barricades.

We thank you in advance for your support of our activity.

Archie Walker

Event Coordinator, Trinity Lutheran Church

775-782-6018

A handwritten signature in cursive script that reads "Archie Walker". The signature is written in black ink and is positioned below the printed name and contact information.

Special Signs Ahead.

Special Event Ahead



11-7

PROVIDE 15' WIDE
CLEARANCE FOR EMERGENCY
VEHICLE ACCESS DURING THE EVENT
IN CASE OF EMERGENCY

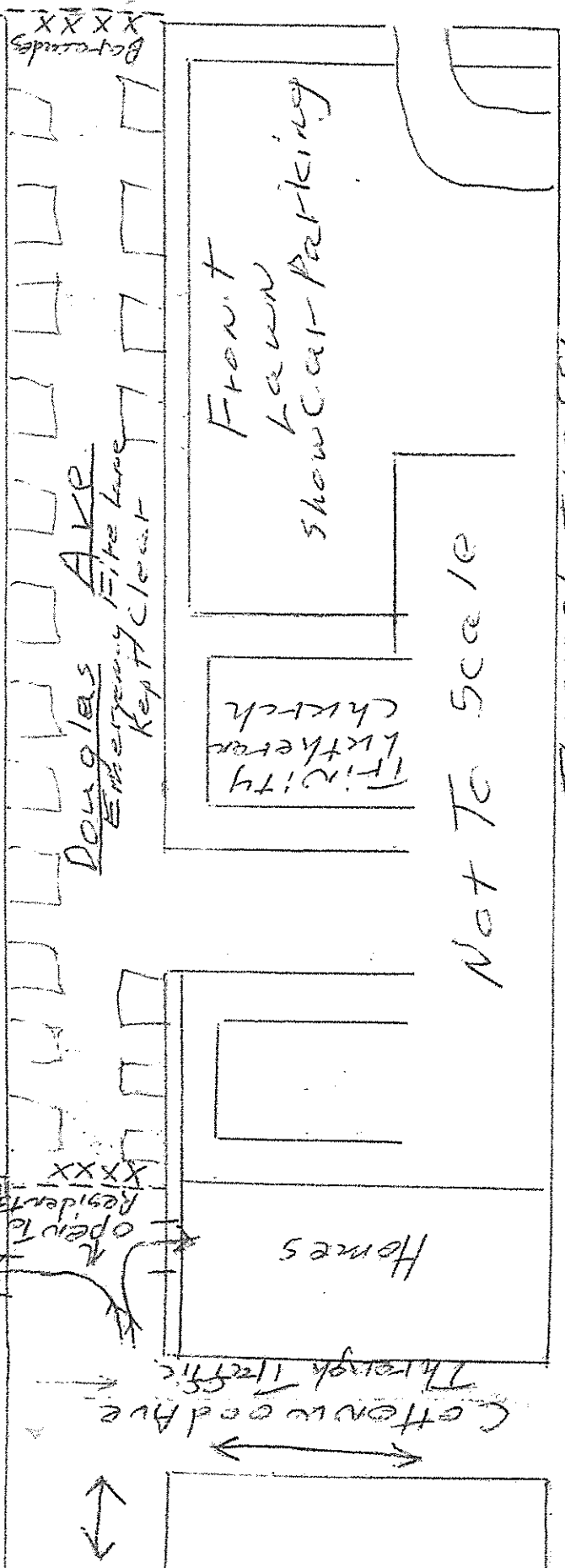
← HWY 395 →

Fire/Emergency Medical Services Plan

Not To Scale

TLC DIRT LOT
Open To Public
Parking

8-11



Through Traffic



**TOWN OF GARDNERVILLE
STREET CLOSURE / SPECIAL EVENTS POLICY
RULES AND REGULATIONS**

1. Street Closure/Special Events Policy:

The Gardnerville Town Board ("Board") finds and declares that the public health, safety and welfare of the inhabitants of the Town of Gardnerville ("Town") requires the regulation and control of all persons desiring to promote, encourage or sponsor special events which may include closure of certain streets or alleyways within the Town for limited amounts of time. The Board will, for special events within the Town, allow for the closure of certain streets for limited amounts of time for the purpose of conducting special events. No person or entity shall conduct a special event within the Town without first applying to the Town office for a permit issued by the Board for the conduct of the special event and/or street closure. Any completed application submitted will be placed on the next available Town Board agenda for review and consideration by the Board.

