

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **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.
2. **Recommended Motion:** Approve the comments and direct staff to submit them to the county consultant for consideration for the comments in Chapter 2 Minden Gardnerville community plan portion of the 2016 Master Plan update.

Funds Available:  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 6, 2016 **Time Requested:** 15 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** Staff has discussed this update with the town board during public meetings and at the board training workshop. Comments were received, worked into the information provided in this packet and staff reformed the chapter accordingly. Please make your suggestions to any additional information you think we need to include in the master plan and or formatting of the section.

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

8. **Board Action:**

- Approved  Approved with Modifications  
 Denied  Continued

## **Gardnerville Community Plan**

### Location and General Description

In 1879, Lawrence Gilman purchased the Kent House, which was located just south of Genoa which was supposedly haunted by a stagecoach-robbing ghost. After acquiring a seven-acre tract of land from homesteader John M. Gardner, Lawrence Gilman moved the house to the new site.

The Kent House became the Gardnerville Hotel - and the town of Gardnerville, named for Gardner, was born. Although the old hotel is no longer standing, the spirit lives on; we don't know about the ghost.

Because of Gardnerville's location along the route to the Esmeralda Mining District and Bodie (where a major gold strike in 1878 heralded a mining boom), Gardnerville soon came to serve as a feed stop for the 24-horse freight teams traveling between Carson City and the mining camps.

For the first five years of its existence, the new settlement of Gardnerville changed little. By 1885, the fledgling town had begun to grow along with the farming industry in the valley.

The town prospered as more hotels, shops and saloons opened their doors along Main Street. By 1899 Gardnerville had become a center of commerce in the Carson Valley as well as a hub of community activity.

Danish settlers figured prominently in the new town's development. Just as many Mormon settlers of British origin called Genoa home after 1851 and German pioneers had a strong presence in the early years of nearby Minden, Gardnerville became the center for Danish immigrants who had arrived in 1870.

Beginning in 1898, the Spanish and French Basques played an important role in the town's history as shepherders and later as inn and restaurant owners. In 1918, several Basques opened inns in Gardnerville that flourished during Prohibition. Basque dining in Gardnerville remains a culinary attraction.

### Location and General Description

The Town of Gardnerville has many challenges in terms of geography, population, density, and development. Gardnerville is rich in history containing many structures and sites of historic value. Gardnerville was founded in 1879. The community enjoys the scenic vista of the Carson Range of the Sierra Nevada Mountains on the west and the Pinenut Mountains to the east. The community is surrounded by irrigated agricultural lands adding to the scenic beauty and quality of life for local residents and visitors alike.

The Gardnerville Community Plan totals 1,500 acres, only 4 percent of the Carson Valley. However, Gardnerville along with Minden is the most urbanized area of the Carson Valley. The community is fairly flat with 1-2 percent slopes throughout.

The Gardnerville area contains potential wetlands both north and south of the community in the areas of the Martin and Cottonwood Sloughs. The community is located adjacent to the Carson River floodplains, and subjected to potential floods from the Pinenut Wash during large rain events centered in the Pinenuts mountain range and is prone to flash flooding. According to FEMA, there are two principal areas of the community subject to flooding. The southern area along the Carson River is subject to spillage from the river in a 100-year event. This also has the effect of spilling north, into the Cottonwood and Martin Sloughs according to FEMA.

The 2016 population of Gardnerville is 5,751 people.

### Existing and Future Land Use

There are a wide variety of land uses in the Gardnerville community. Of the land developed as residential, 63 percent is developed with lots between 5,400 square feet and 12,000 square feet; and 14 percent of the residential land is developed at a higher density, 8 to 15 dwelling units per acre. On average, this community provides a residential density of 5 units per acre.

**Lodging and recreational** uses total approximately 67 acres. About 40 acres of this is local park land. There is one casino in Gardnerville, Sharkey's. Public services located in Gardnerville are the Carson Valley Community and Senior Center, Carson Valley Museum and Cultural Center, Carson Valley Visitor's Authority, Carson Valley Chamber of Commerce, Town offices, State offices, Park and Recreation Department Administrative offices, Gardnerville Elementary School, and Extension Service Office.

**Commercial** uses in Gardnerville total about 182 acres of land and 97 acres neighborhood commercial are located primarily in the historic "core areas" of the town and adjacent to Highway 395, and large areas are available further south along Highway 395. It is crucial to the community to keep the commercial area adjacent to Highway 395 while the community searches for areas to expand.

**Industrial** uses include utilities and both light industrial and medium industrial uses. These industrial areas should expand as house units area developed to provide services to the additional residents. These land uses total approximately 5% (60 acres). Undeveloped land in the Minden-Gardnerville community consists mostly of lands which are irrigated agricultural lands designated as receiving areas and parcels available for infill projects.

**Agricultural** lands in the Gardnerville Community Plan account for 16% (198.5 ac) percent of the total land area. Buffering of agricultural lands should be included in future development plans.

**Receiving Area** uses are designated in the Community Plan. The areas are northeast of Gardnerville. The development of these areas will be dependent upon the preparation and adoption of comprehensive specific plans for the areas which specify densities and uses and mitigates planning and environmental issues. The specific plan must be adopted prior to establishing these areas for actual development and rights must be acquired to support the planned densities. The towns want to promote walkability and bikability with new

developments ensuring that not everyone needs to utilize a vehicle to get around in our community.

The receiving areas should be developed as distinct neighborhoods compatible and complimentary to surrounding neighborhoods. A variety of residential densities should be utilized with the predominant land use being single family. Multi-family uses, except Mixed-use Commercial districts, where appropriate, should be limited to small enclaves spread throughout the community rather than concentrating this use. Housing for seniors and affordable housing should be included within the overall housing mix.

**Community support** uses should be provided for operational needs within the County and Towns, providing facilities for; parks, schools, emergency responders and church sites. Natural drainage features should be incorporated into the neighborhood designs to enhance and utilize open space elements which create linear parks and pedestrian pathways to connect the towns and to elements within the existing Towns.

Map 2.12 depicts the future land uses for the Town of Gardnerville.

### **Gardnerville Community Area Key Issues**

Care should be given to preserve the distinctive historic and architectural characteristics of the towns as well as their “small town atmosphere.” Strict adherence to design review standards and the towns “Plan for Prosperity” and design guidelines will be important for any new development or redevelopment, especially in the downtown areas or the commercial corridor.

#### *Major Commercial Development in Downtown Gardnerville*

Compact commercial development and revitalization of downtown areas can be aided by intensifying commercial development in the downtown areas and limiting strip development in the expanding areas. Mixed commercial and residential uses, incorporating higher residential densities closer to the downtown core, are encouraged in the downtowns to add vitality to the areas and reduce automobile congestion and emissions.

#### *Gardnerville Main Street Program*

Douglas County and town should support the efforts of the Gardnerville Main Street Program, which has been established to revitalize historic downtown Gardnerville utilizing design, organization, promotion and economic restructuring to develop the unique identity and preserve the historic nature of the community.

### *Open Space*

Because Gardnerville area is predominately urban and relatively built out to the north and specific plans approved for construction to the east, open space is particularly important for this community for the healthy lifestyle of pedestrian path linking schools and downtown to subdivision providing an opportunity to walk or bike instead of drive to a location to shop, dine or enjoy the outdoors. The Martin Slough and the Cottonwood Slough should be considered key areas that could provide open space or a greenbelt with pedestrian and biking trails for the urbanized community, and should be linked to new neighborhoods that are developed. .

### *Transportation Network and Roadways*

The combination of intense land uses and the fact that U.S. Highway 395 bisects the community contribute to traffic congestion. Residents and local government officials have expressed an interest in an alternative “by-pass” road that could relieve traffic problems in the heart of the community. The Muller Parkway is planned to provide alternative service for U.S. Highway 395. In addition, the extension of Waterloo Lane connecting State Route 756 to the Muller Lane Parkway is provided. Safer street crossings need to be considered when additional development is proposed changes the intersection usage and historical patterns.

### *Housing*

Residents have expressed a desire for a variety of housing types in their community, including without limitation smaller lot sizes, including single-family traditional development, and mixed-use commercial, both of which promote density and vitality in the historic district. Care should be taken to ensure balanced housing options and availability to the community including the senior housing and multi family housing and smaller entry level homes that families who work within the county can afford.

### *Urban Level of Service*

Urban service levels are appropriate and urban standards should be maintained throughout the community. Streets should be constructed and maintained to urban standards. Community water and wastewater systems, and solid waste collection are required within the Gardnerville community plan.

## **Gardnerville (TOG) Community Plan Goals, Policies, and Actions**

**TOG Goal 1: To preserve and enhance land uses that support the character of traditional Gardnerville and the community’s quality of life objectives, while preserving the existing historic Small Town character of Gardnerville community**

TOG Policy 1.1 The County shall use its Master Plan Valley Vision, and Plan for Prosperity to development regulations to maintain and enhance the existing character of the Gardnerville community preserving historic resources, and enhance cultural and economic value to this community

Gardnerville Section Master plan update – Second Draft

with traditional scale and rural setting as a reference and context for new development.

- TOG Policy 1.2 The County shall support the expansion of commercial development, and plan for a wide variety of housing types and densities, including single-family traditional, multi-family residential, senior living arrangements, and mixed-use commercial, in a manner that is compatible with the Towns' existing character, and keeping the main commercial corridor centered around Main Street (Hwy 395)
- TOG Policy 1.3 The County shall work with the Town of Gardnerville to review and refine architectural and urban design standards for new development and revitalization projects, that will protect the commercial core and prepare for the growing need for a parking district.
- TOG Policy 1.4 The County shall encourage all new development within the town to complement and enhance the distinctive historic character while promoting the revitalization of the downtown.
- TOG Policy 1.5 Douglas County shall work with the town to prepare updated Plan for Prosperity and Design Guidelines for the Town, to ensure that all new development is compatible with the traditional development style and existing "small town" atmosphere of the Minden-Gardnerville community.
- TOG Policy 1.6 The town and county shall encourage the preservation of open space, wetland areas, and connecting to regional drainage facilities which assist in providing buffers from development while preserving the views of the Sierra Mountains to the west and Pinenut mountains to the east.
- TOG Policy 1.7 Douglas County shall, in conjunction with the Town, evaluate the possibility of designating area(s) in the Town as historic districts and following such evaluation; by ordinance designate such districts, where appropriate.
- TOG Policy 1.8 Growth areas shall be planned with distinct neighborhoods in mind and connecting pedestrians to organically expanding neighborhoods rather than building walled and isolated residential subdivision enclaves. Neighborhoods shall contain a mix of residential units and, where appropriate Mixed-use and Commercial zoning, taking caution to not detract from the downtown core.
- TOG Policy 1.9 Multi-family residential projects proposed within or adjacent to existing single-family residential neighborhoods shall be designed in a manner which creates a compatible living environment in terms of building height, bulk, and site design. An over-concentration of multi-family projects within existing neighborhoods shall be discouraged. The projects sites shall be sited and designed to act as a buffer between commercial and higher density single-family residential land uses.

11-6

TOG Policy 1.10 Multi-family residential projects shall be located within the urban service and receiving areas of Gardnerville and within a reasonable proximity to major roadways, commercial centers, emergency services, schools, pedestrian trails, and other urban services, and should not be located directly on Highway 395 or Main Street.

TOG Policy 1.11 Douglas County should work with the Town to develop code provisions that addresses the appropriate location, size, and design of “big box” retail stores.

**TOG Goal 2 To focus and promote compatible, high quality commercial and industrial development within the Town Gardnerville.**

TOG Policy 2.1 Douglas County shall support the location of commercial uses in the Town of Gardnerville, in areas planned for commercial use, while protecting the commercial Downtown core which should become and remain the principal specialty-shopping destination in the Carson Valley.

TOG Policy 2.2 The Town’s and Douglas County shall incubate and attract light industrial, medical research and tech employers, working diligently with fiber utilities to connect to high speed internet and expand that network as proposed development is presented.

TOG Policy 2.3 Douglas County shall use its zoning, project review process, and design guidelines for the County, Valley Vision and the Town plan for prosperity to promote development, including Mixed-use Commercial zoning, where appropriate, that will enhance property values and the aesthetics of the Town and community. Ensure plans for mixed-use developments are realistic. Initial projects would benefit from a horizontal mix of uses that are connected through carefully coordinated site planning, where uses come together around streets and open spaces.

