GARDNERVILLE TOWN BOARD

Meeting Agenda

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

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

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

Tuesday, June 6, 2017 **4:30 p.m.** **Gardnerville Town Hall**

MISSION STATEMENT

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

Copies of the finalized agenda were posted on June 1, 2017 on or before the third day prior to the meeting date, by Paula Lochridge, Office Assistant, Signed: Paula Lochridge : in accordance with NRS Chapter 241 at following locations;
Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 8:30 A.M.
Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at 8:34 A.M.
Gardnerville Post Office, 1267 US HWY 395 #L, Gardnerville NV 89410 at 8:43 A.M.
Gardnerville Town Offices, 1407 HWY 395 N, Gardnerville NV 89410 at 8:54 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, Pastor, Christ Presbyterian Church, Gardnerville.

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

PLEDGE OF ALLEGIANCE – Tom Dallaire

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:
May 2, 2017 Regular Board meeting, with public comment prior to Board action.

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 May 2017 claims.**
4. **For Possible Action: Approve Heritage Park Use application for High Sierra Fellowship on June 18, 2017 from 8:00 a.m. to 3:00 p.m.**
5. **For Possible Action: Approve Street Closure application for Eddy Street Vintage Market's Artisans & Antiques 2017 event scheduled for August 19, 2017, 7:00 a.m. – 7:00 p.m.**
6. **For Possible Action: Approve Heritage Park Use application for Heritage Park for the July 4th concert by the Carson Valley Pops Orchestra, town will provide the speakers for the use of the concert and provide the shade tent to be used for the fun run and the concert seating event.**

ADMINISTRATIVE AGENDA

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

7. **For Possible Action: Discussion on providing a letter of support for the conservation easement for the Dangberg Home Ranch a 1,373 acres, and for the conservation easement for the Van Sickle Station Ranch, 419 acres preserving the open ranch land and operations for 160 years, presentation by Jacques Etchegoyhen, Legacy Land and Water; with public comment prior to board action. (approx. 15 minutes)**

8. **For Possible Action: Approve the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of $23,297.77 for fiscal year 2017-2018, with public comment prior to Board action. Presentation by Alan Reed. (approx. 15 Minutes)**

9. **Not For possible Action: Presentation of information gathered from National Main Street Conference, Pittsburgh, PA, Presentation by Meredith Fischer and Tom Dallaire. (approx. 30 Minutes)**

10. **For Possible Action: Discussion to provide comments on the proposed Land Use Element of the 2016 Douglas County Master Plan Update and discuss the review process for the Master Plan update; with public comment prior to board action. (approx. 30 minutes)**

11. **For Possible Action: Approval of Resolution No. 2017R-035 - augmenting the Town of Gardnerville budget for fiscal year 2016-2017; with public comment prior to board action. (approx. 10 minutes)**

12. **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for May 2017. (approx. 5 minutes)**

13. **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for May 2017. (approx. 5 minutes)**

14. **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. (approx. 10 minutes)**

15. **For Possible Action: Discussion on the annual performance evaluation of Town Manager, Thomas Dallaire, the determination of any adjustments to pay, and such other compensation and benefits as the Board may determine is appropriate; with public comment prior to Board action. (approx. 30 Minutes)**

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

Adjourn

Next monthly meeting July 5, 2017

GARDNERVILLE TOWN BOARD

Meeting Minutes

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

1407 Highway 395 N.
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Contact: Carol Louthan, Administrative Services Manager for any questions or additional information. You may also view the board packet online at the town's website.

Tuesday, May 2, 2017 **4:30 p.m.** **Gardnerville Town Hall**

INVOCATION – Pastor Emeritus Russell Howen, Trinity Lutheran Church

4:30 P.M. Chairman Miller called the meeting to order and made the determination a quorum was present.

PRESENT:

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

Geoff LaCost, Superintendent of Town Public Works
Carol Louthan, Administrative Services Manager

ABSENT:

Tom Dallaire, Town Manager

PLEDGE OF ALLEGIANCE – Geoff LaCost

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.

Mr. Linderman mentioned they are crack sealing in Chichester.

No further public comment.

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.
The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Motion Higuera/Jones to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
April 4, 2017 Regular Board meeting, with public comment prior to Board action.

Motion Slater/Wenner to approve the previous minutes of April 4.

No public comment.

Upon call for the vote, motion carried unanimously.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

1. **For Possible Action: Correspondence.**
   Read and noted.
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.**
   Approved.
3. **For Possible Action: Approve April 2017 claims.**
   Approved.
4. **For Possible Action: Approve budget transfers.**
   Approved.
5. **For Possible Action: Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the 107th Annual Carson Valley Days Festival scheduled for June 7 through 11, 2017, sponsored by Carson Valley Active 20-30 Club #85.**
   Recommend approval.
6. **For Possible Action: Approve Co-Location Agreement between the Town of Gardnerville and Douglas County School District for the common trench of the Fiber utility that will benefit both parties of the utility which is being installed on property owned by both parties, and approve the Chairman to sign the agreement.**
   Approved.

Motion Higuera/Slater to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried unanimously.

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

7. **For Possible Action: Discussion on providing a letter of support for the conservation easement for the Dangberg Home Ranch a 1,373 acres, and for the conservation easement for the Van Sickle Station Ranch, 419 acres preserving the open ranch land and operations for 160 years, presentation by Jacques Etchegoyhen, Legacy Land and Water; with public comment prior to board action.**

   Mr. LaCost noted Mr. Etchegoyhen is not present and asked if they could move the item to later in the meeting.

   Motion Jones/Slater to trail the matter.

   No public comment.

   Upon call for the vote, motion carried unanimously.

   (This item was not heard because Mr. Etchegoyhen was not present)

8. **For Possible Action: Discussion to approve, approve with modifications, or deny the request of the Gardnerville Water Company to accept maintenance of the road, curb, gutter, sidewalk, and drainage improvement within the new Virginia Ranch Road right of way, Phases 1 and 2, the maintenance includes the drainage pond north of the right of way; with public comment prior to board action.**

   Mr. LaCost went over the request.

   Mr. Mark Gonzales, representing Gardnerville Water Company, is present if there are any questions.

   No public comment.

   Motion Jones/Wenner to accept the maintenance of the road, curb, gutter, sidewalk and drainage improvements within the new Virginia Ranch Road right-of-way Phases 1 and 2 as proposed. Motion carried unanimously.

9. For Possible Action: Discussion on the Town's final 2017-2022 Capital Improvement Plan (CIP) and review priorities for next 5 years, discussing the board priorities to be completed during the 2017-2018 fiscal year; with public comment prior to board action.

Mr. LaCost reviewed the CIP with board members.

Vice-Chairwoman Jones asked if we have a press release going out to let the community know we were awarded the grant for the gas station.

Mrs. Slater would spell out in the press release for the gas station grant what they can expect to see in the next six to eight months so they can watch what is going on.

Mr. LaCost mentioned Paula can put it on Facebook. She has been doing the social media.

Chairman Miller shared Mr. Dallaire believed the project should get started sometime in July if everything goes as planned.

Mr. LaCost continued reviewing the CIP. We bank rolled some money for the dog park next year. I would like to do a solar message board in the 18/19 fiscal year.

Vice-Chairwoman Jones asked if we need to plan for the expansion of the recycling program.

Mr. LaCost put it in the budget for next year. We do have enough reserves to cover that. We have money budgeted for next year and the year after for the dog park. We will start piecemealing that out.

Vice-Chairwoman Jones asked about the dog park. The Gardnerville Enrichment Council is not limited to the main street district. They can help anywhere in Gardnerville.

Chairman Miller thought they were formed to help out with both Main Street and Gardnerville.

Vice-Chairwoman Jones suggested talking to the Enrichment Council about the dog park. Because if we can use some of their fundraising efforts, it might be something we could get more traction on before we create the dog park.

Mr. LaCost thought the nice thing about building the funds is we can use it to offset grants and grant funding.

Mrs. Slater thought once the press release comes out on the gas station grant that should help.

Mr. LaCost continued with the CIP. The town hall was low on the priority list.

Vice-Chairwoman Jones thought the issue with the town hall needs to be broader than just the Basque aspect.

Mr. LaCost pointed out the town hall would be the front portion.

Vice-Chairwoman Jones thought when we are done with the gas station we can turn our attention to the town hall.

Ms. Wenner added to also need to pay off the land. Can we lease this building?

Mr. LaCost believed we could, or we could sell it.

Vice-Chairwoman reiterated for the Business Council representative that just joined the meeting, that Gardnerville was just given a very large grant to finish the Gardnerville Station, $539,350.

Attorney Yturbide added it is a CDBG grant.

Mr. LaCost asked if the board liked the poll and whether it is something the board would like to see next year.

The board agreed they would like to see it again.

Mr. LaCost stated if they like the poll we can expand it. We may do the poll earlier next year so we can get it all together. This is essentially strategic planning of what's important to the town. The cost of the poll is fairly minimal. There are 25 free votes. I think it was $1 per vote if we expand it.

Vice-Chairwoman Jones suggested checking on what Facebook is capable of doing, in terms of polls, at no charge.

No public comment.

Motion Jones/Higuera to adopt the 2017 Capital improvement Plan. Motion carried unanimously.

10. For Possible Action: Discussion to approve or modify the Town's Final Budget for fiscal year 2017-2018; with public comment prior to board action.

Mr. LaCost went through the budget power point presentation. Do we want to give our employees a two percent COLA and then up to three percent merit increase based upon the evaluation or do we want to continue the one through six merit scale with an average of 4 percent? We are leaning toward following what the county is doing for a cost of living and merit increase. How does the board feel about this?

Attorney Yturbide asked if the COLA two percent is a one-time adjustment.

Mr. LaCost thought it would be every year. Each year the employees would know they are going to get two percent. Their actions would dictate the additional three percent.

Chairman Miller thought the COLA was for one year only.

Ms. Wenner stated usually that is negotiated.

Mrs. Slater shared generally speaking the COLA is only good that year and it's approved year to year.

Mr. LaCost still felt the average for budgeting purposes will be four percent: two percent on COLA and two percent on merit.

Mrs. Slater likes the idea of staying competitive with the county. When you look to hire someone you don't want to lose them to the county.

Ms. Wenner agreed.

Vice-Chairwoman Jones felt if we're having a hard time staffing and we're not competitive with the county that will only get worse.

Mr. LaCost will let the county know.

Mrs. Slater asked to check on the COLA if it is only a one time and just send us a quick email on that. I think you will find it is a one-time adjustment.

Ms. Wenner asked if they changed the tax structure at the legislature.

Vice-Chairwoman Jones has been following that and there's a definite push at the state level that the property tax structure needs to be changed.

Mr. LaCost will check on the COLA. We will revisit it next year. If it does have to be an agenda item we will make it one next month.

Mr. LaCost continued with the presentation. Mr. LaCost has been asked by a contractor if the dirt on the parcel of land the town purchased is for sale. Are we planning on using it somewhere else?

Mrs. Slater felt we could sell it if we aren't going to utilize it for anything.

Mr. LaCost shared if the board is okay with me negotiating with the contractor I will calculate the value and see if

the contractor is still interested. We probably do not want to get rid of all of it.

Vice-Chairwoman Jones' thought is that is a great sledding hill. I don't have a problem with selling our resources and creating liquidity. But considering what you sell, could you make sure you keep a small hill.

Chairman Miller called for public comment.

Mr. Linderman doesn't know if the property on the corner is the right place to put in a permanent sled hill but maybe by the Hellwinkel barns, if there is an excess spot behind.

Mr. LaCost explained that is considered a floodway. We use the entire width. If we take it away the Army Corp could come after us. Everything that we graded out is all consumed. In the future I am looking to put a small channel and use some of the surface water irrigation rights to water the channel. Maybe have some type of irrigation that flood irrigates.

Mr. Linderman thought there was access only from Chichester.

Mr. LaCost explained Mrs. Hellwinkel has a four acre multi-development property that is only accessible from the GES entrance/exit. If someone is looking to develop that, that would be the entrance and exit. It has nothing to do with the town. If we could sell part of the dirt we could use the lot we bought for parking for events. I can talk to a few contractors with your go ahead. If you dump dirt on a lot the county does not require a Site Improvement Permit. Once you grade any dirt out the county requires a permit.

Mrs. Slater shared there is a conversation in the legislature that some entities are going to have to be able to prove their water rights are being used. If they are not using them they will lose them. Make sure you are starting to track the water rights the town has. You might send out a letter to the homeowners that if they don't want their water rights they can donate them to the town. Keep your files up to date on that. At some point in time you will need to provide that information.

Mr. LaCost added if you don't use the water rights for wells within four or five years or prove that you have a beneficial use then you can lose them. Right now surface water rights are in perpetuity.

Mrs. Slater noted there is a push that ranch lands that have water rights, when sold, the water rights have to go with the land. You won't be able to exclude them.

No further public comment.

Motion Higuera/Jones to approve the town's final budget for fiscal year 2017/2018. Motion carried unanimously.

11. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for April 2017.

Attorney Yturbide has been revising the Main Street agreement and sent it over. You must have received that and signed it by now. We made the 90-day change. I've also sent out some information to go ahead and change the payment so the payment is going directly to my firm instead of Rowe and Hales. We reviewed the co-location agreement that was on the agenda. There were some other communications, reviewed the agenda and attended the meeting. It was actually kind of a light month.

12. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for April 2017.

Mr. LaCost reported Tom did the CDBG and was successful. He is currently at the Main Street conference. He will be attending the Logman conference. There is one other thing he asked me to talk about. We are looking to approve the middle school's renovations for the entrance and exits. They are going to underground the power lines. They did make that revision. Once they put the vault in there we can go back under a separate contract and underground the lines. I believe they are allowing vehicles to come in and out of the front entrance on 395. They will have three entrances or three ways to mitigate the traffic. They are open to negotiation of putting in grindings on High

School Street across the property from Maple. If they do put the grindings in they want to keep people from using it as a shortcut. When the school buses are done going through they will bar it off.

Ms. Wenner asked where they will bar that off.

Mr. LaCost believed right where the end of the pavement is right now.

Chairman Miller mentioned the weekend before last Tom and Geoff put together a project on Gilman Lane to work on with the Rotarians. If you look on the right hand side of Gilman going towards Chichester you will see the improvements. It looks a lot nicer. I would like to compliment Tom and Geoff on putting that project together ahead of time. We had about 15 workers. We even had a gentleman that lives in Chichester show up and ask if this is a volunteer project. He went back home and got his shovel and rake and joined us. We bought the gentleman lunch at Rotary last week.

Mr. LaCost reported we also had a boy scout do the island on the corner of Chichester and Gilman, Connor Ritchie.

Vice-Chairwoman Jones would like to let the Eagle Scouts know that it is something that holds up in the community. My son decided to join Cub Scouts. I go around and show him every Eagle Scout project I see and say, see how they are making a difference. I have been able to show him Eagle Scout projects that happened 20 years ago. They make a difference. They are remembered.

Mr. LaCost shared 5 or $6,000 doesn't count for much in a million dollar budget, but those funds are enough to put irrigation for a small orchard or tackle small projects that make the town look good. It's something that is within the bounds of a boy scout trying to earn his eagle and manage a small project.

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.

Ms. Wenner reported Brian and the Carson Valley Arts Council have a new brochure. It's called Arts & Antiques Trail. It is a map of downtown that has all the antique and art stores. They did a really good job. He asked me to mention this Friday, May 5th, is the last concert of the Carson Valley Arts Council 2016/17 concert series. Tickets are still available. The band is the Bills. They are a folk roots group from Canada who will be performing at 7:00 pm at the CVIC Hall at 6:00 pm.

Vice-Chairwoman Jones would like to add a board to the committee reports. It's not officially a board yet. I mentioned before the Community Foundation of Douglas County. The meetings are continuing. For those of you that don't know, the Community Foundation is a specific type of charity that would take endowments, and then off of the income stream from the endowments, give grants to projects specifically bound by the geography of the Community Foundation. We are talking about Douglas County versus right now we compete with all of the state of Nevada except Clark County if we are going to apply for the Community Foundation of Western Nevada. The Community Foundation of Western Nevada has provided substantial grants to our community over the years. But why are we sending our money out of the area and then competing to get it back when we could have our own local endowment. So we are continuing to have meetings to gain traction. Leadership Douglas County class has adopted this as their project for the year. Through your other boards and charity work they may be coming forward and presenting what is a community foundation and how do we form one here in Douglas County. We are looking for members interested in serving on the board as well as people interested in helping to contribute toward the initial endowment. The initial endowment needs to be about $25,000 to create enough income stream to sustain itself. If you are interested you can add it to things like estate plans.

Mrs. Slater attended the Nevada League of Cities Board of Directors meeting on the 27th. The conversation was really dominated by the marijuana bills. They tossed it back and forth on how to tax it. There is nothing that is solid yet. One of the questions is how is it going to affect your town. It is something we should think about. Do any of these bills have a direct effect on the Town of Gardnerville? I was trying to think about it, and thought no, it's going to be the county that is carrying the burden of all of this. The regulations and fees, there is so much out there people aren't thinking about. There's fees on top of fees. Administrative fees on top of administrative fees that they want to put out there. There are fees for the cultivation, fees for the sale. It goes on and on.

Chairman Miller mentioned there is a bill that the Indians are trying to get passed that if the county does not allow a dispensary in the county, Indian lands will be able to have a dispensary.

Mr. Higuera advised the county passed the resolution at their last meeting. So it is official.

Chairman Miller believed if the other bill goes through state legislation, Indian lands will be able to have a dispensary regardless of the county policy.

Mrs. Slater added that is a high probability. The Main Street bill is moving forward. They have recognized funds for that. Again in conversation about the water rights, if you have water rights be aware the fact you have them; how much do you have; are you using them. If so, you may get a letter to ask you to substantiate how you are using them. The big push is out there that if you aren't using them they should be taken away from you. It's a discussion right now, but things are moving fast. These marijuana bills have been the major focus and some of the bills that are common sense are being left out.

Chairman Miller pointed out there are two major issues in the legislature: marijuana and education. Education is getting overlooked yet they want to finance education from marijuana.

Mrs. Slater stated 15 percent is going to the Department of Taxation to run the program. Then it goes to the local level. Now the county has the same layer of government they are using, so how much will be left over for the schools. That's when they came up with if we have a tax on the cultivation maybe we should put a tax on the sale. We don't know from one day to the next what will happen. This year, because it's the marijuana, more people are paying closer attention to it. Our next meeting is in June. I will probably teleconference that meeting because it is in Las Vegas.

Mr. Higuera reported Debbi's report is in the packet. It is quite complete. The main thing they wanted me to bring back to you was Paula's open house. They are very hopeful as many board members as possible will attend. If you can, clear the date of May 9 between 5 and 7. It will be a drop in affair. You don't have to stay the whole time. One additional thing they asked is for your help. All the board members of Main Street are bringing something and hoping the town board will bring snacks or finger foods. If you are planning on coming if you would bring something to serve they would appreciate it.

Attorney Yturbide asked if we have a quorum we need to agendize it.

Mr. Higuera shared Main Street is hopeful as many board members as possible will be there.

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

No public comment.

Mr. LaCost mentioned we need to revisit item 7.

Mr. Higuera noted Mr. Ethcegoyhen did not attend.

Chairman Miller suggested putting it on next month.

Attorney Yturbide pointed out they made a motion to trail the item until he arrived or the conclusion of this meeting. So if you want to entertain another motion.

Vice-Chairwoman Jones suggested taking no action.

Attorney Yturbide suggested setting it again.

Meeting adjourned at 5:50 p.m.

Ken Miller, Chairman

Geoff LaCost, Town Public Works Superintendent

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Correspondence**

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

3. **Department:** Administration

   Prepared by: Tom Dallaire

4. **Meeting Date: June 6, 2017** **Time Requested:** N/A

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

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

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

8. **Board Action:**

   ☐ **Approved** ☐ **Approved with Modifications**
   ☐ **Denied** ☐ **Continued**

Dallaire, Tom

From: Nevada League of Cities & Municipalities <jwalker@nvleague.org>
Sent: Thursday, May 25, 2017 8:59 AM
To: Dallaire, Tom
Subject: City Courier - May 2017

NEVADA
LEAGUE OF CITIES AND MUNICIPALITIES

City Courier

2017 Upcoming Events

June 13, 2017
Board of Directors Meeting
12:30 - 2:30 p.m
McCarran Airport, Las Vegas

October 10-12, 2017
NLC&M Annual Conference
City of Mesquite
CasaBlanca Resort

November 15-18, 2017
National League of Cities
City Summit, Charlotte, NC

"Friends of the League"

What's Happening around the League

Wes Henderson, Executive Director

The legislative session is winding down but there are still actions that the legislature needs to take before sine die. First off, is the matter of passing the state's biennial budget. Second, the legislature will have to pass legislation to implement recreational marijuana. Other items that need to be considered include legislation regarding Education Savings Accounts. We will be issuing a report on the legislative session after the session has ended.

During the annual membership meeting held in conjunction with our conference last year in Sparks, the Board of Directors authorized a new award, the League All Star Award, to be given at the discretion of the executive director. This award will be presented to individuals to honor their career contributions to the League. I was honored to present the first two League All Star Awards earlier this month.

PLATINUM

Willis Pooling
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
Stradling Yocca Carlson & Rauth
Western Insurance Specialties

We appreciate your support!

For information on becoming a "Friend of the League" please click here.

At our last board meeting in April the League adopted Resolution 17-01

U.S. COMMUNITIES®
GOVERNMENT PURCHASING ALLIANCE

For more information:

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

On May 2nd, the first League All Star Award was presented to City of Henderson Mayor Andy Hafen. Mayor Hafen has been a steadfast supporter of the League. Mayor Hafen served the League as a member of the Board of Directors, as an officer including serving as president in 2007. He was named 'Public Official of the Year" in 2006. In addition to Mayor Hafen's service to the Nevada League he has also been very active in the National League of Cities. Hafen served on the NLC's Finance, Administration and Intergovernmental Relations (FAIR) and served as Chair of that committee in 2015. Mayor Hafen also served on the Board of Directors for the NLC. Mayor Hafen has also served as Chair of the League's "Council of Mayors and Chairs" in 2015 and 2016. During the award presentation, I noted that his exemplary service and dedication to the League has set the bar high for future recipients of the All Star Award.

The second League All Star Award was presented to City of Las Vegas Councilman Steve Ross at the Las Vegas city council meeting held May 3rd. Councilman Ross has had a distinguished public service career which included service to the League. Ross has served as a member of the Board of Directors and served as President in 2012. He was named "Public Official of the Year" in 2012 as well. Following his service as President, Councilman Ross continued to serve and chaired the "Membership and Dues Structures" committee that modified the League's membership structure and dues formula. We would like to thank both Mayor Hafen and Councilman Ross for the service to, support of and participation in the League and for their leadership and dedication to public service.

Planning is under way for the League's annual conference. This year's conference will be held October 10 - 12, at the CasaBlanca Resort in Mesquite. Please plan on attending and taking advantage of this unique opportunity to visit with your colleagues from across the state. The National League of Cities' City Summit is scheduled to be held November 15 - 18, in Charlotte, NC. Please consider attending and helping to add Nevada's voice to the conversations that develop national municipal policies.

Program Administrator

NLC Service Line Warranty Program

- Nearly 12,000 households in Nevada enjoy sewer, water and/or in-home plumbing line coverage
- Over $315,000 paid in repair costs
- Over 99% of Nevada claims approved
- Endorsed by the NLC&M
- Homeowners are educated about their service line responsibilities

What Nevada Customers are saying...

"I already told a neighbor how easy and wonderful your service is and he signed up. North Las Vegas did an outstanding job partnering with you. You did an outstanding job fixing our leak.
- Nancy S., North Las Vegas

To learn more about this unique program and how it can bring revenue and peace of mind to your community, please contact:

Mike Madden mmadden@utilitysp.net or 407-616-2239 for more information.

NLC&M Adopts Resolution 17-01 in Support of Wildfire Awareness Month - May 2017

Nevada League of Cities and Municipalities

Resolution 17 - 01

A RESOLUTION IN SUPPORT OF NEVADA WILDFIRE AWARENESS MONTH - MAY 2017

Whereas, wildfire significantly impacts the environment, economic and social well-being of Nevada's Cities and Municipalities; and

Whereas, homeowners should ensure appropriate home construction and maintenance and the proper management of vegetation surrounding the home to resist ignition; and

Whereas, residents of Nevada's Cities and Municipalities can save precious time in an evacuation by preparing a to-go bag and family evacuation plan; and

Whereas, communities should create well designed fuel breaks, ensure good access for emergency vehicles and multiple evacuation routes; and

Whereas, residents should evacuate immediately when asked by emergency responders;

Therefore be it Resolved that the Nevada League of Cities and Municipalities supports the month of May, 2017 as Nevada Wildfire Awareness Month and that this year's theme:

"Wildfire! Prepare. Anticipate. Evacuate."

Serves as a means for education and a call for residents of Nevada's Cities and Municipalities to take action to reduce the wildfire threat and prepare their homes, families and communities for wildfire, anticipate possible evacuations and to evacuate their homes when asked.

Approved and Adopted this 27th Day of April 2017 by the Board of Directors of the Nevada League of Cities and Municipalities.

Natalie Yanish
Vice President

Wes Henderson
Executive Director

JoAnne Skelly: Wildfire: Prepare, anticipate, evacuate

May is Wildfire Awareness Month. After an extremely wet winter, you might think that there will be less risk of wildfire this year. Sadly, that is unlikely to be the case. With all that moisture, plants/weeds, particularly the highly ignitable cheatgrass, are thriving and creating lots of fuels for fires to start when they start drying out as the weather heats up.

Nevada League of Cities & Municipalities are pleased to announce our new partnership with BoardDocs®, a cloud-based board management solution. As you know, the NLC&M works to improve governance throughout Nevada. With NLC&M BoardDocs, our goal is to help leaders with board management processes so they can further enhance opportunities for all constituents and the community. We see this partnership as another important way to serve our membership.

BoardDocs' powerful and easy-to-use services have helped well over 2,000 organizations dramatically lower costs, increase transparency and reduce board-related staff time by up to 75 percent from day one.

If you would like more information about NLC&M BoardDocs or have questions about the partnership, please contact the League office.

Fire agencies are preparing for a big fire year.

This year's theme is "Wildfire: Prepare, Anticipate, Evacuate." Prepare your home and community to survive wildfire. Anticipate and plan for a safe evacuation.

Evacuate quickly when asked!

In addition to all the precautions you can take prior to a wildfire to prepare your home to reduce the risk of wildfire and to prepare your family for an evacuation, you can also make improvements to your landscape that can reduce ignition potential.

Over the winter many landscapes were hit hard with flood damage. Plants may have to be replaced. If that is the case, think about choosing plants that are less ignitable or less flammable. University of Nevada Cooperative Extension has an illustrated plant guide that can help called "Choosing the Right Plants for Northern Nevada's High Fire Hazard Areas," http://www.unce.unr.edu/publications/files/nr/2007/eb0701.pdf.

Trump's Proposed Budget Could Bankrupt Cities and Towns

WASHINGTON - May 23, 2017 - This morning, the Trump Administration sent its full budget proposal to Congress. The proposal includes unprecedented cuts that would slash or eliminate crucial programs that invest in cities and create jobs, including the Community Development Block Grants (CDBG), TIGER grants for transportation projects and the HOME Investment Partnership Program.

The National League of Cities (NLC) is concerned that small cities would fare the worst under the proposal, since they are less able to compensate for the cuts. Many states limit the amount of additional revenue cities may raise, leading to a real possibility of municipal bankruptcy for some small cities. In response, NLC President Matt Zone, Councilmember, Cleveland, released the following statement:

"The administration's budget proposal would be devastating to cities and towns. No community in America would be better off with this budget, and it could bankrupt smaller cities and towns. It does nothing to create jobs in our communities, and violates the president's core campaign promise to lift up Americans in communities across the nation.

"The White House ignored more than 700 city officials who urged the administration to protect crucial programs, including Community Development Block Grants, TIGER grants and the

HOME Investment Partnership Program. These vital programs allow communities to invest in public safety, economic development and infrastructure, and create private-sector jobs.

"The budget proposal would have a disproportionate impact on America's small cities and towns, whose budgets are already stretched thin. In these communities, the programs being targeted are a lifeline for maintenance and investment. For those communities, this budget would spell disaster - and, in many cases, bankruptcy.

"As the leaders of America's cities, we call on Congress to throw out this budget proposal and develop a new plan focused on building prosperity, expanding opportunity and investing in our future. Congress must reject this budget proposal or risk derailing local economies nationwide."

The National League of Cities (NLC) is dedicated to helping city leaders build better communities. NLC is a resource and advocate for 19,000 cities, towns and villages, representing more than 218 million Americans. www.nlc.org

National League of Cities Reveals Top 10 Issues That Matter to Cities in 2017

NLC Press Release

WASHINGTON - May 24, 2017 - A comprehensive analysis of mayoral state of the city speeches released today by the National League of Cities (NLC) finds that economic development, public safety, infrastructure and city budgets are the top issues for communities around the nation. The new report, State of the Cities 2017, examines state of the city speeches in 120 cities representing a diverse cross section of population sizes and geographic regions.

NLC's analysis shows that the same issues are facing cities around the country - no matter the size or location. Though the order and intensity of the 10 issues examined have remained relatively consistent over the past four years, the primary emphasis has shifted, with mayors expanding what is possible within their leadership roles to take action and ensure prosperity, fairness and resilience in their cities.

"Mayors work tirelessly to build stronger communities through innovative policy solutions, public-private collaborations and

strategic investments in our urban cores," said Clarence E. Anthony, CEO and executive director of the National League of Cities (NLC). "However, cities also face tremendous challenges in this political environment, including crime, affordability, and racial and income disparities. The report shows us that mayors are fighting attacks on local control, and are seeking solutions to these issues to lift their communities up."

Key findings from the 2017 analysis include:

- Cities are driving the nation forward, with an increased number of jobs and outsized economic growth providing the ability to make strategic investments in our urban cores. Specifically, 66 percent of state of the city speeches included significant coverage of economic development issues.
- Police (73 percent), fire protection (56 percent) and road paving (48 percent) were mentioned the most in mayoral speeches this year.
- Equity is a key concern for cities across the country, in terms of fairness and inclusivity in public safety, housing and education. Sixty-four percent of state of the city speeches included significant coverage of public safety issues.
- Mayors are meeting resistance from a federal administration keen on disparaging America's urban areas and state legislatures across the country blocking city-led initiatives.

"As mayors work to create a fairer, more equitable America, they are meeting resistance from the state and federal level," said Brooks Rainwater, senior executive and director of the Center for City Solutions at National League of Cities (NLC). "Mayors are welcoming all people, standing against policies that strip federal funds from so-called sanctuary cities and recognizing the importance of diversity and inclusion to their communities. In the face of negative sentiments from the federal government, cities are pushing a positive agenda focused on building economic vitality and bridging divisions in our society. With or without intergovernmental partners, mayors will work from the bottom up to make things happen. "

The top 10 issues mentioned in State of the City speeches are:

The report also highlights specific policies and issues facing cities of all sizes, such as workforce training, transit, immigration, renewable energy, autonomous vehicles and the opioid crisis.

For the full analysis, visit NLC.org/SOTC.

STAY CONNECTED

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> 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: June 6, 2017**

5. **Time Requested:** N/A

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

7. **Background Information:**

Trash (April landfill figures)

Residential Accounts	*1788*
Commercial Accounts	*226*
Green Waste Accounts	*1362*
Recycling Accounts	*163*
Cleanup Dumpsters	*14*
X cans	*357*
# of new residential accounts	*17 accts transferred to new owners*
# of new commercial accounts	*0*
Minimum User Accounts	*32*
Total tons of trash	*380.39*
Total tons of Greenwaste	*40.84*
Total tons of Recycling	*2.33*

Credit Cards (April figures)

Total Amount	$16,738.61	
Total Transactions	227	
Visa	198	$14,979.61
Mastercard	20	$ 1,624.75
American Express	2	$ 134.25
Terminal	3	$ 241.13
E checks	4	$ 3,572.45

8. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
9. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**

Superintendent Town Public Works Monthly Report

Public Works & Parks – 5/2017

- Adjusted this year's park mowing schedule to increase efficiency. Now, 1 staff mows 4 days a week instead of 4 staff mowing 2 days a week. We have a talented staff member that gets the job done with great results.
- Finished spraying a majority of the town streets for weeds. 1 staff will be dedicated as much as possible to weed management this growing season.
- May 15th we started painting regulatory markings on the pavement to include stop bars, crosswalks, arrows, and parking stalls. This really does make the town look polished.
- May 17th The Church of Jesus Christ of Latter Day Saints (LDS) youth group came out with over 30 people and installed 115 plants and irrigation along the Gilman Landscape project. Another 300' done! If you know anyone looking to help, we have 600' left.
- 20% short staffed most of month from H&S coverage, illnesses, and injury.
- One staff member is back from a non-job related injury. He still has many months of light duty and we have adjusted his workload to meet medical requirements.
- Worked with Splash Dogs to make the event successful. We borrowed bleachers from Douglas County Parks Department and the Gardnerville Water Company was nice enough to donate water to fill the pools. Ezell was closed for that weekend.
- Main Street Gardnerville Memorial Bench installed in front of the Overland Restaurant.
- "Sweep the Town" event had over 20 volunteers and was successful in getting the sidewalks clear of debris along US Highway 395. People make this town awesome!

