



GARDNERVILLE TOWN BOARD

Meeting Agenda

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

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

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

Tuesday, May 6, 2014

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 are posted at the following locations prior to meeting day in accordance with NRS Chapter 241: Gardnerville Town Offices, Gardnerville Post Office, Carson Valley Chamber of Commerce and Visitors Authority and the Douglas County 8th Street Historic Courthouse. The agenda is also posted on the Internet at www.gardnerville-nv.gov. All items shall include discussion and possible action to approve, modify, deny, or continue.

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. 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.

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

PLEDGE OF ALLEGIANCE- Mary Wenner

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:

April 2, 2014 Regular Board meeting, with public comment prior to Board action.

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.

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.

- For Possible Action: Correspondence**
- For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**
- For Possible Action: Approve April 2014 claims**
- For Possible Action: Approve budget transfers for Fiscal Year 2013/2014.**
- For Possible Action: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Douglas County Senior Services for the 14th Annual Big Mama's Show & Shine, May 10, 2014 at Lampe Park.**
- For Possible Action: Accept the Tree City USA Award for 2013.**



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

- 7. For Possible Action:** Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the 104th Annual Carson Valley Days Festival scheduled for June 13 through 15, 2014, sponsored by Carson Valley Active 20-30 Club #85.

ADMINISTRATIVE AGENDA

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

- 8. Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for April 2014. (approx. 30 minutes)
- 9. For Possible Action:** Approve a town event application by Shop Small Northern Nevada LLC for a monthly business/vendor event scheduled for Saturday, May 24; Friday, June 13 and Saturday, June 14; Saturday, July 12; and Saturday, August 9, 2014 at Heritage Park from 8:00 a.m. to 4:30 p.m. considered to be a Class IV use under the park use policy.; with public comment prior to Board action. (approx. 20 minutes)
- 10. For Possible Action:** Discussion on a Major Variance review for raising the Smith's sign one foot (1') ten inches (10") and adding the fuel price signs and logo to the existing sign, located between Jack in the Box, 1345 Highway 395 and Taco Bell, 1343 Highway 395; located on APN 1220-04-501-012; with public comment prior to Board action. (approx. 20 minutes)
- 11. For Possible Action:** Discussion to approve amending the contract with Sierra Nevada Construction for a volume adjustment in asphalt due to the varying pavement depth in an amount not to exceed \$10,000, as specified in Change Order #1 within the 2014 Chichester Crack Repair contract #2014-05; with public comment prior to Board action. (approx. 5 minutes)
- 12. For Possible Action:** Discussion on the possible purchase of a used 2008 Ford truck cab and chassis with transmission mounted PTO to be purchased from Douglas Disposal for use as a replacement cab and chassis for the town's 3 yard dump truck, amending the current 614 fund 2013-2014 fiscal year's budget; with public comment prior to Board action. (approx. 10 minutes)
- 13. For Possible Action:** Discussion on providing direction to staff in developing an acquisition plan and funding strategy for the acquisition of the 5.08 acres of commercial zoned property adjacent to Heritage Park (APN: 1320-33-310-004) located within the Town of Gardnerville service area for expansion and enhancement of Heritage Park and use during current town events by increase public parking and public event area; with public comment prior to board action. (approx. 20 minutes)
- 14. For Possible Action:** Discussion on the Fiscal Year 2015-2019 final Capital Improvement Plan (CIP), with public comment prior to Board action. (approx. 10 minutes).
- 15. For Possible Action:** Public hearing to adopt the final budget for fiscal year 2014-2015; with public comment prior to Board action. (approx. 20 minutes)
- 16. Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for March 2014. (approx. 5 minutes)
- 17. Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for March 2014. (approx. 10 minutes)

Town Cleanup Day – May 10, 2014 – Heritage Park

Heritage Park Garden Plant Swap – May 17, 2014

Shop Small – May 24, 2014 – Heritage Park

Next regular Town Board Meeting - June 3, 2014 - 4:30 PM Town Administrative Offices



GARDNERVILLE TOWN BOARD

Meeting Minutes

Linda Slater, Chairman
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Wednesday, April 2, 2014

5:30 p.m.

Gardnerville Town Hall

Chairman Slater called the meeting to order at 5:30 p.m. and made the determination a quorum is present.

PLEDGE OF ALLEGIANCE - Vice-Chairman Higuera led the Pledge of Allegiance.

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.

Mr. Dallaire would like to remove Item No. 9 dealing with the 501c3.

Motion Philips/Higuera to approve the agenda with the change.

No public comment.

Upon call for the vote, motion carried.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
March 4, 2014 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Wenner to approve the minutes of March 4, 2014.

No public comment.

Upon call for the vote, motion carried.

PUBLIC INTEREST COMMENTS (No Action)

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No public comment.

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.

Motion Higuera/Wenner to approve the consent calendar.

1. **For Possible Action:** Correspondence
Read and noted.
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
Accepted.
3. **For Possible Action:** Approve March 2014 claims
Approved.
4. **For Possible Action:** Approve the 3rd Annual Heritage Park Gardens Plant Swap & Open House, May 17th. Tentative time 10 am – 2 pm.
Approved.

5. **For Possible Action:** Approve a town event application by FEAT of the Carson Valley 5K/10K fundraiser scheduled for Saturday, April 26, 2014 at Heritage Park and surrounding streets, considered to be a Class 1 use under park use policy.
Approved.
6. **For Possible Action:** Approve request for Street Closure of Pep Circle on May 18, 2014 from 9:00 AM–3:00 PM for the Southgate Business Park Block Party.
Approved.
7. **For Possible Action:** Approve a town event application by Shop Small Northern Nevada LLC for a monthly business/vendor event scheduled for April 19, 2014 at Heritage Park from 8:00 a.m. to 4:30 p.m. considered to be a Class IV use under the park use policy.
Approved.

No public comment.

Upon call for the vote, motion carried.

ADMINISTRATIVE AGENDA

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

8.  **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for March 2014.

Mrs. Lochridge reported Dorie, Margaret and myself spoke with a couple of officials with the national program. They were very impressed at how far we've come in such a short time without a state program in place or a coordinating partner. They are excited to see us all in May. They also shared the information with the CEO that is running the program and she was very impressed. We did a board retreat on March 15. We are revising a few of the action plans and will take them to our board later this month for approval. We will bring them to the town board next month for final approval. We are gearing up for our busy season: Cash Mobs, Wine Walks, Wine Walk training and Celebrating Success on Main Street. We have some brand new businesses in the district who are also members: Nana Lori's Trinkets and Treasures, High Desert Guns and Douglas County Republican Central Committee.

Mr. Philips believed a lot of Main Street's success is due to Mrs. Lochridge's enthusiasm.

Mrs. Caldana is pleased to be here. We truly believe the vision represents who we are. Mrs. Caldana gave a power point presentation going over the action plans for the different committees and the accomplishments of Main Street.

Chairman Slater appreciated the fact they approach this as a business. When you see it is not reflecting the way you want it to reflect you change it. You make a difference. I appreciate you are looking out for the town and all of our citizens.


Ms. Wenner asked about the brand. Do you have anything specific?

Mrs. Caldana believed it is more recognition of the current brand. We do have our main street logo. But the most recognizable brand is our wine glass. We just want people to be more aware. We want them to know we are a volunteer organization and Paula is the only employee.

Mr. Miller mentioned the database belongs to Main Street Gardnerville. It will not be sold to anyone else. It is proprietary. It is very important for any merchant in the area to join. It's cheap advertisement.

Mr. Philips thanked Mrs. Caldana for all the time she puts in.

Mrs. Caldana enjoys it.

9.  **For Possible Action:** Discussion to approve, approve with modifications or deny a request by Main Street Gardnerville to create a Gardnerville Community Enrichment Council as a 501c3 organization. If approved, Article II-c of the Council's bylaws will state that it is to work "in partnership with the Town of Gardnerville"; with public comment prior to Board action.

(Pulled from the agenda.)

10.  **For Possible Action:** Discussion on Douglas County adding Chapter 10.10 to the county code providing guidelines and procedures for installing Temporary Traffic Control Devices during maintenance, construction and special event activities; presentation by Erik Nilssen; with public comment prior to board action.

Mr. Eric Nilssen, Engineer for Douglas County Community Development has been coordinating this with the towns of Gardnerville, Minden, and the GID's to review and comment on before I take it to the board of county commissioners. What this proposed code does is list a standard that traffic control is based on from the Manual of Uniform Traffic Control Devices. The plan needs to be prepared by either a professional civil engineer or an American Traffic Association Safety Services Certified Work Zone Traffic Control Supervisor. This ordinance states if you are going to work in the road or have a road closure, if it's under one hour, you don't need to worry. If it's between one and four hours you need a traffic control plan; and to notify dispatch, the school district, the post office, refuse collection and homeowners along the street that the road will be closed up to four hours. If it's over four hours then you need a complete public notice, which is putting it in the paper, have signs out a couple days before letting people know a closure will happen. Who is responsible for the review and approval of the traffic control plan? If it's something the town is handling, an event in the town and you are closing something for the park, then the traffic control plan can be prepared by or reviewed and approved by your town engineer. They will forward that plan to the county for information purposes, but we won't review it or approve it. If the traffic control plan is necessary due to a building permit or a site improvement permit then the county would do the review so the person would go to one place for their permit. If it's a permit for an event that would take place across multijurisdictional boundaries then it would be handled through the county's outdoor festival permit. I hope this ordinance clarifies when traffic control is required, when it's not, who has the responsibility to review and approve it and what the steps are.


Mr. Philips asked if NDOT gets involved does the county contact them.

Mr. Nilssen answered if you are within 300 feet of an NDOT road you need to contact NDOT to ask them what they need to see and what they need done. If NDOT closes the road themselves they don't generally contact the county. The applicant who wants to close the road would contact NDOT.

Mr. Dallaire has reviewed it. I think after the clarifications we had during the meeting a few weeks ago all the comments I had were addressed. Now there is a policy that clarifies the criteria used for traffic control.

No public comment.

Motion Higuera/Miller to approve Douglas County adding Chapter 10.10 to the county code providing guidelines and procedures for installing temporary traffic control devices during maintenance, construction and special event activities. Motion carried unanimously.

11.  **For Possible Action:** Discussion on a request by GE for the town to host a GE Night at the Movies on Saturday, August 23, 2014. Appearance by GE representative; with public comment prior to Board action.

Holly Spiers with GE and Katie Marquardt, HR leader at GE are present to address this item.

Ms. Marquardt is also on the Chamber of Commerce Board. I approached Tom a couple months ago. We have an employee events committee at GE and we put on different events. One idea that came up was doing a movie night. We wanted to see if it was a possibility to tap into what you do and offer it as a GE night. We wouldn't advertise but we wouldn't stop people if they saw it and stopped. We would only advertise within our building. We are looking to do it on August 23. Obviously you start the movies around 8:30 so we would recommend potentially the same. The other thing we were talking about is the potential of sponsorship. So I don't know if it is a possibility for us to pay for a movie to show our employees and a movie you show to the community. We are open to entertaining sponsoring a movie that would be shown to the community as well as our employees.

Ms. Spiers added it would be featured as one of your movies but then we would take that same movie and show it to our employees at a later date.

Ms. Marquardt is interested in renting Heritage Park, using your equipment and your help with renting a movie. We filled out the application and we would be providing food for our employees.

Mr. Miller believed they would not need a health permit if they were not selling the food.

Ms. Marquardt was given the total cost would be about \$1500.

Mr. Dallaire clarified the \$1500 was for having staff come back. We have setup time, the movie itself, depending on what movie. We are showing Frozen on June 6. If you pick a different one then it would be like a fifth movie to the public and your staff won't have to miss the first movie. There are a lot of other movies we haven't shown. In August we might be able to show the movie earlier if we get a new projector. There is a new one that is a lot brighter than this.

Ms. Marquardt asked whatever movie they pick, is that part of the \$1500?

Mr. Dallaire answered the movie was included.

Mr. Miller asked that their certificate of insurance name the town as additional insured.

Mr. Higuera asked if the cost is still open.

Mr. Dallaire came up with a rough number. The cost depends on the movie, time it starts, setup, take down and cleanup.

Mr. Miller explained the fees we collect from usage of the park go back into a fund to help us do the movies and fireworks. So it's only right we charge the fees to be able to do the community events.

Ms. Wenner is a little confused. You are telling them it is \$1500 for their movie and yet they want to sponsor another movie. Is it too late to sponsor the movie?

Mr. Dallaire clarified they can sponsor any of the movies. There's a sponsorship form.

Chairman Slater asked about sponsoring the fireworks.


Ms. Marquardt was thinking if the town shows a movie on Friday, GE would be happy to pay for that movie. But it sounds like we should do our GE night the next night so we can use the same movie. That's what we were thinking about. We are happy to take a sponsorship form back to GE.

Mr. Dallaire understood their meaning is to buy the movie and then show it again the next night. It would be better to have a different movie. We could have a meeting about this.

Ms. Marquardt explained if you approve this we will take it back to GE and make sure they still want to do this. If we do, then I will set something up with you.

No public comment.

Motion Higuera/Wenner to approve GE hosting a GE night at the movies on Saturday, August 23rd in Heritage Park, paying all the appropriate fees as determined by our town manager. Motion carried unanimously.

12.  **For Possible Action:** Discussion on a request to approve a town event application by the Carson Valley Community Food Closet for a Luau to be held at Heritage Park September 7, 2014 from 4:00 p.m. to 9:00 p.m., and waive the \$75 fee associated with the rental of the park, considered to be a Class II use per the park use policy, appearance by Carson Valley Food Closet representative; with public comment prior to Board action.

No representative present.

Mr. Dallaire stated this is a class 2 use which would be \$75, half of the park use fee. I guess they are okay with it because they are not here. We will let them know the outcome. I was recommending not waiving the fee.

Mr. Philips agrees.

Mr. Miller does not see an insurance certificate.

Chairman Slater asked if the application is not complete do we want to make a decision.

Mr. Dallaire stated the insurance certificate is not there, but if they don't use the park they would not need it. If they find another place that will let them use the park then is there a reason why we need the insurance certificate when the event is in September?


Mr. Miller suggested they could approve this subject to the proper insurance certificate.

Members of the Board agreed they should provide the certificate within 30 days of today in case there is another event that would like to use the park.

Mr. Philips thought they need to know if they are going to actually use the park.

No public comment.

Motion Higuera/Philips to approve a town event application by the Carson Valley Community Food Closet for a luau to be held at Heritage Park September 7, 2014 from 4:00 until 9:00 p.m. and also move not to waive the \$75 fee associated with the rental of the park and ask for proof of insurance coverage within the next 30 days. Motion carried unanimously.

13.  **For Possible Action: Discussion on the Town sponsoring a three (3) day SPLASH DOGS event in an amount not exceeding \$1,000.00, on July 24, 25 and 26, 2014, including the town closing Ezell Street, providing Heritage Park, porta potties, and coordinating and providing 30,000 gallons of water for the pool; with public comment prior to Board action.**

Mr. Dallaire and Paula met with Heather and Jeff with Splash Dogs to use Heritage Park. They had an event last year at CVI. They have asked us to cosponsor the event similar to what we have done with Old Town Days and Rockathon. We have always provided the DJ at \$400 for the Rockathon which will no longer take place. This would be an increase in the budget of \$600. Gardnerville Water Company will donate the water for the pool as long as it is filled during normal business hours. But \$1,000 is a little on the high side for what we are being asked to do. The pool itself will be set up on Ezell on the pavement. They will have the grass area for the participants in the event with the dogs in kennels under a shade tent. They provide the dock that will be parked on Ezell. Jeff's RV will be parked out there for security at night. I think this is a great community event and could be worthwhile to participate in.

Board members are excited about the event. People will travel great distances to see this show.

Mr. Dallaire will get the porta potties. I was concerned about the dogs in the park, but in talking with the organizers they will set up a dog station across the street in the parking lot.

Mr. Jeff Vanatta and Heather Patterson are here representing Splash Dogs.

Ms. Heather Patterson spoke about how the event supports the town's mission statement and making Gardnerville a destination. Last year we traveled to 12 different events only for Splash Dogs. These dogs are sports dogs. They are disqualified if they have an accident in the ring or in the venue. The issue with the pottying I get because none of us wants to have it there either. The other part of the action plan promotional events. We have been talking about the valley to all our friends that live out of the area. We keep bragging and some of them came over and they can't wait. We have a lot of down time in between jumps. The people will be able to get out and see the shops. We are dedicating special times just for the new dogs for local people. We will have set aside advertised time when we will train the dogs. We are bringing up a whole another group of people working with the dogs. We have a junior handler division. We would love to partner with DAWG and have adoptions. This is for the whole community. This is the most fun you can have. These are all people with means that come to visit. You have to have means to spend this much money on a dog.

Chairman Slater asked since Heritage Park is a family oriented park, how do you handle the dogs running around and the public bringing their dogs. Are they all on leashes?

Ms. Patterson and Mr. Vanatta answered absolutely. We only allow one dog at a time off the leash.

Mr. Miller attended that event last year and there were not that many other dogs.

Ms. Patterson shared Kurt at the Record Courier and Joey at Carson Valley Times are behind Splash Dogs. We will have a lot of support in the media.

Mr. Miller shared last year it was hot with a concert next door that was free to the public; plus it was all on asphalt. So that discouraged other dogs from coming. They will need an insurance certificate naming the town as additional insured.

Ms. Patterson will have no problem getting the insurance.

Chairman Slater asked about clean up.

Ms. Patterson advised we offer bags. Tom has told us there will be an extra dog station that will be right across there.

Mr. Vanatta will check the area before leaving.

Public comment.

Annette Philips heard from three different families about the event. It was a big hit. People were excited about it.

Mr. Dallaire will have to find out where to get the higher bleachers. If we get the higher bleachers you are still at eye level with the pool. We will have to get permission from the owner to use the parcel across from the park.

Inger Hotho is part of the group. As successful as the CVI was there were numerous people that didn't attend because it was a one day event. We talked about how we drive great distances to do this with our dogs. A lot of people will come because it is a multiple day event. That was the advantage of bringing it to the town rather than trying to stay where we were.

Mrs. Lochridge stated on behalf of Main Street, we would love to see this event downtown. It will bring the overnight stays, people into the shops, restaurants and Main Street would love to help promote this any way we can. The flowers will be up so downtown will be gorgeous for all the out of town visitors.

No further public comment.

Motion Wenner/Higuera to approve sponsoring of the three day Splash Dog event in an amount not to exceed \$1,000 on July 24, 25, 26, including the town closing Ezell Street, providing Heritage Park, porta potties and coordinating and providing 30,000 gallons of water for the pool. Motion carried unanimously.


14.  **For Possible Action:** Discussion on Proclamation 2014-01 recognizing April 25, 2014 as Arbor Day; with public comment prior to Board action.

Mr. Dallaire reviewed this is a proclamation for an annual event. We will plant a tree on the parcel by Arbor Gardens. We will also put in a bench and trash can. We can probably get someone to donate a tree. I received an email today from the forest service. As part of the Tree City USA he has a program this year to do our tree inventory for us. It is free to the town. We will have some staff time invested but we will have that report. We are looking forward to that.

No public comment.

Motion Higuera/Miller to approve Proclamation 2014-01 recognizing April 25, 2014 as Arbor Day and planting a tree at the Arbor Gardens parcel. Motion carried unanimously.

(10 minute break at 6:47 p.m.)
(Meeting resumed at 6:58 p.m.)

15.  **For Possible Action:** Discussion on the Fiscal Year 2014-2015 tentative Capital Improvement Plan (CIP), with public comment prior to Board action.

Mr. Dallaire went over the grant projects and that they are all coming due this year. There are two things we have

not done yet for this year: the shop and the hay barn. Chichester Estates repair was \$72,000 max. We have already done the change order for that project. We will fix every crack in Chichester that is not fixed already. April 14, 15 and 16 is the time they will be doing the project. We will get a reader board on Gilman for next week. We have the land and water conservation fund for the amenities in the Martin Slough. We moved Industrial Way down to next year. Blue on the CIP is something that was changed. The green has been rolled forward. We need to pay the county the trails match and valley vision. My goal is to meet with Q1 next week and submit to the Army Corp. We will start before December. We have estimated the Hellwinkel project at \$534,000. We have the plans 80 percent complete. We need the flood study. We can start that construction once the irrigation season stops. Kingslane has \$70,000 coming from NDOT. We are responsible for \$13,800 plus the plan development which is in-kind. We have three projects grant funded along the Martin Slough. We have the two projects: Hellwinkel shop metal building and the Toler sidewalk. The CDBG application went well. These are all reimbursable type grants. We have to have everything documented. We still have the \$50,000 in street maintenance. We still have crack sealing and storm drains. We contracted with Nichols Consulting to do the PCI's again. City of Reno is going to donate their crack seal machine. We are working on the street tree in front of Tab Hunter's property. We will get that out to bid once Chichester is completed.

Chairman Slater asked if we will be putting any more decorative lights in any locations?

Mr. Dallaire hadn't planned on it. The only other place that is set up for it is Douglas Avenue. That is the only place there is conduit.

Chairman Slater asked about entrances to the parks. Like Gardner Park right by the mail cluster box.


Mr. Dallaire can look at it. It is not on a project list.

Chairman Slater thought another spot could be Arbor Gardens by the cluster boxes on the new piece of property we acquired as kind of an entrance.