**TOG Policy 2.4** Except where Mixed-use Commercial zoning is otherwise encouraged by this Master Plan, the County shall limit, subject to the recommendation of the Town, the conversion of residences to commercial uses outside areas planned for commercial development in order to preserve the integrity of the neighborhoods and focus commercial development in downtown Gardnerville.

**TOG Goal 3 To ensure the timely provision of community facilities, services, and infrastructure at appropriate levels for the Gardnerville Community.**

TOG Policy 3.1 Douglas County shall plan and provide public facilities and services to the urban areas of the Gardnerville community at established urban levels of service as stated in code, and plan for improvements or modification to those substandard service levels to accommodate future development.

TOG Policy 3.2 The County, Town, School District, East Fork Fire District and shall develop community facilities that enhance the quality of life and support existing and future residential needs.

TOG Policy 3.3 Douglas County shall require that all streets in new development be constructed to urban standards. New investment should reduce the number of pedestrian and auto conflicts

TOG Policy 3.4 The County shall work with the Town to ensure adequate provision of park sites to meet the needs of the growing urban community ensuring they are consistent with the County's park standards established in the Parks and Recreation Element.

TOG Policy 3.5 Douglas County shall require the timely and orderly provision of water and wastewater systems to serve new urban development in Gardnerville.

TOG Policy 3.6 Douglas County shall pursue the development of Muller Parkway with limited access in the 20-year time frame of the Plan based on the traffic model.

TOG Policy 3.7 Douglas County shall coordinate with the State to ensure that any modifications to U.S. Highway 395 through Gardnerville are compatible with the existing character of the towns and to not decrease the safety or desirability of walking in the towns' commercial centers. The State Department of Transportation's U.S. Hwy 395 Landscape and Aesthetics Master Plan shall be used as an implementation tool

TOG Policy 3.8 Douglas County shall work with the Town to plan and develop off-street parking and parking districts.

TOG Policy 3.9 Douglas County shall require the paving of all driveways, parking areas, loading areas, and other high activity areas in new or remodeled non-residential developments in this Community.

**TOG Goal 4 To minimize the risks to the residents of the Gardnerville community from natural hazards.**

TOG Policy 4.1 The County shall continue to work with the Town of Gardnerville Water Company to monitor the quality and quantity of groundwater in the Minden-Gardnerville community and to identify and mitigate negative impacts of human activities on groundwater quality and quantity.

TOG Policy 4.2 Douglas County will work with the Gardnerville Water Company to expand water systems to serve the needs of the community and the entire Carson Valley region.

TOG Policy 4.3 Douglas County shall evaluate the need for additional policies regarding flood plain and floodway management and nernetuating the flood

11-8



waters through proposed developments and partnering with the town and developers on mitigating flooding conveyance.

TOG policy 4.4 Douglas County shall evaluate the code provision for emergency access to collector and arterial roads that could be closed during a flood event.

**Town of Gardnerville Gardnerville Goals, Policies and Implementation strategies**

**TOG Strategy 1 Revitalize Old Town Gardnerville as a mixed-use community center connecting and serving residents and visitors**

TOG Policy 1.1 Douglas County should support **the Gardnerville Main Street Program**, which has revitalized historic downtown Gardnerville utilizing design, organization, promotion and economic restructuring committees ran by passionate volunteers to develop the unique identity of the downtown core, while striving to preserve the historic nature of the downtown, providing opportunity for business to be successful and promoting local businesses by providing opportunities for residents and visitors to explore downtown.

TOG Policy 1.2 Old Town should include a variety of civic, commercial, and residential uses that support the creation of a lively Carson Valley destination and a central place for Gardnerville.

TOG Policy 1.3 Public and private investment in Old Town should enhance pedestrian access, calm and slow traffic, and provide convenient parking.

TOG Policy 1.4 New development should reflect the pedestrian scale, orientation and character of Gardnerville's traditional commercial, residential, and mixed-use buildings

**TOG Strategy 2 Create a new 'S' Curve**

TOG Policy 2.1 Redevelop the 'S' Curve as a mixed-use extension and entry for Old Town with visitor, commercial, and residential uses.

TOG Policy 2.2 New investment should resolve the roadway safety of the curve and enhance pedestrian connections to adjacent neighborhoods and Old Town.

TOG Policy 2.3 New development should incorporate historic buildings, hide parking, and make an esthetic thematic connection to Old Town.

**TOG Strategy 3 Enhance Community-Serving Commercial Center- 'Commercial Quad'**

TOG Policy 3.1 New commercial uses located in the Commercial Quad area should enhance its role as a sub-regional and community-serving address.

11-9

TOG Policy 3.2 The development of projects in the Commercial Quad area should have easy access for automobiles and have a safe pedestrian connection between parcels and adjacent areas.

TOG Policy 3.3 New development in the Commercial Quad area should contribute to the overall character of the district as a convenient and comfortable shopping experience.

**TOG Strategy 4 Provide Commercial / Service Industrial Service uses in ‘South-Central Gardnerville’ on a scale that will serve the growing residential population.**

TOG Policy 4.1 New development on U.S. Highway 395 frontage should include commercial and residential uses that complement and serve adjacent subdivisions providing safe and comfortable pedestrian connections to adjacent neighborhoods.

TOG Policy 4.3 New development should be designed to orient towards the street, hide parking, provide connected walking edges and respond to visibility created by the bend in U.S. Highway 395.

**TOG Strategy 5 Create Southern Gateway to Gardnerville**

TOG Policy 5.1 The development of the South Entry area should be master planned as a mixed address of commercial, healthcare, institutional, industrial and residential uses.

TOG Policy 5.2 Access to uses in the South Entry area should happen from side roads and provide a pedestrian-scaled internal street and pedestrian walkway system.

TOG Policy 5.3 New investment should create a gateway cluster of buildings and open spaces along US 395 and have an internal system of open spaces framed by commercial and residential buildings.

TOG Strategy 5.4 The Town of Gardnerville and the County shall follow the Administrative Actions, Regulatory Actions, and Financing Actions identified in the Gardnerville Plan for Prosperity Action Plan.



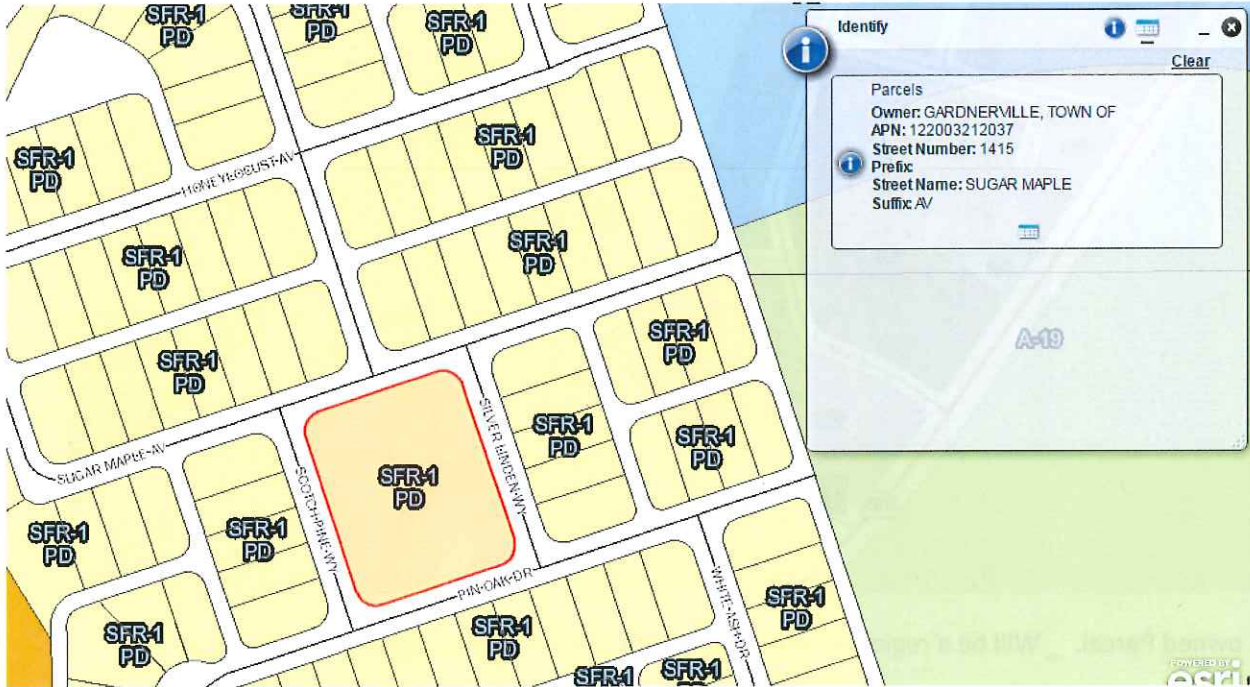
Town owned Parcel. \_ Will be a regional Detention facility (Virginia Ranch Specific Plan area) forever.

Currently Zoned GC needs to be Public Facilities.



122003202003 - Town owned parcel: Regional Detention pond for Arbor Gardens New Beginnings and vacant lot south of the developed New Beginnings.

11-11



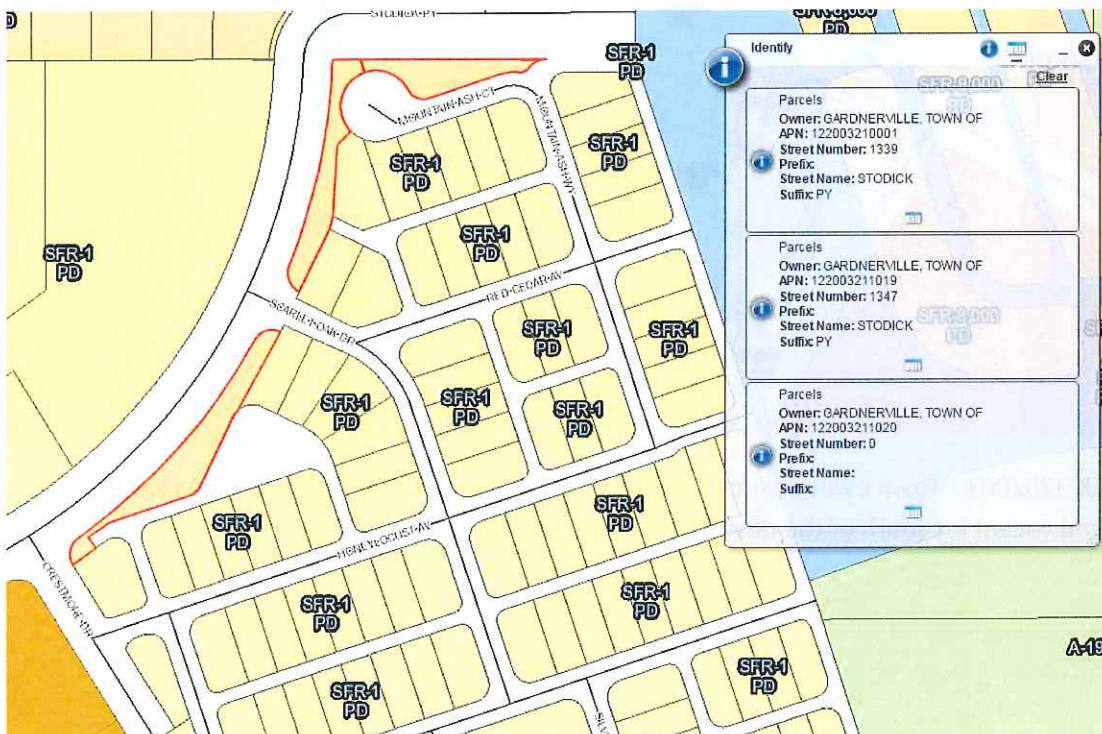
MFR PD to Public facilities.

