



GARDNERVILLE TOWN BOARD

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

Meeting Agenda

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

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

Tuesday, September 6, 2016

4:30 p.m.

Gardnerville Town Hall

MISSION STATEMENT

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

Copies of the finalized agenda were posted on August 31, 2016, on or before the third day prior to the meeting date, by Carol Louthan, Administrative Services Manager, Signed: Carol Louthan : in accordance with NRS Chapter 241 at following locations;

Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 8:19 A.M.

Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at 8:38 A.M.

Gardnerville Post Office, 1267 US HWY 395 #L, Gardnerville NV 89410 at 8:42 A.M.

Gardnerville Town Offices, 1407 HWY 395 N, Gardnerville NV 89410 at 8:58 A.M. and on the Internet at www.gardnerville-nv.gov.

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

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

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items shall include discussion and possible action to approve, modify, deny, or continue.

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

INVOCATION – Carl Dahlen, Christ Presbyterian Church

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

PLEDGE OF ALLEGIANCE – Cassandra Jones

PUBLIC INTEREST COMMENTS (No Action)

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

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

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

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

August 2, 2016 Regular Board meeting, with public comment prior to Board action.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

CONSENT CALENDAR FOR POSSIBLE ACTION

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

1. **For Possible Action:** Correspondence
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
3. **For Possible Action:** Approve August 2016 claims
4. **For Possible Action:** Approve a town special event application for Austin's House Poker Run Fundraiser scheduled for September 17, 2016 at Heritage Park from 9:00 a.m. to 5:00 p.m., considered to be a Class 1 use per policy.
5. **For Possible Action:** Approve a town special event application with street closure for Suicide Prevention Awareness Walk/BBQ community event at Heritage Park on September 10, 2016 from 7:00 a.m. to 4:00 p.m., considered to be a Class 1 use per policy.
6. **For Possible Action:** Approve the Amendment #2 to the agreement with NDOT on the 395 Crosswalk projects increasing the project costs from \$378,316.00 to \$468,316.00, including NDOT covering the additional cost to resurface 50 feet long by full width section of Highway 395 as required in NDOT staff comments from the review of the construction drawings.

ADMINISTRATIVE AGENDA

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

7. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for August 2016. (approx. 10 minutes)
8. **Not for Possible Action:** Presentation by Partnership of Community Resources on Question 2 (Initiative to Regulate and Tax Marijuana) on the November ballot to educate business leaders, neighborhoods, parents, seniors and the community. Appearances by Partnership for Community Resources, Douglas County Sheriff's office, Juvenile Probation/Douglas County School District, District Attorney's Office and First Responders (approx. 30 minutes)
9. **For Possible Action:** Discussion on additional information provided about the flood plain requirements that was not presented in the previous hearing in July regarding the request from Martin Stahl for the board to reconsider the motion of denying the development application DA 16-036 & DA 16-037 requesting a Master Plan Amendment and Zoning Map Amendment to change the master plan designation from Commercial to Multi-Family Residential and to change the zoning designation from Neighborhood Commercial to Multi-Family Residential (maximum density of 16 units per acre; 1.66 x 16/acre=26.56 units; min net lot area =9,000) The subject property is located at 1378 N Hwy 395, Gardnerville, (APN 1220-04-101-029) within the Minden/Gardnerville Community Plan. Presentation by Keith Ruben, Senior Planner, RO Anderson Engineering; with public comment prior to Board action. (approx. 45 minutes)
10. **For Possible Action:** Discussion on a request by Park Holdings, LLC. for a Master Plan Amendment and Zoning Map Amendment to reflect extending the Minden Gardnerville Community Plan and Urban Service area boundary in support of a Master Plan and Zoning Map Amendment from agriculture to 266 acres single family residential, 485 acres of receiving area, 105 acres of Rural Residential (2-5 acre parcels), and 40 acres of industrial; and realignment of Muller Parkway removing the large reverse curves that are present in the current design. The subject properties are located generally, north of Chichester Estates, East of the Ranch at Gardnerville, West of decker ditch, east of the Minden Elementary school on multiple APN's, with approximately 500 acres (84 acres single family, and 276 acres of receiving area, 34 acres of industrial, and 105 acres of 2-5 acre single family homes) located south of the proposed Zerolene Road to be located within the Town of Gardnerville; with public comment prior to Board action. (approx. 90 minutes)
11. **For Possible Action:** Discussion on the 2016 Master Plan update collective board comments to Chapter two reformatting the comments and updating the information to the Minden Gardnerville Community Plan, adding a section for Gardnerville specific goals; with public comment prior to Board action. (approx. 15 minutes)



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

12. **For Possible Action:** Discussion on the North Hampton Light connection to NV energy with NV energy's standard Gardnerville Light or installation of an off the grid Solar powered light; with public comment prior to Board action. (approx. 20 minutes)
13. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for August 2016. (approx. 5 minutes)
14. **For Possible Action:** Accept Town Attorney's letter notifying the town of his desire to discontinue representation as general counsel to the Town of Gardnerville; with public comment prior to Board action. (approx. 5 minutes)
15. **For Possible Action:** Discussion and provide direction to staff on posting a Request for Proposals (RFP) for counsel representation for the Town of Gardnerville; with public comment prior to Board action. (approx. 15 minutes)
16. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for August 2016. (approx. 15 minutes)

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

Adjourn

Next monthly meeting October 4, 2016
2nd Annual Economic Development Conference - Sept 20-22, 2016
Coffin Races – October 8, 2016
Nevada League of Cities Annual Conference - October 12-14, 2016



GARDNERVILLE TOWN BOARD

Meeting Minutes

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

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Tuesday, August 2, 2016

4:30 p.m.

Gardnerville Town Hall

 **INVOCATION – Don Baumann, Pastor Hilltop Community Church**

 4:30 P.M. Chairwoman Wenner called the meeting to order and made the determination of a quorum.

 **PLEDGE OF ALLEGIANCE – Ken Miller**

PRESENT:

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

Mike Rowe, Town Counsel
Tom Dallaire, Town Manager
Geoff LaCost, Town Superintendent
Tracy Clark, Seasonal Office Assistant

 **PUBLIC INTEREST COMMENTS (No Action)**

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No public comment

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

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

No public comment.

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

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
July 5, 2016 Regular Board meeting, with public comment prior to Board action.**

No public comment.

Motion Miller/Slater to approve minutes of July 5, 2016. Motion carried unanimously.

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

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1. **For Possible Action: Correspondence**
Read and noted.
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**
Accepted
3. **For Possible Action: Approve July 2016 claims**
Approved.
4. **For Possible Action: Approve park use application date change for Main Street Gardnerville's Annual Volunteer and Business Recognition event changed from 7/17/16 to 9/18/16.**

Approved.

No public comment.

Motion Higuera/Slater to approve the consent calendar. Motion carried unanimously.

ADMINISTRATIVE AGENDA

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

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

Paula Lochridge congratulated Mary Wenner on her retirement. I will be doing a presentation to the county commissioners on September 1 on our progress and the direction of our program. We have been invited to a Sertoma meeting to do a presentation on the 12th. We are working with the organization committee on the next steps for trying to get a state program. The National Main Street America newsletter is included in your packet and has some great advice on advocacy and lobbying. Tom, myself and a couple volunteers met with reps from US Bank who want to be involved with volunteer possibilities and sponsorship, as does the United Federal Credit Union. The promotion committee has been busy working on future events and Coffin Races. We received \$1,000 sponsorship for the coffin races from the Carson Valley Medical Center's Vitality for Life Program. We have a couple of benches that have been ordered; one will be placed at the Record Courier and one location is yet to be determined. The District Vitality Committee is working on a plan to do a "Fall in Love with the District" event in September. We will be working closely with property managers and owners to build a tour of the downtown vacant buildings. US Bank officials want to be involved. We have another loan paid off with our revolving loan fund. We have one loan still active. We will re-launch the program with the possibility of using the money for matching grants. Ken wanted us to organize a meeting with the town board, the Main Street board, and the Gardnerville Community Enrichment Council. I will narrow down dates to move forward. I received thank you letters from GES and visitors staying at Wally's commending the town's cleanliness, flowers, and pride in the community.

Mr. Dallaire spoke about attending a workshop on business improvements at the Main Street Conference. There was a presentation on getting ADA access/ramps into buildings with bells installed in small businesses to alert them when there's somebody needing assistance outside. Attended: "Can small towns be cool?" workshop about whether we support the entrepreneurial people in town and help them grow and become successful, including high school programs with entrepreneurs mentoring kids. There were photos of a museum and downtown area with "interactive park" and waterfront with pedestrian pathway. I attended 5 classes on GIS and tracking data, including trash pickup data. Need to create a survey tool to make better decisions in the future. I liked their annual report using graphics instead of words. Also took two urban design classes. I think we need our market analysis updated in order to use the data to recruit business to come here.

Mrs. Lochridge attended several classes at the Main Street Conference that focused on businesses and building local business leaders. Talked about a program with business owners letting new businesses use their building for three months' rent free in the hopes that the businesses would then continue on in the space. It has been very successful. Of the 14 businesses selected in this program 13 are still in business, nine are still in their current pop-up location and two of the pop up business owners have launched new businesses in addition to their original. "Posed" is a program that comes up with a theme and then they create live mannequin shows. They had 25 merchants participating. People come down and look at the windows. Shops are open late. They talked about the importance of having a "signature event". They had an example of "the big bright light show". They have over 1.5 million lights used to light up four blocks and a couple of side streets. They actually hire a contractor to hang them. They create temporary electrical panels for the lights. This has become a huge draw. They talked about animating your downtown. Find something that is unique. You can find videos on it. They talked about businesses partnering with other businesses i.e. a restaurant partnering with a bookstore. They talked about ways businesses could partner with other businesses and making vacant storefronts an opportunity to display information about the town, etc. It takes seven seconds to make an impression. Empty storefronts are like missing teeth. Next conference is in Pittsburgh in early May 2017. My goal is to try to start finding funding to send a business owner and/or active volunteer to the conference.

6.  For Possible Action: Discussion on a request by Don Garrison for a street light at Waterloo and Northampton Circle; with public comment prior to Board action.

Darby Baligad spoke in Don Garrison's place as he was taken ill and could not attend. She read Mr. Garrison's letter into the record. Northampton residents are upset about the lack of a street light. You cannot see pedestrians in

crosswalks while traveling on Waterloo. They are upset with the time lag in the handling of this project. Think of the possible liability if someone is injured or killed on a dark night, especially with all of the town activities on Lampe.

Mr. Dallaire first worked on the light in June 2015. Don French, NV Energy, was working on this and he retired that December. We are now working with Mr. Lewis, who supplied the plans on page 6/16 and 6/17 in Board packet. Scott Morgan did not want to see another light on the corner by the postal cluster box. I am waiting on an NV Energy contract. They first wanted to put in a meter in on the corner. A meter costs \$32.80 per month and is not feasible to do in this location. We would need to remove a tree to install a light on both sides of the intersection. We are looking at installing a single light on the tennis court side of the intersection located at the back of the sidewalk ramp.

Vice-Chairman Miller asked who was responsible for the maintenance on Waterloo.

Mr. Dallaire answered Douglas County. There are currently no streetlights along that area.

Vice-Chairman Miller asked about solar lighting to negate the cost for the meter. He is concerned about winter months with lack of daylight to illuminate the street all night long.

Mr. Dallaire is happy to look into it.

Mrs. Slater suggested a quick fix would be to install solar lighting short term but that we should stick to town standard.

Mr. Dallaire believed the standard type 3 lights are about \$4,000.00 each.

Mr. Higuera asked if it's scheduled.

Mr. Dallaire is waiting on a contract and has been waiting quite a while.

Mrs. Slater had a conversation with the corner property owner and he offered to let us use a part of his corner to put in a light.

Mr. Dallaire stated the best option is go to the southeast corner with a type 3 light, estimated in packet at \$22,250 total cost but I won't know until I hear back from NV Energy.

Mrs. Slater asked that Tom get in touch with Mr. Garrison to follow up.

No action taken.


7.  **For Possible Action:** Discussion to approve Proclamation 2016P-03 recognizing the week of August 8th through August 14th, 2016 as Brain Injury Awareness week; with public comment prior to Board action.

Mr. Dallaire read the proclamation aloud.

Michael J. Smith spoke about his history of helping people with traumatic brain injury and the suicide implications of suffering this kind of injury. Mr. Smith thanked the Board for allowing the awareness week every year.

No public comment.

Motion Higuera/Jones to approve Proclamation 2016P-03 recognizing the week of August 8th through August 14th, 2016 as Brain Injury Awareness week. Motion carried unanimously.

8.  **For Possible Action:** Discussion to approve, Approve with modification or deny a request by Martin Stahl for a Master Plan Amendment and Zoning Map Amendment (DA 16-036 & DA 16-037) requesting to change the master plan designation from Commercial to Multi-Family Residential and to change the zoning designation from Neighborhood Commercial to Multi-Family Residential (maximum density of 16 units per acre; $1.66 \times 16/\text{acre} = 26.56$ units; min net lot area = 9,000) The subject property is located at 1378 N Hwy 395, Gardnerville, in the Minden/Gardnerville Community Plan. (APN 1220-04-101-029); with public comment prior to Board action

Tammy Kinsley with RO Anderson, representing Martin Stahl explained the plan. Property is located at 1378 Hwy 395. The existing master plan is commercial and the zoning is neighborhood/commercial. We are requesting that the master plan be changed from commercial to multi-family and the zoning be changed from neighborhood commercial to multifamily residential. By allowing this parcel to be changed, it would be consistent with Gardnerville's Plan for Prosperity in the S curve area. The conceptual plan proposes three apartment structures that are two story-with 20-21 2-bedroom units, a green area space along the highway with parking toward the rear.

Mrs. Slater pointed out that the proposed site plan does not meet the current planning requirements with parking and adequate turnaround. Has that been addressed?

Mrs. Kinsley explained at this stage of the project we are doing a master plan amendment and zone change. If those are approved we would work through the specific requirements. We would go through design review with county staff.

Mrs. Jones asked if the zoning you are seeking would eliminate any commercial use from this parcel.

Mrs. Kinsley agreed.

Mrs. Jones asked if there is another zoning feature option that would allow us to do both the high density housing and the commercial?

Mrs. Kinsley believed it would be mixed use commercial.

Some discussion about whether more commercial use is needed in their plan since there's so much empty/vacant commercial property around there as is. Is more necessary?

Chairwoman Wenner asked if the applicant has considered mixed use in the plans like a storefront with people living upstairs.

Mrs. Kinsley believed there is a lot of commercial around it.

Mr. Dallaire stated this is not a design review. It is just allowing a change to the master plan and zoning.

Vice-Chairman Miller's concern is safety because of a lack of crosswalks in an area with young families. Multi-family is needed in the area but I am concerned about the location.

Mrs. Slater agrees that it doesn't fit with the Plan for Prosperity and with the safety issues Ken Miller raised.

Mr. Dallaire included in the packet a sheet that shows the current zoning.

Mrs. Jones feels while it is a continuation of the zone, there is no actual linkage between this parcel and Kingslane. It doesn't logically extend the zoning that covers Kingslane.

No public comment.

Motion Miller/Slater to deny the request by Martin Stahl for a master plan amendment and zoning map amendment DA16-036, DA16-037 requesting to change a master plan designation from commercial to multi-family residential. Motion carried unanimously.

9.  For Possible Action: Discussion on the 2017 Douglas County Master Plan update, with focus on the Gardnerville Community Plan and request for "stakeholder" input on current Master Plan and/or possible Master Plan Amendments. Presentation by Candace Stowell, Wells Barnett Associates, LLC; with public comment prior to Board action.

Candace Stowell gave an update on the five-year master plan update of the 1996 Master Plan. (Most recent update was 2011.) A summary of community survey answers as to goals for the community is in board packets. We received 898 responses to the online survey about community goals. We have a dedicated webpage for the Master Plan Update. Three main elements they noticed of concern from the survey are: land use, growth management, and housing. They'll be preparing a report with revised master plan elements. We will have a planning commission workshop early next year. The hope is that the town board, as well as residents, will look at the existing Gardnerville community plan and assess existing

goals, policies and actions. We are allowing people to submit streamlined master plan map amendment applications. It is available to any property owner through September 1. In terms of the Minden-Gardnerville community plan our hope is the town board, as well as the residents, will look at the existing plan and give them to Tom to compile and forward them to her by the end of the month.

