

GARDNERVILLE TOWN BOARD

Meeting Agenda

Cassandra Jones, Chairman Linda Slater, Vice Chairman Lloyd Higuera, Board Member Ken Miller, Board Member Mary Wenner, Board Member 1407 Highway 395 N. Gardnerville, Nevada 89410 (p)775-782-7134 (f): 775-782-7135 https://www.townofgardnerville.com

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

Tuesday, August 7, 2018

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."

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

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

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

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

INVOCATION – Pastor Don Baumann from Hilltop Community Church

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

PLEDGE OF ALLEGIANCE - Tom Dallaire

PUBLIC INTEREST COMMENTS (No Action)

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

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

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

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

A. July 3, 2018 Regular Board meeting; with public comment prior to Board action.



GARDNERVILLE TOWN BOARD MEETING AGENDA - CONT'D

CONSENT CALENDAR FOR POSSIBLE ACTION

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

- 1. For Possible Action: Correspondence.
- 2. For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.
- 3. For Possible Action: Approve July 2018 claims.
- 4. For Possible Action: Approve Gardnerville Special Event Application for the Annual Carson Valley Sertoma Oktoberfest scheduled for September 9, 2018 from 12:00 4:40 p.m. in Heritage Park.
- 5. For Possible Action: Approve support of the Carson Valley Arts Council in the amount of \$150.

ADMINISTRATIVE AGENDA

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

- 6. <u>Not for Possible Action</u>: Report from Main Street Gardnerville Appearance by Debbi Lehr (approx. 10 minutes)
- 7. <u>Not for Possible Action</u>: Presentation by Dominique Jackson on the lifesize chess/checkerboard project in Heritage Park Gardens. (approx. 10 minutes)
- 8. <u>For Possible Action</u>: Discussion to approve a Memo of Understanding with Ted Borda for an easement located west of Hussman Avenue, APN 1320-32-801-028; with public comment prior to board action. (approx. 10 minutes)
- 9. <u>For Possible Action</u>: Discussion to award or deny a town storm drain project to improve the flow from Hussman Ave by relocating the existing open channel across Ted Borda's property, located west of Hussman Ave, APN: 1320-32-801-028, 1118 Mill Street, to a pipe outlet 400 lineal feet to the cottonwood slough, allowing for positive drainage and outflow during a large rain event and high irrigation water level; with public comment prior to board action. (approx. 10 minutes)
- For Possible Action: Discussion to clear fill dirt from the town parcel on Gilman Avenue, and dispose or auction removed material, APN 1320-33-412-001; with public comment prior to board action. (approx. 10 minutes)
- 11. <u>For Possible Action</u>: Discussion to approve, approve with modifications or deny the updated town building use policy 16.22; with public comment prior to board action. (approx. 10 minutes)
- 12. <u>Not for Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for July 2018. (approx. 5 minutes)
- 13. <u>Not For Possible Action</u>: Discussion on the Town Manager/Superintendent's Monthly Report of activities for July 2018. (approx. 5 minutes)
- 14. <u>Not For Possible Action</u>: Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville, Community Foundation of Douglas County. (approx. 10 minutes)
- 2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

Adjourn

Movies in the Park, Cars 3, August 10, 2018 Thirsty Thursday – Sip n Savor, August 16, 2018 Next monthly meeting September 4, 2018



GARDNERVILLE TOWN BOARD

Meeting Minutes

Cassandra Jones, Chairman Linda Slater, Vice Chairman Lloyd Higuera, Board Member Ken Miller, Board Member Mary Wenner, Board Member 1407 Highway 395 N. Gardnerville, Nevada 89410 (p)775-782-7134 (f): 775-782-7135 https://www.townofgardnerville.com

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

lNVOCATION – Colleen Kurczodyna- Carson Valley United Methodist Church

4:30 P.M. Call to Order and Determination of a Quorum - Chairman Jones called the meeting to order and made the determination a quorum is present.

PRESENT:

Cassandra Jones, Chairman Linda Slater, Vice-Chairman Lloyd Higuera Ken Miller Mary Wenner Jennifer Yturbide, Town Counsel Tom Dallaire, Town Manager Geoff LaCost, Superintendent Public Works Carol Louthan, Administrative Services Manager

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PLEDGE OF ALLEGIANCE - Tom Dallaire

PUBLIC INTEREST COMMENTS (No Action)

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Mr. Chernock – Carson Valley Chamber of Commerce - Every year we host the Carson Valley Days golf tournament. We describe this as the oldest intramural town, GID or county department within another golf tournament trophy in the United States and challenge anyone to take that. When we were coming over here a little golfer whispered to me, "You're going the wrong way," because for several years it has headed over to Esmeralda Avenue and held by the Town of Minden. However, this year, with the emotional support of Mr. Miller and Tom lining up three golfers, it is our pleasure to have inscribed the name of the Town of Gardnerville as the 2018 winners: Mr. Dallaire, Aaron Hampton, Dustin Hess and Paul Lindsay. You now have custody of the trophy. Display it proudly. Congratulations!

No further public comment.

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

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

Motion Higuera/Slater to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

A. June 5, 2018 Regular Board meeting; with public comment prior to Board action.

Motion Miller/Wenner to approve the previous minutes of the June meeting.

No public comment.

Upon call for the vote, motion carried with Jones abstaining since she was not present at the meeting.

Gardnerville Town Board Meeting July 3, 2018 – 4:30 p.m. Page 2

CONSENT CALENDAR FOR POSSIBLE ACTION

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

- 1. For Possible Action: Correspondence. Read and noted.
- 2. <u>For Possible Action</u>: Health and Sanitation & Public Works Departments Monthly Report of activities. Approved.
- 3. <u>For Possible Action</u>: Approve June 2018 claims. Approved.

Motion Slater/Higuera to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried unanimously.

ADMINISTRATIVE AGENDA

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

4. For Possible Action: Discussion on three development applications (1) DA 18-032; (2) LDA 18-005; & (3) DA 18-031: (1) Request by Ruins to Riches, LLC for a Mixed Use Commercial Overlay (DA 18-032) for a project consisting of an existing 10,000 square foot commercial building and 5 proposed four-plex buildings for a total of 20 residential units; (2) a request for a Tentative Parcel Map (LDA 18-005) to create 4 parcels: lot 1 containing the existing commercial building, lot 2 containing 2 four-plex units, lot 3 containing 2 four-plex units, and lot 4 to contain the proposed common area and one four-plex unit; and (3) a request for a major Design Review (DA-18-031) for the mixed use commercial project. The subject property is located at 1317 N US Highway 395, Gardnerville, in the Gardnerville Community Plan. (APN 1220-04-602-001-002); Appearance by Dennis McDuffee; with public comment prior to board action.

Mr. Dallaire mentioned since the item came out, the APN has changed to1220-04-602-017. The development is a mixed use commercial project. The commercial is along 395. The warehouse is behind it. They are proposing three things: a mixed use overlay district, design review and parcel map. Parcel 1 is commercial; 2 is two four-plex units; 3 is two four-plex units; and 4 has 2 four-plex units in addition to the open space and parking area. Both the applicant and I have approached Dick Silvera who represents the landowner to the north of Rite Aid to have a common driveway and the request has been denied. There is an open irrigation ditch. The town storm drain comes from Elges and outlets into this parcel. There is an existing ditch that comes across the property, goes into another storm drain and comes out in the front which connects to an inlet pipe for this irrigated field. It hasn't been irrigated in a number of years. They still have a right to irrigate. The applicant is planning on discharging the storm drain between the two buildings into the pond. The pond will treat their onsite water in addition to taking the storm drain water and then outlet into the existing storm drain system that is there. I added we need some sort of storm drain maintenance plan as a condition so we can determine who is responsible for what maintenance, and our town standard conditions.

Chairman Jones asked if they will be remodeling the existing building.

Voice from the audience said yes.

Mr. Mark Johnson, Stanka Consulting, went over the plan. We will have a two-way in and out entrance to the project, as well as keeping entrances for the existing commercial. The offsite storm drain that comes from Elges and down the east side of the property to the existing storm drain manhole is actually going into its own separate storm drain pipe. That will go around the property, exit and drain into an existing storm drain on the north side of the property that is part of the Rite Aid storm drain system. Any current or future storm water that is coming off of Elges or that area will be routed around and then back into the storm drain. The detention basin will only serve the onsite drainage.

Mr. Jeff Pisciotta, managing member of Ruins to Riches LLC, presented a colored rendering of the project.

Vice-Chairman Slater asked who will be doing the maintenance.

Mr. Pisciotta will have a landscape maintenance agreement in place for all the owners to participate in. It will be part of the one parcel, but all the owners will participate in the landscape maintenance agreement. There will not be an HOA.

Mr. Miller asked if these were separately owned units?

Mr. Pisciotta explained right now the plan is for Mr. McDuffee and I to own these as a long term investment. We want the ability to sell them down the road.

Ms. Wenner asked if there would be four separate parcels when it is all done.

Mr. Pisciotta answered correct.

Mr. Johnson shared it is planned to put in RV garages. They would only be for the use of the people in the project.

No public comment.

Mr. Miller's concern is the traffic in the area. Is there any type of fence or border along the east side.

Mr. Johnson stated there is an existing fence there and I believe we will be putting in new fence. There will be a fence surrounding the entire property along the south property line, along the east property line, and then along the north with Rite Aid. They will have a one car garage for each unit and there are 28 additional parking spaces. That doesn't include the parking spaces at the Guns parcel.

Mr. Pisciotta pointed out even though we were unable to acquire an easement from Rite Aid, we are going to put in a walkway that cuts into this apartment complex. We are not going to cut off their access.

Vice-Chairman Slater asked on the back side in the corner, is there any access to the other apartments that could be punched through to get a second access to the parcel.

Mr. Johnson answered right now there is a block wall and a spot through the parking lot that people go through. There is a parking lot there but no car access. No existing way for vehicles to go through.

No other public comment.

Motion Higuera/Slater to approve the three development applications DA 18-032, LDA 18-005 and DA 18 031 a request by Ruins to Riches LLC for a mixed use commercial overlay DA 18-032 for a project consisting of an existing 10,000 square foot commercial building and five proposed four-plex buildings for a total of 20 residential units, a request for a tentative parcel map LDA 18-005 to create four parcels: lot 1 containing the existing commercial building; lot two containing two four-plex units, lot 3 containing two four-plex units and lot 4 to contain the proposed common area for one four-plex unit. The property is located at 1317 Highway 395 in Gardnerville in the Gardnerville Community Plan APN 1220-04-602-017, with the Gardnerville staff conditions. Motion carried unanimously.

5. For Possible Action: Discussion to approve or deny a change order to the Southgate Reconstruction Project to grind and replace the asphalt surface at Highway 395 on South Industrial Way, at a cost not to exceed \$15,000; with public comment prior to board action.

Mr. Dallaire gave an update on the project. We were hoping to grind the entrance on South Industrial. We saved 40,000 last year and we were hoping you would agree with us to go ahead and do this. Geoff has come back with an option b for South Industrial entrance. The pavement is done on Southgate.

Mr. Miller asked if Option b is a better fit for a longer period of time?

Mr. Dallaire agreed it was.

No public comment.

Motion Miller/Higuera to approve a change order on Southgate reconstruction project to grind and replace asphalt surface on South Industrial Way at the cost not to exceed \$30,000. Motion carried unanimously.

6. For Possible Action: Discussion to award or deny a town storm drain project to improve the flow from Hussman Ave by relocating the existing open channel across Ted Borda's property, located west of Hussman Ave, APN: 1320-32-801-028, 1118 Mill Street, to a pipe outlet 400 lineal feet to the Cottonwood Slough, allowing for positive drainage and outflow during a large rain event and high irrigation water level; with public comment prior to board action.

Mr. Dallaire explained the background of the project. Mr. Borda is working with NRCS. He wanted to remove the ditch and pipe it. That gives us an opportunity. There is an easement from Mill to the ditch. We need an MOU for Ted. This is not a budgeted project. We've got money for storm drain.

Chairman Jones is not sure they should vote today. I think we say yes, move forward, and then next month come back with the MOU because we need to authorize you to sign it. Once we have a formal MOU we can also approve an amount. Rather than putting the cart before the horse today, I think we could say yes, this is something we want to move forward with, but not commit in the legal sense until the MOU is done so we're clear with the Bordas. I don't want us signing an agreement for \$33,000 and then not be able to get the MOU done and we're stuck with \$33,000 and no way to get partial reimbursement for it. Or, the MOU doesn't get done and then this quote expires.

Attorney Yturbide advised they could give direction.

Mr. Miller lives in the area and I know it's been a concern of a number of the residents in that area what is going to happen with that land in the future. This is probably the best thing that the landowners could ask for. My feeling is we should go ahead with the project.

Mr. Higuera stated in the interest of disclosure, I live down there too.

Vice-Chairman Slater believes we all know there has been a major problem there.

Attorney Yturbide asked board members if this is something they would want Tom to pursue.

Board members agreed.

Chairman Jones suggested a direction. I will make sure there are no more comments from the board and then I will ask for public comment.

No public comment.

Chairman Jones conveyed, yes, move forward and bring it back to the board in an agenda item for us to formally approve next month.

Mr. Dallaire asked if they wanted the memo of understanding to approve before we sign and move forward with the contract?

Board members agreed.

Chairman Jones believed the MOU needs to be in place before we commit ourselves to a contract.

Mr. Dallaire asked if we need to rebid the project?

Attorney Yturbide advised it depends on how long those bids are open. Did they give you 30 or 60 days on the bids?

Mr. Dallaire didn't know. I will look.

7. For Possible Action: Discussion to approve or deny or provide direction to staff on a proposal by Douglas Disposal Inc. to offer a cardboard and food recycling service within the town service area to town customers; with public comment prior to board action.

Mr. Dallaire has been talking with DDI. Cardboard is an issue we deal with daily. DDI has a program where they pick up cardboard. They just purchased a large baler that is installed at the transfer station. It is half their trash rate. It gets baled and shipped off to Lodi. They also have a food waste pickup service. They have bins for food waste only. The reason this came up is because I was questioning where our 2 yard bin came from. Why are we limited to 2 yard bin. We could pick up a 3 yard and with assistance a 4 yard. Talking with DDI they are unaware of why we are stuck with a 2 yard bin. Their service goes from 4 yards and up. So we should be able to utilize up to a 4 yard bin. We could increase the size of our dumpsters to 3 yards and come up with a rate in our analysis. We will be bringing that back in September. In the meantime this is something we could do.

Vice-Chairman Slater asked if this was just commercial.

Mr. Dallaire agreed it was just for commercial. But we could be one of those customers for residential and residents could bring it to our facility.

Vice-Chairman Slater asked what kind of a cost is this going to be against the town trash.

Mr. Dallaire didn't believe any cost. We could lose a few pickups a month because of volume. The hospital would benefit from this.

Vice-Chairman Slater stated this also includes the food waste. I don't want to lose the revenue the town has.

Mr. Dallaire could see if this is something we want to do temporarily. Watch the volume and see what happens. We can see if the customers are even interested.

Mr. Higuera asked if we could do this on a test basis for three months, six months.

Mr. Dallaire can reach out to see who is interested. I think the hospital would be interested in it. Their trash rate is based on a 4 yard bin, not a 2 yard.

Vice-Chairman Slater would be more comfortable if we did it on a trial basis to see what kind of affect it makes on our budget and see what kind of interest there is from customers.

Chairman Jones read the contract, paragraph 6, page 1, there is 90 days' written notice to terminate. The way I read it either party can terminate on 90 days' notice. I have a problem telling DDI we'll try it for 30, 60, 90 days, so you need to get all of the receptacles out there, solicit the customers, when the likelihood is for the types of trash that we collect, while there may be some lost revenue, we also lose expenses. This is a great move to the commercial users, but if we can also have the cardboard recycling bin here it's a great boon for the residents as well. It's a one year contract. We can cancel it on 90 days' notice if things go radically wrong. I don't know if I were DDI that I would want to move forward if we set this as only a 90 day contract. The need to recycle and make it convenient for our residents, this is the first real opportunity we've had to do that. It gives the commercial customer the option. We have the opportunity to offer cardboard recycling at a convenient location for our residents. I don't see the risk to our income when you balance it with the loss of expenses as being a particularly big risk. And we mitigate it by having a 90 day out if and when we see that problem arise.

Mr. Miller thought it would take six months to catch on. If we try this we need to wait to even adjust the rates on the pickup. If we start this program it will move it farther out.

Mr. Dallaire believes we need to adjust the rates. We are basing it on the last four years and then move forward. The trucks are costing a lot to maintain and repair. A lot of it has to do with filling it up with cardboard. If we can get capacity back, we can streamline the routes a little more.

Gardnerville Town Board Meeting July 3, 2018 – 4:30 p.m. Page 6

Chairman Jones clarified it's not just the cost. It costs us to put it into a landfill, but the wear and tear on the vehicles could be significantly reduced.

Vice-Chairman Slater asked where the bins will physically be located.

Mr. Dallaire answered it depends on where the businesses are.

Vice-Chairman Slater asked if there was anything written into the contract that says that DDI will strategically locate them so it's a little discreet.

Mr. Dallaire can add that.

No public comment.

Motion Jones/Slater to approve the agreement between the town and DDI to offer recycling services to commercial town customers with the addition to the contract as requested by Linda Slater. Motion carried unanimously.

8. For Possible Action: Discussion on the public comment at the last board meeting about the speeding observed by the resident on Toiyabe Ave between Lampe Drive and Waterloo Lane. Speeding within this section is dangerous to the residents that live on this street. Possible discussion area options for traffic calming to be presented by town staff for board consideration and or implementation, as directed to staff, options; with public comment prior to board action.

Mr. Dallaire explained two years ago we addressed this issue. We put in speed signs that gave us some readings. Geoff included that in your board packet. Traffic speeding is an enforcement issue. We can put in speed bumps but they don't work. We looked at chicanes. If we put in a stop sign it has to meet certain criteria in order for the stop sign to be installed. We had the same situation at Harvest and Chichester, but with all the kids crossing it was justifiable to put the stop sign in. We haven't done a count on this street. We came up with these solutions if this is something you want us to pursue.

Mr. Miller would like to look at option D. Put in some traffic calming speed limit signs that are solar powered.

Mr. Dallaire can relocate the ones we have on Marion Russell to this intersection and start tracking it again.

Mr. Miller would like the crosswalks repainted. They are faded.

Chairman Jones thought it wouldn't hurt us as a board to put it in writing and ask the sheriff's department to patrol between 3:00 and 5:00 Monday through Friday when the school year starts. If it was groceries alone it would start after the workday.

Mr. Higuera felt the motorcycle officer was more effective.

Mr. Dallaire can try temporarily chicanes so they have to slow down and see if that works. It will probably be noisy. We can also paint the center line from Lampe. It would cost a little more to maintain that.

Chairman Jones asked if there is any way to ask for an exemption to put in a stop sign? This gives you an idea. Start collecting data. I'd be interested to know from residents whether they want a chicane. It's going to be an eyesore on their street.

Vice-Chairman Slater thought it would be a good idea to set up a meeting with the new administration that will be coming in to the sheriff's office.

Mr. Dallaire could do a valley gutter instead of a bump.

Chairman Jones felt a dip is most likely, combined with patrol. I would like to see our board do a formal request to the sheriff's office to regularly patrol in conjunction with when school gets out.

Gardnerville Town Board Meeting July 3, 2018 – 4:30 p.m. Page 7

Chairman Jones called for public comment.

Mr. Glenn Linderman commented in the packet it talks about Chichester and Harvest. Nobody has mentioned that.

Mr. Dallaire did that report for a stop sign analysis.

Mr. Linderman was here last month when the lady made her presentation. One of the things she mentioned as being difficult because of the speeders was backing out of her driveway. The solution is simple, you back into the driveway. Then you can see when you go out. So just for that lady's safety you might want to suggest that. As far as the speeding, there are other issues around Toler and Harvest with the funny intersection that was created by Chichester. I have seen lots of people make U turns on Harvest to go down Toler, which is I guess legal. I've also seen people make left turns on Toler. I don't know how you could improve that situation with the streets the way they are. Everybody speeds. They somehow get up to 30 miles an hour in one block.

Mr. Aaron Hampton can appreciate your sensibilities here in making a decision on this item. I also echo speed bumps are noisy. I have seen speed signs where when you are actually doing the speed limit it gives you a big smiley face or says thank you. If we ever buy new ones, it gives you a sense of doing the right thing. I also am a fan of chicanes, but it is pretty invasive. The idea of doing a temporary one there or suggesting that to the homeowners is a pretty sensible action.

No further public comment.

No formal action taken. Direction only.

9. <u>Not for Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for June 2018.

Attorney Yturbide was on vacation and missed the last meeting. This month I reviewed the agenda, talked with staff about routine matters, employment issues, drainage relocation and drafting the MOU. That's about it.

10. <u>Not For Possible Action</u>: Discussion on the Town Manager's Monthly Report of activities for June 2018.

a. Alley issue in arbor gardens

Mr. Dallaire reported the Eagle project was going on Friday. Geoff and I worked with Dominique Jackson, who is an Eagle Scout candidate, at Heritage Park Gardens to install the life size chess and checkerboard. It is ready to play. Dominique is out of town. He's got a few things to finish up. Hoping he will be here next month for a presentation on the project.

Gas station is moving along. The station has sheet rock, the inspection is done and the subs will be coming in: roofer, electrician, plumber. I did talk to Bill Chernock and we will do a ribbon cutting that is tentatively scheduled for Wednesday, August 15th. It will be at 4:00 p.m. at the gas station on the 15th.

Mr. Miller asked if there was any word on the bench.

Mr. Dallaire needs to get the site done first and the road alignment. We can put the bench next to it until we get the spot. There was a concern from staff as far as the elm tree in the back. We can mount it by the ADA parking and move it later when we do the site improvements.

We have another problem with people in Arbor Gardens cutting through the alley. Our solution would be to close it off. I need to get permission from the fire captain. But we can temporarily do barrels and temporary signs. If it works we can go back, do the improvements and extend the crosswalk, the curb and get rid of the valley gutter.

We made some progress on the crosswalk project. Kingslane is waiting on Lumos to get those plans done. The V & C concrete and maintenance facility projects are done. We are issuing final payments to V & C. The road improvement at Southgate is paved. They are putting collars around the manholes, valves and survey monuments.

Mr. Miller asked what hit a road block.

Mr. Dallaire explained the sign for Chichester. Eric Schmidt quit, so I have to find another staff member at GIS to get the sign. The open position closes on Friday. This month I have a lot of events: scout camp, family reunion. I will be gone a lot in July

11. <u>Not For Possible Action</u>: Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, Main Street Gardnerville, and Community Foundation of Douglas County

Ms. Wenner reported on the Carson Valley Arts Council. Brian wanted everyone to know he is working with the towns on the update process for the plans for prosperity. Both Brian and Sharon were at the meeting.

Mr. Higuera reported on Main Street Gardnerville. 57 members of Main Street were billed and as of June 19 only 23 still had to pay. May wasn't a stellar month for the wine walk because of the weather. They did have 47 cars and 58 businesses participating. The revenue was down. It was \$4,961. That was down \$747 from a year ago. The sidewalk gallery reception had 28 people attending. Debbi is going to the CDBG and Main Street workshops on grant writing. The 2018 NACO conference is hosted by Douglas County and Main Street is going to have a day during the conference where they will be featured all day. They had their election of officers and they stayed pretty much the same. Linda Dibble, president; Katrina Rowe, vice president; Debra Ham, secretary; and Meredith Fischer, treasurer. The June wine walk was very good. Revenue was up. They brought in \$6,208, up \$240 from last year. There were 60 participating businesses compared to 57 last year. 360 people walking compared to 348 a year ago. They had more classic cars show up. They had 10 artists featuring their items for sale along the wine walk and three bands. They have big plans for the last wine walk in September, which is Main Street's 10 year anniversary.

Vice-Chairman Slater will be attending the next caucus meeting on July 16^{th.}

Chairman Jones has no update from the community foundation.

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

Jeff Hildebrand, one of the residents in Arbor Gardens, was able to talk to Geoff LaCost about the speeding issue. I am excited from listening to the conversation that you are willing to take this into consideration. The one thing I wanted to bring up is most of the traffic is coming from inside of the community to cut the distance. I would love to make a public comment that we want it on this side of the neighborhood. (points to the south entrance of the alley) Having 55 gallon drums would be fantastic. Right now we are just parking our neighbors truck in front of it occasionally when we are doing yard work. The majority of the traffic coming through is residents in the south side of the neighborhood is using our alleyway as a shortcut and they aren't doing the speed limit.

David Rimmer stated it's just not that the residents and guests are driving through there, but they also speed down the alley faster than on the main street in front of the house. I'd be happy to move my garbage can out to the street whenever the garbage truck comes around. Almost everyone on the alley has issues, not with just the heavy traffic, but the speeds that they are going.