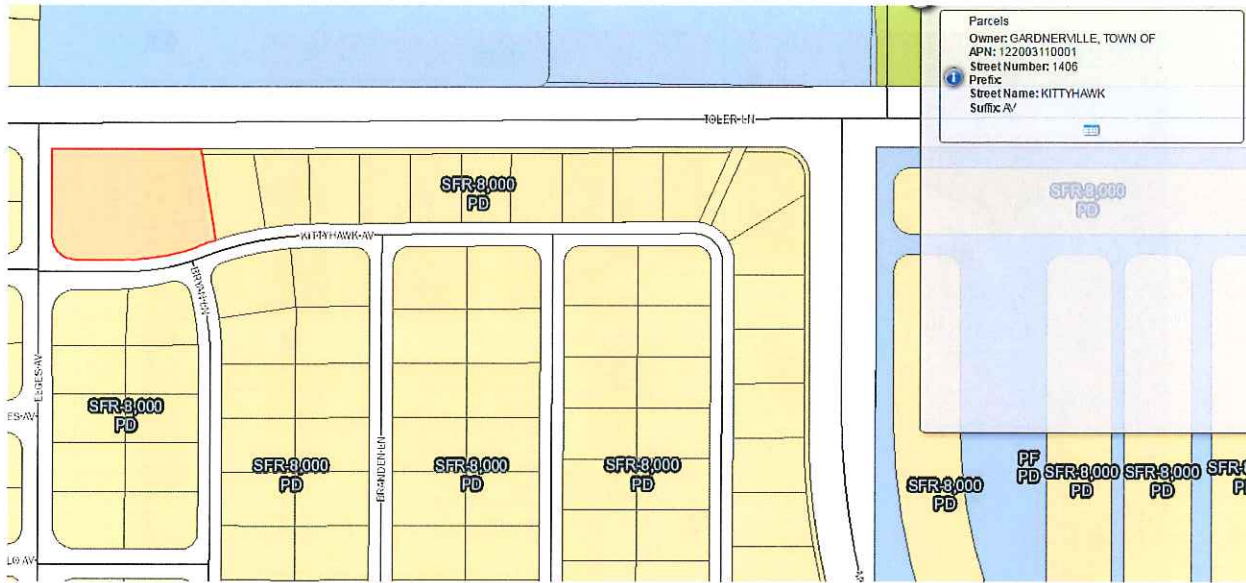
Should the homes in Arbor Gardens be re zoned to what they were developed. From SFR1 to 5000 SF lots?

122003212037 – Town owned and maintained Park

SFR-1 to Public Facilities.

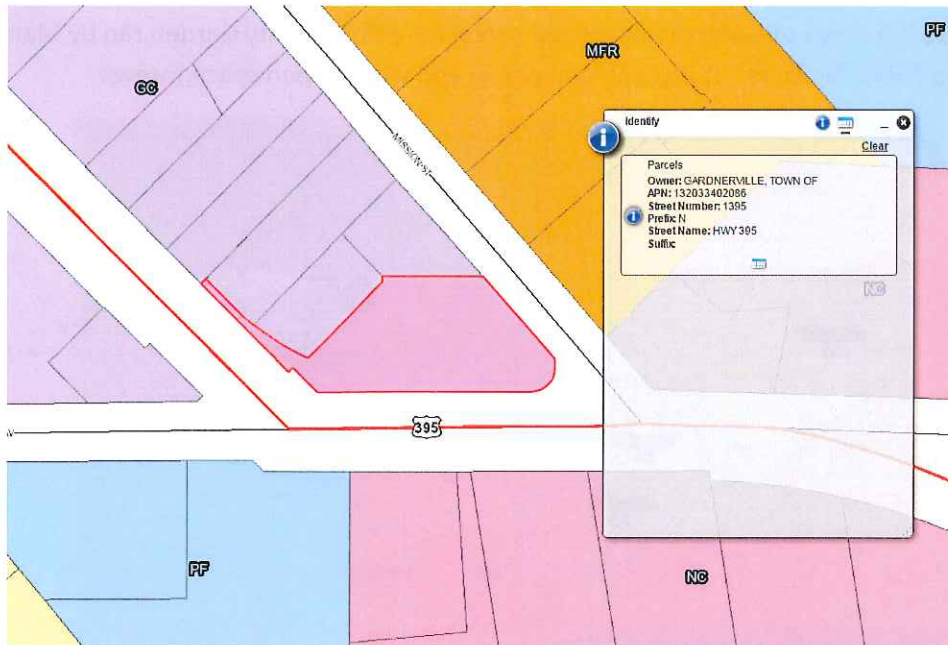
The arbor Lineal's. 12200321001,019,020 From SFR-1 to Public facilities.





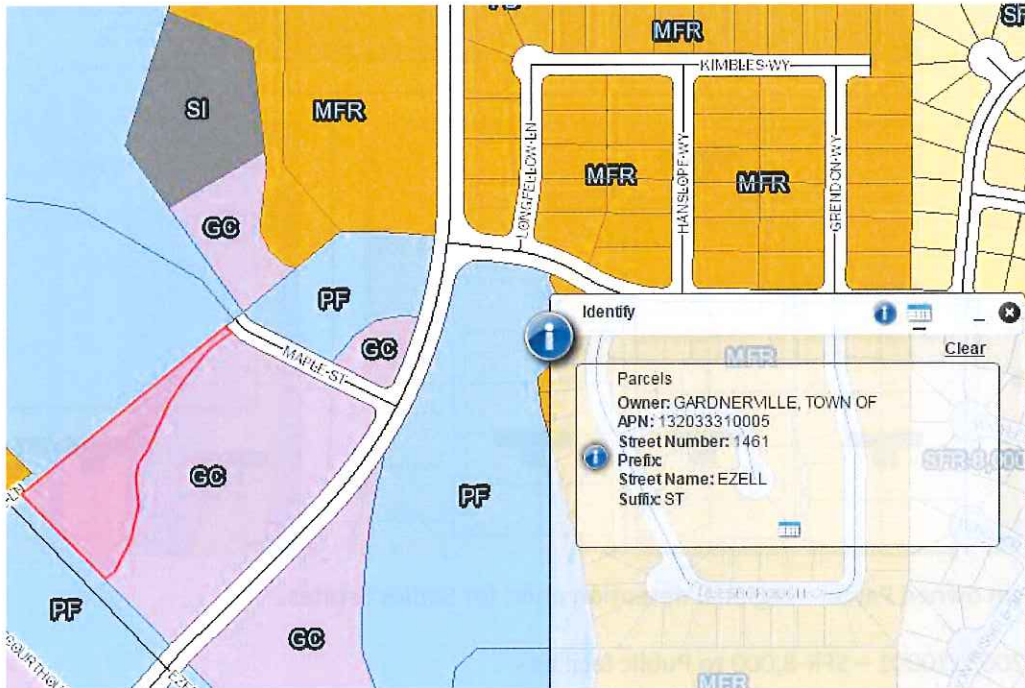
Town owned Parcel – regional detention pond for Sodick Estates.

122003110001 – SFR-8,000 to Public facilities.

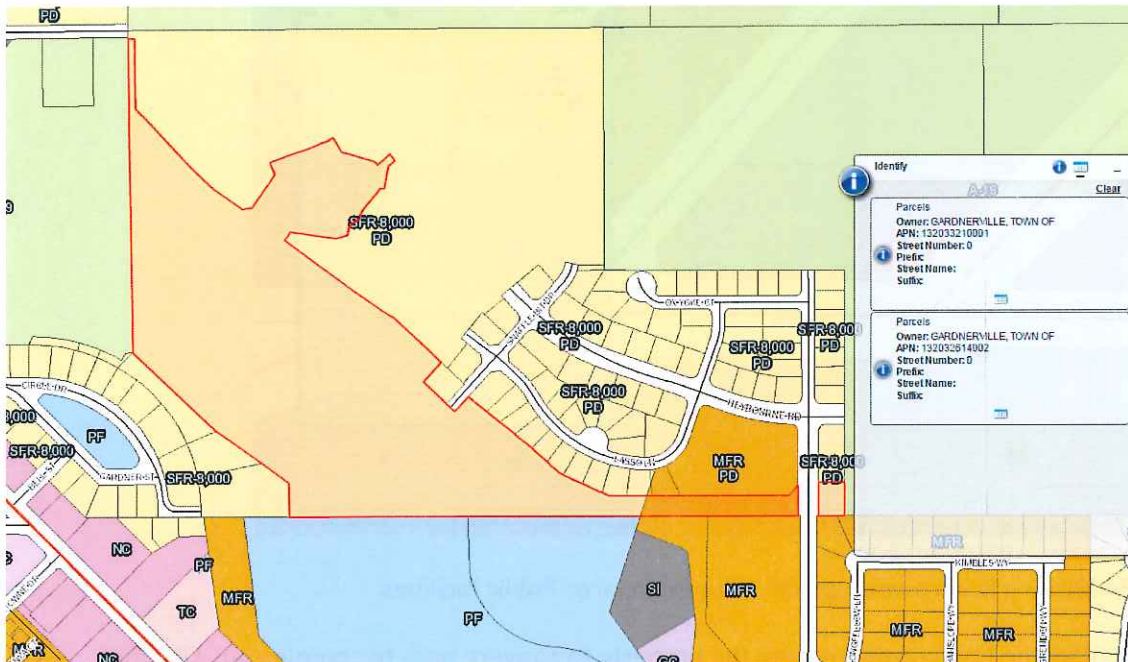


132033402086 – Town owned parcel – Commercial or Public facilities.

I do not think the town could ever sell the property to convert back to commercial. Like the current admin office. Which should remain in Commercial .

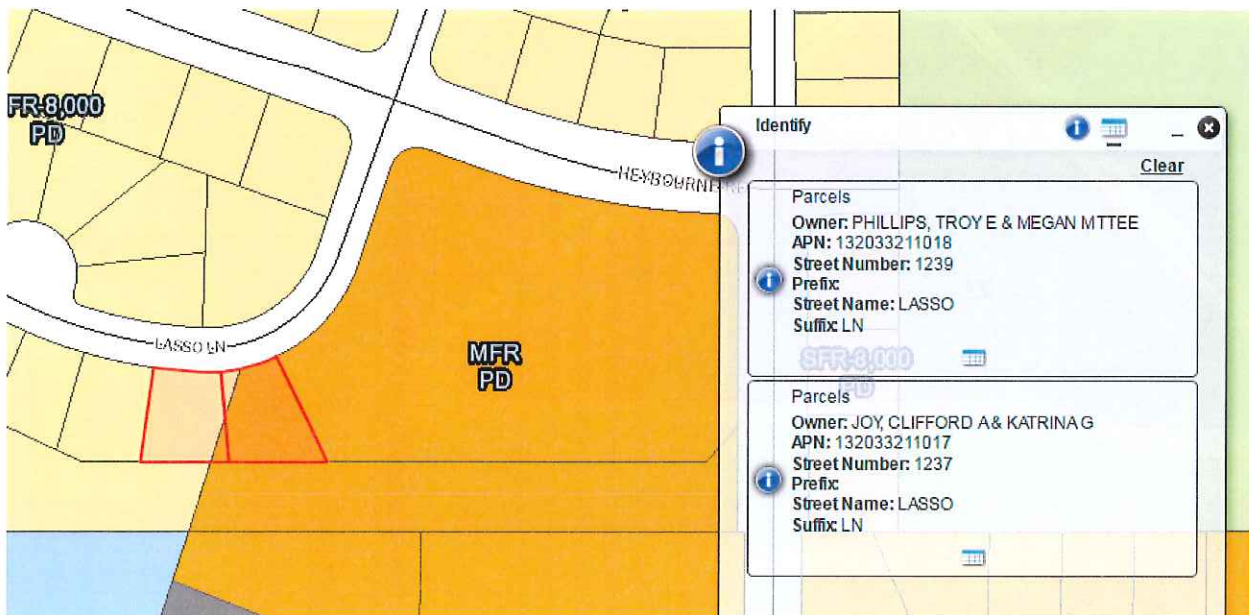


132033310005 Town of Gardnerville owned parcel for a Community Garden ran by Main Street Gardnerville GC to Public facilities. It is a wet land parcel and will be open space forever.