Mr. Dallaire stated there are already two lights on the property. I do have budgeted out of Health and Sanitation at the front maintenance facility a greenwaste bin enclosure and fencing. Industrial Way we put off until next year. Service Drive there is some raveling we will need to fix. There is a section in the back that has failed and needs to be replaced with curb, gutter, asphalt and sidewalk.

No public comment.

Motion Miller/Philips to approve the 2014/2015 tentative capital improvement plan as modified during our discussion. Motion carried unanimously.

16.  For Possible Action: Public hearing to adopt the tentative budget for fiscal year 2014-2015, with public comment prior to Board action.

Mr. Dallaire went over the tentative budget. We have all the grant funding identified: State Lands \$53,500; grant for Kingslane was \$70,000 from NDOT; and \$307,250 for Hellwinkel. We have a maintenance seasonal position to advertise soon. We do want to split the cost and do another maintenance assistant for Main Street. The office aide seasonal would be someone in the office to help. That would give some time for Carol to cross train Marie.

Mr. Miller had brought up the subject of an office aide last year. I felt Carol and Marie needed cross training for their jobs.

Mr. Dallaire mentioned the maintenance supervisor is still unfunded. We really need to look at the structure of the health and sanitation rates.

Mr. LaCost mentioned people in Reno pay twice as much for trash service. We are very low.

Mr. Dallaire went over the credit card fees.

Vice-Chairman Higuera would like to agendize the health and sanitation rates.

Mr. Dallaire noted there is six months we will be charged these fees. I have \$3,000 into the budget.

Mr. Miller asked to put the rate item in the next newsletter.

Mr. Dallaire suggested looking at it in August and make decisions that will be effective January 1.

Chairman Slater would like to build into the conversation that it is to offset the additional cost that will be added on to the town for providing the credit card transactions. We need to be transparent. It needs to be an open discussion. Put it in the newsletter that this is something that will be coming up.

Mr. Philips felt we should absorb the fee until we can discuss it in August.

Mr. Miller asked as much as I am a fan of Main Street Gardnerville, is it necessary to give them \$68,000 again this year. Aren't they running in the black?

Mr. Dallaire didn't have time to go over this with Paula. We did get confirmation from the county that they will give Main Street \$10,000. The county is in the process of revising and reorganizing the 12 step economic development plan. They will turn the two main streets into the Valley Vision part. At a meeting with Steve and Lee they mentioned even if we just fund the Valley Vision we can fund Main Street through that as well. There is \$64,000. We can make it \$54,000. With their ending fund balance of \$19,656 and the county's contribution of \$10,000, we can take out \$29,000 and still have a balanced budget.

Chairman Slater pointed out they were supposed to be self-sufficient within five years. The job they do is phenomenal but they need to have a return on what they are providing to offset their operations.

Mr. Miller thought some of the small businesses in town would have been closed without it.

Chairman Slater suggested lowering it \$10,000 to bring it more into compliance with the idea in mind to be reiterated with Paula.

Mr. Miller felt one of these days they need to be self-sustaining.

Chairman Slater asked who is absorbing the cost of the seasonal work.

Mr. Dallaire answered we are paying for half of it. It was \$60,000 in 2012. The next year we didn't know we were getting the \$10,000 until two or three months later. So we had to bump it because we added the employee. Then this year we dropped it to \$64,000 which pays for half the seasonal employee. Right now the \$64,000 is still less than what they are paying Paula in salary and wages. There isn't any grant funding available for a C6 for that position. The perception is that Main Street is part of the town of Gardnerville. We don't have a sign out here at all. I'm wondering if we could put a sign up and put Main Street on the sign as well so it is identified as a separate entity. We could rearrange that white space.

Chairman Slater would like to see some way to bring Main Street back into compliance, more with what the idea was to make Main Street self sufficient eventually, but not to the point where we cut them off should the funding not come from the county. If we could reduce it by \$10,000 it will allow them to proceed but will start bringing them back into compliance with what we envisioned them to be.

Mr. Miller doesn't want them to say it is always there. We have projects.

Vice-Chairman Higuera maybe it should be a floating figure depending on the income from other sources. \$10,000 is very comfortable.

Mr. Dallaire suggested \$15,000.

The Board suggested \$10,000.

Mr. Dallaire advised this is the last budget year we have to pay for the main street lights. We need to replace a dump truck. Carol has been looking into a frame on the movie screen. Right now it is 12 by 17. It doesn't fit well with the blu ray and the wide screen. We are looking at \$2200 to replace the frame or we can spend \$4400 and get a 20 foot wide screen that would make the gap a little smaller when we play the widescreen movies. That comes with a new frame and screen. A new projector would produce 8500 lumens which would allow us to show the movie earlier. I did put that in the budget. The movie screen we can buy out of this year's budget.

Board members would like to move forward with the movie purchases.

Mr. Miller asked how the dues for Nevada League of Cities are assessed. Are we paying less than Reno?

Chairman Slater understands they are revamping the fees.

Mr. Dallaire stated the fee has doubled. The fee is based on population.

Chairman Slater felt if it is that high it is not worth belonging to NLC. I hate to be left out, but that's an awful lot of money to be putting out. What is the benefit that is being returned? You can send a representative to the legislature and learn just as much.

Mr. Dallaire budgeted four percent for merit increases.

No public comment.

Vice-Chairman Higuera asked Debra if they have to make two separate motions: one to approve the budget and then another motion for the credit cards.

Mrs. Amens responded yes.

Motion Higuera/Miller to adopt the tentative budget for fiscal year 2014/2015. Motion carried unanimously.

17.  **For Possible Action: Provide direction to staff on how to proceed with credit card transaction fees, with public comment prior to Board action.**

Motion Higuera to approve staff proceeding with building the credit card fees into the rate structure for the trash service.

Ms. Wenner asked if they weren't going to have another meeting.

Mr. Higuera rescinded the motion.

Motion to proceed with the credit card transaction fees.

Mr. Dallaire will put that into the fee for now and then have a specific item in August along with the trash fee structure.

Mrs. Amens asked if they would be moving to absorb the fees that the county/bank will be charging for the credit card transactions until August.

Mr. Dallaire stated at that time we will look at it as part of the rate so everybody would be paying for it. It is a cost of doing business. There's a lot of other things we should be charging for. I don't think swiping the card should be one of them.

Mr. Higuera withdrew all previous motions.

Motion Higuera/Wenner to absorb the credit card transaction fees and evaluate the fees at an August meeting where we will look at all of our fee structure.

Public comment.

Motion carried unanimously.

18.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for March 2014.**

Ms. Amens reported there is a change in the open meeting law that is going to go into effect on July 1 for local government. They are trying to create a central point for all public notices in Nevada. The state offices have already gone online. They have created a special website. All of the state entities are on there and it links to their website to

show the agendas and when the meetings are. It is another place you would post physical notices. As of July 14 you will need to have that set up so it will be on this website. It will have to somehow link directly into the agenda. It will have to be updated and posted at the same time frames that you post physically. So the entity will have to designate an owner/administrator the state can contact if there are any issues. You can have as many posters as you want, but one actual owner. The criteria is if you are posting in at least three spots you need to be on this website. I have a training package. I have a notice I can provide and contacts to get set up. I printed out what the website looks like. I will send you a memo and how to get to the site so you can see what's going on. The roll out has been fairly slow. I don't know what the plans are for letting people know they have this duty. The other thing I found out is there has been a lot of changes to the state policy on records retention. There have been a couple of things I worked with Tom on this month.

Mr. Dallaire hasn't heard anything from the county on the interlocal agreement.

19.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for March 2014.**

Mr. Dallaire reported he received the plans for the open space from the Ranch at Gardnerville. It is for the storm drainage. They want to do a larger wetland. Barbara Resnick, Douglas County engineer, is a little concerned on how deep it is and what it will do to the water. I talked to Rob and he was considering it was adding a pedestrian trail to the pond. The next two phases are sitting on my desk. Smith's gas station is sitting on my desk to be reviewed. They want to change the Smith's gas station and increase the fuel sign underneath the Taco Bell and Jack in the Box sign. The problem is the sign is actually black with white numbers. I want them to change it to white or beige or we won't write the recommendation. I have not heard back from them. The gas station is 46 feet long and 20 feet wide. There is no signage on Waterloo. They fixed all the requirements on the in and out. All the preliminary conditions have been met. We will be writing the letter next week.

Chairman Slater asked Mr. Dallaire to keep in mind the Department of Wildlife is a good source about the habitat that is in the wetland area of the Ranch at Gardnerville, especially if water is going through there. They may have some suggestions.

Mr. Dallaire mentioned the problem is it is up high. It is not wet there. It is right by Minden's well site. It will have seasonal water in it. We have cut accesses through town so it will just create more work for us down the road. Walmart will lower their float at the pond. There is some confusion with the power meter out there. The meter has been put in our name but they have never read it. The last thing is the gas station name. On page 19-3 are the names that were suggested.

Chairman Slater liked Gardnerville Station.

Vice-Chairman Higuera thought Gardnerville Station could be a good working name for now. If something better comes along we can change it.

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

Ms. Wenner reported Brian emailed the consultants they have completed the key leadership interviews and are now working on the market analysis and the competitive facilities assessment. A stakeholders survey will be coming soon. The concert series continues with the next show being Presidio Brass on April 11 at the CVIC Hall. Dennis Little will be representing the Carson Valley Arts Council in working with Main Street Gardnerville on the July 4 event at Heritage Park.

Vice-Chairman Higuera reported the five year transportation plan was approved last month by the Board of Commissioners and the plan is full of great projects that are not funded. There are a few projects that will be done this year but they are mainly road overlays and more work on Waterloo. Mainly it would be road work where it is sorely needed.

Chairman Slater reported Nevada League of Cities has a meeting in Sparks in May. That will start the kickoff discussion for the 2015 legislative session which starts February 2nd. The conference is scheduled for September 23rd through the 25th to be held in north Las Vegas. The host hotel will be Texas Station. They are in the making of coming out with new fees. It is something we should consider. I would like to see what NACO charges. There was

word before that associate members would be pushed up to full membership. That doesn't have an advantage. So if it's a doubling of fees I do not personally think it is worthwhile.

Mr. Miller reported Main Street Gardnerville had a lot of reports tonight on where they are heading and what they are doing. I don't think I need to add anything further.

21. For Possible Action: Discussion and possible action on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action.

Mr. Dallaire appreciates everybody's input. I haven't been able to go through this yet. We are participating with revisiting the county job description and pay plans. They have hired a consultant to redo this plan and they may be adjusting the wages up or down. As far as the comments on the surface it looks good. We have made a lot of progress, and look forward to next year. I appreciate everybody's support.

Mr. Miller talked to town staff members, Craig and Mike, and they say they have very good communication with you. They are trying to keep the other employees out of your office. Also talked to Carol and Marie who had very good comments toward you. I have heard twice from the East Fork Fire Chief that he enjoys working with you and likes your ideas. You have very good rapport with the county by sitting on some of their selection committees. Being asked to do that is a feather in your cap.

Ms. Wenner mentioned there are parts of my evaluation that look like they are not topped out but only because I thought maybe we need a supervisor in the field. So I didn't put a six because you need help out in the field.

Chairman Slater asked if Mr. Dallaire is planning on actively accomplishing all 15 of these goals for 2014/15.

Mr. Dallaire responded it was just a list. I didn't get through all the emergency management certificates. I have four more yet to do.

Chairman Slater asked if you picked five goals what order would you choose.

Mr. Dallaire would choose 1, 2, 3, 4, 7 and 10.

Mr. Philips felt 7 is important.

Chairman Slater asked if it would it be acceptable if we cut it off there with six goals.

Mr. Miller thought item 6 should be ongoing every year, not a goal. Item 10 and 15 have the same status, not a goal, just being done all the time. My priorities were items 7, 11, 13 and 14.

Mr. Dallaire added there is a cost associated with item 14. \$100 a month for that and it provides GPS tracking. We can look into that. We are looking into Viewworks and still waiting on the county. All of this is time saving so it helps management of all the assets the town has.

Chairman Slater asked if you had to pick five or six you would pick 1,2,4,7 and 13. Why don't we leave it at those five items. You want your goals to be attainable. You can add to them, but don't get yourself overwhelmed. The review shows a total of 4.86. Do we authorize that to be given to you.

Mr. Dallaire asked it be in line with Board direction. I would say four percent.

No public comment

Mr. LaCost asked if there are any other benefits: comp time or anything else that would please the board. Tom does put in excessively more than 40 hours a week. Maybe an additional week of vacation or figure out what the difference is and make a donation to something Tom is involved with. Something to show appreciation for the work he puts in and the time.

Vice-Chairman Higuera asked if Mr. Dallaire had a preference. Would you like to have comp time in deference to the four percent or both?

Mr. Dallaire appreciates it. I think per county code we have three options available: the merit increase up to four percent, one-time bonus up to 3% of the salary, or three additional paid days off.

Motion Philips/Higuera to give Mr. Dallaire a merit increase of four percent. Motion carried unanimously.

Mr. Miller thanked Mr. Dallaire for his preparation of the meeting tonight. You put in a lot of work on this.

Meeting adjourned at 9:32 p.m.

Respectfully submitted,

Linda Slater
Chairman

Tom Dallaire
Town Manager



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Title:** Correspondence

2. **Recommended Motion:** Receive and File

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** May 6, 2014 **Time Requested:** n/a

5. **Agenda:** Consent Administrative

6. **Other Agency Review of Action:** Not Required

7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued

With
Sincere Thanks



Illustration by
Lana Carolan



RECYCLABLE
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99FS08367
© United Spinal Association

RECEIVED
MAR 28 2014

March 23, 2014

Dear Tom -

A very belated,
but well meant thank
you.

It was so good of
you to suggest the
plaque made of different
material & affordable.

We are very pleased
with the plaque and
very thankful to you
for making it possible.

Thanks Tom

Sincerely,

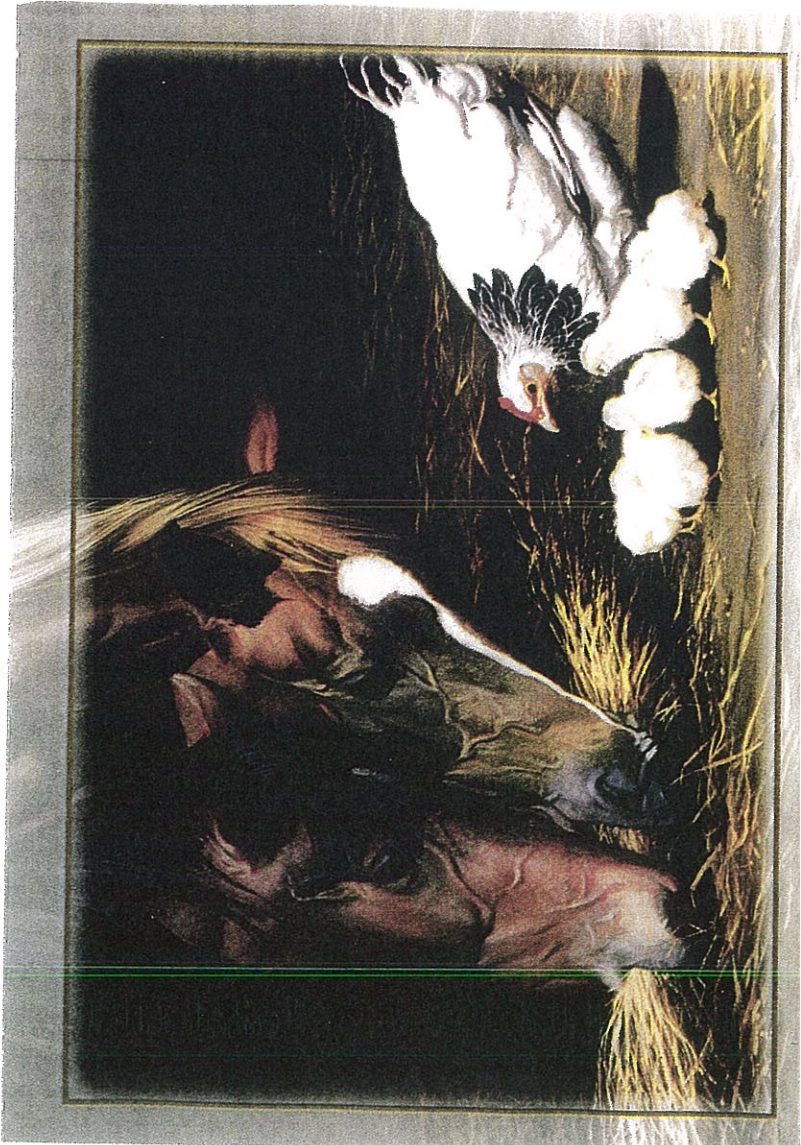
Mita Summers

East Oak Hotel

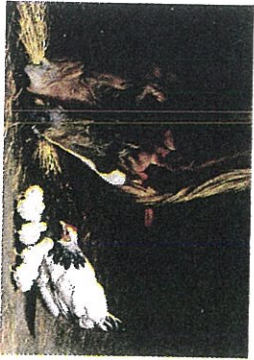
APR 14 2014

*Thank you for the
flowers on poles, on entrance,
and taking our Trash.*


(From Charles Kiel)



Adopt from your local animal shelter.



© John Berry / BDO Licensing UK


Dorcas Day Animal League
2100 L Street N.W., Washington DC 20037
www.ddal.org

Advancing
Animal
Advocacy



01

RECEIVED
APR 07 2014

Garden Cemetery Association

P.O. Box 1271

Gardnerville, NV 89410

GardenCemeteryNV@gmail.co

Karen McGee 265-4487 Doug Sonnemann 782-8598 Renate Daniels 882- 0319

Robert Chichester 782-5414 George Wennhold 265-5855 Dennis Bruns 782-2647

Linda Reid 782-8210. Area code 775

BY:

Town of Gardnerville
1407 US Highway 395 N
Gardnerville, NV 89410

Dear Members of the Board;

On behalf of the Garden Cemetery Association, thank you for the service to our historical Area. It is helpful to our members to have a place to deposit as they cleanup their lots. The Town of Gardnerville is a special place and our cemetery , though once in the country, is now proudly located within the town. We strive to be an asset to Gardnerville. We appreciate all of the workers who make our town neat and tidy.


Linda L Reid, secretary



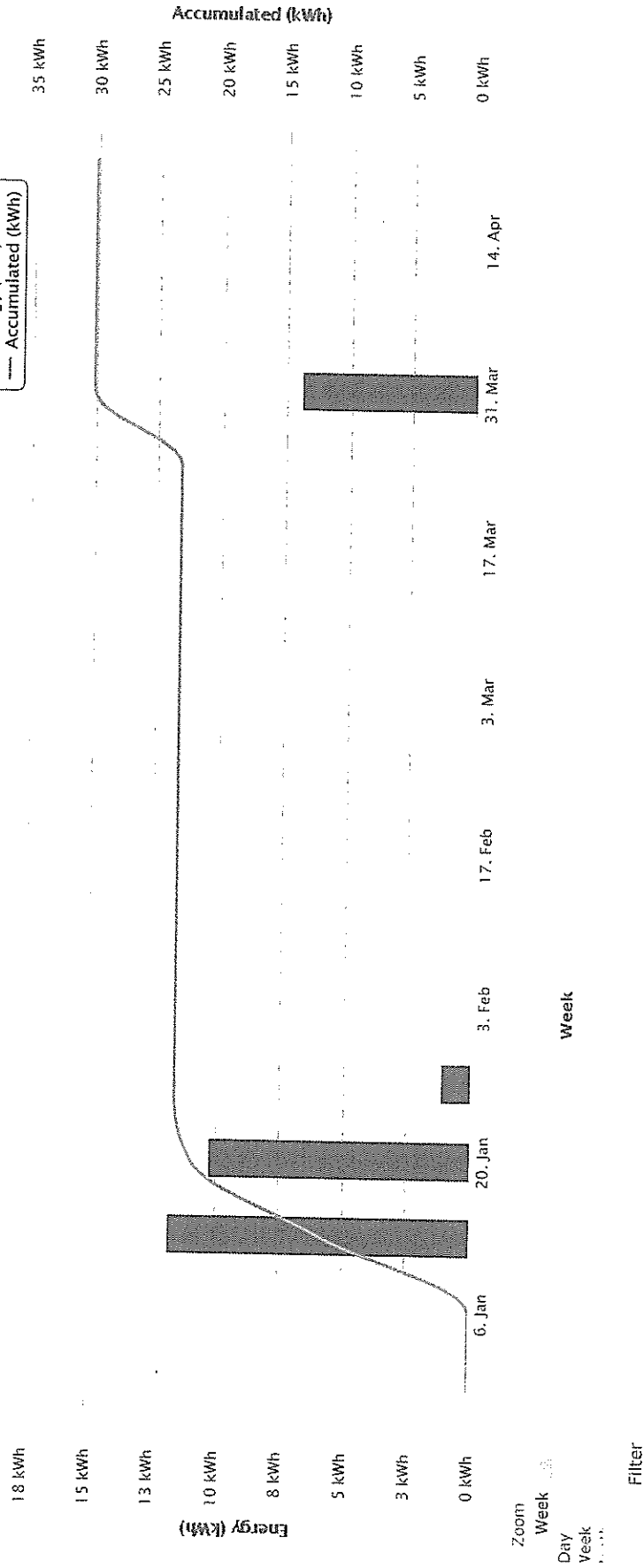
Welcome Tom Dailaire
Logout

Dashboard | Manage Stations | Reports | Manage Energy | Fleets | Organizations | Find Stations

Analytics | Reservations | Financial | Logs | Audit Trail | Alarms

View Energy By Time Period This Year -- Export--

Energy This Year



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ARBOR DAY 2014



1-6

Gardnerville Town Board

AGENDA ACTION SHEET

1. **Title:** Health and Sanitation Monthly Report

2. **Recommended Motion:** Accept as submitted

Funds Available: Yes N/A

3. **Department:** Health and Sanitation

Prepared by: Carol Louthan

Phone Number: 782-7134

4. **Meeting Date:** May 6, 2014

Time Requested: none

5. **Agenda:** Consent

Administrative

6. **Background Information:**

Residential Accounts	1734
Commercial Accounts	219
Green Waste Accounts	1201
Cleanup Dumpsters	1
X-cans	686
# of new residential accounts	3 accts transferred to new owners
# of new commercial accounts	2 –Lone Tree Framing Co. & Joe Benigno Tree Service
Minimum User Accounts	38
Total tons of trash	287.03
Total tons of Greenwaste	1.07

Geoff LaCost and Mike Plut attended a traffic control technician and supervisor traffic control class 4/21 – 4/23/14. Mike Plut, Craig Tuthill, Steve McGee & Ron Grove attended a flagger safety class on 4/28/14.