2. Definition:

A special event, which may or may not involve the closure of a street or alleyway within the Town, is defined to include any entertainment event which is organized or promoted for commercial purposes whether or not an admission fee or donation is requested or required. A special event shall also include any music festival, dance festival, parade, rock festival, similar music activity, or any other activity which may involve the use of the Town streets, alleyways and/or parks. The Town Board's permission shall also be first sought when a special event includes music provided by paid or amateur performers or by pre-recorded means, which is held at any place other than a permanent building or permanent installation which has been constructed for the purpose of conducting such activities or similar activities. The Town Board's approval of any event to which members of the public are invited or admitted for a charge or free of cost shall be obtained prior to the event.

A special event is also defined to mean any event where the sponsor of the event conducts any activity related to the event on a street, alleyway or park within the Town of Gardnerville requiring its/their complete or partial closure.

The term "street" as used in this policy includes U.S. Hwy. 395 in the Town of Gardnerville.

3. Permit Required:

No person or entity shall operate, maintain, conduct, advertise or sell or furnish tickets for a special event in the Town unless a permit from the Board is first obtained after public hearing before the Board.

4. **Application:**

A completed "Reservation Form and Release of Liability and Indemnification Agreement" ("application") for permission to conduct a special event, which may or may not involve the closure of a street, park or alleyway within the Town, shall be made in writing to the Town Manager at least 10 business days prior to the time indicated for the commencement of the planned event; shall be accompanied by a refundable application fee of \$100.00; and shall contain the following information to be considered complete and eligible for consideration by the Board:

- A. The name, age, residence and mailing address of the person or entity making the application. If the application is made by an entity, the names and addresses of the principals of the entity must appear. Where the applicant is a corporation, the application must be signed by the president, vice-president and secretary of the corporation and must contain the residence addresses of the corporate officers and a certified copy of the Articles of Incorporation as a part of the application.
- B. A statement of the kind, character or type of special event which the applicant proposes to conduct, operate or carry on, and if applicable, the name(s) of the street(s), park(s) or alleyway(s) within the Town for which permission to close such street, park or alleyway is sought.
- C. The home, office and/or work telephone numbers of the applicant, and if the application is by an entity, the home, office and/or work telephone numbers of the principals. If the application is made by a corporation, the home, office and/or work telephone numbers of the president, vice-president, and secretary shall be supplied.
- D. The address or legal description of the place where the proposed special event is to be conducted, operated or carried on, and the name(s) of the street(s), park(s) and alleyway(s), and the length of such street(s), park(s) or alleyway(s) sought to be closed. The applicant shall also submit proof that the fee owner of the property where the special event is to be conducted consents, in writing, that the site may be used for the proposed special event.
- E. The date or dates and hours during which the special event is proposed to be conducted.
- F. An estimate of the number of patrons, customers, spectators, participants and/or other persons expected to attend the special event for each day it is proposed to be conducted.

- G. Proof that the applicant has sought and received the requisite approvals from Douglas County, including, without limitation, and if required, a liquor license and/or an outdoor festival and entertainment event license, and that the applicant has received all approvals from Douglas County. Failure to submit the requisite proof of Douglas County approval(s) shall be deemed to be an automatic determination that the application is incomplete, and shall not be heard by the Board until complete.