Jeff Kaiser lives to the left of the Hildebrands. We have watched the traffic steadily increase through the alley. Our biggest concern is when we are backing out of our garage on the alleyway going west and we try to get to the intersection to turn left or right, the visibility is not that good. So we have to be careful. There have been numerous times when my wife or myself have almost been clipped by cars that are flying through there. I don't want to have any bad blood with our neighbors in the area, but we hope we can find a solution. Although most of the traffic we've noticed is northbound, when they are trying to get home they are cutting through and not stopping at the south end. We have a lot of kids in the neighborhood. I would prefer to have it at the south end. Thank you for your time.

Harmony Hildebrand commented the alley isn't just people that live farther south, it's also people that live around the park on Pin Oak that will still take it just because it's before the street. There are people that are parking on Pin Oak. This is the only alley that gets used as a street. Blocking off where you have it marked in the image would be appropriate so everybody that still has alleyways attached to that can easily access their garages from the normal flow Gardnerville Town Board Meeting July 3, 2018 - 4:30 p.m. Page 9

> of traffic. After a week or two people are going to get the hint that it's not going away and it is blocked and they can't use it as a street anymore. Thank you for taking care of this. We appreciate it.

> Chairman Jones understood under the manager's report, the board was saying, yes, go ahead and try the temporary and come to us with a permanent fix once we make sure the temporary was acceptable to residents and really did what we wanted it to do. I wanted to thank each of you because you waited through the entire meeting. So thank you so much for participating in the process. It's really important. This is how I started and now I'm chairperson.

Hearing no further public comment, the meeting is adjourned.

Meeting adjourned at 6:40 p.m.

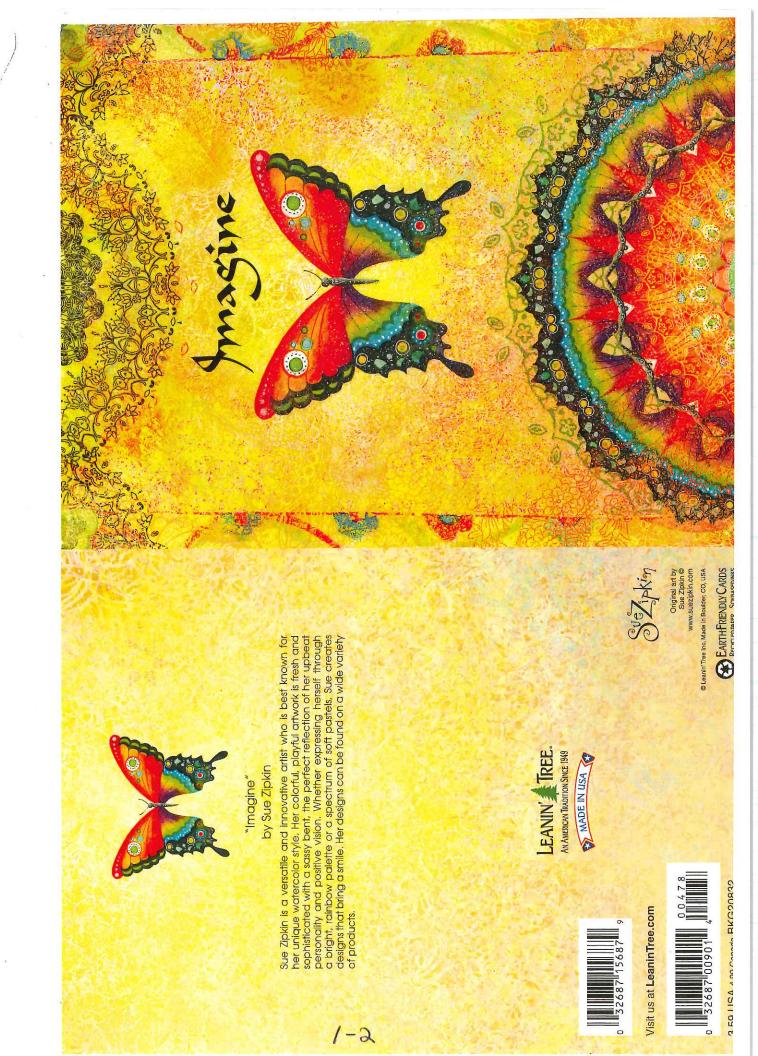
Respectfully Submitted,



Cassandra Jones, Chairman

Tom Dallaire, Town Manager

Gardnerville Town Board AGENDA ACTION SHEET
1. For Possible Action: Correspondence
2. Recommended Motion: Receive and file Funds Available: □ Yes □ ▷ N/A
3. Department: Administration
Prepared by: Tom Dallaire
4. Meeting Date: August 7, 2018 Time Requested: N/A
5. Agenda: Consent - Administrative
6. Background Information: See attached.
7. Other Agency Review of Action: Douglas County PN/A
8. Board Action: Approved Approved with Modifications Denied Continued



Town Board -We thank all of you for taking the time to listen and do the research involved concerning our alley issues. On green waste days and howehold garbage waste days we will put our cans as you direct us. We are very appreciative for the trial tat being proveded to our tat being proveded to our alley. Thankyou, Debroage Timimer alley. Thankyou, Debroage Timimer alley. Thankyou, Debroage Timimer alley. Thankyou, Debroage Timimer alley. Log Log Ling Considering all suggestion for the source of Kashy and C real-young appreciate all -of your efforts to find a solution to our traffic problem. Thank you very much! We are available any time We are available any time We are available any time User Jeff & Kashy Kasser 1402 Pin Cat De lown of Gardnerville, 1-3



the Carson Valley Pops Orchestra EN'A Lisson

"The small orchestra with the big sound...... bringing fine music to the Carson Valley."

JUL 17 2018

July 16, 2018

Thomas Dallaire Town Manager 1407 Hwy 395 N Gardnerville, NV 89410

Dear Mr. Dallaire,

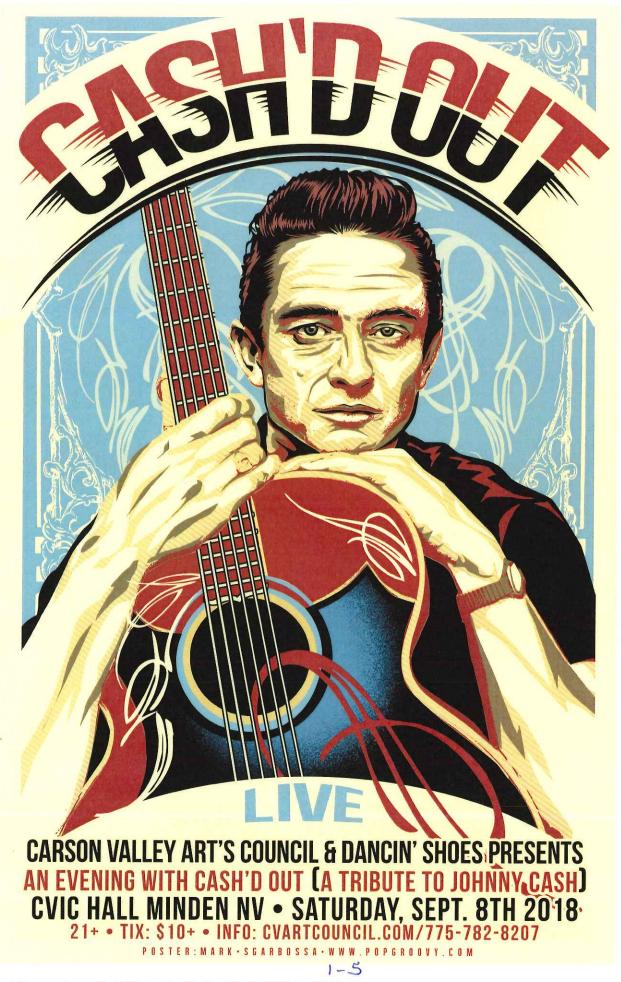
On behalf of the Board of Directors and the members of the Carson Valley Pops Orchestra, we sincerely appreciate the opportunity to play our 4th of July concert at Heritage Park in Gardnerville. The gazebo in Heritage Park provides a wonderful place for the orchestra to perform. It appeared that the community was enjoying the concert very much and we would like to thank the residents of Gardnerville and surrounding communities for their enthusiastic support.

We hope to see you at our fall concert on October 13th at the CVIC Hall in Minden.

Sincerely,

Cherry Sheedrew

Judy Sheldrew, President Carson Valley Pops Orchestra Board



CARSON VALLEY ARTS COUNCIL CONCERT SERIES2018 2019

Purchase season tickets or individual tickets: Call 775-782-8207 or www.cvartscouncil.com or CVAC office located at 1572 US Hwy 395, Minden. Individual concert tickets can be purchased at the Douglas Community Center on Waterloo, Gardnerville.





July 11, 2018

Ahern Rentals Mr. Pete Chisolm 1247 US Highway 395 N Gardnerville, NV 89410

Re: Donation of Flood Lights for Carson Valley Days Weekend

Hello Pete,

We wanted to reach out and thank you for allowing us to use your flood lights, at no cost to us, during the Carson Valley Days event. The safety of our community members and to those that visit our town are always top of mind, and your kind donation of the flood lights helped us to accomplish that mission.

Thank you again,

Geoff LaCost Superintendent Town Public Works

1-7

Louthan, Carol

From: Sent: To: Cc: Subject: Nicholson, Marie Friday, August 03, 2018 2:52 PM LaCost, Geoffrey Louthan, Carol Manoukian Building - gate & flowers

Louise Manoukian called and was ecstatic that she now has a hanging flower basket in front of her building to honor US veterans and servicemen. She's also very happy with the repairs to her enclosure gate. She wanted to thank thank staff that added the bracket to the light pole and repaired the fence and gate. The work done is great!

Thank you,

Marie Nicholson, Office Specialist Town of Gardnerville 1407 US Highway 395 North Gardnerville, NV 89410 775-782-7134 phone 775-782-7135 fax <u>mnicholson@douglasnv.us</u>

Gardnerville Town Board

AGENDA ACTION SHEET



- 1. <u>For Possible Action:</u> Approve Health and Sanitation & Public Works Departments Monthly Report of activities
- 2. Recommended Motion: Approve as submitted Funds Available: □ Yes □ N/A
- 3. Department: Administration Prepared by: Carol Louthan
- 4. Meeting Date: August 7, 2018
- 5. Time Requested: N/A
- 6. Agenda: 🔽 Consent

C Administrative

7. Background Information:

Trash (June landfill figures)

Credit Cards (June figures)

Residential Accounts	1811
Commercial Accounts	
Green Waste Accounts	1394
Recycling Accounts	0
Cleanup Dumpsters	23
X cans	336
# of new residential	5 new accts on Hat Band Ct;
accounts	6 accts transferred
# of new commercial	0
accounts	
Minimum User Accounts	27
Total tons of trash	389.85
Total tons of Greenwaste	54.61

Total Amount	\$	5,363.62
Total transactions		52
Visa	37	\$3,030.95
Mastercard	2	\$ 559.66
Am Ex & Discvr	0	\$ 0
Terminal	1	\$ 25.00
E checks	12	\$1,748.00

8. Other Agency Review of Action:
Douglas County

№N/A

- 9. Board Action:
- □ Approved

Approved with Modifications

Gardnerville Town Board AGENDA ACTION SHEET



- For Possible Action: Approve July 2018 claims.
 Recommended Motion: Approve as submitted Funds Available: □ Yes ☑ N/A
 Department: Administration Prepared by: Carol Louthan
 Meeting Date: August 7, 2018 Time Requested: N/A
 Agenda: ☑ Consent □ Administrative
 Background Information: See attached.
 Other Agency Review of Action: □ Douglas County ☑ N/A
 Board Action: □ Approved with Modifications
 - Denied

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# 670452	GVILLE	7/18 BOARD	24008 - Cassandra Esq Jones
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			Find 610 - Gardmerville Town
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21326 - Dell Financial Services	79509007	001-6707612-004	# 680092 Paid by Check	05	05/17/2018	07/06/2018	07/06/2018	07/06/2018	359.45
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	Invoice No.	Invoice Description	Status Held Reason	ason Invoice Date	Due Date	G/L Date Received	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 923 - Parks & Recreation				*				
Account 520.037 - Weed Spraying 1997 - Douglas County Procurement 6-18 L	raying 6-18 LACOST	GVILLE	Paid by Check	06/27/2018	07/20/2018	06/30/2018	07/20/2018	236.74
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11985 - Ace Hardware	125956	1236	# 679592 Paid by Check	06/25/2018	07/13/2018	06/30/2018	07/13/2018	6.57
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13485 - Ahern Rentals	19207679-1	205304	# 679597 Paid by Check	06/25/2018	07/13/2018	06/30/2018	07/13/2018	22.98
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Program 19997 - Douglas County Procurement	6-18 LOUTHAN		# 679969 Paid by Check	06/27/2018	07/20/2018	06/30/2018	07/20/2018	820.00
Program 1905 - Douglas County Producement	6-2018	TOWN OF	# 679969 Paid by Check	06/27/2018	07/20/2018	06/30/2018	07/20/2018	425.83
Program 1968 - Ewina Irrigation Products	NICHOLSON 5455762	GARDNERVILLE 30447	# 679969 Paid by Check	05/30/2018	07/06/2018	06/30/2018	07/06/2018	201.38
1268 - Ewind Trrication Products	5596879	30447	# 679402 Paid by Check	06/16/2018	07/06/2018	06/30/2018	07/06/2018	112.90
2121 - Meeks Lumber	1105252	06G1570	# 679402 Paid by Check	06/29/2018	07/20/2018	06/30/2018	07/20/2018	46.54
12198 - O'Reilly Automotive Inc	3530-195888	1075650	# 680044 Paid by Check	06/18/2018	07/13/2018	06/30/2018	07/13/2018	8.80
12198 - O'Reilly Automotive Inc	3530-195944	1075650	# 679727 Paid by Check	06/18/2018	07/13/2018	06/30/2018	07/13/2018	7.03
12198 - O'Reilly Automotive Inc	3530-197469	1075650	# 679727 Paid by Check	06/25/2018	07/13/2018	06/30/2018	07/13/2018	6.09
2510 - Parts House (The)	804791	4170	# 679727 Paid by Check	06/01/2018	07/13/2018	06/30/2018	07/13/2018	14.99
2510 - Parts House (The)	805317	4170	# 679738 Paid by Check	06/04/2018	07/13/2018	06/30/2018	07/13/2018	14.99
2510 - Parts House (The)	807328	4170	# 679738 Paid by Check	06/15/2018	07/13/2018	06/30/2018	07/13/2018	6.32
			# 679/38 Account 520.0	38 Account 520.084 - Replacement & Repair Totals	Repair Totals	Invoice Transactions 16	actions 16	\$1,979.54
Account 520.089 - Power 2924 - NV Energy	791804 6-18	1000079180404757010 Paid by Check	10 Paid by Check	06/23/2018	06/29/2018	06/29/2018	06/29/2018	472.94
			# 679160			· · · · · · ·	-	NO CTA4

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LOUNT						G/L	G/L Date Range 06/29/18 - 07/31/18	8 - 07/31/18
5	Invoice No.	Invoice Description	Status Held Reason	on Invoice Date Due Date	Due Date	G/L Date	Received Date Payment Date	Invoice Amount
-								
Account 520.090 - Water 1429 - Gardnerville Water Company	1302.01 5-6/18 1302.01	1302.01	Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	2,003.66
1429 - Gardnerville Water Company	1321.01 5-6/18 1321.01	1321.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	79.51
1429 - Gardnerville Water Company	1340.01 5-6/18 1340.01	1340.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	47.51
1429 - Gardnerville Water Company	1348.01 5-6/18 1348.01	1348.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	1,503.49
1429 - Gardnerville Water Company	1373.01 5-6/18	1373.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	159.71
1429 - Gardnerville Water Company	1745.01 5-6/18 1745.01	1745.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	224.91
1429 - Gardnerville Water Company	2139.01 5-6/18	2139.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	80.04
1429 - Gardnerville Water Company	2140.01 5-6/18	2140.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	137.12
1429 - Gardnerville Water Company	2226.01 5-6/18	2226.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	990.20
1429 - Gardnerville Water Company	2297.01 5-6/18 2297.01	2297.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	1,062.23
1429 - Gardnerville Water Company	2431.01 5-6/18	2431.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	459.63
1429 - Gardnerville Water Company	2593.01 5-6/18	2593.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	333.11
1429 - Gardnerville Water Company	2624.01 5-6/18	2624.01	# 679668 Paid by Check	07/02/2018	. 07/13/2018	06/30/2018	07/13/2018	203.86
1429 - Gardnerville Water Company	2641.02 5-6/18	2641.02	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	380.03
1429 - Gardnerville Water Company	125.01 5-6/18	125.01	# 679668 Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	35.52
2153 - Minden Town of	1862,01 6/18	1862.01	# 679668 Paid by Check	06/26/2018	07/13/2018	06/30/2018	07/13/2018	31.55
			# 679701	Account 520.090 - Water Totals	Water Totals	Invoi	Invoice Transactions 16	\$7,732.08
Account 520.093 - Utilities-Sewer 2030 - Minden-Gardnerville Sanitation 18-070	-Sewer 18-070755	0778	Paid by Check	07/01/2018	07/13/2018	07/13/2018	07/13/2018	126.96
				Account 520.093 - Utilities-Sewer Totals	Sewer Totals		Invoice Transactions 1	\$126.96
Account 532,003 - Gas & Oil 13485 - Ahern Rentals	iil 19182264-1	205304	Paid by Check	06/19/2018	07/13/2018	06/30/2018	07/13/2018	39.99
3814 - Flyers Energy LLC	CFS1627568	8308	# 6/959/ Paid by Check # 679411	06/15/2018	07/06/2018	06/30/2018	07/06/2018	56.62

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A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.									
DOUGLAS									
GELAT REQUE & GREAT PLACES	Invoice No.	Invoice Description	Status Hel	Held Reason In	Invoice Date Due Date		G/L Date Received Dat	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 923 - Parks & Recreation	221								
Account 532.003 - Gas & Oil	10		1	č	01001001	0100100120	0100/06/30	8100/00/20	784.41
3814 - Flyers Energy LLC	CFS1633823	8308	Paid by Check	ŏ	06/3U/2U18	9TN7/N7//N	otnz/nc/on	0102/02/10	1
2510 - Parts House (The)	807421	4170	# 0/ 3300 Paid by Check	ŏ	06/15/2018	07/13/2018	06/30/2018	07/13/2018	46.06
			# 0/9/38	Account 532	Account 532.003 - Gas	& Oil Totals	Invoice Transactions 4	ns 4	\$427.08
Account 533.817 - Small Projects 3115 - Swank Movie Licensing USA RG251	rojects RG2519676	0223170001	Paid by Check	ð	06/11/2018	06/29/2018	06/29/2018	06/29/2018	578.00
11985 - Ace Hardware	125824	1236	# 679249 Paid by Check	ŏ	06/20/2018	07/13/2018	06/30/2018	07/13/2018	56.94
13485 - Ahern Rentals	19223690-1	207168	# 679592 Paid by Check	ð	06/30/2018	07/20/2018	06/30/2018	07/20/2018	657.10
271 - Carson Vallev Signs	2751	GVILLE	# 679914 Paid by Check	õ	06/28/2018	07/20/2018	06/30/2018	07/20/2018	85.00
12997 - Doualas County Procurement	6-18 DALLAIRE		# 679947 Paid by Check	ð	06/27/2018	07/20/2018	06/30/2018	07/20/2018	1,715.49
Program 1268 - Ewing Irrigation Products	5700475	30447	# 679969 Paid by Check	Ó	06/29/2018	07/20/2018	06/30/2018	07/20/2018	300.81
14747 - Home Depot (Gville)	5253448	6035 3225 0269 7513	# 679979 Paid by Check	Ó	06/22/2018	07/20/2018	06/30/2018	07/20/2018	96.85
14747 - Home Depot (Gville)	9561134	6035 3225 0269 7513	# 680008 Paid by Check	0	06/28/2018	07/20/2018	06/30/2018	07/20/2018	87.89
2121 - Meeks Lumber	1102699	06G1570	# 680008 Paid by Check	0	06/18/2018	07/20/2018	06/30/2018	07/20/2018	228.18
2121 - Meeks Lumber	1102827	06G1570	# 680044 Paid by Check	0	06/18/2018	07/20/2018	06/30/2018	07/20/2018	153.93
2121 - Meeks Lumber	1103324	06G1570	# 680044 Paid by Check	0	06/20/2018.	07/20/2018	06/30/2018	07/20/2018	7.59
2121 - Meeks Lumber	1105343	06G1570	# 680044 Paid by Check	0	06/29/2018	07/20/2018	06/30/2018	07/20/2018	369.28
2121 - Meeks Lumber	1105378	06G1570	# 680044 Paid by Check	0	06/29/2018	07/20/2018	06/30/2018	07/20/2018	7,05
2121 - Meeks Lumber	1105501	06G1570	# 680044 Paid by Check	0	06/30/2018	07/20/2018	06/30/2018	07/20/2018	60.08
26186 - Entertainer (The)	840	GVILLE	# 680044 Paid by Check	0	07/03/2018	07/06/2018	07/06/2018	07/06/2018	96.00
31624 - Splash Dogs	8/17/18- 8/19/18	TOWN OF GARDNERVILLE-DOCK	# 6/9401 Paid by Check # 680138	0	03/03/2018	07/20/2018	07/20/2018	07/20/2018	1,500.00
3115 - Swank Movie Licensing USA	2529120	0223170001	Paid by Check	5	07/02/2018	07/20/2018	07/20/2018	07/20/2018	798.00
				Account 533.817 - Small Projects Totals	7 - Small Pr	ojects Totals	Invoice Transactions 17	ons 17	\$6,798.19

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DOUGLAS COUNTY					9		G/L Date	(22)	- 07/31/18
Vendor	Invoice No.	Invoice Description	Status	Held Reason Inv	Invoice Date Due Date		G/L Date Receiv	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.084 - Replacement & Repair	ement & Repair		bid hv Chack	10	05/31/2018	07/13/2018	06/30/2018	07/13/2018	39.76
2510 - Parts House (The)	804/43	41/0	# 679738						C7 2C
2510 - Parts House (The)	805237	4170	Paid by Check	06,	06/04/2018	07/13/2018	06/30/2018	07/13/2018	21.42
2510 - Parts House (The)	807035	4170	Paid by Check	06	06/14/2018	07/13/2018	06/30/2018	07/13/2018	29.36
5059 - Hydraulic Industrial Services Inc	38945	GVILLE	# 6/9/38 Paid by Check	20	07/09/2018	07/20/2018	07/20/2018	07/20/2018	27.64
			# 680012 Account	012 Account 520.084 - Replacement & Repair Totals	ement & R	epair Totals	Invoice Trai	Invoice Transactions 17	\$2,658.31
Account 520.095 - Street Lights 2924 - NV Energy 2856	Lights 2856036 6-18	1000285603607757800 Paid by Check	Paid by Check	90	06/23/2018	06/29/2018	06/29/2018	06/29/2018	6,293.34
			# 679158	Account 520.095 - Street Lights Totals	5 - Street L	ights Totals	Invoice Tra	Invoice Transactions 1	\$6,293.34
Account 520.103 - Maint Road 18821 - Fastenal Industrial	Road NVMIN71693	NVMIN0011	Paid by Check	90	06/04/2018	06/29/2018	06/29/2018	06/29/2018	39.84
18821 - Fastenal Industrial	NVMIN71697	1 LOONIMVN	# 679089 Paid by Check	00	06/04/2018	06/29/2018	06/29/2018	06/29/2018	15.98
18821 - Fastenal Industrial	NVMIN71717	I TOONIWAN	# 6/9089 Paid by Check		06/05/2018	06/29/2018	06/29/2018	06/29/2018	27.75
1997 - Doualas County Procurement	6-18 LACOST	GVILLE	# 679089 Paid by Check		06/27/2018	07/20/2018	06/30/2018	07/20/2018	135.80
Program 23765 - Great Basin Lighting Inc	11636	KINGSLANE	# 679969 Paid by Check		06/14/2018	07/20/2018	06/30/2018	07/20/2018	11,646.00
2			# 680001	Account 520.103 - Maint Road Totals	03 - Maint	Road Totals	Invoice Tra	Invoice Transactions 5	\$11,865.37
Account 520.107 - Maint Equip 6321 - Safetv-Kleen Systems Inc	Equip 77063813	T023913	Paid by Check		06/27/2018	07/20/2018 06/30/2018	06/30/2018	07/20/2018	94.88
			# 680095	Account 520.107 - Maint Equip Totals	07 - Maint I	Equip Totals	Invoice Tra	Invoice Transactions 1	\$94.88
Account 520.155 - Licensing 13485 - Ahern Rentals	aing 19188738-1	205304	Paid by Check		06/20/2018	07/13/2018	06/30/2018	07/13/2018	6.00
			# 6/92/		.155 - Lice	Account 520.155 - Licensing Totals	Invoice Tra	Invoice Transactions 1	\$6.00
Account 521.100 - Professional Services 12144 - Race Bruce Alan PAYMENT #2	ssional Services PAYMENT #2	MINDEN/GARDNERVILL Paid by Check E PLANS FOR # 680086 PROSPERITY UPDATE	 Paid by Check # 680086 	Check 07/09/2018 07/20/2018 16	07/09/2018	07/20/2018	06/30/2018 Travoice Tra	018 07/20/2018 Tourvire Transactions 1	14,695.71 \$14.695.71
Account 532,003 - Gas & Oil	Oil CEC1627568	8308	Paid by Check	00	06/15/2018	07/06/2018	06/30/2018	07/06/2018	180.97