Health and Sanitation (H&5) – 5/2017

- One staff member is still out due to a job related injury.
    - We have 1 temporary laborer to help with coverage due to long term absence.
        - H&S scope of work is limited to moving bins on commercial trash routes.
        - When the H&S route is complete they are helping pull weeds.
- A minor accident happened when a residential trash can was too close to a garage and our automated refuse truck damaged a small section of siding while picking it up. The employee was counseled, reprimanded, and the siding was repaired by our staff.
- Recycling pilot program is getting close to being complete. Waiting on a price from DDI.

Engineering and Contracted Work – 5/2017

- Town Crack Repair project completed.
- Inspect sidewalks in the Ranch development at the end of Snaffle Bit. They are building.
- Checked on the Esplanade development randomly. Stopped the contractor once when he was pumping mud into Lasso after a rain event.
- Contracted out grading of gravel alleys. Contractor still has not completed it yet.

May 2017 HAPPENINGS

Thursday, May 25, 2017

Town Staff Street Painting

Sweep the Town Event

Arbor Day Group Photo

Youth Group Planting on Gilman

2-4

1612 TOG Crack Repair Project

Wednesday, May 31, 2017

Typical Crack - Before

Failed Asphalt - Before

Custom Shaped Repairs - Before

Typical Crack - After

Failed Asphalt - After

Custom Shaped Repairs - After

2-3

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve May 2017 claims.**

2. **Recommended Motion: Approve as submitted**
   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

   Prepared by: Carol Louthan

4. **Meeting Date: June 6, 2017** **Time Requested:** N/A

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

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

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

8. **Board Action:**

   ☐ Approved ☐ Approved with Modifications
   ☐ Denied ☐ Continued

Accounts Payable by G/L Distribution Report

G/L Date Range 04/28/17 - 05/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **921 - Gardnerville Admin**										
Account **510.150 - Board Compensation**										
4288 - Higuera Lloyd W	5/17 BOARD	G'VILLE	Paid by Check # 662571		04/27/2017	05/05/2017	05/05/2017		05/05/2017	250.00
24008 - Jones Cassandra Esq	5/17 BOARD	G'VILLE	Paid by Check # 662586		04/30/2017	05/05/2017	05/05/2017		05/05/2017	250.00
28960 - Miller Kenneth	5/17 BOARD	G'VILLE	Paid by Check # 662609		04/27/2017	05/05/2017	05/05/2017		05/05/2017	275.00
2969 - Slater Linda	5-17 BOARD	G'VILLE	Paid by Check # 662668		04/27/2017	05/05/2017	05/05/2017		05/05/2017	250.00
8364 - Wenner Mary	5-17 BOARD	G'VILLE	Paid by Check # 662708		04/27/2017	05/05/2017	05/05/2017		05/05/2017	250.00
24008 - Jones Cassandra Esq	7/16 BOARD.	REPLACEMENT CHECK/G'VILLE	Paid by Check # 662907		06/30/2016	05/12/2017	05/12/2017		05/12/2017	250.00
12372 - Jennifer Yturbide Law PC Corp	2	G'VILLE	Paid by Check # 663224		05/04/2017	05/19/2017	05/19/2017		05/19/2017	1,580.00
			Account **510.150 - Board Compensation** Totals				Invoice Transactions		7	$3,105.00
Account **511.201 - PEBS-Ret.Medical**										
20219 - NV ST Public Employees	3-17 PREMIUMS	731	Paid by Check # 662382		03/01/2017	04/28/2017	04/28/2017		04/28/2017	9.68
20219 - NV ST Public Employees	4-17 PREMIUMS	731	Paid by Check # 662382		04/01/2017	04/28/2017	04/28/2017		04/28/2017	9.68
20219 - NV ST Public Employees	5-17 PREMIUMS	731	Paid by Check # 662981		05/01/2017	05/12/2017	05/12/2017		05/12/2017	9.68
			Account **511.201 - PEBS-Ret.Medical** Totals				Invoice Transactions		3	$29.04
Account **520.055 - Telephone Expense**										
2549 - Dallaire Tom-Petty Cash	4-17 G'VILLE	PETTY CASH	Paid by Check # 662282		04/13/2017	04/28/2017	04/28/2017		04/28/2017	4.99
29103 - Frontier	782-7134 4/17	77578271340502795	Paid by Check # 662558		04/16/2017	05/05/2017	05/05/2017		05/05/2017	112.48
29103 - Frontier	782-3856 4/17	77578238560808025	Paid by Check # 662558		04/16/2017	05/05/2017	05/05/2017		05/05/2017	53.43
13097 - Verizon Wireless	9784927090	842011146-00001	Paid by Check # 663373		05/01/2017	05/19/2017	05/19/2017		05/19/2017	288.17
			Account **520.055 - Telephone Expense** Totals				Invoice Transactions		4	$459.07
Account **520.084 - Replacement & Repair**										
3597 - A Sign Shop	217063	G'VILLE	Paid by Check # 662239		04/12/2017	04/28/2017	04/28/2017		04/28/2017	150.00
11625 - Accurate Mobile Locksmith Inc	G'VILLE 4/11/17	G'VILLE	Paid by Check # 662478		04/11/2017	05/05/2017	05/05/2017		05/05/2017	49.75
2121 - Meeks Lumber	1015375	06G1570	Paid by Check # 662945		04/11/2017	05/12/2017	05/12/2017		05/12/2017	6.90
12997 - Do Co Procurement Program	4-17 TUTHILL	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	10.00
			Account **520.084 - Replacement & Repair** Totals				Invoice Transactions		4	$216.65

Accounts Payable by G/L Distribution Report

G/L Date Range 04/28/17 - 05/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **921 - Gardnerville Admin**										
Account **520.089 - Power**										
2924 - NV Energy	2856009 4-17	2856009	Paid by Check # 662973		04/25/2017	05/12/2017	05/12/2017		05/12/2017	179.82
				Account **520.089 - Power** Totals				Invoice Transactions 1		$179.82
Account **520.090 - Water**										
1429 - Gardnerville Water Company	640.01 4/17	640.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	22.67
1429 - Gardnerville Water Company	690.01 4/17	690.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	48.94
				Account **520.090 - Water** Totals				Invoice Transactions 2		$71.61
Account **520.098 - Janitorial Services**										
27347 - A+ Janitorial Service	TOG0317	G'VILLE	Paid by Check # 662240		04/19/2017	04/28/2017	04/28/2017		04/28/2017	100.00
27347 - A+ Janitorial Service	TOG0417	G'VILLE	Paid by Check # 663087		05/08/2017	05/19/2017	05/19/2017		05/19/2017	150.00
				Account **520.098 - Janitorial Services** Totals				Invoice Transactions 2		$250.00
Account **520.136 - Rents & Leases Equipment**										
4753 - Ricoh USA Inc	5048296257	16769392	Paid by Check # 663298		05/01/2017	05/19/2017	05/19/2017		05/19/2017	79.76
				Account **520.136 - Rents & Leases Equipment** Totals				Invoice Transactions 1		$79.76
Account **520.187 - Internet Expense**										
32036 - Spectrum Business	0012509 5/17	8354110060012509	Paid by Check # 663033		05/02/2017	05/12/2017	05/12/2017		05/12/2017	64.99
32036 - Spectrum Business	0598044 5/17	8354110060598044	Paid by Check # 663034		04/28/2017	05/12/2017	05/12/2017		05/12/2017	34.99
				Account **520.187 - Internet Expense** Totals				Invoice Transactions 2		$99.98
Account **520.200 - Training & Education**										
4038 - Family Support Council Of	1215	G'VILLE	Paid by Check # 662547		04/24/2017	05/05/2017	05/05/2017		05/05/2017	180.00
12997 - Do Co Procurement Program	4-17 LOCHRIDGE	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	(415.00)
				Account **520.200 - Training & Education** Totals				Invoice Transactions 2		($235.00)
Account **532.056 - Subscriptions**										
12997 - Do Co Procurement Program	4-17 DALLAIRE	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	123.50
				Account **532.056 - Subscriptions** Totals				Invoice Transactions 1		$123.50
Account **533.800 - Office Supplies**										
2549 - Dallaire Tom-Petty Cash	4-17 G'VILLE	PETTY CASH	Paid by Check # 662282		04/13/2017	04/28/2017	04/28/2017		04/28/2017	10.00
18821 - Fastenal Industrial/Cons Suppl	NVMIN62324	NVMIN0011	Paid by Check # 662303		04/17/2017	04/28/2017	04/28/2017		04/28/2017	37.23

Accounts Payable by G/L Distribution Report

G/L Date Range 04/28/17 - 05/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **921 - Gardnerville Admin**										
Account **533.800 - Office Supplies**										
8479 - Tahoe Supply Co	653098	TOWNGV	Paid by Check # 663049		04/27/2017	05/12/2017	05/12/2017		05/12/2017	106.15
12997 - Do Co Procurement Program	4-17 LOUTHAN	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	92.34
				Account **533.800 - Office Supplies** Totals				Invoice Transactions	4	$245.72
Account **533.806 - Software**										
16648 - E Squared C Inc	44069	G'VILLE	Paid by Check # 662856		05/01/2017	05/12/2017	05/12/2017		05/12/2017	37.50
7185 - SHI International Corp	B06466994	1031693	Paid by Check # 663309		04/28/2017	05/19/2017	05/19/2017		05/19/2017	344.10
				Account **533.806 - Software** Totals				Invoice Transactions	2	$381.60
				Department **921 - Gardnerville Admin** Totals				Invoice Transactions	35	$5,006.75

3-c

Accounts Payable by G/L Distribution Report

G/L Date Range 04/28/17 - 05/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **923 - Parks & Recreation**										
Account **520.037 - Weed Spraying**										
1268 - Ewing Irrigation Products	3076581	30447	Paid by Check # 662299		04/06/2017	04/28/2017	04/28/2017		04/28/2017	101.31
1268 - Ewing Irrigation Products	3084453	30447	Paid by Check # 662299		04/07/2017	04/28/2017	04/28/2017		04/28/2017	2,612.14
18821 - Fastenal Industrial/Cons Suppl	NVMIN62075	NVMIN0011	Paid by Check # 662303		04/05/2017	04/28/2017	04/28/2017		04/28/2017	103.25
18821 - Fastenal Industrial/Cons Suppl	NVMIN62284	NVMIN0011	Paid by Check # 662303		04/14/2017	04/28/2017	04/28/2017		04/28/2017	202.79
12997 - Do Co Procurement Program	4-17 LACOST	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	520.09
12198 - O'Reilly Auto Parts	3530-116076	1075650	Paid by Check # 663581		04/14/2017	05/26/2017	05/26/2017		05/26/2017	6.49
12198 - O'Reilly Auto Parts	3530-118519	1075650	Paid by Check # 663581		04/28/2017	05/26/2017	05/26/2017		05/26/2017	9.88
				Account **520.037 - Weed Spraying** Totals				Invoice Transactions	7	$3,555.95
Account **520.084 - Replacement & Repair**										
18821 - Fastenal Industrial/Cons Suppl	NVMIN61816	NVMIN0011	Paid by Check # 662303		03/24/2017	04/28/2017	04/28/2017		04/28/2017	49.40
18821 - Fastenal Industrial/Cons Suppl	NVMIN61880	NVMIN0011	Paid by Check # 662303		03/28/2017	04/28/2017	04/28/2017		04/28/2017	236.30
18821 - Fastenal Industrial/Cons Suppl	NVMIN61923	NVMIN0011	Paid by Check # 662303		03/29/2017	04/28/2017	04/28/2017		04/28/2017	25.19
10817 - Full Circle Compost Inc	39970	G'VILLE	Paid by Check # 662315		04/11/2017	04/28/2017	04/28/2017		04/28/2017	449.58
14747 - Home Depot (Gville)	1242417	6035322502697513	Paid by Check # 662328		03/13/2017	04/28/2017	04/28/2017		04/28/2017	14.97
13485 - Ahern Rentals Inc	17409234-1	205304	Paid by Check # 662766		04/11/2017	05/12/2017	05/12/2017		05/12/2017	26.99
13485 - Ahern Rentals Inc	17425439-1	205304	Paid by Check # 662766		04/14/2017	05/12/2017	05/12/2017		05/12/2017	26.99
2121 - Meeks Lumber	1015558	06G1570	Paid by Check # 662945		04/12/2017	05/12/2017	05/12/2017		05/12/2017	16.07
28976 - Sierra Peaks Enterprises LLC	896	G'VILLE	Paid by Check # 663025		04/24/2017	05/12/2017	05/12/2017		05/12/2017	388.00
2297 - ASJ Small Engines Inc	2569344	G'VILLE	Paid by Check # 663437		05/03/2017	05/26/2017	05/26/2017		05/26/2017	98.37
2297 - ASJ Small Engines Inc	19457	G'VILLE	Paid by Check # 663437		05/10/2017	05/26/2017	05/26/2017		05/26/2017	53.97
				Account **520.084 - Replacement & Repair** Totals				Invoice Transactions	11	$1,385.83
Account **520.089 - Power**										
2924 - NV Energy	791804 4-17	791804	Paid by Check # 662971		04/26/2017	05/12/2017	05/12/2017		05/12/2017	488.34
				Account **520.089 - Power** Totals				Invoice Transactions	1	$488.34

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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 **520.090 - Water**										
1429 - Gardnerville Water Company	1302.01 4/17	1302.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	238.79
1429 - Gardnerville Water Company	1321.01 4/17	1321.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	52.11
1429 - Gardnerville Water Company	1340.01 4/17	1340.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	44.82
1429 - Gardnerville Water Company	1348.01 4/17	1348.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	210.39
1429 - Gardnerville Water Company	1373.01 4/17	1373.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	115.79
1429 - Gardnerville Water Company	1745.01 4/17	1745.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	72.68
1429 - Gardnerville Water Company	2139.01 4/17	2139.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	47.48
1429 - Gardnerville Water Company	2140.01 4/17	2140.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	61.69
1429 - Gardnerville Water Company	2226.01 4/17	2226.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	147.11
1429 - Gardnerville Water Company	2297.01 4/17	2297.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	172.84
1429 - Gardnerville Water Company	2431.01 4/17	2431.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	100.98
1429 - Gardnerville Water Company	2593.01 4/17	2593.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	118.64
1429 - Gardnerville Water Company	2624.01 4/17	2624.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	78.43
1429 - Gardnerville Water Company	2641.02 4/17	2641.02	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	113.36
1429 - Gardnerville Water Company	1915	2	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	201.85
2153 - Minden Town of	1862.01 4/17	1862.01	Paid by Check # 662953		04/26/2017	05/12/2017	05/12/2017		05/12/2017	24.05
				Account **520.090 - Water** Totals				Invoice Transactions	16	$1,801.01
Account **533.802 - Small Equipment**										
13485 - Ahern Rentals Inc	17469093-1	205304	Paid by Check # 662766		04/25/2017	05/12/2017	05/12/2017		05/12/2017	2,302.99
13485 - Ahern Rentals Inc	17469098-1	205304	Paid by Check # 662766		04/25/2017	05/12/2017	05/12/2017		05/12/2017	1,285.99
				Account **533.802 - Small Equipment** Totals				Invoice Transactions	2	$3,588.98
Account **533.817 - Small Projects**										
10817 - Full Circle Compost Inc	39970	G'VILLE	Paid by Check # 662315	3-9	04/11/2017	04/28/2017	04/28/2017		04/28/2017	179.82

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Fund **610 - Gardnerville Town**										
Department **923 - Parks & Recreation**										
Account **533.817 - Small Projects**										
27147 - Impact Construction Inc	1026	G'VILLE	Paid by Check # 662577		04/25/2017	05/05/2017	05/05/2017		05/05/2017	1,232.00
1 - A & A Construction Inc	16734	G'VILLE	Paid by Check # 662758		04/26/2017	05/12/2017	05/12/2017		05/12/2017	450.00
11985 - Ace Hardware	115485/1	1236	Paid by Check # 662760		04/18/2017	05/12/2017	05/12/2017		05/12/2017	91.21
11985 - Ace Hardware	115501/1	1236	Paid by Check # 662760		04/19/2017	05/12/2017	05/12/2017		05/12/2017	15.14
11985 - Ace Hardware	115575/1	1236	Paid by Check # 662760		04/21/2017	05/12/2017	05/12/2017		05/12/2017	15.60
11985 - Ace Hardware	115766/1	1236	Paid by Check # 662760		04/28/2017	05/12/2017	05/12/2017		05/12/2017	41.95
13485 - Ahern Rentals Inc	17433525-1	205304	Paid by Check # 662766		04/17/2017	05/12/2017	05/12/2017		05/12/2017	20.76
13485 - Ahern Rentals Inc	17438272-1	205304	Paid by Check # 662766		04/18/2017	05/12/2017	05/12/2017		05/12/2017	16.17
13485 - Ahern Rentals Inc	17441281-1	205304	Paid by Check # 662766		04/21/2017	05/12/2017	05/12/2017		05/12/2017	561.52
13485 - Ahern Rentals Inc	17459736-1	205304	Paid by Check # 662766		04/24/2017	05/12/2017	05/12/2017		05/12/2017	44.97
13485 - Ahern Rentals Inc	17480055-1	205304	Paid by Check # 662766		04/27/2017	05/12/2017	05/12/2017		05/12/2017	19.66
13485 - Ahern Rentals Inc	17485644-1	205304	Paid by Check # 662766		04/28/2017	05/12/2017	05/12/2017		05/12/2017	10.37
21680 - Mountain View Tree Farm	70022891	G'VILLE	Paid by Check # 662957		04/19/2017	05/12/2017	05/12/2017		05/12/2017	99.95
3457 - Western Nevada Supply Company	16972900	71273	Paid by Check # 663074		04/13/2017	05/12/2017	05/12/2017		05/12/2017	447.16
12997 - Do Co Procurement Program	4-17 LACOST	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	311.50
1268 - Ewing Irrigation Products	3152919	30447	Paid by Check # 663182		04/19/2017	05/19/2017	05/19/2017		05/19/2017	2,736.50
1268 - Ewing Irrigation Products	3177213	30447	Paid by Check # 663182		04/22/2017	05/19/2017	05/19/2017		05/19/2017	58.26
9081 - Genoa Trees & Landscape Inc	5970	G'VILLE	Paid by Check # 663204		04/19/2017	05/19/2017	05/19/2017		05/19/2017	36.00
9081 - Genoa Trees & Landscape Inc	6003	G'VILLE	Paid by Check # 663204		04/28/2017	05/19/2017	05/19/2017		05/19/2017	444.00
				Account **533.817 - Small Projects** Totals				Invoice Transactions 20		$6,832.54
				Department **923 - Parks & Recreation** Totals				Invoice Transactions 57		$17,652.65

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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 **520.037 - Weed Spraying**										
1268 - Ewing Irrigation Products	3076581	30447	Paid by Check # 662299		04/06/2017	04/28/2017	04/28/2017		04/28/2017	119.95
18821 - Fastenal Industrial/Cons Suppl	NVMIN62075	NVMIN0011	Paid by Check # 662303		04/05/2017	04/28/2017	04/28/2017		04/28/2017	103.25
2297 - ASJ Small Engines Inc	19238	G'VILLE	Paid by Check # 662491		04/14/2017	05/05/2017	05/05/2017		05/05/2017	7.95
1130 - Do Co Weed Control	3589	G'VILLE	Paid by Check # 662539		04/05/2017	05/05/2017	05/05/2017		05/05/2017	292.30
12997 - Do Co Procurement Program	4-17 LACOST	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	520.09
12198 - O'Reilly Auto Parts	3530-116076	1075650	Paid by Check # 663581		04/14/2017	05/26/2017	05/26/2017		05/26/2017	6.49
12198 - O'Reilly Auto Parts	3530-118519	1075650	Paid by Check # 663581		04/28/2017	05/26/2017	05/26/2017		05/26/2017	9.87
				Account **520.037 - Weed Spraying** Totals				Invoice Transactions 7		$1,059.90
Account **520.084 - Replacement & Repair**										
3597 - A Sign Shop	216089	G'VILLE	Paid by Check # 662239		07/15/2016	04/28/2017	04/28/2017		04/28/2017	300.00
18821 - Fastenal Industrial/Cons Suppl	NVMIN61923	NVMIN0011	Paid by Check # 662303		03/29/2017	04/28/2017	04/28/2017		04/28/2017	37.78
18821 - Fastenal Industrial/Cons Suppl	NVMIN61908	NVMIN0011	Paid by Check # 662303		03/29/2017	04/28/2017	04/28/2017		04/28/2017	28.39
14747 - Home Depot (Gville)	1242417	6035322502697513	Paid by Check # 662328		03/13/2017	04/28/2017	04/28/2017		04/28/2017	54.42
12198 - O'Reilly Auto Parts	3530-112202	1075650	Paid by Check # 662384		03/24/2017	04/28/2017	04/28/2017		04/28/2017	9.99
4038 - Family Support Council Of	1215	G'VILLE	Paid by Check # 662547		04/24/2017	05/05/2017	05/05/2017		05/05/2017	225.00
13485 - Ahern Rentals Inc	17371318-1	205304	Paid by Check # 662766		04/03/2017	05/12/2017	05/12/2017		05/12/2017	64.06
13485 - Ahern Rentals Inc	17372034-1	205304	Paid by Check # 662766		04/03/2017	05/12/2017	05/12/2017		05/12/2017	13.99
13485 - Ahern Rentals Inc	17373352-1	205304	Paid by Check # 662766		04/03/2017	05/12/2017	05/12/2017		05/12/2017	9.99
13485 - Ahern Rentals Inc	17426801-1	205304	Paid by Check # 662766		04/14/2017	05/12/2017	05/12/2017		05/12/2017	24.99
13485 - Ahern Rentals Inc	17468544-1	205304	Paid by Check # 662766		04/25/2017	05/12/2017	05/12/2017		05/12/2017	15.98
13485 - Ahern Rentals Inc	17480755-1	205304	Paid by Check # 662766		04/27/2017	05/12/2017	05/12/2017		05/12/2017	5.87
13485 - Ahern Rentals Inc	17486222-1	205304	Paid by Check # 662766	3-8	04/28/2017	05/12/2017	05/12/2017		05/12/2017	161.90

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Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **520.084 - Replacement & Repair**										
2510 - Parts House	733362	4170	Paid by Check # 662992		04/07/2017	05/12/2017	05/12/2017		05/12/2017	88.04
2680 - Renner Equipment Co Inc	S21182	GARDN003	Paid by Check # 663008		04/19/2017	05/12/2017	05/12/2017		05/12/2017	321.80
4276 - Carson Small Engines Inc	151444	G'VILLE	Paid by Check # 663461		04/27/2017	05/26/2017	05/26/2017		05/26/2017	6.67
12198 - O'Reilly Auto Parts	3530-118522	1075650	Paid by Check # 663581		04/02/2017	05/26/2017	05/26/2017		05/26/2017	19.27
12198 - O'Reilly Auto Parts	3530-118580	1075650	Paid by Check # 663581		04/28/2017	05/26/2017	05/26/2017		05/26/2017	4.07
			Account **520.084 - Replacement & Repair** Totals				Invoice Transactions		18	$1,392.21
Account **520.095 - Street Lights**										
2924 - NV Energy	2856036 4-17	2856036	Paid by Check # 662972		04/25/2017	05/12/2017	05/12/2017		05/12/2017	6,147.26
			Account **520.095 - Street Lights** Totals				Invoice Transactions		1	$6,147.26
Account **520.103 - Maint Road**										
11985 - Ace Hardware	115708/1	1236	Paid by Check # 662760		04/26/2017	05/12/2017	05/12/2017		05/12/2017	.74
2121 - Meeks Lumber	1530670	06G1570	Paid by Check # 662945		03/02/2017	05/12/2017	05/12/2017		05/12/2017	(15.00)
			Account **520.103 - Maint Road** Totals				Invoice Transactions		2	($14.26)
Account **521.200 - Engineering**										
6347 - Dube Group Architecture Inc	506	G'VILLE	Paid by Check # 663495		05/16/2017	05/26/2017	05/26/2017		05/26/2017	650.00
			Account **521.200 - Engineering** Totals				Invoice Transactions		1	$650.00
Account **532.003 - Gas & Oil**										
3814 - Flyers Energy LLC	CFS1406236	8308	Paid by Check # 662555		04/15/2017	05/05/2017	05/05/2017		05/05/2017	157.22
3814 - Flyers Energy LLC	CFS1415513	8308	Paid by Check # 663191		04/30/2017	05/19/2017	05/19/2017		05/19/2017	222.95
			Account **532.003 - Gas & Oil** Totals				Invoice Transactions		2	$380.17
Account **532.019 - Storm Drain Maintenance**										
15836 - Summit Plumbing LLC	60864	G'VILLE	Paid by Check # 663041		04/06/2017	05/12/2017	05/12/2017		05/12/2017	4,484.00
			Account **532.019 - Storm Drain Maintenance** Totals				Invoice Transactions		1	$4,484.00
Account **532.028 - Uniforms**										
5785 - Alsco Inc	LREN1242879	000330	Paid by Check # 662485		04/04/2017	05/05/2017	05/05/2017		05/05/2017	4.39
5785 - Alsco Inc	LREN1244943	000330	Paid by Check # 662485		04/04/2017	05/05/2017	05/05/2017		05/05/2017	4.39
5785 - Alsco Inc	LREN1246946	000330	Paid by Check # 662485		04/04/2017	05/05/2017	05/05/2017		05/05/2017	4.39

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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 **532.028 - Uniforms**										
5785 - Alsco Inc	LREN1248967	000330	Paid by Check # 662485		04/04/2017	05/05/2017	05/05/2017		05/05/2017	4.39
				Account **532.028 - Uniforms** Totals				Invoice Transactions	4	$17.56
Account **532.056 - Subscriptions**										
4083 - Colorado State University	G'VILLE 2-17	RENEWAL	Paid by Check # 662277		02/16/2017	04/28/2017	04/28/2017		04/28/2017	650.00
				Account **532.056 - Subscriptions** Totals				Invoice Transactions	1	$650.00
Account **533.802 - Small Equipment**										
12997 - Do Co Procurement Program	4-17 PLUT	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	(299.99)
				Account **533.802 - Small Equipment** Totals				Invoice Transactions	1	($299.99)
Account **562.000 - Capital Projects**										
5189 - R O Anderson Engineering Inc	39133	1393-021-17/G'VILLE	Paid by Check # 662401		03/27/2017	04/28/2017	04/28/2017		04/28/2017	792.00
5189 - R O Anderson Engineering Inc	39105	G'VILLE	Paid by Check # 662401		03/27/2017	04/28/2017	04/28/2017		04/28/2017	2,178.00
2012 - Lumos and Associates Inc	94013	8939.000	Paid by Check # 662600		04/07/2017	05/05/2017	05/05/2017		05/05/2017	2,045.00
2012 - Lumos and Associates Inc	94014	8939.001	Paid by Check # 662600		04/07/2017	05/05/2017	05/05/2017		05/05/2017	2,862.50
				Account **562.000 - Capital Projects** Totals				Invoice Transactions	4	$7,877.50
				Department **926 - Other Public Works** Totals				Invoice Transactions	42	$22,344.35
				Fund **610 - Gardnerville Town** Totals				Invoice Transactions	134	$45,003.75

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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 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **510.150 - Board Compensation**										
4288 - Higuera Lloyd W	5/17 BOARD	G'VILLE	Paid by Check # 662571		04/27/2017	05/05/2017	05/05/2017		05/05/2017	250.00
24008 - Jones Cassandra Esq	5/17 BOARD	G'VILLE	Paid by Check # 662586		04/30/2017	05/05/2017	05/05/2017		05/05/2017	250.00
28960 - Miller Kenneth	5/17 BOARD	G'VILLE	Paid by Check # 662609		04/27/2017	05/05/2017	05/05/2017		05/05/2017	275.00
2969 - Slater Linda	5-17 BOARD	G'VILLE	Paid by Check # 662668		04/27/2017	05/05/2017	05/05/2017		05/05/2017	250.00
8364 - Wenner Mary	5-17 BOARD	G'VILLE	Paid by Check # 662708		04/27/2017	05/05/2017	05/05/2017		05/05/2017	250.00
24008 - Jones Cassandra Esq	7/16 BOARD.	REPLACEMENT CHECK/G'VILLE	Paid by Check # 662907		06/30/2016	05/12/2017	05/12/2017		05/12/2017	250.00
			Account **510.150 - Board Compensation** Totals				Invoice Transactions 6			$1,525.00
Account **516.120 - Contract Salaries**										
21697 - Blue Ribbon Personnel Services	43726	653202	Paid by Check # 663124		04/28/2017	05/19/2017	05/19/2017		05/19/2017	208.13
			Account **516.120 - Contract Salaries** Totals				Invoice Transactions 1			$208.13
Account **520.055 - Telephone Expense**										
29103 - Frontier	782-7134 4/17	77578271340502795	Paid by Check # 662558		04/16/2017	05/05/2017	05/05/2017		05/05/2017	112.48
29103 - Frontier	782-3856 4/17	77578238560808025	Paid by Check # 662558		04/16/2017	05/05/2017	05/05/2017		05/05/2017	53.43
13097 - Verizon Wireless	9784927090	842011146-00001	Paid by Check # 663373		05/01/2017	05/19/2017	05/19/2017		05/19/2017	288.16
			Account **520.055 - Telephone Expense** Totals				Invoice Transactions 3			$454.07
Account **520.084 - Replacement & Repair**										
3597 - A Sign Shop	217063	G'VILLE	Paid by Check # 662239		04/12/2017	04/28/2017	04/28/2017		04/28/2017	150.00
8491 - CMC Tire Inc	50000829	5512	Paid by Check # 662275		04/10/2017	04/28/2017	04/28/2017		04/28/2017	1,747.00
18821 - Fastenal Industrial/Cons Suppl	NVMIN61923	NVMIN0011	Paid by Check # 662303		03/29/2017	04/28/2017	04/28/2017		04/28/2017	37.78
14747 - Home Depot (Gville)	1242417	6035322502697513	Paid by Check # 662328		03/13/2017	04/28/2017	04/28/2017		04/28/2017	22.46
16156 - Howell's Lock & Safe (Michael)	2405	G'VILLE	Paid by Check # 662329		03/27/2017	04/28/2017	04/28/2017		04/28/2017	32.13
5059 - Hydraulic Industrial Services Inc	33603	G'VILLE	Paid by Check # 662331		03/31/2017	04/28/2017	04/28/2017		04/28/2017	107.55
1957 - Lawson Products Inc	9304861707	10228446	Paid by Check # 662349		04/12/2017	04/28/2017	04/28/2017		04/28/2017	60.55
29660 - Novus Glass Carson Valley	W003278	G'VILLE	Paid by Check # 662374		04/05/2017	04/28/2017	04/28/2017		04/28/2017	238.00

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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 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.084 - Replacement & Repair**										
12198 - O'Reilly Auto Parts	3530-107622	1075650	Paid by Check # 662384		03/02/2017	04/28/2017	04/28/2017		04/28/2017	.99
12198 - O'Reilly Auto Parts	3530-107632	1075650	Paid by Check # 662384		03/02/2017	04/28/2017	04/28/2017		04/28/2017	71.76
12198 - O'Reilly Auto Parts	3530-108377	1075650	Paid by Check # 662384		03/06/2017	04/28/2017	04/28/2017		04/28/2017	3.99
12198 - O'Reilly Auto Parts	3530-108498	1075650	Paid by Check # 662384		03/07/2017	04/28/2017	04/28/2017		04/28/2017	140.25
12198 - O'Reilly Auto Parts	3530-108564	1075650	Paid by Check # 662384		03/07/2017	04/28/2017	04/28/2017		04/28/2017	5.99
12198 - O'Reilly Auto Parts	3530-108757	1075650	Paid by Check # 662384		03/08/2017	04/28/2017	04/28/2017		04/28/2017	15.10
12198 - O'Reilly Auto Parts	3530-108763	1075650	Paid by Check # 662384		03/08/2017	04/28/2017	04/28/2017		04/28/2017	4.99
12198 - O'Reilly Auto Parts	3530-108803	1075650	Paid by Check # 662384		03/08/2017	04/28/2017	04/28/2017		04/28/2017	163.85
12198 - O'Reilly Auto Parts	3530-109046	1075650	Paid by Check # 662384		03/09/2017	04/28/2017	04/28/2017		04/28/2017	5.99
12198 - O'Reilly Auto Parts	3530-109167	1075650	Paid by Check # 662384		03/10/2017	04/28/2017	04/28/2017		04/28/2017	(15.00)
12198 - O'Reilly Auto Parts	3530-109170	1075650	Paid by Check # 662384		03/10/2017	04/28/2017	04/28/2017		04/28/2017	53.99
12198 - O'Reilly Auto Parts	3530-109181	1075650	Paid by Check # 662384		03/10/2017	04/28/2017	04/28/2017		04/28/2017	(53.99)
12198 - O'Reilly Auto Parts	3530-110578	1075650	Paid by Check # 662384		03/16/2017	04/28/2017	04/28/2017		04/28/2017	83.76
12198 - O'Reilly Auto Parts	3530-111987	1075650	Paid by Check # 662384		03/23/2017	04/28/2017	04/28/2017		04/28/2017	65.94
12198 - O'Reilly Auto Parts	3530-112000	1075650	Paid by Check # 662384		03/23/2017	04/28/2017	04/28/2017		04/28/2017	388.20
12198 - O'Reilly Auto Parts	3530-112123	1075650	Paid by Check # 662384		03/24/2017	04/28/2017	04/28/2017		04/28/2017	105.87
12198 - O'Reilly Auto Parts	3530-112587	1075650	Paid by Check # 662384		03/27/2017	04/28/2017	04/28/2017		04/28/2017	139.86
12198 - O'Reilly Auto Parts	3530-112653	1075650	Paid by Check # 662384		03/27/2017	04/28/2017	04/28/2017		04/28/2017	516.34
12198 - O'Reilly Auto Parts	3530-112759	1075650	Paid by Check # 662384		03/28/2017	04/28/2017	04/28/2017		04/28/2017	28.98
12198 - O'Reilly Auto Parts	3530-112806	1075650	Paid by Check # 662384		03/28/2017	04/28/2017	04/28/2017		04/28/2017	2.03
11625 - Accurate Mobile Locksmith Inc	G'VILLE 4/11/17	G'VILLE	Paid by Check # 662478	3-12	04/11/2017	05/05/2017	05/05/2017		05/05/2017	49.76
3890 - Arata Equipment Co.	1-89740	1015	Paid by Check # 662490		04/20/2017	05/05/2017	05/05/2017		05/05/2017	1,555.00