(Parks/Public Works report by Mike Plut)

Parks: The water flowing through the Martin Slough seems to be all on as of April 7, then on and off as needed. We've already had three events in Heritage Park. Started the Heritage Park project changing the mulch to DG and new plants have been sourced through Moana Nursery. The mowing schedule has started for the season and we have done some minor irrigation repairs as well as bringing two backflow devices up to code: one at the south side of Heritage Park and the other one at Gardner Park.

Public works: The stumps on south Industrial have been ground. There's one Cottonwood remaining in that area by the store all affecting the asphalt and gutter pan. Traffic counters have

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Approve April 2014 claims
2. **Recommended Motion:** Approve claims as submitted

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Carol Louthan

4. **Meeting Date:** May 6, 2014 **Time Requested:** none

5. **Agenda:** Consent Administrative

6. **Background Information:**

This report is generated through claims submitted to the Douglas County Comptroller by the Town. If backup material is necessary for your review it can be found on file at the Town office.

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

8. **Board Action:**

Approved

Denied

Approved with Modifications

Continued

Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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	4/14 BOARD	G'VILLE	Paid by Check # 618260		03/27/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	250.00
28960 - Miller Kenneth	4/14 BOARD	G'VILLE	Paid by Check # 618302		03/27/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	250.00
18629 - Philips Michael	4-14 BOARD	G'VILLE	Paid by Check # 618352		03/27/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	250.00
2969 - Staler Linda	4-14 BOARD	G'VILLE	Paid by Check # 618386		03/27/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	275.00
Account 510.150 - Board Compensation Totals										\$1,025.00
Account 511.201 - PEBS-Ret.Medical										
20219 - NV ST Public Employees	4-14 PREMIUMS	731	Paid by Check # 619151		04/23/2014	04/25/2014	04/25/2014	04/25/2014	04/25/2014	20.98
Account 511.201 - PEBS-Ret.Medical Totals										\$20.98
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 3/14	77578271340502795	Paid by Check # 618236		03/16/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	98.66
29103 - Frontier	782-3856 3/14	77578238560808025	Paid by Check # 618236		03/16/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	45.48
13097 - Verizon Wireless	9722773566	842011146-00001	Paid by Check # 619222		04/01/2014	04/25/2014	04/25/2014	04/25/2014	04/25/2014	150.70
Account 520.055 - Telephone Expense Totals										\$294.84
Account 520.060 - Postage/Po Box Rent										
12997 - Do Co Procurement Program	3-14 LOUTHAN	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	15.60
25294 - F P Mailing Solutions	RI101954341	600003046	Paid by Check # 619098		04/04/2014	04/25/2014	04/25/2014	04/25/2014	04/25/2014	44.92
Account 520.060 - Postage/Po Box Rent Totals										\$60.52
Account 520.064 - Travel										
12997 - Do Co Procurement Program	3-14 LOCHRIDGE	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	412.00
12997 - Do Co Procurement Program	3-14 LOUTHAN	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	145.11
Account 520.064 - Travel Totals										\$557.11
Account 520.084 - Replacement & Repair										
11985 - Ace Hardware	089154/1	1236	Paid by Check # 618450		03/06/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	49.98
11985 - Ace Hardware	089250/1	1236	Paid by Check # 618450		03/12/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	11.49
Account 520.084 - Replacement & Repair Totals										\$61.47

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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	791804 3-14	791804	Paid by Check # 618614		03/26/2014	04/11/2014	04/11/2014		04/11/2014	207.51
				Account 520.089 - Power Totals				Invoice Transactions 1		\$207.51
3021 - Southwest Gas-Las Vegas	0015779022 3-14	2410015779022	Paid by Check # 618391		03/19/2014	04/04/2014	04/04/2014		04/04/2014	56.67
3021 - Southwest Gas-Las Vegas	1072224004 3-14	2411072224004	Paid by Check # 618391		03/19/2014	04/04/2014	04/04/2014		04/04/2014	84.15
3021 - Southwest Gas-Las Vegas	1188600002 3-14	2411188600002	Paid by Check # 618391		03/19/2014	04/04/2014	04/04/2014		04/04/2014	31.35
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$172.17
2030 - Minden-Gardnerville Sanitation	14-040290	0296	Paid by Check # 618594		04/01/2014	04/11/2014	04/11/2014		04/11/2014	66.97
2030 - Minden-Gardnerville Sanitation	14-040581	0594	Paid by Check # 618594		04/01/2014	04/11/2014	04/11/2014		04/11/2014	20.93
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 2		\$87.90
3519 - Xerox Corporation	073344245	716307012	Paid by Check # 618694		04/01/2014	04/11/2014	04/11/2014		04/11/2014	251.60
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		\$251.60
15887 - Charter Communications	0012509 4/14	8354110060012509	Paid by Check # 618761		04/02/2014	04/18/2014	04/18/2014		04/18/2014	70.00
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$70.00
12997 - Do Co Procurement Program	3-14	GVILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014		04/18/2014	22.45
12997 - Do Co Procurement Program	3-14	GVILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014		04/18/2014	410.00
				Account 520.200 - Training & Education Totals				Invoice Transactions 2		\$432.45
10816 - Rowe Hales & Yturvide LLP	23413	GVILLE	Paid by Check # 618644		04/01/2014	04/11/2014	04/11/2014		04/11/2014	1,840.00
				Account 521.130 - Legal Services Totals				Invoice Transactions 1		\$1,840.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardiner ville Town										
Department 921 - Gardiner ville Admin										
Account 533.806 - Office Supplies										
12997 - Do Co Procurement Program	3-14 DALLAIRE	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014		04/18/2014	22.93
12997 - Do Co Procurement Program	3-14 LOUTHAN	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014		04/18/2014	65.48
6089 - A-#1 Chemical Inc	5008325	296958	Paid by Check # 619024		04/01/2014	04/25/2014	04/25/2014		04/25/2014	172.05
26465 - Diamond Printing Inc	7660	G'VILLE	Paid by Check # 619078		04/14/2014	04/25/2014	04/25/2014		04/25/2014	25.70
				Account 533.806 - Office Supplies Totals				Invoice Transactions 4		\$286.16
16648 - E Squared C	40727	G'VILLE	Paid by Check # 618795		04/01/2014	04/18/2014	04/18/2014		04/18/2014	37.50
				Account 533.806 - Software Totals				Invoice Transactions 1		\$37.50
				Department 921 - Gardiner ville Admin Totals				Invoice Transactions 30		\$5,405.21

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 520.084 - Replacement & Repair										
7668 - Airgas USA LLC	9025270713	2897911	Paid by Check # 618135		03/07/2014	04/04/2014	04/04/2014		04/04/2014	19.08
7668 - Airgas USA LLC	9025689066	2897911	Paid by Check # 618135		03/20/2014	04/04/2014	04/04/2014		04/04/2014	13.44
11985 - Ace Hardware	089589/1	1236	Paid by Check # 618450		03/27/2014	04/11/2014	04/11/2014		04/11/2014	5.49
13485 - Ahern Rentals Inc	13058015-1	205304	Paid by Check # 618453		03/05/2014	04/11/2014	04/11/2014		04/11/2014	23.85
13485 - Ahern Rentals Inc	13118152-1	205304	Paid by Check # 618453		03/21/2014	04/11/2014	04/11/2014		04/11/2014	10.99
13485 - Ahern Rentals Inc	13128660-1	205304	Paid by Check # 618453		03/25/2014	04/11/2014	04/11/2014		04/11/2014	2.38
13485 - Ahern Rentals Inc	13149785-1	205304	Paid by Check # 618453		03/31/2014	04/11/2014	04/11/2014		04/11/2014	48.45
13485 - Ahern Rentals Inc	13151461-1	205304	Paid by Check # 618453		03/31/2014	04/11/2014	04/11/2014		04/11/2014	15.56
2121 - Meeks Lumber	795210	06G1570	Paid by Check # 618591		03/10/2014	04/11/2014	04/11/2014		04/11/2014	26.36
3457 - Western Nevada Supply Company	45826066	71273	Paid by Check # 618691		03/27/2014	04/11/2014	04/11/2014		04/11/2014	287.41
3457 - Western Nevada Supply Company	45826061	71273	Paid by Check # 618691		03/28/2014	04/11/2014	04/11/2014		04/11/2014	3,063.46
2510 - Parts House	545153	4170	Paid by Check # 618918		03/03/2014	04/18/2014	04/18/2014		04/18/2014	7.87
2510 - Parts House	545161	4170	Paid by Check # 618918		03/03/2014	04/18/2014	04/18/2014		04/18/2014	3.57
2510 - Parts House	545613	4170	Paid by Check # 618918		03/05/2014	04/18/2014	04/18/2014		04/18/2014	8.19
2510 - Parts House	546702	4170	Paid by Check # 618918		03/12/2014	04/18/2014	04/18/2014		04/18/2014	12.70
14747 - Home Depot (Gville)	6253952	6035322502697513	Paid by Check # 619117		03/24/2014	04/25/2014	04/25/2014		04/25/2014	77.87
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 16		\$3,626.67
2924 - NV Energy	791804 3-14	791804	Paid by Check # 618614		03/26/2014	04/11/2014	04/11/2014		04/11/2014	456.42
			Account 520.089 - Power Totals					Invoice Transactions 1		\$456.42
7445 - Office Of The Water Master	000649 14	GVILLE	Paid by Check # 618913		04/01/2014	04/18/2014	04/18/2014		04/18/2014	258.51
			Account 520.090 - Water Totals					Invoice Transactions 1		\$258.51

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	14-040763	0778	Paid by Check # 618594		04/01/2014	04/11/2014	04/11/2014		04/11/2014	125.58
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 1		\$125.58
13485 - Ahern Rentals Inc	13089495-1	205304	Paid by Check # 618453		03/13/2014	04/11/2014	04/11/2014		04/11/2014	593.43
				Account 533.802 - Small Equipment Totals				Invoice Transactions 1		\$593.43
5331 - Signs of Excitement Inc	3309	G'VILLE	Paid by Check # 618956		04/07/2014	04/18/2014	04/18/2014		04/18/2014	132.75
				Account 533.817 - Small Projects Totals				Invoice Transactions 1		\$132.75
				Department 923 - Parks & Recreation Totals				Invoice Transactions 21		\$5,193.36

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 926 - Other Public Works										
Account 520.084 - Replacement & Repair										
7668 - Airgas USA LLC	9025270713	2897911	Paid by Check # 618135		03/07/2014	04/04/2014	04/04/2014		04/04/2014	28.62
7668 - Airgas USA LLC	9025689066	2897911	Paid by Check # 618135		03/20/2014	04/04/2014	04/04/2014		04/04/2014	20.16
11985 - Ace Hardware	089202/1	1236	Paid by Check # 618450		03/10/2014	04/11/2014	04/11/2014		04/11/2014	6.98
11985 - Ace Hardware	089250/1	1236	Paid by Check # 618450		03/12/2014	04/11/2014	04/11/2014		04/11/2014	18.99
11985 - Ace Hardware	089281/1	1236	Paid by Check # 618450		03/13/2014	04/11/2014	04/11/2014		04/11/2014	19.38
11985 - Ace Hardware	089525/1	1236	Paid by Check # 618450		03/25/2014	04/11/2014	04/11/2014		04/11/2014	23.95
13485 - Ahern Rentals Inc	13118152-1	205304	Paid by Check # 618453		03/21/2014	04/11/2014	04/11/2014		04/11/2014	10.99
2510 - Parts House	544746	4170	Paid by Check # 618918		02/27/2014	04/18/2014	04/18/2014		04/18/2014	17.38
2510 - Parts House	545153	4170	Paid by Check # 618918		03/03/2014	04/18/2014	04/18/2014		04/18/2014	11.80
2510 - Parts House	545161	4170	Paid by Check # 618918		03/03/2014	04/18/2014	04/18/2014		04/18/2014	5.37
2510 - Parts House	545613	4170	Paid by Check # 618918		03/05/2014	04/18/2014	04/18/2014		04/18/2014	12.28
2510 - Parts House	546260	4170	Paid by Check # 618918		03/10/2014	04/18/2014	04/18/2014		04/18/2014	15.74
2510 - Parts House	546702	4170	Paid by Check # 618918		03/12/2014	04/18/2014	04/18/2014		04/18/2014	19.05
Account 520.084 - Replacement & Repair Totals										\$210.69
2924 - NV Energy	791804 3-14	791804	Paid by Check # 618614		03/26/2014	04/11/2014	04/11/2014	Invoice Transactions 13	04/11/2014	6,591.44
Account 520.095 - Street Lights										\$6,591.44
Account 520.095 - Street Lights Totals										Invoice Transactions 1
11985 - Ace Hardware	089398/1	1236	Paid by Check # 618450		03/20/2014	04/11/2014	04/11/2014	Invoice Transactions 1	04/11/2014	19.95
8692 - Silver State Barricade Inc	72871	GVILLE	Paid by Check # 618657		03/19/2014	04/11/2014	04/11/2014		04/11/2014	537.26
28519 - Barr Tree Works	1442	GVILLE	Paid by Check # 619040		04/09/2014	04/25/2014	04/25/2014		04/25/2014	250.00
14747 - Home Depot (Gville)	CRDT1	6035322502697513	Paid by Check # 619117		01/23/2014	04/25/2014	04/25/2014		04/25/2014	(20.00)
Account 520.103 - Maint Road Totals										\$787.21

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardinerville Town										
Department 926 - Other Public Works										
Account 520.116 - Veh. Maint-Co Shop										
4268 - Do Co Vehicle Maintenance	3@14 TRANSFER	MOTOR POOL	Paid by Check # 618790	Account 520.116 - Veh. Maint-Co Shop Totals	04/07/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	696.12
										<u>\$696.12</u>
12997 - Do Co Procurement Program	3-14 LOUTHAN	G'VILLE	Paid by Check # 618785	Account 520.200 - Training & Education Totals	03/27/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	652.12
										<u>\$652.12</u>
29302 - Eastern Sierra Engineering LLC	131125	G'VILLE	Paid by Check # 619090	Account 521.200 - Engineering Totals	12/18/2013	04/25/2014	04/25/2014	04/25/2014	04/25/2014	661.25
										<u>\$661.25</u>
3814 - Flyers Energy LLC	CFS0794568	8308	Paid by Check # 618229	Account 532.003 - Gas & Oil	03/15/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	365.07
3814 - Flyers Energy LLC	CFS0801411	8308	Paid by Check # 618814		03/31/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	342.45
										<u>\$707.52</u>
30022 - Briggs Jaired Owen	3-14 PANTS	REIMBURSE	Paid by Check # 618164	Account 532.028 - Uniforms	03/22/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	25.64
5785 - AlSCO Inc	LREN905485	000330	Paid by Check # 618456		03/04/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	4.39
5785 - AlSCO Inc	LREN907604	000330	Paid by Check # 618456		03/11/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	4.39
5785 - AlSCO Inc	LREN909700	000330	Paid by Check # 618456		03/18/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	4.39
5785 - AlSCO Inc	LREN911741	000330	Paid by Check # 618456		03/25/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	4.39
15118 - Magic Stitches Inc	14669	G'VILLE	Paid by Check # 618863	Account 532.028 - Uniforms Totals	04/07/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	84.00
										<u>\$127.20</u>
13485 - Ahern Rentals Inc	13089255-1	205304	Paid by Check # 618453	Account 532.116 - Crack Seal Maintenance	03/13/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	39.20
13485 - Ahern Rentals Inc	13099672-1	205304	Paid by Check # 618453		03/17/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	41.30
13485 - Ahern Rentals Inc	13105595-1	205304	Paid by Check # 618453		03/18/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	26.25
13485 - Ahern Rentals Inc	13110289-1	205304	Paid by Check # 618453	Account 532.116 - Crack Seal Maintenance Totals	03/19/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	35.00
										<u>\$141.75</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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 562.000 - Capital Projects	14-00402									
2702 - Resource Concepts Inc		G'VILLE	Paid by Check # 618366		03/20/2014	04/04/2014	04/04/2014		04/04/2014	1,779.13
2514 - Stowell Candace	9	G'VILLE	Paid by Check # 618669		04/01/2014	04/11/2014	04/11/2014		04/11/2014	350.00
				Account 562.000 - Capital Projects Totals				Invoice Transactions 2		<u>\$2,129.13</u>
				Department 926 - Other Public Works Totals				Invoice Transactions 35		<u>\$12,704.43</u>
				Fund 610 - Gardnerville Town Totals				Invoice Transactions 86		<u>\$23,303.00</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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	4/14 BOARD	GVILLE	Paid by Check # 618260		03/27/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	250.00
28960 - Miller Kenneth	4/14 BOARD	GVILLE	Paid by Check # 618302		03/27/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	250.00
18629 - Philips Michael	4-14 BOARD	GVILLE	Paid by Check # 618352		03/27/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	250.00
2969 - Slater Linda	4-14 BOARD	GVILLE	Paid by Check # 618386		03/27/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	275.00
Account 510.150 - Board Compensation Totals Invoice Transactions 4										<u>\$1,025.00</u>
29103 - Frontier	782-7134 3/14	77578271340502795	Paid by Check # 618236		03/16/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	98.66
29103 - Frontier	782-3856 3/14	77578238560808025	Paid by Check # 618236		03/16/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	45.48
13097 - Verizon Wireless	9722773566	842011146-00001	Paid by Check # 619222		04/01/2014	04/25/2014	04/25/2014	04/25/2014	04/25/2014	150.70
Account 520.055 - Telephone Expense Totals Invoice Transactions 3										<u>\$294.84</u>
25294 - F P Mailing Solutions	RI101954341	600003046	Paid by Check # 619098		04/04/2014	04/25/2014	04/25/2014	04/25/2014	04/25/2014	44.93
Account 520.060 - Postage/Po Box Rent Totals Invoice Transactions 1										<u>\$44.93</u>
7668 - Airgas USA LLC	9025270713	2897911	Paid by Check # 618135		03/07/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	28.62
7668 - Airgas USA LLC	9025689066	2897911	Paid by Check # 618135		03/20/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	20.16
30121 - Kimball Midwest	3467885	188810	Paid by Check # 618275		03/19/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	155.32
11985 - Ace Hardware	089154/1	1236	Paid by Check # 618450		03/06/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	49.98
11985 - Ace Hardware	089250/1	1236	Paid by Check # 618450		03/12/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	11.50
11985 - Ace Hardware	089358/1	1236	Paid by Check # 618450		03/18/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	4.49
22307 - Chemssearch	1441191	455902	Paid by Check # 618501		03/18/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	168.66
2121 - Meeks Lumber	795760	06G1570	Paid by Check # 618591		03/13/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	189.02
7100 - Amrep Inc	249121	GAR050	Paid by Check # 618713		03/12/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	212.05
7100 - Amrep Inc	249130	GAR050	Paid by Check # 618713		03/12/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	287.11

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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										
7100 - Amrep Inc	249180	GAR050	Paid by Check # 618713		03/13/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	84.28
7100 - Amrep Inc	249241	GAR050	Paid by Check # 618713		03/14/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	84.84
7100 - Amrep Inc	249423	GAR050	Paid by Check # 618713		03/19/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	336.65
12198 - O'Reilly Auto Parts	3530-322010	1075650	Paid by Check # 618907		03/14/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	(51.96)
12198 - O'Reilly Auto Parts	3530-324465	1075650	Paid by Check # 618907		04/01/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	139.99
12198 - O'Reilly Auto Parts	3530-324464	1075650	Paid by Check # 618907		04/01/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	29.99
12198 - O'Reilly Auto Parts	3530-324459	1075650	Paid by Check # 618907		04/01/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	59.94
12198 - O'Reilly Auto Parts	3530-324496	1075650	Paid by Check # 618907		04/01/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	14.06
2510 - Parts House	545149	4170	Paid by Check # 618918		03/03/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	183.90
2510 - Parts House	545153	4170	Paid by Check # 618918		03/03/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	11.80
2510 - Parts House	545161	4170	Paid by Check # 618918		03/03/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	5.37
2510 - Parts House	545331	4170	Paid by Check # 618918		03/04/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	27.77
2510 - Parts House	545333	4170	Paid by Check # 618918		03/04/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	(4.90)
2510 - Parts House	545613	4170	Paid by Check # 618918		03/05/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	12.29
2510 - Parts House	546260	4170	Paid by Check # 618918		03/10/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	43.98
2510 - Parts House	546298	4170	Paid by Check # 618918		03/10/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	25.72
2510 - Parts House	546702	4170	Paid by Check # 618918		03/12/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	19.04
2510 - Parts House	546740	4170	Paid by Check # 618918		03/12/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	42.99
2510 - Parts House	546741	4170	Paid by Check # 618918		03/12/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	10.99
2510 - Parts House	547145	4170	Paid by Check # 618918		03/14/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	49.99
25251 - TEC Equipment Inc	688742R	62348	Paid by Check # 618982		03/03/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	145.75
Account 520.084 - Replacement & Repair Totals									Invoice Transactions 31	\$2,399.39