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DOUGLAS COUNTY							G/L Dat	G/L Date Range 06/29/18 - 07/31/18	8 - 07/31/18
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date Due Date		G/L Date Recei	Received Date Payment Date	Invoice Amount
10 - Gardnerville Town rtment 926 - Other Public Works									
Account 532.003 - Gas & Oll 3814 - Flyers Energy LLC	CFS1633823	8308	Paid by Check		06/30/2018	07/20/2018 06/30/2018	06/30/2018	07/20/2018	560.30
			# 6/9988	Account 5	Account 532.003 - Gas & Oil Totals	& Oil Totals	Invoice Transactions	ansactions 2	\$741.27
Account 532.028 - Uniforms 5785 - Alsco Inc	s LREN1371301	000330	Paid by Check		06/05/2018	07/06/2018	06/30/2018	07/06/2018	4.39
5785 - Alsco Inc	LREN1373357	000330	# 6/9329 Paid by Check		06/12/2018	07/06/2018	06/30/2018	07/06/2018	4.39
5785 - Alsco Inc	LREN1375488	000330	# 6/9329 Paid by Check		06/19/2018	07/06/2018	06/30/2018	07/06/2018	4.39
5785 - Alsco Inc	LREN1377621	000330	# 679329 Paid by Check		06/26/2018	07/06/2018	06/30/2018	07/06/2018	4.39
10314 - Work World Inc	58951-109	109-103/TOWN OF	# 679329 Paid by Check		06/15/2018	07/13/2018	06/30/2018	07/13/2018	49.98
10314 - Work World Inc	59345-1098	GARDNERVILLE 109-103/TOWN OF	# 679823 Paid by Check		06/26/2018	07/13/2018	06/30/2018	07/13/2018	100.00
		GARDNERVILLE	# 6/9823	Account 5	Account 532.028 - Uniforms Totals	forms Totals	Invoice Tra	Invoice Transactions 6	\$167.54
Account 532.118 - Major Repair and Maintenance 8603 - Applied Engineering Consultant 3174 GVILLE	epair and Main(3174	tenance GVILLE	Paid by Check		06/27/2018	07/20/2018	06/30/2018	07/20/2018	3,345.00
Services 2012 - Lumos and Associates Inc 3314 - V & C Construction Inc	97765 8961	9400.077 TOWN OF	# 6/9919 Edit Paid by Check		07/18/2018 06/21/2018	08/03/2018 07/13/2018	06/30/2018 06/30/2018	07/13/2018	5,738.00 48,604.00
		GARDNERVILLE	# 6/9806 Account 532.118	3806 : 532.118 - Major Repair and Maintenance Totals	ir and Mainte	nance Totals	Invoice Tr	Invoice Transactions 3	\$57,687.00
Account 533.802 - Small Equipment 30623 - ePlus Technology Inc V212415	Juipment V2124158	EVO-DOUG3	Paid by Check		06/21/2018	07/20/2018	06/30/2018	07/20/2018	2,500.00
			# 6/99// Ac	Account 533.802 - Small Equipment Totals	- Small Equi	oment Totals	Invoice Tr	Invoice Transactions 1	\$2,500.00
Account 562.000 - Capital Projects 5189 - RO Anderson Engineering Inc 41005	Projects 41005	TOWN OF	Paid by Check		05/21/2018	06/29/2018	06/29/2018 * 06/29/2018	06/29/2018	2,178.00
8514 - Colbre Grading & Paving Inc.	2492	GARDNEKVILLE SOUTHGATE	# 6/9206 Paid by Check		07/18/2018	07/27/2018	06/30/2018	07/27/2018	160,000.00
23765 - Great Basin Lighting Inc	11636	KINGSLANE	# 680251 Paid by Check		06/14/2018	07/20/2018	06/30/2018	07/20/2018	30,840.00
32975 - Simerson Construction LLC	PAYMENT #2		# 680001 Edit		07/12/2018	08/03/2018	06/30/2018		78,588.75
		GARDINERVILLE	ADep	Account 562.000 - Capital Projects Totals Department 926 - Other Public Works Totals	0 - Capital Pr Other Public	ojects Totals Works Totals	Invoice Tr Invoice Tr	Invoice Transactions 4 Invoice Transactions 48	\$271,606.75 \$370,251.21

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			Lold Doccon	Tavoire Date	Dute Date	G/L L G/L Date F	G/L Date Kange UU/20/10 - U/J-110	Invoice Amount
Vendor	Invoice No.	Invoice Description	Status		200 200			
11 - Ge								
Account 510,150 - Board Compensation 4288 - Llovd W Higuera 7/18 BOARD	7/18 BOARD	GVILLE	Paid by Check	06/28/2018	07/06/2018	07/06/2018	07/06/2018	250.00
24008 - Cassandra Eso Jones	7/18 BOARD	GVILLE	# 679442 Paid by Check	06/28/2018	07/06/2018	07/06/2018	07/06/2018	275.00
28960 - Kenneth Miller	7/18 BOARD	GVILLE	# 679453 Paid by Check	06/28/2018	07/06/2018	07/06/2018	07/06/2018	250.00
2969 - Linda Slater	7-18 BOARD	TOWN OF	# 679472 Paid by Check	06/29/2018	07/06/2018	07/06/2018	07/06/2018	250.00
2363 - Manver	7-18 BOARD	GARDNERVILLE TOWN OF	# 679537 Paid by Check	06/28/2018	07/06/2018	07/06/2018	07/06/2018	250.00
		VILLE	# 679576 Account 510.150 - Board Compensation Totals	Board Compens	sation Totals	Invoic	Invoice Transactions 5	\$1,275.00
Account 516.120 - Contract Salaries 21697 - Blue Ribbon Personnel Services 4598	t Salaries 4598	100892	h	06/15/2018	06/29/2018	06/29/2018	06/29/2018	257.15
	4744	100892	# 679031 Paid by Check	06/22/2018	07/06/2018	06/30/2018	07/06/2018	199.80
	4880	100892	# 679345 Paid by Check	06/29/2018	07/13/2018	06/30/2018	07/13/2018	207.20
	5011	100892	# 679614 Paid by Check	07/06/2018	07/20/2018	06/30/2018	07/20/2018	240.50
21697 - Blue Ribbon Personnel Services	5134	100892	# 6/992/ Paid by Check	07/13/2018	07/27/2018	07/27/2018	07/27/2018	227.55
			# 680222 Account 516.120	20 - Contract Salaries Totals	Ilaries Totals	Invoic	Invoice Transactions 5	\$1,132.20
Account 520.055 - Telephone Expense 782-7134 6	ne Expense 782-7134 6/18	775-782-7134-050279-	ec	06/16/2018	07/06/2018	06/30/2018	07/06/2018	108.69
29103 - Frontier	782-3856 6/18	5 775-782-3856-080802-	# 6/9418 Paid by Check	06/16/2018	07/06/2018	06/30/2018	07/06/2018	56.44
		ъ	# 6/9418 Account 520.055	Account 520.055 - Telephone Expense Totals	pense Totals	Invoi	Invoice Transactions 2	\$165,13
Account 520.060 - Postage/Po Box Rent 25294 - FP Mailing Solutions	e/Po Box Rent RI103693933	600003046	Paid by Check	06/15/2018	07/06/2018	07/06/2018	07/06/2018	45.00
			# 6/9414 Account 520.060 - Postage/Po Box Rent Totals	Postage/Po Bo	k Rent Totals	Invoi	Invoice Transactions 1	\$45.00
Account 520.064 - Travel 33107 - Michael Jacobson	6/26-6/27/18	MEALS	Paid by Check	06/28/2018	07/13/2018	06/30/2018	07/13/2018	20.00
32985 - James McGoldrick	6/26-6/27/18	MEALS	# 679681 Paid by Check	06/28/2018	07/13/2018	06/30/2018	07/13/2018	20.00
33108 - Trov Wandler	6/26-6/27/18	MEALS	# 6/969/ Paid by Check	06/27/2018	07/13/2018	06/30/2018	07/13/2018	20.00
				Account 520.064 - Travel Totals	Travel Totals		Invoice Transactions 3	\$60.00

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						G/L Da	G/L Date Range 06/29/18 - 07/31/18	G/L Date Range 06/29/18 - 07/31/18
Vendor	Invoice No.	Invoice Description	Status Held Reason	Invoice Date	Due Date	G/L Date Rec	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520 084 - Benlarement & Renair								
2549 - Dallaire Tom-Petty Cash	6-18 GVILLE 2	PETTY CASH	Paid by Check	06/21/2018	06/29/2018	06/29/2018	06/29/2018	8.00
26482 - Peterbilt Truck Parts and	7144033	365290	# 6/9060 Paid by Check	06/11/2018	06/29/2018	06/29/2018	06/29/2018	75.98
Equipment 11985 - Ace Hardware	125474	1236	# 6/9181 Paid by Check	06/07/2018	07/13/2018	06/30/2018	07/13/2018	6.17
11985 - Ace Hardware	125587	1236	# 6/9592 Paid by Check	06/12/2018	07/13/2018	06/30/2018	07/13/2018	26.37
11985 - Ace Hardware	125734	1236	# 6/9592 Paid by Check	06/18/2018	07/13/2018	06/30/2018	07/13/2018	.65
7100 - Amren Inc	314594	GAR050	# 0/9392 Edit	04/12/2018	08/03/2018	06/30/2018		53.54
7100 - Amred Inc	314857	GAR050	Edit	04/18/2018	08/03/2018	06/30/2018		16,755.93
7100 - Amrep Inc	315655	GAR050	Edit	05/07/2018	08/03/2018	06/30/2018		3,654.52
	315659	GAR050	Edit	8100/20/20	08/03/2018	06/30/2018		(16.755.93)
/100 - Amrep Inc 8491 - CMC Tire Inc	50007422	5512	Paid by Check	06/14/2018	07/13/2018	06/30/2018	07/13/2018	1,289.66
8491 - CMC Tire Inc	50007493	5512	# 679636 Paid by Check	06/14/2018	07/13/2018	06/30/2018	07/13/2018	44.00
138 - Guided Truck & Equipment	G11761	GVILLE	# b/9030 Paid by Check	06/05/2018	07/06/2018	06/30/2018	07/06/2018	1,459.97
138 - Guided Truck & Equipment	G11786	GVILLE	# 679432 Paid by Check	06/06/2018	07/06/2018	06/30/2018	07/06/2018	3,391.73
2121 - Meeks Lumber	1103829	06G1570	# 679432 Paid by Check	06/22/2018	07/20/2018	06/30/2018	07/20/2018	21.84
12198 - O'Reilly Automotive Inc	3530-192123	1075650	# 680044 Paid by Check	05/30/2018	07/13/2018	06/30/2018	07/13/2018	32.96
12198 - O'Reilly Automotive Inc	3530-192173	1075650	# 679727 Paid by Check	05/30/2018	07/13/2018	06/30/2018	07/13/2018	524.52
12198 - O'Reilly Automotive Inc	3530-193631	1075650	# 679727 Paid by Check	06/06/2018	07/13/2018	06/30/2018	07/13/2018	10.95
12198 - O'Reilly Automotive Inc	3530-193632	1075650	# 679727 Paid by Check	06/06/2018	07/13/2018	06/30/2018	07/13/2018	1.99
12198 - O'Reilly Automotive Inc	3530-194472	1075650	# 679727 Paid by Check	06/11/2018	07/13/2018	06/30/2018	07/13/2018	22.99
12198 - O'Reilly Automotive Inc	3530-194563	1075650	# 679727 Paid by Check	06/11/2018	07/13/2018	06/30/2018	07/13/2018	1.15
12198 - O'Reilly Automotive Inc	3530-194575	1075650	# 679727 Paid by Check	06/11/2018	07/13/2018	06/30/2018	07/13/2018	4.52
12198 - O'Reilly Automotive Inc	3530-195369	1075650	# 6/9/2/ Paid by Check	06/15/2018	07/13/2018	06/30/2018	07/13/2018	66'6
2510 - Parts House (The)	804405	4170	# 6/9/2/ Paid by Check	05/30/2018	07/13/2018	06/30/2018	07/13/2018	8.88

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DOUGLAS COUNTY							ה/ב עמוד המ	art raie Kalige vul 23/ 10 - 01/21/	OT /TC //N .
	Invoice No.	Invoice Description	Status	Held Reason Invoic	Invoice Date D	Due Date	G/L Date Received Da	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation									
Account 520.084 - Replacement & Repair 2510 - Parts House (The) 805237	ment & Repair 805237	4170	Paid by Check	06/04/2018		07/13/2018	06/30/2018	07/13/2018	27.42
2510 - Parts House (The)	805520		# 679738 Paid by Check	06/05/2018		07/13/2018	06/30/2018	07/13/2018	305.87
2510 - Parts House (The)	805713	4170	# 679738 Paid by Check		06/06/2018 0	07/13/2018	06/30/2018	07/13/2018	12.73
2510 - Parts House (The)	806357	4170	# 679738 Paid by Check	06/11	06/11/2018 0	07/13/2018	06/30/2018	07/13/2018	4.58
2510 - Darts House (The)	806377	4170	# 679738 Paid by Check	06/11	06/11/2018 0	07/13/2018	06/30/2018	07/13/2018	23.98
			# 679738 Account	738 Account 520.084 - Replacement & Repair Totals	ent & Re	pair Totals	Invoice Transactions 29	ons 29	\$11,411.17
Account 520.089 - Power	2856009 6-18	1000028560090775779 Paid	â	06/23	06/23/2018 (06/29/2018	06/29/2018	06/29/2018	232.54
		5	# 679159	Account 520.089 - Power Totals	080 - Po	wer Totals	Invoice Transactions	ons 1	\$232.54
Account 520.090 - Water 1429 - Gardnerville Water Company	640.01 5-6/18	640.01	Paid by Check	07/02	07/02/2018 (07/13/2018	06/30/2018	07/13/2018	25.29
1429 - Gardnerville Water Company	690.01 5-6/18	690.01	# 679668 Paid by Check	07/02	07/02/2018 (07/13/2018	06/30/2018	07/13/2018	67.33
1429 - Gardnerville Water Company	2133	2	# 679668 Paid by Check	05/31	05/31/2018 (07/13/2018	06/30/2018	07/13/2018	3.80
1420 - Gardnewille Water Company	2157	2	# 679668 Paid by Check		06/30/2018 (07/13/2018	06/30/2018	07/13/2018	5.84
		14	# 679668	Account 520.090 - Water Totals	W - 060.	atter Totals	Invoice Transactions 4	ons 4	\$102.26
Account 520.092 - Heating 3021 - Southwest Gas (SWG)	0015779022 6-	2410015779022	Paid by Check		06/15/2018	06/29/2018	06/29/2018	06/29/2018	14.42
3021 - Southwest Gas (SWG)	18 1072224004 6-	2411072224004	# 679234 Paid by Check		06/15/2018	06/29/2018	06/29/2018	06/29/2018	22.46
3021 - Southwest Gas (SWG)	18 1188600002 6-	2411188600002	# 6/9234 Paid by Check		06/15/2018	06/29/2018	06/29/2018	06/29/2018	35.06
	18		# 679234	Account 520.092 - Heating Totals	092 - Hea	iting Totals	Invoice Transactions	ions 3	\$71.94
Account 520.093 - Utilities-Sewer 2030 - Minden-Gardnerville Sanitation 18-070	s-Sewer 18-070284	0296	Paid by Check		07/01/2018	07/13/2018	07/13/2018	07/13/2018	67.71
2030 - Minden-Gardnerville Sanitation	18-070573	0594	# 679702 Paid by Check		07/01/2018	07/13/2018	07/13/2018	07/13/2018	21.16
			# 679702	Account 520,093 - Utilities-Sewer Totals	tilities-So	ewer Totals	Invoice Transactions 2	ions 2	\$88.87
Account 520.097 - Maint 526. 11985 - Ace Hardware	3&G 125664	1236	Paid by Check		06/14/2018	07/13/2018	06/30/2018	07/13/2018	44.97

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DOUGLAS COUNTY						G/L Date Range 06/29/18 - 07/31/18	ge 06/29/18	- 07/31/18
	Invoice No.	Invoice Description	Status Held Reason	ason Invoice Date	Due Date	G/L Date Received Date	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation								
Account 520.097 - Maint B&G 13485 - Ahern Rentals	&G 19228974-1	205304	Paid by Check	06/29/2018	07/13/2018	06/30/2018	07/13/2018	60.9
13485 - Ahern Rentals	19229952-1	205304	# 679597 Paid by Check	06/29/2018	07/13/2018	06/30/2018	07/13/2018	4.75
				Account 520.097 - Maint B&G Totals	t B&G Totals	Invoice Transactions 3	5 3	\$55.81
Account 520.098 - Janitorial Services 27347 - A+ Janitorial Service TOG0618	al Services TOG0618	GVILLE	Paid by Check	06/27/2018	07/06/2018	06/30/2018	07/06/2018	100.00
			# 679319 Account 520	Account 520.098 - Janitorial Services Totals	rvices Totals	Invoice Transactions 1	5 1	\$100.00
Account 520.107 - Maint Equip Safety-Kleen Systems Inc 770	quip 77063813	T023913	Paid by Check	06/27/2018	07/20/2018	06/30/2018	07/20/2018	94.87
				Account 520.107 - Maint Equip Totals	Equip Totals	Invoice Transactions 1	s 1	\$94.87
Account 520.136 - Rents & Leases Equipment Ricoh USA Inc 100697678 14	k Leases Equipm 100697678	ient 1481234-3433221	Paid by Check	06/12/2018	06/29/2018	06/29/2018	06/29/2018	165.41
Ricoh USA Inc	5053815754	16769392	# 679203 Paid by Check	07/01/2018	07/20/2018	06/30/2018	07/20/2018	38.29
			# 680092 Account 520.136 - Rents & Leases Equipment Totals	ents & Leases Equi	pment Totals	Invoice Transactions 2	s 2	\$203.70
Account 520.187 - Internet Expense 32036 - Spectrum Business 00125090	it Expense 0012509070218	Expense 0012509070218 8354110060012509	Paid by Check	07/02/2018	07/20/2018	07/20/2018	07/20/2018	67.49
32036 - Spectrum Business	059804406281	0598044062818 8354110060598044	# 680130 Paid by Check	07/02/2018	07/20/2018	07/20/2018	07/20/2018	86.66
				Account 520.137 - Internet Expense Totals	tpense Totals	Invoice Transactions 2	s 2	\$167.47
Account 520.197 - Landfill Expense 15853 - Carson City Landfill 228079	Expense 228079 6-18	228079	Paid by Check	07/02/2018	07/13/2018	06/30/2018	07/13/2018	17,089.70
Douglas Disposal Inc	40990612 6/18	40990612	# 6/9621 Paid by Check	07/01/2018	07/20/2018	06/30/2018	07/20/2018	10,391.73
			# 679973 Account 520.197		- Landfill Expense Totals	Invoice Transactions	IS 2	\$27,481.43
Account 520.198 - Recycling Expense 13443 - Bently Ranch 155259	ng Expense 155259	GVILLE	eck	04/06/2018	06/29/2018	06/29/2018	06/29/2018	164.60
Bently Ranch	155067	GVILLE	# 67902/ Paid by Check	04/13/2018	06/29/2018	06/29/2018	06/29/2018	249.00
13443 - Bently Ranch	155237	GVILLE	# 6/902/ Paid by Check	04/20/2018	06/29/2018	06/29/2018	06/29/2018	133.60
13443 - Bently Ranch	155216	GVILLE	# 6/902/ Paid by Check	04/27/2018	06/29/2018	06/29/2018	06/29/2018	285.00
13443 - Bently Ranch	155591	GVILLE	# 6/902/ Paid by Check # 670077	05/30/2018	06/29/2018	06/29/2018	06/29/2018	1,663.00

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DOUGLAS COUNTY CRANT STORIL & FALLE			Ctature Ctature	Hald Basson Invoire Date	Due Date	G/L Date Range 06/29/18 - 0//31/18 chate Held Peacon Invoice Date Date Date Payment Date Invoice Amount	Date Kange 06/29/18 Received Date Payment Date	- U//JJ/JB
Vendor	TITVOICE INO.	דו ומחורם הבפרו והחוחו						
Fund 611 - Gardnerville Health & Sam Department 925 - Health & Sanitation Account 520.198 - Recycling Expense		GVILLE	Firt	06/29/2018	08/03/2018	06/30/2018		1,092.20
13443 - Benuy Kandi				Account 520.198 - Recycling Expense Totals	xpense Totals	Invoice Transactions 6	1s 6	\$3,587.40
Account 520.200 - Training & Education 33107 - Michael Jacobson 04466		GVILLE	Paid by Check	06/27/2018	07/13/2018	06/30/2018	07/13/2018	8.00
32985 - James McGoldrick	04468	GVILLE	# 679681 Paid by Check	06/27/2018	07/13/2018	06/30/2018	07/13/2018	8.00
33108 - Troy Wandler	04467	Town of Gardnerville/OSHA 10-Hr gen. Industry	# 679697 Paid by Check # 679812	06/27/2018	07/13/2018	06/30/2018	07/13/2018	8.00
		OUTREACH PROGRAM	Account 520	Account 520.200 - Training & Education Totals	ucation Totals	Invoice Transactions	Is 3	\$24.00
Account 521.135 - Legal-C 2549 - Dallaire Tom-Petty Cash	- Legal-Collection Cost 6-18 GVILLE 2	PETTY CASH	Ą	06/21/2018	06/29/2018	06/29/2018	06/29/2018	35.00
2549 - Dallaire Tom-Petty Cash	7-18 GVILLE	PETTY CASH	# 679060 Paid by Check	06/29/2018	07/13/2018	06/30/2018	07/13/2018	35.00
			# 6/9642 Account 521	42 Account 521.135 - Legal-Collection Cost Totals	on Cost Totals	Invoice Transactions	ns 2	\$70.00
Account 532.003 - Gas & Oil 3814 - Hvers Energy LLC	0il CFS1627568	8308	Paid by Check	06/15/2018	07/06/2018	06/30/2018	07/06/2018	1,543,13
3814 - Flyers Energy II C	CFS1633823	8308	# 679411 Paid by Check	06/30/2018	07/20/2018	06/30/2018	07/20/2018	1,326.96
			# 679988	Account 532.003 - Gas & Oil Totals	as & Oil Totals	Invoice Transactions	ns 2	\$2,870.09
Account 532.028 - Uniforms 5785 - Alsco Inc	ns LREN1371301	000330	Paid by Check	06/05/2018	07/06/2018	06/30/2018	07/06/2018	4.39
5785 - Alsco Inc	LREN1373357	000330	# 6/9329 Paid by Check	06/12/2018	07/06/2018	06/30/2018	07/06/2018	4.39
5785 - Alsco Inc	LREN1375488	000330	# 6/9329 Paid by Check	06/19/2018	07/06/2018	06/30/2018	07/06/2018	4.39
5785 - Alsco Inc	LREN1377621	000330	# 6/9329 Paid by Check	06/26/2018	07/06/2018	06/30/2018	07/06/2018	4.39
10314 - Work World Inc	58951-109	109-103/TOWN OF	# 6/9329 Paid by Check	06/15/2018	3 07/13/2018	06/30/2018	07/13/2018	49.98
10314 - Work World Inc	59345-1098	GARDNERVILLE 109-103/TOWN OF GARDNERVILLE	# 679823 Paid by Check # 679823	06/26/2018	3 07/13/2018	06/30/2018	07/13/2018	100.00
				Account 532.028 - Uniforms Totals	Iniforms Totals	Invoice Transactions 6	0 S O	4C.1014
Account 532.056 - Subscriptions 12997 - Douglas County Procurement 6-18	iptions 6-18 DALLAIRE	GVILLE	Paid by Check	06/27/2018	3 07/20/2018	06/30/2018	07/20/2018	123.50