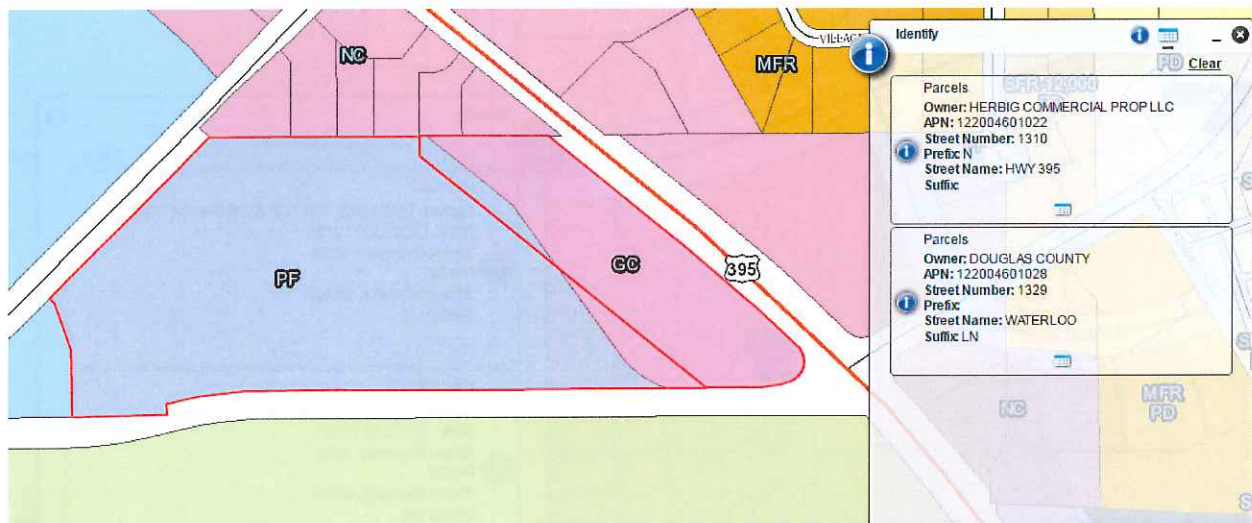
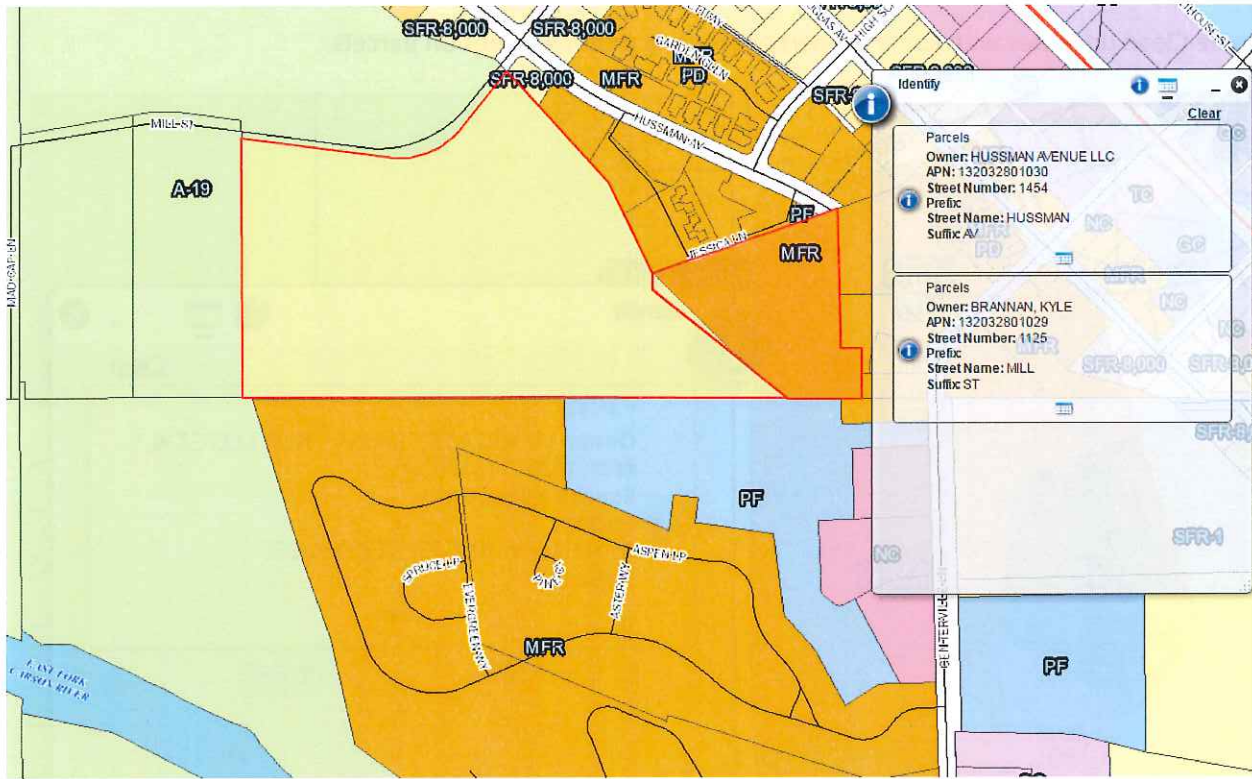


132033210001 and 132032614002 Town of Gardnerville dedicated property open space From SFR-8000 to Public facilities. Drainage along the Martin Slough

Some Clean up issues with some properties creating multiple zones on parcels.



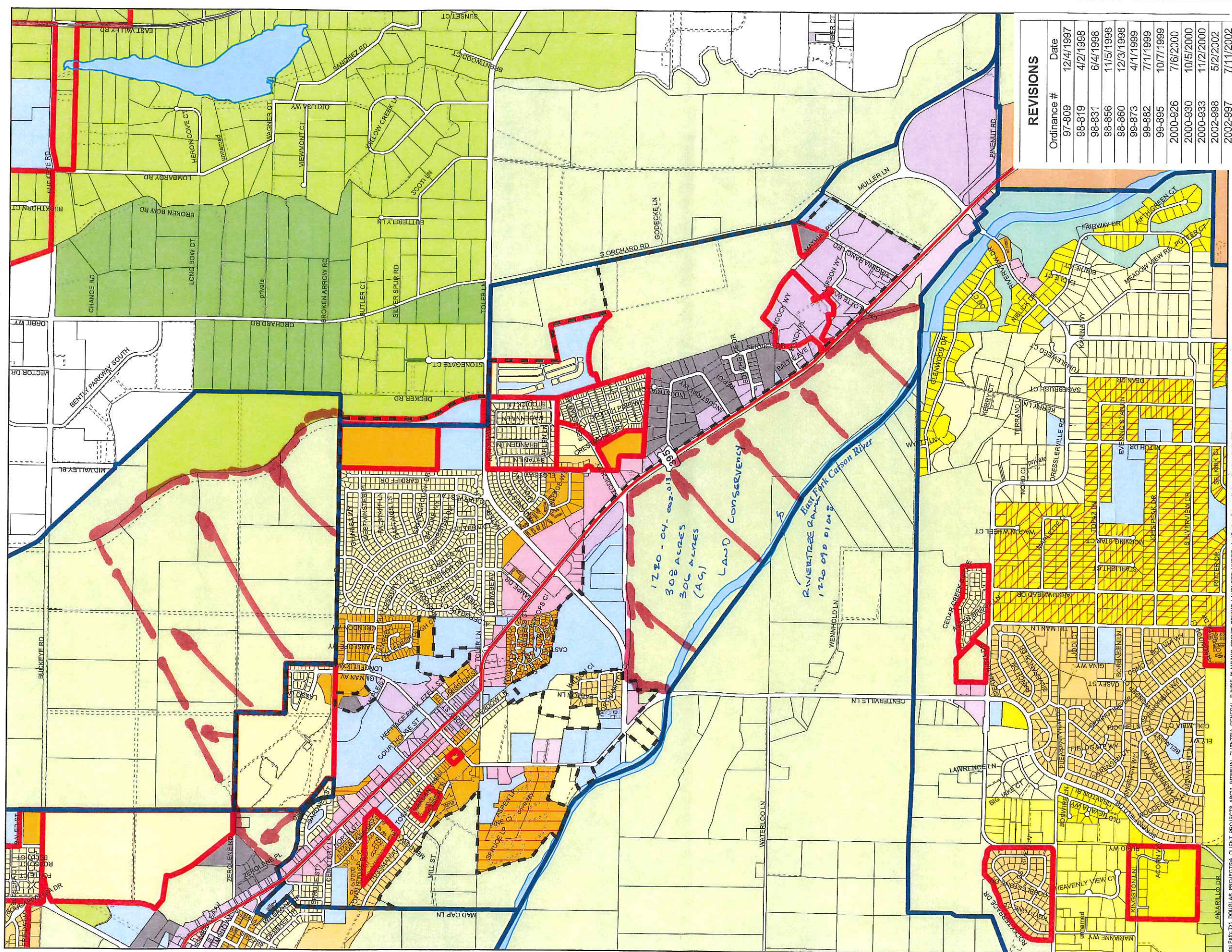
where Zoning does not match the existing boundary;





# OFFICIAL ZONING MAP - DOUGLAS COUNTY, NV

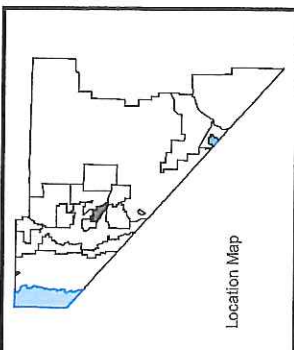
## TOWN OF GARDNERVILLE PLAN



File Path: T:\DOUGLAS\_PROJECTS\CLIENT\_PROJECTS\PROJECTS\INTERNAL\_CLIENTS\GENERAL\_PLANNING\GIS\ZONING\LANDUSE\1220\GIS\Zoning\CommunityArea\_Gardnerville1.rtf  
 Print Date: 3/22/2012

**Legend**

	RA-9 - Rural Agriculture, 5 Acres		Gaming Overlay
	RA-10 - Rural Agriculture, 10 Acres		Livestock Overlay
	A-19 - Agriculture, 19 Acres		Manufactured Housing Overlay
	FR-19 - Forest Range, 19 Acres		Residential Office Overlay
	FR-40 - Forest Range, 40 Acres		Community Areas
	FR-122 - Single Family Residence, 122 Acres		Planned Developments
	SFR-1 - Single Family Residence, 1 Acre		Town Boundary
	SFR-2 - Single Family Residence, 2 Acres		Transportation
	SFR-8,000 - Single Family Residence, 8,000 SF		Federal Hwy
	SFR-12,000 - Single Family Residence, 12,000 SF		State Hwy
	MFR - Multi-Family Residence 8.01-18 Dwelling Units/Acre		Collector Roads
	OC - Office Commercial		ROW - Right of Way



1 inch = 1,700 feet

**REVISIONS**

Ordinance #	Date
97-809	12/4/1997
98-819	4/21/1998
98-831	6/4/1998
98-856	11/5/1998
98-860	12/3/1998
99-873	4/1/1999
99-882	7/11/1999
99-895	10/7/1999
2000-926	7/6/2000
2000-930	10/5/2000
2000-933	11/2/2000
2002-998	5/2/2002
2002-997	7/11/2002
2002-1018	10/3/2002
2002-1017	10/3/2002
2002-1019	10/3/2002
2002-1021	11/7/2002
2002-1022	11/7/2002
2004-1064	2/5/2004
2004-1062	4/7/2005
2005-1130	6/2/2005
2007-1196	2/1/2007
2009-1285	5/7/2009
2010-1314	5/6/2010
2011-1336	5/5/2011



The data contained herein has been compiled on a geographic information system for the use of Douglas County. The data does not represent survey data and should not be construed as a replacement for the authoritative source, plat maps, deeds, surveys, etc. No liability is assumed by Douglas County as to the sufficiency or accuracy of the data.

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **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.

2. **Recommended Motion:** Approve the NV Energy light and hard wired system.

**Funds Available:**  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 6, 2016 **Time Requested:** 20 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** Staff discussed with the board this past month, at the request of Don Garrison, the addition of a single light on the southeast corner of Northampton @ Waterloo Lane. Staff has made a lot of headway this month with NV Energy and we have signed the design agreement approving the proposed design. We have a couple contractors bidding the NV Energy option to tie down on the actual cost of the light. (currently estimated at \$25,250).