The application fee for a complete application will be refunded if an applicant cancels a street closure and/or special event, as set forth in this Policy, at least 5 business days prior to the event. In any event, the cleaning and security deposit set forth in this Policy will be refunded if the applicant cancels a street closure and/or special event prior to such closure or event, regardless of when the applicant cancels. All refunds will be given within 30 days of cancellation.

5. Festival Plans:

Included with the application shall be a detailed explanation of the applicant's plans to provide security and fire protection, water supply and facilities, food supply and facilities, sanitation facilities, medical facilities and services, vehicle parking spaces, vehicle access and on-site traffic control, and what provision shall be made for numbers of spectators in excess of the applicant's estimated attendance. The applicant shall also provide for clean-up of the premises and removal of garbage and refuse after the event has concluded.

If the applicant requests the closure of a street, park or alleyway within in the Town, the applicant shall provide a detailed plan of the event including signs, barricades, traffic control and parking.

Should the Board approve of the applicant's request to close a street or alleyway, the applicant shall be required to provide notice to all residents and tenants affected by the closure at least 10 business days in advance and provide notice to the Town Manager that such residents and tenants have consented to the closure of the street and/or alleyway. Such consent(s) is not required for park use.

Should the application for a special event/street closure be for a site which is contiguous to U.S. Hwy. 395, or which involves the closure of a street or alleyway intersecting U.S. Hwy. 395, the applicant shall submit with the application written evidence of approval of the special event/street closure by the Nevada Department of Transportation.

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6. **Insurance:**

As part of the application, each applicant shall supply proof of insurance. Comprehensive general liability insurance naming the Town of Gardnerville as an additional insured and certificate holder will be required for any special event/street closure with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

7. **Alcohol:**

Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of the special event and/or street closure, the applicant must request permission to consume or dispense alcoholic beverages from the Board. The applicant shall ensure that no participant in the special event/street closure shall use or possess any liquid container made wholly or partially of glass or metal, and demonstrate, as a part of the application, the measures to be taken to restrict alcoholic beverage containers and to ensure that no alcoholic beverage will be consumed or dispensed outside of the area of the site where the special event/street closure will occur. The applicant is also responsible for obtaining any other alcohol or liquor permits required by the Douglas County Code or other laws or regulations.

8. **Security/Law Enforcement Protection:**

For every special event/street closure permit, the applicant shall employ, at its own expense, security and/or law enforcement protection. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the place of the special event/street closure. The applicant shall demonstrate to the satisfaction of the Town Board that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the special event/street closure. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee, or to a private security firm. Security shall be subject to the complete direction and control of the Sheriff.

9. **Hours of Operation:**

All special events which are subject to this policy shall close and cease operation continuously between the hours of 12:00 a.m. and 9:00 a.m. of each and every day of the special event, unless different hours of operation of the special event are approved by the Board.

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10. Sanitation Facilities:

Every applicant shall provide at least one enclosed portable, chemical toilet, or one enclosed flush type water closet facility marked "Men" and one facility marked "Women" at the site of the special event/street closure on the basis of one such facility for each forty (40) males and one such facility for each forty (40) females expected to be in attendance. This paragraph is subject to the Douglas County Code and NAC 444.825, and toilet facility requirements may vary depending on the event being conducted.

Every applicant shall be required to provide for solid waste disposal. All solid waste disposal shall be provided by the Gardnerville Health and Sanitation Department which, based upon the application, shall determine the number and type of containers, and pickup and removal of refuse, trash, garbage and rubbish. Removal of all trash and refuse shall be at the applicant's expense.

The applicant shall provide adequate assurance to the Town that, at the conclusion of the special event, the site of the special event shall be cleaned, and all refuse and garbage removed within twenty-four (24) hours of the time of the conclusion of the special event/street closure.