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DUUCINS COUNTY			Accou	LIS Pa	yable		G/L Date	Accounts Payable by G/L Distribution Keport G/L Date Range 06/29/18 - 07/31/18	- 07/31/18
Vandor Vandor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date Due Date	Due Date	G/L Date Receiv	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 532.056 - Subscriptions 8079 - ArchiveSocial Inc	b	GVILLE	Paid by Check		07/01/2018	07/06/2018	07/06/2018	07/06/2018	1,194.00
			# 6/9334	Account 532.056 - Subscriptions Totals	56 - Subscrip	vtions Totals	Invoice Transactions 2	sactions 2	\$1,317.50
Account 533.800 - Office Supplies 11985 - Ace Hardware	supplies 125850	1236	Paid by Check		06/20/2018	06/20/2018 07/13/2018 06/30/2018	06/30/2018	07/13/2018	12.03
32667 - Cutting Image LLC	26035	GVILLE	# 6/9592 Paid by Check		06/23/2018	07/13/2018	06/30/2018	07/13/2018	3,925.00
12997 - Douglas County Procurement	6-18 LOUTHAN GVILLE	GVILLE	# 6/9641 Paid by Check		06/27/2018	07/20/2018	06/30/2018	07/20/2018	43.84
Program			# 6/9909	Account 533.800 - Office Supplies Totals	0 - Office Su	pplies Totals	Invoice Transactions	sactions 3	\$3,980.87
Account 533.802 - Small Equipment 30623 - ePlus Technology Inc V212415	iquipment V2124158	EVO-DOUG3	Paid by Check		06/21/2018	07/20/2018	06/30/2018	07/20/2018	2,500.00
			# 679977 Ac	Account 533.802 - Small Equipment Totals	- Small Equip	ment Totals	Invoice Transactions 1	nsactions 1	\$2,500.00
Account 533.806 - Software 16648 - E Squared C Inc	re 44385	GVILLE	Paid by Check		07/02/2018	07/13/2018	07/13/2018	07/13/2018	37.50
			# 679652	Account 5	33.806 - Sof	Account 533.806 - Software Totals	Invoice Transactions	nsactions 1	\$37.50
Account 562.000 - Capital Projects 33044 - Als Excavating & Grading Inc 4418	Projects 4418	TOWN OF	Paid by Check		06/15/2018	06/29/2018	06/29/2018	06/29/2018	151.48
5859 - Mountain West Construction Inc	913	GARDNERVILLE GVILLE	# 6/9018 Paid by Check		06/01/2018	06/29/2018	06/29/2018	06/29/2018	325.00
8362 - Greenhouse Garden Center Inc	806665	GVILLE	# 679147 Paid by Check		06/26/2018	07/13/2018	06/30/2018	07/13/2018	731.74
2012 - Lumos and Associates Inc 3314 - V & C Construction Inc	97706 8946	9400.031 TOWN OF	# 6/9669 Edit Paid by Check		07/09/2018 05/31/2018	08/03/2018 07/13/2018	06/30/2018 06/30/2018	07/13/2018	332.50 25,220.43
		GAKDINEKVILLE		Account 562.000 - Capital Projects Totals Department 925 - Health & Sanitation Totals) - Capital Pr lealth & San	ojects Totals tation Totals	Invoice Transactions 5 Invoice Transactions 97 Transactions 97	nsactions 5 nsactions 97	\$26,761.15 \$84,003.44 \$84,003.44

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Accounts Payable by G/L Distribution Report G/L Date Range 06/29/18 - 07/31/18

Vendor	Invoice No.	Invoice No. Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Held Reason Invoice Date Due Date G/L Date Received Date Payment Date Invoice Amount	Invoice Amount
Fund 614 - G'ville Ad Val Cap Proj Department 730 - G'ville Ad Val Cap Proj	Proj								
2680 - Renner Equipment Company	19570882		Edit		07/25/2018	07/25/2018 08/03/2018 06/30/2018	06/30/2018		32,835.00
		GAKUNEKVILLE	Accour	Account 564,500 - Machinery & Equipment Totals	inery & Equip	ment Totals	Inve	Invoice Transactions 1	\$32,835.00 \$37.835.00
			nep	Pepartment / 30 - 6 VIIIe Ad Val Cap Froj Totals Fund 614 - 6 VIIIe Ad Val Cap Proj Totals	ille Ad Val Caj ille Ad Val Caj	p Proj Totals	INVIT	Invoice Transactions 1	\$32,835.00
* = Prior Fiscal Year Activity						Grand Totals	Invo	Invoice Transactions 239	\$511,825.85

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Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: : Approve Gardnerville Special Event Application for the Annual Carson Valley Sertoma Oktoberfest scheduled for September 9, 2018 from 12:00 – 4:40 p.m. in Heritage Park.
- 2. Recommended Motion: Approve on consent

Funds Available: 🗆 Yes 🛛 🗹 N/A

- 3. Department: Administration
- 4. Prepared by: Carol Louthan
- 5. Meeting Date: August 7, 2018 Time Requested: N/A
- 6. Agenda: 🖻 Consent 🛛 🗆 Administrative

Background Information: See attached application and payment. Insurance will not come in until the end of August, which is when their current policy expires. They will send the certificate of liability as soon as their new policy goes into effect.

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

		Table
-		
Gardnerville		
		· · · · · ·
Res	Park Use/Street Closure/Special E servation Form/Release of Liability/Ind 1407 US Highway 395 N - Gardne (775) 782-7134 Phone (775)	lemnification Agreement
Date of Application (must b	be submitted 10 business days prior to	event): <u>3-21-18</u>
Organization: <u>A</u> (1) (If a corporation, a copy of	the Articles of Incorporation must be	$\frac{1}{attached}$ Corporation: Yes V No $\frac{1}{50}$ C-3
Contact Person: Home/Cell Phone: 775-7 Mailing Address: 2008	720-7009 Business Phone:	ail: Ju. Woods & Chante N/A Fax: N/A N 89701
		resident, vice-president and secretary)
Requesting: Heritage Park If Heritage Park but not exc	k Is request for <u>exc</u> clusive use, describe which area of park	lusive use of park: YesNo t is being requested:
Requesting: Street Closure	e Ko Street(s) proposing to be	closed:
(US Hwy 395, SR75, and str Waterloo, Toler, Elges, Gra	reets closed at intersections of US Hwy int, Stodick, and Muller require County	9 395 require NDOT encroachment permit; 9 permission)
(US Hwy 395, SR75, and str Waterloo, Toler, Elges, Gra. Requesting: Other Λ/Λ	int, Stodick, and Muller require County	9 395 require NDOT encroachment permit; 9 permission) t/Activities (if other than Heritage Park):
Waterloo, Toler, Elges, Gra. Requesting: Other MA (Submit letter of property ow	int, Stodick, and Muller require County Location of Even wner's permission if event is to be held	v permission) t/Activities (if other than Heritage Park): on private property)
Waterloo, Toler, Elges, Gra Requesting: Other MA (Submit letter of property on	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held	v permission) t/Activities (if other than Heritage Park): on private property)
Waterloo, Toler, Elges, Gra. Requesting: Other $\Lambda/4$ (Submit letter of property on Name and description of even LCCAL CHARTCES	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held ent, concessions, fund-raiser, etc.: \bigcirc \Rightarrow \rightarrow AGENCLES, CLES, CLES	permission) t/Activities (if other than Heritage Park): on private property) KTOBER - EST - FUNDIZA 13202 - LOCAUSH OS FEVE DOCUMES Co
Waterloo, Toler, Elges, Gra. Requesting: Other $\Lambda/4$ (Submit letter of property on Name and description of even LCCAL CHARTCES	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held ent, concessions, fund-raiser, etc.: \bigcirc \Rightarrow \rightarrow AGENCLES, CLES, CLES	permission) t/Activities (if other than Heritage Park): on private property) KTOBER - EST - FUNDIZA 13202 - LOCAUSH OS FEVE DOCUMES Co
Waterloo, Toler, Elges, Gra. Requesting: Other MA (Submit letter of property on Name and description of eve LCCAL CHAULTE Event date(s): Sept This event is: Non-Profit: 1	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held ent, concessions, fund-raiser, etc.: \bigcirc \Rightarrow \rightarrow AGENCLES, CLES, CLES	v permission) t/Activities (if other than Heritage Park): on private property) KTOBER - EST - FUNDER (SEE - TOBER - SEE - TOBER -
Waterloo, Toler, Elges, Gra. Requesting: Other $\Lambda/4$ (Submit letter of property on Name and description of even LCCAL CHAUTCES Event date(s): Sept This event is: Non-Profit: Λ (Non-profit organizations mu	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held ent, concessions, fund-raiser, etc.: S - Aded Scies - Coso Science Sci	v permission) t/Activities (if other than Heritage Park): on private property) KTOBER (-EST - FUNDIZA 13202
Waterloo, Toler, Elges, Gra. Requesting: Other AAA (Submit letter of property on Name and description of even LCCAL CHAULTE Event date(s): Sept This event is: Non-Profit: 1 (Non-profit organizations multiple) If non-profit event, describe Number of patrons, customer	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held ent, concessions, fund-raiser, etc.: - Accarcies - Corso $- 2012$ Event hours (including For Profit: Closed to Pul ust submit IRS 501c letter with applica	v permission) t/Activities (if other than Heritage Park): on private property) KTOBER (EST - FUNDER 13202 ACLANSHIPS FEVE DOCKLASS Set up & tear down): <u>9AM - 530</u> set up & tear down): <u>9AM - 530</u> polic: <u>0</u> pen to Public: <u>85</u> ution) ATTACHER KEAME AS ABSUL
Waterloo, Toler, Elges, Gra. Requesting: Other AAA (Submit letter of property on Name and description of even LOCAL CHAULTER Event date(s): Sept This event is: Non-Profit: (Non-profit organizations multiple) If non-profit event, describe Number of patrons, customer Sco-Acc	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held ent, concessions, fund-raiser, etc.: - Acencies corrections $- Acencies corrections For Profit: Closed to Pull ust submit IRS 501c letter with application who benefits from proceeds of event: rs, spectators, participants, etc. expected$	v permission) t/Activities (if other than Heritage Park): on private property) KTOBER (-EST - FUNDIZA 13202 Localization) FEVE Daries Co Status for FEVE Daries Co Status for FEVE Daries Co Status for FEVE Status for FEVE Status for FEVE Status for FEVE Local Status for FEVE Status for FEVE Local Status for FEVE Status for FEVE Local Status for FEVE Status for
Waterloo, Toler, Elges, Gra. Requesting: Other AAA (Submit letter of property on Name and description of ever LCCAL CHARTER Event date(s): Sept This event is: Non-Profit: Mon-profit organizations multiple If non-profit event, describe Number of patrons, customer Couglas County Outdoor Fee Event Insurance Carrier: T	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held ent, concessions, fund-raiser, etc.: \bigcirc \bigcirc $\triangle e_{\Delta} \supseteq e_{\Sigma}$ \bigcirc \bigcirc \bigcirc $2 \bigcirc e_{\Sigma}$ Event hours (including \checkmark For Profit: $_$ Closed to Pul ust submit IRS 501c letter with application who benefits from proceeds of event: $_$ rs, spectators, participants, etc. expected estival Permit is required if more than \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc	the permission) the Activities (if other than Heritage Park): on private property) KTOBER (ST - FUNDER (SEDE ACLANSHIPS FOR DORICHS CO Set up & tear down): <u>IAM - 530</u> Set up & tear down): <u>IAM - 530</u> plic: <u>Open to Public</u> State of SAE SUR ACLANE OPEN AFSUR Contendees expected on any day of event) Phone:
Waterloo, Toler, Elges, Gra. Requesting: Other AAA (Submit letter of property on Name and description of even LOCAL CHAULTER Event date(s): Sept This event is: Non-Profit: Con-profit organizations multiple If non-profit organizations multiple Number of patrons, customer Con-Acco (Douglas County Outdoor Fee Event Insurance Carrier: Control of Control	unt, Stodick, and Muller require County Location of Even wner's permission if event is to be held ent, concessions, fund-raiser, etc.: \bigcirc \bigcirc $\triangle e_{\Delta} \supseteq e_{\Sigma}$ \bigcirc \bigcirc \bigcirc $2 \bigcirc e_{\Sigma}$ Event hours (including \checkmark For Profit: $_$ Closed to Pul ust submit IRS 501c letter with application who benefits from proceeds of event: $_$ rs, spectators, participants, etc. expected estival Permit is required if more than \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc	the permission) the permission) the Activities (if other than Heritage Park): on private property) $k_{TOB}ec_{eST} - FUNDEA(5002)$ $h_{TOB}ec_{eST} - FUNDEA(5002)$ $h_{TO}ec_{eST} $

Is a fee charged to attend the event: Yes No Yes No If yes, Health Permit # Horizan Sector Se
(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than $20'x20'$ may be subject to additional security deposits and/or insurance coverage)
Clean-up/Sanitation/Garbage Plan: SITE CARE CARE BY Serroug DUPSTERS BY TOCL. (Groups of 50 or more are require to pay a minimum of one \$25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)
Water and Sanitation Plan if food sold or consumed during event: ON SITE $RR_{S}(z)$ BY TOG. 2 ADD/AS $RR'S BY = 2627DU/A$ (Town's water coupler is available if you use hoses for water)
Other Town services, if required: <u>ELECTRICAL POWER BUILOG</u> (Electrical outlets, pavilion lighting, etc.)
Event Parking Area: ON STREET 'SO ACENT DIET PARKING LOT (PRIVATE) (Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may not be used for parking unless a letter of owner's permission is submitted) Fire/Emergency Medical Services Plan: 911 FOR MEDICAL FIRE EMERGMENT.
(Submit East Fork Fire Protection District authorization and approval)
Security Plan if overnight use of Town facilities planned:
(Submit Douglas County Sheriff's Office authorization and approval)
Event Layout: All applicants <u>MUST</u> provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.

A copy of the approved form MUST be at the event

2 of 3

4-2

WAIVER OF LIABILITY

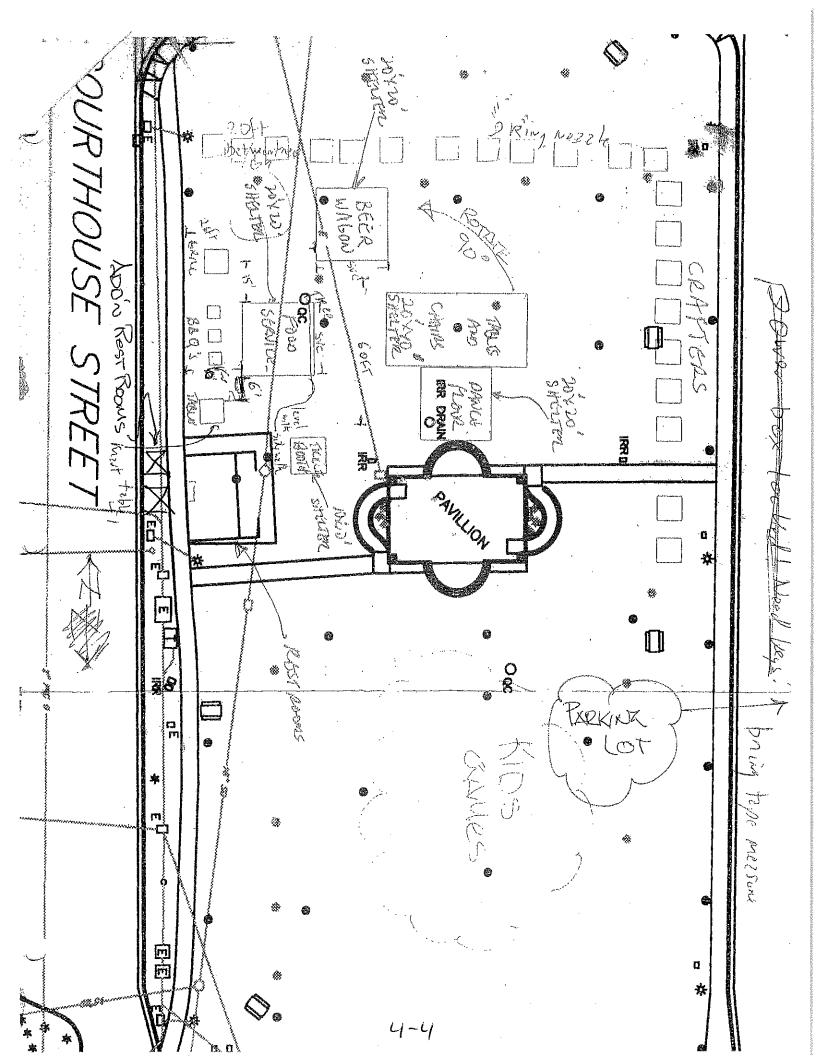
The UNDERSIGNED, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of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

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

Authorized Representative	els of Applicants Jun books	Event CHAI ENAN	3/2/18
$-\bigcirc$			
Signature	Printed Name	Date	······································

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

	(Town Office Use Only)
Horitono Porki		2 SOTO CLASS II	
Usage \$25/hr (\$300/day n	nax) Paid \$ <u>*</u> 100	Date:	
Park Deposit \$300	Paid \$ \$ 300	0.00 Date:	
Dumpster \$25/each		S.00 Date:	
Additional Fees/Description	ion \$		· · · · · · · · · · · · · · · · · · ·
Deposit Refunded	Paid \$	Date:	Facility Reviewed:
Street Closure:		· .	
Application Fee \$100	Paid \$	Date:	
Scheduled for Town Boar	d Agenda:		Approved:
Scheduled for Douglas Co	ounty Commission	er Agenda:	Approved:



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Gardnerville	Town Board
AGENDA ACT	TION SHEET



- 1. <u>For Possible Action</u>: Approve support of the Carson Valley Arts Council in the amount of \$150.
- 2. Recommended Motion: Approve on consent

Funds Available: 🗆 Yes 🛛 🖾 N/A

- 3. Department: Administration
- 4. Prepared by: Carol Louthan
- 5. Meeting Date: August 7, 2018 Time Requested: N/A
- 6. Agenda: Consent Consent

Background Information: Last year the board approved supporting the arts council at the Better Friend level with a \$150 donation. We assumed the same for this year. If there is a change you may want to pull this item from the agenda. See attached.

- 7. Other Agency Review of Action: Douglas County V/A
- 8. Board Action:
- □ Approved □ Approved with Modifications
- □ Denied
- Approved with Mode
 Continued

Agenda Item #5



FRIENDSHIP FORM July 1, 2018 to June 30, 2019 Renewal

Friendship Information.... Your friendship creates shared ownership of a vision for the future. It establishes a partnership that will benefit you and the Carson Valley Arts Council by engaging you in our programs, activities, and decision making. Your support contributes to the establishment of a permanent center for the arts. CVAC invites you to become renew your membership or make a tax-deductible donation.

Friendship Benefits.... Friendship is open to all individuals, businesses and organizations on an annual basis. Benefits include: Season Tickets and "3-Packs" at a discount, invitations to visual art openings, fundraisers, annual Friend's Meeting, and entitles you to vote at the annual Friend's meeting. You will also receive E-mail reminders about upcoming activities.

Please send completed form with your check to: Carson Valley Arts Council, P.O. Box 244, Minden, NV 89423. You can also join or order tickets online at website at <u>www.cvartscouncil.com</u>.

Levels of Support

□ GOOD FRIEND (\$25) \$ □ COUPLE (\$50) \$ □ BEST FRIEND (\$100+) \$_/50.00 □ BEST FRIEND (\$250+) \$ □ NON-PROFIT (\$25) \$ EIN # □ BUSINESS (\$50) \$
Date: 8/7/18 (Friendship dues are July 1 thru June 30)
Name: Town of Gardnerville
Mailing Address: 1407 Hwy 395N
City: <u>Gardnerville</u> State: <u>NV</u> Zip: <u>89410</u>
Telephone: (773 782-7134 E-Mail Address: togville douglas DV145
Member: Season Tickets at \$90 each3-Pack Tickets at \$50 each
Non Member: Season Tickets at \$115 each3-Pack Tickets at \$65 each
Amount Enclosed: 150.00
3-Pack Selections:
`

The Carson Valley Arts Council is a 501(c)(3) non-profit organization; donations may be tax deductible as allowed by law. Federal Tax ID #84-1653859



2018 Sponsorships

Bringing Music Concerts, Art Exhibits, Youth Arts Education and Diverse Arts Experiences to Carson Valley for 13 Years!

Carson Valley Arts Council 1572 Hwy 395, Suite A Minden NV 89423

775-782-8207 or email info@cvartscouncil.com



inspired and inspired by the arts

March 2018

Dear Carson Valley Arts Council Supporters:

The Carson Valley Arts Council (CVAC) wants to thank you for your generous support of CVAC's mission to bring high quality arts programming to the Carson Valley and surrounding communities as we celebrate our 13th Anniversary. Cultural arts enhance the quality of life for your employees and customers, promote cultural tourism and stimulate the local economy.

Over the past thirteen years, support from business and concerned individuals like you have enabled CVAC to:

- Increase the diversity and quality of artists in our annual Concert Series,
- Expand Arts Outreach to our Douglas County Schools and youth, and
- Provide a home for four community art groups (Carson Valley Arts Council, DCCA TV, Heartstrings Gallery, and Carson Valley Community Theater.)

CVAC has worked to increase the value of your sponsorship dollars with lower sponsor costs, expanded exposure on the CVAC website, press releases and 2018-19 Concert Series program ads which starts in Fall 2018. Depending on sponsorship levels, you will also receive season tickets for concerts that you can use for client gifts or for yourself. If you are interested in totally underwriting one of the concerts, please contact the CVAC for details. Our goal is to provide you with maximum exposure for your generous support as we continue to expand our programming in Minden, Gardnerville, Genoa and Lake Tahoe. All sponsors will be listed on our CVAC Sponsors webpage.

Included with this letter are the 2018-19 Sponsorship rates, school outreach, exhibits and current concert series. We hope you will pick a sponsor level that fits your business or organization and support the arts in Carson Valley.

If you are able to help support CVAC with one or more programs, please send your sponsorship information, check and ad copy directly to Carson Valley Arts Council, P.O. Box 244, Minden, NV or email artwork. **Our deadline for concert sponsors is August 30, 2018.**

The Carson Valley Arts Council is a 501(c) 3 nonprofit organization (84-1653859 tax ID) that promotes and supports arts in the community to improve the quality of life in western Nevada. CVAC is also the designated Local Arts Agency in Douglas County. Your donation may be tax-deductible as allowed by law. If you have any questions, please contact us at **775-782-8207 or info@cvartscouncil.com**.

Thank you for your support of the Carson Valley Arts Council. Please join us as we work to build a "Community ... United and Inspired by the Arts!"

Sincerely,

Sharon Schlegel CVAC Executive Director Brian Fitzgerald CVAC President Sharon Hoelscher Day CVAC Events Committee, Chair

1572 Highway 395 | P.O. Box 244 | Minden, NV 89423 | 775-782-8207 | www.cvartscouncil.com

Executive Director, Sharon Schlegel

Board of Directors:

Brian Fitzgerald President

Lee Bonner Vice President

Sharon Schlegel Secretary/ Treasurer

Dolores Zukoski Director

Bonnie Rogers Director

Sharon Hoelscher Day Director

Jennifer Ytrubide Director

Nick Pchelkin Director

Joe Hooven Director

Advisors:

Dave Nelson Douglas County Commissioners

Bill Souligny Town of Minden Liaison

Mary Wenner Town of Gardnerville Liaison



Carson Valley Arts Council Presents our

2018-2019 Concert Series/Program

Concert Season Tickets

6 concerts	Friends \$90	General Public \$115
"Pick 3 Pack"	Friends \$50	General Public \$65

Sponsorship Rates and Levels for 2018-2019

Diamond	\$1000 +	Color Full Page in Concert Program - 5" W x 8" H
	or In-Kind	Color logo & web link on CVAC Homepage & donor page, sponsor decal
		4 season tickets, included on the pre-concert slide show
Platinum	\$750	B/W Half Page in Concert Program - 5" W x 4" H or 2.5" W x 8" H
	or In-Kind	Color logo & web link on CVAC website, sponsor decal
		3 season tickets, included on the pre-concert slide show
Gold	\$500	B/W 1/4 Page in Concert Program– 2.75" W x 4" H or 5" W x 2" H
	or In-Kind	Color logo & web link on CVAC website, sponsor decal
		2 season tickets, included on the pre-concert slide show
Silver	\$250	B/W Business Card - 3.5" W x 2" H or 2" x 3.5" H
	or In-Kind	1 season ticket - plus name and web link on CVAC website, included on the pre-concert slide show
Copper	\$100	Name in Concert Program with website or Phone # -
	or In-Kind	Plus name only on CVAC website, sponsor decal, 2 tickets to one concert, included on the pre-concert slide show
Bronze \$50 Name Only in Concert Program - Name only on CVAC website, s or In-Kind decal, included on the pre-concert slide show		

In-Kind donations or payment plans available subject to approval. Annual reach 25,000.