Mr. Dallaire spoke in detail about some proposed boundary changes based on known approved and proposed plans in the works/on the books, particularly the Park proposal, Virginia Ranch and Corley Ranch. He displayed a map of the town boundary.

Vice-Chairman Miller asked how many units have been approved on the Corley Ranch.

Mr. Dallaire responded about 250.

Vice-Chairman Miller's concern is if they are annexed would it pencil out for our trash services.

Mr. Dallaire explained it's all based on timing. If we can work out a deal with DDI we would be able to postpone hiring staff. This proposal from the Park family is eye opening. He pointed out that most of these plans were already approved and so cost must have been factored in at that time. He expects that most future development will logically be on the east and north and discussed the future planning of streets to accommodate.

There was discussion on balancing out services, parks, and schools for the proposed increase of homes. There are two elements to consider: the Minden/Gardnerville community plan and the goals and policies need to be updated.

Ms. Stowell suggests splitting out Minden and Gardnerville's plans because while there are similarities, they also have different needs.

Mrs. Jones believes that Main Street Gardnerville and Main Street Minden are both similarly aligned, but their Main Street is a different personality than ours. We need to be conscious of the balance of zoning and express concerns over the need for schools, parks, stores, etc. to service the increases. The master plan is an agreement between all of the boards and citizens as to what we want our town to look like 10,20 even 30 years from now and master plan amendments should be rare and very far between. This is the time to make those changes. I'd rather see the balance in place now than try to patch it together over the next five years.

Chairwoman Wenner asked Mrs. Moss to explain community plan boundaries split. Are we trying to make residential equal on both sides?

Mrs. Moss spoke about the need to consider the future of Zerolene because it's the current boundary between towns. This is the perfect opportunity for you to dictate where you want the boundary.

Mr. Dallaire advised they can change the master plan map.

Mrs. Moss pointed out internally Minden and Gardnerville have had discussions about Zerolene being the dividing line. But Zerolene is only in a portion. There is potential future development from that point on. So how does Zerolene look? Is it perpendicular to 395 all the way to Muller Parkway or does it run eastward to Muller Parkway and then that's your buildout boundary for the towns to the north.

Mr. Dallaire discussed the different options possible for Zerolene becoming a collector road based on the proposal from the Parks' presentation but won't know for sure until the proposal actually comes before the board. With the help of the information compiled from GIS and Candace, Tom was able to do a breakdown of all of the zones and presented those zone breakdowns and statistics to the board.

Mrs. Jones asked when you talk about Zerolene likely becoming a collector road, are we talking about something like Santa Barbara out in Johnson Lane?

Mr. Dallaire mentioned more like Vicky.

Mrs. Jones asked if it is more of a useful road to get cars back to 395.

Mr. Dallaire felt it was more for getting people back to town. The other connection into town is Gilman.

Chairwoman Wenner asked if all three of the roads: Buckeye, Zerolene and Gilman, would connect to Muller Parkway.

Mr. Dallaire advised Gilman will not connect; Heybourne will connect.

Mrs. Jones, while conscious of the fact that the board just denied a proposal for a multifamily project doesn't mean we don't need or want multifamily housing in the right locations.

Mr. Dallaire stated when you look at the master plan today within the town boundary you will have just the industrial area, and service industrial on the zoning map. You have two different maps; the master plan and the zoning map.

Mrs. Slater wishes we had a total commitment of where the bypass would be. I think that would help all of the community.

Mrs. Moss advised that any change to the growth ordinance would have to first go back to the people for vote.

Board Members will forward comments to Tom. Tom will compile and present at a meeting in the future.

Mrs. Jones asked if it violates open meeting law to submit comments via email to Tom.


Mr. Rowe advised in order to be a recommendation you would have to have a meeting.

Mr. Dallaire can take all the comments, compile them into one document and then have them approved at the next meeting.

Mrs. Jones reviewed the board agreed tonight we should have a separate plan from Minden. We agree that Zerolene should be the northern boundary in principle.

No public comment.

No action taken.

10.  For Possible Action: Discussion to possibly modify town lighting at Kingslane and Douglas Avenue; with public comment prior to Board action.

Mr. Dallaire had a meeting with Tim Russell at Lumos & Associates to talk about several locations downtown. The proposal is for four decorative lights. The plan is to come off the maintenance facility and power the two lights in front of maintenance yard. We have approval from NV Energy for a light and meter at Kingslane. We have a permit from NDOT and NV Energy. We just need a contractor to put it in. But there is no sense in getting someone out there now until I get the channel and have one contractor do it all. Three of the poles will be powered by the meter. Tom discussed plans at length with board members.

No public comment.

No action taken.

11.  Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for July 2016.

Mr. Rowe reported he worked on easements for the Village Motel and also on the reimbursement from NDOT to the Town for fixing a damaged storm drain at Sharkey's sidewalk exceeding \$22,000.00.

Mr. Dallaire asked if Mr. Rowe had a chance to look at the boundary line adjustment.

Mr. Rowe needs to meet with Mr. Dallaire to wrap it up.

12.  Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for July 2016.

Mr. Dallaire reported we have been invited to the department head meetings again with Larry. The county is looking to go self-insured for workers comp. They are also looking into a separate liability policy where we are all self-insured. Dental and vision are self-insured now. Finance is in charge of this. They are looking at Wells Fargo being the new broker of record. We are meeting with them on the August 11th at 9:00. I will have more information next month. There will be a department head meeting for the strategic plan and budgeting. We will be included in that conversation. I am also working on the concrete and pavement improvements at Mill Street. I hired Lumos to core drill Industrial Way in four locations and Service Drive in two locations to assess the existing soil structure and give us some recommendations on what we need to do to keep it from failing with all of DDI's traffic on it.

13.  Not For Possible Action: Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.

Chairwoman Wenner went to the Arts Council meeting. There is talk of a 3-day music festival and they're looking for a venue. He is also working with Jon Park to find a place where people can come in and go to different areas. They are hoping to have it figured out by 2017 sometime. The money would be raised for the Carson Valley Arts Council.

Vice-Chairman Miller suggested multiple venues and use a bus to get people around.

Mrs. Slater spoke on behalf of Nevada League of Cities. They had another caucus meeting. They are trying to whittle things down. At the last meeting we ruled out the three major things under discussion: insurance for retired employees; having to take the lowest bidder on contracts and; whether GIDs are entitled to gas tax. The next meeting will be August 10th. The Board of Directors will meet on Monday, August 8th.

Vice-Chairman Miller spoke about Main Street and the issue of absorbing Paula as an employee with the Town of Gardnerville. They will also be paying for watering of the plants and things like that.

Mr. Dallaire asked the Main Street board to include those items in the cost of their project. If we're going to continue to water the flowers, then it needs to pay for itself. Everything they do needs to come back to Main Street like a business. They are volunteers that put a lot of time and effort into this and making the program pay for itself. So cost of overhead for Paula and office supplies is what I've tried to get them to realize in order to come up with a cost for the program. Design spends the money; promotions and economic vitality make money. It's coming up with ideas that will generate more funds. Right now their main program is the wine walks. They need something else. They are considering doing a car show on an annual basis. Paula and I are getting together to identify vacant lots to try and get development in those places. They are on the verge of changes. There is a lot of potential. It's just getting people to invest in that potential.

Mrs. Jones mentioned the entrepreneur concept. Douglas High is starting a business management class this fall. I don't know of a single successful business person that didn't have a mentor.

Vice-Chairman Miller mentioned the loan fund. If we can turn that into matching funds, a 50-50 type match with business owners, you could see a lot of improvements. There's \$40,000 there. If it's matching it's \$80,000 in improvements along Main Street. There's discussion about utilizing the East Fork land for special events. They are trying to work with the land owners.

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

No public comment.

Meeting adjourned at 7:53 pm.

Mary Wenner, Chairwoman

Tom Dallaire, Town Manager

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Correspondence

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

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** September 6, 2016 **Time Requested:** N/A

5. **Agenda:** Consent Administrative

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

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

8. **Board Action:**

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

Dallaire, Tom

From: Nevada League of Cities & Municipalities <jwalker@nvleague.org>
Sent: Thursday, August 04, 2016 1:30 PM
To: Dallaire, Tom
Subject: City Courier - August 2016



Nevada League Cities & Municipalities

CITY COURIER

What's Happening around the League

**NLC&M Welcomes
Carson City and the
Town of Minden as
our newest members!**

Reno City Councilmember David Bobzien appointed to EPA Advisory Committee

City of Reno News Release



Reno City



Carson City rejoins the League as of July 1, 2016 and will be hosting our Board of Directors meeting on August 15th.

Carson City is the states lone city-county combination and being a member of NLC&M and NACO will give city government "twice the punch" in legislative lobbying among other benefits of belonging to both associations.



The Town of Minden also joined the League as of July 1, 2016. The Town of Minden is a quiet little town in the heart of the Carson Valley. It is the Douglas County Seat and provides fire and sheriff protection to its residents in conjunction with Douglas County.

BOARD OF DIRECTORS MEETING

August 15th

Carson City Community Center
850 E. William St., Sierra Room

10:00-2:00 P.M.

Agenda and board packet will be sent out next week. Hope to see you in Carson City!

NLC&M Annual

At-Large Reno City Councilmember David Bobzien was recently appointed to the U.S. Environmental Protection Agency's (EPA) Local Government Advisory Committee. Bobzien's role on the committee will be to advise the EPA on the challenges and opportunities national policy present to state and local governments. Bobzien will be the lone Nevadan on the committee.

**Councilman
David Bobzien**

"Councilmember David Bobzien is an effective leader who cares deeply about protecting the air we breathe and the water we drink," U.S. Senate Democratic Leader Harry Reid says. "I couldn't think of a better person to represent Nevada on this important committee, and was I proud to recommend him for the job. I thank Councilmember Bobzien for his service and look forward to continuing our work together."

Reno Mayor Hillary Schieve also supports Bobzien's new role on the EPA Local Government Advisory Committee.

"Since joining the Reno City Council in 2014, Councilmember Bobzien has been a leader in encouraging efforts on the local level to address environmental issues crucial to our city's quality of life, such as water and air quality and climate change," Schieve wrote in a recent letter of recommendation to the U.S. EPA. "He has also been a vocal advocate that actions to protect the environment can also provide economic benefits."

Bobzien and other committee members will provide advice and recommendations to the EPA Administrator to assist in developing a stronger partnership with local governments.

"I'm honored by this opportunity to provide an informed view on these issues in service to our country," Bobzien says. "Water quality, toxics, carbon emissions, infrastructure financing, and other environmental quality matters are concerning to Nevadans, and our experiences with these issues are, in many ways, unique."

A New North Las Vegas is Rising From the Dust of the Great Recession

Councilwoman Anita Wood, City of North Las Vegas

President John F. Kennedy once said that a rising tide lifts all boats. Well, a new North Las Vegas is rising from the dust of the Great Recession, and the City's progress stands to transform the entire Southern Nevada region.

Consider just two of the City's recent successes: Faraday Future, an electric-car maker that broke ground in April on a \$1 billion, high-tech manufacturing facility at Apex Industrial Park, anticipates creating 4,500 direct jobs and 9,000 supply



North Las Vegas
City Councilwoman
Anita Wood

Conference

"Sparking Ideas to Inspire the Future"

Hosted by: City of Sparks
October 12-14, 2016

Conference Registration is Open for Municipal Delegates, Guests, Sponsors and Exhibitors!

[Registration Information Here](#)

2016 Upcoming Events

August 15th
Board of Directors Meeting
Carson City, NV

October 12-14th
NLC&M Annual Conference
"Sparking Ideas to Inspire the Future"
Nugget Hotel, City of Sparks

November 16-19th
NLC - City Summit
Pittsburgh, PA

"Friends of the League"

PLATINUM

POOL/PACT
Wells Fargo

GOLD

CenturyLink
Nevada Rural Housing Authority
Republic Services

SILVER

Charles Abbott & Associates
NV Energy

and service jobs, pumping \$87.5 billion into the local economy over the next two decades and netting \$760 million in new tax revenues. Hyperloop One, which is manufacturing a revolutionary high-speed transportation platform at Apex, plans to invest more than \$121 million in Southern Nevada by testing its projects here, bringing 100 jobs to the region. Both projects are exciting indicators that North Las Vegas is emerging as a global technology leader and developing into a true city of innovation, with Apex at the heart of the development.

Now those are just two companies; Apex Industrial Park spans 18,000 acres. A full buildout of Apex is anticipated to pump a quarter of a trillion dollars into the local economy over the next 20 years, and numerous businesses already have inquired about buying and leasing land there. In fact, since the Faraday deal was finalized, large companies from California, the Midwest and Europe have shown interest in developing facilities at Apex. Those companies' executives have marveled at North Las Vegas' lean industrial zoning policies and the City's ability to help streamline construction.

Of course, this all is phenomenal news for North Las Vegas (news that is even more historic given these deals were executed during the City's most economically challenging time). But the happenings at Apex and in North Las Vegas in general are equally transformative for the rest of the valley.

The key to any durable economy is diversity. And that is what North Las Vegas is delivering. The City is expanding the region's proven gaming and construction successes by recruiting cutting-edge transportation and technology companies here, organizations that will significantly broaden Southern Nevada's economic base.

That means more jobs for Southern Nevada residents, more homebuyers looking to put down roots, more developers wanting to invest and more retail and service shoppers to spend money. Once the Faraday plant has matured, state officials estimate it will generate an additional \$230 million in state general fund revenue and \$270 million in local government revenue.

Perhaps more importantly, Faraday's investment in North Las Vegas means an expanded tax base and growing coffers for our school system - to the tune of \$260 million in K-12 education revenue over 20 years - a key ingredient for success, given our schools will be tasked with producing the next generation of workers and thinkers.

With all that's going on at Apex, it's no wonder the world is watching - and it is. A recent test demonstration by Hyperloop, for example, attracted scores of international journalists and press coverage around the globe. Such a spotlight only helps the City of North Las Vegas, and all of Southern Nevada, multiply its successes.

Voya Financial

COPPER

L/P Insurance Services
Las Vegas Metro Chamber
of Commerce
MassMutual Financial Group
Nevada State Bank
Sherman Howard L.L.C.
Stradling Yocca Carlson & Rauth
Western Insurance Specialties

**We appreciate your
support!**

For information on becoming a
"Friend of the
League" please [click here](#).

"Friends of the League"

PLATINUM

POOL/PACT
Wells Fargo

GOLD

CenturyLink
Nevada Rural Housing Authority
Republic Services

SILVER

Charles Abbott & Associates
NV Energy
Voya Financial

COPPER

L/P Insurance Services
Las Vegas Metro Chamber
of Commerce
MassMutual Financial Group
Nevada State Bank
Sherman Howard L.L.C.
Stradling Yocca Carlson & Rauth
Western Insurance Specialties



By: Lisa Soronen, State and Local Legal Center (SLLC), Washington D.C.

Last term the Supreme Court decided six-arguably seven-"big" cases. Five of those big cases impacted local governments in some way. In some of these cases being down a Justice made all the difference-in at least two cases it made no difference at all. Beyond the big cases, the Court decided a number of "bread and butter" issues-qualified immunity, public employment, and Fourth Amendment searches- affecting local governments.

The big cases

In *Friedrichs v. California Teachers Association*, the Supreme Court issued a 4-4 opinion affirming the lower court's decision to not overrule *Abood v. Detroit Board of Education* (1977).

In *Abood*, the Supreme Court held that the First Amendment does not prevent "agency shop" arrangements--where public employees who do not join the union are still required to pay their "fair share" of union dues for collective-bargaining, contract administration, and grievance-adjustment.

In two recent cases in 5-4 opinions written by Justice Alito and joined by the other conservative Justices (including Justice Scalia and Justice Kennedy), the Court was very critical of *Abood*. The Court heard oral argument in *Friedrichs* in January before Justice Scalia died, and the five more conservative Justices seemed poised to overrule *Abood*. Justice Scalia, who ultimately didn't participate in this case, likely would have voted to overrule *Abood*.

In *Reynold v. Sims* (1964), the Supreme Court established the principle of "one-person, one-vote" requiring state legislative districts to be apportioned equally.

The question in *Evenwel v. Abbott* was what population is relevant-total population or voter-eligible population.