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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 520.089 - Power	791804 3-14	791804	Paid by Check # 618614		03/26/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	201.92
				Account 520.089 - Power Totals				Invoice Transactions 1		\$201.92
3021 - Southwest Gas-Las Vegas Account 520.092 - Heating	0015779022 3-14	2410015779022	Paid by Check # 618391		03/19/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	56.66
3021 - Southwest Gas-Las Vegas	1072224004 3-14	2411072224004	Paid by Check # 618391		03/19/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	84.15
3021 - Southwest Gas-Las Vegas	1188600002 3-14	2411188600002	Paid by Check # 618391		03/19/2014	04/04/2014	04/04/2014	04/04/2014	04/04/2014	94.06
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$234.87
2030 - Minden-Gardnerville Sanitation Account 520.093 - Utilities-Sewer	14-040290	0296	Paid by Check # 618594		04/01/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	66.98
2030 - Minden-Gardnerville Sanitation	14-040581	0594	Paid by Check # 618594		04/01/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	20.93
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 2		\$87.91
4268 - Do Co Vehicle Maintenance Account 520.116 - Veh. Maint-Co Shop	3@14 TRANSFER	MOTOR POOL	Paid by Check # 618790		04/07/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	60.00
3519 - Xerox Corporation Account 520.136 - Rents & Leases Equipment	073344245	716307012	Paid by Check # 618694		04/01/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	251.60
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		\$251.60
15887 - Charter Communications Account 520.187 - Internet Expense	0012509 4/14	8354110060012509	Paid by Check # 618761		04/02/2014	04/18/2014	04/18/2014	04/18/2014	04/18/2014	70.00
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$70.00
15853 - Carson City Landfill Account 520.197 - Landfill Expense	10107922	228079	Paid by Check # 618485		03/03/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	625.24
15853 - Carson City Landfill	10108200	228079	Paid by Check # 618485		03/04/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	445.44
15853 - Carson City Landfill	10108438	228079	Paid by Check # 618485		03/05/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	425.14
15853 - Carson City Landfill	10108488	228079	Paid by Check # 618485		03/05/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	399.04
15853 - Carson City Landfill	10108693	228079	Paid by Check # 618485		03/06/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	388.60

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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 520.197 - Landfill Expense										
15853 - Carson City Landfill	10108729	228079	Paid by Check # 618485		03/06/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	441.38
15853 - Carson City Landfill	10108960	228079	Paid by Check # 618485		03/07/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	413.54
15853 - Carson City Landfill	10108988	228079	Paid by Check # 618485		03/07/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	390.34
15853 - Carson City Landfill	10109629	228079	Paid by Check # 618485		03/10/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	535.92
15853 - Carson City Landfill	10109895	228079	Paid by Check # 618485		03/11/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	343.36
15853 - Carson City Landfill	10110130	228079	Paid by Check # 618485		03/12/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	466.32
15853 - Carson City Landfill	10110193	228079	Paid by Check # 618485		03/12/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	383.96
15853 - Carson City Landfill	10110381	228079	Paid by Check # 618485		03/13/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	465.16
15853 - Carson City Landfill	10110434	228079	Paid by Check # 618485		03/13/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	265.64
15853 - Carson City Landfill	10110540	228079	Paid by Check # 618485		03/13/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	394.98
15853 - Carson City Landfill	10110760	228079	Paid by Check # 618485		03/14/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	412.38
15853 - Carson City Landfill	10111256	228079	Paid by Check # 618485		03/17/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	399.62
15853 - Carson City Landfill	10111414	228079	Paid by Check # 618485		03/17/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	550.42
15853 - Carson City Landfill	10111724	228079	Paid by Check # 618485		03/18/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	364.82
15853 - Carson City Landfill	10111948	228079	Paid by Check # 618485		03/19/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	444.86
15853 - Carson City Landfill	10111996	228079	Paid by Check # 618485		03/19/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	304.50
15853 - Carson City Landfill	10112211	228079	Paid by Check # 618485		03/20/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	413.54
15853 - Carson City Landfill	10112325	228079	Paid by Check # 618485		03/20/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	370.04
15853 - Carson City Landfill	10112517	228079	Paid by Check # 618485		03/21/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	334.08
15853 - Carson City Landfill	10112595	228079	Paid by Check # 618485		03/21/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	386.28
15853 - Carson City Landfill	10113397	228079	Paid by Check # 618485		03/24/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	582.32
15853 - Carson City Landfill	10113680	228079	Paid by Check # 618485		03/25/2014	04/11/2014	04/11/2014	04/11/2014	04/11/2014	346.26

Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

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 520.197 - Landfill Expense										
15853 - Carson City Landfill	10113987	228079	Paid by Check # 618485		03/26/2014	04/11/2014	04/11/2014		04/11/2014	472.70
15853 - Carson City Landfill	10113990	228079	Paid by Check # 618485		03/26/2014	04/11/2014	04/11/2014		04/11/2014	363.08
15853 - Carson City Landfill	10114040	228079	Paid by Check # 618485		03/26/2014	04/11/2014	04/11/2014		04/11/2014	409.48
15853 - Carson City Landfill	10114235	228079	Paid by Check # 618485		03/27/2014	04/11/2014	04/11/2014		04/11/2014	434.42
15853 - Carson City Landfill	10114468	228079	Paid by Check # 618485		03/28/2014	04/11/2014	04/11/2014		04/11/2014	162.98
15853 - Carson City Landfill	10114568	228079	Paid by Check # 618485		03/28/2014	04/11/2014	04/11/2014		04/11/2014	386.86
15853 - Carson City Landfill	10114569	228079	Paid by Check # 618485		03/28/2014	04/11/2014	04/11/2014		04/11/2014	165.88
15853 - Carson City Landfill	10115148	228079	Paid by Check # 618485		03/31/2014	04/11/2014	04/11/2014		04/11/2014	527.22
9016 - Douglas Disposal Inc	40990612 3/14	40990612	Paid by Check # 618792		04/01/2014	04/18/2014	04/18/2014		04/18/2014	4,227.40
				Account 520.197 - Landfill Expense Totals				Invoice Transactions 36		\$18,443.20
12997 - Do Co Procurement Program	3-14 NICHOLSON	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014		04/18/2014	22.45
				Account 520.200 - Training & Education Totals				Invoice Transactions 1		\$22.45
10816 - Rowe Hales & Yturbe LLP	23413	G'VILLE	Paid by Check # 618644		04/01/2014	04/11/2014	04/11/2014		04/11/2014	30.00
				Account 521.130 - Legal Services Totals				Invoice Transactions 1		\$30.00
12997 - Do Co Procurement Program	3-14 LOUTHAN	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014		04/18/2014	14.00
				Account 521.135 - Legal-Collection Cost Totals				Invoice Transactions 1		\$14.00
3814 - Flyers Energy LLC	CFS0794568	8308	Paid by Check # 618229		03/15/2014	04/04/2014	04/04/2014		04/04/2014	1,370.68
3814 - Flyers Energy LLC	CFS0801411	8308	Paid by Check # 618814		03/31/2014	04/18/2014	04/18/2014		04/18/2014	1,525.66
				Account 532.003 - Gas & Oil Totals				Invoice Transactions 2		\$2,896.34

W-14

Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/14 - 04/30/14

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 532.028 - Uniforms										
30022 - Briggs Jaired Owen	3-14 PANTS	REIMBURSE	Paid by Check # 618164		03/22/2014	04/04/2014	04/04/2014		04/04/2014	25.64
5785 - AlSCO Inc	LREN905485	000330	Paid by Check # 618456		03/04/2014	04/11/2014	04/11/2014		04/11/2014	4.39
5785 - AlSCO Inc	LREN907604	000330	Paid by Check # 618456		03/11/2014	04/11/2014	04/11/2014		04/11/2014	4.39
5785 - AlSCO Inc	LREN909700	000330	Paid by Check # 618456		03/18/2014	04/11/2014	04/11/2014		04/11/2014	4.39
5785 - AlSCO Inc	LREN911741	000330	Paid by Check # 618456		03/25/2014	04/11/2014	04/11/2014		04/11/2014	4.39
15118 - Magic Stitches Inc	14669	G'VILLE	Paid by Check # 618863		04/07/2014	04/18/2014	04/18/2014		04/18/2014	84.00
				Account 532.028 - Uniforms Totals				Invoice Transactions 6		\$127.20
12997 - Do Co Procurement Program	3-14 DALLAIRE	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014		04/18/2014	22.93
12997 - Do Co Procurement Program	3-14 LOUTHAN	G'VILLE	Paid by Check # 618785		03/27/2014	04/18/2014	04/18/2014		04/18/2014	65.49
6089 - A-#1 Chemical Inc	5008325	296958	Paid by Check # 619024		04/01/2014	04/25/2014	04/25/2014		04/25/2014	172.06
26465 - Diamond Printing Inc	7660	G'VILLE	Paid by Check # 619078		04/14/2014	04/25/2014	04/25/2014		04/25/2014	25.70
				Account 533.800 - Office Supplies Totals				Invoice Transactions 4		\$286.18
16648 - E Squared C	40727	G'VILLE	Paid by Check # 618795		04/01/2014	04/18/2014	04/18/2014		04/18/2014	37.50
				Account 533.806 - Software Totals				Invoice Transactions 1		\$37.50
				Department 925 - Health & Sanitation Totals				Invoice Transactions 100		\$26,527.33
				Fund 611 - Gardnerville Health & San Totals				Invoice Transactions 100		\$26,527.33
				Grand Totals				Invoice Transactions 186		\$49,830.33

W
-
G

* = Prior Fiscal Year Activity



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Approve budget transfers for Fiscal Year 2013/2014.
2. **Recommended Motion:** Approve budget transfers for Fiscal Year 2013/2014

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** May 6, 2014 **Time Requested:** N/A

5. **Agenda:** Consent Administrative

Background Information: See attached budget transfer sheets.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Douglas County Comptroller's Office

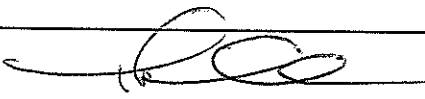
Budget Transfer Form

Date of Request: 4/7/2014
 For Fiscal Year: 13/14

Requested By: Tom Dallaire
 Fund/Department: 610-921

Account Name	Fund	Dept	Account	DR	CR	CR	DR
				Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Capital Projects	610	926	562 000				45,000
2 Downtown Vision	610	921	550 048			20,000	
3 Grants & Contributions	610	921	540 000			25,000	
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
Totals				-	-	45,000	45,000
Net Change				-	-	-	-

Purpose: Transfer funds for the purpose of preparing a claim to
the Valley Vision acct created for Gardnerville - 410-760-625-211
Transfer to admin fund for the purpose of grant match claim made payable
to Douglas County on the Trails project (town match for Martin Slough path)

Department Head or Comptroller Signature: 

Comptroller's Office Use Only

Approved By: _____
 Date: _____

Journal # _____

4-2

Douglas County Comptroller's Office

Budget Transfer Form

Date of Request: 4/25/2014
 For Fiscal Year: FY 13/14

Requested By: Tom Dallaire
 Fund/Department: 610-921

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Road Maintenance	610	926	520	103			70,000	
2 Capital Projects	610	926	562	000				70,000
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Totals					-	-	70,000	70,000
Net Change					-	-	-	-

Purpose: 1. Chichester crack repair & town street seal (June)

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____

Date: _____

Journal # _____

4-3



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Douglas County Senior Services for the 14th Annual Big Mama's Show & Shine, May 10, 2014 at Lampe Park.

2. **Recommended Motion:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Douglas County Senior Services for the 14th Annual Big Mama's Show & Shine, May 10, 2014 at Lampe Park.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** May 6, 2014 **Time Requested:** N/A

5. **Agenda:** Consent Administrative

Background Information: See attached application.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

RECEIVED

APR - 4 2014

DOUGLAS COUNTY CLERK

OUTDOOR FESTIVAL LICENSE APPLICATION

Application Date: 4/3/14 Date(s) of Event: Sat. May 10, 2014

Name of Event: 14th Annual Big Mama's Show & Shine

Location of Event: Lange Park 1325 Waterloo Lane, Gardnerville
(Address or Legal Description)

Applicant's name: Douglas County Senior Services

Contact's name: Sheri Karosich
(If different than applicant)

Mailing address: 2300 Meadow Lane, Gardnerville NV 89410
Street or P.O. Box City State Zip Code

Physical address (If different): same
Street City State Zip Code

Phone #(s): (775) 783-6455 (Business) _____ (Home) (775) 690-6827 (Cell)

Is the applicant a(n): Corporation Partnership Individual Other

If corporation or partnership, please list corporate officers or partners:

Name	Address	Title
<u>Douglas County Senior Services</u>		<u>(Above)</u>

Description of Event: Car Show & Craft Fair to benefit Meals on Wheels in Douglas County. Cars, music, crafts, food and fun for all.

Hours of operation: 7am - 5pm (Event runs 10am - 3pm)

What is the name of the designated event representative that will be on-site during the event and who has authority to bind the applicant? Sheri Karosich

Will an admission fee be charged for your event? Yes No If yes, \$ amount: \$45.00 per vehicle

When will fee be collected? Pre-sales At entrance entrance only
No fee for gen. public

List approximate number of participants: 150-200

List approximate number of spectators: 400-500

List expected peak number of spectators: 250

Will alcoholic beverages be served? Yes No 20/30 Club to provide all licences.
(all liquor vendors must be individually licensed with Douglas County Sheriff's Office)

Will food and/or beverages be served? Yes No
(all concessionaires must be licensed and operate under a valid health department permit pursuant to NRS chapter 446.)

Will there be live music? Yes No
- If Yes, Name of Performer(s) KBILL Radio Remote Type of Music Country

Name of Insurer: _____

Limits of liability: _____

Address of Insurer: _____
Street City State Zip code

Policy number: _____

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the permit. The filing of the application does not authorize the conducting of any business for which a permit is required, and any carrying on of such business before a permit is issued may also be grounds for denial of a permit.

Sheri Karosich
Signature of Applicant

8/3/14
Date

Sheri Karosich - Recreation Specialist
Name of Applicant
Douglas County Senior Services

skarosich@co.douglas.nv.us
Contact Email Address

FESTIVAL PLANS:

(MUST BE COMPLETED - ATTACH ADDITIONAL PAGES IF NECESSARY)

Detailed explanation of the applicant's plans to provide law enforcement protection; water facilities; food concessions; toilet facilities; trash cans and litter; medical facilities; fire protection; parking areas, access and parking control; maintenance of a headquarters or providing contact information; if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities; and what provisions shall be made for numbers of spectators in excess of the estimate. Applicant may submit a plot plan showing arrangement of the facilities including those for parking, egress and ingress shall be submitted with the application. (§ 5.12.040)

Describe law enforcement protection plan (§ 5.12.120(A))

In the past, the DC Sheriff Dept. has not required additional law enforcement be on hand due to the expected participation and our history over the years.

Describe plan for location and supply of water facilities (§ 5.12.120(B))

Bottled water will be available for purchase at the food concessions at the pavillion as well as drinking fountains throughout Lampe Park.

Describe food concessions plan (§ 5.12.120(C))

Douglas County Senior Services will prepare distribute and serve food at the pavillion. All volunteers and staff will be instructed in food safety and distribution standards.

Describe toilet facilities plan (§ 5.12.120(D))

As requested by Parks Dept. we have ordered 10 regular port-a-potties, 2 handicapped stalls and 2 hand washing stations to be delivered to 2 locations on either side of the soccer field (see map) with 5 reg, 1 HW and 1 HC at each location.

Describe trash cans and litter plan (§ 5.12.120(E))

As requested by the Parks Dept. we have ordered a dumpster from Douglas Disposal to be located near pavillion to handle trash. Parks personnel will empty trash cans throughout the day and after the event as needed.

Describe medical facilities plan (§ 5.12.120(F))

Douglas County Senior Services Staff are CPR/AED/First Aid Certified. First Aid Kit will be on site at pavillion. Appropriate emergency procedures shall be followed under the direction of 911 if needed.

Describe fire protection plan (§ 5.12.120(G))

Cooking and smoking areas are clearly marked within Lampe Park and will be observed. In the event of an emergency, staff will call 911.

Describe parking areas, access and parking control plan (§ 5.12.120(H))

Car Participants will be directed to park on the soccer field during event. Public will be directed to park in designated Larned Park parking spaces. Overflow parking will be directed to Herbig Park.

Describe location of on-site headquarters or contact information (§ 5.12.120(J))

On-site Headquarters will be located at food concession at the pavilion. Amanda Reid will be roving throughout the park the entire day but can be reached by cell phone and walkie talkie.

Describe illumination plan (§ 5.12.120(K))

N/A - daylight hours

Describe overnight camping facilities plan (§ 5.12.120(L))

N/A - one day/daytime only event

Describe communication system plan (§ 5.12.120(Q))

All staff will carry cell phones and walkie talkies during the event and communication will be monitored and coordinated through Amanda Reid (Event Coordinator)

What provisions will be made for numbers of spectators in excess of the estimate (§ 5.12.040)

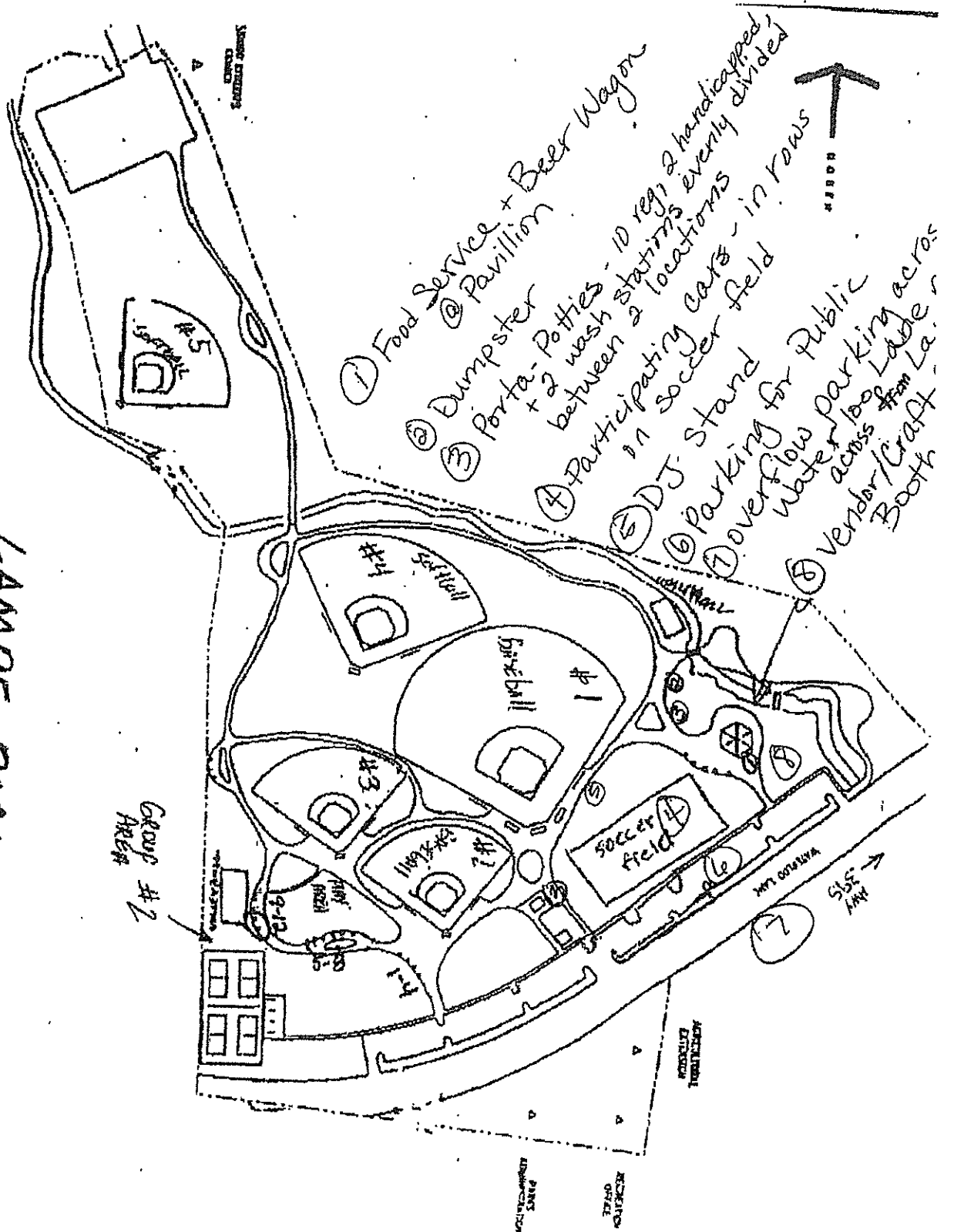
Although we anticipate up to 500 spectators, they do not come at the same time. In the event of excess, parking will be made available at Herbig Park, Parks & Rec. Offices and/or the Senior Center.