Accounts Payable by G/L Distribution Report

G/L Date Range 04/28/17 - 05/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.084 - Replacement & Repair**										
4038 - Family Support Council Of	1215	G'VILLE	Paid by Check # 662547		04/24/2017	05/05/2017	05/05/2017		05/05/2017	180.00
11985 - Ace Hardware	115334/1	1236	Paid by Check # 662760		04/11/2017	05/12/2017	05/12/2017		05/12/2017	86.18
13485 - Ahern Rentals Inc	17438670-1	205304	Paid by Check # 662766		04/18/2017	05/12/2017	05/12/2017		05/12/2017	13.98
13485 - Ahern Rentals Inc	17438690-1	205304	Paid by Check # 662766		04/18/2017	05/12/2017	05/12/2017		05/12/2017	6.99
7100 - Amrep Inc	296172	GAR050	Paid by Check # 662774		04/03/2017	05/12/2017	05/12/2017		05/12/2017	35.03
2510 - Parts House	731027	4170	Paid by Check # 662992		03/27/2017	05/12/2017	05/12/2017		05/12/2017	14.28
2510 - Parts House	731256	4170	Paid by Check # 662992		03/28/2017	05/12/2017	05/12/2017		05/12/2017	61.29
2510 - Parts House	731257	4170	Paid by Check # 662992		03/28/2017	05/12/2017	05/12/2017		05/12/2017	3.77
2510 - Parts House	731427	4170	Paid by Check # 662992		03/28/2017	05/12/2017	05/12/2017		05/12/2017	7.26
2510 - Parts House	733362	4170	Paid by Check # 662992		04/07/2017	05/12/2017	05/12/2017		05/12/2017	88.04
12997 - Do Co Procurement Program	4-17 TUTHILL	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	237.94
1137 - Douglas Radiator And Auto Air	33273	G'VILLE	Paid by Check # 663494		05/01/2017	05/26/2017	05/26/2017		05/26/2017	106.00
1957 - Lawson Products Inc	9304931645	10228446	Paid by Check # 663541		05/10/2017	05/26/2017	05/26/2017		05/26/2017	98.88
12198 - O'Reilly Auto Parts	3530-113221	1075650	Paid by Check # 663581		03/30/2017	05/26/2017	05/26/2017		05/26/2017	53.78
12198 - O'Reilly Auto Parts	3530-113325	1075650	Paid by Check # 663581		03/30/2017	05/26/2017	05/26/2017		05/26/2017	71.40
12198 - O'Reilly Auto Parts	3530-113471	1075650	Paid by Check # 663581		03/31/2017	05/26/2017	05/26/2017		05/26/2017	(130.19)
12198 - O'Reilly Auto Parts	3530-113887	1075650	Paid by Check # 663581		04/03/2017	05/26/2017	05/26/2017		05/26/2017	11.32
12198 - O'Reilly Auto Parts	3530-114107	1075650	Paid by Check # 663581		04/04/2017	05/26/2017	05/26/2017		05/26/2017	50.98
12198 - O'Reilly Auto Parts	3530-114406	1075650	Paid by Check # 663581		04/05/2017	05/26/2017	05/26/2017		05/26/2017	(83.76)
12198 - O'Reilly Auto Parts	3530-114410	1075650	Paid by Check # 663581		04/05/2017	05/26/2017	05/26/2017		05/26/2017	(84.00)
12198 - O'Reilly Auto Parts	3530-114518	1075650	Paid by Check # 663581	3	04/06/2017	05/26/2017	05/26/2017		05/26/2017	(50.98)
12198 - O'Reilly Auto Parts	3530-116753	1075650	Paid by Check # 663581	1/3	04/19/2017	05/26/2017	05/26/2017		05/26/2017	136.17

Accounts Payable by G/L Distribution Report

G/L Date Range 04/28/17 - 05/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.084 - Replacement & Repair**										
12198 - O'Reilly Auto Parts	3530-116757	1075650	Paid by Check # 663581		04/19/2017	05/26/2017	05/26/2017		05/26/2017	56.30
12198 - O'Reilly Auto Parts	3530-116860	1075650	Paid by Check # 663581		04/19/2017	05/26/2017	05/26/2017		05/26/2017	2.49
12198 - O'Reilly Auto Parts	3530-118623	1075650	Paid by Check # 663581		04/28/2017	05/26/2017	05/26/2017		05/26/2017	12.99
			Account **520.084 - Replacement & Repair** Totals					Invoice Transactions	55	$6,715.26
Account **520.089 - Power**										
2924 - NV Energy	2856009 4-17	2856009	Paid by Check # 662973		04/25/2017	05/12/2017	05/12/2017		05/12/2017	201.40
			Account **520.089 - Power** Totals					Invoice Transactions	1	$201.40
Account **520.090 - Water**										
1429 - Gardnerville Water Company	640.01 4/17	640.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	22.68
1429 - Gardnerville Water Company	690.01 4/17	690.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	48.93
1429 - Gardnerville Water Company	125.01 4/17	125.01	Paid by Check # 662871		05/01/2017	05/12/2017	05/12/2017		05/12/2017	30.06
1429 - Gardnerville Water Company	1894	2	Paid by Check # 662871		03/31/2017	05/12/2017	05/12/2017		05/12/2017	34.96
			Account **520.090 - Water** Totals					Invoice Transactions	4	$136.63
Account **520.098 - Janitorial Services**										
27347 - A+ Janitorial Service	TOG0317	G'VILLE	Paid by Check # 662240		04/19/2017	04/28/2017	04/28/2017		04/28/2017	100.00
27347 - A+ Janitorial Service	TOG0417	G'VILLE	Paid by Check # 663087		05/08/2017	05/19/2017	05/19/2017		05/19/2017	150.00
			Account **520.098 - Janitorial Services** Totals					Invoice Transactions	2	$250.00
Account **520.136 - Rents & Leases Equipment**										
4753 - Ricoh USA Inc	5048296257	16769392	Paid by Check # 663298		05/01/2017	05/19/2017	05/19/2017		05/19/2017	66.92
			Account **520.136 - Rents & Leases Equipment** Totals					Invoice Transactions	1	$66.92
Account **520.155 - Licensing**										
12997 - Do Co Procurement Program	4-17 LOUTHAN	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	8.00
12997 - Do Co Procurement Program	4-17 TUTHILL	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	7.00
			Account **520.155 - Licensing** Totals					Invoice Transactions	2	$15.00
Account **520.187 - Internet Expense**										
32036 - Spectrum Business	0012509 5/17	8354110060012509	Paid by Check # 663033		05/02/2017	05/12/2017	05/12/2017		05/12/2017	64.99

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/28/17 - 05/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.187 - Internet Expense**										
32036 - Spectrum Business	0598044 5/17	8354110060598044	Paid by Check # 663034		04/28/2017	05/12/2017	05/12/2017		05/12/2017	34.99
				Account **520.187 - Internet Expense** Totals				Invoice Transactions 2		$99.98
Account **520.197 - Landfill Expense**										
15853 - Carson City Landfill	228079 4-17	228079	Paid by Check # 663137		05/01/2017	05/19/2017	05/19/2017		05/19/2017	13,402.06
9016 - Douglas Disposal Inc	40990612 4/17	40990612	Paid by Check # 663176		05/01/2017	05/19/2017	05/19/2017		05/19/2017	10,463.38
				Account **520.197 - Landfill Expense** Totals				Invoice Transactions 2		$23,865.44
Account **521.135 - Legal-Collection Cost**										
2549 - Dallaire Tom-Petty Cash	4-17 G'VILLE	PETTY CASH	Paid by Check # 662282		04/13/2017	04/28/2017	04/28/2017		04/28/2017	14.00
2248 - National Business Factors Inc	3-17 G'VILLE	G'VILLE	Paid by Check # 662618		03/31/2017	05/05/2017	05/05/2017		05/05/2017	92.16
2549 - Dallaire Tom-Petty Cash	5-17 G'VILLE	PETTY CASH	Paid by Check # 663482		05/17/2017	05/26/2017	05/26/2017		05/26/2017	42.00
				Account **521.135 - Legal-Collection Cost** Totals				Invoice Transactions 3		$148.16
Account **532.003 - Gas & Oil**										
3814 - Flyers Energy LLC	CFS1406236	8308	Paid by Check # 662555		04/15/2017	05/05/2017	05/05/2017		05/05/2017	875.81
3814 - Flyers Energy LLC	CFS1415513	8308	Paid by Check # 663191		04/30/2017	05/19/2017	05/19/2017		05/19/2017	865.09
				Account **532.003 - Gas & Oil** Totals				Invoice Transactions 2		$1,740.90
Account **532.028 - Uniforms**										
5785 - Alsco Inc	LREN1242879	000330	Paid by Check # 662485		04/04/2017	05/05/2017	05/05/2017		05/05/2017	4.39
5785 - Alsco Inc	LREN1244943	000330	Paid by Check # 662485		04/04/2017	05/05/2017	05/05/2017		05/05/2017	4.39
5785 - Alsco Inc	LREN1246946	000330	Paid by Check # 662485		04/04/2017	05/05/2017	05/05/2017		05/05/2017	4.39
5785 - Alsco Inc	LREN1248967	000330	Paid by Check # 662485		04/04/2017	05/05/2017	05/05/2017		05/05/2017	4.39
				Account **532.028 - Uniforms** Totals				Invoice Transactions 4		$17.56
Account **532.056 - Subscriptions**										
12997 - Do Co Procurement Program	4-17 DALLAIRE	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	123.50
				Account **532.056 - Subscriptions** Totals				Invoice Transactions 1		$123.50
Account **533.800 - Office Supplies**										
2549 - Dallaire Tom-Petty Cash	4-17 G'VILLE	PETTY CASH	Paid by Check # 662282	3-15	04/13/2017	04/28/2017	04/28/2017		04/28/2017	10.00

Accounts Payable by G/L Distribution Report

G/L Date Range 04/28/17 - 05/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **533.800 - Office Supplies**										
18821 - Fastenal Industrial/Cons Suppl	NVMIN62324	NVMIN0011	Paid by Check # 662303		04/17/2017	04/28/2017	04/28/2017		04/28/2017	37.24
8479 - Tahoe Supply Co	653098	TOWNGV	Paid by Check # 663049		04/27/2017	05/12/2017	05/12/2017		05/12/2017	106.15
12997 - Do Co Procurement Program	4-17 LOUTHAN	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	92.34
				Account **533.800 - Office Supplies** Totals				Invoice Transactions	4	$245.73
Account **533.806 - Software**										
16648 - E Squared C Inc	44069	G'VILLE	Paid by Check # 662856		05/01/2017	05/12/2017	05/12/2017		05/12/2017	37.50
				Account **533.806 - Software** Totals				Invoice Transactions	1	$37.50
Account **562.000 - Capital Projects**										
12997 - Do Co Procurement Program	4-17 DALLAIRE	G'VILLE	Paid by Check # 663170		04/27/2017	05/19/2017	05/19/2017		05/19/2017	112.75
				Account **562.000 - Capital Projects** Totals				Invoice Transactions	1	$112.75
				Department **925 - Health & Sanitation** Totals				Invoice Transactions	95	$35,963.93
				Fund **611 - Gardnerville Health & San** Totals				Invoice Transactions	95	$35,963.93
				Grand Totals				Invoice Transactions	229	$80,967.68

* = Prior Fiscal Year Activity

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Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action</u>: Approve Heritage Park Use application for High Sierra Fellowship on June 18, 2017 from 8:00 a.m. to 3:00 p.m.**

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: June 6, 2017 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

5/18/17 emailed Carol - $300 deposit? yes
- $1 mill ~~depo~~ ins? yes
- board approval? yes
$ 175 usage yes
non-profit ltr yes

Town of Gardnerville Nevada

Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
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): May 18, 2017

Organization: High Sierra Fellowship Corporation: Yes____ No____
(If a corporation, a copy of the **Articles of Incorporation must be attached**)

Contact Person: Steve Stockwell email: admin@hsfellowship.org

Home/Cell Phone: 775-781-6813 Business Phone: 775-782-7486 Fax: 775-392-2277

Mailing Address: P O Box 279 Gardnerville, NV 89410
(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:
n/a

(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):
n/a

(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.:
Father's Day Church Service & BBQ

Event date(s): June 18,2017 Event hours (including set up & tear down): 8:00 am - 3:00 pm

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:

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:
300

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: State Farm Phone: 775-782-5102
(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)

Is a fee charged to attend the event: Yes____ No____
Is food being served: Yes____ No____ If yes, Health Permit #_____
Will alcohol be sold or served: Yes____ No____ Liquor licenses/permits may be required
Will there be band or amplified music: Yes____ No____
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes____ No____
If yes, specify quantity, dimensions, etc:
1 - 20 ft x 40 ft Shade Canopy NO STAKES

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger *than 20'x20'* may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

1 dumpster and 2 port-a-potty

(Groups of 50 or more are require to pay a minimum of one $25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

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

Water needed to fill 55 gallon drums for 20 ft x 40 ft shade canopy

(Town's water coupler is available if you use hoses for water)

Other Town services, if required:

Electrical needed on pavilion for sound equipment

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area: Park, Street and dirt lot (we are the owner's of property)
(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property *and may not be used for parking unless a letter of owner's permission is* submitted)

Fire/Emergency Medical Services Plan:

n/a

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

n/a

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

Event Layout: All 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.**

A copy of the approved form MUST be at the event

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 limi*ted 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 receiv*ed 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:

Signature	Printed Name	Date
Steve Stockwell	Steve Stockwell	May, 18, 2017

(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 $ 175 **Date:** 5/24/17 CK# 10205

Park Deposit $300 **Paid $** 300 — **Date:** 5/24/17 ck# 10205
Dumpster $25/each **Paid $**_____ **Date:**_____
Additional Fees/Description **$** -0-
Deposit Refunded **Paid $**_____ **Date:**_____ **Facility Reviewed:**_____

Street Closure:
Application Fee $100 **Paid $** N/A **Date:**_____

Scheduled for Town Board Agenda: 6/6/17 **Approved:**_____
Scheduled for Douglas County Commissioner Agenda: N/A **Approved:**_____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/24/2017

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

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

PRODUCER

John Scott
State Farm Insurance Co.
1476 US Highway 395 N
Gardnerville, NV 89410

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

High Sierra Fellowship
PO Box 279
Gardnerville, NV 89410-0279

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y		98-CU-6867-5	03/01/2017	03/01/2018	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] HIRED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Special Event for High Sierra Fellowship @ Heritage Park Facility, 1447 Courthouse St., Gardnerville, NV 89410. This event will take place on June 18, 2017 from 8:00 AM to 3:00 PM which includes church service and a barbecue.
The Certificate Holder is an additional insured with respects to the insured using the certificate holder's facility for the above event.

CERTIFICATE HOLDER

Town of Gardnerville
1407 Highway 395
Gardnerville, NV 89410

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Virginia B. Lugone

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91754

DEPARTMENT OF THE TREASURY

Date: AUG. 12, 1991

HIGH SIERRA FELLOWSHIP
C/O ROY T COLLIER JR
851 MISSION AVE
GARDNERVILLE, NV 89410

Employer Identification Number:
88-0268306
Case Number:
951192090
Contact Person:
DANIEL HUMM
Contact Telephone Number:
(213) 725-6619

Accounting Period Ending:
December 31
Form 990 Required:
No
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. This does not apply, however, if you make or have made a timely election under section 3121(w) of the Code to be exempt from such tax. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circum-

4-7

HIGH SIERRA FELLOWSHIP

stances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed $5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Michael J. Quinn

Michael J. Quinn

DISTRICT DIRECTOR

4-8

Letter 947(CG)

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action</u>: Approve Street Closure application for Eddy Street Vintage Market's Artisans & Antiques 2017 event scheduled for August 19, 2017, 7:00 a.m. – 7:00 p.m.**

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: June 6, 2017 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

INS. Attached

RECEIVED
MAY 17 2017
By $100 CK#190

Town of Gardnerville Nevada

Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
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): May 17, 2017

Organization: Eddy Street Vintage Market Corporation: Yes____ No X
(If a corporation, a copy of the **Articles of Incorporation must be attached**)

Contact Person: Meredith Fischer email: meredith@eddystreetvintagemarket.com

Home/Cell Phone: 775-230-1101 Business Phone: SAME Fax: N/A

Mailing Address: 1235 Eddy St Gardnerville, NV 89410
(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 X
If Heritage Park but not exclusive use, describe which area of park is being requested:

Requesting: **Street Closure** X Street(s) proposing to be closed: Eddy Street

(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.: Artisans + Antiques 2017

Event date(s): Aug 19 Event hours (including set up & tear down): 7am - 7pm

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

If non-profit event, describe who benefits from proceeds of event:

N/A

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:

400

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier:_____ Phone:_____

(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)

Is a fee charged to attend the event: Yes_____ No X

Is food being served: Yes_____ No_____ If yes, Health Permit #_____

Will alcohol be sold or served: Yes_____ No_____ Liquor licenses/permits may be required

Will there be band or amplified music: Yes X No_____

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

If yes, specify quantity, dimensions, etc:

(3) 10 x 20

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger *than 20'x20'* may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

(Groups of 50 or more are require to pay a minimum of one $25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

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

(Town's water coupler is available if you use hoses for water)

Other Town services, if required:

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area:_____

(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property *and may not be used for parking unless a letter of owner's permission* is submitted)

Fire/Emergency Medical Services Plan:

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

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

Event Layout: All 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.**

A copy of the approved form MUST be at the event

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:

Signature	Printed Name	Date
Meredith Fischer	Meredith Fischer	5/17/17
[illegible]	Derek Achelpohl	5/17/17

(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 $_____ Date:_____

Park Deposit $300 **Paid $_____ Date:_____**
Dumpster $25/each **Paid $_____ Date:_____**
Additional Fees/Description **$_____**
Deposit Refunded **Paid $_____ Date:_____ Facility Reviewed:_____**

<u>Street Closure:</u>
Application Fee $100 **Paid $** 100.00 **Date:** 5/17/17 CK# 190

Scheduled for Town Board Agenda:_____ Approved:_____
Scheduled for Douglas County Commissioner Agenda:_____ Approved:_____

FISCH-1 OP ID: JR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/17/2017

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

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

PRODUCER
Nevada Insurance Agency Co.
3724 Lakeside Dr. # 100
Reno, NV 89509
Mike Schellin

CONTACT NAME: Jeri Rosselli
PHONE (A/C, No, Ext): 775-323-5126 FAX (A/C, No): 775-323-3540
E-MAIL ADDRESS: jeri@niacnv.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Ohio Security Ins Co.	24082
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Meredith Fischer
1235 Eddy St
Gardnerville, NV 89410

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		BZS56649120	06/12/2017	06/12/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 8/19/17-SPECIAL EVENT FOR ARTISANS & ANTIQUES, 1235 EDDY ST, GARDNERVILLE, NV 89410. CERTIFICATE HOLDER IS ADDITIONAL INSURED WITH RESPECTS TO THE INSURED USING THE CERTIFICATE HOLDERS FACILITY FOR THE ABOVE EVENT.

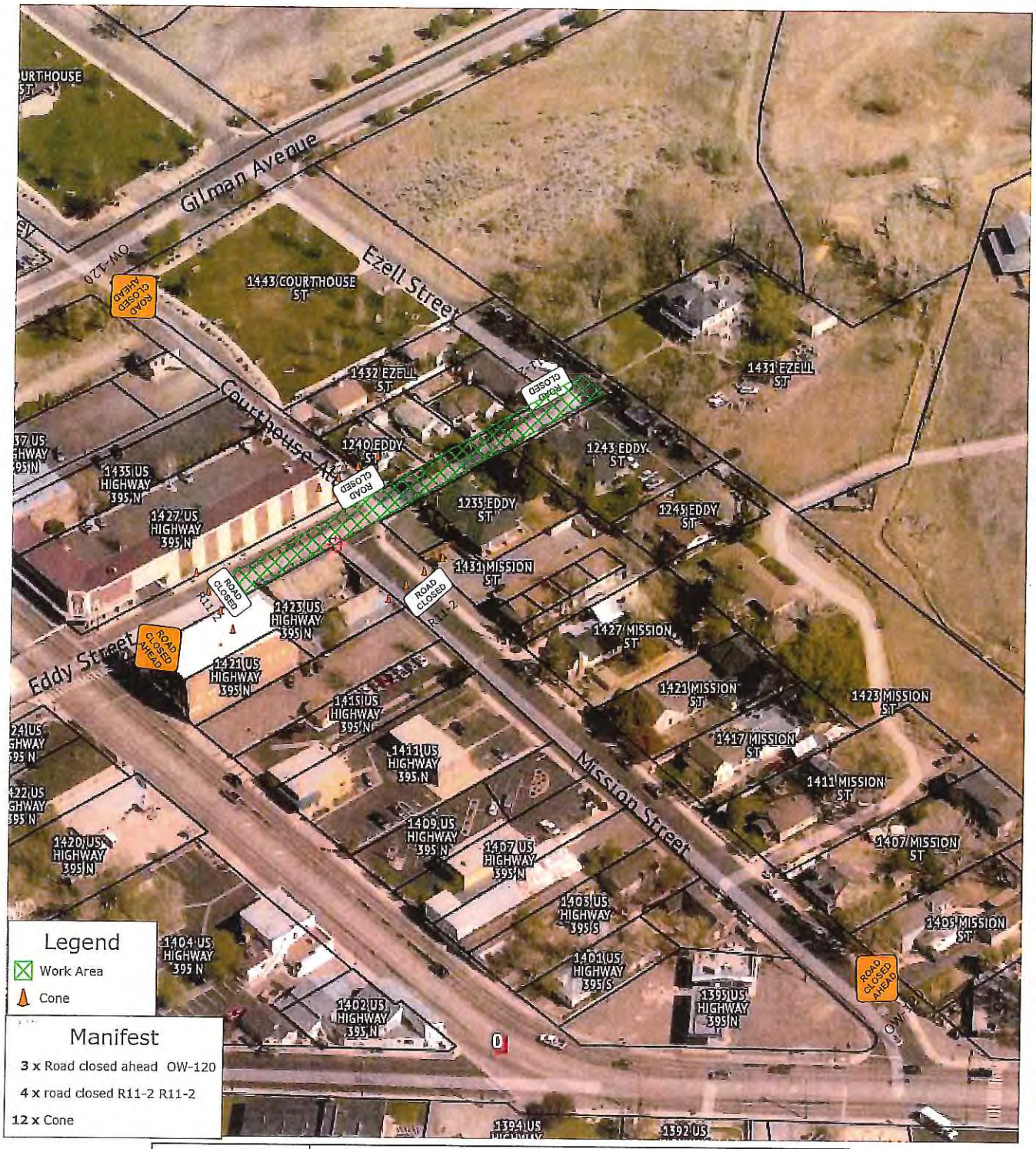
CERTIFICATE HOLDER

TOWN OF GARDNERVILLE
1407 HWY 395
GARDNERVILLE, NV 89410

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Jeri L Rosselli



Date: 5/9/2017 **Author:** LaCost **Project:** Eddy Closure

Comments:

Road Closure August 19th, 2017

Town of Gardnerville Nevada Est. 1879

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action</u>: Approve Heritage Park Use application for Heritage Park for the July 4th concert by the Carson Valley Pops Orchestra, town will provide the speakers for the use of the concert and provide the shade tent to be used for the fun run and the concert seating event.**

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: June 6, 2017 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

Town of Gardnerville Nevada

RECEIVED
By

Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
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): 5-27-2017

Organization: Carson Valley Pops Orchestra, Inc. Corporation: Yes ● No____
(If a corporation, a copy of the **Articles of Incorporation must be attached**)

Contact Person: Judy M. Sheldrew email: jsheldrew0825@charter.net

Home/Cell Phone: 775-720-3351 Business Phone:_____ Fax:_____

Mailing Address: P.O. Box 512, Minden, NV 89423
(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:_____

_____

(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.:
Fourth of July Patriotic Concert

_____

Event date(s): 7-4-2017 Event hours (including set up & tear down): 10:00 a.m. - 2:00 p.m.

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:
No admission charge

_____

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: Information will follow Phone:

(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)

Is a fee charged to attend the event: Yes_____ No_____
Is food being served: Yes_____ No_____ If yes, Health Permit #_____
Will alcohol be sold or served: Yes_____ No_____ Liquor licenses/permits may be required
Will there be band or amplified music: Yes_____ No_____
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes_____ No _____
If yes, specify quantity, dimensions, etc:
The Orchestra will have canopies to cover sound system, etc. If possible, we request tents be provided to Town to protect audience members from weather conditions. Individuals may bring tents, canopies

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger *than 20'x20'* may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

Orchestra will provide chairs for performers and will remove after the concert.

(Groups of 50 or more are require to pay a minimum of one $25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

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

(*Town's water coupler* is available if you use hoses for water)

Other Town services, if required:

We will need to coordinate sound system with Town Staff prior to event.

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area:

(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property *and may not be used for parking unless a letter of owner's permission is* submitted)

Fire/Emergency Medical Services Plan:

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

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

Event Layout: All 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.**

A copy of the approved form MUST be at the event

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 Garduerville, 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 limi*ted 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-uamed 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:

Signature	Printed Name	Date
Judy M Sheldrew	Judy M. Sheldrew	5/28/17
Margaret J Biggs	MARGARET J BIGGS	5/28/17
Kas Monson	KAS MONSON	5/28/17

(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 $_____ Date:_____

Park Deposit $300 **Paid $_____ Date:_____**
Dumpster $25/each **Paid $_____ Date:_____**
Additional Fees/Description **$_____**
Deposit Refunded **Paid $_____ Date:_____ Facility Reviewed:_____**

<u>Street Closure:</u>
Application Fee $100 **Paid $_____ Date:_____**

Scheduled for Town Board Agenda:_____ Approved:_____
Scheduled for Douglas County Commissioner Agenda:_____Approved:_____

FILED # C8423-99

APR 06 1999

IN THE OFFICE OF
DEAN HELLER SECRETARY OF STATE

Carson Valley Pops Orchestra

A Nevada Non-Profit Corporation

Articles Of Incorporation

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned have this day formed a non-profit corporation for the transaction of business, and the promotion and conduct of the objects and purposes hereinafter stated, under and pursuant to Chapter 82 of the laws of the State of Nevada.

I DO HEREBY CERTIFY:

1. **NAME.** The name of the corporation, which is hereinafter referred to as "the corporation", is:

CARSON VALLEY POPS ORCHESTRA

1. 2. **REGISTERED OFFICE.** The registered office of the corporation and the resident agent in charge thereof shall be:

JONI LITA NAVES-NEAL
1414 Honeybee Lane
Post Office Box 193
Minden, Nevada 89423

Offices for the transaction of any business of the corporation and where the meetings of the Board of Trustees may be held, and where the books of the corporation may be kept, may be established and maintained in any other part of the State of Nevada, or in any other state, territory or possession of the United States of America, the District of Columbia, or in any foreign country.

3. **NON-PROFIT CORPORATION.** The corporation shall be a non-profit corporation. The corporation shall issue no capital stock.

4. **PURPOSE.** The corporation is organized and shall be operated as a non-profit organization. It is intended that the corporation shall operate within the meaning of Section

03/31/1999 09:54A KB25 FY99-000-57943

HERMAN G. HERBIG
ATTORNEY AT LAW - MINDEN, NEVADA
702-782-4003

6-6

501(c)(3) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder as they now exist, or may be hereafter amended.

The corporation is organized and operated exclusively for religious, charitable and educational purposes. The corporation may engage in activities for the prevention of cruelty to children and animals. No part of the net earnings of the corporation may inure to the benefit of any private individual. The corporation may not, except to an insubstantial degree, carrying on of propaganda, or otherwise attempt to influence legislation. The corporation shall not participate in, or intervene in, including the publishing or distributing of statements, any political campaigns on behalf of or in opposition to any candidate for public office.

The corporation may engage in any lawful activity in furtherance of these purposes.

5. TRUSTEES. The governing board of this corporation shall be known as Trustees, and the number of trustees may from time to time be increased or decreased in such a manner as shall be provided by the bylaws of this corporation and the laws of the State of Nevada. The names and post office addresses of the members of first board of trustees, which shall be three (3) trustees in number, are:

DANIEL YALE	1782 Bougainvillea Drive	Minden, Nevada 89423
CECILIA GEORGETTE YALE	1782 Bougainvillea Drive	Minden, Nevada 89423
BRIAN FARNON	Post Office Box 193	Minden, Nevada 89423

The Board of Trustees shall have the power and authority to make and alter, or amend, the bylaws, to fix the amount in cash or otherwise to be reserved as working capital, and to authorize and cause to be executed the mortgages and liens upon property and franchises of the corporation.

The corporation shall indemnify each present and future officer and trustee of the corporation and each person who serves at the request of the corporation as an officer or trustee of any other corporation, whether or not such person is also an officer or trustee of the corporation, against all costs, expenses and liabilities, including the amounts of judgments, amounts paid in compromise settlements and amounts paid for services of counsel and other related expenses, which may be incurred by or imposed on him or her in connection with any claim, action, suit, proceeding, investigation or inquiry hereafter made, instituted or threatened in which he or she may be involved as a party or otherwise by reason of any past or future action taken or authorized and approved by him or her or any omission to act as such officer or trustee, at the time of the incurring or imposition of such costs, expenses, or liabilities, except such costs, expenses or liabilities as shall relate to matters as to which he or she shall in such action, suit or proceeding, be finally adjudged to be liable by reason of his or her negligence or willful misconduct toward the corporation or such other corporation in the performance of his duties as such officer or trustee. As to whether or not a trustee or officer was liable by reason of his or her negligence or willful misconduct toward the corporation or such other corporation in the performance of his duties as such officer or trustee, in the absence of such final adjudication of the existence of liability, the Board of Trustees and each officer and trustee may conclusively rely upon an opinion of legal counsel selected by or in the manner designated by the Board of Trustees.

The foregoing right of indemnification shall not be exclusive of other rights to which any such officer or trustee may be entitled as a matter of law or otherwise, and shall inure to the benefit or the heirs, executors, administrators and assigns of each officer or trustee.

Authority is hereby granted to the members of this corporation to vote to change, from time to time, the authorized number of trustees of this corporation by a duly adopted amendment to the bylaws of this corporation.

7. **INCORPORATOR**. The name and post office address of the incorporator signing these Articles of Incorporation is Joni Lita Naves-Neal, P. O. Box 193, Minden, Nevada 89423

8. **PERIOD OF EXISTENCE.** The corporation shall have perpetual existence.

THE UNDERSIGNED, being the original incorporator hereinbefore named, for the purpose of forming a non-profit corporation to do business both within and without the State of Nevada, and in pursuance of the non-profit corporation law of the State of Nevada, does make and file this certificate, hereby declaring and certifying that the facts hereinabove stated are true, and accordingly have hereunto set my hand.

DATED AND DONE March 23, 1999.

JONI LITA NAVES-NEAL

Notarial Acknowledgement

STATE OF NEVADA, DOUGLAS COUNTY: ss.

On March 23, 1999, before me, the undersigned Notary Public, personally appeared
JONI LITA NAVES-NEAL
☒ personally known to me as such **OR**
☐ proven to me as such by satisfactory evidence
to be the person whose name is subscribed to the within Articles of Incorporation, and who acknowledged to me that he executed the same freely and voluntarily and for the uses and purposes therein mentioned.

HERMAN G. HERBIG
Notary Public - Nevada
Douglas County
92-1316-5
My Appointment Expires August 14, 2000

NOTARY PUBLIC – STATE OF NEVADA

Certificate of Acceptance of Appointment by Resident Agent

I, JONI LITA NAVES-NEAL, hereby certify that on March 23, 1999, I, accepted the appointment as Resident Agent of **CARSON VALLEY POPS ORCHESTRA** in accordance with the provisions of NRS 78.090. Furthermore, that the registered office in this State is located at:

1414 Honeybee Lane
P. O. Box 193
Minden, NV 89423

IN WITNESS WHEREOF, I have set my hand March 23, 1999.

(25)

DEAN HELLER
Secretary of State

202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684 5708

Nonprofit Amendment
PURSUANT TO NRS 81.410, 82.356

Office Use Only: FILED # C-8142-99

OCT 11 2002

IN THE OFFICE OF
DEAN HELLER, SECRETARY OF STATE

Important: Read attached instructions before completing form.

Certificate of Amendment to Articles of Incorporation
For Nonprofit Corporations
(NRS Chapters 81.010, 81.410, 81.170 and 82.356 - After First Meeting of Directors)
- Remit in Duplicate -

1. Name of corporation: CARSON VALLEY POPS ORCHESTRA

2. The articles have been amended as follows (provide article numbers, if available):

CHANGE: #2 New Resident Agent-Claudette Springmeyer

ADD: Section # 9- "DISSOLUTION: Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose."