The maximum total-population deviation between Texas Senate districts was about 8 percent; the maximum voter-eligible population deviation between districts exceeded 40 percent.

The Court's unanimous opinion concluded Texas may redistrict using total population "based on constitutional history, this Court's decisions, and longstanding practice."

Over the last 25 years the Supreme Court refused to decide this issue at least three times (all the previous cases involved local governments).

We appreciate your support!

For information on becoming a "Friend of the League" please [click here](#).

NLC&M Welcomes a New League Partner



The National League of Cities (NLC) Service Line Warranty Program, administered by Utility Service Partners, Inc., offers residents repair protection for in-home plumbing, external sewer and external water lines. The Nevada League of Cities and Municipalities supports the NLC Service Line Warranty Program for Nevada communities for these main reasons:

1. The program educates homeowners as to their service line responsibilities.
2. The added value of the service itself - studies show most homeowners have not set aside funds for unexpected repairs.
3. The program is offered at no cost to the cities, who often receive a share of the revenues collected.
4. It is the only warranty program to market to residents only with the city's permission.
5. It is the only warranty

The Supreme Court split 4-4 in *United States v. Texas* on whether the President's deferred action immigration program violates federal law. As a result, the Fifth Circuit's nationwide temporary stay of the program remains in effect.

The Deferred Action for Parents of Americans (DAPA) program allows certain undocumented immigrants who have lived in the United States for five years, and either came here as children or already have children who are U.S. citizens or permanent residents, to lawfully stay and work temporarily in the United States.

The National League of Cities and the U.S. Conference of Mayors joined an amicus brief in this case supporting the United States.

In *Fisher v. University of Texas at Austin*, the Court ruled 4-3 that the University of Texas at Austin's race-conscious admissions program is constitutional.

Per Texas's Top Ten Percent Plan, the top ten percent of Texas high school graduates are automatically admitted to UT Austin, filling up to 75 percent of the class. Other students are admitted based on a combination of their grades, test scores, and "personal achievement index." Race is considered as one factor in one of the two components of an applicant's "personal achievement index."

The Court rejected Abigail Fisher's argument that the university's use of race is unnecessary. This is the first time an education institution has won an affirmative action case since *Grutter v. Bollinger* (2003).

In *McDonnell v. United States*, the Court unanimously reversed former Virginia Governor Robert McDonnell's federal bribery conviction.

While in office McDonnell accepted more than \$175,000 in loans, gifts, and other benefits from Jonnie Williams. Williams wanted a Virginia state university to test a dietary supplement, Anatabloc, his company had developed.

The federal government claimed McDonnell committed at least five "official acts" of bribery, including arranging for Williams to meet with Virginia government officials and hosting and attending events at the Governor's mansion designed to encourage Virginia university researchers to study Anatabloc.

The Court held that setting up meetings, calling other public officials, and hosting events do not alone qualify as "official acts."

The lower court will decide whether charges against McDonnell should be dismissed based on its new definition of "official acts" or whether McDonnell should receive a new trial.

Bread and butter cases

Local government officials can be sued for money damages in their individual capacity if they violate a person's constitutional rights. Qualified immunity protects government officials from such lawsuits where the law

program endorsed by the National League of Cities.

The NLC Service Line Warranty Program partners with more than 300 cities in North America and has helped more than 100,000 homeowners save over \$64 million in service line repair costs.

To learn more about this unique program and how it can bring revenue and peace of mind to your community, please contact Mike Madden at mmadden@utilitysp.net or 407-616-2239 for more information.



Specialty Vehicle Solutions at the Best Government Pricing

We are excited to announce that Farber Specialty Vehicles has been awarded a multi-year contract to provide Specialty Vehicles, Equipment and Accessories and any Related Equipment, Supplies and Services. The contract was awarded through a competitive solicitation process conducted by lead public agency, Port of Portland, Oregon. The contract term is for three (3) years with a start date of June 1, 2016, with the option to extend the contract for two (2) additional periods of one year each.

Through this contract, agencies will have access to top-notch engineering, talented construction personnel and an elite service department dedicated to world-class service that provides:

* Mobile Police & Fire Command Centers, Crime Scene, SWAT, HAZMAT, Bomb Units, DUI-BAT

* Mobile Medical, Dental Screening, Mammography Screening,

they violated isn't "clearly established."

In *Mullenix v. Luna*, Israel Leija Jr. led officers on an 18-minute chase at speeds between 85 and 110 miles an hour after officers tried to arrest him. Leija called police twice saying he had a gun and would shoot police officers if they did not abandon their pursuit. While officers set up spike strips under an overpass, Officer Mullenix decided to shoot at Leija's car to disable it.

Officer Mullenix killed Leija but not disabling his vehicle. Leija's estate sued Officer Mullenix claiming that he violated the Fourth Amendment by using excessive force.

The Court concluded Officer Mullenix should be granted qualified immunity, stating: "Given Leija's conduct, we cannot say that only someone 'plainly incompetent' or who 'knowingly violate[s] the law' would have perceived a sufficient threat and acted as Mullenix did."

In *Heffernan v. City of Paterson, New Jersey*,* the Court held 6-2 that a public employer violates the First Amendment when it acts on a mistaken belief that an employee engaged in First Amendment protected political activity.

Police officer Jeffery Heffernan worked in the office of the police chief. The mayor was running for reelection against a friend of Heffernan's, Lawrence Spagnola. Heffernan was demoted after another member of the police force saw Heffernan picking up a Spagnola yard sign and talking to the Spagnola campaign manager and staff. Heffernan was picking up the sign for his bedridden mother.

The Court agreed that Heffernan has a First Amendment claim even though he engaged in no political activity protected by the First Amendment, because the City's motive was to retaliate against him for political activity.

A police officer stopped Edward Streiff after he left a suspected drug house. The officer discovered Streiff had an outstanding warrant, searched him (legally), and discovered he was carrying illegal drugs.

The Court held 5-3 in *Utah v. Strieff* that even though the initial stop was illegal, the drug evidence could be admissible against Streiff in a trial.

The Court first concluded that the discovery of a valid, pre-existing, untainted arrest warrant triggered the attenuation doctrine, which is an exception to the exclusionary rule. The Court then concluded that the discovery of the warrant "was [a] sufficient intervening [attenuating] event to break the causal chain" between the unlawful stop and the discovery of drugs.

In *Birchfield v. North Dakota*,* the Court held 5-3 that states may criminalize an arrestee's refusal to take a warrantless breath test. If states criminalize the refusal to take a blood test, police must obtain a warrant.

Per the search-incident-to-arrest exception to the Fourth Amendment, police officers are allowed to search an arrestee's person, without first obtaining a warrant, to protect officer safety or evidence. To determine if this exception applies, the Court weighed the degree to which the search "intrudes upon

Audiology

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Laboratories, Computer Labs

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* Custom Design

For more information:

Sarah Lindsay & Kelly Boggs
Email: uscommunities@naco.org
Phone: 202-942-4290
U.S. Communities Government
Purchasing Alliance
| www.uscommunities.org

an individual's privacy" with the need to promote "legitimate government interests."

The Court concluded the privacy intrusion of breath tests was minimal but the privacy intrusion of blood tests was not.

What's next?

The Supreme Court has accepted three cases of interest to local governments to be decided in its 2016-2017 term. The issue in Wells Fargo v. City of Miami and Bank of America v. City of Miami is whether cities have standing to sue banks under the Fair Housing Act over losses cities have experienced caused by discriminatory lending practices. In Manuel v. City of Joliet the Court will decide whether it is possible to bring malicious prosecution claims under the Fourth Amendment possible. The question in Murr v. Wisconsin is whether merger provisions in state law and local ordinances, where nonconforming, adjacent lots under common ownership are combined for zoning purposes, may result in the unconstitutional taking of property.

STAY CONNECTED



Nevada League of Cities & Municipalities, 310 S. Curry Street, Carson City, NV 89703

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MEMORANDUM

Town of Gardnerville

Marie Nicholson
OFFICE ASSISTANT SENIOR

TO: Tom Dallaire

FROM: Marie Nicholson

SUBJECT: Appreciation for Health and Sanitation Staff

DATE: 7/29/16

Hi Tom,

Edith Bays has called the town office a number of times this summer to arrange for emptying of the clean-up dumpster at her home. She has told me repeatedly how great the trash truck drivers have been to work with, stressing how very nice and helpful they have been as she's prepared her home for sale. She really appreciates all their help and kindness.

Marie

MEMORANDUM

Town of Gardnerville

Marie Nicholson
OFFICE ASSISTANT SENIOR

TO: Tom Dallaire

FROM: Marie Nicholson

SUBJECT: Appreciation for Parks and Public Works Staff

DATE: 8/2/16

Hi Tom,

I was at the Movies in the Park event at Heritage Park on 7/29/16, and I was so impressed with our staff! The crowd doesn't realize all the effort that is put into setting up the movie equipment and making sure that things run smoothly. But they did notice when there was a glitch in the movie and some people were not particularly polite in their response. Town staff did a great job of quickly solving the problem and succinctly explaining the problem and solution to the crowd. It was a very enjoyable evening thanks to their efficient work, troubleshooting, and communication skills. And I just want to say thank you!

Marie





PUBLIC WORKSHOPS STORMWATER MANAGEMENT

FOR A CLEAN COMMUNITY

DATE	TIME	LOCATION
Sept. 12, 2016	6-8:00 pm	Genoa Town Hall, 2287 Main Street, Genoa NV 89411
Sept. 13, 2016	6-8:00 pm	Johnson Lane Fire Station #6, 1450 Stephanie Way Minden, NV 89423
Sept. 14, 2016	6-8:00 pm	Douglas County Community and Senior Center Dining Room. 1329 Waterloo Lane Gardnerville, NV 89410
Sept. 19, 2016	6-8:00 pm	Kahle Community Center-Tallac Conference Room 236 Kingsbury Grade Rd, Stateline, NV 89449
Sept. 20, 2016	6-8:00 pm	TRE Community Center, 3939 Carter way TRE, NV 89444
Sept. 21, 2016	6-8:00 pm	Fish Springs Fire Station #9, 2249 Fish Springs Rd. Gardnerville, NV 89410

Douglas County is hosting a series of public outreach meetings to discuss stormwater issues specific to geographic areas in Douglas County and to explain how a stormwater management program and utility fee might work. A presentation will be given at each meeting and will include recommendations from the Citizen's Food Task Force, examples of how a stormwater management program could work, and staff will be collecting public input. For more information visit www.douglascountynv and click on the stormwater icon.

1-11
Follow Us on Twitter and Facebook! #dcstormwater





The Business Council is a nonprofit association of business owners & industry leaders that have worked tirelessly on supporting and protecting one of the most beautiful areas in the United States, while striving for a diverse, sustainable and healthy economy.

As a businessperson managing a business in Douglas County or Northern Nevada, you can join the Council and discover how you can participate in building prosperity for yourself, your community and future generations.



The Business Council authors a weekly update on relevant topics, government meetings and votes, pending projects, and hard hitting news.



The General membership meets monthly for breakfast with the latest updates and speakers on hot topics you need to know. Never a Charge. Meetings are open to members and their invited guests.

The Economic
PIVOT
 Critical Issues Conference 2016
 September 29, 2016 • 7:00 a.m. to 1:00 p.m. • Carson Valley Inn • Minden, NV

The Annual Critical Issues Conference is the hallmark of the Business Council. Members & Community Leaders come together to network, learn, plan and grow. Exhibits are open during meals & breaks.



Click to Reserve your Seat
Reservations

1-12

Nevada League of Cities & Municipalities

Annual Conference

Nugget Hotel, Sparks NV

October 11-14, 2016

Sparkling Ideas to Inspire the Future

Tentative Schedule

Tuesday, October 11th (early evening)

“Friends of the League” Appreciation Reception

Wednesday, October 12th

POWER I, II and III Training – (all day)

Golf Tournament – (10:00 a.m. shotgun start)
Red Hawk Golf and Resort
6600 N Wingfield Pkwy

Affiliate Group Meetings

Welcoming Reception (early evening)
O’Cleary’s Irish Pub
1330 Scheels Drive

Thursday, October 13th – (all day)

Continental Breakfast

Opening Ceremonies and General Session

Keynote Speaker – Mr. Roger Brooks

Roger has worked with nearly a thousand communities, as well as many states, provinces, national parks, and countries in their branding, product development and marketing efforts. And beyond the public sector, Roger has worked with trade associations and businesses in the lodging, retail, and restaurant industries as well as attractions, tour operators and providers, marketing agencies, and the travel media. He is the go-to expert for anyone with ties to the travel industry or in downtown development where most travel spending takes place.

Lunch

Educational Sessions

Panel Discussions on Topics Including Housing, Volunteerism, Local Government Revenues, and Health Care, Insurance and Medicaid

Host City Reception (early evening)
Sparks Marina Park
300 Howard Dr.

Continued on the next page.

Sparkling Ideas to Inspire the Future

Tentative Schedule *continued*

Friday, October 14th – (all day)

Continental Breakfast

Educational Sessions

“Future of Transportation”

“Local Government Autonomy”

General Session

Banquet Lunch/Awards and Recognition

Annual Membership Meeting

Closing Reception

Sparks Heritage Museum and Cultural Center

814 Victorian Avenue

Register Now

Early registration ends August 29th!

Hotel Reservations



Contact the League office for sponsorship opportunities!

775-882-2121

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve Health and Sanitation & Public Works Departments Monthly Report of activities
2. **Recommended Motion:** Approve as submitted
Funds Available: Yes N/A
3. **Department:** Administration
Prepared by: Carol Louthan
4. **Meeting Date:** September 6, 2016
5. **Time Requested:** N/A
6. **Agenda:** Consent Administrative
7. **Background Information:**

Trash (July figures)

Credit Cards (July figures)

Residential Accounts	1788
Commercial Accounts	224
Green Waste Accounts	1333
Cleanup Dumpsters	13
X-cans	393
# of new residential accounts	20 accts transferred to new owners
# of new commercial accounts	1 Restyle – 1459 Hwy 395
Minimum User Accounts	33
Total tons of trash	322.46
Total tons of Greenwaste	35.49

Total Amount	\$22,597.44	
Total Transactions	279	
Visa Debit	121	\$8,707.12
Visa	29	\$10,053.92
Mastercard Debit	3	\$295.80
Mastercard	22	\$2,050.90
ACH/E Check	22	\$1489.70

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

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action: Approve August 2016 claims.**
2. **Recommended Motion: Approve as submitted**
Funds Available: Yes N/A
3. **Department: Administration**

Prepared by: Carol Louthan
4. **Meeting Date: September 6, 2016** **Time Requested: N/A**
5. **Agenda: Consent Administrative**
6. **Background Information:** See attached.
7. **Other Agency Review of Action: Douglas County N/A**
8. **Board Action:**
 Approved **Approved with Modifications**
 Denied **Continued**