Attach a plot plan showing arrangement of the facilities including those for parking, egress and ingress. (§ 5.12.040)

See map

Big MAMA's Show & Shine May 2012

LAMPE PARK



NEVADA PUBLIC AGENCY INSURANCE POOL
CERTIFICATE OF PARTICIPATION
Issued to

Douglas County

The Nevada Public Agency Insurance Pool (hereinafter NPAIP) certifies that the above-mentioned entity is a participating Member of NPAIP for the period beginning July 1, 2013 expiring July 1, 2014.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement and Bylaws of NPAIP and the coverage forms issued by NPAIP.

The following coverage forms apply to NPAIP and its Members:

Nevada Public Agency Insurance Pool Coverage Form: # NPAIP 201314

The lines of coverage and key limits of liability afforded to NPAIP members, subject to the coverage application and subject to additional sublimits as stated in the NPAIP Coverage Form, are summarized as follows:

Property/Crime/Equipment Breakdown

Blanket Limit per schedule of locations	\$ 300,000,000 per loss
Sublimit for earthquake coverage	\$ 100,000,000 annual aggregate
Sublimit for flood coverage	\$ 100,000,000 annual aggregate
Sublimit for flood coverage zone A	\$ 10,000,000 annual aggregate
Sublimit for Equipment Breakdown, Boiler & Machinery	\$ 60,000,000 each accident
Sublimit for Money & Securities including Dishonesty	\$ 500,000 each loss

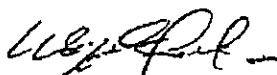
Casualty

Bodily Injury, Property Damage, Personal Injury, Employment Based Benefits Administration, Law Enforcement Activities, and Wrongful Acts	\$10,000,000 per event \$10,000,000 annual aggregate
--	---

Certain sublimits apply. All sublimits are a part of and not in addition to the Limits of Liability.

Participating member's Maintenance Deductible of \$5,000 for Section V property, and \$50,000 for Section VI liability coverages, for each and every loss and/or claim and/or event, such deductibles are subject to \$300,000 aggregate.

This certificate is not a contract of insurance and does not bind NPAIP as such. The coverages provided will be governed by the terms and conditions of NPAIP Coverage Form and by the Interlocal Cooperative Agreement and Bylaws of NPAIP; and all claims, questions or disputes will be settled by reference to the same.


Wayne E. Carlson, MBA, CPCU, ARM
Executive Director



**DOUGLAS COUNTY
SCHEDULE OF SUB-ENTITIES INCLUDED IN COUNTY'S COVERAGE**

Douglas County Weed District
Senior Services Center

**PUBLIC AGENCY COMPENSATION TRUST
CERTIFICATE OF PARTICIPATION**

Issued to

Douglas County

The Public Agency Compensation Trust (hereinafter PACT) certifies that the above mentioned entity is a participating member of the PACT for the period beginning July 1, 2013 through July 1, 2014.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement, Bylaws and the Joint and Several Liability Agreement of PACT.

The following policies have been issued by PACT:

Public Agency Compensation Trust Coverage Form #PACT201314

Limits of liability afforded to PACT members, subject to the application for coverage, are as follows:

Workers Compensation each accident or disease	\$ Statutory
Employers Liability each accident or disease	\$2,000,000

PACT is hereby responsible for processing claims and paying benefits under Chapters 616A, 616B, 616C, 616D and 617 of NRS for employees of members of this association injured in Industrial accidents or contracting occupational diseases occurring on or after 12:01 A.M. (Pacific Standard Time) as of the effective date of this certificate.

PACT Specific Retention - \$500,000 each and every loss and/or claim and/or occurrence is included in the limits shown.

PACT Corridor Deductible - \$500,000 in the aggregate in excess of the Specific Retentions in any one policy year is included in the limits shown.

Participating Member's Maintenance Deductible - \$0 each and every loss and/or claim and/or occurrence.

This certificate is not a contract of insurance and does not bind the insurance companies named hereon or PACT as such. The coverages provided will be governed by the terms and conditions of the PACT Coverage Form and excess insurance policies and by the Interlocal Cooperative Agreement, Bylaws and Joint and Several Liability Agreement of PACT; and all claims, questions or disputes will be settled by reference to the same.



Wayne E. Carlson, MBA, CPCU, ARM
Executive Director



**DOUGLAS COUNTY
SCHEDULE OF SUB-ENTITIES UNDER COUNTY'S INSURANCE**

Douglas County Mosquito
Douglas County Weed District
East Fork Fire District
East Fork Paramedic
Gardnerville, Town of
Genoa, Town of
Minden, Town of
Senior Services Center



Douglas County Senior Services
"BIG MAMA'S"

12th Annual Show & Shine Car Show
Saturday, May 12th, 2012
All proceeds to benefit Meals on Wheels

Place: Lampe Park Pavilion, 1325 Waterloo Lane, Gardnerville, NV
Fee: \$45.00 Early Registration (post mark on or before April 30th, 2012)
\$55.00 Late Registration (post mark May 1st, 2012 or later)
Includes: Dash Plaque, One Car Show T-Shirt*, Coffee and Doughnuts, One Lunch Ticket, and 2 Raffle Tickets *Additional T-Shirts available for purchase day of event.

Check-In 8:00 a.m. – 10:00 a.m.
Show & Shine 10:00 a.m. – 2:00 p.m.
Awards Presentation 3:00 p.m. – 4:00 p.m.

Participant's Gate closes at 10:00 a.m.
If you want to park with a group, please come to Lampe Park together (no saving of spaces).

Awards:

Big Mama's Best of Show, Participant's Choice and 1st & 2nd Place for each Class

Classes:
No Tow-Ins

- | | | |
|---------------------------|------------------------------|------------------------|
| 1. Pre 1948 Stock Car | 8. 1966-1972 Modified Car | 15. 1973 and Above |
| 2. Pre 1948 Modified Car | 9. 1955-1957 Chevy Stock | 16. Sports Cars |
| 3. 1949-1959 Stock Car | 10. 1955-1957 Chevy Modified | 17. Special Interest |
| 4. 1949-1959 Modified Car | 11. Pre 1965 Truck Stock | 18. Street Rods |
| 5. 1960-1965 Stock Car | 12. Pre 1965 Truck Modified | 19. Rat Rods |
| 6. 1960-1965 Modified Car | 13. 1966-1972 Truck Stock | 20. Under Construction |
| 7. 1966-1972 Stock Car | 14. 1966-1972 Truck Modified | |

Cars will be judged based on paint, chrome, interior, engine and trunk

Registration Information

Name: _____
Mailing Address: _____

Phone Number: _____ E-Mail: _____
Vehicle Make & Year: _____
Judging Class: (No changes allowed on day of event) _____
Body Style: _____ Color: _____
T-Shirt: (Circle Size): M, L, XL, XXL, XXXL
Signature & Date: _____

Please make checks payable and mail to:
Douglas County Senior Services, 2300 Meadow Lane, Gardnerville, NV 89410

Liability: The following does hereby release Douglas County Senior Services and Douglas County Parks & Recreation Departments and their employees of liability in conjunction with any damage to exhibitors, person and/or anyone operating exhibitor's space, merchandise and/or personal property due to fire, theft, breakage, acts of god, or any kind of public disorder or disturbance during the days event.

For further information, contact Amanda at (775) 783-6455 or areid@co.douglas.nv.us

Douglas County Senior Services
BIG MAMA'S
12th ANNUAL SHOW & SHINE
CRAFT & VENDOR FAIR
Saturday, May 12th, 2012
Lampe Park Pavilion
1325 Waterloo Lane, Gardnerville, NV
Booth Rental Registration Form
Set-Up Time: 7:30am – 8:30am
Event 9:00am – 3:00pm

Participation Form:

Applicant Name: _____

Business Name: _____

Description of Business: _____

Mailing Address: _____

Day Time Phone: _____ email: _____

Booth Size 10' X 10' Space

(You provide your own shade, tables, etc.)

Booth Cost: \$30.00*

All proceeds benefit Meals on Wheels

Deadline to sign up April 30th, 2012

* To increase interest, we request that each vendor donate a small raffle prize, to be delivered on or before April 30th.

Please make checks payable & mailed to:

Douglas County Senior Services

2300 Meadow Lane

Gardnerville, NV 89410

Please be prepared for wind and/or foul weather

Sorry No Refunds

Liability: The following does hereby release Douglas County Senior Services and Douglas County Parks & Recreation Departments and their employees of liability in conjunction with any damage to exhibitors, person and/or anyone operating exhibitor's space, merchandise and/or personal property due to fire, theft, breakage, acts of god or any kind of public disorder or disturbance during the day's events.

For further information contact Amanda at the Senior Center at (775) 783-6455 or areid@co.douglas.nv.us

Signature: _____ Date: _____



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action: Accept the Tree City USA Award for 2013.**

2. **Recommended Motion: Accept Tree City USA award for 2013.**

Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: May 6, 2014 Time Requested: N/A**

5. **Agenda:** Consent Administrative

Background Information:

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued



STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
NEVADA DIVISION OF FORESTRY

2478 Fairview Drive
Carson City, Nevada 89701
Phone (775) 684-2500 Fax (775) 684-2570

April 28, 2014

Tom Dallaire
1407 Highway 395 N
Gardnerville, NV 89401

RE: Tree City USA Recertification for 2013

Mr. Dallaire:

On behalf of the Arbor Day Foundation and the Nevada Division of Forestry, I would like to congratulate the City of Gardnerville for recertifying as a Tree City USA for 2013.

Gardnerville has been a Tree City USA for 12 years, and we applaud your continued efforts to maintain a healthy urban forest.

Sincerely,

A handwritten signature in black ink, appearing to read "David Howlett".

David Howlett
Urban Forestry Program Coordinator



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action: Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the 104th Annual Carson Valley Days Festival scheduled for June 13 through 15, 2014, sponsored by Carson Valley Active 20-30 Club #85.**

2. **Recommended Motion: Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the 104th Annual Carson Valley Days Festival scheduled for June 13 through 15, 2014, sponsored by Carson Valley Active 20-30 Club #85.**

Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: May 6, 2014 Time Requested: N/A**

5. **Agenda:** Consent Administrative

Background Information: See attached application.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

RECEIVED

APR 15 2014

DOUGLAS COUNTY CLERK

OUTDOOR FESTIVAL LICENSE APPLICATION

Application Date: 4-15-14 Date(s) of Event: JUNE 11-15, 2014

Name of Event: 104TH CARSON VALLEY DAYS FESTIVAL

Location of Event: THROUGH MINDEN/GARDNERVILLE (LAMPE PARK, HERBIA PARK, MINDEN PARK CUMS, DOUGLAS HIGH SCHOOL, HWY 395) (Address or Legal Description)

Applicant's name: CARSON VALLEY ACTIVE 20-30 CLUB #85

Contact's name: CHRIS FORSYTH (If different than applicant)

Mailing address: P.O. Box 2020 GARDNERVILLE NV 89410 (Street or P.O. Box City State Zip Code)

Physical address (If different): N/A (Street City State Zip Code)

Phone #(s): (775) 313-6913 (Business) (Home) (775) 790-1515 (Cell)

Is the applicant a(n): [] Corporation [] Partnership [] Individual [X] Other Non-Profit

If corporation or partnership, please list corporate officers or partners:

Table with 3 columns: Name, Address, Title. No data rows are present.

Description of Event: 104TH CARSON VALLEY DAYS w/ CARNIVAL, LIVE MUSIC, PARADE, CRAFT FAIR, FOOD, WALK-JOG-RUN w/ THE PARTNERSHIP OF COMMUNITY RESOURCES, AND VOLLEYBALL TOURNAMENT.

Hours of operation: 7AM - MIDNIGHT DAILY

What is the name of the designated event representative that will be on-site during the event and who has authority to bind the applicant? CHRIS F

Will an admission fee be charged for your event? [] Yes [X] No If yes, \$ amount: _____

When will fee be collected? [] Pre-sales [] At entrance

List approximate number of participants: 100

List approximate number of spectators: 3,000

List expected peak number of spectators: 4,000

Will alcoholic beverages be served? Yes No
(all liquor vendors must be individually licensed with Douglas County Sheriff's Office)

Will food and/or beverages be served? Yes No
(all concessionaires must be licensed and operate under a valid health department permit pursuant to NRS chapter 446.)

Will there be live music? Yes No
- If Yes, Name of Performer(s) VARIES, TO BE DETERMINED Type of Music ROCK, FAMILY FRIENDLY


Name of Insurer: WARREN REED INS

Limits of liability: SEE ATTACHED

Address of Insurer: 521 HWY 395N GARDENVILLE NV 89410
Street City State Zip code

Policy number: SEE ATTACHED

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the permit. The filing of the application does not authorize the conducting of any business for which a permit is required, and any carrying on of such business before a permit is issued may also be grounds for denial of a permit.


Signature of Applicant

4-15-14
Date

CHRIS FORST
Name of Applicant

TRUVELU850@gmail.com
Contact Email Address

FESTIVAL PLANS

Detailed explanation of the applicant's plans to provide security and fire protection, water supply and facilities, food supply and facilities, sanitation facilities, medical facilities and services, vehicle parking space, vehicle access and on-site traffic control and, if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities. The applicant's plans shall include what provisions shall be made for numbers of spectators in excess of the estimate, provisions for cleanup of the premises and removal of rubbish after the event has concluded. A plot plan showing arrangement of the facilities including those for parking, egress and ingress shall be submitted with the application. (§ 5.12.050)

ATTACH ADDITIONAL PAGES IF NECESSARY

Describe law enforcement protection plan (§ 5.12.100/5.12.120(A))

Applicant 20-30 Club provides 24 hour security by all active 20-30 club members throughout the duration of the event at Lampe Park. The total number of active 20-30 Club members is 12. In addition, applicant agrees to employ police protection at the club's own expense. Applicant understands and agrees that the number and type of officers shall be determined and specified by the sheriff with approval by the board of county commissioners. At the same event, applicant employed 2 foot patrol officers @ 6 hours each on Friday, 2 foot patrol officers @ 8 hours each on Saturday, 4 bike patrol officers @ 8 hours each on Saturday, and 2 foot patrol officers @ 8 hours each on Sunday (for a total of 68 hours @ \$45/hour = \$3,060). Applicant anticipates that the number of officers and hours will be this year, although the hourly rate will most likely increase. *Applicant in years past has requested for all deposit funds with the county be paid following the event for the police protection.*

Describe plan for location and supply of water facilities (§ 5.12.110/5.12.120(B))

Applicant will provide an ample supply of potable water for drinking and sanitation purposes. Applicant has prepared a map (attached to this festival plan) detailing the location of 3 water spickets (water outlets) in and around the area of the carnival and festival. There are a total of 14 drinking fountains throughout the entire park which should meet gallons per hour required. In addition, there are 12 vendors who will be selling water and/or other refreshments during the event. Furthermore, the carnival and festival is located a short walking distance from 3 supermarkets, a convenience store and numerous restaurants. Due to the historical nature of this annual event, applicant would request the county to modify the water facilities conditions as there has always been an ample supply of potable water available to every person attending the event.

Describe food concessions plan (§ 5.12.120/5.12.120(C))

Twelve vendors will operate food concessions during the carnival and festival at Lampe Park. The location of the food vendors are depicted on the map attached to this festival plan. In addition to the 12 food concessions on-site, the carnival and festival is located a short walking distance from 3 supermarkets, a convenience store and numerous restaurants. All food vendors will be licensed and operate under a valid health department permit pursuant to NRS chapter 446. Applicant will not allow any food vendor to operate his concession unless the vendor has the permit in his possession. Applicant will provide sanitation facilities (toilets and washing stations) for the food vendors and their employees. The toilet facilities and washing stations are depicted on the map attached to this festival plan. The toilet facilities are located within 50 feet from most of the food concessions. Due to the historical nature of this annual event, applicant would request the county to modify the location of the toilet facilities condition as all food vendors are provided easy and a short access to toilets and hand washing stations.

Describe toilet facilities plan (§ 5.12.130/5.12.120(D))

Applicant will provide ample supply of toilet facilities throughout the duration of the event at Lampe Park. Applicant has prepared a map (attached to this festival plan) detailing the location of 36 toilets and 4 wash stations. Included with the toilet facilities will be 3 services (freshen up) throughout the duration of the event. The applicant will be using shamrock septic service for sanitation. Due to the historical nature of this annual event, applicant would request the county to modify the location of the toilet facilities condition as there has always been an ample supply of toilets available to every person attending the event.

Describe trash cans and litter plan (§ 5.12.130/5.12.120(E))

Applicant will provide ample supply of trash cans on the premises of the event. There will be (30) thirty-six gallon trash cans with plastic bag liners on the premises. Once the trash cans reach 2/3 full they will be emptied by applicant and a new bag liner will be replaced. The full bags will then be hauled to the (2) larger 33 yard dumpsters on site. Applicant has prepared a map (attached to this festival plan) detailing the location of the (2) 33 yard dumpsters. The applicant will be using Douglas Disposal for refuse. At the conclusion of the event Douglas disposal at the cost of the applicant will pick up all refuse dumpsters. Due to the historical nature of this annual event, applicant would request the county to modify the trash cans and litter plan condition as there has always been an ample supply of trash cans available to every person attending the event.

Describe medical facilities plan (§ 5.12.140/5.12.120(F))

Applicant has contracted with East Fork Fire Protection for all emergency medical treatments throughout the duration of the event. East Fork fire will have an on-site command area with on-site personnel Saturday and Sunday of the event. In the needs of additional personnel or outside the times of on-site personnel the applicant will contact emergency dispatch for immediate assistance. Due to the historical nature of this annual event, applicant would request the county to modify the medical facilities plan condition as there has always been an adequate medical attention to every person attending the event. *East Fork Fire Protection District has agreed to waive all fees for this event due to the longevity and nature of this community event. If this agreement happens to change the applicant has requested for all deposit funds with the county be paid following the event for the medical protection.*

Describe fire protection plan (§ 5.12.210/5.12.120(G))

Applicant has contracted with East Fork Fire Protection for all emergency fire protection throughout the duration of the event. East Fork fire will have an on-site command area with on-site personnel Friday, Saturday and Sunday of the event. In the needs of additional personnel or outside the times of on-site personnel the applicant will contact emergency dispatch for immediate assistance. Due to the historical nature of this annual event, applicant would request the county to modify the fire protection plan condition as there has always been an adequate fire protection to every person attending the event. *East Fork Fire Protection District has agreed to waive all fees for this event due to the longevity and nature of this community event. If this agreement happens to change the applicant has requested for all deposit funds with the county be paid following the event for the fire protection.*

Describe parking areas, access and parking control plan (§ 5.12.150-160/5.12.120(H))
Applicant will provide ample amount of parking spaces. Applicant has approval from Douglas County to use the proposed site of the community center. There will be ingress and egress off of Waterloo lane. The ingress and egress areas will continually be monitored to make sure there are no vehicles blocking these areas. If in such an event that these areas become blocked by vehicles the owner will first be first attempted to be contacted if no one is able to be found in a timely manner then additional action will be taken ultimately resulting in it being towed. There will be assistance provided Friday & Saturday of the event by a youth organization with parking direction and ingress and egress to parking areas. The applicant Carson Valley Active 20-30 club will provide traffic assistance on Waterloo lane throughout the duration of the event to insure orderly flow of traffic to parking areas. Due to the historical nature of this annual event, applicant would request the county to modify the parking areas, access and parking control plan condition as there has always been an ample amount of parking areas, access and parking control available to every person attending the event.

Hours of operation (§ 5.12.170/5.12.120(I))
Applicant has prepared a schedule (attached to this festival plan) of events detailing the times of activities throughout the event.

Describe location of on-site headquarters or contact information (§ 5.12.120(J))
The location of the on-site headquarters will be located near or by the music stage and main beer area. There will be a travel trailer located there 24 hours a day throughout the duration of the event. Applicant has prepared a map (attached to this festival plan) detailing the location of the on-site headquarters. Any member of the Carson Valley Active 20-30 club wearing a red vest should be able to be contacted. If for some reason there is no one there to contact please contact Tommy Lovell of the Carson Valley Active 20-30 Club 24 hours a day at 775-313-6913.

Describe illumination plan (§ 5.12.180/5.12.120(K))
Applicant will provide ample amount of illumination throughout the event. Applicant has prepared a map (attached to this festival plan) detailing the location of all illumination devices. Due to the historical nature of this annual event, applicant would request the county to modify the illumination plan condition as there has always been an ample supply of illumination available everywhere throughout the event.

Describe overnight camping facilities plan (§ 5.12.190/5.12.120(L))
Applicant Carson Valley Active 20-30 club will have members staying overnight in Lampe Park in some form of camping throughout the duration of the event. There will also be overnight camping facilities for Carnival staff throughout the duration of the event located within Riverside Park. There will be additional Toilet facilities, power, and trash cans in these camping areas. There will be no sanitation dumping or trash left in either park locations. Due to the historical nature of this annual event, applicant would request the county to modify the overnight camping facilities plan condition as there has never been an concerns of the overnight camping facilities available everywhere throughout the event.

What provisions will be made for numbers of spectators in excess of the estimate (§ 5.12.050/5.12.040)?