The solar light option: While this option is simpler to install and cheaper to maintain, the town has approved standards we continue to ask developers to construct. This is setting a precedent that we need to be able to continue to practice, should we move forward with this option, it will come back to the board as an approved alternative. Installing meters, conduit, pull boxes, and decorative street lights is a large expense to the developer and a large cost to maintain for the town (in meter fees, power usage, and light head maintenance) (currently estimated at \$12,000 and continued savings of \$20/month for light)

See the next page for staffs pros and cons of this option.

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

8. **Board Action:**

Approved

Denied

Approved with Modifications

Continued

## Background information Cont'd:

### Pros of the Solar light:

- Not on NV Energy Grid and saves their \$15.80 per month fee for each light
- If used in new developments a meter would not be required (32.80/month plus electricity used)
- Developers would not have to install pull boxes conduits and meter pedestals the town accepts maintenance of.
- If this is successful, I can see these in the subdivisions, useful at locations of postal cluster boxes, trails, trailheads and other locations we see the need for security light.
- Pole costs are virtually the same as the town standard pole.
- No easement would be required. We have approval from the parks department to install the light on county property.

### Cons of the Solar Light:

- The town has current standards with these lights all over the town, this is another standard or option for consideration making the other lights outdate and need of update. Delaying the cost of replacement due to the cost of each light to install. If we were installing 4 this would not prove to be a cheaper option.
- In 20 to 30 years the solar panels would need to be replaced and batteries have a 5 year warranty. I am sure the weather here will reduce the battery life.
- Light head is \$3,049 for the recommended version. Replacement cost is 2x that of the decorative power lights.
- A concrete footing would be required with these lights with the high winds and load on the solar panel at the top of 21 foot pole. It's going to be a large footing with anchor bolts.

#### Cost Breakdown – (Estimated):

NV energy estimated this work to be about \$8,000 not \$5,000 as stated in my report last month.

\$4,000 Light and pole

\$250 permit

\$10,000 Contractor

\$3,000 testing and paving density tests

**\$8,000** NV energy (previously estimated @ \$5,000)

\$25,250 TOTAL Electric connection

\$6,500 for lights

\$5,500 for footing, mobilization, traffic control and light installation.

\$12,000 TOTAL Solar

## TOP OF POLE SERIES

The Top of Pole Series is an efficient outdoor lighting solution. Customizable features meet your specific lighting requirements while keeping costs to a minimum.



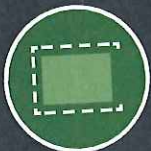
PARKING LOT LIGHTING



ROADWAY LIGHTING



TRAIL LIGHTING



PERIMETER LIGHTING

### ☀️ ADJUSTABLE BATTERY MOUNTING

Install low for easy maintenance, or high to minimize tampering

### ☀️ PREMIUM LUMINAIRE

High-performance Cree LED luminaires or decorative options to meet IES light distribution requirements

### ☀️ SCALABLE SOLAR POWER

Sizing options allow a balance between autonomy and required light output – single, dual or triple solar panels

### ☀️ ENERGY STORAGE

Adaptable to your specific requirements – systems can store one to four maintenance-free batteries

### ☀️ CUSTOM CONFIGURATION

System components, including panel tilt angle, optimized for your specific installation location and application to work in all latitudes

### ☀️ ADAPTIVE LIGHTING

Dimming profiles available to conserve energy during periods of low vehicle and pedestrian activity

### ☀️ COLOR SELECTION

Natural finish (aluminum/silver), black or bronze

### ☀️ POLE OPTIONS

Mounts to a variety of pole types; pole sold separately

### ☀️ LIMITED FIVEPLUS™ WARRANTY

Solar panel power output: 25 years; fixture: 10 years; electronics, energy storage and mounting hardware: 5 years

**OVERVIEW**

The Top of Pole Series features an adjustable mounting bracket and includes a variety of option choices to create a customized outdoor solar light solution for your application. The system is configured according to your location and lighting requirements to run throughout the night or to save energy with dimming when full light is not required. The battery enclosure and solar module mounts to a variety of pole types; pole sold separately.

**WHY SOLAR?**



**REMOTE LOCATIONS**

- Where grid is difficult to access
- Sensitive environments



**IMMEDIATE ENERGY SAVINGS**

- No energy costs throughout life of product



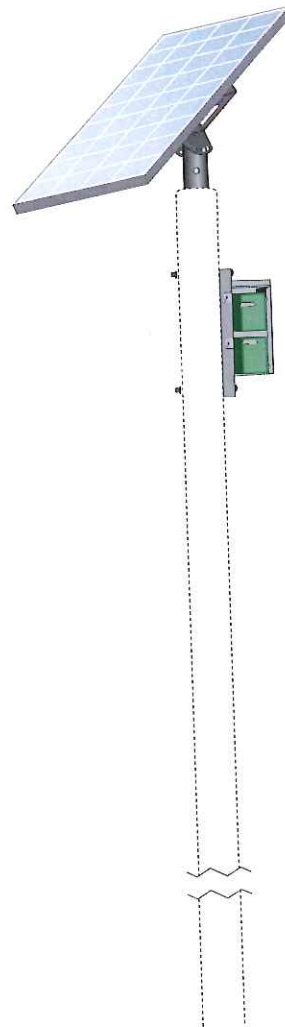
**LOWER INSTALLATION COSTS**

- No trenching or cabling
- Shorter installation time compared to on grid systems



**GREEN STATEMENT**

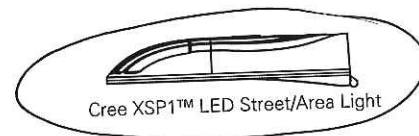
- Viable and sustainable energy alternative
- Recyclable battery and components



**LUMINAIRES**



Cree XSPR™ LED Street/Area Light



Cree XSP1™ LED Street/Area Light



Cree XSP2™ LED Street/Area Light



Cree OSQ™ LED Street/Area Light



Cree EDGE™ LED Street/Area Light

*Decorative Luminaire Series available. See Decorative Datasheets for more info.*

**OUR DIFFERENCE**

**INDUSTRYLEADING EXPERTISE**

- World leader in solar LED lighting solutions, since 1990
- Publicly traded on the TSX (CMH)
- Extensive experience in outdoor lighting industry

**ADVANCED LIGHTING TECHNOLOGY**

- Designed for lighting applications
- Dimming and operating profiles for adaptive lighting
- Superior LED luminaires

**CUSTOM SOLUTION FOR YOUR APPLICATION**

- Precision-engineered for your application
- Array of solar engines available for your portfolio
- Aesthetic-design and value-built engine options

**REPRESENTED IN YOUR REGION BY:**

12-3

### TECHNICAL SPECIFICATIONS

SOLAR PANEL	PV DIMENSIONS (Length x Width x Height)	*EPA @ 45 DEGREES (Luminaire and arm additional)	SYSTEM WEIGHT (Luminaire and arm additional)	POLETENON
Single	59.1 x 26.3 x 1.81 in 1501 x 668 x 46 mm	12.07 ft <sup>2</sup> 1.12 m <sup>2</sup>	210 lbs 95.25 kg	3.5" O.D 8.89 cm O.D.
Double	59.1 x 52.6 x 1.81 in 1501 x 1336 x 46 mm	20.5 ft <sup>2</sup> 1.90 m <sup>2</sup>	245 lbs 111.13 kg	3.5" O.D 8.89 cm O.D.
Triple	59.1 x 78.9 x 1.81 in 1501 x 2004 x 46 mm	28.5 ft <sup>2</sup> 2.65 m <sup>2</sup>	435 lbs 197.31 kg	3.5" O.D 8.89 cm O.D.

\* System weight and EPA may vary with number of luminaires and batteries. The chart above is for reference only. Sol provides a calculated EPA and weight when a system is quoted and submitted.

SYSTEM DATA	
System Colors	Aluminum/Silver (natural finish), Bronze or Black
Material	Grade "A" corrosion resistant aluminum for battery enclosure and solar panel frame
Security	Security bolts used to fasten cover. Battery box mounted at top of pole to reduce vandalism and theft opportunities.
Options	Panel Pan for certain combinations
Warranty	5 year system warranty, additional pass-through of existing warranties, batteries pro-rated

BATTERY	
Type	Maintenance-free, lead acid gel cell battery; spill-proof, leak-proof
Rating	1800 cycles to 20% Depth of Discharge at 20°C (68°F)
Luminaire	
Compatible Luminaires	Cree XSP Series™, Edge™, OSQ™ LED Street/Area Luminaires and decorative options available
IES Light Distributions	Type 2 Long, 3 Med, 4 Med, 5 Med
Color Temperature Options	4000K; 5700K
Color Rendering Index (CRI)	Minimum 70CRI
Mounting	Mounting hardware provided

CONTROLLER	
Type	EternO 4® integrated solar charge controller and LED driver
Optional Operating Profiles	Dusk to Dawn and dimming profiles available
Day/Night Transition	Via solar panels

CERTIFICATIONS	
Battery	Built to comply with IES 896-2, DIN 43534, BS 6290 Pt4, Eurobat; UL Recognized
Luminaire	cULus Listed Certified to ANSI C136.31-2001 3G Bridge and Overpass Vibration Standards Meets CALTrans 611 Vibration testing Meets Buy American requirements within ARRA Suitable for wet locations Luminaire and finish endurance tested to withstand 5000 hrs of elevated ambient salt fog conditions as defined in ASTM Standard B 117
Controller	TUV listed to UL 60950-1:2007 CSA C22.2.60950-1:2007

\*(Effective Projected Area) at 0° Power Unit + Arm + Battery Box + Luminaire

### EternO® 4 ENERGY MANAGEMENT SYSTEM

The EternO® 4 ensures bright, reliable light output and healthy, high-functioning lighting systems with maintenance-free operation.

- Monitors and regulates charging and discharging of batteries
- Efficient transfer & dynamic management of energy (95% efficiency)
- Day/night transition via solar panel eliminates need for photocell
- Ten day/night memory averaging ensures accurate turn on/off of lights to prevent false response due to weather variations
- Allows for dimming of LED luminaire
- Temperature compensation and PWM controlled battery charging
- Low-voltage disconnect for battery protection

12-4

Specifications subject to local environmental conditions.  
Specifications may be subject to change

The management system governing the manufacture of this product is ISO 9001:2008 certified  
Document: SOL\_TP\_Spec\_Sheet\_RevF



45

**Quote To:**

Geoffrey LaCost  
 Gardnerville, City of  
 US,

Order Description: Gardnerville - Intersection Lighting

ITEM	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
1	TP SERIES TP-3.7-BK-2-160W-3-HIGH-N-1-XSP1-3ME-57K-BZ-45-D2D Solar Lighting System	1	\$3,049.00	\$3,049.00
2	77815REVC FIXTURE MOUNT, 2.38 IN. OD X 9 IN. TENON, AL, W. HW, GASKET	1	\$0.00	\$0.00
3	FLUTED POLE 21ft Fluted Pole	1	\$1,452.86	\$1,452.86
4	CLAMSHELL BASE Clamshell Base - Black Total Lumens: 5067 System Load: 45 Watts Operating Profile: Dusk till Dawn Autonomy: 5 Days System Color: Black	1	\$1,405.71	\$1,405.71
10	FRTSOL Shipping and Handling Sol Estimated Lead Time: 7 - 9 Weeks	1	\$207.00	\$207.00
				<b>Total: \$6,114.57</b>

**Please be aware of the following Terms and Conditions.**

- All pricing is quoted in US dollars unless otherwise stated.
- Unit prices do not include shipping and freight insurance. Purchaser is responsible for any applicable taxes and duties.
- Quote is valid for 60 days.
- Carmanah products come with a limited warranty. Please refer to Carmanah's respective product warranty policy for details.
- By accepting this quote the customer agrees to all Terms and Conditions below and on Carmanah's website at <http://carmanah.com/files/docs/Other/terms2014.pdf>

Carmanah Technologies Corp. has a strict policy against bribery and corruption which it applies to all of its business dealings. Carmanah is committed to complying with Canada's Corruption of Foreign Public Officials Act (CFPOA) and the US Foreign Corrupt Practices Act (FCPA) and other applicable standards. As a result, the Company may require the completion of a questionnaire and certificate for orders of products that are for delivery or use outside the United States or Canada. If applicable these will be required to be completed prior to shipment.