Accounts Payable by G/L Distribution Report

G/L Date Range 07/29/16 - 08/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 510.150 - Board Compensation	8/16 BOARD	G'VILLE	Paid by Check # 652180		07/28/2016	08/05/2016	08/05/2016		08/05/2016	250.00
4288 - Higuera Lloyd W	8/16 BOARD	G'VILLE	Paid by Check # 652192		07/28/2016	08/05/2016	08/05/2016		08/05/2016	250.00
24008 - Jones Cassandra Esq	8/16 BOARD	G'VILLE	Paid by Check # 652210		07/28/2016	08/05/2016	08/05/2016		08/05/2016	250.00
28960 - Miller Kenneth	8-16 BOARD	G'VILLE	Paid by Check # 652281		07/28/2016	08/05/2016	08/05/2016		08/05/2016	250.00
2969 - Slater Linda				Account 510.150 - Board Compensation Totals				Invoice Transactions 4		\$1,000.00
20219 - NV ST Public Employees	7-16 PREMIUMS	731	Paid by Check # 651998		07/01/2016	07/29/2016	07/29/2016		07/29/2016	9.68
				Account 511.201 - PEBS-Ret.Medical Totals				Invoice Transactions 1		\$9.68
29103 - Frontier	782-7134 7/16	77578271340502795	Paid by Check # 652161		07/16/2016	08/05/2016	08/05/2016		08/05/2016	109.17
29103 - Frontier	782-3856 7/16	77578238560808025	Paid by Check # 652161		07/16/2016	08/05/2016	08/05/2016		08/05/2016	52.96
13097 - Verizon Wireless	9769624214	842011146-00001	Paid by Check # 653076		08/01/2016	08/26/2016	08/26/2016		08/26/2016	277.19
				Account 520.055 - Telephone Expense Totals				Invoice Transactions 3		\$439.32
26465 - Diamond Printing Inc	10160	G'VILLE	Paid by Check # 651891		07/18/2016	07/29/2016	07/29/2016		07/29/2016	360.55
				Account 520.060 - Postage/Po Box Rent Totals				Invoice Transactions 1		\$360.55
26465 - Diamond Printing Inc	10159	G'VILLE	Paid by Check # 651891		07/18/2016	07/29/2016	07/29/2016		07/29/2016	850.28
				Account 520.072 - Advertising Totals				Invoice Transactions 1		\$850.28
11625 - Accurate Mobile Locksmith Inc	8/15/16	G'VILLE	Paid by Check # 652821		08/15/2016	08/26/2016	08/26/2016		08/26/2016	46.00
				Account 520.084 - Replacement & Repair Totals				Invoice Transactions 1		\$46.00
2924 - NV Energy	791804 7-16	791804	Paid by Check # 652464		07/26/2016	08/12/2016	08/12/2016		08/12/2016	222.21
				Account 520.089 - Power Totals				Invoice Transactions 1		\$222.21
3021 - Southwest Gas-Las Vegas	0015779022 7-16	2410015779022	Paid by Check # 652038		07/15/2016	07/29/2016	07/29/2016		07/29/2016	14.42
3021 - Southwest Gas-Las Vegas	1072224004 7-16	2411072224004	Paid by Check # 652038		07/15/2016	07/29/2016	07/29/2016		07/29/2016	15.53

3-2



Accounts Payable by G/L Distribution Report

G/L Date Range 07/29/16 - 08/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin										
Account 520.092 - Heating	1188600002 7-16	2411188600002	Paid by Check # 652038		07/15/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	8.00
3021 - Southwest Gas-Las Vegas				Account 520.092 - Heating Totals				Invoice Transactions 3		\$37.95
Account 520.097 - Maint B&G	109171/1	1236	Paid by Check # 652315		07/06/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	18.88
11985 - Ace Hardware				Account 520.097 - Maint B&G Totals				Invoice Transactions 1		\$18.88
Account 520.098 - Janitorial Services	TOG0716	GVILLE	Paid by Check # 652580		08/09/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	150.00
27347 - A+ Janitorial Service				Account 520.098 - Janitorial Services Totals				Invoice Transactions 1		\$150.00
Account 520.136 - Rents & Leases Equipment	97200096	1481234-3433221	Paid by Check # 652017		07/13/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	165.41
4753 - Ricoh USA Inc			Paid by Check # 652743		08/01/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	118.94
4753 - Ricoh USA Inc	5043654287	16769392		Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 2		\$284.35
Account 520.169 - EMRB Assessment	AA16-338	PAYROLL	Paid by Check # 652470		06/20/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	81.00
2401 - NV ST Dept Business/Industry				Account 520.169 - EMRB Assessment Totals				Invoice Transactions 1		\$81.00
Account 520.170 - Memberships	679014 16-17	DALLAIRE	Paid by Check # 651833		07/12/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	194.00
160 - American Public Works Assoc			Paid by Check # 652436		07/27/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	225.00
6961 - Logman	07272016-6	583683			07/20/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	217.43
7358 - Underground Service Alert Inc	16071032	176317		Account 520.170 - Memberships Totals				Invoice Transactions 3		\$636.43
Account 520.187 - Internet Expense	0012509 8/16	8354110060012509	Paid by Check # 652623		08/02/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	64.99
15887 - Charter Communications			Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	62.50
12997 - Do Co Procurement Program	7-16 NICHOLSON	GVILLE		Account 520.187 - Internet Expense Totals				Invoice Transactions 2		\$127.49
Account 521.130 - Legal Services	26185	GVILLE	Paid by Check # 652510		07/28/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	1,030.00
10816 - Rowe Hales & Yturbe LLP				Account 521.130 - Legal Services Totals				Invoice Transactions 1		\$1,030.00



Accounts Payable by G/L Distribution Report

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 533.800 - Office Supplies										
12997 - Do Co Procurement Program	7-16 DALLAIRE	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	59.00
12997 - Do Co Procurement Program	7-16 LOUTHAN	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	212.20
					Account 533.800 - Office Supplies Totals			Invoice Transactions 2		\$271.20
16648 - E Squared C Inc	43802	G'VILLE	Paid by Check # 652384		08/02/2016	08/12/2016	08/12/2016		08/12/2016	37.50
					Account 533.806 - Software Totals			Invoice Transactions 1		\$37.50
					Department 921 - Gardnerville Admin Totals			Invoice Transactions 29		\$5,602.84

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 520.084 - Replacement & Repair										
18821 - Fastenal Industrial/Cons Suppl	NVMIN56667	NVMIN0011	Paid by Check # 651913		07/05/2016	07/29/2016	07/29/2016		07/29/2016	16.73
18821 - Fastenal Industrial/Cons Suppl	NVMIN56729	NVMIN0011	Paid by Check # 651913		07/06/2016	07/29/2016	07/29/2016		07/29/2016	5.08
11985 - Ace Hardware	109218/1	1236	Paid by Check # 652315		07/07/2016	08/12/2016	08/12/2016		08/12/2016	33.46
13485 - Ahern Rentals Inc	16287508-1	205304	Paid by Check # 652320		07/01/2016	08/12/2016	08/12/2016		08/12/2016	49.57
13485 - Ahern Rentals Inc	16292559-1	205304	Paid by Check # 652320		07/05/2016	08/12/2016	08/12/2016		08/12/2016	30.98
13485 - Ahern Rentals Inc	16309188-1	205304	Paid by Check # 652320		07/08/2016	08/12/2016	08/12/2016		08/12/2016	22.95
13485 - Ahern Rentals Inc	16314889-1	205304	Paid by Check # 652320		07/11/2016	08/12/2016	08/12/2016		08/12/2016	33.75
13485 - Ahern Rentals Inc	16328807-1	205304	Paid by Check # 652320		07/13/2016	08/12/2016	08/12/2016		08/12/2016	8.00
13485 - Ahern Rentals Inc	16331502-1	205304	Paid by Check # 652320		07/14/2016	08/12/2016	08/12/2016		08/12/2016	45.30
3457 - Western Nevada Supply Company	46659911	71273	Paid by Check # 652568		07/01/2016	08/12/2016	08/12/2016		08/12/2016	138.85
726 - Central Systems Electric Inc	199008	TOWNGA	Paid by Check # 652621		07/13/2016	08/19/2016	08/19/2016		08/19/2016	88.00
12198 - O'Reilly Auto Parts	3530-465524	1075650	Paid by Check # 652727		07/19/2016	08/19/2016	08/19/2016		08/19/2016	16.99
Account 520.084 - Replacement & Repair Totals										\$489.66
2924 - NV Energy	791804 7-16	791804	Paid by Check # 652464		07/26/2016	08/12/2016	08/12/2016		08/12/2016	427.97
Account 520.089 - Power Totals										\$427.97
2153 - Minden Town of	1862.01 7/16	1862.01	Paid by Check # 652448		07/26/2016	08/12/2016	08/12/2016		08/12/2016	25.55
Account 520.090 - Water Totals										\$25.55
12997 - Do Co Procurement Program	7-16 DALLAIRE	GVILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	693.38
Account 532.001 - Op.Supplies Totals										\$693.38
3814 - Flyers Energy LLC	CFS1260460	8308	Paid by Check # 652156		07/15/2016	08/05/2016	08/05/2016		08/05/2016	186.36

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Accounts Payable by G/L Distribution Report

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1269492	8308	Paid by Check # 652655		07/31/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	58.25
Account 532.003 - Gas & Oil Totals Invoice Transactions 2										
5666 - Allied Uniform Sales		G'VILLE	Paid by Check # 652083		07/20/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	125.60
11985 - Ace Hardware	109255/1	1236	Paid by Check # 652315		07/08/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	17.98
13485 - Ahern Rentals Inc	16199004-2	205304	Paid by Check # 652320		07/25/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	(110.52)
3115 - Swank Motion Pictures Inc	2208670	0223170001	Paid by Check # 652538		07/18/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	678.00
12997 - Do Co Procurement Program	7-16 LOUTHAN	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	122.53
12997 - Do Co Procurement Program	7-16 PLUT	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	129.50
22633 - Sierra Nevada Media Group	7716-07312016	1057644	Paid by Check # 652757		07/31/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	115.51
3115 - Swank Motion Pictures Inc	RG2215220	0223170001	Paid by Check # 652776		08/01/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	528.00
31624 - Splash Dogs Inc	8-16 DOCK JUMP	G'VILLE	Paid by Check # 652817		08/05/2016	08/26/2016	08/26/2016	08/26/2016	08/26/2016	1,500.00
Account 533.817 - Small Projects Totals Invoice Transactions 9										
Department 923 - Parks & Recreation Totals Invoice Transactions 26										
										\$3,106.60
										\$4,987.77

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Accounts Payable by G/L Distribution Report

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.084 - Replacement & Repair										
18821 - Fastenal Industrial/Cons Suppl	NVMIN56667	NVMIN0011	Paid by Check # 651913		07/05/2016	07/29/2016	07/29/2016		07/29/2016	25.10
18821 - Fastenal Industrial/Cons Suppl	NVMIN56729	NVMIN0011	Paid by Check # 651913		07/06/2016	07/29/2016	07/29/2016		07/29/2016	7.62
14747 - Home Depot (Gville)	5240818	6035322502697513	Paid by Check # 651944		07/12/2016	07/29/2016	07/29/2016		07/29/2016	1,339.23
11985 - Ace Hardware	109421/1	1236	Paid by Check # 652315		07/14/2016	08/12/2016	08/12/2016		08/12/2016	31.76
11985 - Ace Hardware	109834/1	1236	Paid by Check # 652315		07/29/2016	08/12/2016	08/12/2016		08/12/2016	9.98
13485 - Ahern Rentals Inc	16314889-1	205304	Paid by Check # 652320		07/11/2016	08/12/2016	08/12/2016		08/12/2016	33.75
13485 - Ahern Rentals Inc	16328807-1	205304	Paid by Check # 652320		07/13/2016	08/12/2016	08/12/2016		08/12/2016	462.84
13485 - Ahern Rentals Inc	16331502-1	205304	Paid by Check # 652320		07/14/2016	08/12/2016	08/12/2016		08/12/2016	9.74
13485 - Ahern Rentals Inc	16368348-1	205304	Paid by Check # 652320		07/22/2016	08/12/2016	08/12/2016		08/12/2016	279.99
13485 - Ahern Rentals Inc	16368348-2	205304	Paid by Check # 652320		07/22/2016	08/12/2016	08/12/2016		08/12/2016	(279.99)
13485 - Ahern Rentals Inc	16368372-1	205304	Paid by Check # 652320		07/22/2016	08/12/2016	08/12/2016		08/12/2016	258.99
2510 - Parts House	688278	4170	Paid by Check # 652488		07/15/2016	08/12/2016	08/12/2016		08/12/2016	7.42
2510 - Parts House	688279	4170	Paid by Check # 652488		07/15/2016	08/12/2016	08/12/2016		08/12/2016	96.99
12997 - Do Co Procurement Program	7-16 LACOST	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	73.91
12997 - Do Co Procurement Program	7-16 PLUT	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	477.95
5059 - Hydraulic Industrial Services Inc	30800	G'VILLE	Paid by Check # 652670		07/28/2016	08/19/2016	08/19/2016		08/19/2016	434.97
12198 - O'Reilly Auto Parts	3530-463996	1075650	Paid by Check # 652727		07/11/2016	08/19/2016	08/19/2016		08/19/2016	5.99
9161 - Wholesale Direct Inc	000222441	G'VILLE	Paid by Check # 652812		08/02/2016	08/19/2016	08/19/2016		08/19/2016	719.02
					Account 520.084 - Replacement & Repair Totals			Invoice Transactions 18		\$3,995.26
2924 - NV Energy					07/26/2016	08/12/2016	08/12/2016		08/12/2016	6,129.95
					Account 520.095 - Street Lights Totals			Invoice Transactions 1		\$6,129.95

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardinerville Town										
Department 926 - Other Public Works										
Account 520.103 - Maint Road										
11985 - Ace Hardware	109260/1	1236	Paid by Check # 652315		07/08/2016	08/12/2016	08/12/2016		08/12/2016	15.97
11985 - Ace Hardware	109295/1	1236	Paid by Check # 652315		07/11/2016	08/12/2016	08/12/2016		08/12/2016	4.99
11985 - Ace Hardware	109507/1	1236	Paid by Check # 652315		07/18/2016	08/12/2016	08/12/2016		08/12/2016	12.99
11985 - Ace Hardware	109623/1	1236	Paid by Check # 652315		07/21/2016	08/12/2016	08/12/2016		08/12/2016	18.98
2121 - Meeks Lumber	965840	06G1570	Paid by Check # 652445		07/22/2016	08/12/2016	08/12/2016		08/12/2016	52.22
8692 - Silver State Barricade Inc	87268	G'VILLE	Paid by Check # 652522		07/25/2016	08/12/2016	08/12/2016		08/12/2016	1,564.32
Account 520.103 - Maint Road Totals										
										\$1,669.47
Account 532.001 - Op.Supplies										
12997 - Do Co Procurement Program	7-16 DALLAIRE	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	693.39
Account 532.001 - Op.Supplies Totals										
										\$693.39
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1260460	8308	Paid by Check # 652156		07/15/2016	08/05/2016	08/05/2016		08/05/2016	224.52
3814 - Flyers Energy LLC	CFS1269492	8308	Paid by Check # 652655		07/31/2016	08/19/2016	08/19/2016		08/19/2016	148.22
Account 532.003 - Gas & Oil Totals										
										\$372.74
Account 532.019 - Storm Drain Maintenance										
2549 - Dallaire Tom-Petty Cash	8-16 G'VILLE2	PETTY CASH	Paid by Check # 652888		08/11/2016	08/26/2016	08/26/2016		08/26/2016	5.00
Account 532.019 - Storm Drain Maintenance Totals										
										\$5.00
Account 532.028 - Uniforms										
10314 - Work World Inc	48300	G'VILLE	Paid by Check # 652069		07/09/2016	07/29/2016	07/29/2016		07/29/2016	97.95
5785 - AlSCO Inc	LREN1162063	000330	Paid by Check # 652086		07/05/2016	08/05/2016	08/05/2016		08/05/2016	4.39
5785 - AlSCO Inc	LREN1164329	000330	Paid by Check # 652086		07/12/2016	08/05/2016	08/05/2016		08/05/2016	4.39
5785 - AlSCO Inc	LREN1166558	000330	Paid by Check # 652086		07/19/2016	08/05/2016	08/05/2016		08/05/2016	4.39
5785 - AlSCO Inc	LREN1168782	000330	Paid by Check # 652086		07/26/2016	08/05/2016	08/05/2016		08/05/2016	4.39
30870 - Mallory Safety & Supply LLC	4110755	87639	Paid by Check # 652203		07/08/2016	08/05/2016	08/05/2016		08/05/2016	58.55
30870 - Mallory Safety & Supply LLC	4117080	87639	Paid by Check # 652203		07/21/2016	08/05/2016	08/05/2016		08/05/2016	43.98