Advertising Specs

- Acceptable digital file formats PDF, TIFF, EPS, High-res JPEG, PNG files with pictures/art and fonts embedded.
- All pictures should be at least 300dpi or printed size for CMYK:600pdi for line art
- All color is CMYK. PMS or spot colors are not accepted
- Ask about underwriting or sponsoring a complete concert or other event.
- Sponsorship deadline to be included in program: August. 30, 2018

Questions or More Information: Call 775-782-8207 or email <u>info@cvartscouncil.com</u> Carson Valley Arts Council 1572 Hwy 395, Suite A Minden NV 89423

Copeland Gallery - 1572 Hwy. 395, Suite A, Minden, NV Local artists each month!

May the Fourth be With You – May 4, 2018 - Minden Park Something in the Wind – May 19-20 – Dangberg Home Ranch Park

Partnership with TOCCATA – Tahoe Orchestra and Choir Concerts in Carson Valley – June 3 • July 1 • August 3 • September 2

2017-18 Youth Arts Outreach

School assemblies & workshops at Jacks Valley, Scarcelli, CC Meneley, and Minden Elementary Schools, including Missoula Children's Theater week-long at two schools.



Community united and inspired by the arts

2018-2019 Concert Series



The Sextones • Friday, Oct. 5, 2018 Music renegades are known for viciously executed soul compositions and white-knuckle driving funk

Tish Hinojosa • Sunday, Nov. 18, 2018

Tish Hinojosa is a singer-songwriter from Austin, Texas. Hinojosa's blend of folk, country, Latino, and pop has an undeniable far reaching appeal from the White House and Austin City Limits to Prairie Home Companion

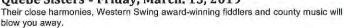




Gator Nation Band • **Friday, Feb. 15, 2019** Gator Nation, the West Coast's premiere Cajun, Zydeco, and New Orleans R&B band, is a hand-clapping, foot-stomping, high energy concert and dance band.

Quebe Sisters • Friday, March. 15, 2019







Marley's Ghost • Friday, April 5, 2019 With their trademark multi-part harmonies the band can sing and play anything with spot-on feel, from roots to rock, blues to bluegrass, gospel to stone country.

Laurie Lewis & Right Hands • Friday, May 3, 2019 Grammy Award-winning musician Laurie Lewis is internationally renowned as a singer, songwriter, fiddler and bandleader, Laurie has twice been voted IBMA's Female Vocalist of the Year



Purchase season tickets or individual tickets: Call 775-782-8207 or www.cvartscouncil.com or CVAC office.

Carson Valley Arts Council 1572 Hwy 395, Suite A Minden NV 89423

5-6

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: Report from Main Street Gardnerville Appearance by Debbi Lehr
- 2. Recommended Motion: N/A

Funds Available: 🗌 Yes 🛛 🖾 N/A

- 3. Department: Administration
- 4. Prepared by: Debbi Lehr
- 5. Meeting Date: August 7, 2018 Time Requested: 10 minutes
- 6. Agenda: Consent Z Administrative

Background Information: Presentation at meeting. See attached.

- 7. Other Agency Review of Action: Douglas County V/A
- 8. Board Action:
- □ Approved
- □ Approved with Modifications
- □ Denied □ Continued



MSG Board of Directors Meeting

July 17, 2018 5:30 PM

EXECUTIVE DIRECTOR MONTHLY STATUS REPORT

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

Financial

- Revolving Loan (USDA) Balance: \$ 23,238.89 (Must have a positive balance and regulated by USDA guidelines)
 - 1 Current Loan
 - Continue to receive monthly loan payments
- Membership
 - We have 4 outstanding membership who have not paus yet: Aurora Salon, Clouser Hempen & Wasick, JJ's Mexican, and Silver Thistle
 - Of the original 57 we have had only two back out of membership so far for this year (The Bridal Marketplace & US Bank Mortgage)
 - As of July 12, we have **22** new members
 - Out of 77 members, 6 are complimentary and 4 are unpaid which puts our members at a Grand total of 73 members
- Social Media
 - o Twitter: 474 to 484 followers; increase of 10 followers
 - Facebook: 3,096 to 3,217 followers; increase of 121 followers
 - o Instagram: 422 to 469 followers; increase of 47 followers
 - Alignable: 37 to 40 followers: increase of 3 followers
- Website
 - o Added 501 c 3 page
 - Added 10th anniversary sponsor button
 - o Added Fall Fest Sponsor button
 - Added Coffin Race button
 - Added Vendor Button
 - o . Updated officers and board page
- Correspondence
 - Water Company-Wells down, need to participate in odd/even watering days

o SMG-Record Courier has gone down to 2 days of publishing

Cons	tant Contact Mails	Open Rate	Click Rate
0	Biz Blast June 2018	30%	11%
O	Freedom 5K	31%	4%

• Press Releases Freedom 5K Boylan Bench

Media Mentions

Record Courier: Valley residents enjoying a sunny 4th 7/5/18; Cupaiuolo wins Gardnerville Freedom 5K Fun Run/Walk 7/8/18

Sierra Scoop: Freedom 5K rings in the 4th 7/1/18

6-2

mainstreetgardnerville.org

info@mainstreetgardnerville.org

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



OLD BUSINESS

- Grant work shop with CDBG Wednesday, 6/20 (Not eligible until 2019 application for 2020 grants) (Main Street Grants to be determined by CDBG and probably filters through DC)
- Main Street Nevada State Program presentation, Thursday 6/21 (Applications received from Lovelock-Letters of Intent from West Wendover and Wells

NEW BUSINESS

- Leadership DC Presentation 6/19
- DC Economic Development Champions presentation Monday, 7/9/18
- VFW presentation Tuesday, 7/10
- Tablets-Wine Walk for Point of Sale
- National Training-Community Engagement-Lani Lott for possible Fall Training
- Nominated for Pioneer Awards Boundary Peak Nonprofit of the Year Award
- Won the Nevada Economic Development Conference in the population range of under 15,000 and category of Multimedia for our marketing video
- August report to Town on Gardnerville

MARK YOUR CALENDARS

- Gardnerville Station Ribbon Cutting-August 15 at 4pm
- Main Street Mingle-August 23rd at This & That Marketplace 5pm-6:30pm
- 10th Anniversary Party at Heritage Park-September 20 at 7:30pm-9pm
- Nevada Assn of Counties presentation-November 15 at 9:30am-11:30am @ Gardnerville Station

Freedom 5K Recap

- Increased entry fee from \$15 to \$30 in for pre-registration and from \$20 to \$35 for day of event
- Increased our preregistered sales from 53 in 2017 to 75 in 2018 an increase of 22
- Got rid of the kid's obstacle course and brought in an agility dog demonstration
- Provide swag bags with items from State Farm and CVMC as well as a t-shirt and participation medal

Years	<u>Count</u>	Profit/Loss	*2017 Cost Includes half of tent rental 575.00 which we were not charged 2018
*2017	101	\$20.19	
<u>2018</u>	<u>113</u>	<u>\$1,645.84</u>	
Growth	12	1,625.65	1.3

mainstreetgardnerville.org

info@mainstreetgardnerville.org

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

07/26/18

Accrual Basis

Main Street Gardnerville Profit & Loss Prev Year Comparison January through December 2018

Missing data from Jan -April 2017 done by Douglas County and Aug-Dec 2018

	Jan - Dec 18	Jan - Dec 17	\$ Change
Ordinary Income/Expense			
Income			
40000 - Business Income			
40010 · Design Committee	14,339.79	8,050.83	6,288.96
40030 · Organization Committee	3,878.15	0.00	3,878.15
40040 · Promotion Committee	7,910.17	29,558.11	-21,647.94
40000 - Business Income - Other	12,492.22	0.00	12,492.22
Total 40000 - Business Income	38,620.33	37,608.94	1,011.39
44000 - Interest Bank Account	34.25	66.63	-32.38
42000 · Donations	472.35	56,107.00	-55,634.6
43000 · Grants Rec'd	0.00	135.89	-135.89
46400 · Other Types of Income	0.00	100100	10010.
46410 · Distribution from Cty	0.00	10,000.00	-10,000.00
46430 · Membership-Internal	5,560.00	5,317.12	242.88
46440 · Miscellaneous Income	1,103.10	46,378.93	-45,275.83
46400 · Other Types of Income - Other	0.00	137.00	-137.00
Total 46400 · Other Types of Income	6,663.10	61,833.05	-55,169.95
Total Income	45,790.03	155,751.51	-109,961.48
Expense			
60900 · Business Expenses			
60910 · Design Committee	9,327.82	12,775.08	-3,447,26
60920 · District Vitality Committee	0.00	600.00	-600.00
60930 · Organization Committee	2,706.04	869.34	1,836.70
60940 · Promotion Committee	6,813.30	10,081.69	-3,268.39
60900 · Business Expenses - Other	10.00	376.50	-366.50
Total 60900 · Business Expenses	18,857.16	24,702.61	-5,845.45
62100 · Contract Services			
62110 · Accounting Fees	0.00	750.00	-750.00
	150.00		-28,160.00
62150 · Outside Contract Services		28,310.00	1
62100 · Contract Services - Other	0.00	982.00	-982.00
Total 62100 · Contract Services	150.00	30,042.00	-29,892.00
62800 · Facilities and Equipment	4.5.7	22.22	
62840 · Equip Rental and Maintenance	0.00	302.50	-302.50
62880 · Rent, Parking, Utilities	27.50	187.26	-159.76
62890 · Water and Irrigation at HPG	69.33	1,269.60	-1,200.27
Total 62800 · Facilities and Equipment	96.83	1,759.36	-1,662.53
65000 · Operations			
65005 - Bank Service Charge	-35.07	61.05	-96.12
65010 · Copies & Printing	61.34	372.26	-310.92
65020 · Office Supplies	840.59	3,203,43	-2,362.84
65030 · Postage	85.77	70.12	15.65
65040 · Reimbursement	0.00	48.22	-48.22
65060 · Software	986.70	338.32	648.38
65070 · Subscriptions	14.99	70.00	-55.01
65080 · Supplies (General)	0.00	1,889.38	-1,889.38
65090 · Telephone	258.31	412.64	-154.33
65000 · Operations - Other	23.19	1,040.73	-1,017.54
		7,506.15	

07/26/18 Accrual Basis

Main Street Gardnerville Profit & Loss Prev Year Comparison January through December 2018

	Jan - Dec 18	Jan - Dec 17	\$ Change
65100 · Other Types of Expenses			
64110 · Advertising	0.00	1,172.99	-1,172.99
65120 · Credit card	0.00	109.98	-109,98
65130 · Grants Expense	0.00	475.59	-475.59
65140 Insurance	613.83	1,464,00	-850.17
65150 · Memberships-External	335.00	660.00	-325.00
65160 · Mileage	0.00	450.50	-450.50
65170 · Miscellaneous Expenses	1,411.16	-2,694.94	4,106.10
65100 Other Types of Expenses - Other	1,086.00	0.00	1,086.00
Total 65100 · Other Types of Expenses	3,445.99	1,638.12	1,807.87
66000 · Professional Services			
66010 · Payroll Expenses	6,248.05	3,320.00	2,928.05
66020 · Salaries & Wages	20,952.34	12,111.41	8,840.93
66000 · Professional Services - Other	300.00	342.00	-42.00
Total 66000 · Professional Services	27,500.39	15,773.41	11,726.98
66900 · Reconciliation Discrepancies	0.00	-35,444.28	35,444.28
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	1,265.57	910.00	355.57
68320 · Training & Classes	600.00	0.00	600.00
68330 · Travel	3,479.36	1,006.76	2,472.60
68340 · Meal(s)	319.87	139.83	180.04
Total 68300 · Travel and Meetings	5,664.80	2,056.59	3,608.21
Total Expense	57,950.99	48,033.96	9,917.03
Net Ordinary Income	-12,160.96	107,717.55	-119,878.51
Other Income/Expense			
Other Expense			
80000 · Ask My Accountant	0.00	42.00	-42.00
Total Other Expense	0.00	42.00	-42.00
Net Other Income	0.00	-42.00	42.00
et Income	-12,160.96	107,675.55	-119,836.51

6-5

07/26/18

Accrual Basis

Main Street Gardnerville Profit & Loss Prev Year Comparison January through December 2018

	% Change
Ordinary Income/Expense	
Income	
40000 - Business Income	
40010 · Design Committee	78.1%
40030 · Organization Committee	100.0%
40040 · Promotion Committee	-73.2%
40000 - Business Income - Other	100.0%
Total 40000 - Business Income	2.7%
44000 - Interest Bank Account	-48.6%
42000 · Donations	-99.2%
43000 · Grants Rec'd	-100.0%
46400 · Other Types of Income	
46410 · Distribution from Cty	-100.0%
46430 Membership-Internal	4.6%
46440 · Miscellaneous Income	-97.6%
46400 · Other Types of Income - Other	-100.0%
Total 46400 · Other Types of Income	-89.2%
Total Income	-70.6%
Expense	
60900 · Business Expenses	
60910 · Design Committee	-27.0%
60920 · District Vitality Committee	-100.0%
60930 · Organization Committee	211.3%
60940 · Promotion Committee	-32.4%
60900 · Business Expenses - Other	-97.3%
Total 60900 · Business Expenses	-23.7%
62100 · Contract Services	
62110 · Accounting Fees	-100.0%
62150 - Outside Contract Services	-99.5%
62100 · Contract Services - Other	-100.0%
Total 62100 · Contract Services	-99.5%
62800 · Facilities and Equipment	
62840 · Equip Rental and Maintenance	-100.0%
62880 · Rent, Parking, Utilities	-85.3%
62890 · Water and Irrigation at HPG	-94.5%
Total 62800 · Facilities and Equipment	-94.5%
65000 · Operations	
65005 · Bank Service Charge	-15 7.4 %
65010 · Copies & Printing	-83.5%
65020 · Office Supplies	-73.8%
65030 · Postage	22.3%
65040 · Reimbursement	-100.0%
65060 · Software	191.7%
65070 · Subscriptions	-78.6%
65080 · Supplies (General)	-100.0%
65090 · Telephone	-37.4%
65000 · Operations - Other	-97.8%
-	<u>_</u>
Total 65000 · Operations	-70.2%

07/26/18 Accrual Basis

Main Street Gardnerville Profit & Loss Prev Year Comparison January through December 2018

	% Change
65100 · Other Types of Expenses	
64110 Advertising	-100.0%
65120 · Credit card	-100.0%
65130 · Grants Expense	-100.0%
65140 · Insurance	-58.1%
65150 · Memberships-External	-49.2%
65160 · Mileage	-100.0%
65170 · Miscellaneous Expenses	152.4%
65100 · Other Types of Expenses - Other	100.0%
Total 65100 [,] Other Types of Expenses	110.4%
66000 · Professional Services	
66010 · Payroll Expenses	88.2%
66020 · Salaries & Wages	73.0%
66000 · Professional Services - Other	-12.3%
Total 66000 · Professional Services	74.4%
66900 · Reconciliation Discrepancies	100.0%
68300 · Travel and Meetings	20.4%
68310 · Conference, Convention, Meeting	39.1%
68320 · Training & Classes 68330 · Travel	100.0% 245.6%
•••••	128.8%
68340 · Meal(s)	120.070
Total 68300 · Travel and Meetings	175.5%
Total Expense	20.7%
Net Ordinary Income	-111.3%
Other Income/Expense Other Expense	
80000 · Ask My Accountant	-100.0%
Total Other Expense	-100.0%
Net Other Income	100.0%
Net Income	-111.3%

07/26/18 Accrual Basis

Main Street Gardnerville Profit & Loss Prev Year Comparison January 1 through July 26, 2018

Missing data from Douglas County Jan-Apr 2017 (Year to Date)

	Jan 1 - Jul 26, 18	Jan 1 - Jul 26, 17	\$ Change
Ordinary Income/Expense			
Income		14	
40000 - Business Income			
40010 · Design Committee	14,339.79	5,433.49	8,906.30
40030 · Organization Committee	3,878.15	0.00	3,878.15
40040 · Promotion Committee	7,910.17	19,794.60	-11,884.43
40000 - Business Income - Other	12,492.22	0.00	12,492.22
Total 40000 - Business Income	38,620.33	25,228.09	13,392.2
44000 - Interest Bank Account	34.25	2.58	31.6
42000 · Donations	472.35	750.00	-277.6
46400 · Other Types of Income			
46430 · Membership-Internal	5,560.00	3,554.51	2,005.49
46440 · Miscellaneous Income	1,103.10	108.98	994.12
Total 46400 · Other Types of Income	6,663.10	3,663.49	2,999.6
Total Income	45,790.03	29,644.16	16,145.8
Expense			
60900 · Business Expenses			
60910 · Design Committee	9,327.82	6,671.07	2,656.75
60930 · Organization Committee	2,706.04	0.00	2,706.04
60940 · Promotion Committee	6,813.30	6,597.76	215.54
60900 · Business Expenses - Other	10.00	194.02	-184.02
Total 60900 · Business Expenses	18,857.16	13,462.85	5,394.3
62100 · Contract Services			
62150 · Outside Contract Services	150.00	14,496.00	-14,346.00
Total 62100 · Contract Services	150.00	14,496.00	-14,346.0
62800 · Facilities and Equipment			
62840 · Equip Rental and Maintenance	0.00	302.50	-302.50
62880 · Rent, Parking, Utilities	27.50	187.26	-159.76
62890 · Water and Irrigation at HPG	69.33	1,269.60	-1,200.27
Total 62800 · Facilities and Equipment	96.83	1,759.36	-1,662.5
65000 · Operations			
65005 · Bank Service Charge	-35.07	52.00	-87.07
65010 · Copies & Printing	61.34	372.26	-310.92
65020 · Office Supplies	840.59	2,694.36	-1,853.77
65030 · Postage	85.77	67.84	17.93
65040 · Reimbursement	0.00	48.22	-48.22
65060 · Software	986.70	293.35	693.35
65070 · Subscriptions	14.99	100.00	-85.01
65080 · Supplies (General)	0.00	1,889.38	-1,889.38
65090 · Telephone	258.31	0.00	258.31
65000 · Operations - Other	23.19	1,000.00	-976.81
Total 65000 · Operations	2,235.82	6,517.41	-4,281.5
65100 · Other Types of Expenses			
64110 · Advertising	0.00	427.50	-427.50
65120 · Credit card	0.00	80.00	-80.00
65130 · Grants Expense	0.00	344.47	-344.47
[10] M. K. M. K. M.	613.83	1,464.00	A - 11 A - 1 A
65140 · Insurance		140.00	-850.17
65150 · Memberships-External	335.00		195.00
65160 · Mileage	0.00	276.43	-276.43
65170 · Miscellaneous Expenses	1,411.16	-1,238.02	2,649.18
65100 · Other Types of Expenses - Other	1,086.00	0.00	1,086.00

Total 65100 · Other Types of Expenses

in .

3,445.99

1,494.38

1,951.61

07/26/18 Accrual Basis

Main Street Gardnerville Profit & Loss Prev Year Comparison January 1 through July 26, 2018

	Jan 1 - Jul 26, 18	Jan 1 - Jul 26, 17	\$ Change
66000 · Professional Services			
66010 · Payroll Expenses	6,248.05	0.00	6,248.05
66020 · Salaries & Wages	20,952.34	0,00	20,952.34
66000 · Professional Services - Other	300.00	. 342.00	-42.00
Total 66000 · Professional Services	27,500.39	342.00	27,158.39
66900 · Reconciliation Discrepancies	0.00	-31,647.72	31,647.72
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	1,265.57	360.00	905.57
68320 · Training & Classes	600.00	0.00	600.00
68330 · Travel	3,479.36	1,006.76	2,472.60
68340 · Meal(s)	319.87	0.00	319.87
Total 68300 · Travel and Meetings	5,664.80	1,366.76	4,298.04
Total Expense	57,950.99	7,791.04	50,159.95
Net Ordinary Income	-12,160.96	21,853.12	-34,014.08
let Income	~12,160.96	21,853.12	-34,014.08

07/26/18 Accrual Basis

Main Street Gardnerville Profit & Loss Prev Year Comparison January 1 through July 26, 2018

	% Change
Ordinary Income/Expense Income	
40000 - Business Income 40010 - Design Committee 40030 - Organization Committee 40040 - Promotion Committee	163.9% 100.0% -60.0%
40000 - Business Income - Other	100.0%
Total 40000 - Business Income	53.1%
44000 - Interest Bank Account 42000 · Donations 46400 · Other Types of Income 46430 · Membership-Internal 46440 · Miscellaneous Income	1,227.5% -37.0% 56. 4 % 912.2%
Total 46400 · Other Types of Income	81,9%
Total Income	54.5%
Expense 60900 · Business Expenses 60910 · Design Committee 60930 · Organization Committee 60940 · Promotion Committee 60900 · Business Expenses - Other	39.8% 100.0% 3.3% -94.9%
Total 60900 · Business Expenses	40.1%
62100 · Contract Services 62150 · Outside Contract Services	-99.0%
Total 62100 · Contract Services	-99.0%
62800 · Facilities and Equipment 62840 · Equip Rental and Maintenance 62880 · Rent, Parking, Utilities 62890 · Water and Irrigation at HPG	-100.0% -85.3% -94.5%
Total 62800 · Facilities and Equipment	-94.5%
65000 · Operations 65005 · Bank Service Charge 65010 · Copies & Printing 65020 · Office Supplies 65030 · Postage 65040 · Reimbursement 65060 · Software 65070 · Subscriptions 65080 · Supplies (General) 65090 · Telephone 65000 · Operations - Other	-167.4% -83.5% -68.8% 26.4% -100.0% 236.4% -85.0% -100.0% 100.0% -97.7%
Total 65000 · Operations	
65100 • Other Types of Expenses 64110 • Advertising 65120 • Credit card 65130 • Grants Expense 65140 • Insurance 65150 • Memberships-External 65160 • Mileage 65170 • Miscellaneous Expenses	-100.0% -100.0% -58.1% 139.3% -100.0% 214.0%
65100 · Other Types of Expenses - Other Total 65100 · Other Types of Expenses	100.0%
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07/26/18

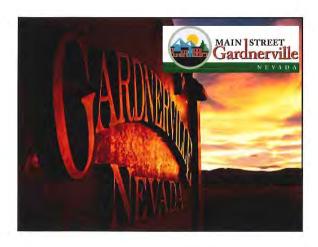
Accrual Basis

Main Street Gardnerville Profit & Loss Prev Year Comparison January 1 through July 26, 2018

	% Change
66000 · Professional Services	
66010 · Payroll Expenses	100.0%
66020 Salaries & Wages	100.0%
66000 · Professional Services - Other	-12.3%
Total 66000 · Professional Services	7,941.1%
66900 · Reconciliation Discrepancies	100.0%
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	251.6%
68320 · Training & Classes	100.0%
68330 · Travel	245.6%
68340 · Meal(s)	100.0%
Total 68300 · Travel and Meetings	314.5%
Total Expense	643.8%
Net Ordinary Income	-155.7%
Net Income	-155.7%

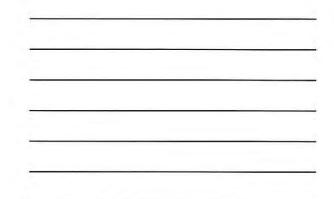
Main Street Gardnerville 2018

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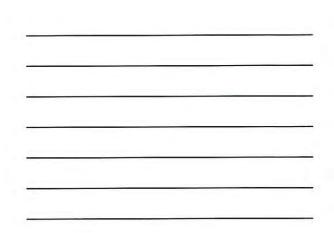