3. The directors (or trustees) and the members, if any, and such other persons or public officers, if any, as may be required by the articles have approved the amendment. The vote by which the amendment was adopted by the directors and members, if any, is as follows: directors 5, and members 7.*

4. Officers Signatures (Required):

Cathie A. Kite — **Chairman of the Board or President or Vice President**

and

Debra S York — **Secretary or Assistant Secretary**

(If corporation is governed by NRS 81.010 or 81.410, only one officer's signature is required.)

*A majority of a quorum of the voting power of the members or as may be required by the articles, must vote in favor of the amendment. If any proposed amendment would alter or change any preference or any relative or other right given to any class of members, then the amendment must be approved by the vote, in addition to the affirmative vote otherwise required, of the holders of a majority of a quorum of the voting power of each class of members affected by the amendment regardless of limitations or restrictions on their voting power.

FILING FEE: $25.00

IMPORTANT: Failure to include any of the above information and remit the proper fees may cause this filing to be rejected.

10/08/2002 11:51A MLR55 FY03-000-25519

6-10

DEAN HELLER
Secretary of State

202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684 5708

Certificate of Acceptance of Appointment by Resident Agent

Office Use Only:

FILED # C 8143-99

OCT 11 2002

IN THE OFFICE OF
DEAN HELLER, SECRETARY OF STATE

General instructions for this form:
1. Please print legibly or type; Black Ink Only.
2. Complete all fields.
3. Ensure that document is signed in signature field.

In the matter of **Carson Valley Pops Orchestra**
(Name of business entity)

I, **Claudette Springmeyer**
(Name of resident agent)

, hereby state that on **August 5,2002**
(Date)

I accepted the appointment as resident agent for the above named business entity.

The street address of the resident agent in this state is as follows:

1561 4th Street
Physical Street Address

Suite number

Minden
City

, **NEVADA**

89423
Zip Code

Optional:

PO Box 1744
ADDITIONAL MAILING ADDRESS

Minden
CITY

NV
STATE

ZIP

C Springmeyer
Authorized Signature of Resident Agent or Resident Agent Company

Date

6-11

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

MAR 24 2004

Date:

Employer Identification Number:
88-0422815
DLN:
17053059793034
Contact Person:
GERRY R McLAUGHLIN ID# 31115
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

CARSON VALLEY POPS ORCHESTRA
PO BOX 2251
MINDEN, NV 89423-0000

Dear Applicant:

Our letter dated June 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

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CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company ☐
American Family Mutual Insurance Company if selection box is not checked.
6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address
Carson Valley Pops Orchestra
Paul Jorgensen
PO Box 512
Minden, NV 89423

Agent's Name, Address and Phone Number (Agt./Dist.)
John Michael Eddy
1560 Us Highway 395 N Ste A
Minden, NV 89423
(775) 783-9422 (002/601)

This certificate 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 listed below.

COVERAGES

This is to certify that 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.

TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE EFFECTIVE (Mo, Day, Yr)	POLICY DATE EXPIRATION (Mo, Day, Yr)	LIMITS OF LIABILITY		
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence	$	,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence	$	,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence	$	,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence	$	,000
				Farm Employer's Liability Each Occurrence	$	,000
Workers Compensation and Employers Liability †				Statutory		**********
				Each Accident	$	,000
				Disease - Each Employee	$	,000
				Disease - Policy Limit	$	,000
General Liability ☒ Commercial General Liability (occurrence) ☐ ☐	27-X12701-02	06/30/2017	06/30/2018	General Aggregate	$	2,000,000
				Products - Completed Operations Aggregate	$	2,000,000
				Personal and Advertising Injury	$	1,000,000
				Each Occurrence	$	1,000,000
				Damage to Premises Rented to You	$	100,000
				Medical Expense (Any One Person)	$	5,000
Businessowners Liability				Each Occurrence††	$	,000
				Aggregate††	$	,000
Liquor Liability				Common Cause Limit	$	,000
				Aggregate Limit	$	,000
Automobile Liability ☐ Any Auto ☐ All Owned Autos ☐ Scheduled Autos ☐ Hired Auto ☐ Nonowned Autos ☐				Bodily Injury - Each Person	$	,000
				Bodily Injury - Each Accident	$	,000
				Property Damage	$	,000
				Bodily Injury and Property Damage Combined	$	,000
Excess Liability ☐ Commercial Blanket Excess ☐				Each Occurrence/Aggregate	$	,000

Other (Miscellaneous Coverages)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS

RE: Special Event for Carson Valley Pops Orchestra concert July 4th 2017 @ Heritage Park Facility 1447 Courthouse St. Gardnerville, NV 89410. The certificate holder is an additional insured with respects to the insured using the certificate holder's facility for the above event.

†The individual or partners shown as insured elected to be covered under this policy. ☒ Have ☐ Have not

††Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.

CERTIFICATE HOLDER'S NAME AND ADDRESS

TOWN OF GARDNERVILLE
1407 US HWY 395 N
GARDNERVILLE, NV 89410

CANCELLATION

☐ Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail *(30 days) written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown.

☒ This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.

DATE ISSUED	AUTHORIZED REPRESENTATIVE
06/02/2017	John M Eddy

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action</u>: Discussion on providing a letter of support for the conservation easement for the Dangberg Home Ranch a 1,373 acres, and for the conservation easement for the Van Sickle Station Ranch, 419 acres preserving the open ranch land and operations for 160 years, presentation by Jacques Etchegoyhen, Legacy Land and Water; with public comment prior to board action.**

2. **Recommended Motion: Approve the letter of support for conservation easement of the 1,373 acre Dangberg Home Ranch, and the 419 area Van Sickle Station Ranch.**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: June 6, 2017 Time Requested: 15 minutes**

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

Background Information: Last April the town board heard a portion of this proposal for the conservation of the Park Land Holdings. The proposed easement was reduced in size for this proposal. The Van Sickle Station easement is a new proposal to the Town Board, but is important to the community.

7. **Other Agency Review of Action: ☑ Douglas County ☐ N/A**
   Douglas County Provided letters of support.

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Town of Gardnerville Est. 1879 Nevada

April 19, 2016

Attn: Jacques Etchegoyhen
Legacy Land and Water
PO Box 398
Minden, NV 89423

RE: Gardnerville Town Board Support SNPLMA Round 17 Nomination/ Van Sickle Station Ranch.

The Gardnerville Town Board heard your conservation easement presentation proposing the conservation of 1,373 acres of agricultural land adjacent to the Carson River spanning from Highway 88 to Muller Lane. The proposed easement is located within the 500 and 100 year flood plain in the heart of the Carson Valley adjacent to an existing residential development, preserving and protecting the natural resources, culture, and heritage of the Dangberg family, while maintaining the rural character of Douglas County. Protecting the ranch will ensure the ranch's agricultural viability and heritage for generations to come.

The Gardnerville Town Board voted unanimously for their support of the application for the Van Sickle Station for the conservation easement application to the Bureau of Land Management, using the Southern Nevada Public Land Management Act Authorization, which enabled southern Nevada developers to purchase BLM property in Las Vegas Basin to provide funding for conservation easements in other parts of the State of Nevada.

The Gardnerville Town Board urges the BLM to support this critical conservation easement project in the heart of the Carson Valley for the SNPLMA Round 17 process.

Ken Miller
Chairman

Cassandra Jones, Esq.
Vice-Chairwoman

Linda Slater
Board Member

Lloyd Higuera
Board Member

Mary Wenner,
Board Member

7-2

Town of Gardnerville Est. 1879 Nevada

June 6, 2017

Attn: Jacques Etchegoyhen
Legacy Land and Water
PO Box 398
Minden, NV 89423

RE: Gardnerville Town Board Support SNPLMA Round 17 Nomination/Dangberg home Ranch.

The Gardnerville Town Board heard your conservation easement presentation proposing the conservation of 1,373 acres of agricultural land adjacent to the Carson River spanning from Highway 88 to Muller Lane. The proposed easement is located within the 500 and 100 year flood plain in the heart of the Carson Valley adjacent to an existing residential development, preserving and protecting the natural resources, culture, and heritage of the Dangberg family, while maintaining the rural character of Douglas County. Protecting the ranch will ensure the ranch's agricultural viability and heritage for generations to come.

The Gardnerville Town Board voted unanimously for their support of the application for the Dangberg Home Ranch conservation easement to the Bureau of Land Management, using the Southern Nevada Public Land Management Act Authorization, which enables southern Nevada developers to purchase BLM property in Las Vegas Basin to provide funding for conservation easements in other parts of the State of Nevada.

The Gardnerville Town Board urges the BLM to support this critical conservation easement project in the heart of the Carson Valley for the SNPLMA Round 17 process.

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

7-3

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action</u>: Approve the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of $23,297.77 for fiscal year 2017-2018, with public comment prior to Board action.**

2. **Recommended Motion: Approve the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and authorize the payment of $23,297.77 for fiscal year 2017-2018**

   Funds Available: ☑ Yes (Budgeted $27,000 total) ☐ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

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

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

Background Information: This fiscal year payment was $21,849.29. The County pulled the Worker's Comp portion PACT, from the POOL/PACT and has gone self-funded now with workman's comp. The town liability insurance increased slightly this year by $1,448.48. See attached report.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Warren Reed Insurance, Inc.
1521 Highway 395 North
Gardnerville, NV 89410
Phone: 775-782-2277 Fax: 775-782-7387

INVOICE NO. 14742

ACCOUNT NO.	OP	DATE
GARDN-4	DR	06/01/2017

Commercial Package

POLICY #
NPAIP201718

COMPANY
Willis Pooling

PRODUCER
Alan G. Reed

EFFECTIVE	EXPIRATION	BALANCE DUE ON
07/01/2017	07/01/2018	07/01/2017

Town of Gardnerville
Tom Dallaire
1407 Hwy 395
Gardnerville, NV 89410

Itm #	Eff Date	Type	Description	Amount
280483	07/01/17	PCKG	2017/18 POOL Policy	$23,297.77

Invoice Balance: $23,297.77

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*** PLEASE RETURN ONE COPY WITH YOUR REMITTANCE ***

POOL POLICY PREMIUM 2016-2017

Pool Loss Fund Contribution	$21,849.29
Coverage and Related Administrative Costs	
Boiler and Machinery	Included
Total Program Costs	$21,849.29
Maintenance Deductible	$500 Applies to each Loss

POOL POLICY PREMIUM 2017-2018

Pool Loss Fund Contribution & Coverage and Related Administrative Costs	$23,297.77
Boiler and Machinery	Included
Total Program Costs	$23,297.77
Maintenance Deductible	$500 Applies to each Loss

DIFFERENCE IN PREMIUM $1,448.48

Dear POOL Member:

Thank you for your renewed commitment to the Nevada Public Agency Insurance Pool (POOL). In 1987, four Nevada counties formed their own risk sharing pool and now thirty years later, the vast majority of Nevada's rural public entities remain committed to each other and the mission of their risk pool organization.

We are pleased to provide this Member Coverage Summary for your review. We continue to excel and provide an unparalleled level of service to our members. Our mission seeks to help members manage their risks so they can serve the public effectively.

The POOL Board is comprised of an impressive group of dedicated, hardworking, and ethical Member leaders focused on risk management. They continue to do a superb job of representing the interests of the Member-owners of POOL.

Our members continue to see great value in being part of the POOL because of the extensive services, thus membership retention remains strong. We encourage you to discuss the services we offer with your insurance agent, a valued partner in the POOL program. Details on the financial performance and the services we offer are available on our website at www.poolpact.com.

If you have any questions, please call us toll free: (877) 883-7665 or (775) 885-7475.

Sincerely,

Wayne Carlson
Executive Director
Nevada Public Agency Insurance Pool

NEVADA PUBLIC AGENCY INSURANCE POOL (POOL)
COVERAGE SUMMARY

RENEWAL PROPOSAL	COVERAGE PERIOD	NAMED ASSURED	MAINTENANCE DEDUCTIBLE
	07/01/2017 – 07/01/2018 - Standard Time	Gardnerville, Town of	$ 500 all perils each and every loss

PROPERTY LIMITS

Blanket Limit per schedule of locations on file with POOL subject to a maximum limit of $300,000,000 per loss.

The following sub-limits apply to Section V. C. Extensions of Property Coverage:

Accounts Receivable	$5,000,000 per loss
Arson Reward	10% up to $25,000 per loss
Earthquake	$150,000,000 aggregate
Flood	$150,000,000 aggregate $25,000,000 aggregate - Flood Zone A
Equipment Breakdown	$100,000,000 per loss
Loss of Income & Extra Expense	included
Hazardous Substance Coverage	$250,000 per loss
Spoilage Coverage	$250,000 per loss
Data Restoration	$100,000 per loss
Expediting Expenses	$25,000 per loss
Unintentional Errors and Omissions	$5,000,000 per loss
Money and Securities	$500,000 per loss
Transmission Facilities	$100,000 per loss
Vehicle Replacement	Per Attachment E, if applicable

LIABILITY LIMITS

The Limits of Liability are as follows:

Combined Single Limit	$10,000,000	Each Event/Each Member
Member Annual Aggregate Limit: $10,000,000		
Liability Limits are subject to sub-limits		
Includes Auto Liability, General Liability, Personal Injury Liability, Employment Practices Liability, Law Enforcement Liability and Wrongful Acts Liability		

CYBER SECURITY EVENT AND PRIVACY RESPONSE EXPENSE COVERAGE LIMITS

The Limits of Liability are as follows:

Per Cyber Security Event	$2,000,000	Each Member/Annual Aggregate
Privacy Response Expense Coverage	$500,000	

*ENVIRONMENTAL LIABILITY COVERAGE

The Limits of Liability are as follows:

Coverage A	Third Party Claims for Bodily Injury, Property Damage or Remediation Expense
Coverage B	First Party Remediation Expense
Coverage C	Emergency Response Expense
Coverage D	Business Interruption

COVERAGE	DEDUCTIBLE	EACH INCIDENT LIMIT	AGGREGATE LIMIT
A,B,C	$25,000	$2,000,000	$10,000,000

COVERAGE	DEDUCTIBLE	BUSINESS INTERRUPTION LIMIT (Days)	BUSINESS INTERRUPTION LIMIT ($)
D	3 Days	365	$2,000,000

*Coverage expansion provided by the Pool, at no charge to members.

POOL/PACT'S RISK MANAGEMENT TOOLS AND PROGRAMS

PREVENTION OF INJURY AND LOSS THROUGH RISK MANAGEMENT

POOL/PACT provides its members with a substantial array of risk management tools, policies, procedures, training, and information. The following information is designed to inform all members in general, and safety directors specifically, about the risk management programs which are designed to reduce and/or eliminate risks to the public, members, and their employees.

POOL/PACT Loss Control Committee

The Loss Control Committee is responsible identifying risks and developing, administering, and supervising risk management policy, procedure, and planning as well as developing and administering risk control techniques to reduce the frequency and severity of losses. The Committee also administers the Risk Management Grant Program.

Risk Management Grants

POOL/PACT provides funding for various risk reduction/mitigation programs.

1. Risk Management Educational Grants: The Educational Grant program may be applied for any time of the year. Funds may be used to attend a risk management seminar or conference such as AGRIP, PRIMA, PARMA, SHRM, or ASSE. These funds may also be used to host risk management-centered training at the member's location or attending web-based trainings.
2. Risk Management Grants are available for general risk management/reduction projects such as purchasing equipment that promotes employee or premises safety, purchase of equipment or materials that facilitate OSHA or other regulatory compliance.
3. Applications and further information may be found at http://www.poolpact.com/risk-grant.asp.

On-Line E-Learning Safety Courses

OSHA Rights and Responsibilities * Slips, Trips, and Falls * Office Ergonomics * MRSA Awareness in Hospitals/Corrections * Strip Search Training * The Complex Quadriplex of Lifeguard Blindness * Cyber Security Awareness * Bloodborne Pathogens * Back Safety in the Workplace * Asbestos Training * Heat-Related Illnesses * GHS Hazard Communication * Defensive Driving * OSHA Ladder Safety * Infectious Diseases in Schools * Contracting Fundamentals * Swimming Pool Safety for Employees * OSHA 30 and OSHA 10 Certifications

Site Safety Inspections, Training, and Audits

Playground & Parks Safety Surveys

Identification of hazards on public playgrounds using ASTM standards, establish a system of repair, retrofit, and/or removal of hazardous equipment.

Workstation Ergonomic Evaluations

Evaluations and education provided to decrease the risk of repetitive strain injuries caused by improper workplace set-up and/or ill-fitted workstation equipment.

Confined Space Risk Assessments

Surveys provided to support the identification and classification of confined spaces. Risk assessments conducted to determine acceptable policies, procedures, and training in compliance with OSHA's Confined Space Standards.

Facility Surveys

Surveys can be conducted to identify hazards in an effort to reduce or eliminate hazards and prevent potential loss or injury including fire and life safety, earthquake remediation, slip, trip, and fall hazards, electrical hazards, machine guarding.

Fire Extinguisher Education

The use of a fire extinguisher in the hands of a trained person can be a life and property saving tool. However, most people have not had fire extinguisher training and don't know how and when to properly use fire extinguishers. Fire extinguisher use requires a sound decision-making process and training on proper use and maintenance.

Respirator Fit Testing and Education

Respirators protect workers against insufficient oxygen environments, harmful dusts, fogs, smoke, mist, gas, vapor, and spray, which may cause cancer, lung impairment, other diseases and death. Compliance with Respiratory Protection Standards could avert hundreds of deaths and thousands of illnesses annually.

CPR/First Aid/AED Education and Training

First Aid, CPR, and Automated External Defibrillator (AED) training and certification meets the needs of workplace responders, emergency responders, and professional rescuers, school staff, and healthcare providers as well as the general public.

Accident Investigation Training

Incident and accident investigation should be an integral part of any loss control program. The unexpected actions of people, equipment, supplies, or surroundings cause most accidents. Accident investigations determine how and why these unexpected actions occur and are used to help prevent future accidents.

Back Safety and Lifting

According to the Bureau of Labor Statistics, more than one million workers suffer back injuries each year, and back injuries account for one of every five workplace injuries or illnesses. Learning proper lifting techniques and the basics of back safety can assist in prevention or reoccurrence.

Defensive and Distracted Driver Education

Defensive Driver Education ensures that participants receive the training they need to drive defensively; knowledge, skills, and perspective that will help them continue to

prevent injuries and save lives. Distracted Driver Education provides training on recognizing and avoiding unsafe driving habits. This awareness is a step in addressing and stopping deadly practices.

Workplace Violence

Workplace Violence awareness and prevention involves understanding and recognizing indicators and appropriate subsequent action plan de-escalate potentially violent situation from essential components of workplace violence prevention.

Personal Protective Equipment

Occupational Safety and Healy Administration (OSHA) requires the use of Personal Protective Equipment (PPE) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels. If PPE is to be used, a PPE program should be implemented. Such a program should address the hazards present; the selection, maintenance, and use of PPE; the training of employees; and monitoring of the program to ensure its ongoing effectiveness.

Emergency Preparedness

Emergency preparedness is designed to provide a source of information and resources for preparing for and responding to public emergencies.

OSHA Compliance Training

Hazard Communications: Chemicals pose a wide range of health and physical hazards. Hazard Communications is training designed to ensure that information about these hazards and associated protective measures are known. POOL/PACT provides members with a subscription service to *EHS/Velocity – MSDS Online*, which is an on-line service to identify, control, and monitor all on-site hazardous materials.

Blood Borne Pathogens: Participants learn how bloodborne pathogens are spread and how to prevent exposure incidents by following work practice controls. Topics include engineering controls, PPE, personal hygiene, cleaning/disinfecting equipment and supplies; and recognizing, reporting, and following up on employee exposures to infectious materials. POOL/PACT can assist a member with establishing an Exposure Safety Plan.

Lockout/Tagout Training: Lockout/Tagout training covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy, could harm employees. This standard/training establishes minimum performance requirements for the control of hazardous energy.

Electrical Safety: Working with electricity can be dangerous. Electricity can be a serious workplace hazard. Electrical Safety training is necessary to educate and protect

employees exposed to dangers such as electric shock, electrocution, fires, and exposures. POOL/PACT can also provide infrared heat inspections to discover failing electrical systems.

Safety Program and Committee Training: Generally, Nevada employers with 10 or more employees are required to have a Written Workplace Safety Program. Employers with 25 or more employees are required to have a Safety Committee. POOL/PACT can assist with review, updating, or implementing a Safety Program for any of its members.

Loss Control Excellence Program: Each member is served by a dedicated loss control representative who is available to meet with the member and explore various loss control strategies appropriate for their given operations. The Loss Control Excellence Program (LCEP) involves a rigorous review of the member's policies and procedures geared towards the reduction of loss. Members who complete the program receive a cash award and a plaque representing their commitment to implementing effective loss control measures. Additionally, upon completion of the LCEP, the member may appoint a representative to sit on the Loss Control Committee and participate in development of loss control programs.

Wellness/Health Education and Training

Diet/Nutrition/Portion Control: Portion control is an important concept when you are trying to lose weight and keep it off. Education and training can assist employees with tools to implement appropriate serving sizes.

Cardiovascular Disease and Lung Health: POOL/PACT partners with Specialty Health to identify high-risk individuals and develop a plan to address and resolve risk factors and provide multiple resources to return individuals to good health.

Stress Management: Stress management involves controlling and reducing the tension that occurs in stressful situations by making emotional and physical changes. The degree of stress and the desire to make the change will determine how much improvement takes place.

Weight and The Workforce: Understanding the importance of weight management is critical to a healthy lifestyle. Proper nutrition and diet training can greatly improve the quality of life.

Swimming Pool Safety Policies, Inspections, and Training

POOL/PACT can provide comprehensive aquatic facility and program assessments. Such assessments will assist pool directors/supervisors with maintaining proper pool documentation (permits, inspections, operations manuals, emergency procedures, operator certifications, lifeguard certifications, accident reports, and inspection logs; emergency procedure and lifeguard skill assessments; employee chemical safety training; fencing, volunteer policies, premises assessment, water chemistry, equipment inspections, ladders, steps, and boards; pool

decking review; pool safety equipment; and compliance with Nevada Administrative code. POOL/PACT also sponsors an annual Aquatics Risk Management seminar.

Law Enforcement Training and Policies

POOL/PACT has partnered with the Legal Liability Risk Management Institute (LLRMI). LLRMI is a network of risk management professionals dedicated to enhancing professionalism, effectiveness, and risk management of public safety/criminal justice through training, policies, procedures, and legal support. It provides a team approach when assisting Nevada law enforcement agencies and can address specific needs through a network of legal experts on state and federal standards as well as subject matter experts in accepted practices for law enforcement, jails/corrections, and other areas of public safety and criminal justice.

Cyber Security Training and Policies

POOL/PACT provides its members with a vast array of information and programs for cyber security services and provides advice and information in support of data protection and cyber security enhancement which includes help with strengthening physical, personnel, administrative, and operations through a variety of training, policies, and procedures. These policies will enhance the security postures for each member organization. POOL/PACT can also provide cyber security event hotline services.

School District Emergency Operations Plans, Training, and Policies

Development of NRS required School Safety and Emergency Operations Plans; updating and standardizing individual emergency management and training programs; providing best practices in the FEMA Guide for High Quality School Emergency Operations Plans, Homeland Security Presidential Directive; providing Hazard Vulnerability Assessment and Report.

2017 Risk Management POOL/PACT Sponsored Trainings

International Safety School Safety Institute Conference, October 11-12, 2017
Sierra Chapter of the American Society of Safety Engineers, November 8, 2017

For additional information, contact:
Marshall Smith, Risk Manager
marshallsmith@poolpact.com
(775) 887-2240
Website: www.poolpact.com

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>Not for Possible Action</u>: Presentation of information gathered from National Main Street Conference, Pittsburgh, PA, Presentation by Meredith Fischer and Tom Dallaire.**
2.
3. **Recommended Motion: Presentation only – No action needed.**
   Funds Available: ☐ Yes ☑ N/A
4. **Department: Administration**
5. **Prepared by: Tom Dallaire**
6. **Meeting Date: June 6, 2017 Time Requested: 30 minutes**
7. **Agenda: ☐ Consent ☑ Administrative**

Background Information: To be presented at meeting. – See the attached presentations

8. **Other Agency Review of Action: ☑ Douglas County ☐ N/A**
9. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Lessons From Pittsburgh

National Conference 2017

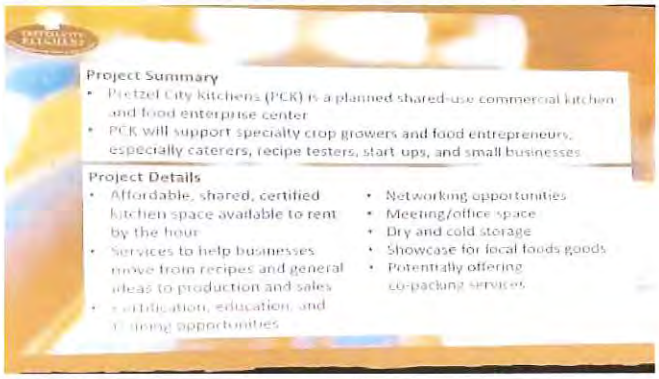
The Great Main Street Adventure

- Shanta & Shelly
  - https://www.facebook.com/greatmainstreetadventures/videos/426993597679848/
- Every Main Street has a story
  - What's our story?
    - Redevelopment
      - Overland, Sharkey's, Gas Station
      - Businesses
        - Fresh Ideas, JT, Joyces

Importance of Incorporating Video

- Stronger Online Presence
- Makes us look "Tourism Ready"
- Main Street: The Movie: Why Main Street, Why Not?
  - District Vitality Project
  - Encourages businesses to come to our District
  - Economic Vitality (County) assistance

Shared Use Kitchens: Creating Entrepreneurs with Talent



The Takeaway

- Make it Easier for people to discover our District
- Regulation Mumbo-Jumbo
  - Create a list of regulations for starting a kitchen, business on Main Street, etc.
    - Include this in the Welcome Packets
- Rancho Grande Building
- Allows for cooking classes, pop up restaurants and other possibilities

How it Works:

- Could pay a monthly access fee
- Key card access (like a hotel)
- Equipment on site
- Rules for kitchen cleanup
- No specialty processing (i.e. nut allergies, gluten-free, etc)
- Collaboration divides costs and encourages participation without unreasonable startup costs.

Kitchen Details

- 950 sq.ft.
- Project Cost:
  - $65,000 in equipment (all moveable equipment)
    - Funded through a USDA Grant
  - $135,000 Operating Expenses (rent, utilities, manager's salary, insurance)
- Operated by a non-profit
- Insurance: Building Owner, Non-Profit and Renters ($1million rider naming non-profit as add'l insured)

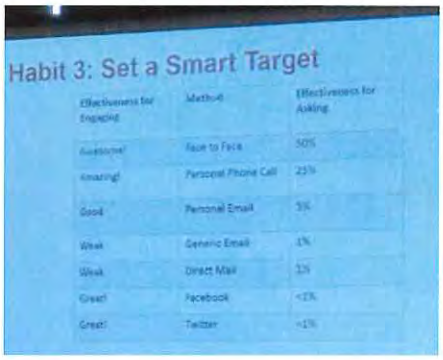
Crowd-Funding

- ioby.org
- Crowd funding can be done for anything
- Specific projects with clear ideas of what the project can become are the most successful.
- 3 touches for people to remember what you do

Habits of a Successful Campaign

- Build a Team
- Be Specific with the story and ask

Set a Smart Target



Campaign Timeline

How Could We Use Crowd Funding?

- Flower Pots
- Holiday Fireworks
- Public Art
- District Improvements

Diagnosing Your District
Branding, Ownership, Standards and Best Practices

7 Seconds to Make a 1st Impression

Be Firm, Be Fair, Be Nice

Compliance & Cleanliness

- Compliance:
  - Zoning, public rite away, signage
- Cleanliness:
  - Clean glass, vacuuming,

Congruence

- Does everything match?
  - Website, Business Cards, Social Media
- Website:
  - Is it mobile friendly?
  - Does it include link to social media, hours, address and email?
  - Is the font legible?

Communication

When are you open?
Hours and Days
Contact Number
Social Media

Clutter and Current

- Clutter:
  - Make sure people can get to your place of businesses, keep accessibility easy
- Current:
  - Remove seasonal items in a timely manner
  - If you post flyers, be sure to past date flyers
  - Be on trend or ahead of trend

The Takeaway

- How can we help our businesses?
- District Vitality puts together a list of helpful hints to include in the welcome packet given to new businesses.
- Continue to Build Relationships with business owners
- Offer "Shop Staging Consultation Service" as a membership benefit?

CURB'D: Using Parklets to Promote Downtown

- https://www.facebook.com/NationalMainStreetCenter/videos/10155229571062970/

Project Info

- Duration:
  - Teams had 2.5 months to build their parklets
  - Parklets were in place for 6 months
- Goal: Public Engagement
  - Art-Activity-Connectivity
- Competition
  - Design/Build Teams: Average of 8 people per team
  - 42 applicants
  - 5 winners selected

Project Info

- Budget: $145,000 (covered by a grant)
- Insurance: $1200 for 6 months and covered 5 locations
- Limited engagement created urgency
- Im"PRESS"ive:
- 35+ articles featuring Covington (local and National coverage)

Creative Placemaking
How does this apply to us?

- Seasonal Placemaking –Gives people more to do in Main Street and encourages families to come downtown.
- Filling the gaps:
  - Museum
  - Eastfork property
  - Area between JT and Sidewalk Gallery
  - Rancho Grande Building
  - Stratton Center

Story Telling: Level Up your Brand Story

- Why Stories Matter:
  - Make an emotional connect (you only have 3 seconds to do this)
  - Important to keep it simple
    - We tend to over intellectualize our message
- Uses for your brand story:
  - Websites, articles, ads, marketing messages, sales conversations, event promotion

The Pixar Pitch

- Once upon a time
- Every day
- One day
- Because of that
- Until finally

Our Story

- Once upon a time, there was a charming little town nestled below snow-capped mountains.
- Everyday, 22,000 people drove down the main street, passing the businesses by.
- Until one day, they decided to stop and see what this town was all about.
- Because of that, the little town started to bustle and the vacant buildings began to fill up with makers and bakers.
- Until finally, no one drove through the town without stopping to visit and explore.

Engaging Websites

- Uptown Columbus
- http://www.uptowncolumbusga.com/plaintext/home/home.aspx
- Downtown Chillicothe
- http://www.downtownchilli.com/Businesses.aspx
- Downtown Goldsboro
- http://www.dgdc.org/

The Takeaway

- What is our story?
- How do we build an emotional connection with those visiting our website/social media?

Facebook Live in Your Downtown

- https://www.facebook.com/EurekaDowntown/
- Go live every week telling people what to do in your downtown
- Why go live?
  - Promote events, Highlight Businesses, Vacant Property Walk through, Showcase projects, Interview a business owner, Take a stroll through the district
  - https://www.facebook.com/EurekaDowntown/videos/1414209168602170/

Things to Remember

- Broadcast for at least 10 minutes
- Respond to commenters (using their names)
- Write catching descriptions
- Use a closing line to signal the broadcast's end
  - "See you downtown this weekend"

Marketing is Economic Development

- Approach live like you are throwing a party
  - Don't make it scripted but don't wing it either.
  - http://eurekaspringsdowntown.com/
- Calendar of Events
  - https://www.facebook.com/pg/EurekaDowntown/events/?ref=page_internal

How Does this Apply to Us?

- Wine Walks
- Events (before and during)
- In front of new businesses
- In front of awesome existing businesses

The Takeaway

SOOOO MANY IDEAS!!!! SO LITTLE TIME!!

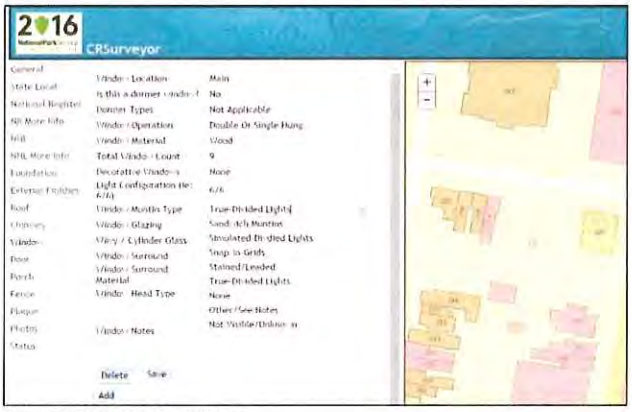
What is our story?
Updating web presence
Gettin' Social
Placemaking

Lessons learned from Pittsburgh

Tom Dallaire

CRS surveyor

- This is a program is a subscription for use.
- May be able to apply for funding through SHPO to get this up and running, for collecting the data on the buildings within the district.
- May need a state main street state coordinator for the structure to work.



How the application appears on a hand-held device.

Shared use Kitchens

- Promotes downtown and outside events. u can subscribe too use the kitchen on a regular schedule.
- Extension office and organization based community organizer to reach out to local growers so see if there is a need or demand and local source of produce.
- Sanchez meats is doing this already with a store that has no in dine facility.
- Need a white page on how to do this and review and discuss with the Health Code enforcement officer.
- With the Chamber and Jack Jacobs pushing agri hoods in the new revised Master Plan, this could be a big community need in the near future.

Kitchen Manager?

- Start up manager and teaches the kids how to cook and create lessons from local chefs who what to share their knowledge. Culinary occupations program – Classes
- Need to get youth involved and 4h kids will be happy to help and be involved in projects.
- Get Youth interested in culinary occupations to help setup and learn the operations on the catering aspect of the business at events.
- Grants are available when youth involved.
- Pop up dinners to catering events

The facility will need:

- Keylock - entrance
- Security cameras 24 hour
- Space to use for packaging.
- Hospitality industry needs to be involved and may be a great resources for training their future staff.