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/29/16 - 08/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardinerville Town										
Department 926 - Other Public Works										
Account 532.028 - Uniforms										
4287 - Red Wing Shoe Store	00000007-066	G'VILLE	Paid by Check # 652501		07/27/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	83.12
12997 - Do Co Procurement Program	7-16 DALLAIRE	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	101.78
5666 - Allied Uniform Sales	3996	G'VILLE	Paid by Check # 652834		08/11/2016	08/26/2016	08/26/2016	08/26/2016	08/26/2016	290.50
10314 - Work World Inc	48061	G'VILLE	Paid by Check # 653087		07/31/2016	08/26/2016	08/26/2016	08/26/2016	08/26/2016	196.44
Account 532.028 - Uniforms Totals										\$889.88
Account 562.000 - Capital Projects										
20313 - Tigor Title Co	8-16	G'VILLE/DOWN PMT	Paid by Check # 652291		07/11/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	100,000.00
2012 - Lumos and Associates Inc	GILMAN/EZEL 92417	8939.000	Paid by Check # 652438		07/28/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	2,490.00
2702 - Resource Concepts Inc	16-00899	G'VILLE	Paid by Check # 652504		07/26/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	3,667.20
31525 - Bramco Construction Corp	7228	G'VILLE	Paid by Check # 652610		08/05/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	832.17
6254 - NV ST Div Of Enviro Protection	PFI-17963	2-000007/G'VILLE	Paid by Check # 652719		08/04/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	300.00
23765 - Great Basin Lighting Inc	8584	G'VILLE	Paid by Check # 652927		08/09/2016	08/26/2016	08/26/2016	08/26/2016	08/26/2016	7,146.00
5189 - R O Anderson Engineering Inc	38073	1393-018-16/G'VILLE	Paid by Check # 653007		07/18/2016	08/26/2016	08/26/2016	08/26/2016	08/26/2016	1,520.00
Account 562.000 - Capital Projects Totals										\$115,955.37
Department 926 - Other Public Works Totals										\$129,711.06
Fund 610 - Gardinerville Town Totals										\$140,301.67

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardiner Health & San Department 925 - Health & Sanitation										
4288 - Higuera Lloyd W	Account 510.150 - Board Compensation 8/16 BOARD	G'VILLE	Paid by Check # 652180		07/28/2016	08/05/2016	08/05/2016		08/05/2016	250.00
24008 - Jones Cassandra Esq	8/16 BOARD	G'VILLE	Paid by Check # 652192		07/28/2016	08/05/2016	08/05/2016		08/05/2016	250.00
28960 - Miller Kenneth	8/16 BOARD	G'VILLE	Paid by Check # 652210		07/28/2016	08/05/2016	08/05/2016		08/05/2016	250.00
2969 - Slater Linda	8-16 BOARD	G'VILLE	Paid by Check # 652281		07/28/2016	08/05/2016	08/05/2016		08/05/2016	250.00
	Account 510.150 - Board Compensation Totals						Invoice Transactions 4			\$1,000.00
21697 - Blue Ribbon Personnel Services	Account 516.120 - Contract Salaries 38250	653202	Paid by Check # 651847		07/15/2016	07/29/2016	07/29/2016		07/29/2016	656.75
21697 - Blue Ribbon Personnel Services	38386	653202	Paid by Check # 652101		07/22/2016	08/05/2016	08/05/2016		08/05/2016	740.00
21697 - Blue Ribbon Personnel Services	38528	953202	Paid by Check # 652339		07/29/2016	08/12/2016	08/12/2016		08/12/2016	740.00
21697 - Blue Ribbon Personnel Services	38666	653202	Paid by Check # 652608		08/05/2016	08/19/2016	08/19/2016		08/19/2016	740.00
21697 - Blue Ribbon Personnel Services	38810	653202	Paid by Check # 652849		08/12/2016	08/26/2016	08/26/2016		08/26/2016	740.00
	Account 516.120 - Contract Salaries Totals						Invoice Transactions 5			\$3,616.75
29103 - Frontier	Account 520.055 - Telephone Expense 782-7134 7/16	77578271340502795	Paid by Check # 652161		07/16/2016	08/05/2016	08/05/2016		08/05/2016	109.16
29103 - Frontier	782-3856 7/16	77578238560808025	Paid by Check # 652161		07/16/2016	08/05/2016	08/05/2016		08/05/2016	52.96
13097 - Verizon Wireless	9769624214	842011146-00001	Paid by Check # 653076		08/01/2016	08/26/2016	08/26/2016		08/26/2016	277.19
	Account 520.055 - Telephone Expense Totals						Invoice Transactions 3			\$439.31
26465 - Diamond Printing Inc	Account 520.060 - Postage/Po Box Rent 10160	G'VILLE	Paid by Check # 651891		07/18/2016	07/29/2016	07/29/2016		07/29/2016	360.55
26465 - Diamond Printing Inc	Account 520.072 - Advertising 10159	G'VILLE	Paid by Check # 651891		07/18/2016	07/29/2016	07/29/2016		07/29/2016	850.28
	Account 520.060 - Postage/Po Box Rent Totals						Invoice Transactions 1			\$360.55
	Account 520.072 - Advertising Totals						Invoice Transactions 1			\$850.28
18821 - Fastenal Industrial/Cons Suppl	Account 520.084 - Replacement & Repair NVMIN56667	NVMIN0011	Paid by Check # 651913		07/05/2016	07/29/2016	07/29/2016		07/29/2016	25.09
18821 - Fastenal Industrial/Cons Suppl	NVMIN56729	NVMIN0011	Paid by Check # 651913		07/06/2016	07/29/2016	07/29/2016		07/29/2016	7.63

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardinerville Health & Sanitation Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair	9304228157	10228446								
1957 - Lawson Products Inc			Paid by Check # 651967		07/13/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	75.05
11985 - Ace Hardware	109089/1	1236	Paid by Check # 652315		07/01/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	43.09
11985 - Ace Hardware	109450/1	1236	Paid by Check # 652315		07/15/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	214.96
11985 - Ace Hardware	109500/1	1236	Paid by Check # 652315		07/18/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	34.88
13485 - Ahern Rentals Inc	16331502-1	205304	Paid by Check # 652320		07/14/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	9.74
2510 - Parts House	687085	4170	Paid by Check # 652488		07/08/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	100.88
26482 - Peterbilt Truck Parts & Eq LLC	7060015	365290	Paid by Check # 652494		06/28/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	6.89
26482 - Peterbilt Truck Parts & Eq LLC	7059863	365290	Paid by Check # 652494		06/27/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	129.18
15174 - Purcell Tire Co Inc	26480202	264475	Paid by Check # 652496		07/27/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	1,456.00
12198 - O'Reilly Auto Parts	3530-462111	1075650	Paid by Check # 652727		07/01/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	22.70
12198 - O'Reilly Auto Parts	3530-462126	1075650	Paid by Check # 652727		07/01/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	26.72
12198 - O'Reilly Auto Parts	3530-462129	1075650	Paid by Check # 652727		07/01/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	(26.72)
12198 - O'Reilly Auto Parts	3530-463976	1075650	Paid by Check # 652727		07/11/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	13.90
12198 - O'Reilly Auto Parts	3530-464210	1075650	Paid by Check # 652727		07/12/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	13.80
12198 - O'Reilly Auto Parts	3530-464212	1075650	Paid by Check # 652727		07/12/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	13.80
12198 - O'Reilly Auto Parts	3530-464792	1075650	Paid by Check # 652727		07/15/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	15.98
12198 - O'Reilly Auto Parts	3530-464831	1075650	Paid by Check # 652727		07/15/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	18.48
12198 - O'Reilly Auto Parts	3530-465835	1075650	Paid by Check # 652727		07/20/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	575.65
12198 - O'Reilly Auto Parts	3530-465976	1075650	Paid by Check # 652727		07/21/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	7.86
12198 - O'Reilly Auto Parts	3530-466204	1075650	Paid by Check # 652727		07/22/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	6.99
12198 - O'Reilly Auto Parts	3530-466760	1075650	Paid by Check # 652727		07/25/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	209.44
12198 - O'Reilly Auto Parts	3530-466784	1075650	Paid by Check # 652727		07/25/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	105.92

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/29/16 - 08/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardinerville Health & San Department 925 - Health & Sanitation										
Account 520.084 - Replacement & Repair										
12198 - O'Reilly Auto Parts	3530-466787	1075650	Paid by Check # 652727		07/25/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	55.97
12198 - O'Reilly Auto Parts	3530-466788	1075650	Paid by Check # 652727		07/25/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	492.24
12198 - O'Reilly Auto Parts	3530-467006	1075650	Paid by Check # 652727		07/26/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	123.95
12198 - O'Reilly Auto Parts	3530-467207	1075650	Paid by Check # 652727		07/27/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	10.60
11625 - Accurate Mobile Locksmith Inc	G'VILLE 8/15/16	G'VILLE	Paid by Check # 652821		08/15/2016	08/26/2016	08/26/2016	08/26/2016	08/26/2016	46.00
1957 - Lawson Products Inc	9304291005	10228446	Paid by Check # 652957		08/10/2016	08/26/2016	08/26/2016	08/26/2016	08/26/2016	12.92
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 30		\$3,849.59
2924 - NV Energy	791804 7-16	791804	Paid by Check # 652464		07/26/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	242.96
			Account 520.089 - Power					Invoice Transactions 1		\$242.96
3021 - Southwest Gas-Las Vegas	0015779022 7- 16	2410015779022	Paid by Check # 652038		07/15/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	14.42
3021 - Southwest Gas-Las Vegas	1072224004 7- 16	2411072224004	Paid by Check # 652038		07/15/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	15.53
3021 - Southwest Gas-Las Vegas	1188600002 7- 16	2411188600002	Paid by Check # 652038		07/15/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	24.00
			Account 520.092 - Heating					Invoice Transactions 3		\$53.95
11985 - Ace Hardware	109171/1	1236	Paid by Check # 652315		07/06/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	18.88
			Account 520.097 - Maint B&G					Invoice Transactions 1		\$18.88
27347 - A+ Janitorial Service	TOG0716	G'VILLE	Paid by Check # 652580		08/09/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	150.00
			Account 520.098 - Janitorial Services					Invoice Transactions 1		\$150.00
8808 - Otto Environmental Systems NA Inc	OTTO5344349	S002418/G'VILLE	Paid by Check # 652484		07/26/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	24,400.00
7198 - Consolidated Fabricators	180488	TOWN01	Paid by Check # 652881		08/05/2016	08/26/2016	08/26/2016	08/26/2016	08/26/2016	15,024.00
			Account 520.107 - Maint Equip					Invoice Transactions 2		\$39,424.00
4753 - Ricoh USA Inc	97200096	1481234-3433221	Paid by Check # 652017		07/13/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	165.41

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/29/16 - 08/31/16



Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardinerville Health & San Department 925 - Health & Sanitation										
4753 - Ricoh USA Inc	5043654287	16769392	Paid by Check # 652743		08/01/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	118.94
			Account 520.136 - Rents & Leases Equipment					Invoice Transactions 2		\$284.35
15887 - Charter Communications	0012509 8/16	8354110060012509	Paid by Check # 652623		08/02/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	64.99
12997 - Do Co Procurement Program	7-16 NICHOLSON	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	62.50
			Account 520.187 - Internet Expense					Invoice Transactions 2		\$127.49
15853 - Carson City Landfill	228079 7-16	228079	Paid by Check # 652353		08/01/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	16,389.06
9016 - Douglas Disposal Inc	40990612 7/16	40990612	Paid by Check # 652644		08/01/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	3,518.19
			Account 520.197 - Landfill Expense					Invoice Transactions 2		\$19,907.25
2549 - Dallaire Tom-Petty Cash	8-16 G'VILLE	PETTY CASH	Paid by Check # 652375		08/02/2016	08/12/2016	08/12/2016	08/12/2016	08/12/2016	29.00
2248 - National Business Factors Inc	7-16 G'VILLE	G'VILLE	Paid by Check # 652712		07/26/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	57.86
			Account 521.135 - Legal-Collection Cost					Invoice Transactions 2		\$86.86
3814 - Flyers Energy LLC	CFS1260460	8308	Paid by Check # 652156		07/15/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	838.97
3814 - Flyers Energy LLC	CFS1269492	8308	Paid by Check # 652655		07/31/2016	08/19/2016	08/19/2016	08/19/2016	08/19/2016	773.40
			Account 532.003 - Gas & Oil					Invoice Transactions 2		\$1,612.37
10314 - Work World Inc	48300	G'VILLE	Paid by Check # 652069		07/09/2016	07/29/2016	07/29/2016	07/29/2016	07/29/2016	97.94
5785 - AlSCO Inc	LRN1162063	000330	Paid by Check # 652086		07/05/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	4.39
5785 - AlSCO Inc	LRN1164329	000330	Paid by Check # 652086		07/12/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	4.39
5785 - AlSCO Inc	LRN1166558	000330	Paid by Check # 652086		07/19/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	4.39
5785 - AlSCO Inc	LRN1168782	000330	Paid by Check # 652086		07/26/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	4.39
30870 - Mallory Safety & Supply LLC	4110755	87639	Paid by Check # 652203		07/08/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	58.54

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/29/16 - 08/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 532.028 - Uniforms										
30870 - Mallory Safety & Supply LLC	4117080	87639	Paid by Check # 652203		07/21/2016	08/05/2016	08/05/2016		08/05/2016	43.99
4287 - Red Wing Shoe Store	000000007-066	G'VILLE	Paid by Check # 652501		07/27/2016	08/12/2016	08/12/2016		08/12/2016	83.12
12997 - Do Co Procurement Program	7-16 DALLAIRE	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	101.78
5666 - Allied Uniform Sales	3996	G'VILLE	Paid by Check # 652834		08/11/2016	08/26/2016	08/26/2016		08/26/2016	290.51
10314 - Work World Inc	48061	G'VILLE	Paid by Check # 653087		07/31/2016	08/26/2016	08/26/2016		08/26/2016	196.44
				Account 532.028 - Uniforms Totals			Invoice Transactions 11			\$889.88
Account 533.800 - Office Supplies										
26465 - Diamond Printing Inc	10232	G'VILLE	Paid by Check # 652637		08/10/2016	08/19/2016	08/19/2016		08/19/2016	529.68
12997 - Do Co Procurement Program	7-16 DALLAIRE	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	59.00
12997 - Do Co Procurement Program	7-16 LOUTHAN	G'VILLE	Paid by Check # 652640		07/27/2016	08/19/2016	08/19/2016		08/19/2016	162.35
				Account 533.800 - Office Supplies Totals			Invoice Transactions 3			\$751.03
Account 533.806 - Software										
16648 - E Squared C Inc	43802	G'VILLE	Paid by Check # 652384		08/02/2016	08/12/2016	08/12/2016		08/12/2016	37.50
				Account 533.806 - Software Totals			Invoice Transactions 1			\$37.50
				Department 925 - Health & Sanitation Totals			Invoice Transactions 77			\$73,703.00
				Fund 611 - Gardnerville Health & San Totals			Invoice Transactions 77			\$73,703.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/29/16 - 08/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 614 - G'ville Ad Val Cap Proj										
Department 730 - G'ville Ad Val Cap Proj										
Account 562.000 - Capital Projects										
20313 - Titor Title Co	8*16	G'VILLE/DOWN PMT	Paid by Check		07/11/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	23,000.00
	GILMAN/EZEL		# 652291							
20313 - Titor Title Co	01603746RLT	G'VILLE/CLOSING COST	Paid by Check		08/03/2016	08/05/2016	08/05/2016	08/05/2016	08/05/2016	2,000.00
			# 652291							
				Account 562.000 - Capital Projects Totals				Invoice Transactions 2		\$25,000.00
				Department 730 - G'ville Ad Val Cap Proj Totals				Invoice Transactions 2		\$25,000.00
				Fund 614 - G'ville Ad Val Cap Proj Totals				Invoice Transactions 2		\$25,000.00
				Grand Totals				Invoice Transactions 181		\$239,004.67

* = Prior Fiscal Year Activity

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Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve a town special event application for Austin's House Poker Run Fundraiser scheduled for September 17, 2016 at Heritage Park from 9:00 a.m. to 5:00 p.m., considered to be a Class 1 use per policy.

2. **Recommended Motion:** Approve on consent

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

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 6, 2016 **Time Requested:** N/A



6. **Agenda:** Consent Administrative

Background Information: See attached.