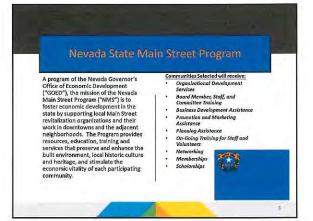


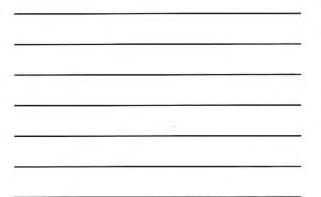




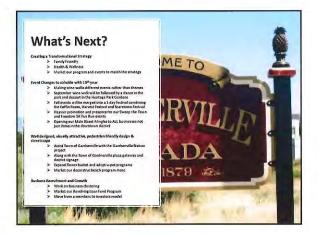




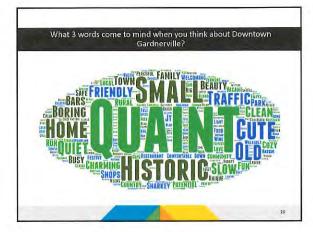


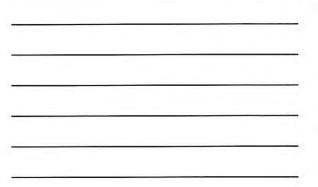


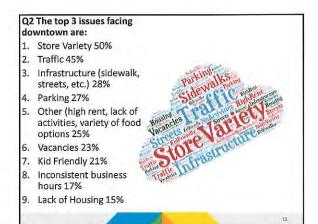


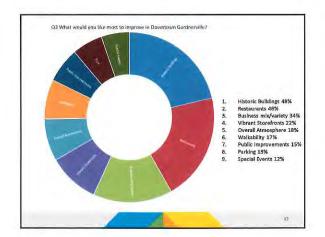


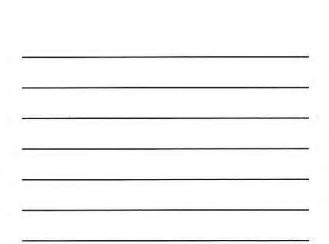


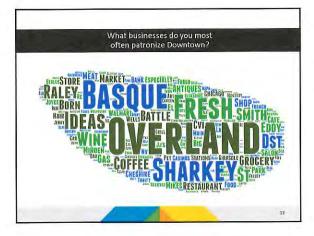


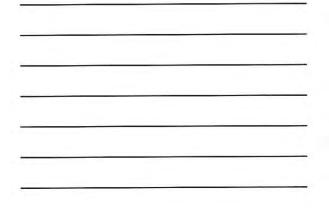


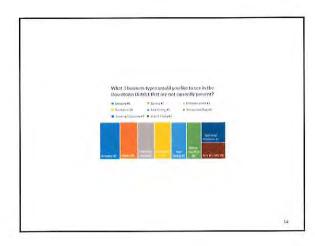


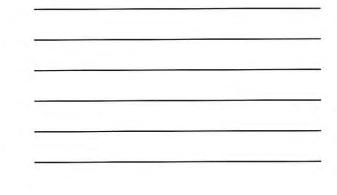


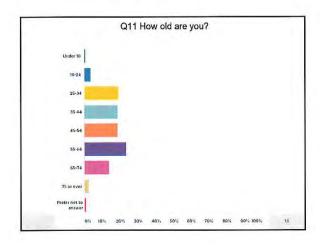


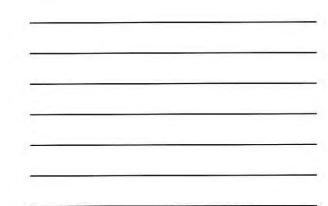




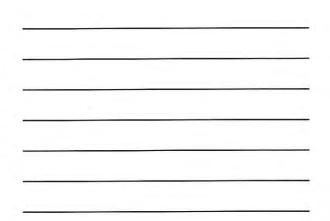


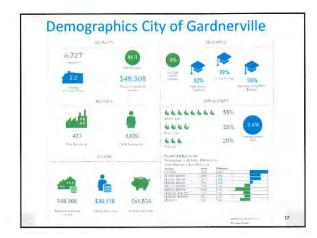


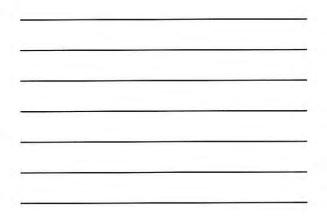




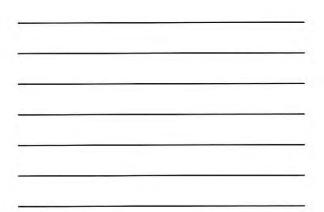












Main Street Gardnerville 2018

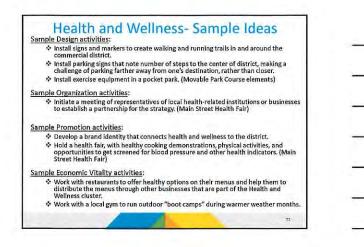
2/28/2018







Presented by Debbi Lehr



Community Place Based Assets

- Beautiful Natural Setting
- Proximity to Lake Tahoe
- All forms of outdoor recreation and sports activities
- Heritage Park and Heritage Park Gardens
- Douglas County Museum and Cultural Center



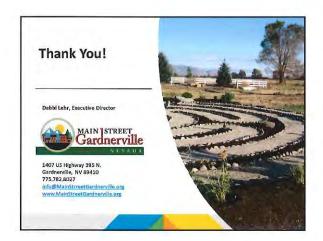
23











Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>Not For Possible Action</u>: Presentation by Dominique Jackson on the life-size chess/checkerboard project in Heritage Park Gardens.
- 2. Recommended Motion: N/A

Funds Available: 🗆 Yes 🛛 🖻 N/A

- 3. Department: Administration
- 4. Prepared by: Carol Louthan
- 5. Meeting Date: August 7, 2018 Time Requested: 10 minutes
- 6. Agenda: Consent E Administrative

Background Information: Dominique Jackson will be present to give a presentation on his Eagle Scout project.

- 7. Other Agency Review of Action: Douglas County
- 8. Board Action:
- □ Approved □ App □ Denied □ Con
- □ Approved with Modifications
 □ Continued



Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: Discussion to approve a Memo of Understanding with Ted Borda for an easement located west of Hussman Avenue, APN 1320-32-801-028; with public comment prior to board action.
- 2. Recommended Motion:

- 3. Department: Administration
- 4. Prepared by: Carol Louthan
- 5. Meeting Date: August 7, 2018 Time Requested: 10 minutes
- 6. Agenda: Consent 🗹 Administrative

Background Information: Jennifer Yturbide drafted the MOU, sent it to staff and to the Bordas. The Bordas have seen the draft and at the time of this packet being put together are in agreement. They will be back in town on Tuesday to be here at the meeting. Jennifer will have more information for the board.

This MOU was requested by the Town of Gardnerville board at the July 3rd 2018 board meeting to be brought back to the board before the storm drain improvement project could be started. The intent of the MOU was to bring clear understanding and agreement of financial obligations to facilitate the storm drainage improvements behind Hussman Ave. If the board approves this agenda item the following agenda item will allow the project to move forward.

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

Memorandum of Understanding

This Memorandum of Understanding is entered into between the Town of Gardnerville (hereinafter Town), and Ted Borda and Diana Borda (hereafter "Borda"), in order to clarify the understanding between the Town and Ted Borda and Diana Borda concerning the storm drain ditch behind Hussman Avenue located on APN: 1320-32-801-028.

WHEREAS, Ted Borda and Diana Borda, Husband and Wife, as joint tenants (hereafter "Borda"), represent that they own a certain parcel of land (APN: 1320-32-801-028) outside of the geographic boundaries of the Town behind properties located on Hussman Avenue;

WHEREAS, there is a 20' Storm Ditch Access, Operation and Maintenance Easement reflected on Records of Survey and recorded in the official records of the Douglas County Recorder as Document 258456 in BK. 891, PG. 3664 located on APN: 1320-32-801-028. The parties to this understanding acknowledge that the Town of Gardnerville has interest in the storm drain conveyance system, ditch and improvements;

WHEREAS, Borda has requested that the Town relocate the drainage ditch and systems along the easterly boundary of the subject real property, and offered to cooperate and assist in funding for the relocation and improvements (with the assistance of grant funds from NRCS) which would include a pipeline and pipeline easement to the Cottonwood Slough;

WHEREAS, the Town will benefit by the relocation and improvement to the drainage ditch and systems, the pipeline and pipeline easement to the Cottonwood Slough, by gaining extra capacity and flexibility for future improvements with the outlet being located further downstream, and the cost-share agreement;

WHEREAS, the Town anticipates that construction for relocation of the new drainage pipeline, and abandonment and backfill of the existing drainage ditch will cost approximately \$33,000 - \$41,000 depending on which bid is accepted. The cost to survey and prepare necessary legal descriptions for deeds granting a pipeline easement and abandoning the existing easement are about \$1,200. The County site improvement plan application fee is about \$170.

WHEREAS, NRCS has agreed to provide funds for this project in the approximate amount of \$6,900, and Borda has agreed to share equally with the Town in the total cost of the project after crediting the NRCS contribution.

NOW THEREFORE, the parties hereto agree as follows:

1. Borda shall cooperate and provide access for the relocation and improvement of the existing 20-foot storm drainage system and ditch to the area along the eastern border of said real property, including improvements to the facility and systems

8-Q

by installation of a pipeline, manhole, rip rap outlet at Cottonwood Slough, shall cooperate and provide any permits necessary for project, and shall provide a Deed granting the Town a 20.00 foot wide Storm Ditch Access, Operation and Maintenance Easement, including a pipeline system, and Deed in favor of the Town to the relocated and improved system.

- 2. The Town agrees to provide the necessary funding for the project in an amount not to exceed \$37,500. NRCS funds in the approximate amount of \$6,900 will be contributed to reimburse the Town. Borda agrees to share equally in in the actual cost of the project after credit for funds received by NRCS, and shall make payment to the Town no later than 30 days after completion of the project.
- 3. Borda agrees to cooperate with any survey and legal work to formalize the easement agreement and deed in favor of the Town for the relocated and improved drainage system, facilities, ditch and pipeline;
- 4. Upon recordation of the new relocated 20-foot wide Storm Ditch Access, Operation and Maintenance Easement, including a pipeline system, and recordation of the deed associated therewith, the Town agrees to abandon the existing easement over the current open drainage ditch referenced in the Record of Survey and recorded in the official records of the Douglas County Recorder as Document 258456 in BK. 891, PG. 3664 located on APN: 1320-32-801-028.
- 5. This Memorandum of Understanding shall be effective upon the date of execution. Signature on behalf of the Town shall be by delegation of the Gardnerville Town Board.

Ted Borda & Diana Borda

Tom Dallaire, P.E. Town Manager Town of Gardnerville

Date

Date

8-3

Gardnerville Town Board



- 1. <u>For Possible Action</u>: Discussion to award or deny a town storm drain project to improve the flow from Hussman Ave by relocating the existing open channel across Ted Borda's property, located west of Hussman Ave, APN:1320-32-801-028, 1118 Mill Street, to a pipe outlet 400 lineal feet to the cottonwood slough, allowing for positive drainage and outflow during a large rain event and high irrigation water level; with public comment prior to board action.
- 2. Recommended Motion: Motion to award the town storm drain project to Four Point Engineering in the amount of \$32,950 from the storm drain line item of the town budget and allow the town manager to sign the contract with the allowance of 10% over the contract amount for project incidentals, modifications and or changes based on the field conditions.

Funds Available: ^I Yes I ∧ \$104,000 in storm water over the past several years.

- 3. Department: Administration
- 4. Prepared by: Tom Dallaire
- 5. Meeting Date: August 7, 2018 Time Requested: 10 minutes
- 6. Agenda: Consent Z Administrative

Background Information: Staff has been saving up for storm water projects to fix existing known drainage issues around town. The money saved for storm water to date was to be used on the storm drain section to replace a crushed pipe within the Centertowne apartment complex on the storm drain line from Douglas and Cemetery to the Cottonwood Slough. Centertowne Apartments paved their driveway and parking area and we should not cut up the road at this time. The town and county have a 5 year cut policy and we should be considerate of their investment as well.

Continued on next page.

- 7. Other Agency Review of Action: Toouglas County V/A
- 8. Board Action:

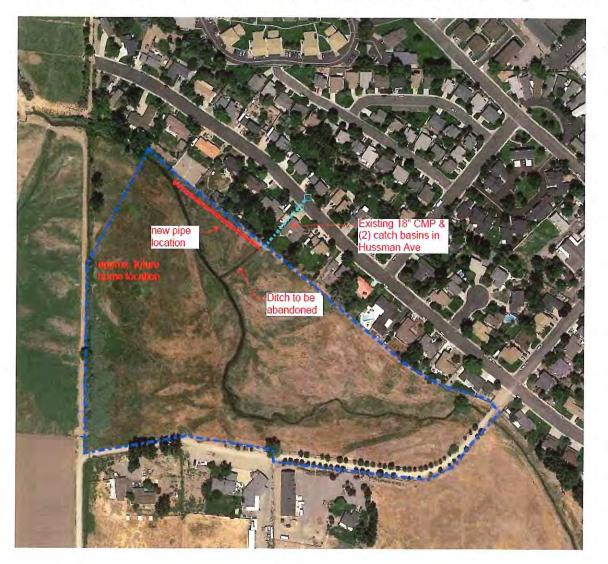
 - □ Denied

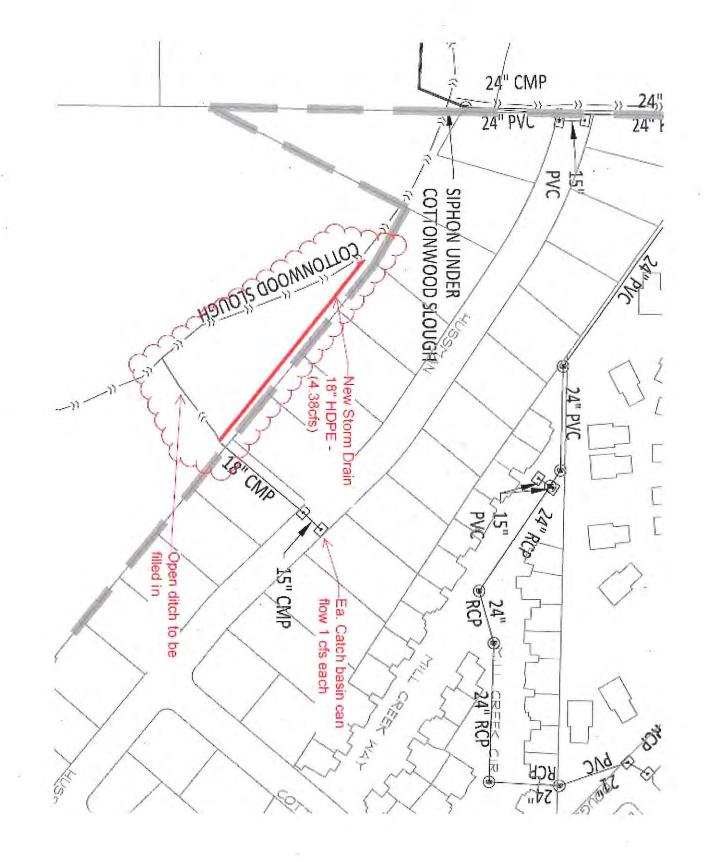
Approved with Modifications
 Continued

Background Continued;

Ted Borda and NRCS had approached staff to see if the open ditch can be piped. The current open ditch is 170 feet long. Varying width and flat slope to the Cottonwood cause water to stand in the bottom of the ditch limiting the capacity of the pipe as it backs up into the town storm drain and catch basins, especially when the irrigation water is running at higher flows. This pipe will provide positive drainage during both low and high irrigation flows, will allow storm water to drain during high irrigation storm events, and create less maintenance for staff. It will be a longer access to the riprap outlet to maintain but less maintenance overall, with a manhole and pipe.

The project was not budgeted this year or in past years, but the board can direct staff to award the bid or not to award the bid. This will improve the additional drainage off of Hussman Ave. We do not need to do this project if the board feels like there are other priorities. Staff figured with the investment from Mr. Borda and from NRCS, this was a good time to partner with them to turn this empty field into something more productive. Mr. Borda also confirmed that he will be building a house back there on this property in the future and moving to the Carson Valley.





TOWN OF GARDNERVILLE

18-09 -Borda Storm Drain Re Alignment Project - Ted Borda field					
ITEM NO.	COREPROJECT	MW UN	ITS家庭	UNIT PRICE	LINE ITEM PRICE
1	Mobilization	1	ĻS	4,000	4,000
2	Remove flared end section	1	EA	1,000	1,000
3	Clear & grub proposed pipe area	1	LS	3,500	3500
4	Type IV MH W/ flat top and 24" frame & grate	1	EĄ	6,250	6,250
5	Install bedding and 18 ^m HDPE watertight pipe	400	LF	3100	12,400
6	Install 18" Class 150 rlp rap sump with bedding or fabric base	200	SF	1100	2200
7	Backfill existing ditch compact to 85% rel. density	300	ĹF	12 00	3,600
	GRAND TOTAL				32,950

Contractor Business Name: FOUR Point Engineering Licence NO. & Limit 78773A/4,000,000 Name of Contact: WADE Wulfing Contact Number: (775) 720-2089 Date: 6-25-18 Contractor Signiture: Contractor Signiture:

Construction Notes:

Work Hours: 8:00 am to 6:00 pm Monday - Friday

Clean up after operations each day. (ensure Mill Street and Hussman is clean)

Engineer's Estimate : \$45,000

Not a Prevailing Wage Job

Questions will be answered as they are received.

Bids must be received by 3:30 p.m. June 27, 2018

July 3rd award date at 4:30 PM town board meeting.

Provide required Liability Insurance and Workers Comp with Liability Insurance to name the Town of Gardnerville as additionally Insured.

BF-1

Gardnerville Town Board AGENDA ACTION SHEET



- 1. For Possible Action: Discussion to clear fill dirt from the town parcel on Gilman Avenue, and dispose or auction removed material, APN 1320-33-412-001; with public comment prior to board action.
- 2. Recommended Motion:

Direct the Town Manager to dispose of the fill dirt on APN 1320-33-412-001 by trade with a contactor to have the lot leveled to a grade equal to Ezell Street or greater and the disturbed soil hydroseeded to mitigate dust issues.

Funds Available: 🗌 Yes

- 3. Department: Administration
- 4. Prepared by: **Carol Louthan**
- 5. Meeting Date: **Time Requested: 15 minutes**
- 6. Agenda: Consent
- **Background Information:**

The fill dirt on the town owned property at the corner of Ezell Street and Gilman Avenue APN 1320-33-412-001 was placed there approximately 20 years ago by the town when we dug out a settling pond in the Gilman open space. Currently the property cannot be developed or effectively utilized until a portion of the fill is removed and the lot leveled. Estimates indicate there is approximately 10,000 cubic yard of excess fill.

Staff is requesting direction or board action with discussion on the following options:

- 1. Dispose of the excess fill dirt by trading it to a contractor with the condition the lot is leveled to a grade equal to Ezell Street or greater and the contractor to hydroseed the disturbed soil.
 - a. Cost: \$0.00
- 2. Auction the dirt per NRS 148.190 with specification the contractor only remove fill to the grade of Ezell road or greater.
 - a. Revenue: \$3,000-\$9,000
 - b. Cost: \$7,000 for the town to hydroseed 2.5 acres
- 3. Rent a bulldozer and level lot. The excess fill will raise a majority of the lot by 2 feet. The lot will then be able to be parked on for future events and be ready for future development.
 - a. Cost: \$12,000 for the bulldozer, staff time, and hydroseed.
- N/A 7. Other Agency Review of Action: Douglas County
- 8. Board Action:
- **Approved** Denied

- **Approved with Modifications**
- Continued

NRS 148.190 Sale of other personal property: Publication; description of property; inspection.

1. Except as otherwise provided in subsection 3 and NRS 148.080, 148.170 and 148.180 and in summary administration under chapter 145 of NRS, a personal representative may sell personal property of the estate only after notice is published in a newspaper published in the county where the proceedings are pending, if there is such a newspaper, and if not, then in one having general circulation in the county, for 2 weeks, consisting of three publications 1 week apart, before the day of the sale or, in the case of a private sale, before the day on or after which the sale is to be made. For good cause shown, the court may decrease the number of publications to one and shorten the time for publication to a period not less than 8 days. The notice shall include a brief description of the property to be sold, a place where bids or offers will be received, and a day on or after which the sale will be made.

2. Public sales may be made at the courthouse door, at some other public place, at the residence of the decedent or at a place designated by the personal representative, but no sale may be made of any personal property which is not available for inspection at the time of sale, unless the court otherwise orders.

3. If the personal representative is the sole devisee or heir of the estate, or if all devisees or heirs of the estate consent in writing, the court may waive the requirement of publication.

[153:107:1941; 1931 NCL § 9882.153] — (NRS A 1975, 1774; 1999, 2318; 2003, 2514)

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: Discussion to approve, approve with modifications or deny the updated town building use policy 16.22; with public comment prior to board action.
- 2. Recommended Motion: Motion to (approve, deny, approve with modifications as discussed) the updated town building use policy 16.22.

Funds Available: 🗆 Yes 🛛 🖾 N/A

- 3. Department: Administration
- 4. Prepared by: Carol Louthan
- 5. Meeting Date: August 7, 2018 Time Requested: 10 minutes
- 6. Agenda: Consent Z Administrative

Background Information: We have a current building use policy which I have included in the packet. That policy talks about the town hall. Since the town never hired a custodian, we have never really rented it out. It also talks about the jail, which at this time we do not have control over. The new policy is in a more readable format, which Tom had given several examples of before his vacation. It still encompasses the rules of use, food & beverages, emergencies, trash, cleaning cancellations and lost or stolen property. The only changes were under keys, which after the first line Chair Cassandra Jones had asked staff to add and under Rules of Use we added the word "marijuana," and took out any reference to the jail. Since the Gardnerville Station is the only building we would rent out at this point it is listed under facilities available, which will make it easy to add another facility if and when we acquire one. It is also easier to read what the fees are for anyone interested.

- 7. Other Agency Review of Action:
 Douglas County

 N/A
- 8. Board Action:
- □ Approved
- □ Approved with Modifications
- □ Denied
- □ Continued

Gardnerville	TOWN OF GARDNERVILLE TOWN OPERATIONS MANUAL DIRECTIVES AND PROCEDURES	
Pist. 1879 Nevada		Number 16.22
	SUBJECT: Building Use Policy	Issue Date

<u>Purpose:</u> Purpose: The purpose of this policy is to regulate the use of public buildings owned by the Town of Gardnerville ("Town"). The Gardnerville Town Board ("Board") has determined that observance of these guidelines promotes orderly use of the buildings and facilities of the Town, that confusion and disappointment are minimized, and building and facilities remain useful to the Town's citizens for a longer period by requiring each user of a Town building or facility to adhere to this policy.

<u>Responsibility</u>: The Board has the ultimate responsibility for the proper care, maintenance, and use of Town public buildings. The Board delegates the maintenance responsibility of Town public buildings to Town staff. If a person is aggrieved by the decisions or actions of the Town staff, the aggrieved person may request that the Board review the determinations or actions of Town staff after proper request is made, and the Board considers the matter at the next available Board meeting agenda.

Facilities Available

Gardnerville Station 1395 Hwy 395 N

Scheduling of reservations:

Reservations are accepted on a "first-come, first-served" basis. Applicants must sign a building use application and agree to be bound by its terms. Use must be scheduled through the Town of Gardnerville Administrative Office at 1407 Highway 395 N, by phone (775) 782-7134 or online at https://www.townofgardnerville.com/government/town-forms/ On occasion approval must be obtained from the Gardnerville Town Board. If board approval is needed, it will be scheduled for the next town board meeting. Board meetings are held on the first Tuesday of each month.

I. Fees:

Deposit \$300 Rate \$ 25/hr

II. Insurance: Proof of liability insurance is required. If applicable, proof of a user's homeowner's insurance is acceptable if coverage is extended under the policy to the user and to the Town. Prior to any use of a Town building or facility, the person requesting use of a Town building or facility must supply adequate assurance and evidence to the Town of insurance coverage. On any insurance coverage proposed for a use of a Town building or facility, the Town shall be named as an additional insured for the period of such use, and a certificate evidencing

Maximum Occupancy

such insurance shall be provided to the Town staff at the time of application to use a Town building or facility.