- **This facility could be placed in the Fronton Cultural facility for use by the public.**

Benefits to the Community

- Platform for Collaboration
- Related Organizations
- Fill Empty Storefronts
- Retail Potential
- Tourism
- Future Job and Sales Tax Growth
- Community Pride

Historic District: there is a Difference

Does the town need to go through the Certified Local Government process.
Nevada has Carson City, Virginia City, Las Vegas, and Reno.
Use the document to promote Downtown and in telling your story!
Fallon is going through the process now. SHPO Grant Funded.

Positives

Control aesthetic elements
Stabilization and positive effect on property values.
Guaranteeing that the adjacent owners will want input on projects.

If we can't build up then what is the incentive for the parking requirement. Why do we need so much parking? We want people not cars.

Promotes a sense of place and promote economic development.

Negative

Property owners that did not buy into the process.
Potential for legal problems.
Preservation Notzies. Historic preservation commission. On all projects within the district, adds another hurtle for projects.

From main street to mountains Montana's downtown.

- Locals vs Visitors Perception is key!
  - Most Likely the visitors are not that critical
- Survey results show No Improvements needed
  - Locals are more judgmental

Develop a community vision.

How do we get all professions together engaging all partners and Investment in our communities.

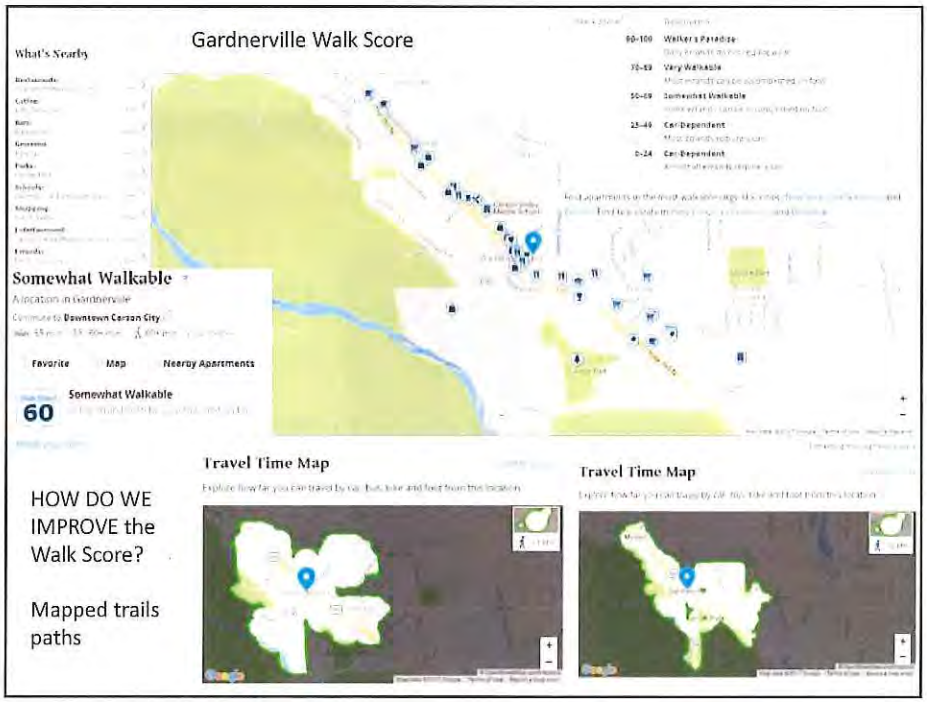
Montana Town raised money for lighting.
Get lit campaign.
Raised 100K for street lighting.

Locals were invested and had broad support of project.

Helena: Connection is important Parklits, walking mall, Signage Mobile Bike repair.

Is our City Walkable? There is an app for that.

https://www.ted.com/talks/jeff_speck_the_walkable_city



HOW DO WE IMPROVE the Walk Score?

Mapped trails paths

From main street to mountains Montana's downtown

- Creating the heritage tourism (What is our Story).
- offer design rendering. Who could do it? Pete?
- Maybe we can connect the youth and schools with the vision of the towns and communities. School children wrote letters on why they liked their community. Get them involved.
- Opportunity to have a healthy place to live. We need to look at layout of the town and show what we have to offer.
- How do we get the word out.
- Can we get the leadership class and high school, middle school and elementary school classes to do this

Farmers market "Alive After 5" - Ice cream shop stays open to 8 pm. Invite people to eat ice cream and provide shopping.

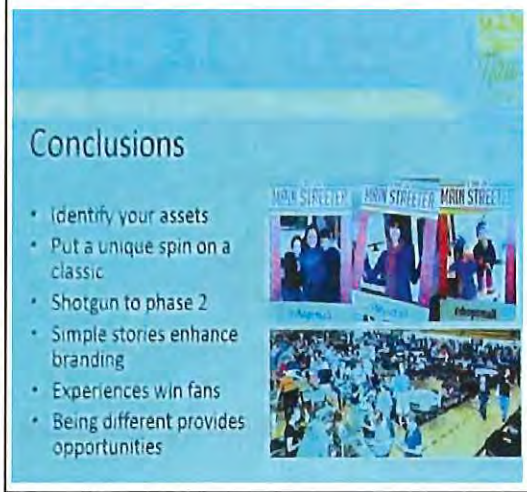
Open Plenary

- Need a critical mass to support down town!
- Shop Small has a program for Facade Improvement grants.
- Brewery's and artesian foods
- Double Down make your community a better place!
- Cities come back from the edge, one building and project at a time.

Standing out in a crowd

My thoughts I had while listening to the speaker:

1. Have a main street photo shoot that a group picture could be done in the shape of Nevada.



We want to help. The organization has an event and they just want to help.

2. JT has an annual event, we could help expand that and participate the event to create a larger venue/cultural experience

Have a branding element at each station you have through out the year.

Stickers and balloons with logo to promote the event and during the event.

Empty store front placed a large map and events schedule for all to review.

Numbers are in

Mapped 100 Main streets and gathered the data from Esri.
Economic Impact = Business growth job growth and increase in sales. Property Values.
Fiscal impact = Tax revenue
Other Impacts: Placemaking, branding, preservation, amenities, cleanliness, safety, revitalization.

The Data is In: 2015, 2016, and Counting

877 Main Street Programs Have Been Mapped in GIS

Succession plans

- Exit strategy:
- Build the relationship with the businesses in town.
- Need to be able to trust you.
- List of businesses
  - Key owners and employees
  - How long have they been in business
  - Do they own their building
  - Key anchor businesses and buildings.
  - What businesses are worth savings.
- GOAL= build their trust.
- Business assistance team.
  - accountant, banker, insurance rep, attorney
  - Small business development center.

Create a plan.
Timeline
Finance and books in order.
Talk with family and employees
Keep businesses and personal matters separate.
Get your team members together.

Increasing businesses values:
Cash Flow
Inventory Maintenance
Customer Base
Product offerings
Streamline operations
Spruce up appearances

3 to 5 years of balance sheets to share and show.

Score and SBA can help and have webinars and universities.

YP Week - 30 locations and for **young professionals.** Why you live in the city and doing business. (tell our story) Meet once a month to build a training and experience stuff. Cant work together unless you build trust first.

A tournavation –
- tournament of innovations ideas-
Home grown - build public spaces and ;
Artery, build community and
Creational trails and challenges

100 ft dinner table - get neighborhood involved - pot luck. - Eatery workshop!

Knight market one Wednesday a month. - Fire pits on the street, roast s'mores, dance lessons, need events in the city.

Talent master planning and talent services to companies.

Have to do a community engagement measure project a year. Have to be a tourist

First 100 days integration plan.

Get them involved in the city.

What is the Return on Community - ROC reports and they have to agree with that.

One challenge in your community.

Arts are the main component to attract people to a place.

Build the experience's

Asset mapping - startup ecosystem
Intellectual
Social
Physical
Financial

Map all the things that people can learn something at.
Organization that bring people to together., places that people are connecting at or are social

Its about the data

Esri - has data to research
Census - demographics of communities
Schools - wealth, future Demographic Trends

Survey. Ask students to ask for the survey to get done. What can we do

snapchat was the social media of choice.

Have to ask a small series of questions.

Keep it simple and action piece afterwards.

SBDC is going through a re branding and connect to SBDC.

SET THE TABLE
Collaboration - of food places and they created an eatery. They brought together with butcher block paper and people and had a dinner and they wrote down ideas on the paper. They have the conversation and get to thinking of improving the town.

The little things matter - have to change it up. Live music matters.

Bond fire on the beach. - - fire, water or shelter.

The name is the program. Matters. Night market.

Don't be afraid to end the border wars.

Study how people use things - sat and watched use the street

Benches are x's more people will sit and they will talk and they can set coffee down

Everybody has a story: personal profiles as tools for engagement.

Story for downtown and on mainstreet - Legacy business in downtown.

Who in are town has legacy business:
JT, Overland, French,

Explain why downtown matters. Tell through people. What they love about downtown.

Business owners.
- Volunteers.
- Main Street Staff
- Historic properties.
- Artists and Venders.

Experience your downtown:
Presents Mango's Salon
- Her story.
- It's the place to be.

Profile to pull and image and create the story from there.

Volunteer spotlights - feature a volunteer a month. Volunteer spotlight - Tell that volunteer story.

Meet Me Downtown. January.
Meet Josh Downtown at American Shoe Shop.

Why and who you are: The person ringing them up. They will know them and feel better and want to buy from there.

Art Walk. Need to feature an artist every year. - they got to show off the piece and they told their story. Press release and include the photos. And used own media and letterhead and website on the main street

Once you get it prepared - share it.

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action</u>: Discussion to provide comments on the proposed Land Use Element of the 2016 Douglas County Master Plan Update and discuss the review process for the Master Plan update; with public comment prior to board action.**
2.
3. **Recommended Motion: Based on board discussion; Provide the comments discussed to county staff to incorporate into the final Master Plan.**
   Funds Available: ☐ Yes ☑ N/A

4. **Department: Administration**

5. **Prepared by: Tom Dallaire**

6. **Meeting Date: June 6, 2017 Time Requested: 30 minutes**

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

Background Information: Back in August of 2016 the town board and staff created a list of comments for consideration. This is the version that incorporated those comments. The boundary was slightly modified that will make sense to the adjacent residents to the town boundary. (Now Map 7 included in the plan attached to the Land Use element.)
ADDITIONALLY; there are a number of properties in the Master Plan Amendment summary report that the county will be meeting with me on this coming week. I am hoping to have a discussion on these amendments being proposed. Mainly Peri's property across from 7-11 on 395 to Pinenut Road would be changed from commercial to industrial, light industrial and service industrial. We need the service industrial zoning to serve the valley residents needs now and in the future. The industrial park is packed and now built out with exception of two parcels on Southgate and Service Drive. There is a need and I do not see people going to the airport to get their car fixed. I wish the area was behind the existing industrial park. What does the board want this zoning to be in the future?

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

9. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

COMMENT SHEET

Thank you for your interest in the 2016 Update of the Douglas County Master Plan. Please use this comment sheet to provide feedback on the Draft Elements of the Douglas County Master Plan. Additional comments may be attached to this comment sheet. Please indicate which element you are reviewing below.

Name of Draft Master Plan Element: _____

Comment Categories	Comment
General Comments	
Comments on Topics Presented in Draft Element	
Comments on Issues and Opportunities Section of Draft Element	
Comments on Goals, Policies, and Actions Section of Draft Element	
Technical Comments (e.g., incorrect data, data suggestions)	

For any questions, please contact Candace H. Stowell, AICP, at 775-580-7478 or by email at Candace@wbaplanning.com.

Comments should be submitted no later than June 30, 2017. Comments can be emailed to Candace@wbaplanning.com or mailed to Candace H. Stowell, AICP, Wells Barnett Associates, P.O. Box 10379, Zephyr Cove, NV 89448.

FOOTHILL CP GOAL 3

TO PROVIDE APPROPRIATE PUBLIC SAFETY SERVICE TO THIS RURAL COMMUNITY.

Foothill CP Policy 3.1 Douglas County shall cooperate with the Nevada Division of Forestry, Sheridan Volunteer Fire Department, and the East Fork Fire Protection District to provide adequate rural fire response times and fire suppression facilities for this community.

Foothill CP Policy 3.2 Douglas County shall work with the Nevada Division of Forestry, Sheridan Volunteer Fire Department, and the East Fork Fire Protection District and water providers to make available sufficient fire flow, at rural standards, to meet the needs of the Foothill community. The development of fire fill stations or other water storage may be necessary to implement this policy.

Foothill CP Policy 3.3 Douglas County shall require development in designated high fire hazard areas to provide appropriate emergency access.

Foothill CP Policy 3.4 Douglas County shall require development of lands within areas of identified active fault zones to conform to seismic development policies.

FOOTHILL CP GOAL 4

TO PRESERVE AND PROVIDE RECREATIONAL OPPORTUNITIES AND OPEN SPACE AREAS APPROPRIATE TO THIS RURAL COMMUNITY.

Foothill CP Policy 4.1 Douglas County shall work with the USFS to establish areas of permanent, public accessible open space along the western boundary of the Foothill community.

Foothill CP Policy 4.2 Douglas County should cooperate and strongly encourage the USFS to plan, design, and maintain trails and public access points to the adjoining Federal lands. Hiking, bicycling, and equestrian trails should be planned with appropriately designed trailheads.

Foothill CP Policy 4.3 Douglas County should plan parks in the Foothill Community Plan consistent with the County's park standards established in the Parks and Recreation Element.

Foothill CP Policy 4.4 When adjacent to Federal lands, development as part of a Land Division Application shall provide access to Federal lands as determined by the Board of Commissioners.

GARDNERVILLE COMMUNITY PLAN

LOCATION AND GENERAL DESCRIPTION

The Gardnerville Community Plan (previously included in the Minden/Gardnerville Community Plan) includes the Town of Gardnerville as well as areas adjacent to the Town suited for future development or conservation. The Gardnerville Community Plan includes goals, policies, and action for the entire area as well as specific strategies for the Town of Gardnerville. The total acreage within the Gardnerville Community Plan is 2,169.83 acres.

The Town of Gardnerville was established in 1879 when Lawrence Gilman moved the Kent House from Genoa to a seven-acre tract in the Carson Valley owned by Lawrence Gardner. The Kent House then became the Gardnerville Hotel.

ISSUES AND OPPORTUNITIES

2016 MASTER PLAN UPDATE

COMMUNITY WORKSHOPS AND 2016 MASTER PLAN SURVEY

During the Master Plan Community Workshops, there was agreement on the current goals for the Gardnerville Community Plan, but the following comments were submitted::

1) Increase greenbelts or parks, to include river parks. Enhance, repair and upgrade existing parks so as to increase the recreation factor for residents and visitors alike
2) Increase mixed residential/commercial use in downtown areas. Provide more incentives for development where services already exist. Retain/increase incentives for permanent protection of floodplains, open space, agriculture lands. All of the above = well-balanced, well-planned community.
3) Provide for transfer of Receiving Areas to location that makes better sense today, without taking the Receiving Area from the current landowner (s). More multi-family zoning near downtowns. Strong support [for] the TDR program.

GARDNERVILLE MAIN STREET PROGRAM

The Gardnerville Main Street District (see Map 2 in the Historic Preservation Element) includes over 200 businesses within its boundaries... The program has relied on support from the Town of Gardnerville and has managed to bring new businesses and new visitors into the downtown area due to the work of one paid staff member, the dedication of many volunteers, and the continued support of the Gardnerville Town Board members and Town Manager. Assembly Bill 417, which would create the Nevada Main Street Program, would provide technical support as well as grants to Main Street programs in Nevada.

TRANSPORTATION

Improvement of the US 395 "S Curve" continues to be a priority. This section of US 395 in the Town of Gardnerville is poorly designed for through traffic and has been the site of numerous car, pedestrian, and bicycle accidents over the last few years. The "S Curve" has been identified as a priority for revitalization opportunities, including pedestrian improvements, both in the Town of Gardnerville Plan for Prosperity and the Douglas County Valley Vision Plan (2013).

HOUSING

There are several potential multi-family residential developments that could be underway in the next few years. New Beginnings is interested in moving forward on Phase II of the Parkway Vista Senior Affordable Housing development. Some property owners are beginning to propose Mixed-Use Commercial developments at or near the "S Curve."

PARKING

There is a need for additional public parking in appropriate locations in the historic core of Gardnerville. In addition, there is a need to waive parking requirements for existing or new businesses in the downtown area of Gardnerville.

ISSUES IDENTIFIED IN PREVIOUS MASTER PLAN UPDATES

MINDEN-GARDNERVILLE AS FOCAL POINT OF DOUGLAS COUNTY

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 will be important for any new development or redevelopment, especially in the downtown areas.

MAJOR COMMERCIAL DEVELOPMENT IN THE DOWNTOWNS

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, are encouraged in the downtowns to add vitality to the areas and reduce automobile congestion and emissions.

GARDNERVILLE MAIN STREET PROGRAM

Douglas County should support the Gardnerville Main Street Program, which has been established to revitalize 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 built out, open space is particularly important for this community. The Martin Slough and the Cottonwood Slough should be considered key areas that could provide open space or a greenbelt for the urbanized community.

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 have expressed an interest in an alternative 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 to the Muller Lane Parkway is provided.

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.

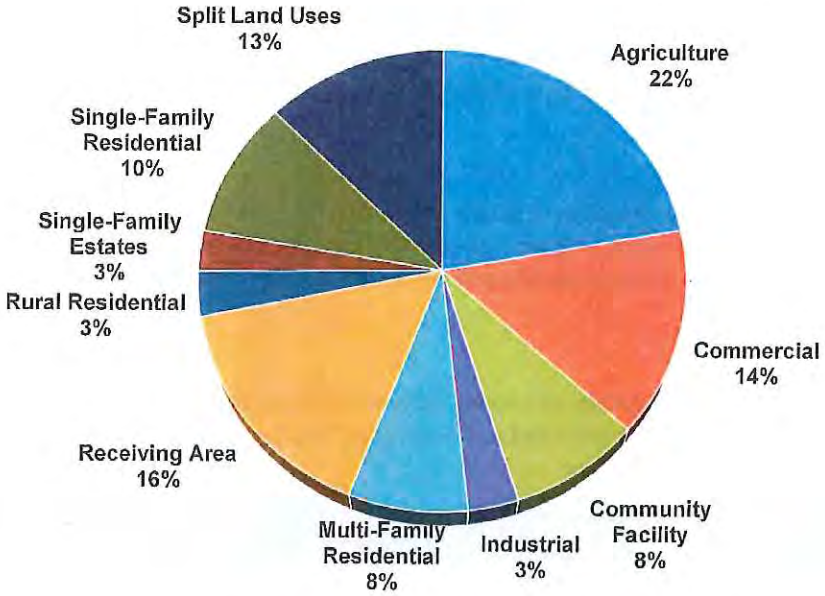
URBAN LEVEL OF SERVICE

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 are required.

EXISTING AND FUTURE LAND USES

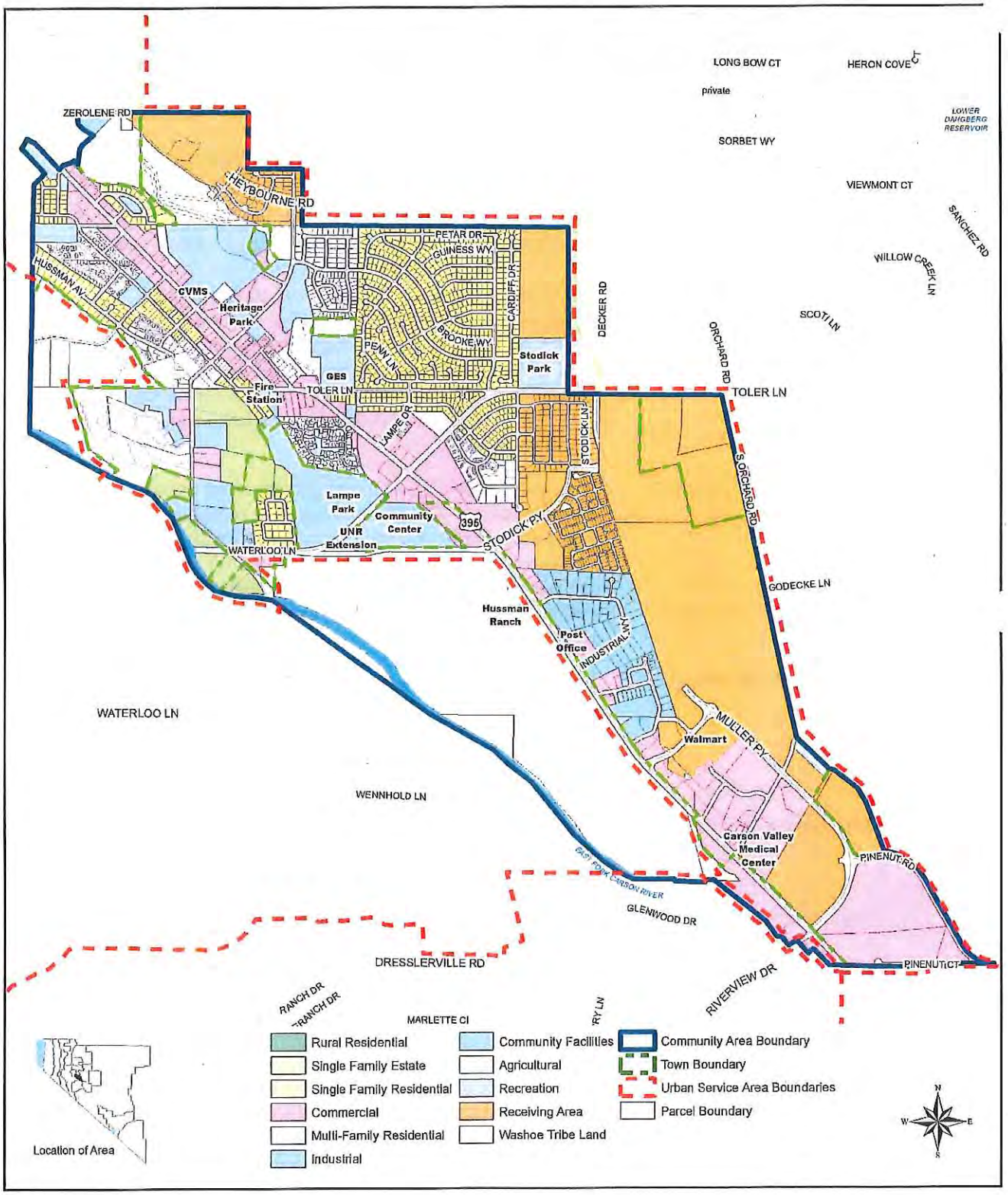
The Gardnerville Community Plan contains many different future land uses. As shown in Figure 6, Agriculture land uses account for 22 percent of the area followed by Receiving area at 16 percent. The Community Plan designates 8 percent of the area for commercial land uses and for multi-family uses.

Figure 6
Gardnerville Community Plan Future Land Uses, by Percentage



Map 7 depicts the future land use designations for the Gardnerville Community Plan. The majority of the Gardnerville Community Plan area is located within an urban service area.

MAP 7
GARDNERVILLE COMMUNITY PLAN FUTURE LAND USE MAP



GARDNERVILLE COMMUNITY PLAN (CP) GOALS, POLICIES, AND ACTIONS

GARDNERVILLE CP 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

Gardnerville CP Policy 1.1	The County shall use its Master Plan, Valley Vision, Gardnerville Plan for Prosperity, and 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 with traditional scale and rural setting as a reference and context for new development.
Gardnerville CP 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).
Gardnerville CP 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.
Gardnerville CP 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.
Gardnerville CP Policy 1.5	Douglas County shall work with the Town to prepare an 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 Gardnerville community.
Gardnerville CP 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.

Gardnerville CP 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.
Gardnerville CP 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.
Gardnerville CP 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 single-family residential land uses.
Gardnerville CP 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.
Gardnerville CP 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.

GARDNERVILLE CP GOAL 2

TO FOCUS AND PROMOTE COMPATIBLE, HIGH QUALITY COMMERCIAL AND INDUSTRIAL DEVELOPMENT WITHIN THE TOWN GARDNERVILLE.

Gardnerville CP 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.
Gardnerville CP Policy 2.2	The Town 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.

Gardnerville CP Policy 2.3	Douglas County shall use its zoning, project review process, and design guidelines for the County, Valley Vision and the Town's 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.
Gardnerville CP 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.

GARDNERVILLE CP GOAL 3

TO ENSURE THE TIMELY PROVISION OF COMMUNITY FACILITIES, SERVICES, AND INFRASTRUCTURE AT APPROPRIATE LEVELS FOR THE GARDNERVILLE COMMUNITY.

Gardnerville CP 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.
Gardnerville CP Policy 3.2	The County, Town, School District, and East Fork Fire Protection District shall develop community facilities that enhance the quality of life and support existing and future residential needs.
Gardnerville CP 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.
Gardnerville CP 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.
Gardnerville CP Policy 3.5	Douglas County shall require the timely and orderly provision of water and wastewater systems to serve new urban development in Gardnerville.
Gardnerville CP Policy 3.6	Douglas County shall pursue the development of Muller Parkway with buffer zone planned for single family homes

allowing Muller to be designated as the truck route bypass alternative to US Highway 395 based on the traffic model.

Gardnerville CP 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 Nevada Department of Transportation's U.S. Hwy 395 Landscape and Aesthetics Master Plan shall be used as an implementation tool.
Gardnerville CP Policy 3.8	Douglas County shall work with the Town to plan and develop off- street parking and parking districts.
Gardnerville CP 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.

GARDNERVILLE CP GOAL 4

MINIMIZE THE RISKS TO THE RESIDENTS OF THE GARDNERVILLE COMMUNITY FROM NATURAL FLOOD AND OTHER HAZARDS.

Gardnerville CP 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 Gardnerville community and to identify and mitigate negative impacts of human activities on groundwater quality and quantity.
Gardnerville CP 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.
Gardnerville CP Policy 4.3	Douglas County shall evaluate the need for additional policies regarding flood plain and floodway management and perpetuating the flood waters through proposed developments and partnering with the town and developers on mitigating flooding conveyance ensuring the emergency services have access to existing and proposed development during a hazard event.
Gardnerville CP Policy 4.4	Douglas County shall evaluate the design standards for emergency access to collector and arterial roads that could be closed during a flood event.

TOWN OF GARDNERVILLE STRATEGIES, POLICIES AND IMPLEMENTATION

TOWN OF GARDNERVILLE (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

TOWN OF GARDNERVILLE (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.

TOWN OF GARDNERVILLE (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.
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.

TOWN OF GARDNERVILLE 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 limited visibility created by the bend in U.S. Highway 395.

TOWN OF GARDNERVILLE 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 Policy 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.

MASTER PLAN MAP AMENDMENT REQUESTS SUBMITTED BY PROPERTY OWNERS

Summary Report

November 1, 2016

WELLS BARNETT ASSOCIATES, LLC
Planning + Design

Overview

The 2016 update of the Douglas County Master Plan began in April 2016. Since this is a 20 year update of the 1996 Master Plan, Douglas County permitted property owners to submit streamlined applications for Master Plan Map Amendments outside of the Tahoe Basin during the summer of 2016. Twelve property owners submitted 57 proposed map amendments by the deadline of September 1, 2016. These proposed Master Plan Map Amendments will be reviewed as part of the update for the Community Plans in the Land Use Element of the Douglas County Master Plan. The tentative schedule is as follows:

Planning Commission Workshop	February 2017
Planning Commission Public Hearing	March 2017
Board of Commissioners Public Hearing	April 2017

Proposed Master Plan Map Amendments by Land Use

The Douglas County Master Plan includes 12 future land use designations, including the Receiving Area land use designation. Property owners are requesting land use changes and, in some instances, zoning changes to insure consistency with the proposed land use change. The total acreage proposed for land use changes is 1,985.37 acres. Of this total, 62% of the acreage is proposed to change to Receiving Area, while 18% of the acreage is proposed to change to Rural Residential. Figure 1 depicts the land use change requests by percentage of acreage for each land use.

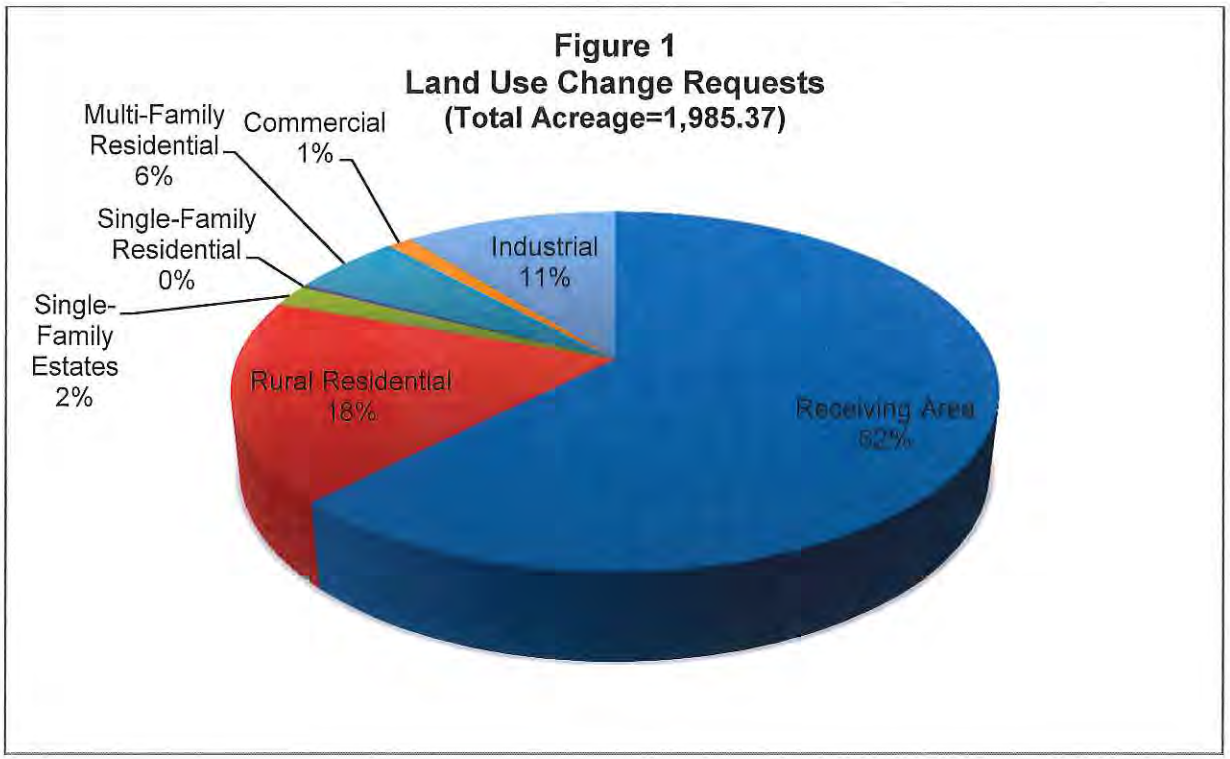


Table 1 provides a break out of the seven proposed land uses changes, including the existing land use designations. For example, property owners are requesting 1,237.24 acres of new receiving area acreage. The requests for new receiving areas would require changing the land use on 421.70 acres of forest and range parcels, 403.71 acres of irrigated agriculture parcels, 402.61 acres of rural residential parcels, and 9.22 acres of commercial parcels.

Table 1
2016 Master Plan Map Amendments Requests, by Proposed Land Use

	Proposed Land Use Designations							
Existing Land Uses	Receiving Area	Rural Res.	Single-Family Estates	Single-Family Res.	Multi-Family Res.	Commercial	Industrial	Total Acreage
Forest & Range	421.70	289.19						710.89
Irrigated Agriculture	403.71	69.46			77.21	24.00	149.64	724.02
Rural Residential	402.61		36.87					439.48
Single-Family Estates				5.43				5.43
Commercial	9.22		1.76		32.62		61.95	105.55
TOTAL	1,237.24	358.65	38.63	5.43	109.83	24.00	211.59	1,985.37

Proposed Master Plan Map Amendments by Community Plan

The Master Plan Map Amendments proposed for each Community Plan are summarized in Table 2. More information on the proposed land use changes for each Community Plan is provided below.

Airport and Johnson Lane Community Plans

There are five (5) proposed amendments in the Airport Community Plan. All of these amendments were submitted by Bently Enterprises and all of the proposals involve changing the land use from Irrigated Agriculture to Industrial. In addition, the zoning for all of these parcels is proposed to change from A-19 (Agriculture-19 acre) to LI (Light Industrial).

There are ten (10) proposed amendments in the Johnson Lane Community Plan. Bently Enterprises is proposing to change the land use for two parcels located near East Valley Rd. from Rural Residential to Single-Family Estates. The zoning is proposed to change from RA-5 (Rural Agriculture - 5 acre) to SFR-2 (Single Family Residential – 2 acre).

PJRB Trust is proposing to change the land use for eight (8) parcels adjacent to Heybourne Rd from Forest and Range to Rural Residential. The zoning for all of these parcels is proposed to change from FR-19 (Forest and Range – 19 acre) to RA-5 (Rural Agriculture – 5 acre).

Map 1 depicts the location of these proposed amendments in the Airport and Johnson Lane Community Plans.

East Valley Community Plan

There are eighteen (18) proposed amendments in the East Valley Community Plan. The amendments were submitted by Bently Enterprises, Curtis Family Trust, Godecke Family Trust, and Peri Ranch. All of the requests, except for two, propose to change the land use to Receiving Area.

Bently Enterprises proposes to change the land use on six (6) parcels located near East Valley Rd. from Rural Residential to Receiving Area.