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

8. **Board Action:**



Approved Approved with Modifications
 Denied Continued

Danny Villalobos
CDPE
Broker/Salesperson

1674 Highway 395
Minden, Nevada 89423
Office 775-782-7111
Cell 775-721-7111
Fax 775-782-7165
Email Danny@c21clarkprop.com
www.RealEstateDanny.com

Each Office Independently Owned and Operated

Park Use/Street Closure/Special
Reservation Form/Release of Liability/
1407 US Highway 395 N - Gardnerville, Nevada 89410
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (must be submitted 10 business days prior to event): 2/29/16

Organization: AUSTIN'S HOUSE Corporation: Yes No
(If a corporation, a copy of the Articles of Incorporation must be attached)

Contact Person: DANNY VILLALOBOS email: Danny@c21clarkprop.com
Home/Cell Phone: 775-721-7111 Business Phone: 782-7111 Fax: 782-7165
Mailing Address: _____
(If corporation, attach home or business phone and addresses of president, vice-president and secretary)

Requesting: Heritage Park Is request for exclusive use of park: Yes No
If Heritage Park but not exclusive use, describe which area of park is being requested:

Requesting: Street Closure Street(s) proposing to be closed: 8

(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: Other Location of Event/Activities (if other than Heritage Park):

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

Name and description of event, concessions, fund-raiser, etc.: AUSTIN'S HOUSE PARK RUN

Event date(s): SEPT. 17, 2016 Event hours (including set up & tear down): 10AM - 5PM

This event is: Non-Profit: For Profit: Closed to Public: Open to Public:
(Non-profit organizations must submit IRS 501c letter with application)

If non-profit event, describe who benefits from proceeds of event: AUSTIN'S HOUSE

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:
150-200 +-
(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

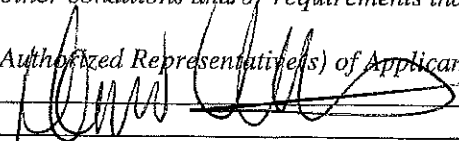
Event Insurance Carrier: TBD. ORDERED 2-25-16 Phone: 783-9333
(Certificate of Insurance must be attached to this application and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)

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.

Authorized Representative(s) of Applicant:

 DANIEL VILLALOBOS 2/25/16

Signature

Printed Name

Date

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

(Town Office Use Only)

Heritage Park:

Usage \$25/hr (\$300/day max) Paid \$ N/A Date: Waived

Park Deposit \$300 Paid \$ 300- Date: 2/29/16

Dumpster \$25/each Paid \$ _____ Date: _____

Additional Fees/Description \$ _____

Deposit Refunded Paid \$ _____ Date: _____ Facility Reviewed: _____

Street Closure:

Application Fee \$100 Paid \$ N/A Date: _____

Scheduled for Town Board Agenda: _____ Approved: _____

Scheduled for Douglas County Commissioner Agenda: _____ Approved: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/14/2016

PRODUCER
Professional Insurance Agents/Summit Partners Insurance Services
1674 US Hwy 395N Suite 207
Minden, NV 89423
License #83368

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Daniel Villalobos
1172 Big Jake Ct
Gardnerville, NV 89460-7599

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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

INSR	ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A			GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PHPK1389926-2	09/17/2016	9/17/2016	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
			AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
							OTHER THAN EA ACC	\$
							AUTO ONLY: AGG	\$
			EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
								\$
			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
			OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is listed as Additional Insured with respect to the Insured occupying the Certificate Holder's Heritage Park facility located at 1447 Courthouse St., Gardnerville, Nevada 89410 for the following event: Austin's House Fundraiser to be held on 9/19/2015.

CERTIFICATE HOLDER
Town of Gardnerville
1407 US Hwy 395
Gardnerville, NV 89460

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve a town special event application with street closure for Suicide Prevention Awareness Walk/BBQ community event September 10, 2016 from 7:00 a.m. to 4:00 p.m., considered to be a Class 1 use per policy.

2. **Recommended Motion:** Approve

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

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 6, 2016 **Time Requested:** N/A

6. **Agenda:** Consent Administrative

Background Information: See attached.

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

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued



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: May 16, 2016

(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: ? 10th COURT HOUSE ALLEY, SLAUGHTER HOUSE L EZZELL

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

Requesting use of Heritage Park? Yes X No

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

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

Name of Applicant Organization or Business: Suicide Prevention Corporation: Yes No X Non-profit

(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: Debbie Fosnien Supervisor of Activity: Debbie Fosnien

Home Telephone # 265-2624 Business Telephone # 783-1510 Fax #: (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: 1702 County Rd. A3 - Minden, NV, 89423 (If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: Same as above

Type of Activity Town Park will be used for: Awareness walk - B-B-Q-Community event

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

Band or amplified music? Yes No X

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

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

Date(s) Requested (include setup and tear down time): September 10, 2016

Event hours: 7AM - 4pm

Describe proposed event, concessions, fund-raisers, etc.: An awareness walk & Bike ride through-out quille. BBQ after walk. Hospitality before East Fork demo of emergency vehicles-exhibitors

Town services, if any, required: ~~None~~ Electrical outlets - restrooms

(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: 150 participates - Hope up to 200

need 1 port A potty

(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 #: Arthur & Gallager & Co
818-539-8611

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

Event Security Plan: _____

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

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

Event Clean-up/Sanitation/Garbage Plan: _____

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

Fire/Emergency Medical Services Plan: _____

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: _____

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

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

WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: Debbie Fern Date: 5-16-16
TD Taylor Date: 8-19-16
Date: _____

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

Printed Name(s) of Authorized Representative(s) of Applicant above: Tim Soule - Deputy Chief
Terry Taylor - Captain East Fork
John Merino - Manager - Home Depo

(Town Office Use Only)

Application Fees Paid: \$100 #2021 street closure
Deposit amount Paid: \$300 cc Date Processed: 6/23/16
Receipt Number: _____ Facility Reviewed: _____
Scheduled for Town Board Agenda: 9/6/16
Approved: _____
Scheduled for Douglas County Commissioner Agenda: _____
Approved: _____
Deposit Returned: _____

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

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve the Amendment #2 to the agreement with NDOT on the 395 Crosswalk projects increasing the project costs from \$378,316.00 to \$468,316.00, including NDOT covering the additional cost to resurface 50 feet long by full width section of Highway 395 as required in NDOT staff comments from the review of the construction drawings.

2. **Recommended Motion:** Approve on consent

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

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 6, 2016 **Time Requested:** N/A

6. **Agenda:** Consent Administrative

Background Information: See attached.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

maintenance budget allocated by the TOWN's governing body.

26. To complete and sign Attachment D – "Affidavit Required Under Section 112(c) of Title 23 United States Code, Act of August 27, 1958 and Part 29 of Title 49, Code of Federal Regulations, November 17, 1987" and Attachment E – "Certification Required by Section 1352 of Title 31, United States Code, Restrictions of Lobbying Using Appropriated Federal Funds," "Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities," and "Disclosure of Lobbying Activities" attached hereto and incorporated herein.

ARTICLE III - IT IS MUTUALLY AGREED:

1. The term of this Agreement shall be from the date first written above through and including December 31, 2017, or until the construction of all improvements contemplated herein has been completed and accepted by the DEPARTMENT, whichever occurs first, save and except the responsibility for maintenance as specified herein.

2. Costs associated with this Agreement will be administered in accordance with the cost principles contained in 2 CFR Part 225 and other guidance including but not limited to those listed in Attachment B. Indirect costs are not eligible for reimbursement unless the TOWN's indirect rate is approved by the cognizant federal agency and that approval is provided to the DEPARTMENT. Fringe benefit rates must be approved by the DEPARTMENT on an annual basis to be eligible for reimbursement.

3. The description of the PROJECT may be changed in accordance with Federal requirements and by mutual written consent of the parties.

4. Each party agrees to complete a joint final inspection prior to final acceptance of the work by the DEPARTMENT.

5. The following is a summary of total estimated PROJECT costs and available funds:

Total estimated PROJECT costs:	
DEPARTMENT Preliminary Engineering Costs:	\$ 5,000.00
TOWN Preliminary Engineering Costs:	\$ 40,860.00
DEPARTMENT Right-of-Way Costs:	\$ 32,000.00
DEPARTMENT Construction Engineering Costs:	\$ 5,000.00
TOWN Construction Engineering Costs:	\$ 32,066.00
TOWN Construction Costs:	<u>\$ 263,390.00</u>

Total estimated PROJECT costs: \$ 378,316.00

Available Funding Sources:

Federal TAP Funds:	\$ 329,000.00
State Funds:	\$ 32,000.00
TOWN Match Funds:	<u>\$ 17,316.00</u>

Total PROJECT Funding: \$ 378,316.00

Amendment No. 2 to
Cooperative (LPA) Agreement No. PR056-15-063

This Amendment is made and entered into this _____ day of _____, _____, between the State of Nevada, Department of Transportation, hereinafter referred to as the DEPARTMENT, and the Town of Gardnerville, 1407 Highway 395 N., Gardnerville, NV 89423, hereinafter referred to as the TOWN.

WITNESSETH:

WHEREAS, on May 21, 2015, the Parties entered into Agreement No. PR056-15-063 to allow the TOWN to design, adjust utilities, advertise, award and manage construction of the crosswalk improvements along US 395 in Gardnerville; and

WHEREAS, on May 9, 2016, the Parties entered into Amendment No. 1 to Agreement No. PR056-15-063 to shift ROW Engineering responsibilities to the TOWN, and to modify the expiration date; and

WHEREAS, this amendment is necessary to increase funding for the PROJECT by Ninety Thousand and No/100 Dollars (\$90,000.00) in State funds due to additional work required by the DEPARTMENT; and

WHEREAS, the DEPARTMENT is requiring the TOWN to perform coldmilling and paving work to remove existing striping on US 395 at Mill Street and High School Street; and

WHEREAS, this amendment is necessary to shift Five-Thousand and No/100 Dollars from DEPARTMENT Right-of-Way Engineering to TOWN Preliminary Engineering for Right-of-Way Engineering activities due to a shift in the scopes of work of each; and

WHEREAS, the Parties hereto desire to make certain amendments to Agreement No. PR056-15-063; and

NOW, THEREFORE, the Parties agree as follows:

- A. Article I, Paragraph 3, is amended by deleting it in its entirety and inserting in its place:

“3. To obligate Federal TAP funding for a maximum amount of Three Hundred Twenty-Nine Thousand and No/100 Dollars (\$329,000.00) and to obligate State Funding for a maximum amount of One Hundred Twenty-Two Thousand and No/100 Dollars (\$122,000.00) for right-of-way engineering and milling and paving activities.”

- B. Article I, Paragraph 11, is amended by deleting it in its entirety and inserting in its place:

“11. To assign DEPARTMENT Right-of-Way Engineering staff to review and approve the mapping to ensure compliance with State and Federal regulations and standards and to generate title reports and legal descriptions for those parcels to be acquired.”

- C. Article I, Paragraph 23, is amended by deleting it in its entirety and inserting in its place:

“23. To authorize the TOWN to proceed with the advertisement and award of the contract and construction of the PROJECT, once the final design (including

plans, specifications and estimates) has been reviewed and approved by the DEPARTMENT, all certifications have been completed, and the funding authorized by FHWA. The DEPARTMENT shall issue such authorization through a written "Notice to Proceed". The "Notice to Proceed" will include the modified "project end date" mutually established by both parties in conformance with the requirements of 2 CFR Part 200."

- D. Article I, Paragraph 27, is amended by deleting it in its entirety and inserting in its place:

"27. To reimburse the TOWN upon receipt of an invoice for ninety-five percent (95%) of the eligible PROJECT costs for the Federally Funded portion of the PROJECT and to reimburse the TOWN for one hundred percent (100%) of the eligible PROJECT costs for the State Funded portion of the PROJECT for right-of-way engineering and the coldmilling and paving activities at Mill Street and High School Street based on supporting documentation minus any DEPARTMENT PROJECT costs. Total reimbursement shall not exceed the total obligated amount as established in Article 1, Paragraph 3, minus any DEPARTMENT PROJECT costs as established in Article III, Paragraph 5. Eligible PROJECT costs are those costs as defined in 2 CFR Part 200, and the State Administrative Manual (SAM), incorporated herein by reference. The SAM may be obtained from <http://budget.nv.gov/MainDocuments/>.

- E. Article II, Paragraph 1, is amended by deleting it in its entirety and inserting in its place:

"1. To perform or have performed by consultant forces: (a) the design of the PROJECT (including the development of plans, specifications, and estimates); (b) the completion of the NEPA documentation in conformance with 23 CFR Part 771; (c) the acquisition of environmental permits and clearances; (d) complete the survey and engineering to prepare right-of-way mapping, title reports, and legal descriptions for those parcels to be acquired; (e) coordinate utility relocations; and (f) the advertisement, award and construction management of the PROJECT, as outlined in Attachment A, in accordance with Federal, State, and local laws, regulations, ordinances, and policies, including but not limited to those listed in the FHWA "Contract Administration Core Curriculum Participant's Manual and Reference Guide" at <http://www.fhwa.dot.gov/programadmin/contracts/coretoc.cfm>, incorporated herein by reference. The PROJECT shall be designed and constructed in accordance with DEPARTMENT standards. The PROJECT shall be operated and maintained in accordance with applicable Federal, State, and local laws, regulations, ordinances, and policies.

- F. Article II, Paragraph 23, is amended by deleting it in its entirety and inserting in its place:

"23. As work progresses on the PROJECT, the TOWN shall provide the DEPARTMENT with monthly invoices for payment of the PROJECT costs. The final invoice must be submitted within 90 calendar days of the completion of the PROJECT. The invoice shall be based upon and accompanied by auditable supporting documentation. Total reimbursement shall not exceed the total obligated amount, as established in Article I, Paragraph 3, less and DEPARTMENT eligible PROJECT costs, as established in Article III, Paragraph 5. Invoices for the preliminary engineering phase shall be forwarded to the DEPARTMENT's Local Public Agency Coordinator for payment processing.

- I. All of the other provisions of Agreement No. PR056-15-063, dated May 21, 2015, and Amendment No. 1, dated May 9, 2016, shall remain in full force and effect as if set forth herein.

IN WITNESS WHEREOF, the above named parties have hereunto set their hands and executed this Amendment the date first written above.

TOWN OF GARDNERVILLE

STATE OF NEVADA, acting by and through
its DEPARTMENT OF TRANSPORTATION

Mary Wenner
Chairman

Director

Attest:

Approved as to Legality and Form:

Thomas Dallaire, P.E.
Town Manager

Deputy Attorney General

Invoices for the construction phase, including the final invoice, shall be forwarded to the DEPARTMENT's Resident Engineer for review. The DEPARTMENT's Resident Engineer shall forward the invoice to the DEPARTMENT's Local Public Agency Coordinator for payment processing. Eligible PROJECT costs are those costs as define in 2 CFR Part 200, and the SAM."

- G. Article III, Paragraph 5, is amended by deleting it in its entirety and inserting in its place:

"5. The following is a summary of total estimated PROJECT costs and available funds.

Total Estimated Project Costs:

DEPARTMENT Preliminary Engineering Costs:	\$ 5,000.00
TOWN Preliminary Engineering Costs:	\$ 45,860.00
DEPARTMENT Right-of-Way Costs:	\$ 27,000.00
DEPARTMENT Construction Engineering Costs:	\$ 5,000.00
TOWN Construction Engineering Costs:	\$ 32,066.00
Construction Costs:	<u>\$ 353,390.00</u>

Total estimated PROJECT costs: \$ 468,316.00

Available Funding Sources:

Federal TAP Funds:	\$ 329,000.00
State Funds:	\$ 122,000.00
TOWN Match Funds:	<u>\$ 17,316.00</u>

Total PROJECT Funding: \$ 468,316.00

- H. Article III, Paragraph 7, is amended by deleting it in its entirety and inserting in its place:

"7. The total PROJECT costs shall be determined by adding the total costs incurred by the DEPARTMENT and the TOWN for preliminary engineering, completing the NEPA process and acquiring environmental permits and clearances, right-of-way engineering, right-of-way acquisition, the relocation of utilities, construction engineering, and construction costs. The TOWN match will be calculated using the applicable percentage of the total PROJECT costs eligible for Federal funding. Subject to budgeted appropriations and the allocation of sufficient funds by the governing body of the TOWN prior to entering into this Agreement, the TOWN is responsible for one hundred percent (100%) of all costs not eligible for Federal funding. The TOWN agrees the DEPARTMENT and the State of Nevada are not responsible for any of those costs. Eligible PROJECT costs are those costs as defined in 2 CFR Part 200, and the SAM."