- **III.** <u>Keys</u>: Keys to the building will be furnished a day in advance of the event. Keys should be returned the next business day after the event. The Gardnerville Station meeting room does have equipment that requires security, and therefore the user shall be required to check out a key for the building and is prohibited from distributing the key to any other person. If the key is lost or requires replacement due to the user's action, then the renter shall be responsible for reimbursing the Town for any related cost including but not limited to new keys, or re-keying of the building.
- **IV.** <u>Rules for Use</u>: Renter is responsible for securing the entire building after their event. The building should be left in a clean and orderly condition.
 - a. Use of tobacco or marijuana products is prohibited in Town buildings at any time.
 - b. The possession and/or use of alcoholic beverages are prohibited in town buildings at any time.
 - c. The possession and/or use of drugs, other than those prescribed by a medical doctor or licensed health care professional is prohibited in Town buildings or on any town property at any time.
 - d. Commercial use of a Town building, such as selling products or charging an admission fee is not allowed.
 - e. Pets or animals (other than guide animals) are prohibited in Town buildings.
 - f. Open flames of any kind are not allowed in or around Town buildings, including, without limitation, lighted candles, fires of any type and torches of any type.
 - g. The use of portable heaters is prohibited in town buildings.
 - h. Lights within a town building shall be turned off at the conclusion of use. If a user fails to turn off lights after use of a Town building or facility, a penalty may be imposed and the user precluded from use of Town buildings or facilities in the future.
 - i. Meetings and activities must be conducted in a manner that avoids damage to the building and furnishings. If damage occurs, the user <u>will lose their deposit and be billed for actual costs of labor and material damages.</u>
 - j. Alterations or modifications to buildings or equipment owned by the Town is prohibited.
 - k. Children attending meetings or activities must be supervised at all times by a responsible adult. Children should never be left unattended on the grounds or in the building.
 - 1. Parking is restricted to legal parking areas.
 - m. Events shall not exceed use more than 8 hours in any calendar day.
 - n. Posting or mounting materials on walls, ceilings, light fixtures, columns, doors or equipment is prohibited.
 - o. Renters wishing to bring equipment must make arrangements at the time the building use application is signed.
 - p. No performance or any other event presented in a town building shall be broadcast by radio, television or by any other means (such as social media, cell phone, computer and the like) without written consent of the Gardnerville Town Board or Manager.
- V. <u>Food and Beverages:</u> Care should be taken to avoid spills of all food and beverages. Spills should be cleaned up immediately, and all waste material removed from the premises after use

and deposited into an approved trash or garbage receptacle. Staining foods and drinks should be avoided and red punch is not permitted inside any Town public building.

- VI. <u>Emergencies</u>: Should an emergency occur while using a building, users should alert everyone in the building and contact emergency services by dialing 911. The designated meeting place during an emergency is the parking lot of the building being used. Avoid panic and contact the town as soon as possible.
- VII. <u>Trash</u>: All trash is the responsibility of the renter and <u>must be removed from the property at the conclusion of the event.</u> Do not allow cups or cans with liquid to go directly in the trash.
- VIII. <u>Cleaning</u>: All tables and chairs used where food or beverages were present must be cleaned, sanitized and put back in their original places prior to the end of the rental period. The floor where food or beverages were present must be swept and vacuumed prior to the end of the rental period. All moving of furniture must be done with care to avoid scratching the floors. Scratches caused by moving furniture will be considered damage and will be addressed as such.
- IX. <u>Cancellations</u>: Cancellations occurring less than 48 hours prior to an approved us with result in forfeiture of deposit fees unless cancellation occurs because of an unforeseen and/or uncontrolled event, including, without limitation, acts of God, strikes, war and civil unrest.
 a. In the event the facility closes for a weather emergency a refund will be issued.
- X. Lost or Stolen Property: The town shall not be responsible for lost, stolen or damaged

property.



TOWN OF GARDNERVILLE BUILDING USE POLICY

<u>Purpose</u>: The purpose of this policy is to regulate the use of public buildings owned by the Town of Gardnerville ("Town"). The Gardnerville Town Board ("Board") has determined that observance of these guidelines promotes orderly use of the buildings and facilities of the Town, that confusion and disappointment are minimized, and building and facilities remain useful to the Town's citizens for a longer period by requiring each user of a Town building or facility to adhere to this policy.

<u>Responsibility</u>: The Board has the ultimate responsibility for the proper care, maintenance, and use of Town public buildings. The Board delegates the maintenance responsibility of Town public buildings to Town start. The person is aggrieved by the decisions or actions of the Town staff, the aggrieved person may request that the Board review the determinations or actions of Town staff after proper request is made, and the Board considers the matter at the next available Board meeting agenda.

<u>Rules for use of Town buildings:</u>

- a. The Town Hall Board room and conference room are usually reserved for use by Town employees during regular business hours so that the normal functions and services may be performed for and provided to the community. Small groups may request use of the Board meeting room during regular business hours only when it is determined that such proposed use will not have a negative impact on the Town's normal business operations.
- b. The conference room and board room of the Town are located in the Town Hall where materials, equipment, supplies and files of the Town are located. Any use of the Town Hall board room or conference room by any persons or entity other than the Board or Town statt, outside af regular business hours will require a Town employee to be on-site to ensure security of materials, equipment, supplies and files of a sensitive nature which are required by the Board or its staff to perform civic functions and/or services. The user shall be responsible for reimbursing the Town for any extra cost to the Town for the employee's presence during the meeting during other than rigular business hours.
- c. The use of the pace products is prohibited in Town buildings at any time.
- d. The possession and/or use of alcoholic beverages are prohibited in Town buildings at any time.
- e. The possession and/or use of drugs other than those prescribed by a medical doctor or licensed health care professional are prohibited in Town buildings or on any Town property at any time.
- f. As a matter of best practice and safety, the Town buildings may be used by any group or gathering of persons. No single person will be allowed to use a Town building, however, an individual may request use of a Town building on behalf of a group or gathering of persons.

- g. Commercial use of a Town building such as selling products or charging an admission fee is not allowed. However, the Town may impose a charge(s) or a fee(s) for the use of Town buildings or facilities to cover operating and maintenance expenses, including, without limitation, reimbursement to the Town for any staff salary or overtime.
- h. Pets or animals (other than guide animals) are prohibited in Town buildings.
- i. Open flames of any kind are not allowed in or around Town buildings, including, without limitation, lighted candles, fires of any type and torches of any type.
- j. The use of portable heaters is prohibited in Town buildings.
- k. Lights within a Town building shall be turned off at the conclusion of use. If a user fails to turn off lights after use of a Town building or facility, a penalty may be imposed and the user precluded from use of Town buildings or facilities in the future.
- 1. Meetings and activities must be conducted in a manner that avoids damage to the building and furnishings. If damage occurs, the user will be billed for the actual costs of labor and materials damages.
- m. Alterations or modifications to buildings or equipment owned by the Town without the express advance written permission of the Board are prohibited.
- n. The storage of any vehicle, material, supplies, or other items without the express advance written permission of the Board is prohibited.

<u>Supervision of Children:</u> Children attending meetings or activities must be supervised at all times by a responsible abult. Children should never be left unattended on the grounds or in the brilding.

<u>Insurance</u>: Proof of liability insurance is required. If applicable, proof of a user's homeowner's insurance is acceptable if coverage is extended under the policy to the user and to the Town. Prior to any use of a Town building or facility must supply adequate assurance and evidence to the Town of insurance coverage. On any insurance coverage proposed for a use of a Town building or facility, the Town shall be named as an additional insured for the period of such use, and a certificate evidencing such insurance shall be provided to the Town shaft at the time of application to use a Town building or facility.

<u>Food and Beverages:</u> Care should be taken to avoid spills of all food and beverages. Spills should be cleaned up immediately, and all waste material removed from the premises after use and deposited into an approved trash or garbage receptacle. Staining foods and drinks should be avoided, and red punch is not permitted inside any Town public building.

<u>Emergencies</u>: Should an emergency occur while using a building, users should alert everyone in the building and contact emergency services by dialing 911. The designated meeting place during an emergency is the parking lot of the building being used. Avoid panic and contact the Town as soon as possible once emergency services personnel have the situation under control.

<u>Cleaning:</u> All facilities are to be left clean and in good order. Waste shall be removed from the building or facility and deposited into an approved trash or garbage receptacle. If the Town is required to provide cleaning, the user will be billed at a cost of \$50/hour with a one-hour minimum fee.

<u>Waiver of liability:</u> A user must agree to indemnify and hold harmless the Town from any injuries or damages sustained by a person using a Town building or facility. Such waiver of liability shall be provided to the Town prior to the use of a Town building or facility, and shall be on a form acceptable to the Town.

<u>Telephone usage:</u> Local calls made can be made free of charge. Long distance calls require the use of a calling card or credit card. Users will be billed for any additional telephone long distance charges incurred by the Town arising during the use of a Town building or facility. A repeated abuse of the telephone use provision may forfeit the user's right to use Town buildings or facilities in the future.

<u>Scheduling of reservations</u>: Reservations are accepted on a first-confe, first-served" basis. Applicants must sign a building use application and agree to be bound by its terms.

<u>Rates:</u> An hourly rate of \$50 can be paid by credit card or with an in state check payable to the Town. The actual cost of labor including overtime paid) will be billed to the applicant in the event a Town employee must be present during the use of a building or facility (such as using the Town Hall after regular business hours). The hourly fee may be waived when there is a reciprocal agreement in place between the Town and the applicant.

<u>Deposits</u>: A \$50 cleaning and damage deposit is required for each application. If the building is clean and undamaged after use, the deposit will be refunded within thirty days of the use.

<u>Cancellations:</u> Cancellations occurring less than 48 hours prior to an approved use will result to the forfeiture of any use or deposit fees charged by the Town unless such cancellation occurs because of an unforeseen and/or uncontrolled event, including, without limitation, Acts of God, strikes, war and civil unrest.

Access to Building: Should an approved use occur at other than the Town's regular business hours which are from 8:00 a.m. to 5:00 p.m., a Town employee will provide access to the building for the user. At the expiration of the time of the approved use, a Town employee will secure the building. Prior to securing the building, the Town employee shall inspect the building to ensure that the facility is left clean and in good order; that waste has been removed into an approved trash or garbage receptacle; and that no damage to the facility has occurred. The Town employee shall report the results of the inspection to the Town Manager on the next business day. All costs associated with the use of the building, including the employee's overtime salary, shall be borne by the user. By submitting an application for use of a Town facility, a person consents to the application of any deposit(s) required by this policy to reimbursement of the Town for staff salary or overtime, if incurred by the Town as a result of an approved building use.

Lost or stolen property: The Town shall not be responsible for lost, stolen, or damaged property.

Exceptions: The upper room of the historic Gardnerville Branch Jail is not available Wednesday evenings for any use other than by the Carson Valley Active 20/30 Club which has reserved the upper room on a continuing basis for each Wednesday evening for a \$1.00 annual fee. Starting May 1 of each year, and for the ensuing six week period following May 1 of each year, the Board will afford the Carson Valley Active 20/30 Club an additional two days use per week in order that preparations may be made for the Club's annual Carson Valley Days event.

Gardnerville Town Board



AGENDA ACTION SHEET

- 1. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for July 2018.
- 2. Recommended Motion: N/A Funds Available: Ves EN/A
- 3. Department: Administration
- 4. Prepared by: **Carol Louthan**
- 5. Meeting Date: August 7, 2018 **Time Requested: 5 minutes**
- 6. Agenda: Consent Z Administrative

Background Information: To be presented at meeting.

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

	Gardnerville Town Board AGENDA ACTION SHEET
1.	Not For Possible Action: Discussion on the Town Manager/Superintendent's Monthly Report of activities for July 2018.
2.	Recommended Motion: No action required. Funds Available:
3.	Department: Administration
4.	Prepared by: Geoff LaCost
5.	Meeting Date: August 7, 2018 Time Requested: 5 minutes
6.	Agenda: Consent Consent
Ba	ackground Information: See attached.
7.	Other Agency Review of Action: Douglas County
8.	Board Action:
	Approved

Administration – 7/2018

- Town Manager out of the office most of the month. Carol Louthan set as acting Town Manger in his absence.
- Heat and AC replacement for the Town Maintenance Facility 26 years old
 - Multiple bids collected
 - Contract signed off for Summit Plumbing to perform a full replacement.
- A garage door failed at the Town Maintenance Facility 40 years old
 - Multiple bids collected
 - Contract signed off for Overhead Door Company of Sierra Nevada to perform a full replacement
- Draft ordinance for rental homes that will be reviewed by the County Commissioners in September is included in this packet. Please review the information as it will be brought back for comment in the September Town Board meeting.
- A developer is looking to build a small commercial building near Walmart. A preapplication meeting was held with the Town, County, and other agencies this month. The official Town Board design review will be held in September for this project.
- East Fork Fire Department approved (8/1/2018) the alley closure that was discussed at last month's board meeting. We are moving forward with semi-permanent sand filled barrels to close off the alley.
- Gardnerville Station building is getting close to complete. Ribbon cutting ceremony is set for August 15th 2018.

Public Works & Parks - 7/2018

- Interviews for the open public works position are scheduled for August 10th and 13th.
 Start date is expected mid to late September.
- Finished painting white regulatory markings. Staff is now working on Red regulatory markings.
- Movies in the Park "Despicable 3" and "Beauty and the Beast" were completed. Nice turnout for a small town event.
- The flower baskets are up. Some are fading and we are replacing as needed. 1 staff member is dedicated to watering 6.5 hours a day, 7 days a week.
- Scheduled staff vacations kept the PW department limited on some functions.
- Decorative poles delivered for stock replacement. The light heads have not arrived yet.
- Spraying for weeds is a weekly event. The Town looks good overall.
- New irrigation restrictions from the water company have been enacted as they try to replace some of their water wells. We have reduced watering schedules to 3 days a week per their request. You may see some brown patches in the grass around town.

Town Manager & Superintendent Monthly Report August 2018 Board Meeting

- 5K event went well. 113 registrants for the event and the Lions Club sold out for both breakfast and Lunch. Agility dog demonstrations were held between events.
- The Pops performed after the 5K event. They had a great turn out.
- Cut down the trees in front of the French with Renee's (owner) permission. This was a line of sight issue for people stopped at the corner of 395 and Gilman.

Health and Sanitation (H&S) - 7/2018

• We are working with some commercial residential units on a new plan to keep our town clean. "Everything Goes". We are still not taking banned items or items that will put our staff or equipment in harm's way but everything else goes. An additional charge is being applied.

Engineering and Contracted Work – 7/2018

- Met with Christmas Light contractor about updating the system we use on the pavilion.
- 1625 Southgate Reconstruct Project
 - Change Order #2 for the reconstruction of South Industrial Entrance is scheduled to be completed on August 16th and 17th.
- Temporary Traffic Control (TTC) plans were drawn up for Eddy Street Vintage Market for a scheduled street closure August 18th.
- TTC plans were drawn up for the Splash Dogs event scheduled for August 9th-12th.
- TTC plans were drawn up for the detour around the South Industrial Entrance reconstruct.

Ordinance Number 2018-1515

Summary

An ordinance deleting chapter 5.40, Vacation Rentals in the Tahoe Township, from Title 5 of the Douglas County Code and incorporating Vacation Home Rentals into Title 20, chapter 20.622 of the Douglas County Code with amendments, and amending section 20.691.230 of the Douglas County Code to define violations of chapter 20.622 as a specific public nuisance. Amendments include: clarifying that Vacation Home Rentals are only allowed within the Tahoe Township; increased penalties; changes to the appeal process and permitting standards, including life safety inspection requirements; clarifications regarding bear-proof containers; occupancy limitations; and homeowner association and general improvement district review.

Title

Ordinance No 2018-1515 an ordinance deleting chapter 5.40, Vacation Rentals in the Tahoe Township, from Title 5, and incorporating Vacation Home Rentals into Title 20, chapter 20.622 of the Douglas County Code, amending section 20.691.230 to define violations of chapter 20.622 as a specific public nuisance. Amendments include: clarifying that Vacation Home Rentals are only allowed within the Tahoe Township; increased penalties; changes to the appeal process and permitting standards; defining violations as a specific public nuisance; and other properly related matters.

The Board of County Commissioners of County of Douglas in the State of Nevada hereby does ordain as follows:

SECTION I: Chapter 5.40, Vacation Rentals in the Tahoe Township, is deleted in its entirety.

SECTION II: A new Chapter 20.622, Vacation Home Rentals, is added with the new language shown underlined, as follows:

TITLE 5

BUSINESS LICENSES AND REGULATIONS

Chapters:

5.02 Fictitious Business Names 5.04 Gambling Establishments 5.06 Alarm Device Regulations 5.08 Intoxicating Liquor Sale Licenses 5.12 Outdoor Festivals and Entertainment Events 5.16 Tent Shows and Circuses 5.20 Water Companies 5.24 Traveling Merchants 5.26 Escort Bureaus 5.28 Solicitation of Funds 5.32 Time-Sharing Developments 5.34 Cable Television Franchises 5.36 Adult Characterized Businesses 5.40 Vacation Rentals in the Taboe Township

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Chapter 5.40

Vacation Rentals in the Tahoe Township

Sections:

5.40.010 Title. 5.40.020 Purpose of chapter. 5.40.030 Applicability. 5.40.040 Definitions. 5.40.050 Vacation home rental permit requirements. 5.40.060 Agency. 5.40.060 Agency. 5.40.070 Application for vacation home rental permit. 5.40.080 Application, renewal, fees and cancellation. 5.40.090 Standard permit conditions and additional conditions. 5.40.100 Local contact person. 5.40.110 Violation and administrative penalties. 5.40.120 Procedure for imposition of penalties, suspension or revocation. 5.40.130 Permits and fees not exclusive. 5.40.140 Penalty. 5.40.150 Enforcement of chapter.

5.40.160 Private actions to enforce.

5.40.170 Violations by occupants of vacation rental homes.

5.40.010 Title.

This chapter shall be referred to as the Lake Tahoe vacation home rental ordinance. (Ord. 1117, 2005)

5.40.020 Purpose of chapter.

The board finds and declares as follows:

A. Vacation home rentals provide a community benefit by expanding the number and type of lodging facilities available and assist owners of vacation home rentals by providing revenue which may be used for maintenance upgrades and deferred costs.

B. County staff has responded to numerous complaints involving excessive noise, disorderly conduct, vandalism, overcrowding, traffic, congestion, illegal vehicle parking and accumulation of refuse at vacation home rentals, which require response from police, fire, paramedic and other public personnel.

C. The transitory nature of occupants of vacation homes makes continued enforcement against the occupants difficult.

D. The provisions of this chapter are necessary to prevent the continued burden on county services and impacts on residential neighborhoods posed by vacation rental homes. E. The area of Douglas County within the jurisdictional boundaries of the Tahoe

Regional Planning Agency (TRPA) dominates Douglas County's lodging and recreational use. According to the county's Master Plan, about 71 percent of the lodging and recreational uses are located in the Tahoe Planning Area. This planning area, located on the western edge of Douglas County, is the primary center of the casino resort industry for

the county, accounting for 87 percent of all casino resort land uses and approximately 31 percent of all commercial and office land uses in the county.

The entire Tahoe Basin is under the jurisdiction of the TRPA. TRPA's jurisdiction includes portions of two states and five counties. TRPA implements its control with the use of the Lake Tahoe Regional Plan, the Community Plans and the Plan Area statements under the Tahoe Regional Planning Compact. TRPA has asked Douglas County to adopt the Lake Tahoe Vacation Home Rental Ordinance and administer the provisions of this chapter.

The area of Douglas County within the boundaries of TRPA has limited opportunities for growth due, in part, to the restrictions imposed by TRPA. Lake Tahoe's scenic beauty is a significant part of its attraction; maintenance of the natural areas and existing residential neighborhoods is essential to the continued economic strength of the various land uses in this area of the county. It is the intent of the Lake Tahoe Vacation Home Rental ordinance to make the transitory lodging activity permitted by this chapter resemble the existing residential uses made by resident owners and lessees.

Douglas County has previously adopted the Tahoe Basin Regulations, consisting of chapters 20.700 through 20.702 of the Douglas County Development Code recognizing the unique circumstances existing in this portion of the county and found in this subsection.

Confining the application of the Lake Tahoe Vacation Home Rental Ordinance to just the region administered by TRPA will produce a lack of uniform regulation for vacation home rental properties in the balance of the Tahoe Township. The balance of Tahoe Township has significant economic relationships with the region administered by TRPA making uniform regulation of vacation home rental properties throughout Tahoe Township appropriate.

Section 244.357 of NRS permits the enactment and enforcement of police power ordinances and regulations to govern only a limited area in the county where the subject matter makes it appropriate and reasonable. The ordinance or regulation must specify the limited area within the county to which the ordinance or regulation applies.

The board finds that the Lake Tahoe vacation home rental ordinance, with the limited applicability prescribed in section 5.40.030 of this chapter, is necessary because a general police power ordinance cannot be made applicable. (Ord. 1117, 2005)

5.40.030 Applicability.

The provisions of this chapter apply within the unincorporated portions of the county located within the boundaries of the Tahoe Township. All requirements, regulations and standards imposed by this chapter are intended to apply in addition to any other applicable requirements, regulations and standards imposed elsewhere in this code. (Ord. 1117, 2005)

5.40.040 Definitions.

The words and phrases used in this chapter have the following meanings: A. "Local contact person": A local licensed property manager, owner, or local individual, who resides or has a primary place of business located within Douglas County or the jurisdictional boundaries of the Tahoe Regional Planning Agency, who is available to respond to tenant and neighborhood questions or concerns, or any agent of the owner authorized by owner to take remedial action and respond to any violation of this ordinance.

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B. "Overnight": Between the hours of 11 p.m. and 5 a.m. C. "Owner": The person or entity that holds legal or equitable title to the private

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D. "Person": An individual, a group of individuals, or an association, firm, partnership, corporation, or other private entity, public or private as defined in NRS 0.039.
 E. "Rent": The consideration received by a vendor in money, credits, property, or other consideration valued in money for lodgings subject to the tax authorized in Title 3 of the Douglas County Code.

F. "Vacation home rental": One or more dwelling units, including either a singlefamily, detached or multiple family attached unit, rented for the purpose of overnight lodging for a period of not less than 1 day and not more than 28 days other than ongoing month to month tenancy granted to the same renter for the same unit pursuant to chapter 118A of NRS. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.050 Vacation home rental permit requirements.

No owner of a vacation rental may rent that unit for 28 consecutive calendar days or less without a valid vacation home rental permit for that unit issued pursuant to this chapter. A separate permit is required for each vacation home rental. The permit requirements of this chapter are in addition to any business license, hotel or motel tax registration, or any other permit or licensing requirements. However, at the discretion of the community development director or a designee, the processing of permits required under this chapter may be combined with the processing of business licenses, hotel or motel tax registration, or any other permit or license process administered by the county community development director or a designee. The county community development director or a designee is authorized to prescribe forms and procedures for the processing of permits under this chapter. (Ord. 1117, 2005)

5.40.060 Agency.

An owner may retain a licensed property manager to comply with the requirements of this chapter, including, without limitation, the filing of an application for a permit, the management of the vacation home rental, and the compliance with the conditions of the permit. Any property manager must be licensed through the State of Nevada Division of Real Estate, and comply with state law. The permit must be issued only to the owner of the vacation home rental. The owner of the vacation home rental is responsible for compliance with the provisions of this chapter and the failure of their agent to comply with this chapter is non-compliance by the owner. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.070 Application for vacation home rental permit.

An application for a permit must be filed with the community development department before use of the property as a vacation home rental. Permit applications for properties presently used as vacation home rental must be filed within 90 days of the effective date of this ordinance upon forms provided by the county and must contain the following information:

A. The name, address, and telephone number of the owner of the vacation home rental for which the permit is issued.

B. The name, address, and telephone number of the local contact person for the owner of the vacation home rental.

D. The number of bedrooms (each containing a minimum of 70 square feet), approximate total heated square footage in the vacation home rental, and the maximum number of overnight occupants.

E. A diagram or photograph of the premises showing on site assigned parking spaces in garages, driveways, or other parking areas.

F. Evidence of a valid transient occupancy tax remittance form issued by the county for the vacation home rental. This registration may be filed concurrently with the application for a permit under this chapter.

G. Acknowledgment that the owner, agent, and local contact person have read all regulations pertaining to the operation of a vacation home rental.

H. Acknowledgment that the owner, agent, or local contact person has or will post the vacation home rental with the notice required in section 5.40.090.

I. Other information the community development director or a designee deems reasonably necessary to administer this chapter.

If the information supplied by the property owner on the application for a vacation home rental permit is not consistent with county records, an inspection can be required prior to or after the issuance of the vacation home rental permit. An inspection fee established by resolution of the board must be charged for any inspection. The County must provide a copy of the application to the general improvement district and homeowners' association in which the proposed vacation home rental property is located having responsibility for streets, parking, trash and refuse pick up or any combination of these responsibilities. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.080 Application, renewal, fees and cancellation.

An application for a vacation home rental permit must be accompanied by an initial fee established by resolution of the board. An issued permit is valid for one calendar year and may be renewed, by the payment of an annual renewal fee, established by resolution of the board only if there have been no changes which would affect the conditions of the permit as required in 5.40.090. If there have been changes that would affect the conditions of the conditions of the permit, the owner must remit a new application with their renewal fee. If the annual renewal fee is not paid when due, the permit will be cancelled. An owner may reinstate the permit upon paying the reinstatement fee established by resolution of the board. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.090 Standard permit conditions and additional conditions.

A. All permits issued pursuant to this chapter are subject to the following standard conditions:

1. The owner must by written agreement, limit overnight occupancy of the vacation home rental to the specific number of occupants designated in the permit, with the number of overnight occupants not to exceed 2 persons per bedroom plus 4 additional persons per residence.