11. Cleaning and Security Deposit:

A cleaning and security deposit ("deposit") of \$300.00 will be required to be paid upon submission of each application. The \$300.00 deposit applies one time to one event, so that if an applicant is also applying for a Town park use reservation, only one \$300.00 cleaning deposit shall be paid per event. If the application is denied by the Board, the deposit will be refunded to the applicant within 30 days of the application being denied.

Upon recommendation by the Town Manager, the deposit may be waived subject to the Board's discretion, and based upon the event and/or use proposed and the Board's consideration of the matters set forth within a completed application, including, without limitation, the planned event and/or use, the number of attendees anticipated, whether or not alcohol will be dispensed or consumed, the hours of operation, and the sanitation facilities required. Even if the Board waives the deposit, the applicant may be responsible for payment of cleanup and/or other expenses as set forth in the Policy if such expenses are necessary of the applicant's use.

The deposit, once paid, may be refunded to the applicant, in whole or in part, subject to the Board's discretion, at the conclusion of the street closure and/or special event after inspection by Town staff for any additional clean-up and/or damages other than normal wear and tear. Cleanup by Town staff will be billed at \$25.00 per hour and will be applied to the deposit, with any remaining portion of the deposit refunded as consistent with this Policy. The applicant will remain responsible for any additional damages or repair expenses as a result of the use. A full or partial refund of the deposit, if Town staff determines it is due, will be

returned to the applicant within thirty (30) days of the park use.

If the application is approved, prior to the event the applicant will be given instructions for cleaning the area used. An applicant shall clean the area used after the event. If, after the event has concluded, additional cleaning is required, it will be provided by the Town, which will bill at the rate of \$25.00 per hour as described in the paragraph immediately above.

12. Park Use:

In the event that the special event/street closure application contemplates use of a Town park, the applicant shall comply with all of the Town's rules and regulations relating to park use.



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action: Discussion to award, reject or modify Bid 2014-05 for Chichester Crack Repair; with public comment prior to Board action.**
2. **Recommended Motion: Motion to approve and award the Town's 2014-05 Chichester Crack repair bid to _____.**

Funds Available: Yes N/A

This was a \$33,000 Budgeted project. We have \$50,000 in grant match funding for Kings Lane that will not be used by June 30th and will be budgeted next year.

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: March 4, 2014 Time Requested: 5 minutes**

5. **Agenda:** Consent Administrative

Background Information: The Kings Lane project is in design. We have an agreement with NDOT. The project will be reimbursed for staff time. Staff is now working on the design plans and NDOT will need to approve them. We are hoping to start construction after this irrigation season ends or over next winter. The \$50,000 in funding can be used to speed up the replacement of the large cracks in Chichester. They are getting worse and worse and we need to step up our maintenance schedule, which was \$33,000 each year for 10 years. But we need to do more than that to keep the PCI above 80. The roads are shrinking too fast and we cannot afford to let them go and have to replace the pavement in a couple years. This work will allow them to be manageable over the next couple of years.

6. **Other Agency Review of Action:** Douglas County N/A
NDOT, and Army Corps of Engineers need to approve this project.