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for August 2016.
2. **Recommended Motion: Receive and file**
 - a. **Funds Available:** Yes N/A
3. **Department:** Administration
4. **Prepared by:** Paula Lochridge
5. **Meeting Date:** September 6, 2016 **Time Requested:** 10 minutes
6. **Agenda:** Consent Administrative
7. **Background Information**
8. **Other Agency Review of Action:** Douglas County N/A
9. **Board Action:**

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



Main Street Gardnerville's Program Manager Report September 6, 2016

- We were approached by people interested in opening a shop here in the district. They had an interest in the Burga Property and Hwy 395 and Eddy Street. Tom Dallaire reached out to the owner of the property to see if we could gain access to tour the properties and determine the condition of both buildings. Meredith Fischer and I joined him, along with the fire inspector and a county building official, to determine the condition they were both in. I believe Tom will have more detail in his report. (I included some photos from the tour.)
- **Organization Committee Efforts:**
 - Actively working on next steps for trying to get a state program. Various representatives have reached out and said that these rural towns have expressed interest in having a Main Street Program: Carson City, Dayton, Churchill County, Elko, Ely, Austin, Winnemucca and Eureka.
- **Promotion Committee Efforts:**
 - Focusing on the final wine walk of the season, the Harvest Festival and Coffin Races.
- **Design Committee Efforts:**
 - The chair of our Design Committee has taken a medical leave of absence over the next few months. Linda Dibble, our Board President and Chair of the Flower Committee, has offered to step in as interim committee chair.
 - A member from the committee will be focusing her efforts on the Sidewalk Gallery and will work with her contacts to improve the appearance of the door/2 windows which face the intersection of Hwy 395 and Eddy Street.
- **District Vitality Committee Efforts:**
 - This committee is also going to be going out to greet new businesses to the district with balloons, a welcome packet and creating photo ops, such as the one here with RCM Realty Group. We have five more we're scheduling within the next week or so.



- Date change has been made for the “Fall in Love with the District” event. It is now scheduled for October 22nd, allowing us more time to get property owners/managers involved.
 - You’ll find a copy of the flyer and application in your packet.

- **Miscellaneous:**

- I’ve included an interesting article on “What Makes a Downtown Successful” in your board packet.
- Presentations:
 - I, along with Meredith Fischer, did a presentation to the BOC on September 1st.
 - I will be presenting at a workshop at the Economic Development Conference on September 22nd so I will be out of the office all day, that day.




MAIN STREET Gardnerville
 NEVADA

Picnic in the Park

A Volunteer & Business Thank You Event
for our volunteers, businesses and their families

September 18, 2016 • 1:00-4:00pm

Heritage Park | 1447 Courthouse Lane | Gardnerville

Lunch served by Bella Vita Catering,
courtesy of Main Street Gardnerville.

This is our way of thanking all of those who support
our program and our community.

Music by Rolling Thunder Entertainment.
Bring the family, lawn chair or blanket, and join us as we
celebrate our accomplishments and those that make it happen.

RSVP is required by Sept. 9th
Info@MainStreetGardnerville.org or 775-782-8027

f t g @ in



Heritage Park Gardens
Fall Harvest

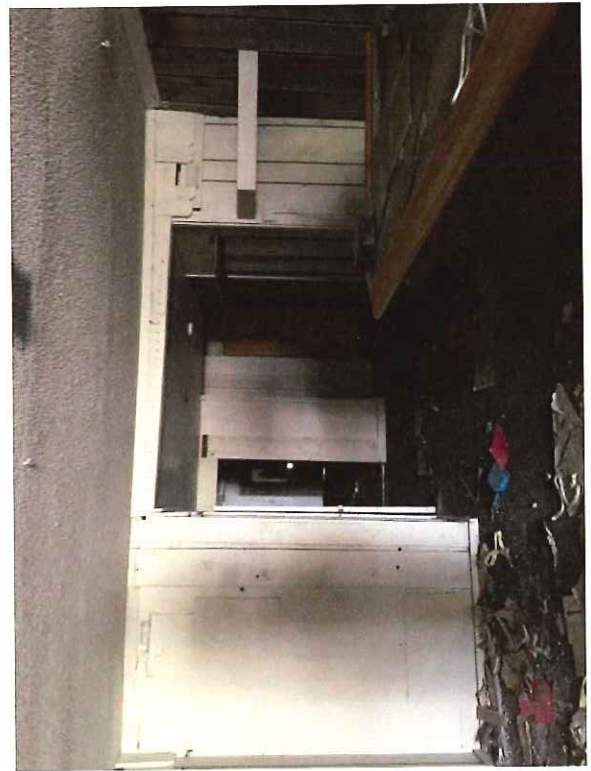

MAIN STREET Gardnerville
 NEVADA


Scarecrow FESTIVAL


EAST FORK GALLERY

October 1, 2016
 9-3

MainStreetGardnerville.org or 775-782-8027
 EastForkGallery.com or 775-782-7629



704





7-5

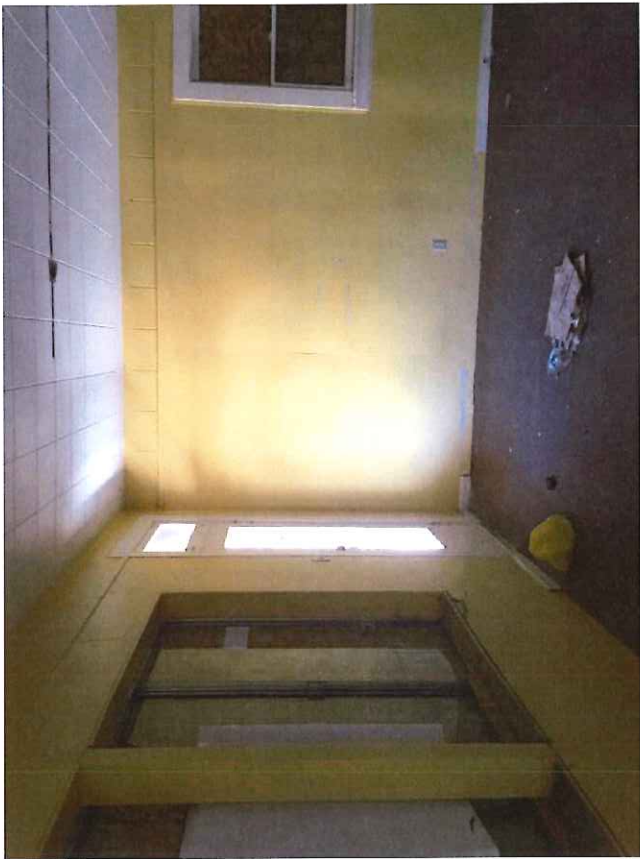
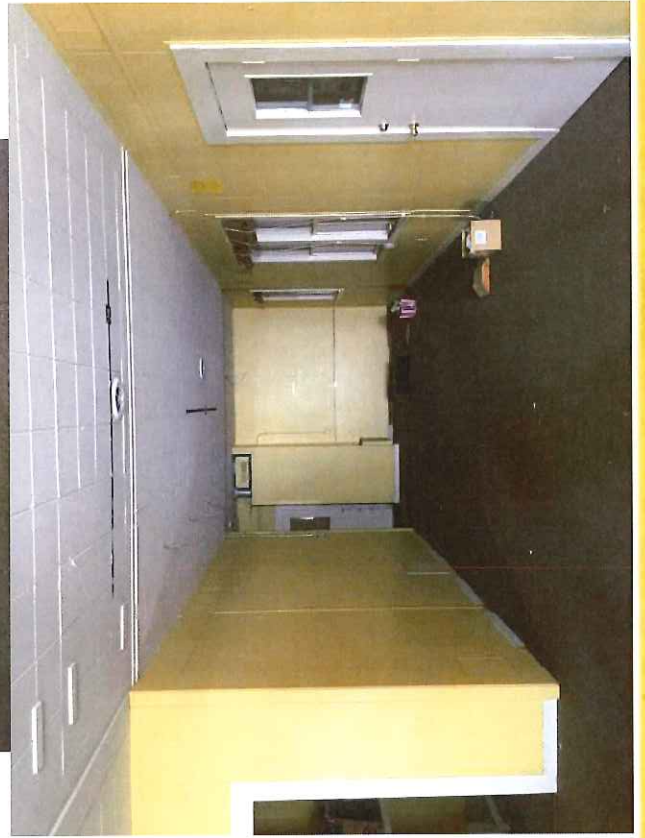


7-6



7-7





Lochridge, Paula

From: Deb Brown <deb=saveyour.town@mail99.atl71.mcdlv.net> on behalf of Deb Brown <deb@saveyour.town>
Sent: Wednesday, August 24, 2016 4:00 AM
To: plochridge@mainstreetgardnerville.org
Subject: What Makes A Downtown Successful?

[View this email in your browser](#)



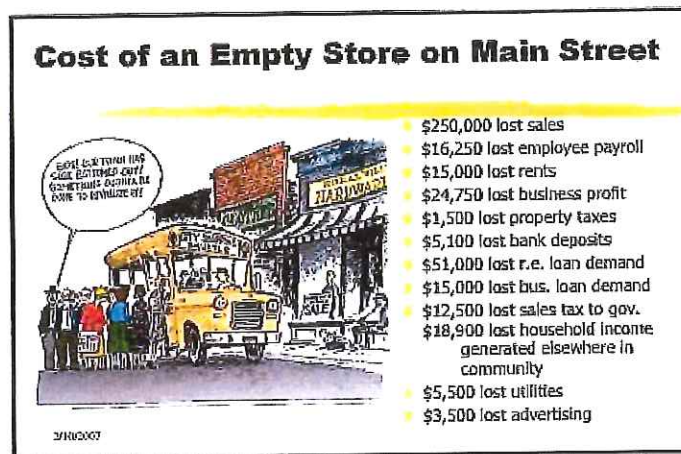
What Makes A Downtown Successful?

Roger Brooks, renowned tourism specialist, surveyed 400 successful downtowns and downtown districts (big and small) throughout the U.S., Canada, and Western Europe. His team at DDI wrote a white paper on the 20 things successful downtowns have. Here's the 20 items.

1. Successful downtowns need to have a critical mass of like businesses.
2. To be a successful community, you must have at least one or two anchor businesses, ones that people would drive an hour – or more – to visit.
3. 70% of all consumer spending (both locals and visitors) takes place after 6:00 pm.
4. Outstanding destinations have a strong brand and a successful,

vibrant retail core

5. Residential drives retail. What comes first? A downtown that people will want to live in. This includes businesses open AFTER 6:00, entertainment, all in a pedestrian-friendly, attractive downtown setting – a “Third Place:” the place we want to live and hang out.
6. Every downtown effort requires tireless pioneers and those who will champion the cause. Enthusiasm is contagious and is an essential ingredient for every revitalization effort.
7. They started with just one or two blocks - a “demonstration project”.
8. Angle-in parking generates increased sales over parallel parking.
9. Restrooms should be in the heart of spending districts. Once visitors get out of the car, you have a four-times greater chance of getting them to spend money.
10. Turn parks into plazas.



11. Signage at city limits should be directional signage to key downtown districts. For instance “Downtown Anywhere – 1 mile.”
12. Every community should develop and implement a signage plan and program: wayfinding, gateways and entries, billboards and marketing displays, amenity identifiers.
13. Downtown gateways create a “sense of place” and arrival. They can

- also promote a sense of group pride among the merchants downtown, helping to foster group cooperation with beautification and marketing.
14. Develop perpendicular or "blade signs" in core downtown districts.
 15. Sidewalk cafes and intimate surroundings
 16. They invested heavily in retail beautification.
 17. They provide activities and entertainment: bring downtown to life!
 18. They gave downtown districts a name.
 19. Always sell a feeling: not buildings and the physical environment.

Number 20: Successful communities start with a plan.

If you'd like the full report you can view it

at: http://www.rogerbrooksinternational.com/20_Ingredients_Handout.pdf

Our next webinar/workshop is September 7.
Bringing Big Ideas to Life

Are your people too closed to new ideas?
There is a way to make your town more idea friendly.
We're going to share it.

[Register here](#)
(catch it live or on instant replay)

Join us for the Bringing Big Ideas to Life
webinar Sept 7 for \$20


Every town has an opposition, but that
doesn't have to stop you

Why "us vs. them" is a myth, and what is
true instead

How to Gather Your Crowd, Make
Connections and Take Small Steps



Want to share this article? Simply choose an icon below!



The 20 Ingredients of an Outstanding Downtown

- HANDOUT -

7-12

The 20 Ingredients of an Outstanding Destination | Handout

Where did this come from?

For more than 30 years the DDI team has worked around the world helping communities become outstanding destinations for investment, new business opportunities, and as a place to live and visit. Coming from the tourism industry, we discovered an interesting fact: The number one activity of visitors in the world is shopping, dining and entertainment in a pedestrian-friendly, intimate setting – your downtown. This is where 80% of all non-lodging tourism spending takes place. That's right: 80%.

Is it any wonder that Disney has built Downtown Disney right next to its theme parks? It's to capture that visitor spending. Understanding this changed our business – we realized that downtowns are critically important to any tourism program and that downtown and destination marketing organizations should be joined at the hip.

Digging a little further, we found a couple more interesting facts:

1. If you don't hang out in your own downtown, neither will visitors. Visitors go where residents go. If that's somewhere besides downtown, that's where visitors will go as well.
2. Overnight visitors spend the night where there are things to do after 6:00 pm. In fact, 70% of all consumer retail spending, including that of visitors, now takes place during the evening hours. Are you open?

But even with this information, a big question loomed: What does it take to create a downtown where visitors AND locals would spend time and money? We decided to find out.

We developed a list of criteria that included nearly 80 items: from store hours, to parking limits, to business mix, wayfinding signage and marketing programs.

We then surveyed 400 successful downtowns and downtown districts (big and small) throughout the U.S., Canada, and Western Europe. Using the 80-item list we found the 20 most common ingredients that led to their success.

Few downtowns had all 20 ingredients, but those with 17 or more got an "A" from our research and were clearly successful destinations. Many had 15 or 16 and those earned a "B," and those with 13 or 14 earned a "C." After working with nearly a thousand communities and surveying hundreds of others, we found that more than 600 of those did not meet the qualifications to earn a "C," and were not nearly as successful.

Additional criteria to determine success was then included:

- The downtowns or districts had to have at least a 97% or higher occupancy rate in the core district or area being surveyed.
- The lease rates had to be "market rate" or higher compared to similar cities and towns in the state, province, or region.
- The turnover had to be less than 5% per year. Revolving door downtowns are not sustainable in the long run.
- They downtowns or districts are seen as the lifeblood of the community. Full of activity and life.

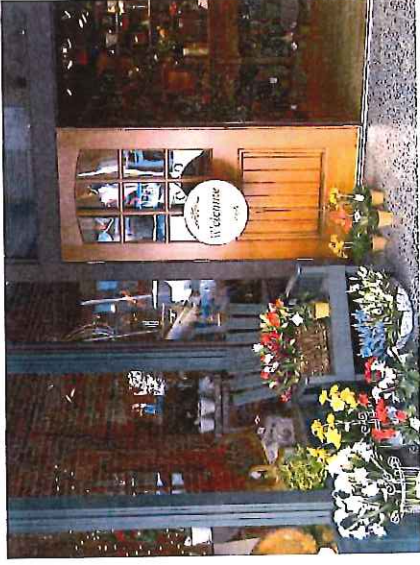
There are 19,500 cities and towns in the U.S., and of those, 18,500 have populations of less than 40,000 residents. In Canada there are more than 8,000 cities, towns and villages, of which more than 7,500 have smaller populations. And the majority of these cities and towns have struggling downtowns. We are in an age when people want to spend time in vibrant downtowns more than ever before. Yet because many downtowns have property owners who do not work together with a common vision, many of whom are absentee owners, or they have regulations that stifle successful retail or other dysfunctional qualities, developers are now building new "downtowns" – lifestyle retail centers. These are designed to mimic the traditional downtown of yesteryear. Virtually all of them use these same 20 ingredients to ensure their success.

As you go through the 20 Ingredients of an Outstanding Downtown, see how your downtown or district stacks up. If you have 13 or more of these ingredients, wonderful! Please let us know! We are always updating our research, looking for great case histories, and would love to share your story with others.

For those of you working hard to turn your downtown into an outstanding destination, we hope these ingredients can become your "Action Plan" so that your community can enjoy the benefits of an enjoyable, economically healthy and vibrant downtown. We would love to add your community to our list of Outstanding Downtowns.

2-13

The Property Owners List



1. They all begin with a plan

Successful communities start with a plan. Bring together your partners and stakeholders, and work together so that everyone's efforts are towards common goals and a defined direction.