Curtis Family Trust proposes to change the land use on one parcel from Irrigated Agriculture to Receiving Area.

Godecke Family Trust proposes to change the land use on nine (9) parcels adjacent to Orchard Rd. from Irrigated Agriculture to Receiving Area.

Peri Ranch proposes to change the land use on two parcels adjacent to Pinenut Rd. from Irrigated Agriculture to Multi-Family Residential. In addition, the zoning for both parcels is proposed to change from A-19 (Agriculture – 19 acre) to MFR (Multi-Family Residential). A portion of one of these parcels is also located in the Gardnerville Community Plan.

Map 2 depicts the location of these proposed amendments in the East Valley Community Plan.

Gardnerville Community Plan (Minden/Gardnerville Community Plan)

There are three (3) proposed amendments in the Gardnerville Community Plan. The amendments were submitted by Peri Ranch. Peri Ranch proposes to change the land use on three parcels located adjacent to Pinenut Rd and Pinenut Ct. from Commercial to Industrial and to change the zoning from GC (General Commercial) to either LI (Light Industrial) or SI (Service Industrial).

Map 3 depicts the location of these proposed amendments in the Gardnerville Community Plan.

Gardnerville Ranchos Community Plan

There are four (4) proposed amendments in the Gardnerville Ranchos Community Plan. The amendments were submitted by Bently Enterprises and Holstein Farms.

Bently Enterprises proposes to change the land use for two parcels located on Anderson Ranch Rd from Irrigated Agriculture to Rural Residential and the zoning for both parcels from A-19 (Agriculture – 19 acre minimum) to RA-5 (Rural Agriculture – 5 acre). Bently Enterprises is also proposing to change the split land uses on a parcel at the corner of Dresslerville and Centerville from Commercial and Receiving Area to Receiving Area. A portion of the parcel is proposed to change from the current zoning of A-19 (Agriculture – 19 acre) to SFR-8,000 (Single Family Residential – 8,000 square feet). The existing NC (Neighborhood Commercial) zoning would remain on the rest of the parcel.

Holstein Farms is proposing to change the land use for 1291 Centerville Lane from Single-Family Estates to Single-Family Residential. The zoning for this parcel is proposed to change from SFR-1 (Single Family Residential – 1 acre) to SFR 1/2 (Single Family Residential – one-half acre).

Map 4 depicts the location of these proposed amendments in the Gardnerville Ranchos Community Plan.

Genoa Community Plan

There are four (4) proposed amendments in the Genoa Community Plan. Ranch No. 1 Ltd. is proposing to change the land use on three parcels adjacent to Foothill Rd. from Forest and Range to Receiving Area. Ranch No. 1 is also proposing to change the land use on a five acre non-restricted portion of a conservation easement parcel located at 231 Genoa Lane from Irrigated Agriculture to Receiving Area. No change in zoning is requested for any of these parcels.

Map 5 depicts the location of these proposed amendments in the Genoa Community Plan.

Minden Community Plan (Minden/Gardnerville Community Plan)

There are nine (9) proposed amendments in the Minden Community Plan. Bently Enterprises is proposing to change the land use for its Depot parcel adjacent to Zerolene Rd. from Irrigated Agriculture to Commercial. The zoning for the parcel is proposed to change from A-19 (Agriculture – 19 acre) to GC (General Commercial).

Deverill Charitable Trust is proposing to change the land use on two parcels located on Monte Vista Ave. from Commercial to Multifamily. The zoning for both parcels is proposed to change from MUC (Mixed Use Commercial) to MFR (Multi-Family Residential).

Hellwinkel Family LLC is proposing to change the land use for one parcel located on County Rd. from Commercial to Multi-Family Residential. The zoning is proposed to change from SFR-1 (Single-Family- 1 acre) to MFR (Multi-Family Residential).

And Away They Go LLC is proposing to change the land use for four (4) parcels located along Lucerne St. and Ironwood Drive from Commercial to Multi-Family. The zoning for these parcels is proposed to change from NC (Neighborhood Commercial) to MFR (Multi-Family Residential).

Bill and Paige Shaw are proposing to change the land use for one parcel located on Mono Ave. from Commercial to Multi-Family Residential. The zoning is proposed to change from GC (General Commercial) to MFR (Multi-Family Residential).

Map 6 depicts the location of these proposed amendments in the Minden Community Plan.

Topaz Lake Community Plan

Gordon Gregory is proposing to change the land use for four (4) parcels located along Eureka St. in the Topaz Lake Community Plan from Commercial to Single Family Estates. The zoning on all four (4) parcels is proposed to change from TC (Tourist Commercial) to SFR1/2 (Single Family- one-half acre).

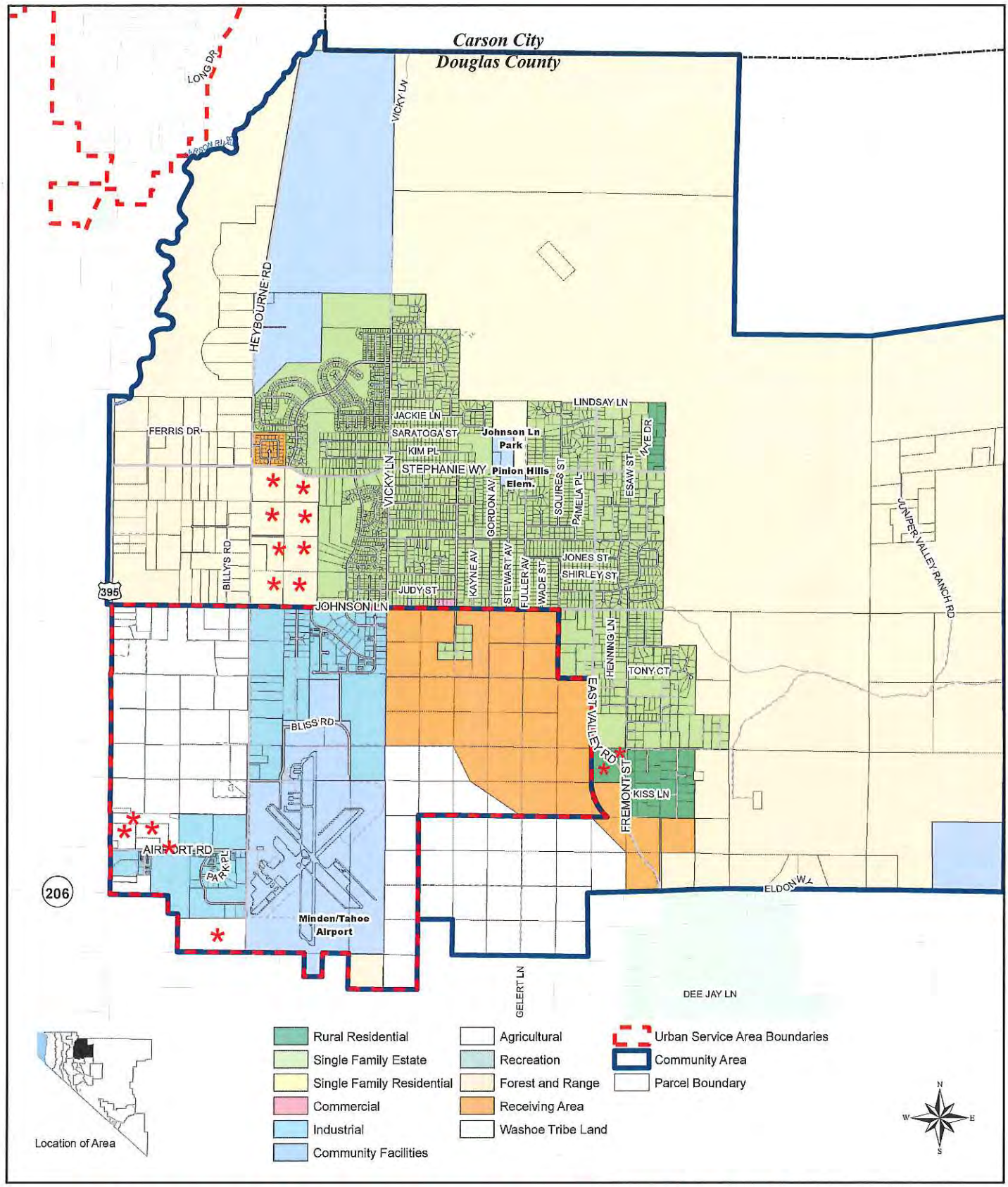
Map 7 depicts the location of these proposed amendments in the Topaz Lake Community Plan.

Community Plan	Property Owner	APN	Acres	Address	Existing Land Use	Proposed Land Use	Existing Zoning	Proposed Zoning	Nearest Street or Landmark
Airport	Bently Enterprises LLC	1320-07-002-002	19.63	None	Irrigated Agriculture	Industrial	A-19	LI	Airport Rd.
Airport	Bently Enterprises LLC	1320-07-002-004	19.64	None	Irrigated Agriculture	Industrial	A-19	LI	Airport Rd.
Airport	Bently Enterprises LLC	1320-07-002-005	30.37	998 Airport Rd.	Irrigated Agriculture	Industrial	A-19	LI	Airport Rd.
Airport	Bently Enterprises LLC	1320-07-002-006	1.00	None	Irrigated Agriculture	Industrial	A-19	LI	Airport Rd.
Airport	Bently Enterprises LLC	1320-17-000-002	79.00	2130 Heybourne Rd.	Irrigated Agriculture	Industrial	A-19	LI	Heybourne Rd.
East Valley	Bently Enterprises LLC	1320-14-001-014	40.47	2175 Towsend Rd.	Rural Residential	Receiving Area	RA-5	RA-5	Townsend Rd.
East Valley	Bently Enterprises LLC	1320-14-001-008	37.90	2137 East Valley Rd.	Rural Residential	Receiving Area	RA-5	RA-5	East Valley Rd.
East Valley	Bently Enterprises LLC	1320-14-002-018	204.31	None	Rural Residential	Receiving Area	RA-5	RA-5	East Valley Rd.
East Valley	Bently Enterprises LLC	1320-13-000-006	39.86	None	Rural Residential	Receiving Area	RA-5	RA-5	East Valley Rd.
East Valley	Bently Enterprises LLC	1320-13-000-007	40.03	None	Rural Residential	Receiving Area	RA-5	RA-5	East Valley Rd.
East Valley	Bently Enterprises LLC	1320-13-000-009	40.04	1904 Nebe Lane	Rural Residential	Receiving Area	RA-5	RA-5	East Valley Rd.
East Valley	Curtis Family Trust	1220-10-501-010	26.28	1201 S. Orchard Rd.	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Virginia Ranch
East Valley	Godecke Family Trust	1220-02-001-005	44.61	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Godecke Family Trust	1220-02-001-006	40.01	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Godecke Family Trust	1220-02-002-006	40.00	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Godecke Family Trust	1220-02-002-007	40.00	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Godecke Family Trust	1220-03-000-016	47.69	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Godecke Family Trust	1220-03-000-017	40.02	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Godecke Family Trust	1220-03-000-018	40.10	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Godecke Family Trust	1220-03-000-019	40.00	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Godecke Family Trust	1220-11-001-032	40.00	None	Irrigated Agriculture	Receiving Area	A-19	No Change	Orchard Rd. & Allerman Canal
East Valley	Peri	1220-11-002-024	14.64	None	Irrigated Agriculture	MultiFamily	A-19	MFR	Pinenut Rd.
East Valley & Gardnerville	Peri	1220-11-001-066	62.57	1684 Pinenut Ct.	Irrigated Agriculture & Receiving Area	MultiFamily	A-19	MFR	Pinenut Rd. & Muller Pkwy
Gardnerville	Peri	1220-11-002-022	21.41	1608 Pinenut Ct.	Commercial	Industrial	GC	LI or SI	Pinenut Ct.
Gardnerville	Peri	1220-11-002-023	3.71	None	Commercial	Industrial	GC	LI or SI	Pinenut Ct.
Gardnerville	Peri	1220-11-002-021	36.83	None	Commercial	Industrial	GC	LI or SI	Pinenut Rd.
Gardnerville Ranchos	Bently Enterprises LLC	1220-20-002-004	44.75	650 Andersen Ranch Rd.	Irrigated Agriculture	Rural Residential	A-19	RA-5	Anderson Ranch Rd.

Community Plan	Property Owner	APN	Acres	Address	Existing Land Use	Proposed Land Use	Existing Zoning	Proposed Zoning	Nearest Street or Landmark
Gardnerville Ranchos	Bently Enterprises LLC	1220-20-002-005	24.71	660 Anderson Ranch Rd.	Irrigated Agriculture	Rural Residential	A-19	RA-5	Anderson Ranch Rd.
Gardnerville Ranchos	Bently Enterprises LLC	1220-09-302-006	9.22	1280 Dresslerville Rd.	Commercial & Receiving Area	Receiving Area	NC & A-19	NC & SFR-8000	Dresslerville & Centerville
Gardnerville Ranchos	Holstein Farms LLC	1220-09-401-001	5.43	1291 Centerville Lane	Single Family Estates	Single Family Residential	SFR-1	SFR-1/2	Centerville Lane & Drayton Blvd.
Genoa	Lekumberry	1319-15-000-001	23.00	None	Forest and Range	Receiving Area	FR-19	No Change	Foothill Rd.
Genoa	Lekumberry	1319-15-000-006	38.70	None	Forest and Range	Receiving Area	FR-19	No Change	Foothill Rd.
Genoa & Sierra	Lekumberry	1319-00-001-012	360.00	None	Forest and Range	Receiving Area	FR-19	No Change	Foothill Rd.
Genoa	Lekumberry	1319-15-000-039/40	5.00	231 Genoa Lane	Irrigated Agriculture	Receiving Area	A-19	No Change	Foothill Rd.
Johnson Lane	Bently Enterprises LLC	1320-11-001-035	26.18	None	Rural Residential	Single Family Estates	RA-5	SFR-2	East Valley Rd.
Johnson Lane	Bently Enterprises LLC	1320-11-001-036	10.69	None	Rural Residential	Single Family Estates	RA-5	SFR-2	East Valley Rd.
Johnson Lane	Williams	1420-32-001-006	37.69	None	Forest and Range	Rural Residential	FR-19	RA-5	Heybourne Rd.
Johnson Lane	Williams	1420-32-001-008	32.62	None	Forest and Range	Rural Residential	FR-19	RA-5	Heybourne Rd.
Johnson Lane	Williams	1420-32-001-009	40.00	None	Forest and Range	Rural Residential	FR-19	RA-5	Heybourne Rd.
Johnson Lane	Williams	1420-32-001-010	37.76	None	Forest and Range	Rural Residential	FR-19	RA-5	Heybourne Rd.
Johnson Lane	Williams	1420-32-002-007	23.85	None	Forest and Range	Rural Residential	FR-19	RA-5	Heybourne Rd.
Johnson Lane	Williams	1420-32-002-008	40.39	None	Forest and Range	Rural Residential	FR-19	RA-5	Heybourne Rd.
Johnson Lane	Williams	1420-32-002-009	39.17	None	Forest and Range	Rural Residential	FR-19	RA-5	Heybourne Rd.
Johnson Lane	Williams	1420-32-002-010	37.71	None	Forest and Range	Rural Residential	FR-19	RA-5	Heybourne Rd.
Minden	Bently Enterprises LLC	1320-32-501-001	24.00	None	Irrigated Agriculture	Commercial	A-19	CG	Zerolene Rd.
Minden	Deverill Charitable Trust	1320-30-611-006	2.07	1701 Monte Vista Ave.	Commercial	Multi-Family	MUC	MFR	Monte Vista Ave & Lucerne St.
Minden	Deverill Charitable Trust	1320-30-611-007	3.86	1709 Monte Vista Ave.	Commercial	Multi-Family	MUC	MFR	Monte Vista Ave & Lucerne St.
Minden	Hellwinkel	1320-30-802-008	2.09	1691 County Rd.	Commercial	MultiFamily	SFR-1	MFR	County Road
Minden	Pegram	1320-30-702-026	6.37	None	Commercial	MultiFamily	NC	MFR	Lucerne
Minden	Pegram	1320-30-702-027	4.25	None	Commercial	MultiFamily	NC	MFR	Lucerne
Minden	Pegram	1320-30-702-028	2.77	None	Commercial	MultiFamily	NC	MFR	Lucerne
Minden	Pegram	1320-30-702-029	10.97	None	Commercial	MultiFamily	NC	MFR	Lucerne
Minden	Shaw	1320-32-111-032	0.24	1583 Mono Ave.	Commercial	MultiFamily	GC	MFR	Mono Ave.

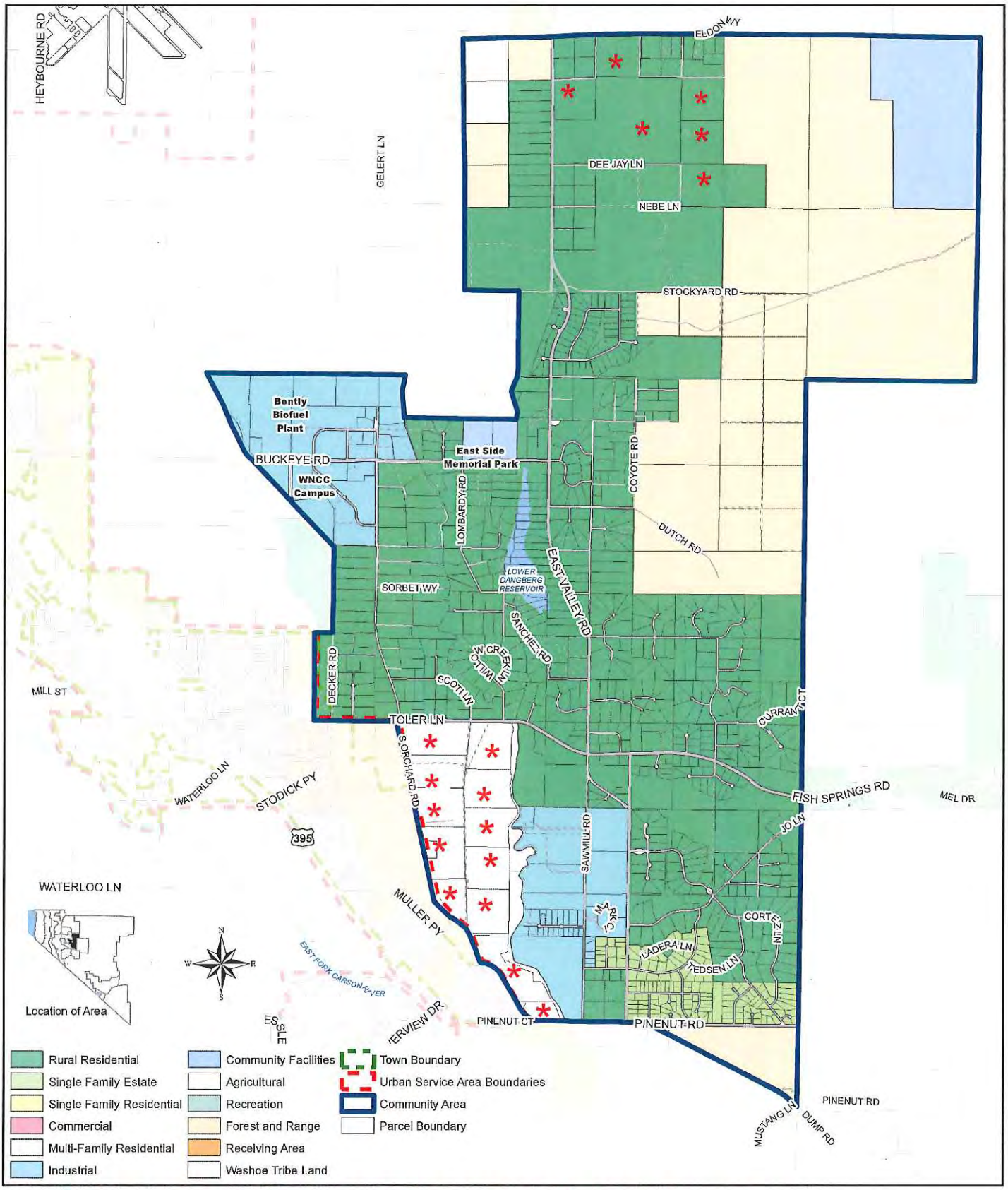
Community Plan	Property Owner	APN	Acres	Address	Existing Land Use	Proposed Land Use	Existing Zoning	Proposed Zoning	Nearest Street or Landmark
Topaz Lake	Gregory	1022-29-310-001	0.44	None	Commercial	Single Family Estates	Tourist Commercial	SFR-1/2	Eureka St.
Topaz Lake	Gregory	1022-29-310-002	0.44	None	Commercial	Single Family Estates	Tourist Commercial	SFR-1/2	Eureka St.
Topaz Lake	Gregory	1022-29-310-003	0.44	None	Commercial	Single Family Estates	Tourist Commercial	SFR-1/2	Eureka St.
Topaz Lake	Gregory	1022-29-310-004	0.44	None	Commercial	Single Family Estates	Tourist Commercial	SFR-1/2	Eureka St.
TOTAL			**1985.37**						