The applicant has made the following provisions in advance in the case the number of spectators is in excess of the estimate. The estimated number of toilets for the event per the chart in section 5.12.120 sub-section "D" requires 20 toilets and we will be providing 36 toilets. The parking area provided will handle additional parking if needed. There will be bottled water available on site at the headquarters location if the existing drinking fountain's throughout the park is exceeded. If there is any need from the following agencies such as fire, law enforcement, trash, and medical that need to be adjusted those agencies will be contacted directly by the applicant during the event and request additional support right away.

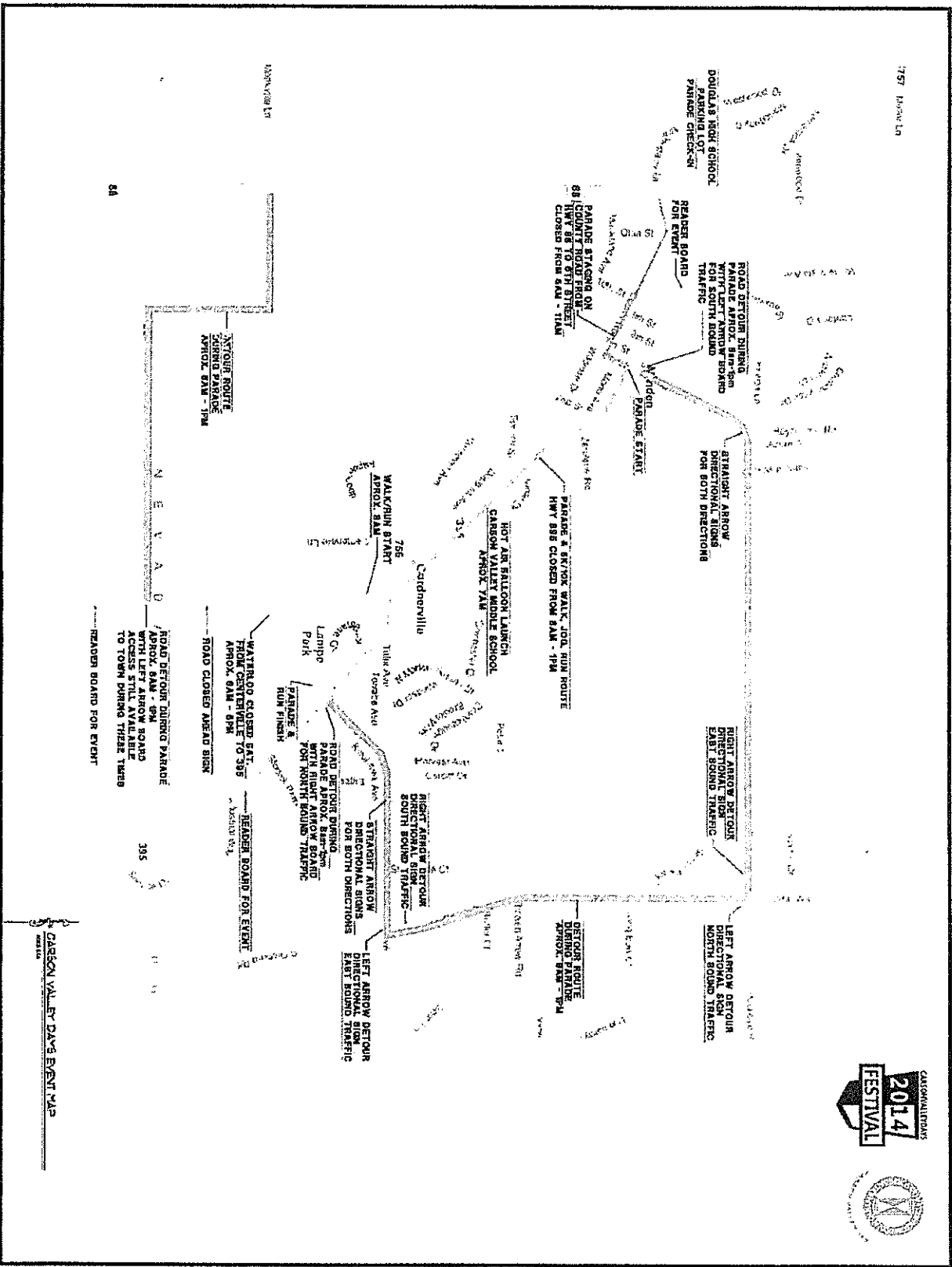
Attach a plot plan showing arrangement of the facilities including those for parking, egress and ingress. (§ 5.12.050/5.12.040)

Applicant has prepared a map (attached to this festival plan) detailing the layout of the event.



EVENT SCHEDULE

DAY:	EVENT:	TIME:
Thursday, June 12 th	Golf Tournament @ Carson Valley Golf Course Carnival Opens Buddy Day (2 for 1 wristbands)	7:30 am - 2 pm 5 pm - 11 pm
Friday, June 13 th	Carnival Live Music	3 pm - 11 pm 5 pm - 10 pm
Saturday, June 14 th	Parade Registration Carson Valley Days Walk, Jog, Run Registration Carson Valley Days Walk, Jog, Run Carson Valley Days Parade Carnival Craft Show & Food Vendors Kid's Grease Pole Devil's Gate Gunfighters Show Arm Wrestling Horseshoe Tournament Announcement of Parade Winners & Citizen of the Year Free Kids Games Gunney Sack Races Tricycle Races Live Music	7 am 7 am 8 am 9 am 11 am - Close 11 am - Close 12 pm - 8 pm 1 pm - 1:30 pm 1:30 - 2:30 2 pm 2:30 pm 3 pm - 4:30 pm 3 pm - CLOSE
Sunday, June 15 th	Grass Volleyball Tournament Craft Show & Food Vendors Carnival Kid's Grease Pole Battle of the Bands Carson Valley Duck Derby Community Derby Business Class Derby Service Clubs/Churches Glutton Bowl Carson Valley Days Raffle	8 am - 2 pm 10 am - 4 pm 11 am - 5 pm 11 am - 5 pm 11 am - 3 pm 1 pm - 3:30 pm 1 pm 2 pm 3 pm 3:30 pm 4 pm

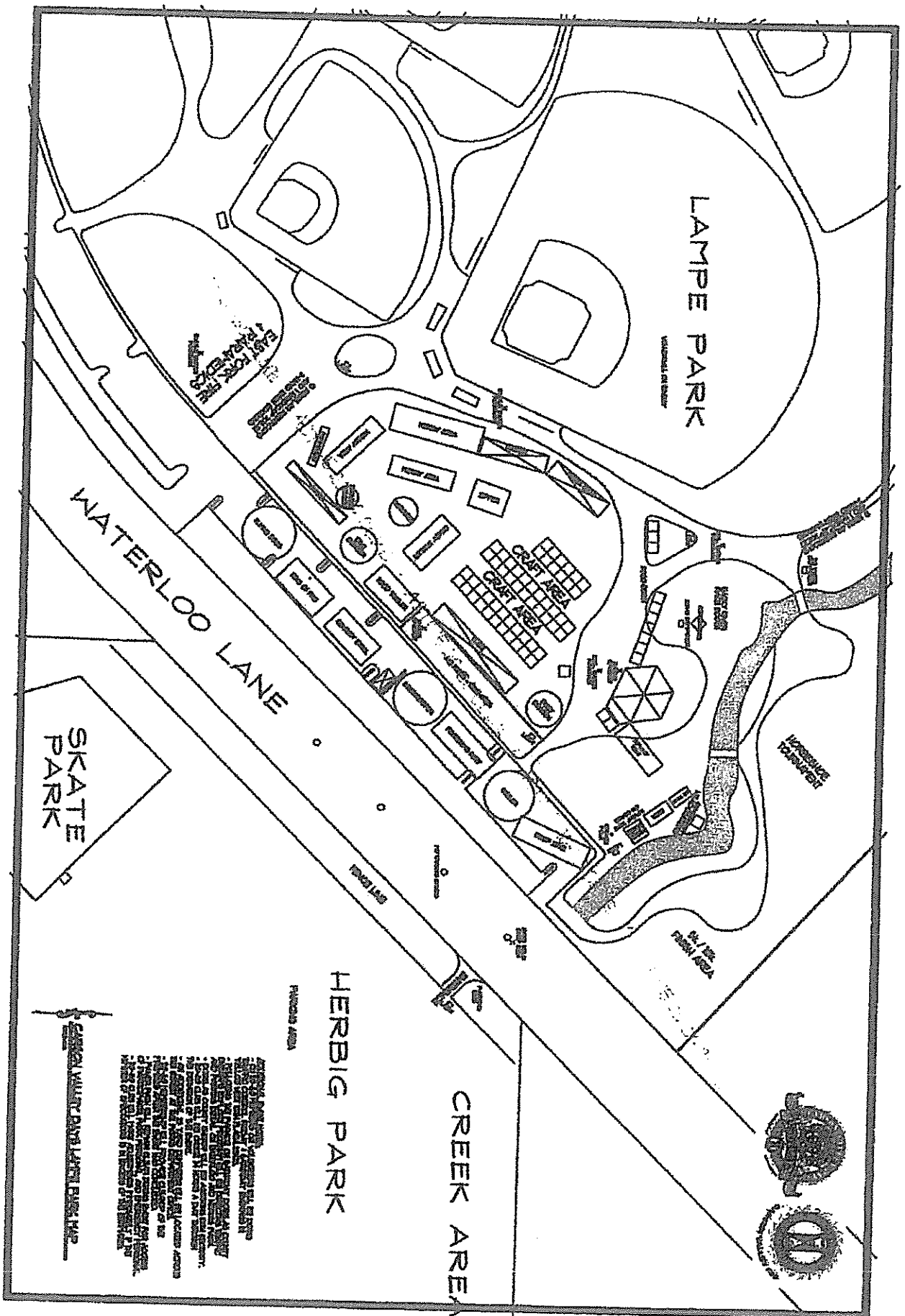


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NEVAAD
 ROAD DETOUR TURNING PARADE
 APPROX. 8AM - 9PM
 ACCESS STILL AVAILABLE
 TO TOWN DURING THESE TIMES

395

GARBESON VALLEY DAYS EVENT MAP



SKATE
PARK

LAMPE PARK

WATERLOO LANE

HERBIG PARK

CREEK AREA

GENERAL NOTES:
 1. ALL DIMENSIONS ARE IN METERS.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
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*CERTIFICATE OF INSURANCE
TO BE ISSUED WITHIN A
MONTH OF THE EVENT*



CERTIFICATE OF LIABILITY INSURANCE

CARSO45

OP ID: DR

DATE (MM/DD/YYYY)

03/14/14

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

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

PRODUCER Warren Reed Insurance, Inc. 1521 Highway 395 North Gardnerville, NV 89410 Account Executives/Alan	775-782-2277	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
	775-782-7387	E-MAIL ADDRESS: _____	
INSURER(S) AFFORDING COVERAGE			
INSURER A: Capitol Indemnity Corporation			
INSURER B: _____			
INSURER C: _____			
INSURER D: _____			
INSURER E: _____			
INSURER F: _____			

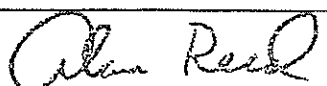
INSURED Carson Valley 20-30 Club
 P.O. Box 2030
 Gardnerville, NV 89410

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CP02348442	03/11/14	03/11/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER	CANCELLATION
Active 20-30 US & Canada 65 Enterprise Aliso Viejo, CA 92653	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 Account Executives/Alan 

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ARTICLES OF INCORPORATION
OF
THE 20-30 CLUB OF CARSON VALLEY NO. 85

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, have this day voluntarily associated ourselves together for the purpose of forming a non-profit corporation under the laws of the State of Nevada and we do hereby certify:

FIRST: That the name of the club shall be

THE 20-30 CLUB OF CARSON VALLEY NO. 85

SECOND: That THE 20-30 CLUB OF CARSON VALLEY NO. 85 is a non-profit corporation, organized solely for the advancement of civic, commercial, industrial and agricultural activities

THIRD: The principal office for the transaction of the business of the corporation is to be located at Gardnerville Nevada.

FOURTH: The number of trustees shall be seven (7) one of whom shall be a continuing trustee and the remaining six to hold office for a term of six (6) months. The revolving trustees shall be chosen by the members of the corporation as provided in the By-Laws of said corporation.

FIFTH: The names and residences of the trustees chosen for the first term are as follows:

NAME	ADDRESS
CLIFFORD WINKELMAN	Minden, Nevada
HERB COOPER	Genoa, Nevada
GLENN E. LOGAN	Gardnerville, Nevada
LEONARD H. WINKELMAN	Minden, Nevada
NEVADA WITSE	Minden, Nevada
ARLEN TURRIS	Gardnerville, Nevada
ROBERT KIMMERLING	Gardnerville, Nevada

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IN WITNESS WHEREOF we have hereunto set our hands
this 28th day of February, 1955.

Clifford Winkelman
Hester Gooden
John E. Logan
Leonard H. Winkelman
Robert A. Kimberling
Arden Tuerba
Glenn E. Cordes

STATE OF NEVADA }
COUNTY OF DOUGLAS } ss

On this 28th day of February, 1955, before me the
undersigned, a Notary Public in and for the State of Nevada,
personally appeared CLIFFORD WINKELMAN, HESTER GOODEN, GLENN E.
LOGAN, LEONARD H. WINKELMAN, NEVADA WISE, ARLEN TIERBA, ROBERT
KIMMERLING known to me to be the persons whose names are
subscribed to the foregoing Articles of Incorporation, and
acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and
seal this 28th day of February, 1955.

James M. [Signature]
NOTARY PUBLIC in and for the
County of Douglas, State of
Nevada

My Commission Expires Feb. 22nd 1956

LAW OFFICES
CORPORATION AND BANKING
COUNTY CLERK
CLERK
CLERK

ARTICLES OF INCORPORATION

OF

THE 20-30 CLUB OF GARRON VALLEY NO. 23

FILED AT THE RESIDENT OF

DEWEY, NEVADA

NEVADA

MARCH 22, 1965

[Handwritten signature]

SECRETARY

20-30 CLUB OF GARRON VALLEY NO. 23

L

L

(NONPROFIT) INITIAL/ANNUAL LIST OF OFFICERS AND DIRECTORS OF:

THE 20-30 CLUB OF CARSON VALLEY NO. 85

ENTITY NUMBER

C370-1955

NAME OF CORPORATION

FOR THE FILING PERIOD OF 3/2014 TO 3/2015



100202

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Return one file stamped copy. (If filing not accompanied by order instructions, file stamped copy will be sent to registered agent.)

IMPORTANT: Read instructions before completing and returning this form.

- Print or type names and addresses, either residence or business, for all officers and directors. A President, Secretary, Treasurer, or equivalent of and all Directors must be named. There must be at least one director. An Officer or other authorized signer must sign the form. **FORM WILL BE RETURNED IF UNSIGNED.**
- If there are additional officers, attach a list of them to this form.
- Return the completed form with the \$25.00 filing fee, if no capitalization. A \$50.00 penalty must be added for failure to file this form by the deadline. An annual list received more than 90 days before its due date shall be deemed an amended list for the previous year.
- Nonprofit entities formed under NRS Chapters 80 and 81 without 501(c) nonprofit designation are required to maintain a state business license. Those with 501(c) designation must indicate by checking box below. For those requiring a State Business License, the fee is \$200.00.
- If nonprofit corporation intends to solicit charitable contributions, the Charitable Solicitation Registration Statement must be completed and attached. Failure to include the statement may result in rejection.
- Ordering Copies:** If requested above, one file stamped copy will be returned at no additional charge. To receive a certified copy, enclose an additional \$30.00 per certification. A copy fee of \$2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.
- Form must be in the possession of the Secretary of State on or before the last day of the month in which it is due. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties.

ABOVE SPACE IS FOR OFFICE USE ONLY

Does Corporation intend to solicit charitable/tax deductible contributions? Yes* No

*If yes, registration statement is required as of January 1, 2014.

Corporation claims exemption pursuant to NRS 82.392(7)(b) or is recognized as a church under Internal Revenue Code 501(c)(3).

Exempt from filing - Solicitation Registration Statement form is required as of January, 1, 2014.

For NRS Chapter 80 and 81 nonprofit corporations:			
<input checked="" type="checkbox"/> Pursuant to NRS Chapter 76, this entity is a 501(c) nonprofit entity and is exempt from the business license fee.		Exemption code 002	
NOTE: If claiming an exemption, a notarized Declaration of Eligibility form must be attached. Failure to attach the Declaration of Eligibility form will result in rejection, which could result in late fees.			
NAME	TITLE(S)	CITY	STATE ZIP CODE
MICHAEL STUARDI	PRESIDENT (OR EQUIVALENT OF)	GARDNERVILLE	NV 89410
ADDRESS			
1349 GRANBOROUGH DR			
NAME	TITLE(S)	CITY	STATE ZIP CODE
ROBBIE BOULAIS	SECRETARY (OR EQUIVALENT OF)	GARDNERVILLE	NV 89410
ADDRESS			
1179 COTTONWOOD ST. #10			
NAME	TITLE(S)	CITY	STATE ZIP CODE
JASON JOHNSTON	TREASURER (OR EQUIVALENT OF)	GARDNERVILLE	NV 89410
ADDRESS			
1467 DOUGLAS AVE			
NAME	TITLE(S)	CITY	STATE ZIP CODE
CHRIS FORSYTH	DIRECTOR	GARDNERVILLE	NV 89410
ADDRESS			
743 BLUE ROCK RD			

None of the officers or directors identified in the list of officers has been identified with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

X
Signature of Officer or Other
Authorized Signature

Title Date

7-16

TEMPORARY

US 395 (DO 20.6-22.3)		II
Milepost		District
District Permit No.:	T-035-14	
Applicant:	Carson Valley Active 2030	
Type of Activity:	Parade	
FOR DEPARTMENT USE ONLY		

APPLICATION AND PERMIT FOR TEMPORARY OCCUPANCY OF
NEVADA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY
(Under the Provisions of NRS 408.423 and 408.210)

1. Location where event and/or occupancy is proposed:

U.S. Hwy 395 Southbound From 6th St. Minden to Lampe Park Gardnerville
 Local name of highway Street address or nearest cross street
 between Milepost and Milepost

2 Describe in detail the event, number of participants, proposed route, scheduled dates and time of event. Attach plans and/or drawings of proposed route.

PARADE: CHECK IN IS AT THE DOUGLAS HIGH SCHOOL PARKING LOT. PARADE STAGING IS ACROSS HWY 88 DOWN COUNTY RD TO 6TH ST. PARADE STARTS AT 6TH ST & ESMEERALDA THEN HEADS EAST ON ESMEERALDA TO HWY 395 SOUTHBOUND TO WATERLOO THEN WEST ON WATERLOO TO LAMPE PARK. APPROX 75-100 ENTRIES
 PARADE CHECK IN: 7 AM PARADE STARTS: 9 AM PARADE ENDS: 1:00 PM

WALK/JOG/RUN: CHECK IN AND STARTING LINE IS AT THE NORTHEAST END OF LAMPE PARK. THE ROUTE GOES THRU LAMPE PARK TO WATERLOO CONTINUING EAST TO HWY 395 THEN NORTHBOUND TO 5TH ST, THEN WEST TO ESMEERALDA, SOUTHBOUND TO HWY 395, SOUTHBOUND BACK TO WATERLOO TO LAMPE PAR. APPROX 100 ENTRIES
 RUN CHECK IN: 6 AM RUN STARTS: 8 AM RUN ENDS: 10 AM

EVENT DATES: JUNE 14, 2014

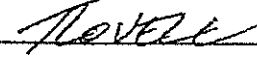
3 SPECIFIC TERMS AND CONDITIONS APPURTENANT TO THIS PERMIT ARE LISTED ON PAGES 2 & 3.

4 THE PERMIT SHALL BE SIGNED AND RETURNED TO THE DISTRICT OFFICE.

CARSON VALLEY ACTIVE 20-30 #85
 Name of PERMITTEE

Tommy Lovell, PARADE CHAIRMAN
 Name and Title (Please print)

P.O. Box 2030
 Address


 Signature

GARDNERVILLE, NV 89410
 City, State, Zip

2/14/14
 Date of Application

P-775-313-6013 F-775-783-9259
 Telephone/Fax

EMAIL: TLOVELL85@GMAIL.COM

District Permit No.: T-035-14 **ADDITIONAL TERMS AND CONDITIONS**

1. The permit shall be signed by PERMITTEE on Page 1 and returned to the district office. The permit shall not be valid until the **SIGNED** original permit has been received by the district office.
2. This temporary permit expires upon completion of the event.
3. The temporary Right-of-Way Occupancy Permit, or a conformed copy, shall be kept at the site of the event and must be shown to any representative of the Department of Transportation or any law enforcement officer on demand. **THE EVENT SHALL BE SUSPENDED IF THE PERMIT IS NOT AT THE SITE AS PROVIDED.**
4. The PERMITTEE, in addition to obtaining the temporary Right-of-Way Occupancy Permit must also obtain any and other permits required by State law or local ordinances.
5. The PERMITTEE agrees to indemnify and save harmless the State of Nevada and its officers, agents, and employees gainst any and all liability, loss, damage, cost and expense which it or they may incur, suffer, or be required to pay by reason of death, disease, or bodily injury to any person or persons, or injury to, destruction of, or loss of use of any property, including property belonging to the State of Nevada, arising out of or incident to activities contemplated by this permit, and proximately caused, in whole or in part, by any act or omission of the PERMITTEE or its contractors, agents, or the employees of any one or all of them **OR BY THE OFFICERS, AGENTS, OR EMPLOYEES OF THE STATE OF NEVADA**, unless it is established by the PERMITTEE that the proximate cause was the willful misconduct or gross negligence of the officers, agents, or employees of the State of Nevada.
6. This application must have the following signatures of approval before being processed by the district office:

Nevada Highway Patrol
 By: [Signature] Capt 47
 Date: 2-24-14

Sheriff/Police
 By: [Signature]
 Date: 2-24-14

Special conditions / requirements or other comments (i.e. escorts, traffic control, contact area supervisor, or N/A):

Special conditions / requirements or other comments (i.e. escorts, traffic control, contact area supervisor, or N/A):

*** SEE ADDITIONAL TERMS AND CONDITIONS ON PAGE 3. ***

Reviewed by: [Signature] 3/24/14 TA
 District Permit Office

This temporary Right-of-Way Occupancy permit is granted to the PERMITTEE in accordance with the provisions of Chapter 408 NRS, and subject to the terms and conditions stipulated to perform the work described.