12-5



**PROJECT NAME:**

Douglas NV - Decorative Flute

**PROJECT LOCATION:**

Gardnerville, NV, USA

**PROVIDED BY:**

Top-of-Pole Series  
SOLAR POWERED LED LIGHTING SYSTEM

**MANUFACTURER:** Sol Inc.  
Wholly-owned subsidiary of Carmanah Technologies Corp.

Web: solarlighting.com  
Web: carmanah.com

**GENERAL DESCRIPTION**

The Top of Pole Series features an adjustable mounting bracket and includes a variety of option choices to create a customized outdoor solar light solution for your application. The system is configured according to your location and lighting requirements to run throughout the night or to save energy with dimming when full light is not required.

**PRODUCT ORDER NUMBER**

TP-3.7-Bk-2-160W-3-HIGH-N-1-XSP1-3ME-57K-Bk-45-D2D-39N-120W-3.7-5067-45

**SOLAR LIGHTING SYSTEM DESCRIPTION**

**SOLAR ENGINE DETAILS**

Model	TP
Tilt Angle	45 degrees
Solar Panel Wattage	320W
Battery Type	Gel G27
Battery Quantity	3

**OPERATING DETAILS**

Latitude	39N
Longitude	120W
Array To Load Ratio	1.375
Autonomy	5.0 days
Insolation (Min Month Avg)	4.0 kWh/m <sup>2</sup> /day
Operating Profile	Dusk to Dawn

**FIXTURE DETAILS**

Lumens	5067 Lumens
Fixture Type	XSP1
LEDs Per Fixture	5 MDA LEDs
Fixtures Per System	One Fixture
Fixture Wattage	45.0 W
Fixture Voltage	30.0 V
Light Distribution	Type 3 Med
Light Color Temperature	5700K Cool White

Lighting System Diagram



Fixture Diagram



2016-08-23

All product performance data is dependent upon installation location.

Sol Inc. • Toll Free 1.800.959.1329 • Worldwide 1.250.380.0052 • Fax: 1.250.380.0062 • Email: info@solarlighting.com

12-6



Top-of-Pole Series  
SOLAR POWERED LED LIGHTING SYSTEM

**SOLAR ENGINE**

**SPECIFICATIONS**

Engine EPA	1.90 m <sup>2</sup> (20.48 ft <sup>2</sup> )
Engine APA	N/A
Weight (without Batteries)	55 kg (120 lb)
Weight (with Batteries)	148 kg (327 lb)
Panel Length	1500 mm (59.06 in)
Panel Width	1336 mm (52.59 in)
Panel Watts	320W
Tilt Angle	45 degrees
Vandalism Protection	Top-of-pole mounted
Enclosure	Grade A. Aluminum
Electronics	Weather resistant
Solar Panels	High efficiency, performance matched to the energy management system for solar lighting applications.

Chassis Fastener	Hot-dip galvanized steel and stainless steel
Operating Temperature	-25°C to +55°C (-13°F to 131°F)
Storage Temperature	-25°C to +60°C (-13°F to 140°F)
Manufacturing	Manufactured in the USA in a facility registered to ISO 9001:2000 quality management system standards

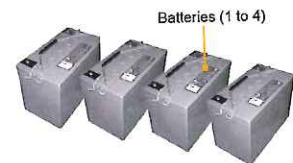
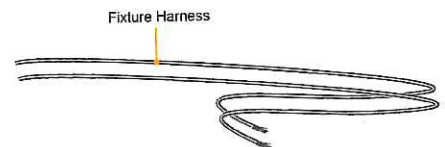
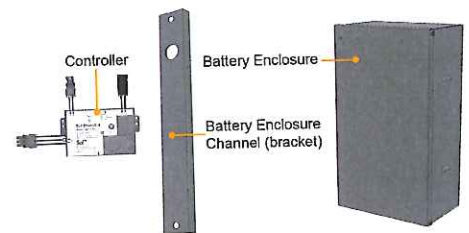
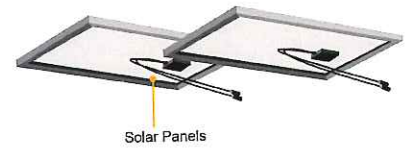
**MOUNTING**

Engine Mounting	Mounts to top-of-pole 3.5"OD round tenon, min 6.0" long.
Panel Direction	For Northern hemisphere panel faces due south. For Southern hemisphere panel faces due north.
Installation Time	75 minutes or less

**BATTERIES**

Battery Type	Gel G27
Battery Quantity	3
Battery Capacity	100Ah (12V, at approximately 100 hr)
Depth of Discharge (Average)	25%
Cycles	2200
Rating	5+ years

\* Effective Projected Area (EPA) calculated as the Actual Projected Area (APA) multiplied by a drag coefficient of 1.3. EPA of engine only: does not include fixture EPA.  
 \*\* 3 second gust as per AASHTO 2001  
 \*\*\*Rating based on an annual average temperature of 20°C (68°F)



12-7

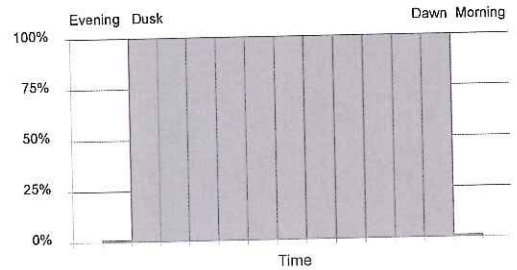
Top-of-Pole Series  
SOLAR POWERED LED LIGHTING SYSTEM

**OPERATION**

**SPECIFICATIONS**

Latitude	39N	120W
Insolation (Min Month Avg)	4.0 kWh/m <sup>2</sup> /day	
Temperature (Average)	11 C (43.0 F)	
Longest Night	14.5 hrs	
Array To Load Ratio	1.375	
Autonomy	5.0 days	
Operating Profile	Dusk to Dawn	
Transitioning	Via solar panels	
Status Indicators	Battery connection, low/high voltage disconnect, dimming.	

Operating Profile

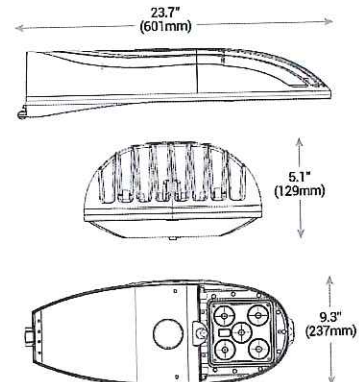


**FIXTURE**

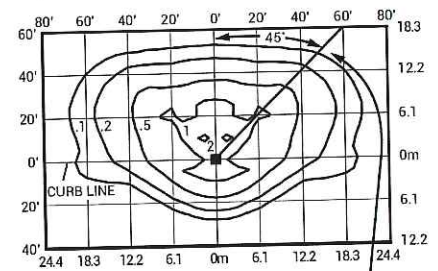
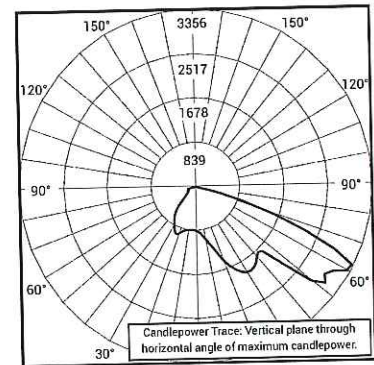
**SPECIFICATIONS**

Lumens	5067 Lumens
Fixture Type	XSP1
Fixture Manufacturer	Cree Inc.
LEDs Per Fixture	5 MDA LEDs
Fixtures Per System	One Fixture
Fixture Efficacy (Minimum)	112.625 lm/W
Fixture Wattage	45.0 W
Light Color Temperature	5700K Cool White
Rendering Index (CRI)	Minimum 70
Rated Life 70	50,000 @ 25°C (77°F)
Operating Temperature	-30°C to +55°C (-22°F to 131°F)
Housing	Die-cast aluminum construction
Finish	Colorfast DeltaGuard(R) Black
Fixture Dimensions	601 mm x 237 mm x 129 mm (23.7 in x 9.3 in x 5.1 in)
EPA	0.066 m <sup>2</sup> (0.71 ft <sup>2</sup> )
Fixture Weight	8 kg (18 lbs)
Mounting Details	Mounts on 42mm (1.6in) OD or 60mm (2.375in) OD horizontal tenon, minimum 203mm (8.0in) in length
Manufacturing	Manufactured in the USA in a facility registered to ISO 9001:2000 quality management system standards
Mounting Height Arm Length	For fixture mounting height and arm length, please refer to your project's lighting layout. Fixture arms are quoted separately.

Fixture Diagram



Light Distribution Plots



**LIGHT DISTRIBUTION**

**SPECIFICATIONS**

Light Distribution	Type 3 Med
Photometry	All published photometric testing performed to IESNA LM-79-08 standards by a NVLAP certified laboratory.
Other	

12-8

Top-of-Pole Series  
SOLAR POWERED LED LIGHTING SYSTEM

**POLE SPECIFICATIONS**

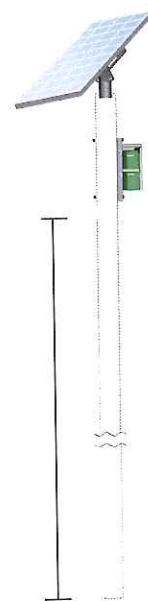
**NOTE:**

Engine Type	TP
Weight (with Batteries)	148 kg (327 lb)
Engine EPA	1.90 m <sup>2</sup> (20.48 ft <sup>2</sup> )
Engine APA	N/A
Engine Mounting	Mounts to top-of-pole 3.5"OD round tenon, min 6.0" long.

**MAST ARM SPECIFICATIONS**

**NOTE:**

Fixture Type	XSP1
Fixtures Per System	One Fixture
Fixture Weight	8 kg (18 lbs)
EPA	0.066 m <sup>2</sup> (0.71 ft <sup>2</sup> )
Mounting Details	Mounts on 42mm (1.6in) OD or 60mm (2.375in) OD horizontal tenon, minimum 203mm (8.0in) in length
Fixture Mounting Height and Arm Length	For fixture mounting height and arm length, please refer to your project's lighting layout. Fixture arms are quoted separately.



12-9

Top-of-Pole Series  
SOLAR POWERED LED LIGHTING SYSTEM

**SYSTEM SIZING**

The Sol simulation and selector tool ensures that the correct system is chosen for the application specified by the user. Incorporating the local weather conditions for the location in which the solar engine will be deployed, the simulation tool provides a guarantee of Top-of-Pole Mount system performance over the product's lifespan.

**SOLAR PANELS**

Selected for high module conversion efficiency, positive tolerance, extended wind and snow load testing, weak light performance, self-cleaning and anti-reflective capabilities, the solar panels utilized by the Sol and Carmanah systems are provided by world-leading manufacturers of crystalline silicon modules that adhere to the highest international standards.

**SOLAR ENGINE**

The Top of Pole Series features an adjustable mounting bracket and includes a variety of option choices to create a customized outdoor solar light solution for your application. The system is configured according to your location and lighting requirements to run throughout the night or to save energy with dimming when full light is not required.

**BATTERIES**

Gel batteries are tested to withstand years of deep cycle use within high and low temperatures and are field-proven to perform with the Top-of-Pole series systems. Recognized under UL 1989, the batteries (Group 27) are designed specifically for solar power applications and are completely recyclable. When in storage, batteries must be recharged every two months. See the Accessories section for Extended Storage Battery Charger products.

**ENERGY MANAGEMENT SYSTEM**

The EternO4 Energy Management System ensures bright, reliable light output and healthy, high-functioning lighting systems for years of maintenance-free operation. The EternO4 provides an optimum transfer of energy and is responsible for the opportunity to employ operating profiles.

**CERTIFICATIONS**

**SOLAR ENGINE**

CE 2004-108-CE, EN 55015, EN 61547 for emissions and immunity.

**PANELS**

UL 1703, IEC 61215, IEC 61730, conformity to CE.

**FIXTURE**

cULus Listed, suitable for wet locations, CALTrans 611 Vibration testing. Certified to ANSI C136.31-2001, 3G bridge and overpass vibration standards. Dark Sky Friendly. IDA Approved. RoHS Compliant. IP66 Light Engine. DLC qualified.