Map 1



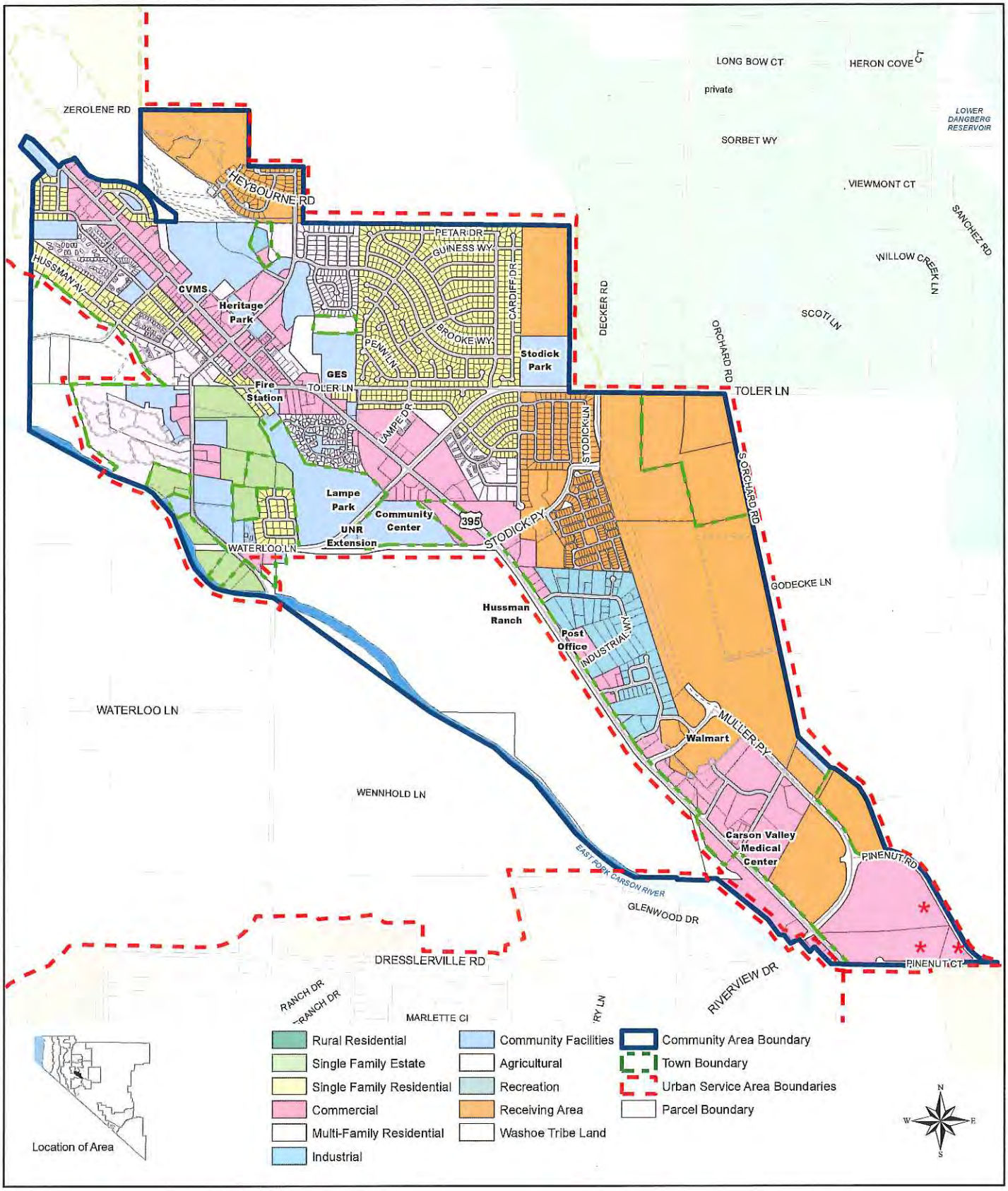
* Proposed Master Plan Map Amendments

Map 2



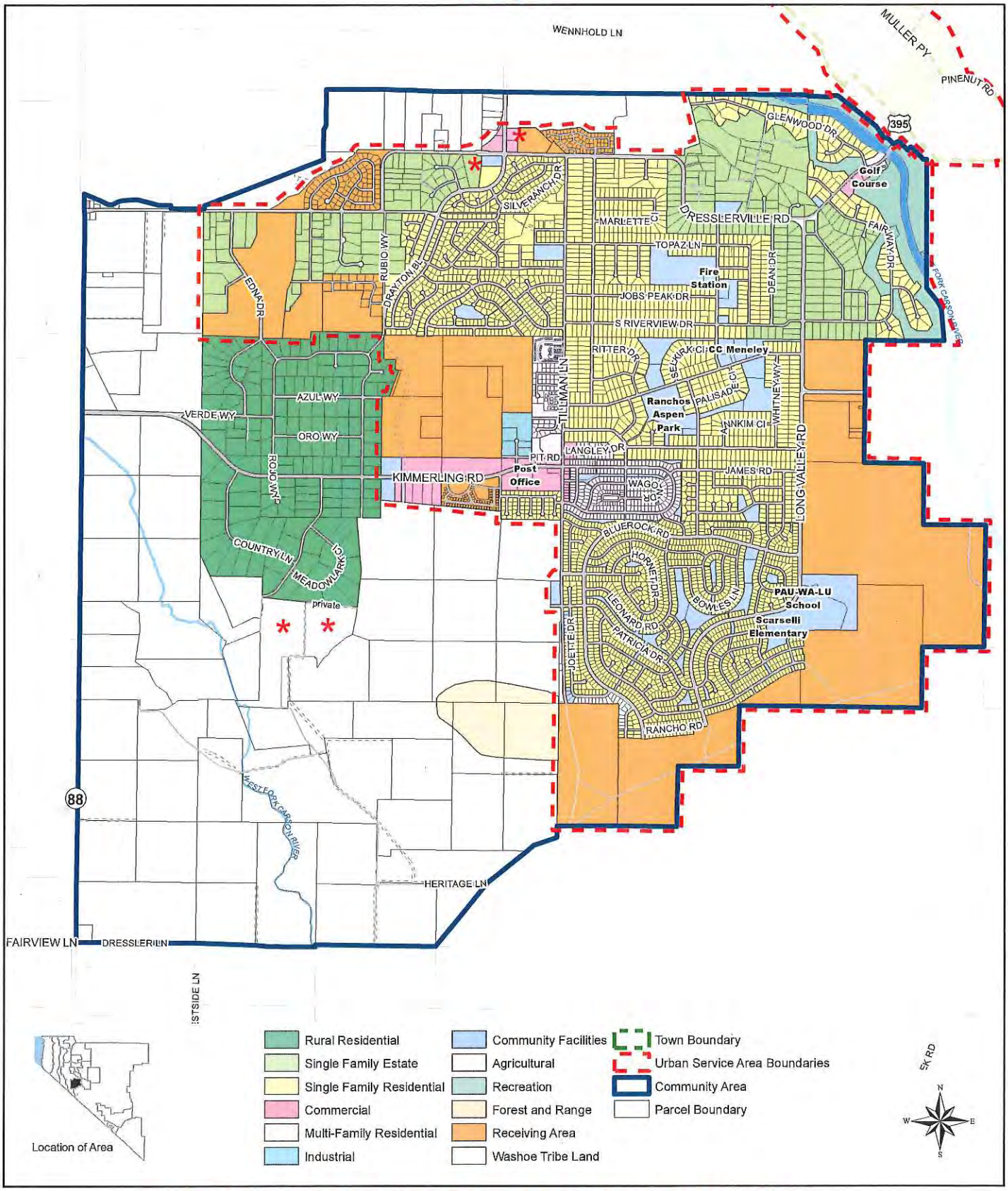
* Proposed Master Plan Map Amendments

Map 3



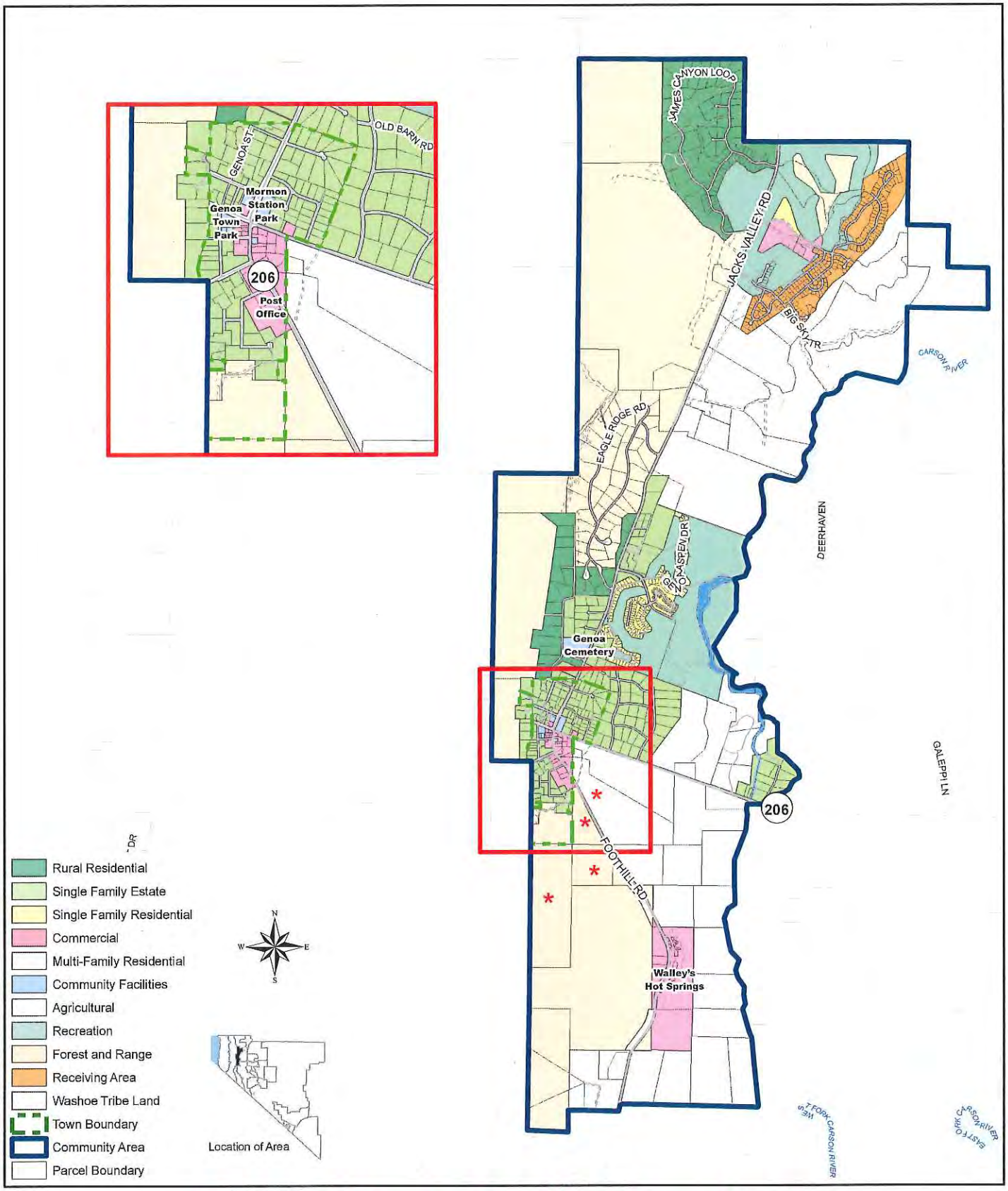
* Proposed Master Plan Map Amendments

Map 4



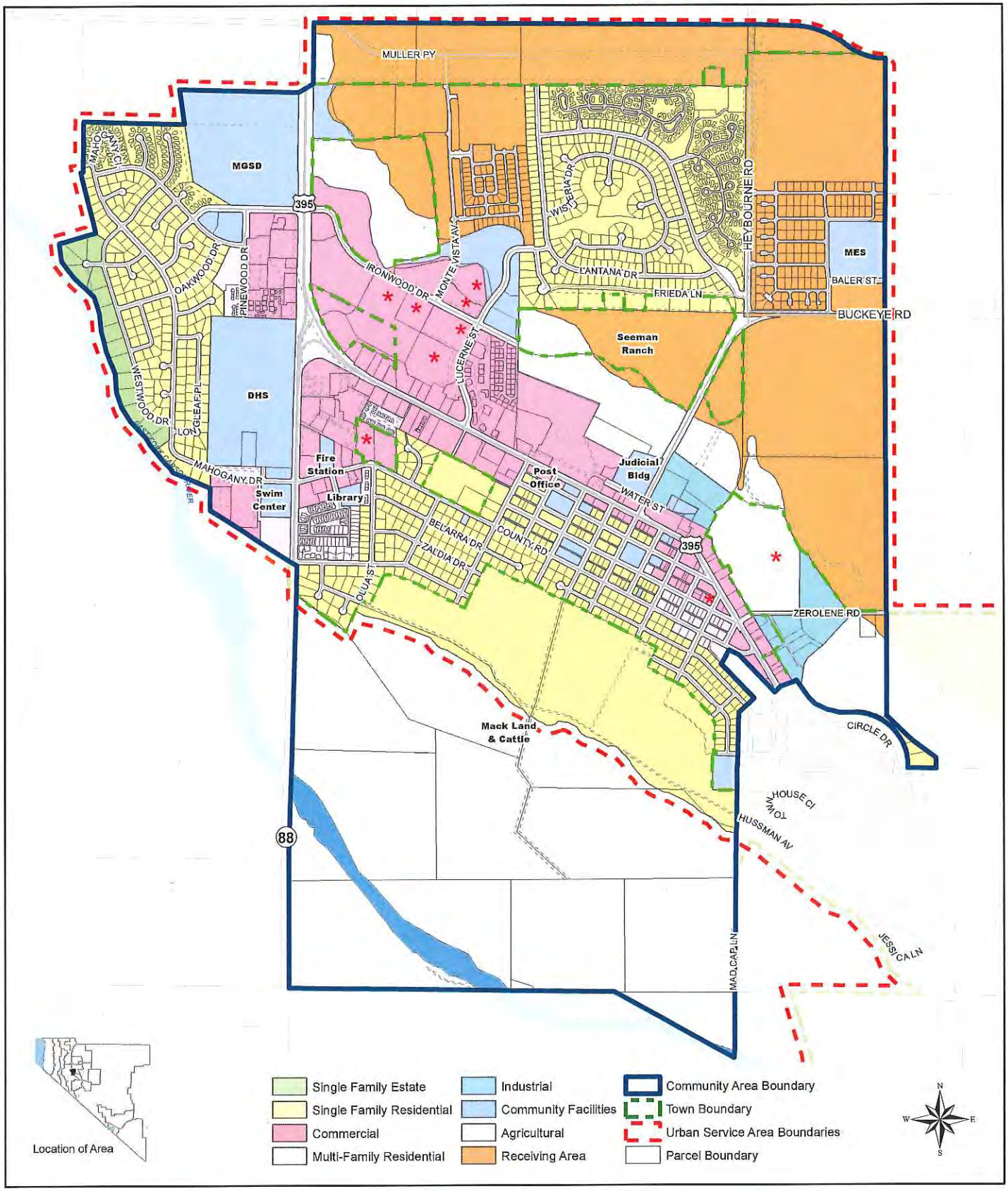
*Proposed Master Plan Map Amendments

Map 5



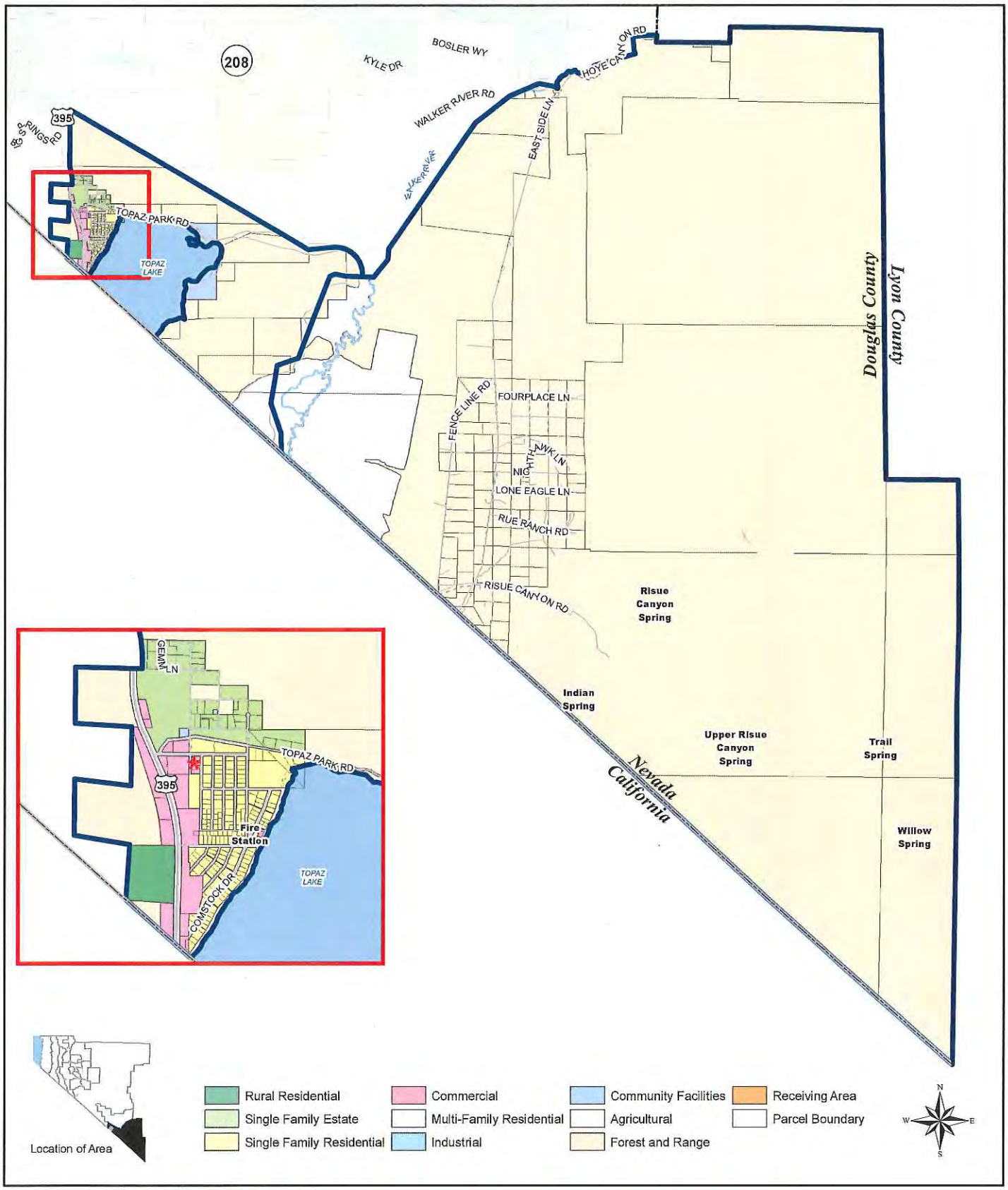
*Proposed Master Plan Map Amendments

Map 6



*Proposed Master Plan Map Amendments

Map 7



* Proposed Master Plan Map Amendments

	Applicant	Community Plan	Status
	Bently	Airport	Proposal Withdrawn
	Bently	Gardnerville Ranchos (Anderson Ranch)	Proposal Withdrawn
1	Bently	Gardnerville Ranchos (Dresslerville and Centerville)	Current
	Bently	East Valley	Proposal Withdrawn
2	Bently	Johnson Lane	Current
	Bently	Minden	Proposal Withdrawn
3	Curtis	East Valley	Current
4	Deverill	Minden	Current
5	Godecke	East Valley	Current
6	Gregory	Topaz Lake	Current
7	Hellwinkel	Minden	Current
8	Holstein	Gardnerville Ranchos	Current
9	Lekumberry	Genoa	Current
10	Pegram	Minden	Current
11	Peri	Gardnerville/East Valley	Current
12	Shaw	Minden	Current
13	Williams	Johnson Lane	Current

COMMUNITY DEVELOPMENT
1594 Esmeralda Avenue, Minden, Nevada 89423

Mimi Moss
COMMUNITY DEVELOPMENT DIRECTOR

775-782-6201
FAX: 775-782-6297
website: www.douglascountynv.gov

Building Division
Engineering Division
Planning Division
Code Enforcement

NOTICE of MEETING/AGENDA
DOUGLAS COUNTY PLANNING COMMISSION
June 06 and June 07, 2017

A meeting of the Douglas County Planning Commission will be held on **June 06, 2017 and continue through June 07, 2017, as necessary. The meeting will** begin at **9:00 AM on June 6th and if necessary, reconvene at 9:00 AM on June 7th**. The meeting will be held in the Douglas County Commissioner Meeting Room of the Douglas County Administrative Building, 1616 Eighth Street, Minden, Nevada. The time of agenda items is approximate, unless otherwise indicated.

The Planning Commission will break for lunch at or near 12:00 p.m. at the discretion of Chair.

The Planning Commission reserves the right to take items in a different order; to combine two or more agenda items for consideration; and to remove items from the agenda or delay discussion relating to an item on the agenda at any time.

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

In order to ensure that every citizen desiring to speak before the Commission has the opportunity to express his/her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere or prevent the speaker from commenting on any present or future project. The Commission, through its chair, may prohibit a comment if the comment is on a topic that is not relevant to, or within the authority of the public body or if the comment is repetitious or willfully disruptive of the meeting. Written materials filed with the Clerk are part of the record and do not need to be read aloud. Citizens and applicants alike are encouraged to submit written materials well in advance of the scheduled meeting so that the Planning Commissioners will have time to review them before the public hearings begin.

Persons desiring an opportunity to address the Planning Commission who are not able to attend the meeting are requested to send an email to ctzepeda@douglasnv.us at the Douglas County Community Development Department at least 24 hours prior to the convening of the Commission meeting.

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 County Clerk's Office in writing at P.O. Box 218, Minden, Nevada 89423 or by calling 782-9020 at least 20 hours in advance.

10-30

CALL TO ORDER AND DETERMINATION OF QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

At this time, public comment will be taken on those items and matters within the jurisdiction and control of the Planning Commission including, Presentations, Planning Matters and/or subjects not on agenda. Public comment on specific items agendized "for possible action" will be taken during consideration of that item. Public Comment is limited to 3 minutes per speaker. The Planning Commission uses timing lights in an effort to ensure that everyone gets to speak for the same amount of time. You will see a green light when you begin, and then a yellow light which indicates that you have thirty seconds left. Once the light goes red, please be seated.

APPROVAL OF AGENDA

For possible action. Approval of proposed agenda.

APPROVAL OF MINUTES

For possible action. Approval of May 9, 2017, Planning Commission Meeting minutes

PUBLIC HEARINGS

1. For possible action. Discussion on a Major Variance to reduce the required on-site parking from 1,237 spaces to 721 spaces in support of the construction of a new 720,000 square-foot warehouse addition to the existing Starbucks roasting plant and distribution center. The applicant is Starbucks Manufacturing Corporation and the subject property is located at 2525 Starbucks Way, Minden, in the Airport Community Plan area (DA 17-035) (APN: 1320-04-002-010) Steve Mason

PLANNING MATTERS: MASTER PLAN WORSHOP --NO ACTON WILL BE TAKEN

(The workshop will not begin before 10:00 AM)

2. Discussion Only. Workshop, presentation, and review of proposed amendments to be considered as part of the 20-year Master Plan Update, as follows.

A. Master Plan Map Amendment requests submitted by property owners. Additional detailed information regarding these amendments, including specific locations and maps, can be found online at http://www.douglascountynv.gov/DocumentCenter/View/5678.

Requested land use changes include:

Johnson Lane Community Plan

1) Bently Enterprises: Rural Residential to Single Family Estates for two parcels totaling approximately 37 acres (APNs 1320-11-001-035 and 1320-11-001-036).

2) PJRB Trust: Forest and Range to Rural Residential for a portion of 8 parcels totaling 215 acres (APNs 1420-32-001-006; 1420-32-001-008 thru -010 & and 1420-32-002-007 thru -010).

East Valley Community Plan

3) Curtis Family Trust: Agriculture to Receiving Area for one parcel approximately 26 acres in size (APN 1220-10-501-010).

4) Godecke Family Trust: Agriculture to Receiving Area for 9 parcels totaling approximately 373 acres (APNs 1220-02-001-005, 1220-02-001-006, 1220-02-002-006, 1220-02-002-007, 1220-03-000-016, 1220-03-000-017, 1220-03-000-018, 1220-03-000-019, 1220-11-001-032).

5) Peri Ranch: Receiving Area to Multi-Family Residential and Agriculture to Single Family Residential (APNs 1220-11-002-024 and 1220-11-001-066).

Gardnerville Community Plan (Minden/Gardnerville Community Plan)

6) Peri Ranch: Commercial to Industrial for a 17.5 acre portion of 3 parcels (APNs 1220-11-002-021 thru -023).

**THE FOLLOWING ITEMS WILL NOT BE HEARD BEFORE 1:30 PM*

Gardnerville Ranchos Community Plan

7) Bently Enterprises: Commercial and Receiving Area to Receiving Area for a 9.22 acre parcel (APN 1220-09-302-006). 8) Holstein Farms: Single Family Estates to Single Family Residential for a 5.43 acre parcel (APN 1220-09-401-001).

8) Holstein Farms: Single Family Estates to Single Family Residential for a 5.43 acre parcel (APN 1220-09-401-001).

Genoa Community Plan

9) Ranch No. 1 Ltd. and Trimmer Peak Ltd Partnership: Forest and Range and Agriculture to Receiving Area for 4 parcels totaling approximately 427 acres (APNs 1319-15-000-001, 1319-15-000-006, 1319-00-001-012, a portion of 1319-15-000-040).

Minden Community Plan (Minden/Gardnerville Community Plan)

10) Deverill Charitable Trust: Commercial to Multi-Family Residential for 2 parcels totaling approximately 6 acres (APNs 1320-30-611-006 and 1320-30-611-007).

11) Hellwinkel Family LLC: Commercial to Multi-Family Residential for a 2.09 acre parcel (APN 1320-30-802-008).

12) And Away They Go LLC: Commercial to Multi-Family for 4 parcels totaling approximately 24 acres (APNs 1320-30-702-026 thru 1320-30-702-029).

13) Bill and Paige Shaw: Commercial to Multi-Family Residential for a 0.24 acre parcel (APN 1320-32-111-032).

Topaz Lake Community Plan

14) Gordon Gregory: Commercial to Single Family Estates for 4 parcels 0.44 acres each (APNs 1022-29-310-001 thru 1022-29-310-004).

B. Master Plan Element Amendments, including amending all existing chapters, as well as the creation of new chapters, and other related matters.

Note: The June 6th meeting will be continued to June 7th for any items that were not considered at the June 6th meeting due to time constraints. The June 7, 2017, Planning Commission meeting will reconvene at the same location, beginning at 9 am.

The Planning Commission is scheduled to take action on the Master Plan Update at their July 18th and 19th meetings.

ADJOURNMENT

*Community Development Staff Reports are available, at a minimum, 3 days prior to the meeting. Copies of Community Development Staff Reports can be requested by calling the Planning Development Coordinator, (775) 782-9012 or in person (Monday – Thursday, 8:00 a.m. – 3:00 p.m. and Friday 8:00 a.m. – 12:00 p.m.) 1594 Esmeralda Ave., Room 217, Minden, Nevada. Community Development Staff Reports can also be found at http://douglascountynv.iqm2.com. During the public hearing, Community Development Staff Reports can be viewed in the Public Information Binder located at the entrance to the meeting room.

*Copies of this notice are posted at the Douglas County Administrative Building (Historic Courthouse), Douglas County Community Development (Minden Inn), Douglas County Judicial and Law Enforcement Center, Douglas County Libraries – Minden and Lake Tahoe, and the Minden Post Office. This notice will be posted on the Douglas County website – http://douglascountynv.iqm2.com. However, this Commission does not maintain the listed website and therefore timely posting of agendas on the website cannot be guaranteed.

TIMING FOR AGENDA ITEMS IS APPROXIMATE UNLESS OTHERWISE INDICATED

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action</u>: Approval of Resolution No. 2017R-035 - augmenting the Town of Gardnerville budget for fiscal year 2016-2017; with public comment prior to board action. (approx. 10 minutes)**

2. **Recommended Motion: Approve Resolution 2017R-035 augmenting the Town of Gardnerville budget for fiscal year 2016-2017.**
   Funds Available: ☑ Yes ☐ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: June 6, 2017 Time Requested: 30 minutes**

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

Background Information: See attached resolution and budget augment backup material.

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

8. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

RESOLUTION NO. 2017R-035

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

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

GENERAL FUND	
Revenue	
Grant –Petroleum Fund	$107,428
	$107,428
Expenditures	
Capital Projects	$107,428
	$107,428

ADOPTED THIS 6th day of June 2017.

AYES _____
_____
_____
_____
_____

NAYE _____
_____

GARDNERVILLE TOWN BOARD
DOUGLAS COUNTY, NEVADA

By: _____
Ken Miller, Chairman

ATTEST: _____
Tom Dallaire, Clerk to the Board

11-2

NOW THEREFORE BE IT RESOLVED that the 2016-2017 Fiscal Year Budget Augmentation is herein approved.

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

AYES

COMMISSIONERS _____

_____

_____

_____

_____

NAYS

_____

_____

ABSENT

_____

_____

By: _____
Chairman
Douglas County Board of Commissioners

ATTEST:

_____
Clerk to the Board

11-3

Douglas County Comptroller's Office

Budget Augmentation/Transfer Form

Date of Request: 6/6/2017 **Requested By:** Tom Dallaire

For Fiscal Year: 16/17 **Fund/Department:** 610

	Account Name	Fund	Dept	Account		DR Revenue Increase	CR Revenue Decrease	CR Expend Increase	DR Expend Decrease
1	State Reimbursement	610	000	337	100	107,428			
2	Capital Projects	610	926	562	000			107,428	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
				Totals		107,428	-	107,428	-
				Net Change		**107,428**		**107,428**	

Purpose: Petroleum fund reimbursement for Gardnerville Station

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____

Date: _____ Journal # _____

11-4

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>Not For Possible Action:</u> Discussion on the Town Attorney's Monthly Report of activities for May 2017.**
2.
3. **Recommended Motion: N/A**
   Funds Available: ☐ Yes ☑ N/A
4. **Department: Administration**
5. **Prepared by: Tom Dallaire**
6. **Meeting Date: June 6, 2017 Time Requested: 5 minutes**
7. **Agenda: ☐ Consent ☑ Administrative**

Background Information: To be presented at meeting.

8. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
9. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>Not For Possible Action:</u> Discussion on the Town Manager's Monthly Report of activities for May 2017.**

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

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: June 6, 2017 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

Town Manager Monthly Report
June 2017 Board Meeting

A. **Gardnerville Station (former Eagle Gas):** Dube` is wrapping up the final set of plans for submittal for a building permit submittal. I made a presentation to the Rotary. The presentation is attached to this report.

B. **395 Crosswalks:** A note from Tonia, NDOT's Local Public Agency Coordinator
"I just wanted to touch bases with you and let you know that the ROW funding was approved early May and NDOT ROW is moving forward with completing waiver valuations rather than full blown appraisals. This is good news as it should shorten the timeline to get offers out and the acquisitions completed. "

C. **Kingslane Sidewalk Project:** I talked with Charlie about the modifications needed to the Irrigation box structure and I need to get the plan drawn up on these improvements. We also need to do a cost estimate and contract docs for this project. We have the 90% plans if you want to review them.

D. **Toiyabe Storm Drain Project & Shop Improvements**: - Evan from RO Anderson moved to the Reno firm so Jeremy is picking up this project and is supposed to have it complete this week. I hope to get that out to bid and send it to the county for a permit. RO Anderson is wrapping up the plan set and contract docs to go out to bid.

E. **Chichester Estates Park Ditch Storm Drain Outlet:** I worked on this plan set with the Gilman ponds amenities. .

F. **Office Items:**

- May 8th – Presented the town budget to the BOCC. That presentation was in your board packet last month.
- I presented to the Rotary on the where have we been and where are we going with the Gardnerville Station.
- AB417 – (Main Street Bill) was approved out of Ways and Means Committee and is heading to Assembly I believe. They did change the office in the state form the tourism office to the Governor's Office of Economic Development and reduced the budget to $350,000. Using existing personnel and expanding some of their offered services.
- The fiber line was installed from Gilman to CVMS with 4 additional pull boxes for future connections.
- Met with KDH onsite of Jenuane Properties about tapping into the existing power. They are looking for the existing power line. They are going to be wrapping up onsite soon. They are also using a post tension slab system with a footing so no material had to be removed from under the structure. Interesting concept for a building, cheaper than removing the soil and backfill.
- Attended the 3rd visitor's authority workshop on wayfinding signage.
- Attended the Main Street Conference in Pittsburgh – doing a presentation for the board.
- Attended the LOGMAN conference in Tahoe on May 11-12 – attached are my highlights of the conference.
- Met with Far West on the Heritage Park right of way issues. Reviewed their contract and sent it to Jennifer for her review.
- Sweep the town event – Very successful. Had 20 people out to help. Main Street provided BBQ burgers, beans and soda. That cleaned up the town really well before the first wine walk. Town staff was able to get the sweeper working by Thursday.
- Rotary Club of Minden help Geoff and I plant 140 plants along Gilman Ave and backfilled 4 yards of DG. We need to spray and weed the back side of the new dg mound. LDS Church Youth group helped plant another 120 plants and spread only a couple yards of DG.

Minden Rotary Club

Gardnerville Station

How did we get here?
Where are we going?

May 23, 2017

What is Gardnerville Station (*Eagle Gas Station*)?

- A Brownfields Redevelopment Project
- An Historic Preservation project
- An Adaptive Re-Use Project
- A Main Street Gardnerville Gateway Revitalization Project
- A Public Facility Project
- A Stormwater Management Project
- A Transportation Safety Project

What the station looked like when we started this project

A 1000 gallon propane tank Is what started it all!

Shelving and chips left for

Ice cream left in the freezer

Shelving thrown in the demo'd restroom

Gardnerville Parking District Strategy

Plan for Prosperity

March 2007

The plan for prosperity shown new mixed use from the Gardnerville Station site to the Masons building or Cheshire Antiques. With a gate way location and parking for the use of the site.

GARDNERVILLE STATION

3 Public Workshops - onsite

Option 1: Removes existing structures and eliminates 3 unsafe driveways, provides parking setback closest to the highway, with 16 parking stalls

Option 2: Removes existing structures and eliminates 3 unsafe driveways, provides parking set back furthest from the highway, allows for tree grates and lights and wider sidewalk , shows the maximum parking with 21 stalls.

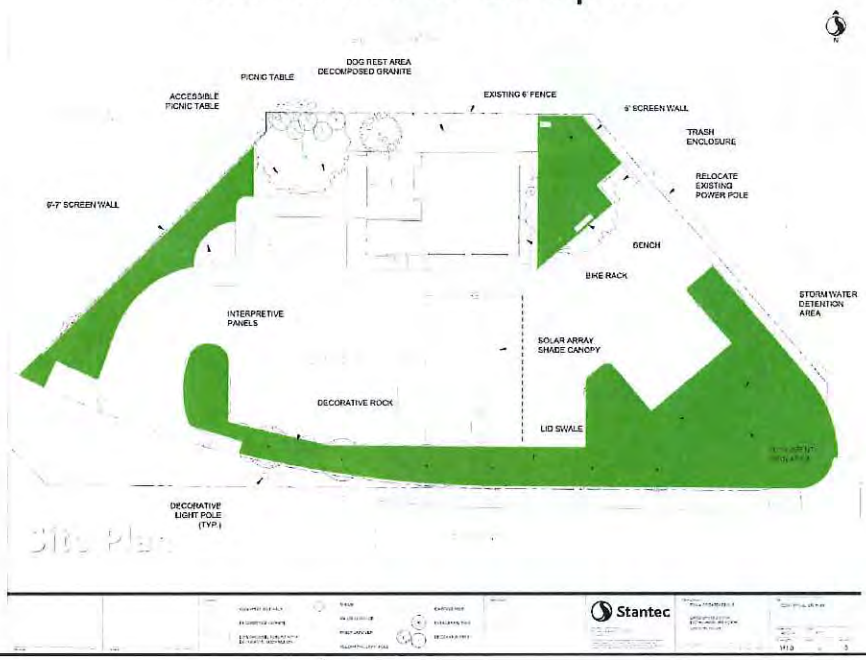
Option 3: Utilizes existing structure with public restrooms for a Main Street Meeting Room/storage, eliminates 3 unsafe driveways and provides 17 parking stalls.

Redevelopment Options Selected at Public Workshop, by Percentage
(Total Points Used = 70)

Redevelopment Options Selected by Online Survey, by Percentage
(Total Participants = 35)

GARDNERVILLE STATION

Stantec Final Site plan



Future Gateway for Main Street Gardnerville

Eagle Gas Station

Downtown Gardnerville Gateway

Gateway signage proposed

Monument Sign Concept

- 7 Brick columns approximately 2'x4' high
- Placed in a curved fashion at the corner of Mission Street
- Raised Metal "WELCOME" Letters
- Brushed Metal Band with Raised Letters "Main Street Gardnerville"

Stantec

dubé group

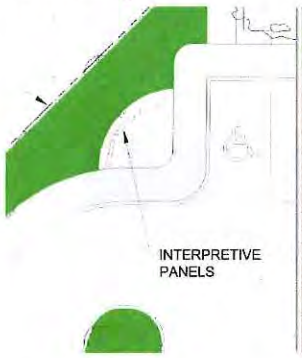
GARDNERVILLE STATION

Site Amenity

GARDNERVILLE STATION

Site Amenity

Interpretive Panel Concept



Stantec

dubé group

GARDNERVILLE STATION

What Has Been Completed So Far?

Phase 1 – Under ground contamination cleanup

1. All Underground Tanks and Contaminated Soil Removed
2. Canopy Demolished Following Section 106 Approval
3. Conceptual Designs for Building Renovations and Site Improvements
4. 2 public workshops on proposed design
5. Construction Documents for Building Renovations
6. Detailed flood study has commenced for the proposed storm drain system.

GARDNERVILLE STATION

CDBG Paid to Demo the canopy and remove the rest of the contaminated soil

720 yards
contaminated soil removed

5 Tanks removed from the under the surface.
1 – 1090 gallon heating oil tank
1 – 300 gallon used oil storage tank
2 - 6000 gallon gas storage tanks
1 - 8000 gallon diesel storage tank
1 – 200 gallon above ground kerosene tank

Backfilled with gravel and Type II Base

300 gallon used oil tank (Above)

1090 gallon Heating oil tank (Below)

NDEP Brownfield used to remove Heating oil tanks from site

GARDNERVILLE STATION

Performed a Boundary Line Adjustment with Nishikida property

Dedicate curve to NDOT
Creates a 305' radius for traffic

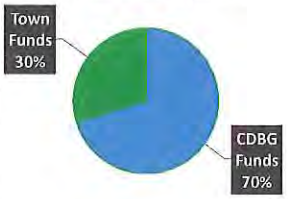
GARDNERVILLE STATION

2017 CDBG Application

Phase 2 – building renovation & Storm Drain

- Requesting 2017 CDBG Funds for Phase 2 - Building Renovations and Underground Detention Basins
- Total Cost for Building Renovations & Detention Basins = $768,686
- Town of Gardnerville is requesting $539,350

2017 Project Budget
(Total = $768,686)



Item	CDBG	Town
Building Renovations	$339,350	$36,361
Construction Documents - Bldg		$42,975
Stormwater Detention Basins	$200,000	$150,000
TOTAL	**$539,350**	**$229,336**

Building Renovation Benefits

Conversion of Historic Gas Station Building into Public Facility

- Public Meeting Room for Main Street Gardnerville, Other Civic Organizations
- Public restrooms & Information Center with Accessory Parking
- Bus Stop and Electric Vehicle Charging Station with Solar PV Canopy
- ADA Improvements
- Interpretative Signage and Gateway Sign

Proposed Phasing

Phase	Tasks
Phase 1	**Site Clean Up** • Remove Heating oil tanks (Brownfield) • Remove Contaminated soil (State Petro. Fund) • Remove Conceptual plans & UST's removal (CDBG 2014) • Remove more soils contamination (State Petro. fund) • Remove the Canopy (State Petro. Fund) **Hellwinkel Channel Construction** (Q1 funds and Town funds) • Land Acquisition – (State Q1 and town funds) • Channel and path construction - (State Q1 and town funds)
Phase 2	**Building Renovations and Site Improvements** • Prepare Building Renovation plans – Dube (Town Funds) • Perform Building renovations (CDBG 2017) • Add Building equipment and furniture (Town) • Install Detention Basins For future connection (2017 CDBG & Town) • Perform Final Site Improvements for the site. (2018 CDBG? & Town)
Phase 3	**NDOT "S" Curve Construction and storm drain connection to storage and Storage to Hellwinkel Channel** – study Underway (Town funds) • NDOT Highway 395 realignment to enlarge curve radius to reduce truck traffic and pedestrian conflicts. (NDOT funds) • Connect 395 drainage into the detention Basin provide minimal discharge at this point. (Town and NDOT)
Phase 4	**Connections to New Strom Drain by Private investment** – (private)

WE ARE HERE!

GARDNERVILLE STATION

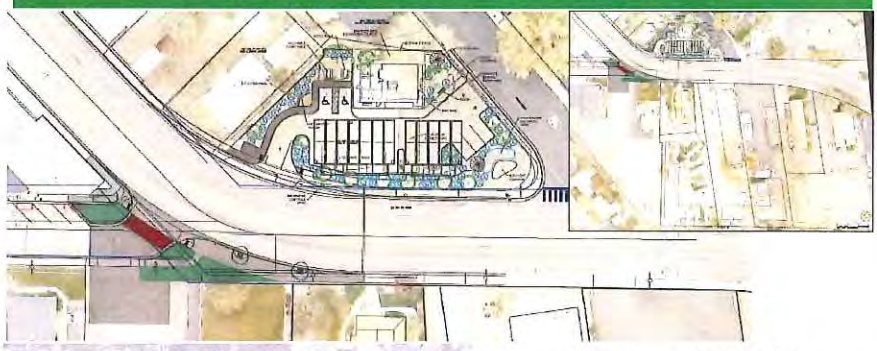
Stormwater Detention Benefits

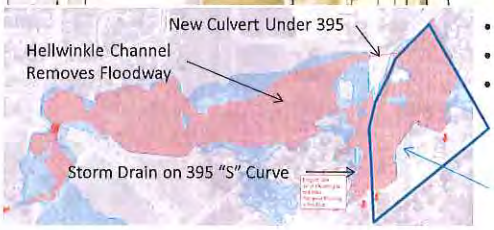
Installation of 2 Underground Stormwater Detention Basins

- Reduces flooding hazards along US Highway 395 during a localized storm by capturing storm water and conveying the flow into the Hellwinkel Channel
- Convey flood water under US Highway 395 during a large flood event keeping 395 open for a longer period of time.
- Facilitates mixed-use development of parcels across US Highway 395 by capturing the increase to storm water due to the new development

GARDNERVILLE STATION

Storm Drainage Overall Plan



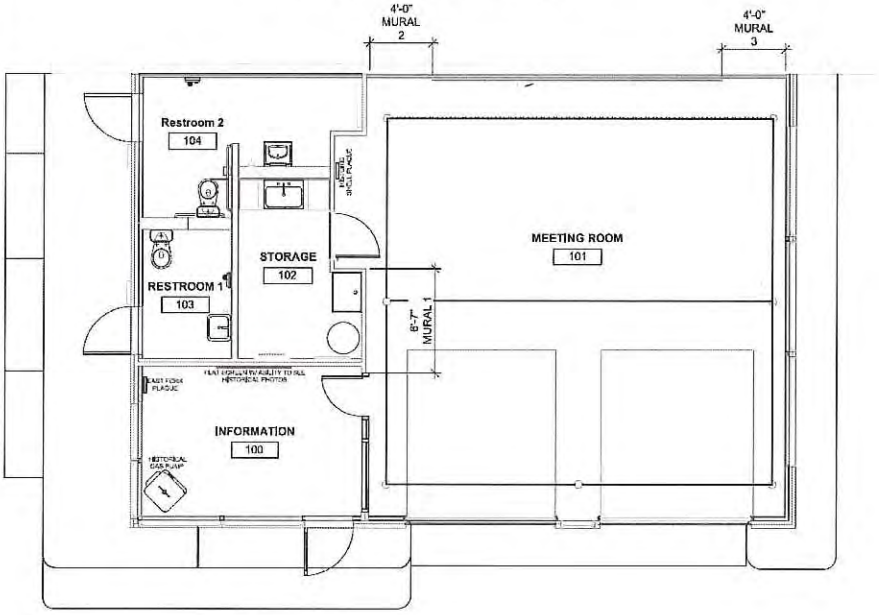


- Fix Local Drainage from highway
- Convey up to the 50 year flood event
- Allows for future investment and re-development of parcels across 395

Private Re Investment

GARDNERVILLE STATION

Final Floor Plan



Final optional uses and layouts

Stantec

dubé group

Proposed Public Meeting Room

dubé group

GARDNERVILLE STATION

Proposed Public Meeting Room

dubé group

GARDNERVILLE STATION

What has the town spent

$43,000 Brownfield spent on reports and cleanup and tank removal

$383,945 Total spent to date by the town
- $4,529 onsite cleanup, workshop, maintenance items.
- $32,229 – Dube Architects for construction plans
- $24,080 - Boundary Line Adjustment
- $9,977 – Grant Management Consultant
- $1,600 – NDEP – Keeping the site in the Petroleum fund
- $23,924 – Petroleum fund match

Reimbursed for:

$88,700 - CDBG Round 1 – Tank removal and cleanup of Distribution lines.

$198,906 – Petroleum fund – for onsite Cleanup efforts and demo of canopy

Bottom Line - $67,339 cost to the town to date.

GARDNERVILLE STATION

Questions?