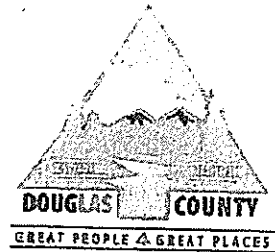
Dated this 27th day of March, 2014

STATE OF NEVADA, DEPARTMENT OF TRANSPORTATION

By [Signature]
 Director or District Engineer

ADDITIONAL TERMS AND CONDITIONS

1. All Category 1 & 2 Traffic Control Devices used on NDOT roadways must be National Cooperative Highway Research Program (NCHRP) Report 350 compliant. The PERMITTEE and/or contractor shall have manufacturer's certificates of compliance available at the project site.
2. Road closure will be allowed from 9:00 AM to 1:00 PM.
3. The PERMITTEE shall use Douglas County Sheriff Officers for all road closures.
4. The State right-of-way shall be returned to the original condition. Road travel way shall remain clean and free of debris at all times. Removal of trash and debris will be the responsibility of the PERMITTEE.
5. PERMITTEE will be responsible for providing adequate traffic control for the permitted event. Traffic control shall meet the requirements of the current NDOT Standard Plans and the MUTCD.
6. The PERMITTEE shall be responsible for the maintenance of all traffic control signs, cones ect. placed in the NDOT R/W.
7. An alternate route for thru traffic on US395 shall be provided during the parade event and clean-up of the NDOT R/W.



BOARD OF COMMISSIONERS
1594 Esmeralda Avenue, Minden, Nevada 89423

7-20

Steve Mokrohisky
COUNTY MANAGER
775-782-9821

COMMISSIONERS:
Doug N. Johnson, CHAIRMAN
Nancy McDermid, VICE-CHAIRWOMAN
Greg Lynn
Lee Bonner
Barry Penzel

March 3, 2014

Steven R. Smith, Permit Coordinator
Nevada Department of Transportation
District II Permit Office
310 Galletti Way
Sparks, NV 89431

RE: Highway 395 Closure for the Carson Valley Days Parade on Saturday, June 14, 2014

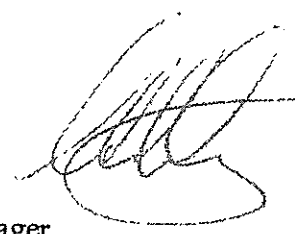
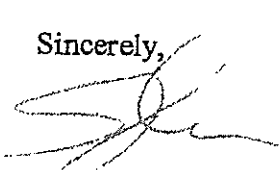
Dear Mr. Smith:

This letter is to notify you that Douglas County agrees to allow traffic from Highway 395 to be diverted on to local roads during the temporary highway closure for the Carson Valley Days parade on Saturday, June 14, 2014.

The County understands that the Douglas County 20-30 Club #85 will apply to NDOT for a Temporary Occupancy permit to close Highway 395 during the parade and this letter will be part of the application.

If you have any questions regarding this letter, please feel free to contact the Douglas County Manager's Office at 782-9821.

Sincerely,



Steve Mokrohisky
Douglas County Manager

XC Tommy Lovell, Carson Valley Active 20-30 Club #85
Ron Pierini, Douglas County Sheriff
Carl Ruschmeyer, Douglas County Public Works Director

Mailing Address: P.O. Box 218, Minden, NV 89423

7-20



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for April 2014.

2. **Recommended Motion:** No motion required.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Paula Lochridge

4. **Meeting Date:** May 6, 2014 **Time Requested:** Approximately 5 minutes

5. **Agenda:** Consent Administrative

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

7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



Main Street Gardnerville's Report Gardnerville Town Board Meeting, May 6, 2014

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

- Completion of our **Annual Report for 2013** (*included in your packet*)
- Completion of our **Action Plans** for each Committee for the next fiscal year (*included in your packet*)
- Planning continues for the **Freedom 5K Fun Run/Walk & Yankee Doodle Chalk Artfest**. We have another status meeting planned for May 5th with all involved partners. (*Flyer and registration forms for the event are in your packet.*)
- We held our 2nd annual **wine walk training event** at Sharkey's Casino on April 24th. This year we had it videotaped by one of our board members/volunteers who will edit it down and then post it on website and youtube for our participating businesses to view.
- **New Business to the District:**
 - **One Studio** in the George Brown House (now open). Yoga, Massage and doTERRA Essential Oils. Interested in becoming a member of Main Street.
 - **The Angler's Edge:** (now open) This move will get the shop back onto Highway 395, into a larger space that includes a classroom and space to stretch out. This new location is across the street from Woodette's/Lentine's restaurants, in the white, one story, 3 windowed building.
 - **Lone Tree Frame Company:** They are moving in to 1497 Hwy 395 (Oxoby's octagonal building) May 1st.
 - **Bling for the King:** They will be relocating to our district in June from the Carson Mall. Interested in becoming a member of Main Street.

Upcoming Conferences:

- **Rural Round Up** in Ely, April 30-May 2. Sending Ken Miller
- **National Main Street Conference** in Detroit, May 18-21. Attending: Program Manager, Paula Lochridge, Board Member, Stephanie Waggoner and Town Manager, Tom Dallaire.

Upcoming Events and Dates:

- **Cash Mob**, Saturday May 3rd at Studio Vogue Salon. (*Flyer in your packet*)
- **Monthly Morning Coffee Meeting**, Tuesday, May 6th, at 8:30 am at Sharkey's Casino.
- **Thirsty Third Thursday Wine Walk** season begins May 15th (*Flyer in your packet*)
 - Special reception will be held during the wine walk in celebration of the DHS student photos on display in the next Sidewalk Gallery (*Invitation is in your packet*)
- **Heritage Park Gardens Open House and Plant Exchange** - 9:30am to 12:30pm on May 17th

Thank you for your continued support of our program.

A handwritten signature in blue ink that reads "Paula Lochridge".

Paula Lochridge
Program Manager, Main Street Gardnerville



Annual Report 2013

2013 Board of Directors

Dorette Caldana, President
Carol Sandmeier, Vice-President
Norie Jenkins, Treasurer
Susie Biaggini, Secretary
Kenneth Garber
Deb Pierrel
Margaret Pross
Stephanie Waggoner

Ken Miller, *Town of Gardnerville Liaison*

Main Street Manager

Paula Lochridge

Town Manager

Tom Dallaire



Main Street Gardnerville...

Experience the Past

Enrich the Present

Embrace the Future



Letter from the President & Program Manager

Dear Members, Volunteers, Sponsors, and Supporters:


It has been another amazing year as our team of businesses and volunteers strive to maintain the vitality of the Main Street Gardnerville program. We continue to benefit from the generosity and support of the Town of Gardnerville and the Town Manager. They have not only been a source of funding; but have also been some of our best ambassadors. The County, through their Economic Vitality Program, has also been a supporter and advocate for Main Street. We are currently working on a special project in conjunction with the Carson Valley Visitors Authority that should carry on our desire to brand this area a destination. We want others to recognize the unique community we live in and its desirable amenities.

Recently, in a conversation with one of the National Main Street Officers, she was astonished at how much we have accomplished in such a short amount of time and with no counterparts within the state. We have just completed our fifth year and are excited about year number six. As you may or may not know, Main Street Gardnerville is the only main street program in the state of Nevada. We are encouraged by the National Organization's reaction and will renew our efforts to enhance the Main Street Gardnerville District.

We believe in our vision statement: *Experience the Past, Enrich the Present, Embrace the Future*. It truly expresses our desire to further our work and expand our capacity to reach more businesses, volunteers, and individual supporters. Our goals are being realized through ongoing projects as well as our increased efforts to provide educational opportunities to businesses and volunteers. Some of our many accomplishments are listed within this report and more can be found online.

Take the time to stop by one of our many events in the coming year. Enjoy the flowers we display June through September along the Main Street; relax on one of the many benches that line our district; rent a garden plot at our Heritage Park Garden; participate in a wine walk; attend our annual volunteer/business recognition event; or take part in one of our educational opportunities. Whatever you decide, Main Street Gardnerville is here for you. Become a supporter, member, or volunteer; or just join in the fun that is part of our community!

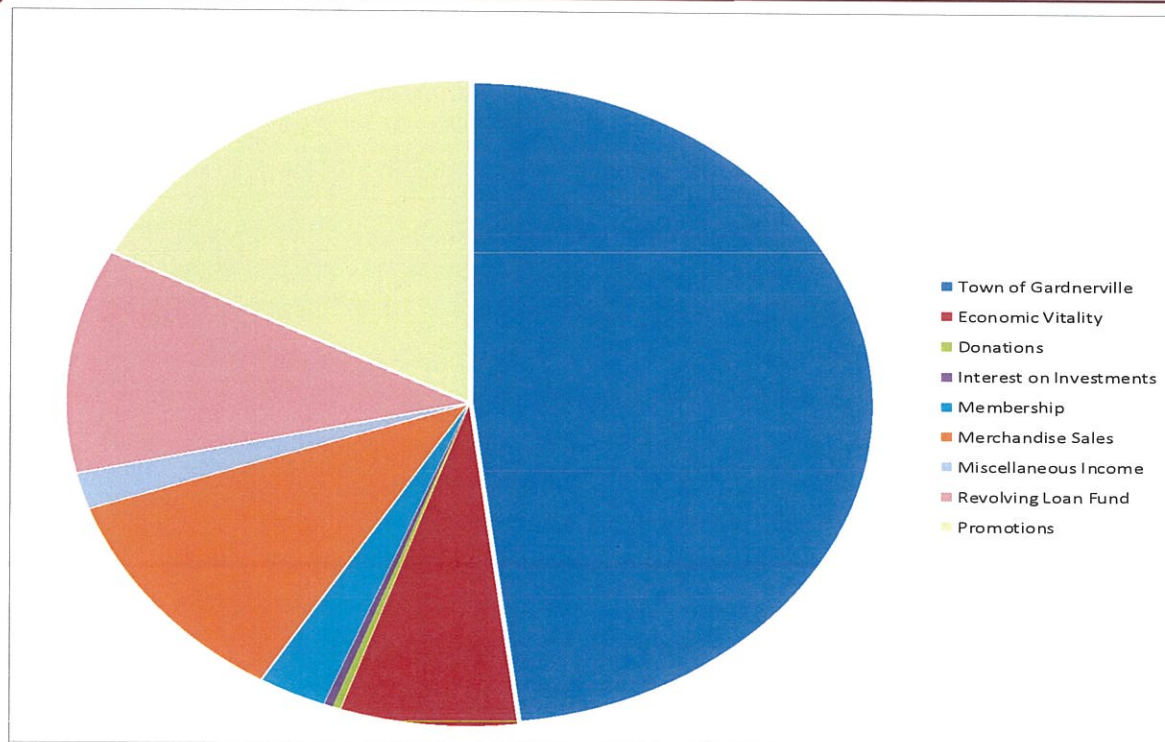
Respectfully,



Dorette Caldana, President
Main Street Gardnerville, Board of Directors



Paula Lochridge, Program Manager
Main Street Gardnerville



Funding
Source
Fiscal
Year
2012-13

Highlights of Activities, Projects and Accomplishments in 2013

DESIGN:

- Managed the Main Street Flower Program
- Constructed and opened Phase 2 of Heritage Park Gardens
- Basque Mural ongoing project in conjunction with the Organization Committee
- Installed two benches in front of the Museum honoring two families
- Assisted with Gardnerville's Annual Town Clean-up Day



DISTRICT VITALITY (formerly Economic Restructuring):

- Revolving Loan Fund recipient paid off their loan... increased jobs from 3 to 63, sold business and remains on as CEO
- Business Tracker Updated for 2013:
16 new businesses opened; 10 businesses closed; 1 business relocated outside of district; 6 businesses relocated/transferred ownership within the district and at least 16 businesses improved their business through private investment
- Business Directory Updated



ORGANIZATION:

- Action Plan and Strategic Plan aligned with Town and County Plans and reformatted.
- Consultant from MSG assisted two MSG businesses with improving their business models.
- Developed formal fundraising strategy.
- Annual Volunteer Recognition Event held on April 4, 2013.
- Coop Advertisement with MSG and MSG businesses.
- List of "Sponsorship Opportunities" developed.
- Developed recruiting strategies.
- Orientation for new and old members completed in November.
- Presentations to local organizations.
- Formal presentation to Town Board of Directors by Org Committee Chair.
- Job description developed for high school intern to assist with MSG.



PROMOTIONS:

- Wine Walks (raising just over \$14,000 for the program throughout the entire season)
- Cash Mobs have been a successful tool in introducing people to various small businesses within the Main Street district.
- Partnered with the Town of Gardnerville on the Freedom 5K Fun Run/Walk and Yankee Doodle Chalk Artfest. Other partners included: Carson Valley Lions Club, Carson Valley Art Council and East Fork Gallery.
- 3rd Annual Holiday Shopping Bazaar featured 45 vendors, approximately 600 potential shoppers attended and it raised just over \$2,300 for the program.
- Assisted Carson Valley Chamber of Commerce with their Parade of Lights event, in partnership with the Town of Gardnerville, with a parade entry and an announcing stand at the Museum.



For more information and highlights from 2013, please visit our website.



1407 Main Street, Hwy 395 N
Gardnerville, NV 89410

Phone: 775-782-8027

Fax: 775-782-7135

E-mail: info@mainstreetgardnerville.org
www.MainStreetGardnerville.org



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

It's Happening On Main Street! (2014 Dates)

“Cash Mobs”

The first Saturday of each month, TBA.

“Monthly Morning Coffee Meetings”

The first Tuesday of each month, 8:30-9:30 am at Sharkey’s Casino

“Heritage Park Gardens Spring Kickoff Event”

at Heritage Park Gardens, March 1st

“Celebrating Success On Main Street”

Carson Valley Museum on April 9th

“Open Range Dinner”

Genoa Cowboy Festival sanctioned event at Sharkey’s Casino, April 30th

“Thirsty Third Thursday Wine Walks”

The third Thursday of each month, May-September

“Movies in the Park”

Town of Gardnerville Event at Heritage Park June 6th, June 27th, July 18th & August 8th

“Heritage Park Gardens Open House/Plant Swap & Sale”

at Heritage Park Gardens, May 17th

“Freedom 5K Fun Run/Walk & Yankee Doodle Chalk Artfest”

In conjunction with the Town of Gardnerville: July 4th at Heritage Park

“Splash Dogs-Dog Days of Summer”

In conjunction with the Town of Gardnerville: July 25th-27th, at Heritage Park

“Old Town Days”

In conjunction with the Town of Gardnerville: Sept. 13th & 14th at Heritage Park

“Heritage Park Gardens October Fall Harvest”

Date TBA

“Carson Valley Christmas Kickoff”

December 4th at Heritage Park, 5:30 pm.

“Merry Main Street”

December 6th with a day full of activities in the downtown district leading up to the Carson Valley Chamber of Commerce’s Annual Parade of Lights.

More events and activities coming soon.

Events subject to change... Dates and details on-line.



Main Street Gardnerville Monthly Meetings

Main Street Board:

3rd Tuesday at 6:00 pm

Design Committee:

1st Thursday at 5:30 pm

District Vitality Committee:

Quarterly

Organization Committee:

2nd Tuesday at 9:00 am

Promotion Committee Meeting

1st Wednesday at 5:30 pm

Various sub-committee meetings are also scheduled throughout each month.

Meeting dates and times are subject to change.

Please call 775.782.8027 for up-to-date information.

Design Action Plan--Technical Assistance

Design Budget Total
 FY 2014-2015: \$17,300
 FY 2013-2014: \$13,800

Responsible: Design Committee

BUDGET \$300

Goal: Provide technical assistance to 3 businesses and/or 3 property owners in maintaining their buildings and land appropriately.

Strategy Number: 3
 Strategic Plan Number: 3a
 Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Distribute copies of the Design Guidelines to those with interest and need	Carol S.	Ongoing	Ongoing		
2	Meet with property owners of dilapidated buildings to determine levels of interest in working with MSG	Design Committee	Ongoing	Ongoing		
3	Locate and work with qualified historic based architect in assisting property owners	Design Committee	Ongoing	Ongoing		Robbie Oxoby is available as needed
4	Work with graphic artist that can take digital photos and manipulate them to show what can be accomplished to property owners and the community	Carol L.	Ongoing	Ongoing		as needed for each project
5	Assist property owners with maintenance by coordinating work teams to clean, paint, maintain structures in the district whose owners are not physically and/or financially able to perform needed maintenance.	Design Committee	Ongoing	Ongoing		

97-7

Design Action Plan--Streetscape

Responsible: Design Committee

BUDGET

*\$5,000

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

Strategy Number: 1

Strategic Plan Number: 1a, 1b, 1d, 1e, 1f

Priority:

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

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

Board Approved: 04/15/2014

Design Action Plan--Heritage Park Gardens

Responsible: Design Committee/HPG Committee

BUDGET \$5,000

Goal: Complete a Master Plan for "Heritage Park Gardens" and continue with garden installation to provide opportunities for community involvement including educational experiences.

Strategy Number: 2

Strategic Plan Number: 2a-2f

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Continue infrastructure installation and maintenance as per Master Plan (earthwork/grading, trenching, irrigation needs)	HPG Committee, Town	07/01/14	Ongoing		
2	Maintain labyrinth; create a brochure & signage; information kiosk.	HPG Committee, Town	07/01/14	Ongoing		
3	Complete shed construction and shelving.	HPG Committee	Ongoing	Summer 2014		
4	Continue agreements with Demonstration Garden participants	Carol/Paula	2014/2015 season	End of FY2014-15		Master Gardeners & Native Plants Club
5	Identify and apply for funding--grants, donations, sponsors	Carol/Paula & Organization committee	Ongoing	Ongoing		
6	Rent available raised beds for FY 2014-15 and change configuration as needed to increase capacity per community needs	HPG Committee	Ongoing	Ongoing		Tiered rent fees (\$30 for 4'x5', \$50 for 4'x10', \$70 for 4'x15')
7	Continue insurance coverage for garden participants	Paula	Ongoing	Ongoing		Paula working with Tom to determine what the Town's insurance policy covers then she'll present that information to our insurance provider to see what additional coverage is needed.
8	Make quarterly report to the Town Board on progress	Carol Sandmeier	Ongoing	Ongoing		

8
b

Design Action Plan--Heritage Park Gardens, continued

9	Hold regular work days to involve community; plan activities and publish schedule in advance.	Ron James, Carol Sandmeier & Committee	Ongoing	Ongoing		Involve local youth groups when possible
10	Hold annual special events to increase community engagement and to provide educational experiences. Conduct post-event reviews and compile recommendations for the next FY.	Committee	7/1/2014	End of FY2014-15		Fall Harvest Celebration in September, Open House, Plant Swap & Sale in May, possibly another Spring event and a New Year's Eve Labyrinth Walk
11	Participate in public programs to increase awareness of HPG/MSG programs	HPG Committee	Summer/Fall 2014	10/31/14		All committees should do this on action plan.
12	Create "Garden Goodies"/"Yard Art" available for donations at local events	Sandi Morrison & Committee	ongoing	ongoing		All items will be garden related
13	Grow and deliver food to local Food Closet	Committee	Spring/Summer 2014	10/01/14		Dedicate 1 plot and surplus from other spaces. Boy Scouts to assist.
14	Beautify HPG area with flower plantings	HPG & Flower Committees along with the Community	ongoing	ongoing		Use plants donated by community
15	Continue Phase I construction of Children's Garden area as per the approved design and USDA Grant requirements.	Committee, Town, contractors and Fundraising Committee	07/01/14	ongoing		Create list for potential sponsors and grant funding. Total estimate for long-term project is approximately \$10,000. (USDA grant for \$5,000 over 2 years and \$1,000 for fencing to be used this year.)
16	Coordinate with Zachary Kruse on path building Eagle Scout Project.	Tom/Carol/Committee	Summer 2014	Summer 2015		Possible grant money.
17	Repair and replace fencing around growing spaces	Ron/Carol/Committee	Sumer 2014	Summer 2015		

PTO

Design Action Plan--Flowers

Responsible: Design Committee/Flower Committee

BUDGET \$7,000

Goal: Manage and improve the flower programs for MSG

Strategy Number: 1

Strategic Plan Number: 1c

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Recruit "Gardeners of Gardnerville" volunteers	DC&FC Chairs	Ongoing	Ongoing		Currently 20 active members; 12 FYI only
2	Make contact with flower providers for 2015 and sign MOUs for both baskets and AAPots	Linda Dibble	10/1/2014	2/1/2015		
3	Provide/Manage 68 Hanging Flower Baskets in Main Street District.	Flower Comm.	Ongoing	September 2015		Production costs/basket is \$55 x 68 = \$3740. Total reveune would be \$5780 if all baskets sell. Need to sell 44 at current rate of \$85 each to break even.
4	Provide/Manage 62 Adopt-a-pots within Main Street District.	Flower Comm.	Ongoing	June 2015		Purchase up to 3 new pots at ~\$30/per pot as needed. Production costs per pot is \$25 x 62 = \$1550. Total revenue would be \$2480 if all 62 are adopted at \$40 each.
5	Organize removal of 2014 baskets and adopt-a-pots with town & volunteer assistance in fall of 2014.	Flower Comm/Town	Fall 2014	Fall 2014		Empty pots and baskets and clean for storage
6	Organize delivery of 2015 baskets and adopt-a-pots with town & volunteer assistance.	Flower Comm/Town	4/1/2015	6/15/2015		
7	Plan & Host Flower Sponsor Thank You Event	Linda & Flower Comm.	Fall 2014	Fall 2014		Estimated cost is \$100
8	Maintain plantings in Eddy St. planter	Flower Comm.	Ongoing	Ongoing		Estimated cost is \$100. Volunteers continue to maintain the planter.