- Every community has different features, so each community needs its own special Branding, Development & Marketing Action Plan.
- Identify what sets your community apart from everyone else. Make that the focus of your executive summary and your detailed vision statement. That will be your strongest sales tool.
- Your Action Plan needs to include your brand and brand promise, product development plan, and marketing plan.
- Your Action Plan needs to be a detailed "to-do list."

2. They defined a strong brand and retail focus

Branding is perhaps the most misunderstood concept in the world, yet here we are smack dab in the middle of the "Era of the Brand." Outstanding destinations have a strong brand and a successful, vibrant retail core.

- Brands are perceptions
- Brands are built on product
- Brands are earned: Good or Bad
- Brands are built using public relations and word of mouth
- Brands must be experiential
- Branding is the art of differentiation
- Jettison the generic

7-14

The 20 Ingredients of an Outstanding Destination | Handout



3. They orchestrated recruitment of "critical mass" or "clustering."

Successful downtowns need to have a critical mass of like businesses. This would include a minimum in three lineal blocks:

- **Ten places that sell food:** soda fountain, coffee shop, bistro, café, sit-down restaurant, wine store, deli, confectionery.
- **Ten destination retail shops:** galleries, antiques (not second hand stores), collectibles, books, clothing, home accents, outfitters, brand-specific businesses, garden specialties, kitchen stores, cigars, etc.
- **Ten places open after 6:00 pm:** entertainment, theater (movies, performing arts), bars & bistros, specialty shops, dining, open air markets, etc.



4. They each have "anchor tenants"

An anchor tenant is your primary lure – what makes you worth a special trip.

Like every mall, every town relies on anchor businesses to attract customers, and all the other businesses benefit.

To be a successful community, you must have at least one or two anchor businesses, ones that people would drive an hour – or more – to visit.

Always promote your anchor tenants – your primary lures. Create a "best of" brochure for your community that highlights your very best attractions and businesses.



5. Lease agreements included defined operating hours and days

- 70% of all consumer spending (both locals and visitors) takes place after 6:00 pm. Are you open?
- People spend the night where there are things to do after 6:00 pm. Visitors don't like sitting in a hotel room after dinner watching TV.
- Conferences and conventions are booked around things to do AFTER the meetings adjourn that day.
- The majority of the businesses must be open after 6:00, not just a few. If half the stores in the mall closed at 6:00 rather than 9:00, would you go to the mall after 6:00?
- Start by staying open on Friday and Saturdays until 7:00 pm the first year, then add Thursday, then Wednesday.
- Bring nighttime music and entertainment downtown to provide incentives for people to go.

7-10



6. People living and/or staying downtown

- The reinvention of downtowns also includes residential upper-story development: condos, loft apartments, downtown hotels and a business mix to support them.
- Residential drives retail. What comes first? A downtown that people will want to live in. This includes businesses open AFTER 6:00, entertainment, all in a pedestrian-friendly, attractive downtown setting – a “Third Place:” the place we want to live and hang out.
- Hotel development downtown is another great mix that provides “new” customers nearly every day. Hotel development helps restaurants and destination retail shops flourish.

7. Pioneers with patient money were convinced to invest

- Every downtown revitalization effort requires property owners with patient money, the will to “make a difference” and the ability to think long-term.
- Reduce rental rates until you develop the critical mass so that key merchants can stay alive until you become a destination downtown.
- Incentives need to happen from the property owners in terms of rent abatements, reduced lease rates, and a focus on the tenant mix: the critical mass.
- It takes one-third of the property owners, working together, to “reinvent” downtown in terms of business mix, curb appeal, upper story living units, etc.
- Every downtown effort requires tireless pioneers and those who will champion the cause. Enthusiasm is contagious and is an essential ingredient for every revitalization effort.

8. They started with just one or two blocks - a “demonstration project”

- Begin revitalization in a very small area – concentrate your efforts so they make a big impact fast – just one or two blocks.
- Where to start? Where the property owners are most willing to help with the efforts.
- Concentrate the focus of creating critical mass in those blocks. Work with property owners on lease agreements, choice of tenants, facades, beautification.
- Timeline: Three years. The rest of downtown will see the results and follow along – driven by the market.

2-16

The Public Sector List



9. Solving the parking dilemma

- Two-hour parking in a pedestrian-friendly downtown restricts spending.
- If you insist on two-hour parking, then identify WHERE the all-day or extended hour parking is located.
- It doesn't have to be free, but needs to be reasonable.
- Consider incentive parking programs:
 - Spend \$20 or more and get the parking free
 - Have local banks and businesses "sponsor" free-parking days or evenings
 - Reduce the parking fees the longer they park downtown
- Angle-in parking generates increased sales over parallel parking. Additionally you'll get a third more spaces in the same area.

10. Public washrooms

- The number one reason passers-by stop in a town is to use restroom facilities.
- Restrooms should be in the heart of spending districts. Once visitors get out of the car, you have a four-times greater chance of getting them to spend money.
- Make sure they are open 24-hours a day

The 20 Ingredients of an Outstanding Destination | Handout



11. Development of gathering places

- Turn parks into plazas. Common ingredients include:
- Permanent home for an outdoor open market with permanent structures. Open air (Farmers) markets should be placed in the heart of spending districts.
- Interactive water features
- Multiple stages
- Pocket parks or small venue plazas
- Amphitheaters
- Trees and raised planters
- Public art
- Night lighting and walking areas
- Music



12. Creation of good first impressions: Community Gateways

- Look at all gateway signage: does it reflect well on downtown?
- Always place your gateway signs where you make the first, best impression.
- Signage at city limits should be directional signage to key downtown districts. For instance "Downtown Anywhere – 1 mile."
- Place gateways at your downtown or district entrances. These can span the street, include decorative crosswalks, pole banners and other identifiers creating a "sense of arrival"

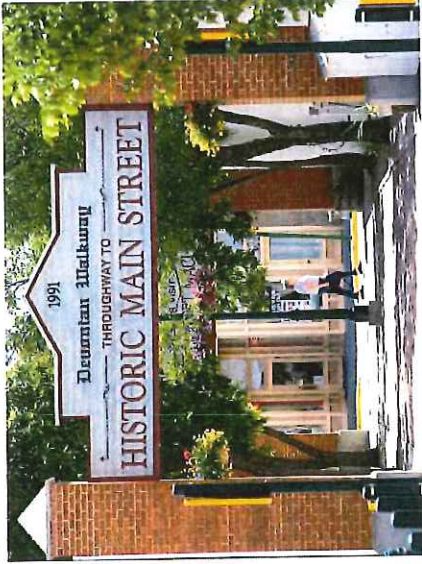


13. Design, fabrication & installation of a wayfinding system

- Wayfinding should be decorative to fit the brand.
- It should include both vehicular wayfinding as well as pedestrian wayfinding signage.
- Never put more than five items on any one sign.
- Use 1" tall letters for every 12' of viewing distance.
- Use "identifier" kiosks or maps to showcase district boundaries and key amenities and/or attractions.
- Every community should develop and implement a signage plan and program: wayfinding, gateways and entries, billboards and marketing displays, amenity identifiers. Nationally, less than 5% of visitors stop at visitor information centers – IF they can find that.
- Wayfinding also educates local front-line employees of what you have to offer and where it's located.

7-18

The Merchants List



14. A good first impression: downtown or district gateways

- Downtown gateways create a "sense of place" and arrival. They can also promote a sense of group pride among the merchants downtown, helping to foster group cooperation with beautification and marketing.
- They should always be attractive and reflect the ambiance of the town, promoting a feeling that you have arrived at a special destination.
- Decorative crosswalks are an excellent way to separate the district and increase pedestrian safety at the same time



15. 20/20 signage: retail signage rules & regulations

- Develop perpendicular or "blade signs" in core downtown districts.
- Typical guidelines: no lower than 7'; no higher than 9'; no wider than 42". Keep them consistent in height and width so you don't create sign clutter.
- Create a merchant-driven signage review committee. This would include retail signage, the use of sandwich boards, extension of window displays into exterior spaces.
- Businesses need to promote, on signage, their key "lure" more than the name of the business.
- Get rid of the "Closed" signs and instead use "We'll be open" signs.
- Never use "restrooms are for customers only" or "no public restrooms" signage. Instead, tell customers WHERE they can find restrooms.

The 20 Ingredients of an Outstanding Destination | Handout



16. Sidewalk cafes and intimate surroundings

The biggest trend in successful downtowns is the creation of intimate surroundings:

- Narrower streets
- Wider sidewalks
- Street trees every 30' to 35'
- Buffers between sidewalks and traffic or parking
- Decorative crosswalks
- Decorative night-lighting
- Architectural lighting

Other common ingredients include:

- Water features
- Sidewalk cafes and exterior dining

17. They invested heavily in retail beautification

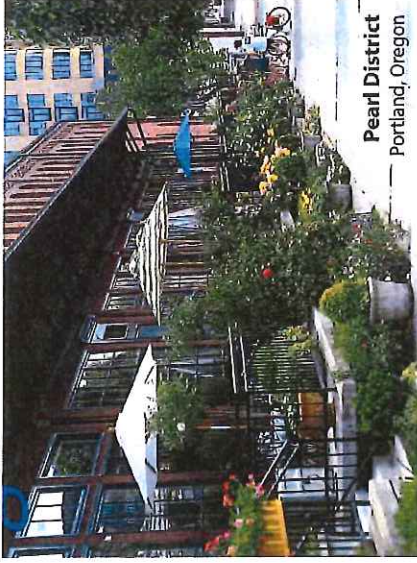
- Extension of window displays to exterior spaces, NOT outdoor merchandising. Folding tables, boxes of goods, shopping carts piled with goods, are NOT good examples of curb appeal and should be discouraged or not allowed.
- The most important element of curb appeal is the softening of the transition of building facades and the sidewalk, not curbside street trees and landscaping.
- Besides word of mouth, shoppers typically have only curb appeal to help determine whether or not a shop is worth visiting. Curb appeal can account for 70% of new visitor sales at restaurants, retail shops, and hotels and lodging.

18. They provide activities and entertainment: bring downtown to life!

Bring downtown to life!

- Open air markets should operate for at least three days a week, during at least a 24 week season (depending on location).
- Invite street musicians and street artisans on weekends.
- Recruit outside events into plaza areas.

The 20 Ingredients of an Outstanding Destination | Handout

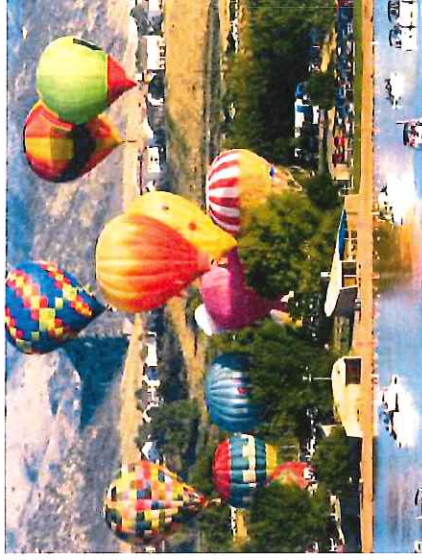


19. They gave downtown districts a name

Give downtown a name. This will make it a destination, as opposed to just a place. It will also get downtown on highway signage.

Popular downtown district names include:

- Pearl District in Portland, Oregon
- Bricktown in Oklahoma City, Oklahoma
- Gastown in Vancouver, British Columbia
- Pioneer Square in Seattle, Washington
- Gaslamp Quarter in San Diego, California
- Baker Street in Nelson, British Columbia
- The Rail District in Snoqualmie, Washington
- Bourbon Street, The French Quarter in New Orleans, Louisiana



20. The marketing is experiential: focus on activities, not buildings

Perceptions create a brand in multiple ways:

- Visual cues
- The people and attitudes
- Word of mouth
- Publicity, social media, peer reviews
- Always sell a feeling: not buildings and the physical environment
- Visitors are far more interested in the things to do than in the location
- Develop an activities guide that promotes what there is to do in your community

7-21

Roger Brooks International

For over 30 years, the award-winning Roger Brooks International team has had a singular mission – to improve people's lives by helping their communities become healthier, more attractive, and more economically vibrant. We believe that every community has the potential to become a thriving, desirable place for residents, businesses, and visitors.

Working primarily in the public sector with cities, counties, states, CVBs, destination marketing organizations, and provinces, RBI is renowned for its bottom-line, "make-something-happen" approach. This results in tremendously successful planning and implementation efforts.

Contact Us

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Renton, WA 98057
206-241-4770

About Roger Brooks

As CEO of Roger Brooks International, Roger's expertise comes from having assisted nearly a thousand communities in their efforts to become better places to live, invest, establish a business, or visit.

The information is not just entertaining – it is clear, concise and it sticks. Known for telling engaging stories, Roger uses real-life examples shown in photos and video clips, some of them hilarious, all of them poignant. His bottom-line rules, tips, and ingredients leave attendees with rock solid action items they can implement today to make a difference tomorrow.



The Incredible Roger Brooks Library

Introducing a new online program with access to a wealth of information available 24 hours a day. For a monthly fee of \$45 you will have instant access to the entire Roger Brooks video library (a few examples are shown here) plus PDF guides on a variety of branding, product development and marketing subjects. Learn more at www.RogerBrooksLibrary.com

Community Marketing on a Minuscule Budget

Learn the seven marketing ideas you can implement today, for practically no money, that will dramatically increase local spending.

HD Video | 70 minutes



The 20 Ingredients of an Outstanding Downtown

We surveyed 400 popular downtowns and downtown districts and found the 20 most common ingredients that led to their success. Learn how these ingredients can help your downtown achieve success too!

HD Video | 108 minutes



The Art of Branding a Community Part 1 & 2

Part 1: In this eye-opening, must-see presentation by Roger Brooks, you'll learn the ten things you need to do to successfully brand your community.

Part 2: In this fascinating presentation using Alpena, Michigan as a case history, you'll learn HOW to successfully develop your own brand using the 13-step process that took nearly 30 years to develop and perfect. Best of all: This process has a 100% success rate.

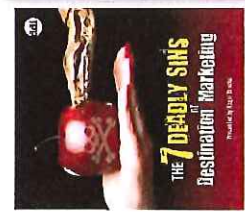
HD Video | Part I: 63 min. Part II: 60 min.



The Seven Deadly Sins of Destination Marketing

A full 97% of destination marketing is wasted. Learn the 7 deadly sins, how to avoid them, and how to make sure that 100% of your marketing is effective.

HD Video | 72 minutes



2-22



MAIN STREET
Gardnerville

NEVADA



Fall
in love
with the District



1ST ANNUAL VACANT
PROPERTY TOUR

WHO: MAIN STREET GARDNERVILLE

WHAT: VACANCY TOUR

WHEN: October 22, 2016 // TIME: TBD

WHERE: MAIN STREET GARDNERVILLE

WHY: TO PROMOTE VACANT PROPERTIES WITHIN THE MAIN STREET DISTRICT, INTRODUCE POTENTIAL TENANTS TO AVAILABLE SPACES, & INCREASE PROGRAM MEMBERSHIP.

////////// PLEASE SEE REVERSE FOR PARTICIPANT APPLICATION //////////



MAIN STREET
Gardnerville

NEVADA

Fall in love with the District



- BUILDING LOCATION:
- PROPERTY MANAGER:
- PROP MGR CONTACT INFO:
- PHONE:
- EMAIL:
- LEASE AMOUNT (\$):
- TERM:
- APPROX. UTILITY COSTS:
- PROPERTY INCENTIVES OR SPECIALS:
- ARE YOU OPEN TO HAVING A LOCAL ARTISAN FEATURED AT YOUR PROPERTY DURING THE TOUR?
- ANY SPECIAL INSTRUCTIONS?

PLEASE CONTACT MEREDITH FISCHER FOR MORE INFO
TEL: (775)230-1101\\\\\\\\MEREDITHFISCHER5@GMAIL.COM

Main Street Gardnerville's 2nd Annual

SLAUGHTERHOUSE LANE COFFIN RACES



**Sign up your
"Coffin Team"
Now**

Sponsored by



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Registration Fee is \$40 before October 1st
Registration Fee is \$50 after October 1st

Visit our Calendar on MainStreetGardnerville.org or the MSG
Office at 1407 Hwy 395 N for Registration Information

Main Street Gardnerville

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