GARDNERVILLE STATION

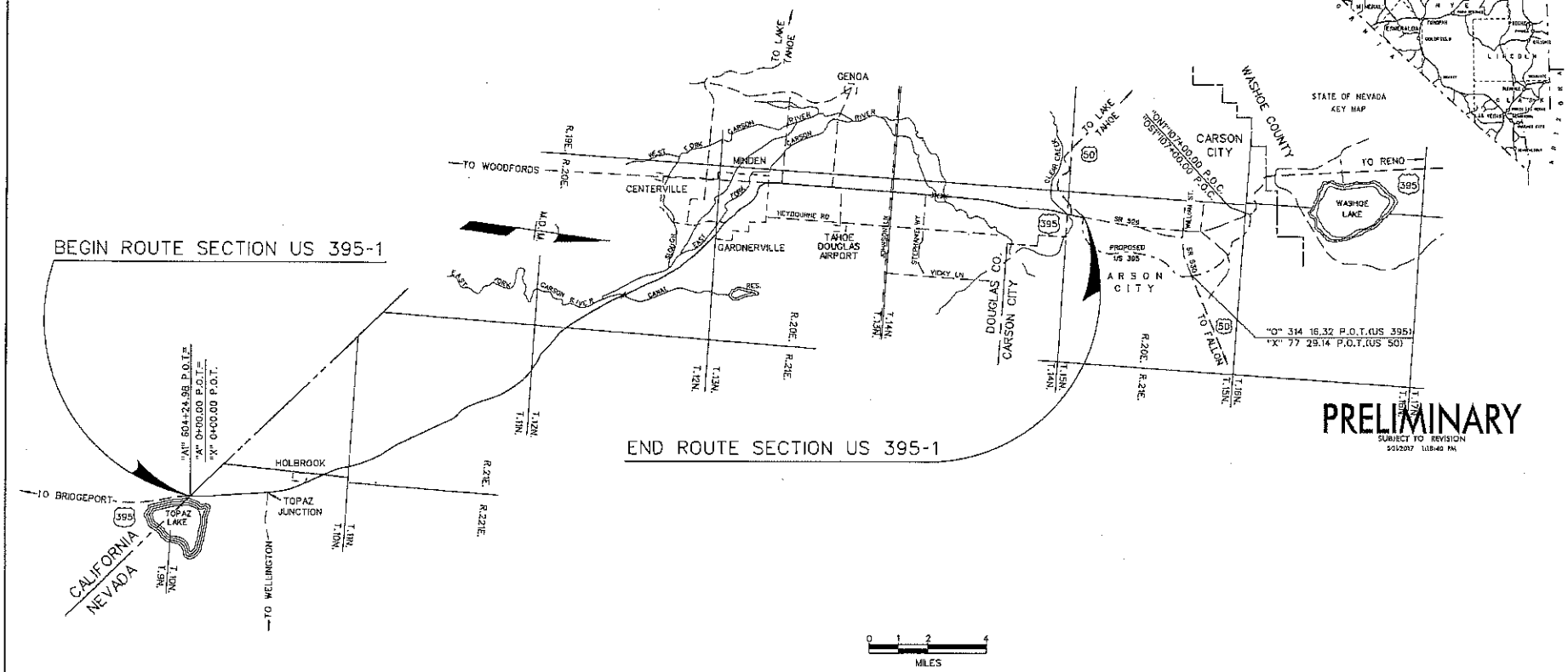
STATE	PROJECT NO.	COUNTY	SHEET NO.
NEVADA	US 395 Gardnerville Dip	DOUGLAS	1A

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

CONSTRUCTION PLANS

DOUGLAS AND CARSON CITY COUNTY

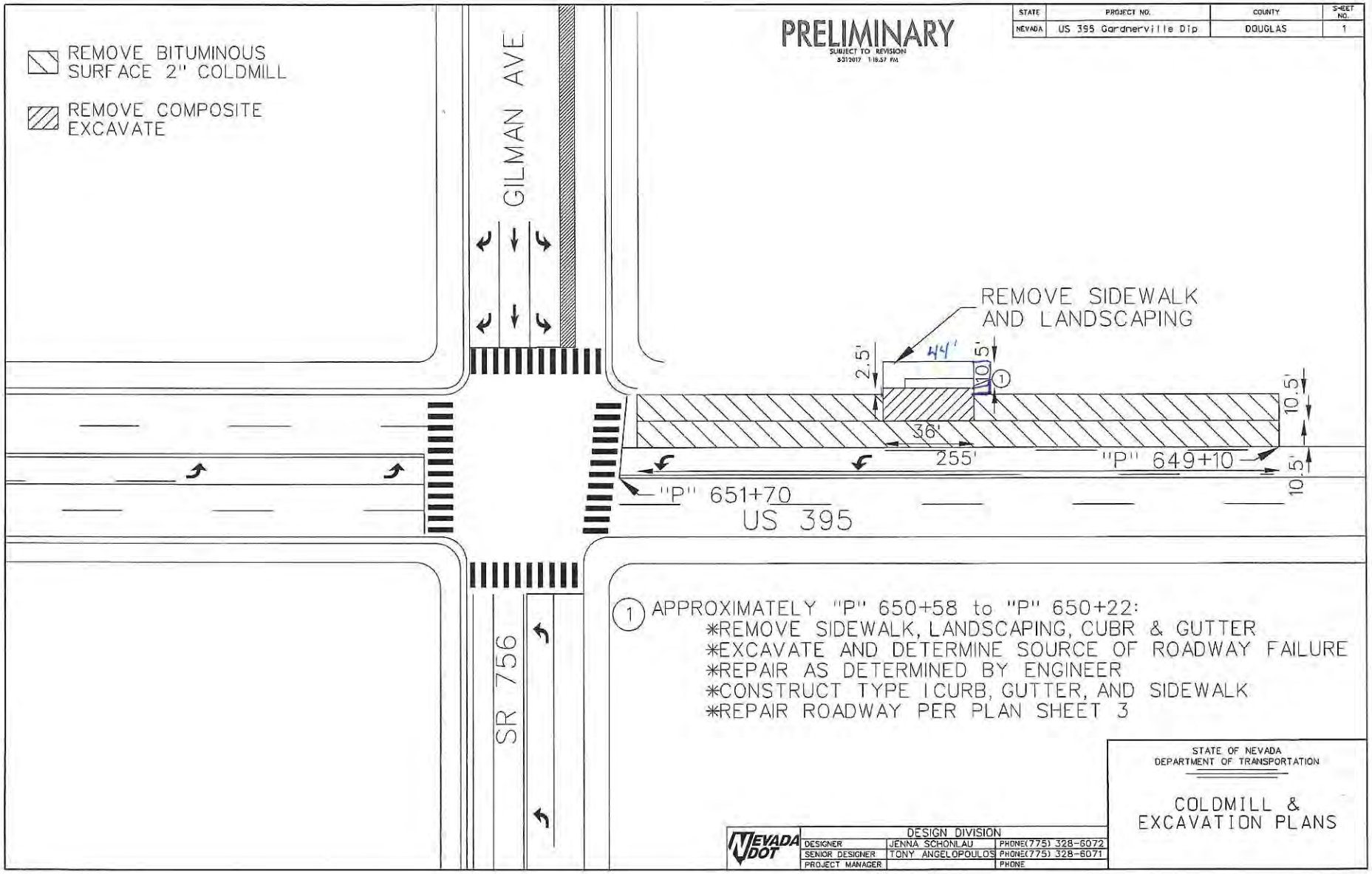
FROM THE CALIFORNIA/NEVADA STATE LINE
TO THE JUNCTION OF US 50/SR 529



PRELIMINARY
SUBJECT TO REVISION
5/3/2017 1:18:40 PM

STATE	PROJECT NO.	COUNTY	SHEET NO.
NEVADA	US 395 Gardnerville Dip	DOUGLAS	1

PRELIMINARY
SUBJECT TO REVISION
5-31-2017 1:18:57 PM



1 APPROXIMATELY "P" 650+58 to "P" 650+22:
- *REMOVE SIDEWALK, LANDSCAPING, CUBR & GUTTER
- *EXCAVATE AND DETERMINE SOURCE OF ROADWAY FAILURE
- *REPAIR AS DETERMINED BY ENGINEER
- *CONSTRUCT TYPE I CURB, GUTTER, AND SIDEWALK
- *REPAIR ROADWAY PER PLAN SHEET 3

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

COLDMILL & EXCAVATION PLANS

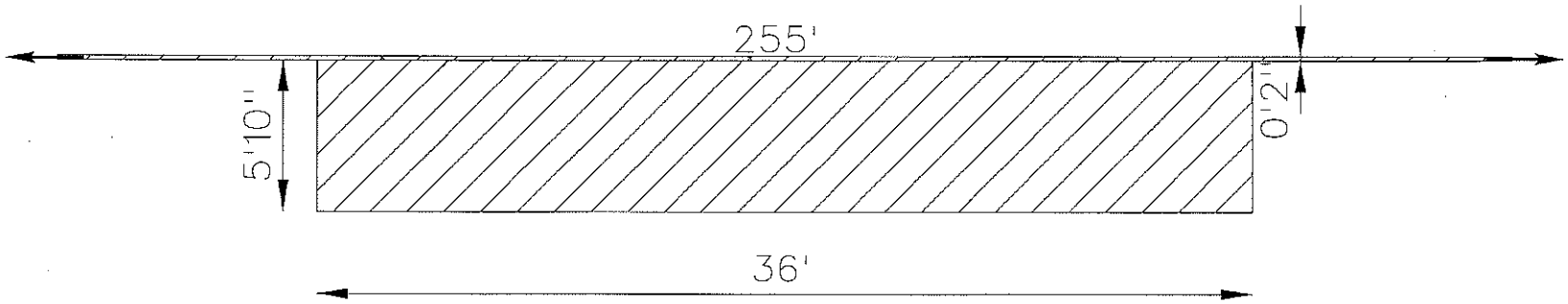
NEVADA DOT

DESIGN DIVISION		
DESIGNER	JENNA SCHONLAU	PHONE(775) 328-6072
SENIOR DESIGNER	TONY ANGELOPOULOS	PHONE(775) 328-6071
PROJECT MANAGER		PHONE

STATE	PROJECT NO.	COUNTY	SHEET NO.
NEVADA	US 395 Gardnerville Dip	DOUGLAS	2

PRELIMINARY
SUBJECT TO REVISION
5/1/2017 1:19:15 PM

*REMOVE COMPOSITE 147.9 CUYD
*REPLACE SIDEWALK 42 SQYD
*2" GRIND EXTENDS 255'

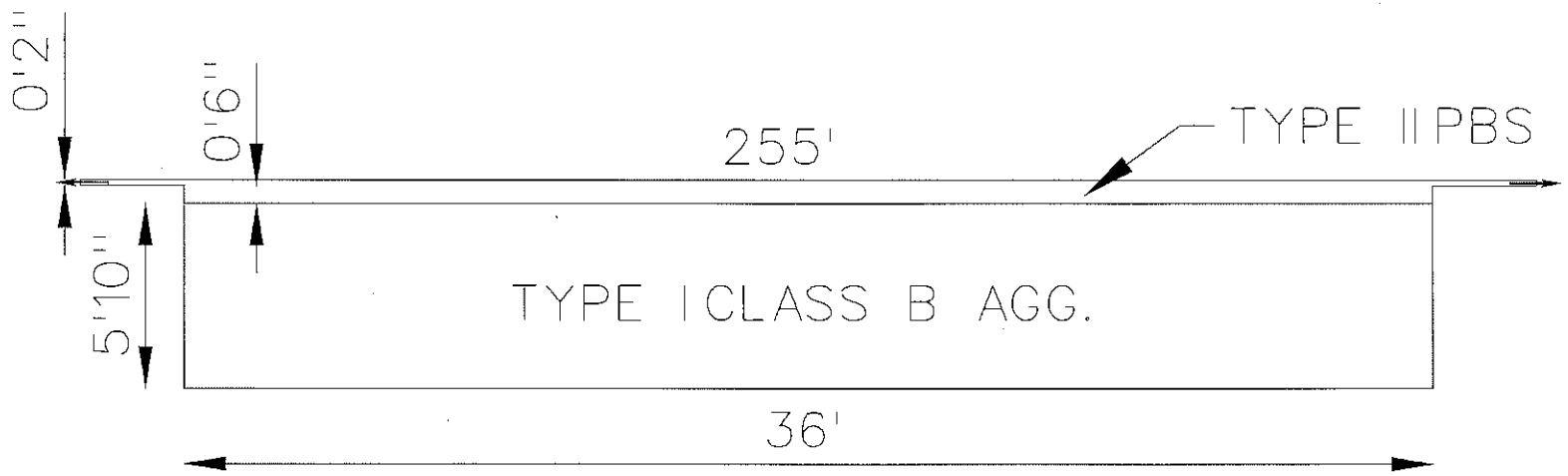


STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

REMOVAL DETAILS

STATE	PROJECT NO.	COUNTY	SHEET NO.
NEVADA	US 395 Gardnerville Dip	DOUGLAS	3

PRELIMINARY
SUBJECT TO REVISION
5/10/2017 1:19:22 PM



STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

REPLACEMENT DETAILS

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>Not For Possible Action:</u> 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.**

2. **Recommended Motion: N/A**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: June 6, 2017 Time Requested: 10 minutes**

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

Background Information: To be presented at meeting.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

MAIN STREET Gardnerville NEVADA

1407 Main Street; US Hwy 395 N.
Gardnerville, Nevada 89410
T. 775.782.8027 | F. 775.782.7135

MSG Board of Directors Meeting

May 16, 2017 6:00 PM

EXECUTIVE DIRECTOR MONTHLY STATUS REPORT

This report provides a brief overview of operations of Main Street Gardnerville program.

MONTHLY SUMMARY (ACTUAL APRIL 18-MAY 12)

- **Financial**
  - Current Bank Balance: **$11,523.98**
  - Revolving Loan Balance: **$31,646.38**
  - Waiting on closeout from TOG for remaining funds
  - Ordered 2nd Square
- **Membership**
  - Reviewed and updated membership list to determine who we need to approach for renewal and new membership
  - New Members
    - This & That Marketplace
    - US Bank Home Mortgage
- **Office set up remaining**
  - Adobe Acrobat DC Pro
  - Adobe Photoshop
- **Forms and Branding**
  - Created new uniformed forms to better brand the program
  - Created a branding guideline sheet for future advertising and logo distribution
- **Social Media**
  - **Twitter:** 442 to 397 followers; decrease of 45 followers most likely due to the increase in tweets
  - **Facebook**: 2,622 to 2,780 followers; increase of 158 followers
  - **Instagram:** 140-151 followers; increase of 11 followers
- **Online registrations**
  - We have 3 signed up for Wine Walks already
- **Website**
  - Updated Calendar page and reconfigured
  - Added payment buttons and video's to our home page
  - Added video to About Us page
  - Streamlined the member page and added logo's
- **Emails & Constant Contact Mails**

	Open Rate	Click Rate
Letter to Businesses-Sweep the Town	33%	0%
Biz Blast April 2017 Volume 2	28%	15%
Biz Blast May 2017 Volume 1	26%	4%
AMGEN Volunteer Request	41%	0%

- **Media Mentions**
  - **Carson Valley Times:** Wine Walk 5/12/17
  - **Record Courier:** Don't close doors to new residents 5/9/17
- **Press Releases**
  - Wine Walks 5/11/17

MAIN STREET Gardnerville NEVADA

1407 Main Street; US Hwy 395 N.
Gardnerville, Nevada 89410
T. 775.782.8027 | F. 775.782.7135

OLD BUSINESS

- **Terminology Changes**
- **Board of Directors Packets**-All committee minutes and agenda action item requests be submitted no later than the **2nd Wednesday of every month by 5pm**. To cut down on paper waste I will all BOD members the agenda and minutes electronically and only print a Board packet if you personally request one prior to the Tuesday Board meeting.

NEW BUSINESS

- Invitation to speak at the Carson Valley Chamber lunch on June 21 to make a presentation regarding District Vitality and the projects we used to get where ae are today. Will work with Meredith and Connie on this presentation, all suggestions welcome.

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion on the annual performance evaluation of Town Manager, Thomas Dallaire, the determination of any adjustments to pay, and such other compensation and benefits as the Board may determine is appropriate; with public comment prior to Board action.**
2.
3. **Recommended Motion: Motion as discussed by the board for Tom Dallaire, Gardnerville Town Manager, based on the annual performance evaluation.**

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

4. **Department: Administration**
5. **Prepared by: Carol Louthan**
6. **Meeting Date: June 6, 2016 Time Requested: 30 minutes**
7. **Agenda: ☐ Consent ☑ Administrative**

Background Information: See attached evaluation summary.

- Merit increase up to 4% set limit by the Town Board.

The options for compensation per HR are as follows;

- A one-time bonus of up to 3% of salary.
- Up to three additional paid days off which are one-time administrative days that do not "roll" and cannot be "banked and must be used within the calendar year

8. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
9. **Board Action:**

   ☐ Approved ☐ Approved with Modifications
   ☐ Denied ☐ Continued

Town of Gardnerville Est. 1879 Nevada

May 26, 2017

Mr. Tom Dallaire
Gardnerville Town Manager/Engineer
1407 Highway 395 N
Gardnerville, NV 89410

Re: Personnel Session

Dear Mr. Dallaire:

NRS 241 permits the Gardnerville Town Board to conduct a meeting to consider the character, alleged misconduct, or professional competence of a person. Before a meeting of the kind just mentioned can take place, written notice must be given to the person who is the subject of the meeting in accordance with NRS 241.

You are hereby notified that on June 6, 2017, the Gardnerville Town Board will conduct a meeting to consider your character, alleged misconduct or professional competence in accordance with NRS 241. This meeting will take place at 4:30 p.m. at the location listed below.

Gardnerville Town Hall, 1407 Highway 395 N, Gardnerville, NV 89410

A copy of this letter and proof of personal service will be provided to the Gardnerville Town Board before the meeting.

Sincerely,

Carol Louthan
Administrative Services Manager

cc: Gardnerville Town Board

15-2

May 26, 2017

PROOF OF SERVICE

I, Carol Louthan , hereby swear or affirm under penalty of perjury, that in accordance with NRS 241, I served the foregoing NOTICE OF MEETING of the Gardnerville Town Board to consider the character, alleged misconduct, or professional competence by:

Personally serving it on Tom Dallaire, Gardnerville Town Manager/Engineer, at 1407 Highway 395, Gardnerville, NV 89410 on the 30th day of May, 2016.

Carol Louthan

State of Nevada
County of Douglas

On 5/30/17 , Carol Louthan, personally appeared before me, who is personally known to me to be the signer of the above document, and she acknowledged that she signed it.

MARIE L. NICHOLSON
Notary Public, State of Nevada
Appointment No. 14-12499-5
My Appt. Expires December 16, 2017

Marie L. Nicholson
Notary Public

Gardnerville Town Manager Evaluation	Ken Miller, Chairman	Cassandra Jones, Vice-Chairwoman	Linda Slater Board Member	Lloyd Higuera Board Member	Mary Wenner Board Member	
PERFORMANCE STATEMENTS						
GENERAL ADMINISTRATION						
Staff Development: Does he/she appoint and train effective subordinates? Is he/she able to recruit and retain quality employees? Does he/she have a plan to effectively develop the workforce? Does he/she execute the workforce development plan?	3	6	3	6	5	
Leadership - internal: Does he/she motivate others to maximum performance? Is he/she respected as demanding but fair? Does he/she get enthusiastic response to his/her new ideas and needed reorganizations?	6	6	3	6	6	
Supervision: Does he/she adequately and appropriately supervise and direct the activities of the staff? Is he/she able to control the operational activities of the Town through others? Is he/she available to his/her employees for guidance and counseling?	6	6	3	6	6	
Job Organization: Does he/she delegate responsibility effectively? Does he/she use his/her time productively? Does he/she program activities in an orderly and systematic way?	6	6	3	3	6	
Execution of Policy: Does he/she understand and comply with the overall policies, laws and philosophy of the Town? Does he/she translate policies and objectives into specific and effective programs?	6	6	6	6	6	
Budget: Does he/she adequately and appropriately coordinate budget development with the Board? Does he/she execute the budget satisfactorily and control expenses within the levels set in the budget?	6	6	6	6	6	
Communication: Does he/she keep appropriate people informed? Does he/she present his/her thoughts in an orderly and understanding manner? Is he/she able to be persuasive?	6	6	6	6	6	
Reporting: Does he/she submit accurate and complete staff reports on schedule? Do the reports adequately convey information on the Town?	6	6	6	6	6	
Board Communication: Does he/she provide the Board with adequate information to make decisions?	6	6	6	6	6	
Response to Board: Does the Manager respond in a positive way to suggestions and guidance from the Board? Is the Manager attuned to the Board's attitudes, feelings, and needs?	3	6	6	6	6	
Written Communication: How effective are his/her letters, memoranda, and other forms of written information?	3	6	6	6	6	
Productivity: Can the Manager be depended on for sustained productive work? Does the Manager readily assume responsibility? Does the Manager meet time estimates within his/her control?	3	6	6	6	6	
Stress Management: Is the Manager able to resolve problems under strain and unpleasant conditions? How well does the Manager tolerate conditions of uncertainty? Does the Manager respond well to stressful situations and adequately deal with the stress inherent to the position?	3	6	3	3	5	*# of Questions*

Gardnerville Town Manager Evaluation	Ken Miller, Chairman	Cassandra Jones, Vice-Chairwoman	Linda Slater Board Member	Lloyd Higuera Board Member	Mary Wenner Board Member	
PERFORMANCE STATEMENTS						
Total General Administration	**63**	**78**	**63**	**72**	**76**	65
Cassandra - Tom leads an effective organization, delegating as appropriate to his staff. While there has been some staffing issues, this not due to Tom's leadership but to factors beyond his control (like injury and competitive labor market). Tom is always responsive to Board requests.						
Linda • **Budgeting, Board communications and exernal communications remain strong points.** • **The delegation of certain operational activities seem to have relieved some stress as well.**						
Ken - Tom strives for staff development but sometimes gets side tracked by overloading himself. His written communication sometimes uses the wrong context of a word						
Lloyd - Over the years you have increased your skills as a manager and have developed a solid management style						
EXTERNAL RELATIONSHIPS						
Community Relations: Is the Manager skillful in his/her dealing with the news media? Does he/she properly avoid politics and partisanship? Does he/she show an honest interest in the community? Does he/she	**6**	**6**	**6**	**6**	**6**	
Community Reputation: What is the general attitude of the community to the Manager? Is he/she regarded as person of high integrity and ability?	**6**	**6**	**6**	**6**	**6**	
Professional Reputation: How does the Manager stand among his/her colleagues? Does he/she deal effectively with other public managers? Is he/she respected by professional and staff representatives of other counties and cities? Does he/she attend and participate in seminars and conferences for professional development?	**6**	**6**	**6**	**6**	**6**	
Intergovernmental Relations: Does the Manager work effectively with federal, state, and other local government representatives? Is the relationship with other local government officials beneficial to the Town? Is he/she able to facilitate cooperative efforts among various local agencies and the Town? Does he/she exhibit appropriate leadership with other entities and agencies?	**6**	**6**	**6**	**6**	**6**	*# of Questions*
Total External Relationships	**24**	**24**	**24**	**24**	**24**	20
Cassandra - No local municipality is as lucky as we are to have Tom. He works well with the community members/organizations, as well as other municipalities.						
Linda • **Once again, it's totally refreshing to see how Tom represents the Town of Gardnerville's interests in all aspects in such an efficient and professional manner.** • **He continues to be highly regarded by other governmental entities.**						
Ken - This is probaby Tom's strongest area.						
Lloyd - This is a very strong area for you. Keep up the good work.						

Gardnerville Town Manager Evaluation	Ken Miller, Chairman	Cassandra Jones, Vice-Chairwoman	Linda Slater Board Member	Lloyd Higuera Board Member	Mary Wenner Board Member	
PERFORMANCE STATEMENTS						
PERSONAL CHARACTERISTICS						
Imagination: Does he/she show originality in approaching problems? Does he/she create effective solutions? Is he/she able to visualize the implications of various alternatives?	6	6	6	6	6	
Objectivity: Is he/she unemotional and unbiased? Does he/she take the rational and impersonal viewpoint based on facts and qualified opinions? Is he/she able to divide his/her personal feelings from those which would most effectively convey the Town's interest?	6	6	3	6	5	
Drive: Is the Manager energetic and willing to spend the time necessary to do a good job? Does he/she have good initiative and is he/she a self-starter?	6	6	6	6	6	
Judgment and Decisiveness: Is he/she able to reach quality decisions in a timely fashion? Are his/her decisions generally good? Does he/she exercise good judgment in making decisions and in his/her general conduct?	6	6	6	6	6	
Attitude: Is he/she enthusiastic? Cooperative? Willing to adapt? Does he/she have an enthusiastic attitude toward the Town, both professionally and personally?	6	6	3	6	6	
Initiative: Does he/she independently recognize problems, develop relative facts, formulate alternate solutions, and take appropriate action or make appropriate recommendations?	6	6	6	6	6	
Integrity: Does the Manager fulfill his/her responsibilities and duties in accordance with the ICMA Code of Ethics? Is he/she honest and forthright in his/her professional capacities? Is he/she trustworthy? Does he/she have a reputation in the community for honesty and integrity?	6	6	6	6	6	
Self-Assurance: Is the Manager self-assured of his/her abilities? Is he/she able to be honest with him/herself and take constructive criticism? Does he/she take responsibility for mistakes which are his/hers? Is he/she confident enough to make decisions and take actions as may be required without undue supervision from the Board?	6	6	3	6	6	*# of Questions*
Total Personal Characteristics	48	48	39	48	47	40

Personal characteristics comments.

Cassandra - Tom's vision for projects and his dedication to doing them right has reaped a harvst of completed projects recently, like the channel, continued improvement to the Martin Slough, etc. His drive and imagination has helped us gain many grants and funding sources to complete these and future projects. His initiative is leading us in the future with the Gardnerville Station, recycling and road repairs. His attitude, self-assurance and decisiveness has improved over the time I've been on the Board, but I honestly think this is his own weakest area. He thinks less of himself than is accurate.

Ken - Tom is very patient when it comes to working with other government entities, which can sometimes become frustrating.

Gardnerville Town Manager Evaluation	Ken Miller, Chairman	Cassandra Jones, Vice-Chairwoman	Linda Slater Board Member	Lloyd Higuera Board Member	Mary Wenner Board Member
PERFORMANCE STATEMENTS					
Lloyd - Your personal skills have improved along with your management skills					
Performance Statements					
Goals for this year - See Page 7 for my Goal Matrix					
Career Goals:					
1. **Improve my office organization, filing and project filing process and procedures.** **Needs improvement:** I have taken a couple times over the past year to file and clean up the desk. It always ends up being a mess again.. I need to figure out the filing process and come up with something that will work. I have actually used files this year but I need to get them to the filing cabinet. That will be this next year's goal, something I can consistently get filing to projects completed in a timely fashion.	3	0	3	6	5
2. Implement and utilize the Facility Dude Program and hold staff training on the devices to implement their use and tracking of tasks complete. **Exceeded my Expectations:** This was complete in May. It has taken some time for staff to get used to it and now they are using it like employees. We hope to record at least 80% of the work time for all employees, currently we are sitting at 68% now.	6	6	6	6	6
3. Get the Grant funds from the awarded LWCF from state lands on the trail Amenities grant. **Met Expectations.** This Grant was extended at the recommendation of the State Staff. They want to see this installed. The project has morphed a little with Strom Drain Improvements on Maple Street and we are discussing that at the Town Board meeting April 2017.	6	6	6	6	6

Gardnerville Town Manager Evaluation	Ken Miller, Chairman	Cassandra Jones, Vice-Chairwoman	Linda Slater Board Member	Lloyd Higuera Board Member	Mary Wenner Board Member	
PERFORMANCE STATEMENTS						
4. Get the ADA transition plan complete. Need GIS support or training to prepare and decipher all the provided data. **Needs improvement:** Once again I had a goal where I relied on others to perform work. Honestly I thought GIS would have been able to accomplish this task for the amps and plans. But I did work on this at the beginning of the review period and have the text to a point for the publishing once the maps can get done.	3	3	3	6	5	
Total the numbers of the employee ratings for each category above and enter into the boxes on the right and below for the correct Overall Rating.	18	15	18	24	22	20

Goal comments

Linda - If more organization were achieved within his personal office,I believe the rest would fall into place. More emphasis needs to be focused on what the end result will achieve, thus giving one the incentive to achieve the organization that Tom seeks.

Ken - Keep trying to get all goals accomplished by working others so you can have more personal time.

Lloyd - Solid goals

Overall Performance Rating Summary

Performance	135	150	126	144	147	
Goals	18	15	18	24	22	Total # of Questions
Total Evaluation Score (sum of the categories)	**153**	**165**	**144**	**168**	**169**	**145**

Gardnerville Town Manager Evaluation	Ken Miller, Chairman	Cassandra Jones, Vice-Chairwoman	Linda Slater Board Member	Lloyd Higuera Board Member	Mary Wenner Board Member
PERFORMANCE STATEMENTS					
Total merit increase based on the average of the combined evaluation scores divided by the number of questions	5.51				

Evaluating Board member Comments
Strong Points:
Cassandra - Community liaisoning which motivates involvement from groups throughout Town and the ability to get grants to complete projects.
Linda • Tom maintains his exceptional working relationships with local, state and federal agencies, which, in my opinion, is vital for a manager of the Town of Gardnerville • I have seen more delegation of operational activities this past year and this has helped to keep the focus on more pressing town issues. • Budget preparation has been efficient in spite of many local government changes. It is clear, concise and well received by the board members.
Ken - Tom is excellent in communicating with the town board and other government such as the county.
Lloyd - Your skills as a manager have improved greatly. I believe you will continue to grow as an excellent manager.
Weak Points:
Cassandra - You are more effective than I think you let yourself believe.
Linda - Supervisory and employee relations should be monitored so that a high morale can be maintained thus keeping productivity at a maximum
Ken - Organizing of his office.
Lloyd - At this point I could only nitpick and I don't want to do that.
Suggestions and Specific Direction
Linda • Continue to prioritize all requests for meetings, committee involvement, special requests, seminars and the like, as they relate to the Town of Gardnerville

Gardnerville Town Manager Evaluation	Ken Miller, Chairman	Cassandra Jones, Vice-Chairwoman	Linda Slater Board Member	Lloyd Higuera Board Member	Mary Wenner Board Member
PERFORMANCE STATEMENTS					
• I would also suggest a preplanned semi-annual staff meeting, by department, so constructive feedback can be exchanged. This can be used as a tool for future planning, budgeting, equipment needs, resolving issues before they grow and the overall future direction of the town. • Just listening can go a long way and all suggestions should be received as a positive desire to improve our town					
Ken - Continue to delegate jobs and expect higher performance from the rest of staff.,					
Lloyd - Keep up the great work!					
General Comments/Direction for Improvement					
Linda • As I have said before, a dedicated manager always looks for ways to improve and Tom has those qualities • I am always impressed how much Tom can accomplish and we are fortunate to have him as our town manager. A job well done.					
Mary - I don't think getting the (CDBG) was one of Tom's goals for this year, but without Tom's hard work on the grant applications, and getting it to meet the qualifications the State was looking for I don't think the Town would have gotten it. I see Tom working on the weekends helping our volunteers, and boy scouts get projects done for our town and community. I feel he accomplishes a ot more than he puts down for his goals. I think the Town of Gardnerville is lucky to have such a hard working town manager.					
Lloyd - The Town of Gardnerville, Staff and the Town Board are very fortunate to have you as our Town Manager.					

2017–2018 goals for Tom Dallaire

		Status	Completed
1	**Improve my office filing and organization of my office more consistently over the year.**		
2	**Work on a CIP plan that will be able to be implemented over the next 5 years. Need to take some time and priorities the projects in which need to be completed. This varies with weather conditions and road conditions. Continue to focus on the lower rated roads and look at sealing the roads in the 80s before their condition start deteriorating.**		
3	**Get Maple Street Storm drain and path improvement in the summer of 2017.**		
4	**Get the ADA transition plan complete. Push GIS to get the maps complete or find a contractor to handle the mapping.**		

Are there any Goals you would like to see accomplished or set other than those listed above?

Mary:

1.Crosswalks – Kingslane
2.Gas station finished

Cassandra

I don't know that organizing your office needs to be a measurable goal on your annual review. Clearly you are effective at your job – Hellwinkel Channel, improved trail/park amenities, getting us grants, budgeting. Yes, your office is a mess, but that is not necessarily a performance issue that I feel the Board should be micromanaging. I'd rather have your goals dedicated to plans like creating and implementing recycling program, completing the CIP and ADA plans and creating/improving the staff under you. I feel like holding you accountable to those goals is far more important than holding you accountable to basic housekeeping.

Ken – Complete gas station project now that funds are available.

2017-2018 GOALS FOR TOM DALLAIRE

		Status	Completed
1	**Get the Gardnerville Station construction started before October 2017 and building improvements started prior to 2017. Working on Flood Study, Hellwinkel Study, Power pole relocation, underground service to building, Strom Drain basin design and layout, and get NDOT on board with "S" Curve improvements.**		
2	**Work on a CIP plan that will be able to be implemented over the next 5 years. Need to take some time and priorities the projects in which need to be completed. This varies with weather conditions and road conditions. Continue to focus on the lower rated roads and look at sealing the roads in the 80s before their condition start deteriorating.**		
3	**Get Maple Street Storm drain and pedestrian path improvement in the summer of 2017.**		
4	**Get the ADA transition plan complete. Push GIS to get the maps complete or find a contractor to handle the mapping.**		