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11

Design Action Plan--Flowers, continued

9	Reconstruct Hoop House at Heritage Park	Linda (FC)/Carol (HPG)	2/1/2014	3/1/2014	This is a Flower Committee and Heritage Park Garden Committee joint effort. Estimated cost is \$600. Items needed - skin replacement \$200; wood for framing and doors \$250; hardware and floor covering \$150.
10	Design/Create a "Flower Tree" for Historical Society 2014 Gala Tree Event	Flower Comm.	2/1/2014	11/30/2014	Publicity for both MSG and the FC. Flower Committee volunteers would like to do this again for 2014.
11	Design, create, and print book markers promoting FC projects	Linda	3/1/2014	5/1/2014	Design complete. ~\$100 printing cost
12	Identify new possibilities to keep "Main Street in Bloom"	Flower Comm.	Ongoing	Ongoing	Members encouraged to present new ideas for consideration by Design Committee & Board.
13	Hiring of Seasonal to water flowers baskets	Tom, Paula & Carol	Summer 2015	Fall 2015	Possible costs would be shared with Promotion Committee on a percentage base.
14	Grow small flower pots for public donation opportunities.	Flower Comm.	Summer 2015	Fall 2015	

8-12

ER/Main Street District Vitality Action Plan-Revolving Loan Pool

ER Budget Total

FY 2014-2015: \$2,500

FY 2013-2014: \$1,050

Responsible: ER Committee-Margaret Pross, Chair

BUDGET \$0

Assessing the need for increasing loan pool amount and interest rate to assist with efforts to renovate buildings and provide micro-loans to businesses.

Strategy Number: 1

Strategic Plan Number: 1b

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Market RLF as a "tool in the toolbox" for businesses and property owners through the MSG website, press releases, etc.	Paula	Ongoing	Ongoing		On a 6 month basis.
2	Revisit RLF guidelines/documents and interest rate annually and adjust as applicable	Margaret/Marco	02/01/12			Revisit these guidelines for both additional funding possibilities and also for monies that are being re-paid into our RLF account.

8-13

ER/Main Street District Vitality Action Plan-Benchmarking

Responsible: ER Committee-Margaret Pross, Chair

BUDGET \$1,200

Goal: Develop a comprehensive benchmarking program consisting of at least a business directory (updated semi-annually); an ownership directory (updated annually); sales tax revenues (updated quarterly) and property values (updated annually).

Strategy Number: 1

Strategic Plan Number:

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Complete accurate inventory of 263 parcels in district (SF of building, condition, parking spaces, ownership, assessed value of land and buildings for past 3 years, etc). Include photos.	Paula/ER Comm	Ongoing	Ongoing		Land and property values, building conditions, hours, parking etc. Looking into utilizing students from DHS for this project.
2	Check with Center for Regional Studies to determine what type of reports would be available to us on the district. Such as employment and sales numbers.	Marco	12/01/12	Ongoing		Revisit: \$900 annual cost (employment-\$300 and sales \$600)
3	Research and possibly create an online, interactive business and vacancy directory that can be utilized by the public and perspective newcomers to the district.	Paula/Tom D.	06/01/13	Ongoing		Review status of GIS or Google Mapping with Eric Schmidt

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-4

ER/Main Street District Vitality Action Plan-Investment Opportunities

Responsible: ER Committee-Margaret Pross, Chair

BUDGET \$500

Goal: Facilitate district business and property investment opportunities for both existing and new businesses.

Strategy Number: 1

Strategic Plan Number:

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Facilitate a working relationship with the brokerage community and maintain a close relationship with downtown property management companies by setting up one-on-one meetings	Paula/Margaret	09/11/12	Ongoing		
2	Create a program for property owners so they know to call MSG when they have a vacancy. <i>Program should include "window dressing" to put a positive spin on the vacancy.</i>	ER Committee/Design Committee/Dana	06/01/13	Ongoing		Dana will be the point person. Design should be involved with the window dressing design aspect. The development of the GIS program from Strategy #2, Step # 3 will enable us to do this.
3	Use the Market Analysis to allow MSG to educate and encourage property owners on the benefits of clustering.	Committee	06/01/13	Ongoing		
4	Assist non-resident property owners to understand the best use for their vacant property.	Committee	12/01/12	Ongoing		Obtain non-resident property owner information from ToG. Develop relationships.
5	Provide copies of Market Analysis to owners of vacant properties and brokers/managers when appropriate.	Marg./Paula/Carol	03/01/13	Ongoing		
6	Provide information developed to Organization Committee to assist in PR and communications with stakeholders and public	Committee	03/01/13	10/31/10	Ongoing	Update information in preparation for printing
7	Focus on developing niche of similar and/or complementary businesses (nodes) for critical mass.	Committee	01/12/10	Ongoing	Ongoing	Update base maps for in-house use.

2-15

ER/Main Street District Vitality Action Plan- Recruiting Strategies

Responsible: ER Committee-Margaret Pross, Chair

BUDGET \$800

Goal: Revise market analysis to develop recruiting strategies focusing on start-ups from nearby communities and home based businesses if applicable.

Strategy Number: 1

Strategic Plan Number: 1b

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Focus on visiting businesses outside the district/in surrounding areas as "secret shoppers"	ER Comm	07/01/13	Ongoing		Review plan of action as to which businesses and what types of businesses would be beneficial to recruit to our district.
2	Create a recruitment strategy and packets of information showing potential new businesses "What's in it for them" to relocate to the Main Street District.	ER Comm	07/01/14	Ongoing		Review plan of action as to which businesses and what types of businesses would be beneficial to recruit to our district.

Redo -- Pull them in -- link with

8-16

Action Plan - Plan Development and Implementation

Responsible: Organization Committee

BUDGET \$300

Ensure each committee develops an action plan on an annual basis, reviews their specific action plan quarterly and update as needed.

Strategy Number: **1**

Strategic Plan Number

Priority: **3**

Goal:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Status
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1	Conduct annual action plan development meeting and include specific training for new board members.	Each Committee Organization	02/11/15	02/18/15		
2	Draft plan for MSG Board review.	Committee Chairs	02/11/15	02/18/15		
3	Review plan prior to adopting.	MSG Board	02/11/15	02/18/15		
4	Allow public input at MSG Board meetings.	MSG Board	02/18/15	03/18/15		
5	Adjust plan per public input and publish once finalized.	MSG Board and Program Manager	03/08/15	04/15/15		
6	Implement action plan and conduct quarterly reviews at the committee and board level to track progress.	Committee Chairs	7/1/2014	4/21/2015		

88-57

Action Plan - Internal Controls

Responsible: Organization Committee

Goal: Maintain strong internal controls for financial purposes, including an internal budget process; updated in December/January, working closely with the Town Board and its administration.

BUDGET \$0 - Covered

Strategy Number: **2**

Strategic Plan Number

Priority: **1**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	After reviewing the action plan, determine a budget that will be suitable for the needs of the plan.	MSG Board	02/15/15	04/15/15		
2	Review proposed budget with Gardnerville Town Board to secure support.	Board President Program Manager	04/01/15	04/15/15		
3	Final budget to Gardnerville Town Board.	Board President Program Manager	04/01/15	04/15/15		
4	Update and revise policy manual as necessary.	Board/Program Manager	09/01/09	Ongoing		

8-18

Action Plan - CPA

Responsible: Organization Committee

BUDGET \$0 - Covered by Professional Services Budget Line

Goal: Retain CPA for completion of taxes.

Strategy Number: 3
 Strategic Plan Number: 2a
 Priority: 3

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Select a qualified bookkeeper to work with CPA.	MSG Board	Ongoing	Ongoing		
2	Work with CPA.	Board President Program Manager	Ongoing	Ongoing		CPA will continue to do our taxes if we work with a qualified book keeper to organize the data.
3	File tax returns for 2013.	Board President Program Manager CPA	Ongoing	04/15/15		

8-19

Action Plan - 501(c)3 Status

Responsible: Organization Committee

BUDGET \$1,000

Goal: Establish an independent corporate structure and finalize 501(c)3.

Strategy Number: 4

Plan Number: 2b

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Complete application and submit.	Carol Sandmeier Margaret Pross Dorette Caldana	01/25/12	07/01/14		
2	Subcommittee will complete follow-up to separate from MSG if 501(c)3 status granted.	Carol Sandmeier Margaret Pross Dorette Caldana	Ongoing	07/01/14		Approximate cost of \$150 with recording fees and \$750 determination letter. IRS re-evaluate on a yearly basis.

8-20

Action Plan - Fundraising Plan

Responsible: Organization Committee

BUDGET \$1,100

Develop major fundraising plan that focuses on sponsorships and underwriters as well as memberships for our program.

Strategy Number: 5

Strategic Plan Number 1b

Priority: 1

Goal:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Increase fundraising committee membership.	Org. Committee	07/01/14	Ongoing		
2	Update current sponsors/underwriters	Org. Committee	Ongoing	Ongoing		
3	Develop fundraising plan identifying annual funding requirements for next five years.	Org. Committee	Ongoing	06/30/15		
4	Conduct annual review and update of fundraising plan.	Org. Committee	Ongoing	Ongoing		

Action Plan - Committee Structure

Responsible: Organization Committee

Maintain a committee structure within the board, per the by-laws of the organization; at least one committee for each of the four points of Main Street, with a board member on each committee, preferably serving as the chairperson.

Goal:

BUDGET \$0
 Strategy Number: 6
 Plan Number
 Priority: 3

Step #	Policy Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Review committee structure.	MSG Board	07/01/14	06/30/15		Or with installation of new board members.
2	Appointments by the Town of Gardnerville Board	Program Manager Town Board	Ongoing			
3	Board Elections	MSG Board	06/17/14	07/15/14		

8-21

Action Plan - Communication Tools

Responsible: Organization Committee

BUDGET \$2,000

Goal: Maintain a regular communication tool allowing the Main Street Board to communicate quickly and regularly with its stakeholders.

Strategy Number: 7
 Strategic Plan Number 5
 Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Complete an Annual Report and post on web and report to Town Board of Directors.	Organization and Technical Advisor(s)	Ongoing	Ongoing		
2	Speak to service clubs, churches, senior centers, and at Movies in the Park, Minden Concerts, etc. to promote MSG.	Organization Committee	07/01/14	06/30/15		
3	Work cooperatively and communicate with Minden MS Program, if developed.	Organization Committee	When Started			

8-22

Action Plan - Program Manager

Responsible: Organization Committee

Goal: Maintain and clearly define the role of the program manager. Review progress on an annual basis.

BUDGET \$0
 Strategy Number: 8
 Plan Number
 Priority: **Ongoing**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Program manager review.	Board President Board Vice President Town Manager	01/01/15	02/09/15		Yearly Review
2	Report to MSG Board.	Board President Board Vice President Town Manager	07/01/14	06/30/15		

P-23

Action Plan - Training

Responsible: Organization Committee

BUDGET \$7,500

Goal:
Maintain ongoing training for Board of Directors and Program Manager.

Strategy Number: 9

Strategic Plan Number: 6

Priority: Ongoing

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Attend 2013 National Conference.	MSG Board	Ongoing	Ongoing		Annual during the Spring
2	Attend grant writing workshops/classes.	Board President Program Manager	Ongoing	Ongoing		
3	Training for MSG Board.	Board President Program Manager	Ongoing	Ongoing		Researching
4	Attend Rural Round Up-2014.	Program Manager				
5	Attend CA Downtown Assoc. or MS CA Conference.	Program Manager	When available			
6	Select a candidate from MSG to attend the Chamber of Commerce's Leadership Program.	TBA	8/19/2014	9/16/2014		

824

Action Plan - Business/Property Owners & Volunteers

Responsible: Organization Committee

BUDGET \$200

Strategy Number: **10**

Strategic Plan Number: **6**

Priority: **2**

Goal:

Provide opportunities for professional development for MSG members, property owners, and volunteers.

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Provide information to businesses and volunteers.	Organization Committee	07/01/14	Ongoing		
2	Develop workshops for businesses/volunteers as need arises.	Organization Committee	07/01/14	Ongoing		
3	Conduct a minimum of two workshops per year.	Organization Committee	07/01/14	Ongoing		
4	Collect and review feedback on workshops and modify workshop content as necessary.	Organization Committee	07/01/14	Ongoing		

Handwritten initials/signature

Action Plan - Business/Five Year Strategic Plan

Responsible: Organization Committee

Goal:
Host annual volunteer and business recognition event.

BUDGET \$2,500

Strategy Number: 11

Strategic Plan Number 3

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Conduct annual volunteer and business recognition activity.	Org. Committee	07/01/14	04/30/15		Held each April
2	Review event attendance and scope of recognition and draft recommendations for the following year's event.	Org. Committee	5/13/2014			
3	Draft written procedures for the planning and execution of the event.	Completed				

8-26

Promotion Action Plan--Website & Social Media

Responsible: Promotion Committee

BUDGET \$2,000
 Strategy Number: 1
 Strategic Plan Number:
 Priority:

Goal: Maintain a high quality, current, accurate, and informative web site that has tracking capability and that receives at least 2,000 primary hits per year.

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Use site as communication tool to program stakeholders	Paula/Promo Comm	Ongoing	Ongoing		
2	Recruit an Intern	Promo Comm	7/1/2014	9/1/2014		
3	Coordinate with Committee Chairs for additional information and to help with updates for website and social media sites.	Paula/Promo Comm	Ongoing	Ongoing		
4	Research and design a Volunteer Bulletin Board addition to the website	Promo Comm	7/1/2014	9/1/2014		A way to keep volunteers informed.

8-27

Promotion Action Plan--Information Packets

Responsible: Promotion Committee

Create and maintain quality packets of information to attract tourists, including a first class brochure providing information on opportunities for tourists to interact with available events and activities in downtown Gardnerville.

BUDGET \$500

Strategy Number: 1

Strategic Plan Number:

Priority:

Goal:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Obtain additional pieces from businesses to provide packets of information at events, for bus tours, and at convention opportunities. Price appropriately for fund raising opportunity.	Promo Comm	Ongoing	Ongoing		As needed for certain events
1.a	Research bus tour companies	Shannon Hickey	Ongoing	Ongoing		Establish relationships with Tour Operators
1.b	Research conventions and local events	Promo Comm	Ongoing	Ongoing		Establish relationships with sponsors/hosts of the conventions and local events.
2	Maintain supplies of materials and keep them "fresh", current, and accurate.	Paula/Promo Comm	Ongoing	Ongoing		

8-28

Promotion Action Plan-Events

Responsible: Promotion Committee

BUDGET \$7,500.00

Continue to develop and maintain an annual, comprehensive program of five promotions, that provide opportunities for social interaction, drawn on the areas culture and heritage, with locals, tourists and the downtown stakeholders; each with its own appropriate marketing plan.

Strategy Number: 2

Strategic Plan Number:

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Working with Town Administration, and stakeholders, develop an overall plan of at least four but no more than six, promotion programs complete with marketing plans.	Promo Comm	Ongoing	Ongoing		Current events: Thirsty Third Thursday Wine Walks (5); Holiday Shopping Bazaar; Cash Mobs (12); July 4th Event in connection with the Town of Gardnerville
2	Obtain approval of MSG Board for Promotion plan prior to implementing	Comm Chair	Ongoing	Prior to each event		Once a plan is created, place on agenda for board approval. Promotional plans should be complete 6 months out from each promotion.
3	Include fund raisers in most of the promotions utilizing various strategies	Promo & Org Comm	Ongoing	Ongoing		

See the breakdowns of each event on the following pages.

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Events: Thirsty Third Thursday Wine Walks

BUDGET \$5,000

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Obtain approval of MSG Board for Promotion plan each year prior to implementing	Susie	Ongoing	Ongoing		Place on agenda in first quarter of 2014 for approval
2	Create work plan with assignments	Tom/Paula/Ken G	3/1/2015	4/1/2015		
3	Increase Wine Walk volunteer recruitment	Promo Comm	Ongoing	Ongoing		
4	Hold a wine walk training/wine presentation meeting to educate volunteers and business participants	Promo Comm & Org Comm	1/1/2015	4/15/2015		Explain how the event benefits the business and downtown.
5	Permits	Paula	4/1/2015	5/1/2015		
6	Insurance Coverage	Paula	4/1/2015	5/1/2015		
7	Wine Glasses	Paula	Ongoing	Ongoing		Using a forever glass. Monitor inventory for re-orders.
8	Checklist, themes, details & volunteer follow through	Promo Comm	4/1/2015	5/1/2015		
9	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Paula & Promo Comm	4/1/2015	5/1/2015		As needed per wine walk event
10	Advertising-Poster/flier distribution	Promo Comm	4/1/2015	Ongoing		As needed per wine walk event

EVENT advertising dollars are not included in strategy #8 PROGRAM advertising plan.

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4

Events: Freedom 5K Fun Run/Walk & Yankee Doodle Chalk Artfest

BUDGET \$1,000

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Obtain approval of MSG Board and Gardnerville Town Board on the Promotion plan prior to implementing	Tom/Paula/Promo Comm Chair	1/15/2015	2/15/2015		
2	Determine person(s) in charge of overseeing the event	Tom/Paula/Promo Comm Chair	1/15/2015	3/1/2015		
3	Create work plan with assignments	Tom/Paula/Promo Comm Chair	3/1/2015	4/1/2015		
4	Permits	Tom/Paula	3/1/2015	5/1/2015		
5	Insurance Coverage	Tom/Paula	3/1/2015	5/1/2015		
6	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Tom/Paula/Promo Comm Chair	3/1/2015	5/1/2015		
7	Acquire Sponsorships	Org Comm	1/15/2015			Start this process in first quarter of 2015 for the July 4, 2015 event.
8	Establish Partnerships	Promo Comm	1/15/2015	3/1/2015		Start this process in first quarter of 2015 for the July 4, 2015 event.

EVENT advertising dollars are not included in strategy #8 PROGRAM advertising plan.

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Events: Haunted Hunting

BUDGET \$1,500

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Obtain approval of MSG Board for Promotion plan prior to implementing	Comm Chair	1/1/2015	4/1/2015		
2	Determine Event Chair Person	Promo Comm	1/1/2015	3/1/2015	2/5/2014	Shannon & Laurie Hickey
3	Create work plan with assignments	Shannon & Laurie	3/1/2015	5/15/2015		
4	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Paula & Shannon	5/15/2015	9/30/2015		
5	Establish Partners/Business Participants	Promo Comm	5/15/2015	9/1/2015		
6	Advertising-Poster/flier distribution	Promo Comm	8/1/2015	Ongoing		
7	Permits, if needed	Paula & Shannon	8/1/2015	10/1/2015		
8	Insurance Coverage	Paula	8/1/2015	9/15/2015		

EVENT advertising dollars are not included in strategy #8 PROGRAM advertising plan.

8-32

Promotion Action Plan--Regional Events

Responsible: Promotion Committee

BUDGET \$0
 Strategy Number: 2
 Strategic Plan Number:
 Priority:

Goal: Participate with five regional events to build brand and knowledge to highlight downtown Gardnerville.

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Develop a list of organizations that host local and regional events	Promo Comm	08/18/10	Ongoing		Be sure that each organization has a mission and/or goals that are similar to MSG's mission and goals. Town of Gardnerville, Douglas County Historical Society, Chamber (Parade of Lights/Announcing Stand) and Visitors Authority, other.
2	Determine which events MSG should be represented at and in what manner and media	Promo Comm	Ongoing	Ongoing		
3	Contact those organizations hosting events where MSG wants to be represented	Promo Comm	Ongoing	Ongoing		
4	Offer to co-host events that are appropriate for MSG and also where a suitable venue is available.....think future.	Promo Comm	Ongoing	Ongoing		

8-33

Promotion Action Plan--Program Advertising

Responsible: Promotion Committee

BUDGET *\$6000

Goal:
Create an advertising plan for promoting the Main Street Gardnerville program.

Strategy Number:

Strategic Plan Number:

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status/Comments
1	Obtain approval of MSG Board for Promotion plan prior to implementing	Susie	7/1/2015	ongoing		Possibilities: Newspapers, magazines, billboards, online, etc.
2	Recruit someone with advertising knowledge to oversee this planning	Promo Comm	7/1/2015	ongoing		
3	Recruit someone to create a Community Calendar tracker and update it regularly with program events	Promo Comm	7/1/2015	ongoing		

*This \$6,000 is actually in the advertising line but it is shown in the promotions action plan

8-34