**OPERATING PROFILES**

The Energy Management System (EMS or EternO4) controls LED drivers which control LED fixtures based on the operating profile. Controlled by customer's specifications, the operating profile is configured at the factory and is designed to maximize lumen output when it is required and reduce lumen output as activity lessens in an effort to conserve energy. The EMS and EternO4 offer two types of operating profiles: all-night (dusk to dawn) and profiles adapted for usage during peak hours (for example: 7-dim-2, which means that the light is on for seven hours at 100%, dimmed for a period of time, then returning to 100% for two hours).

**FIXTURE**

The fixtures selected by the Carmanah on-line selector tool are specifically configured for the solar LED lighting systems' operation to guarantee light output, performance and system reliability as specified by the customer. Fixture housing is aluminum construction and LED optical modules are tested to IESNA LM-79-2008 and LM-80-2008 standards. Fixtures are IDA Approved, Dark Sky Friendly and RoHS compliant, and tested to CALTrans 611 Vibration Testing. Fixtures are UL listed in the U.S. and Canada for wet locations.

**WARRANTY**

The Top-of-Pole solar LED lighting systems is covered under the FivePlus(TM) Warranty, with batteries pro-rated.

**ACCESSORIES**

DESCRIPTION	PART NO.	FEATURES
Hardware Spares Kit	N/A	Spare hardware for the assembly of the engine. Recommended one per ten systems.
Extended Storage Battery Charger	GPSC-10-12	Charging system for batteries in long-term storage (2 months)
Install Kit	N/A	Includes lifting strap and u-bolts for ease of installation. Recommended two per project.
Infrared (IR) Controller	N/A	Recommend two per project.

12-10



1407 Highway 395 N  
Gardnerville NV 89410  
P: 775.782.7134  
F: 775.782.7135  
WWW.gardnerville-nv.gov

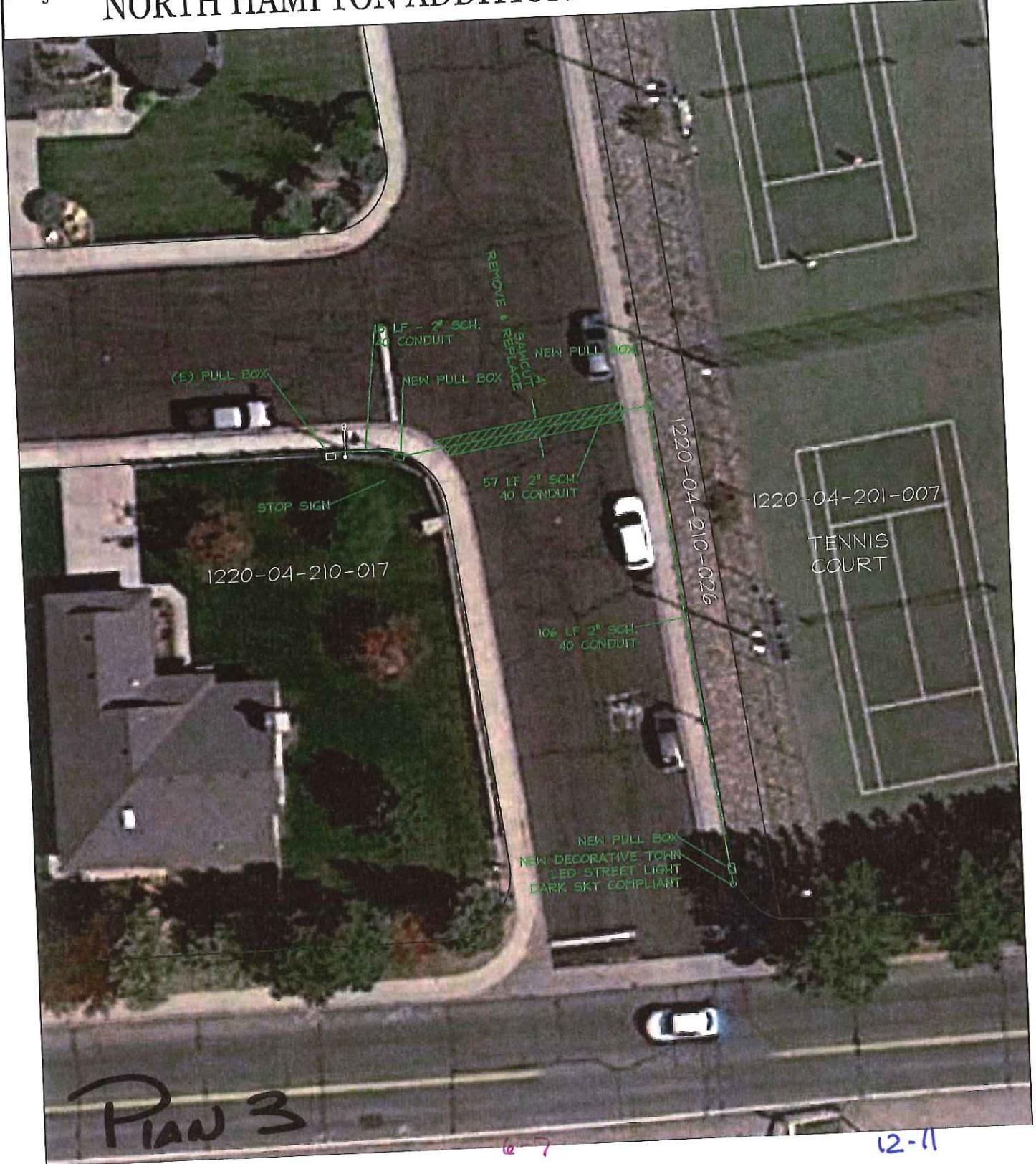
ADD STREET LIGHT  
ONTO NV ENERGY SYSTEM  
INTERSECTION OF  
WATERLOO & N. HAMPTON

DATE: OCTOBER 21, 2015

PAGE: EXHIBIT A

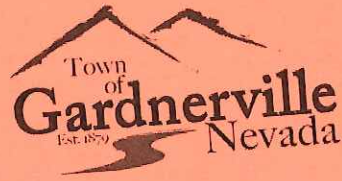
PROJECT No.: 1514-NHAMPTON

Project: NORTH HAMPTON ADDITIONAL STREET LIGHT



# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for August 2016.

2.

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

4. **Department:** Administration

5. **Prepared by:** Tom Dallaire

6. **Meeting Date:** September 6, 2016 **Time Requested:** 5 minutes

7. **Agenda:**  Consent  Administrative

**Background Information:** To be presented at meeting.

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

9. **Board Action:**

Approved  
 Denied

Approved with Modifications  
 Continued

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **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.
2. **Recommended Motion:** Accept Town Attorney's letter notifying the town of his desire to discontinue representation as general counsel to the Town of Gardnerville.

Funds Available:  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 6, 2016 **Time Requested:** 5 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** See attached letter.

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

8. **Board Action:**

Approved

Denied

Approved with Modifications

Continued

**ENTERED**

AUG 17 2016

**ROWE HALES YTURBIDE**

**A LIMITED LIABILITY PARTNERSHIP**

ATTORNEYS AT LAW

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

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

Michael Smiley Rowe  
James R. Hales  
Jennifer A. Yturbide

August 16, 2016

Ms. Mary Wenner, Chairwoman  
Town of Gardnerville  
1407 Hwy 395, North  
Gardnerville, NV 89410

**RE: Town of Gardnerville General Counsel**

Dear Mary:

As the Town Board, Manager and I discussed some months ago, I am writing to you as the Chairwoman, to advise you that I have decided to scale back my practice and to ease into the role "of counsel" to my law firm.

Accordingly, I believe that it is time to initiate the process by the Town of Gardnerville to select a successor General Counsel to advise the Town Board.

My expectation is that this letter notifying you of my decision would constitute an action item on the next Town Board Agenda, followed by one or more action items implementing the decision which the Town Board will make. During the period of time of transition, I will, of course, continue assisting Tom and the Board with any matters which are presented to me. I also expect that there will be a period of transition from my representation of the Town to the successor attorney's representation; thus, I would anticipate that there would be some time invoiced to the Town from successor counsel and from me covering the same period of time while the transition takes place.

It has been my privilege and honor to have been associated with the Town of Gardnerville since the 80's as its Town Counsel, and I have found that all of the Boards, and Board members, have been hard working and very much dedicated to the furtherance of the best interests of the Town. I am sure that this and future Town Boards will have the same interests as a first priority.

Cordially,



Michael Smiley Rowe  
Attorney at Law

MSR/sk

14-2



# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **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.

2. **Recommended Motion:** Direct staff per the discussion of the board. Send out a RFP and provide direction on how the board would like to select the next town counselor.

Funds Available:  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 6, 2016 **Time Requested:** 15 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** The staff version of the RFP is included in the packet. Provide comments and or suggestions for discussion of the document to be released to the public, and approve the time line and the process how the board wants to proceed with this selection. This would be similar to the new board member selection interviews we did a while back.

We need to define the process the board wants to pursue and ensure we gather the information you want to make an informed decision.

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

8. **Board Action:**

Approved  
 Denied

Approved with Modifications  
 Continued

**Town of Gardnerville**

Request for Proposals  
to  
Advise and Represent the  
Town of Gardnerville  
in  
Conjunction with  
All General Civil and Legal Matters

**Release Date: September 7, 2016**

For additional information, please contact:  
Mr. Thomas Dallaire, P.E., Town Manager  
(775) 782-7134

# **REQUEST FOR PROPOSAL FOR TOWN COUNSEL** to Advise and Represent the Town of Gardnerville in Conjunction with All General Civil Legal Matters

## **1. Introduction**

The Town of Gardnerville is seeking to contract for professional legal services to advise and represent the Town in conjunction with all general and civil legal matters. The successful applicant should meet or exceed the qualifications stated herein, be readily accessible to the Town Manager, elected Town Board Members, and/or Town Engineer, and be experienced in labor law, planning issues, open meeting law, ethics in government, and general civil litigation.

## **2. Minimum Qualifications**

The successful applicant, and all those who serve as back-up counsel, must be a member in good standing of the Nevada Bar, must be accessible and timely in returning telephone calls and rendering legal advice and any written opinions, and must have within his or her firm, or through an established of-counsel relationship, at least one other qualified attorney available to render legal advice and otherwise represent the interests of the Town when the successful applicant is unavailable. Four years of experience in representing an unincorporated town, municipality or general improvement district is preferred.

## **3. Town Background**

In 1879, Lawrence Gilman purchased the Kent House, which was located just south of Genoa which was supposedly haunted by a stagecoach-robbing ghost. After acquiring a seven-acre tract of land from homesteader John M. Gardner, Lawrence Gilman moved the house to the new site.

The Kent House became the Gardnerville Hotel - and the town of Gardnerville, named for Gardner, was born. Although the old hotel is no longer standing, the spirit lives on; we don't know about the ghost.

Because of Gardnerville's location along the route to the Esmeralda Mining District and Bodie (where a major gold strike in 1878 heralded a mining boom), Gardnerville soon came to serve as a feed stop for the 24-horse freight teams traveling between Carson City and the mining camps.

For the first five years of its existence, the new settlement of Gardnerville changed little. By 1885, the fledgling town had begun to grow along with the farming industry in the valley.

The town prospered as more hotels, shops and saloons opened their doors along Main Street. By 1899 Gardnerville had become a center of commerce in the Carson Valley as well as a hub of community activity.

Danish settlers figured prominently in the new town's development. Just as many Mormon settlers of British origin called Genoa home after 1851 and German pioneers had a strong presence in the early years of nearby Minden, Gardnerville became the center for Danish immigrants who had arrived in 1870.

Beginning in 1898, the Spanish and French Basques played an important role in the town's history as shepherders and later as inn and restaurant owners. In 1918, several Basques opened inns in

**REQUEST FOR PROPOSAL FOR TOWN COUNSEL**  
to Advise and Represent the Town of Gardnerville in  
Conjunction with All General Civil Legal Matters

Gardnerville that flourished during Prohibition. Basque dining in Gardnerville remains a culinary attraction.