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

TOWN OF GARDNERVILLE

2014-05 Chichester Crack Repair

		SIERRA NEVADA CONSTRUCTION		WEST COAST PAVING		KUSTOM KOATINGS INC		ADVANCED ASPHALT	
CORE PROJECT	UNITS	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Mobilization	1 unit	\$2,500.00	\$2,500.00	\$1,835.00	\$1,835.00	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00
Traffic Control	1 unit	\$300.00	\$300.00	\$150.00	\$150.00	\$400.00	\$400.00	\$500.00	\$500.00
AC Removal	1647 ft ²	\$1.25	\$2,058.75	\$2.00	\$3,294.00	\$1.50	\$2,470.50	\$1.50	\$2,470.50
Overexcavate	5 cf	\$1.00	\$5.00	\$20.00	\$100.00	\$10.00	\$50.00	\$0.00	\$0.00
AC-20 Replacement	1647 ft ²	\$2.75	\$4,529.25	\$2.70	\$4,446.90	\$3.75	\$6,176.25	\$5.83	\$9,602.01
BID TOTAL			\$9,393.00		\$9,825.90		\$13,596.75		\$14,572.51
ALTERNATE A	UNITS	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1 unit	\$700.00	\$700.00	\$150.00	\$150.00	\$400.00	\$400.00	\$500.00	\$500.00
AC Removal	2238 ft ²	\$1.25	\$2,797.50	\$2.30	\$5,147.40	\$1.50	\$3,357.00	\$1.50	\$3,357.00
Overexcavate	5 cf	\$1.00	\$5.00	\$20.00	\$100.00	\$10.00	\$50.00	\$0.00	\$0.00
AC-20 Replacement	2238 ft ²	\$2.75	\$6,154.50	\$3.40	\$7,609.20	\$3.75	\$8,392.50	\$5.83	\$13,047.54
BID TOTAL			\$9,657.00		\$13,006.60		\$12,199.50		\$16,904.54
ALTERNATE B	UNITS	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1 unit	\$1,121.75	\$1,121.75	\$150.00	\$150.00	\$200.00	\$200.00	\$500.00	\$500.00
AC Removal	6279 ft ²	\$1.50	\$9,418.50	\$1.50	\$9,418.50	\$1.50	\$9,418.50	\$1.25	\$7,848.75
Overexcavate	10 cf	\$1.00	\$10.00	\$20.00	\$200.00	\$10.00	\$100.00	\$0.00	\$0.00
AC-20 Replacement	6279 ft ²	\$3.25	\$20,406.75	\$4.00	\$25,116.00	\$4.00	\$25,116.00	\$3.74	\$23,483.46
BID TOTAL			\$30,957.00		\$34,884.50		\$34,834.50		\$31,832.21
GRAND TOTAL			SIERRA NEVADA CONSTRUCTION \$50,007.00		WEST COAST PAVING \$57,717.00		KUSTOM KOATINGS INC \$60,630.75		ADVANCED ASPHALT \$63,309.26

2014-05 Chichester Crack Repair

		QUALCON CONTRACTORS		VEGA ASPHALT PAVING INC		HORIZON		BR CONSTRUCTORS LLC	
CORE PROJECT	UNITS	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Mobilization	1 unit	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$1,757.05	\$1,757.05	\$2,000.00	\$2,000.00
Traffic Control	1 unit	\$2,275.00	\$2,275.00	\$500.00	\$500.00	\$85.00	\$85.00	\$2,000.00	\$2,000.00
AC Removal	1647 ft ²	\$2.50	\$4,117.50	\$4.80	\$7,905.60	\$2.25	\$3,705.75	\$4.31	\$7,098.57
Overexcavate	5 cf	\$50.00	\$250.00	\$0.00	\$0.00	\$15.00	\$75.00	\$100.00	\$500.00
AC-20 Replacement	1647 ft ²	\$3.50	\$5,764.50	\$3.25	\$5,352.75	\$3.10	\$5,105.70	\$3.75	\$6,176.25
BID TOTAL			\$17,407.00		\$15,258.35		\$10,728.50		\$17,774.82
ALTERNATE A	UNITS	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1 unit	\$800.00	\$800.00	\$250.00	\$250.00	\$350.00	\$350.00	\$2,000.00	\$2,000.00
AC Removal	2238 ft ²	\$2.50	\$5,595.00	\$5.25	\$11,749.50	\$2.25	\$5,035.50	\$4.31	\$9,645.78
Overexcavate	5 cf	\$50.00	\$250.00	\$0.00	\$0.00	\$15.00	\$75.00	\$100.00	\$500.00
AC-20 Replacement	2238 ft ²	\$3.50	\$7,833.00	\$3.25	\$7,273.50	\$3.10	\$6,937.80	\$3.75	\$8,392.50
BID TOTAL			\$14,478.00		\$19,273.00		\$12,398.30		\$20,538.28
ALTERNATE B	UNITS	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1 unit	\$800.00	\$800.00	\$500.00	\$500.00	\$1,750.00	\$1,750.00	\$2,000.00	\$2,000.00
AC Removal	6279 ft ²	\$1.50	\$9,418.50	\$2.40	\$15,069.60	\$2.35	\$14,755.65	\$1.00	\$6,279.00
Overexcavate	10 cf	\$50.00	\$500.00	\$0.00	\$0.00	\$15.00	\$150.00	\$100.00	\$1,000.00
AC-20 Replacement	6279 ft ²	\$3.40	\$21,348.60	\$2.54	\$15,948.66	\$4.45	\$27,941.55	\$4.00	\$25,116.00
BID TOTAL			\$32,067.10		\$31,518.26		\$44,597.20		\$34,395.00
GRAND TOTAL			QUALCON CONTRACTORS \$63,952.10		VEGA ASPHALT PAVING INC \$66,049.61		HORIZON \$67,724.00		BR CONSTRUCTORS LLC \$72,708.10