Gardnerville continues to serve the needs of residents, ranchers, businessmen, and travelers. It is a community that is growing comfortably with a population of 5,279 residents, and a budget of just over 4 million a year for all town funds, the town provides necessary services to the businesses and residents alike. We provide the mandatory trash service collection and disposal of solid waste and voluntary green waste collection program, staff provides maintenance services to the 5 parks owned by the town and over 20 miles of roads we maintain and 4 detention ponds, and associated storm drain system. The town staff install public service banners across highway 395 mostly every Monday morning of the summer months, and installs Christmas decorations and flower baskets down 395 annually, and the town provides a number of community events, movies in the park, freedom 5k, Splash Dogs, and the Christmas kickoff event.

#### **4. Town Organization Structure**

The Gardnerville Town Board is comprised of five elected advisory board members, selected from residents within the legal Town Boundary limits, and the board is advisory to the Douglas County Board of Commissioners. The Town Board governs the town in accordance with the powers specified in Chapter 269 of Nevada Revised Statutes. At regularly scheduled and special meetings, the Board reviews matters such as annexations, development applications and projects, and items associated with the operation of the Town. The Board meets the first Tuesday of each month at the Town Administrative office located at 1407 highway 395 North, Gardnerville, and the meeting begins at 4:30 p.m. The Gardnerville Town Manager is appointed by the Town Board and works closely with employees, residents and Business owners within the Town, contract employees such as the Town Attorney and possibly a Town Engineer, as well as elected and appointed officials and department heads within Douglas County, other municipalities, the State of Nevada, and local businesses and civic groups. Gardnerville staff includes a Superintendent of Town public works, Senior Maintenance Specialist and senior Sanitation Specialist, Office Manager, Senior Secretary, four Maintenance specialists, and four sanitation specialist, and two seasonal employees which work from April through September.

#### **5. Selection**

All applications, individuals or firms, will be evaluated based on the information submitted to the Town as outlines in the attached material. The Town Board will ask the individuals or firms to give an oral interview during a regular scheduled board meeting. Notification regarding the selection or request for interview will be no later than Tuesday, September 27, 2016.

Advise ment and representation for the Town will include, but not be limited to, the following general areas:

- Representing the Town Board and Town officials.
- Attending all general and special meetings of the Town Board and ensuring compliance with the open meeting law and ethics in government pursuant to Chapters 241 and 281A, respectively, of the Nevada Revised Statutes.
- Providing legal advice, including written legal opinions, when required by law or when requested by members of the Town Board upon matters relating to their duties.

**REQUEST FOR PROPOSAL FOR TOWN COUNSEL**  
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- Representing the Town in general civil matters including open meeting law issues and agenda preparation, project review and planning, litigation and other government civil issues.
- Advising authorized Town officials on the legal propriety of proposed actions taken in the context of the civil legal matters or the performance of official duties in a non-criminal law context.
- Conducting legal research, analyzing laws, court decisions, and other legal authorities in the preparation of correspondence, briefs, legal opinions, or memoranda.
- Preparing and reviewing contracts and agreements involving the Town, its officers, employees, and agents.
- Drafting ordinances and resolutions.
- Representing the Town and its officers, employees, and agents in civil litigation.

**6. Qualification Submittal, Time and Place.**

Seven copies of the application must be returned to the address below no later than 5:00 P.M., September 16, 2016. A PDF version can also be emailed to [tdallaire@douglasnv.us](mailto:tdallaire@douglasnv.us) for inclusion at the board meeting or a scan of the hard copy will be provided (no guarantee of scanned quality)

**Town of Gardnerville**

Attn: Tom Dallaire  
1407 Highway 395 N  
Gardnerville, NV 89410

**7. Inquiries and Contact Person.**

All inquiries regarding qualification requirements, selection, and scope of work should be directed to Thomas Dallaire, (775) 782-7134 or email address: [tdallaire@douglasnv.us](mailto:tdallaire@douglasnv.us)

**8. Tentative Schedule for Selection.**

Selection Process Defined by Gardnerville Town Board (Regular Meeting)	9/06/2016
Response to Request for Qualifications Due:	9/23/2015
Interview questions and process will be delivered: (No later than)	10/5/2016
Oral Presentations/Interviews at Town Hall 5:30 PM (special Meeting)	10/11/2016
Announcement of Board approved finalist (Special Meeting)	10/11/2016

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**REQUEST FOR PROPOSAL FOR TOWN COUNSEL**  
to Advise and Represent the Town of Gardnerville in  
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**APPLICATION FOR GARDNERVILLE TOWN COUNSEL**

Name: \_\_\_\_\_ Nevada Bar No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please respond to each of the following, using additional pages as necessary:**

1. Please identify by name (and Bar Number, address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel:
2. Please attach resumes or *curriculum vitae* for each attorney identified above.
3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.
4. With respect to each attorney identified, please list each and every town, municipality or special improvement district represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each location with knowledge of the attorney's representation.
5. Please describe each identified attorney's experience in the areas of right of way, public land ownership, land use, zoning and planning, public work purchasing, and public construction contracting.
6. Please describe each identified attorney's experience in the areas of open meeting law and ethics in government.
7. Please describe how you propose to satisfy the accessibility requirements of the RFP?
8. Please describe how you propose to satisfy the Back-up requirements of the RFP?

By my signature, I certify that the information contained in this application is complete and accurate, to the best of my knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

15-6

**REQUEST FOR PROPOSAL FOR TOWN COUNSEL**  
to Advise and Represent the Town of Gardnerville in  
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Schedule of fees for services rendered:

1. For Attorney representation at a rate of \_\_\_\_\_ per \_\_\_\_\_

Representation may include preparation of contracts, ordinances and other documents and for consultation with the town manager, Town Board members or staff regarding issues presenting themselves to the town on a day to day basis.

2. For Attorney shall separately bill the town for services performed on the towns behalf for litigation related matters at a rate of \_\_\_\_\_ per \_\_\_\_\_ for time spent before any Court, Board or Tribunal.

3. Other: \_\_\_\_\_

4. Other: \_\_\_\_\_

How long would the term of your proposed agreement be? \_\_\_\_\_

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for August 2016.

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

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 6, 2016 **Time Requested:** 5 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** See attached report.

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

8. **Board Action:**

- Approved  Approved with Modifications  
 Denied  Continued





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

## Town Manager Monthly Report September 2016 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** Bids are back in and McGinley provided the docs to NDEP for approval. Did a presentation to the BOCC on the 2016 CDBG Round 2 submission in September. We are up against the Arts Council Storm Drain repair. I contacted Storm Trap sales rep for additional information so we can look at installing that system while the contractors are on site with a large hole in the ground. Dube` continues to work to get the plans complete for the building renovation effort.  
Next step is to get the approval from NDEP for the contractor so the final step in cleaning the site can be completed. I will report at the meeting how the BOCC voted on our CDBG application.
- B. 395 Crosswalks:** Met with NV Energy and NDOT and will meet with Linda Besset about the lighting issues. I requested they look at turning over the existing phase one 395 decorative lights to the town. They will need to see where the meters need to be located and what the cost would be. The power provided NV Energy cannot be used for anything other than street lights. So even Christmas decorations they no longer provide decorative poles with decoration hangers. The staff we met with was even concerned about the hanging baskets. So it is time we take the system over and get a meter rate. This is because of the new PUC rate schedule that was recently approved. We do have a power pull box at the light on Mission and 395 and we are planning on utilizing that power source for the new signs and light on the pole but not across the street for the satellite warning poles, which will still need to be solar powered . We do have access metered power in the Toler islands.
- C. Kingslane Sidewalk Project:** I did not get to work on this project. We asked RO Anderson to provide additional topo for the plans for NV Energy work and additional information on the residential properties at the bottom of the slope on the main entry road so we can finalize the design.
- D. Toiyabe Storm Drain Project:** - I looked at the flows and want to discuss with the board these options and make sure the board is ok with abandoning the storm drain. I need to spend more time analyzing the drainage. We will need to add two more drainage inlets at the bottom of Toiyabe and add a box culvert and manhole in the existing storm drain system.
- E. Maintenance Yard Plans:** I have received the revised set of plans from ROA on the yard improvements, Met with the county and they are having issues with the public dropping off leaves and large limbs at the shop. It requires a Special Use permit for that. I need to spend time on this next month to get the major design review complete for re-submittal.
- F. Chichester Estate Park Ditch Storm Drain Outlet:** We did some research on this and turns out the town collected funds to perform this work and then did not. So we are creating a plan sheet to send out to bid to clean up this outlet.
- G. Office Items:**
- Signed and submitted the BLA at the Village Motel to the county for final review and approval. Dave is happy and the property is now on the market. Just received minor comments today we need to deal with.
  - We signed and closed the property on corner of Gilman Ave and Ezell. We put \$125,000 down payment with 3 yearly payments around \$55K, \$53K and \$51K to Spence Properties. I have contacted Larry Henry again to see if he is willing to or has time to help with conceptual elevations. If not, I can ask a couple local architects if they have some time to assist.
  - Worked on the issues at Mill Street while the road surface was open and closed to the public. We will be working on Douglas to fix the sidewalk ramps and valley gutter drainage at that Douglas crossing. We



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

still need to get an NDOT temp occupancy permit, county road closure permit, review the quantities proposed and make sure they match the work in the field.

- A new homeowner at the corner of Douglas and High school removed the shrubs in front of their home. We are trying to contact them to see if we can improve the ramps and add sidewalk there as well. The new project never ends...
- Still no news from the county on the alley at the French Bar. Doug is in the middle of several lawsuits. I will continue to check on this.
- Coordinated and obtained access to Burga property at Eddy Street. We (Paula, Meredith and I) met with the building official and the fire inspector onsite to tour the two buildings to see what the condition they were in. The main building fronting 395 is in poor condition and has issues with people using them. The bookstore building on Eddy Street has potential. We have contacted the owner and continue to assist in getting that site usable. Paula has an interested party in opening up a new business in the district and they cannot find something to fit what they want to do.
- I met with Jennifer to discuss the master plan update and the Park Ranch
- I attended the Chamber meeting
- I attended the Carson Valley Visitors Authority meeting.
- I attended the Chambers Economic Development Committee meeting.
- I attended a meeting to discuss the final comments and review of the county standard details.
- I attended a League caucus meeting.
- Met with Lisa, Larry and Jen on the Valley Vision implementation and ideas on how to proceed.
- Attended a technology review board meeting.
- Attended one of three manager or department head meeting with Larry.
- Met with Dean Patterson about the master plan update and discussed the town and what we do here.
- Received the report from Lumos on the road improvements at Industrial and it is not good news. It will require a full removal with a couple options. I asked for some additional options and I received the final report this month.
- I attend the meeting with the department heads and the new representative of Pool Pact and their plan to go self-insured on workers comp and on liability. The county deductible is much higher than the towns. It sounds like we need to follow the county lead on this because we share an Employer Identification Number (EIN) with the county. We are not our own entity. We do have separate liability insurance policies and we pay for that out of our budget. The county is looking at an insurance administrator where they will deal with their workers comp and insurance liability claims all in house. The Carson Program is successful per Larry and comes with a large cost savings. We will keep you posted.  
We will keep you posted. We will keep you posted.

TO: Tigor Title of Nevada/ Chicago Title Insurance Company

## CERTIFICATE OF RESOLUTION OF

### TOWN OF GARDNERVILLE

A meeting of the Town Board was duly held on July 5, 2016, at which was present a quorum of the members of the Board of the Town of Gardnerville, due and proper notice of which meeting and an agenda thereof having been prepared and given as required by the By-Laws of the Town of Gardnerville.

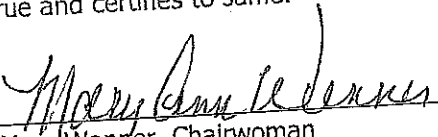
Upon motion carried unanimously by the Town Board, the following Motion was duly and regularly passed:

**RESOLVED:** That the Town Manager, Tom Dallaire, is authorized to pursue the purchase for the property located at 00 Gilman, Ave., Gardnerville, Nevada 89401, Assessor's Parcel No. 1320-33-412-001.

**RESOLVED:** That Town Manager, Tom Dallaire is authorized to act, and to make, execute and deliver, on behalf of the Town of Gardnerville all instruments arising out of said transaction.

**DATED:** This 29<sup>th</sup> day of August, 2016.

The undersigned Chairwoman hereby represents that the above and foregoing is accurate and true and certifies to same.

  
\_\_\_\_\_  
Mary Wenner, Chairwoman