2014-05 Chichester Crack Repair			IMPACT CONSTRUCTION		INTERMOUNTAIN SLURRY SEAL INC		CROCKETT ENTERPRISES INC	
CORE PROJECT	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Mobilization	1	unit	\$4,500.00	\$4,500.00	\$1,382.65	\$1,382.65	\$3,500.00	\$3,500.00
Traffic Control	1	unit	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$1,000.00	\$1,000.00
AC Removal	1647	ft ²	\$4.25	\$6,999.75	\$4.25	\$6,999.75	\$6.60	\$10,870.20
Overexcavate	5	cf	\$40.00	\$200.00	\$25.00	\$125.00	\$20.00	\$100.00
AC-20 Replacement	1647	ft ²	\$4.99	\$8,218.53	\$6.00	\$9,882.00	\$5.00	\$8,235.00
BID TOTAL				\$21,418.28		\$19,139.40		\$23,705.20
ALTERNATE A	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1	unit	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$1,500.00	\$1,500.00
AC Removal	2238	ft ²	\$3.50	\$7,833.00	\$4.25	\$9,511.50	\$6.60	\$14,770.80
Overexcavate	5	cf	\$40.00	\$200.00	\$25.00	\$125.00	\$20.00	\$100.00
AC-20 Replacement	2238	ft ²	\$4.95	\$11,078.10	\$6.00	\$13,428.00	\$5.25	\$11,749.50
BID TOTAL				\$20,611.10		\$23,814.50		\$28,120.30
ALTERNATE B	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
Traffic Control	1	unit	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$2,100.00	\$2,100.00
AC Removal	6279	ft ²	\$1.80	\$11,302.20	\$2.40	\$15,069.60	\$2.50	\$15,697.50
Overexcavate	10	cf	\$30.00	\$300.00	\$25.00	\$250.00	\$20.00	\$200.00
AC-20 Replacement	6279	ft ²	\$3.45	\$21,662.55	\$3.50	\$21,976.50	\$3.75	\$23,546.25
BID TOTAL				\$34,764.75		\$38,046.10		\$41,543.75
GRAND TOTAL				IMPACT CONSTRUCTION		INTERMOUNTAIN SLURRY SEAL INC		CROCKETT ENTERPRISES INC
				\$76,794.13		\$81,000.00		\$93,369.25

Sierra Nevada Construction Inc.
West Coast Paving
Kustom Koating Inc
Advanced Companies Inc.
Qualcon Contractors Inc.
Vega Paving Inc
Horizon Construction Inc.
BR Contractors, LLC
Impact Construction
Intermountain Slurry Seal Inc.
Crockett Enterprises Inc.

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Gardnerville NV, 89410
Gardnerville NV, 89410
Sparks, NV 89432
Gardnerville, NV 89410