A bedroom is a room (containing a minimum of 70 square feet) that is designed to be used as a sleeping room and for no other primary purpose. The structure must have at least one other habitable room containing a minimum of 120 square feet. Every bedroom shall have an emergency escape or rescue exit and a minimum ceiling height in accord with the current international residential code.

2. The owner must by written agreement, limit all overnight parking to onsite and assigned parking areas. Except for loading and unloading, parking buses on-site or on the street is prohibited at all times. Daytime on street parking will be in accordance with local posted parking regulations.

3. The owner must use best efforts to assure that the occupants or guests of the vacation home rental do not create unreasonable noise or disturbances, engage in

disorderly conduct, or violate provisions of this code or any state law pertaining to noise or disorderly conduct by notifying the occupants of the rules regarding vacation home rentals and responding when notified that occupants are violating laws regarding their occupancy. It is not intended that the owner, agent, or local contact person act as a peace officer or place him or herself in harm's way.

4. The owner must, upon notification that occupants or guests of his or her vacation home rental have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of this code or state law pertaining to noise, or disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by those occupants or guests.

5. The owner of the vacation home rental must comply with and use his or her best efforts to achieve compliance by the occupants with all the provisions of chapters 6.32, 8.12 and 8.14 of this code.

6. The owner of the vacation home rental must post a copy of the permit and a copy of the conditions set forth in this section in a conspicuous place within the vacation home rental.

8. All advertising for the vacation home rental must include the maximum number of occupancy approved for the permit.

9. Each vacation home rental must have a clearly visible and legible notice posted within the unit on or adjacent to the front door, containing the following information:

a. The name of the agent, local contact person, or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis;

b. The maximum number of occupants permitted to stay in the unit;
 c. The maximum number of vehicles allowed to be parked on the

property;

d. The location of on site and assigned parking spaces and special information related to seasonal snow removal and emergency vehicle access (in any);

e. The trash pick up day and notification that trash and refuse must not be left or stored on the exterior of the property except from 6:00 p.m. of the day prior to trash pick up to 6:00 p.m. on the day designated for trash pick up unless a bear proof container exists for use by the occupants;

f. Notification that an occupant as a person responsible for an event, may be cited and fined for creating a disturbance or for violating other provisions of this ordinance; and

g. Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this ordinance.

h. The occupants of a vacation rental home must make the notice required by this paragraph available for inspection by the community development director or a designee, the sheriff's office or the code enforcement officer on a request made by any of these officials.

10. All permissible uses must comply with the county or applicable general improvement district parking, driveway and loading standards, and seasonal snow removal or emergency vehicle access regulations. The owner must provide sufficient parking to meet county on site parking requirements, including the garage when necessary. All overnight occupant parking must be on site.

11. All residential vacation home rentals shall comply with the following

It is unlawful for any person to maliciously and willfully disturb the peace of any neighborhood, person, or family by loud or unusual noises or by tumultuous and offensive conduct, threatening, traducing, quarreling, challenging to fight, or fighting. Compliance with this standard shall be in addition to compliance with all other

provisions of this code relating to nuisance, peace and safety.

B. The board of county commissioners, at a duly noticed meeting, has the authority to impose additional standard conditions, applicable to vacation home rentals, as necessary to achieve the objectives of this chapter.

C. The community development director or a designee has the authority to impose additional conditions on any permit in the event of any violation of the conditions of the permit or the provisions of this chapter subject to compliance with the procedures set forth in section 5.40.120 of this code. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.100 Local contact person.

standard:

Each owner of a vacation home rental must designate a local contact person who has access and authority to assume management of the unit and take remedial measures. An owner may designate himself as the local contact person. The local contact person is required to reside or have their primary place of business within Douglas County or within the jurisdictional boundaries of the Tahoe Regional Planning Agency and respond to the location after being notified by the sheriff of the existence of a violation of this chapter or any other provision of this code, or any disturbance requiring immediate remedy or abatement. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.110 Violation and administrative penalties.

A. The following conduct is a violation for which the permit suspended or revoked; 1. The owner has failed to comply with the standard conditions specified in section 5.40.090(A) of this code; or

2. The owner has failed to comply with additional conditions imposed pursuant to the provisions of section 5.40.090(B) and (C) of this code; or

3. The owner has violated the provisions of this chapter; or

4. The owner has failed to collect or remit to the county the transient occupancy and lodging taxes and monthly rental reports as required by Title 3 of this code: or

5. Any false or misleading information supplied in the application process; or

6. The permit number was not included in all forms of advertisement; or

7. The occupancy was not included in all forms of advertisement, or the occupancy was not advertised correctly.

B. The penalties for violations specified in subsection (A) are as follows:

1. For the first violation within any 12 month period, the penalty is a warning notice of violation;

2. For the second violation within any 12 month period, the penalty is a second warning notice of violation or an administrative fine not to exceed \$500 or both the notice and fine;

3. For a third violation within any 12 month period, the penalty is a suspension of the permit for a period not to exceed 90 days; and

4. For a fourth violation within any 12 month period, the permit may be revoked. An owner may petition the board for reinstatement of a revoked permit no sooner than 12 months after revocation. (Ord. 1355, 2012; Ord. 1117; 2005)

5.40.120 Procedure for imposition of penalties, suspension and revocation.

Penalties, including a notice of violation, must be imposed, and permits must be revoked, in the manner provided in this section.

A. The code enforcement officer must conduct an investigation whenever there is reason to believe that an owner has failed to comply with the provisions of this chapter. The investigation may include an inspection of the premises. Should the investigation reveal substantial evidence to support a finding that a violation occurred, the code enforcement officer must issue written notice of the violation and intention to impose a penalty or revoke the permit. The written notice must be served on the owner, operator, agent managing agency, or local contact person and must specify the facts which constitute substantial evidence to establish grounds for imposition of the penalties or revoked within 15 days from the date the notice is given unless the owner files with the community development director or a designee the fine amount and a request for a hearing before the community development director or a designee.

B. If the owner requests a hearing within the time specified in subsection A, the community development director or a designee must serve written notice on the owner by mail, of the date, time and place for the hearing which must be scheduled not less than 15 days, nor more than 45 days after receipt of the request for a hearing. The community development director or a designee may preside over the hearing or may designate a hearing officer to take evidence and submit proposed findings and recommendations to the community development director or a designee. The community development director or a designee may preside over the hearing officer to take evidence and submit proposed findings and recommendations to the community development director or a designee. The community development director or a designee must impose the penalties or revoke the permit upon a finding that a violation has been proved by substantial evidence, and that the penalty or revocation is consistent with the provision of section 5.40.110 (B) of this code. The hearing must be conducted according to the rules normally applicable to administrative hearings. The community development director or a designee must render a decision within 30 days of the hearing and the decision is appealable to the board. The owner may request and the board may grant a stay of any revocation made pursuant to the provisions of subsection 5.40.110(B) (4) during the pendency of an administrative appeal to the board.

C. The code enforcement officer may refer violations of this chapter to the Douglas County District Attorney's Office for prosecution pursuant to section 1.08 as misdemeanors. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.130 Permits and fees not exclusive.

Permits and fees required by this chapter are in addition to any license, permit or fee required under any other chapter of this code. The issuance of any permit pursuant to this chapter does not relieve the owner of the obligation to comply with the other provisions of this code pertaining to the use and occupancy of the vacation home rental or the property on which it is located. (Ord. 1117, 2005)

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5.40.140 Penalty.

Any person violating the provisions of this chapter, or by operating or advertising a vacation home rental without a valid permit is guilty of a misdemeanor. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.150 Enforcement of chapter.

The community development director or a designee is authorized and directed to establish rules and regulations as may from time to time be required to carry out the purpose and intent of this chapter. Substantive changes to this ordinance can only be made by the board. (Ord. 1117, 2005)

5.40.160 Private actions to enforce.

A. Any person who has suffered, or alleges to have suffered, damage to person or property for a violation of this chapter may bring an action for money damages and any other appropriate relief in a court of competent jurisdiction against the owner, agent, local contact person or occupant alleged to have violated this chapter. The prevailing party in this litigation is entitled to recover reasonable litigation costs, including attorney's fees in an amount deemed reasonable by the court.

B. Nothing in this chapter creates any right of action against the county or any of its officers, employees, or agents. The sole purpose and intent of this section is to create a right of action between private parties, entities, and interests, which are or may be impacted or affected by various aspects of vacation home rental within the county. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.170 Violations by occupants of vacation rental homes.

A. In addition to the penalties set forth in 5.04.110, any violation of the provisions of this chapter is punishable as a misdemeanor pursuant to chapter 1.08.010(A) of this code.

B. The owner may be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this code is committed, continued or permitted by such person and shall be punished accordingly pursuant to 1.08.010(C).

C. Enforcement actions may be brought against occupants of a vacation rental home for violations of this chapter and any other provision of this code notwithstanding that this chapter may also make the owner of the vacation rental home responsible for the conduct constituting the violation. (Ord. 1355, 2012; Ord. 117, 2005)

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Chapter 5.4020.622

Vacation Home Rentals in the Tahoe Township

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5.40.010 20.622.010 Title.

This chapter shall be referred to as the Lake Tahoe Vy acation <u>H</u>home <u>R</u>-rental <u>O</u>ordinance. (Ord. 1117, 2005)

5.40.020 20.622.020 Purpose of chapter.

The board finds and declares as follows:

A. Vacation home rentals provide a community benefit <u>the community</u> by <u>fostering</u> <u>tourism</u>, expanding the number and type of lodging facilities available, <u>increasing the tax</u> <u>base</u>, and <u>providing revenue to assist</u> owners of vacation home rentals by <u>providing</u> revenue which may be used for maintenance upgrades and deferred costs.

B. County staff has responded to numerous complaints involving excessive noise, disorderly conduct, vandalism, overcrowding, traffic, congestion, illegal vehicle parking and accumulation of refuse at vacation home rentals, which require response from police, fire, paramedic and other public personnel.

<u>CB</u>. The transitory nature of occupants of vacation homes makes continued poses enforcement challenges for county staff and neighboring property owners when violations of the law occur, against the occupants difficult.

DC. The provisions of this chapter are necessary to prevent the continued burden on county services and <u>mitigate the</u> impacts <u>toon</u> residential neighborhoods posed by vacation rental homes<u>rentals</u>.

E. The area of Douglas County within the jurisdictional boundaries of the Tahoe Regional Planning Agency (TRPA) dominates Douglas County's lodging and recreational use. According to the county's Master Plan, about 71 percent of the lodging and recreational uses are located in the Tahoe Planning Area. This planning area, located on the western edge of Douglas County, is the primary center of the casino resort industry for the county, accounting for 87 percent of all casino resort land uses and approximately 31 percent of all commercial and office land uses in the county.

The entire Tahoe Basin is under the jurisdiction of the TRPA. TRPA's jurisdiction includes portions of two states and five counties. TRPA implements its control with the use of the Lake Tahoe Regional Plan, the Community Plans and the Plan Area statements under the Tahoe Regional Planning Compact. TRPA has asked Douglas County to adopt the Lake Tahoe Vacation Home Rental Ordinance and administer the provisions of this chapter.

The area of Douglas County within the boundaries of TRPA has limited opportunities for growth due, in part, to the restrictions imposed by TRPA. Lake Tahoe's scenic beauty is a significant part of its attraction; maintenance of the natural areas and existing residential neighborhoods is essential to the continued economic strength of the various land uses in this area of the county. It is the intent of the Lake Tahoe Vacation Home Rental ordinance to make the transitory lodging activity permitted by this chapter resemble the existing residential uses made by resident owners and lessees.

Douglas County has previously adopted the Tahoe Basin Regulations, consisting of chapters 20.700 through 20.702 of the Douglas County Development Code recognizing the unique circumstances existing in this portion of the county and found in this subsection.

Confining the application of the Lake Tahoe Vacation Home Rental Ordinance to just the region administered by TRPA will produce a lack of uniform regulation for vacation home rental properties in the balance of the Tahoe Township. The balance of Tahoe Township has significant economic relationships with the region administered by TRPA making uniform regulation of vacation home rental properties throughout Tahoe Township appropriate.

Section 244.357 of NRS permits the enactment and enforcement of police power ordinances and regulations to govern only a limited area in the county where the subject matter makes it appropriate and reasonable. The ordinance or regulation must specify the limited area within the county to which the ordinance or regulation applies.

The board finds that the Lake Tahoe vacation home rental ordinance, with the limited applicability prescribed in section 5.40.030 of this chapter, is necessary because a general police power ordinance cannot be made applicable. (Ord. 1117, 2005)

5.40.030 20.622.030 Applicability.

The provisions of this chapter apply within within the unincorporated portions of the county located within the boundaries of the Tahoe Township only, and -to all approved single family dwellings, the including approved townhomes, condominiums, duplex and triplex units. unincorporated portions of the county located within the boundaries of the Tahoe Township.- -Vacation Home Rentals shall not be located within apartment buildings (more than 3 units), property not zoned for residential use, or outside of the Tahoe Township. The provisions of this chapter do not apply to private family parties, private family events, or private family weddings that are not publicly advertised and for which no remuneration is paid. All requirements, regulations and standards imposed by this chapter are intended to apply in addition to any other applicable requirements, regulations and standards imposed elsewhere in this code. (Ord. 1117, 2005)

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5.40.040 20.622.040 Definitions.

The words and phrases used in this chapter have the following meanings: A. "Local contact person": A local licensed property manager, owner, or local individual, who resides or has a primary place of business located within Douglas County-or the jurisdictional boundaries of the Tahoe Regional Planning Agency, who is available to respond to tenant and neighborhood questions or concerns, or any agent of the owner located within Douglas County who is authorized by owner to take remedial action and respond to any violation of this ordinance.

B. "Overnight": Between the hours of 110 p.m. and 56 a.m.

C. "Owner": The person(s) or entity(s) that that holds legal or equitable title to the private property.

D. "Person": An individual, a group of individuals, or an association, firm, partnership, corporation, or other private entity, public or private as defined in NRS 0.039.

E. "Rent": The consideration received by a vendor in money, credits, property, or other consideration valued in money for lodgings subject to the tax authorized in Title 3 of the Douglas County Code.

F. "Vacation home rental": One or more <u>attached or detached</u> dwelling units, including <u>either a single-family and</u>, <u>detached or</u> multiple-family <u>attached</u> <u>residencesunit</u>, rented <u>in its entirety or rented by room(s)</u> for the purpose of overnight lodging for a period of not less than 1 day and not more than 28 days other than ongoing month-to-month tenancy granted to the same renter for the same unit pursuant to chapter 118A of NRS. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.050-20.622.050 Vacation home rental permit requirements: <u>Penalty</u> for unpermitted vacation home rentals.

A. No owner of a vacation rental may rent that unit for 28 consecutive calendar days or less without a valid vacation home rental permit for that unit issued pursuant to this chapter. A separate permit is required for each vacation home rental. The permit requirements of this chapter are in addition to any business license, hotel or motel tax registration, or any other permit or licensing requirements. However, at the discretion of the community development director or a designee, the processing of permits required under this chapter may be combined with the processing of business licenses, hotel or motel tax registration, special use permits, or any other permit or license process administered by the county community development director or a designee is authorized to prescribe forms and procedures for the processing of permits under this chapter.

B. Owners of property being operated as an unpermitted vacation home rental in violation of this section 20.662.050 shall be subject to civil penalties in the amount of five hundred dollars (\$500) per unit per day, with a maximum total civil penalty of ten thousand dollars (\$10,000) per unit. The County may also seek an injunction and/or any other cause of action for violations(s) of this code, including, but not limited to, collection of delinguent tax payments. (Ord. 1117, 2005)

5.40.060 20.622.060 Agency.

An owner may retain a licensed property manager licensed by the State of Nevada Division of Real Estate to comply with the requirements of this chapter, including, without limitation:, the filing of an application for a permit application; the management of the

vacation home rental, and the compliance with the conditions of the permit. Any property manager must be licensed through the State of Nevada Division of Real Estate, and comply with state law. The permit_mustshall be issued only to the owner(s) of the vacation home rental; and such. The owner(s) remain of the vacation home rental is responsible for compliance with the provisions of this chapter. F-and the failure of antheir agent to comply with this chapter constitutes is non-compliance by the owner. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.070 20.622.070 Application for vacation home rental permit.

An application for a permit must be filed with the community development department <u>and a permit issued</u> before use of the property <u>may be used</u> as a vacation home rental. <u>At a minimum, all</u>-pPermit applications for properties presently used as vacation home rental must be filed within 90 days of the effective date of this ordinance upon forms provided by the county and must shall contain the following information:

A. The name, address, and telephone number of the owner of the vacation home rental for which the permit is issued.

B. The name, address, and telephone number of the local contact person for the owner of the vacation home rental.

C. Acknowledgment that all designated bedrooms contain a minimum of 70 square feet and meet all requirements of the current international residential code.

D. The number of bedrooms (each containing a minimum of 70 square feet), approximate total heated square footage in the vacation home rental, and the maximum number of overnight occupants <u>requested</u>.

E. A diagram or photograph of the premises showing on-site assigned parking spaces in garages, driveways, or other parking areas. <u>Assigned parking must be paved</u>, concrete, gravel, or other approved hard surface.

F. Evidence of a valid transient occupancy tax remittance form issued by the county for the vacation home rental. This registration may be filed concurrently with the application for a permit under this chapter.

GF. Acknowledgment that the owner, agent, and local contact person have read all regulations pertaining to the operation of a vacation home rental.

HG. Acknowledgment that the owner, agent, or local contact person has or will post the vacation home rental with the notice required in section <u>5.40.090</u> <u>20.662.090</u> within the vacation home rental.

I. Other information the community development director or a designee deems reasonably necessary to administer this chapter.

H. Acknowledgement that the owner agrees to a life safety inspection of the premises prior to the issuance and/or renewal of a permit, and thereafter when required by law or upon written notice by the County at any time the permit is active;

I. A written recommendation of approval, denial, or modification of the vacation home rental permit by If the information supplied by the property owner on the application for a vacation home rental permit is not consistent with county records, an inspection can be required prior to or after the issuance of the vacation home rental permit. An inspection fee established by resolution of the board must be charged for any inspection. The County must provide a copy of the application to the general improvement district(s) and/-or and homeowners' association in which the proposed vacation home rental property is located having responsibility for streets, parking, trash and refuse pick-up or any combination of these responsibilities. The written recommendation must include the reasons or findings for the action, and include any reference to assigned common area parking for the vacation rental use.

Provide a certificate of liability insurance with a minimum coverage of \$500,000

K. Any other information the community development director or a designee deems reasonably necessary to administer this chapter. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.080-20.622.080 Application, renewal, fees and cancellation.

An application for a vacation home rental permit must be accompanied by an initial fee established by resolution of the board. An issued permit is valid for one calendar year and may be renewed, by the payment of <u>the an</u>-annual renewal fee, established by resolution of the board. A renewal request may become subject to inspection of the premises to <u>ensure only if</u> there have been no changes which would affect the conditions of the permit, the owner must <u>complete a notice of change</u> application and submit such application remit a new application with their renewal fee. If the annual renewal fee is not paid when due, the permit will <u>automatically expire be</u> cancelled. An owner may reinstate <u>T</u>the permit <u>may be reinstated</u> upon paying the reinstatement fee established by resolution of the board, and completing a new vacation home rental permit application. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.090 20.622.090 Standard permit conditions and additional conditions.

A. All permits issued pursuant to this chapter are subject to the following standard conditions:

1. By written agreement and notice posted conspicuously within the vacation home rental, The owners -must by written agreement, limit overnight occupancy of the vacation home rental to the specific number of occupants designated in the permit._, with the number of overnight occupants shall not to exceed 2 persons per bedroom plus 4-2_additional persons per residence.

A bedroom is a room (containing a minimum of 70 square feet) that is designed to be used as a sleeping room and for no other primary purpose <u>within a</u>. The structure <u>must having</u> at least one other habitable room containing a minimum of 120 square feet. Every bedroom shall have an emergency escape or rescue exit and a minimum ceiling height in accord<u>ance</u> with the current international residential code.

2. The owner must Bby written agreement, and notice posted conspicuously in the parking areas(s), owners must limit all overnight parking to on-site and assigned parking areas. Except for loading and unloading, parking buses on-site or on the street is prohibited at all times. Daytime on-street parking will be in accordance with local posted parking regulations. The maximum number of vehicles allowed shall be determined by the number of on-site parking spaces allotted to the premises (must be paved, concrete, gravel, or other approved hard surface). Allotted common area parking must be calculated to comply with Homeowners Association rules and regulations.

3. The owner must <u>By written agreement and notice posted conspicuously in</u> the hot tub/spa area, owners must prohibit the use of outdoor spas or hot tubs between the hours of 10:00 p.m. and 8:00 a.m.

<u>4. Owners must</u> use best efforts to assure that the occupants or guests of the vacation home rental do not create unreasonable noise/-or disturbances, engage in disorderly/<u>dangerous</u> conduct, or violate provisions of this code or any state law. pertaining to noise or disorderly conduct Owners must by notifying the occupants in writing

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of the rules regarding vacation home rentals and <u>promptly use their best efforts to prevent</u> <u>a recurrence responding</u> when notified that occupants are violating laws regarding their occupancy. <u>It is not intended that T</u>the owner, agent, or local contact person <u>is not</u> <u>required or expected to</u> act as a peace officer or place him or herself in harm's way.

5. The owner must, upon notification that occupants or guests of his or her vacation home rental have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of this code or state law pertaining to noise, or disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by those occupants or guests.

56. The Oewners of the vacation home rental must comply with and use his or her their best efforts to achieve compliance by the occupants with all the provisions of chapters 6.32 (Bear-proof Collection Bins, Containers, and Structures), 8.12 (Burning Restrictions) and 8.14 (Abandoned Vehicles and Unlawful Vehicle Work) of this code.

67. The Oewners of the vacation home rental must post a copy of the permit and a copy of the all conditions set forth in this section and any additional conditions/restrictions applicable to their permit in a conspicuous place within the vacation home rental.

78. All advertising for the vacation home rental must include the permit number.

89. All advertising for the vacation home rental must include the maximum number of occupancy approved for the permit, a diagram showing the placement and maximum number of vehicles to be parked on-site, and if applicable, allotted common area parking.

910. Each vacation home rental must have a clearly visible and legible notice posted within the unit on or adjacent to the front door, containing the following information:

a. The name of the agent, local contact person, or owner of the unit, or the name of his/her local agent or contact person if the owner does not reside in <u>Douglas County</u>, and a telephone number at which that party may be reached on a 24hour basis;

b. The maximum number of occupants permitted to stay in the unit; c. The maximum number of vehicles allowed to be parked on the

property;

d. The location of on-site and assigned parking spaces and special information related to seasonal snow removal and emergency vehicle access (ifn any);

e. The trash pick-up day and notification that trash and refuse must not be left or stored on the exterior of the property. <u>Trash must be placed within an</u> <u>approved bear-proof or bear box container, or approved - community dumpster which</u> <u>serves a complex. aexcept from 6:00 p.m. of the day prior to trash pick up to 6:00 p.m. on</u> the day designated for trash pick up unless a bear proof container exists for use by the <u>oecupants. As an alternative, trash may be stored inside a secure structure which must be</u> <u>identified with the submittal of the vacation home rental permit and deemed acceptable by</u> the county. All required bear proof containers must be appropriate in size to accommodate <u>tenant usage</u> and must be jinstalled on or before April 1, 2019;

f. Notification that an occupant as a person responsible for an event, occupant(s) may be cited and fined for creating a disturbance or for violating other provisions of this ordinance; and

g. Notification that failure to conform to the parking and occupancy <u>limitations</u>requirements of the <u>permitstructure</u> is a violation of this ordinance.

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h. Notification that the occupants must limit the use of outdoor spas or hot tubs between the hours of 10:00 p.m. and 8:00 am; and

hi. The occupants of a vacation rental home must make the notice required by this paragraph availablesubdivision available for inspection by the community development development staffdirector or a designee, the sheriff's office or the code enforcement officer upon a request made by any of these officials.

10. Owners must certify under penalty of perjury that any unpaid taxes imposed pursuant to Title 3 will be remitted to the County within 30 days of receiving the vacation home rental permit, and that future tax payments required by Title 3 will continue to be timely paid.

112. All permissible uses must comply with the county or applicable general improvement district parking, driveway and loading standards, and seasonal snow removal or emergency vehicle access regulations. The owner must provide sufficient parking to meet county on-site parking requirements, including the garage when necessary. All overnight occupant parking must be on site.

123. All residential vacation home rentals shall comply with the following standard:

It is unlawful for any person to maliciously and willfully disturb the peace of any neighborhood, person, or family by loud or unusual noises or by tumultuous and offensive conduct, threatening, traducing, quarreling, challenging to fight, or fighting.

Compliance with this standard shall be in addition to compliance with all other provisions of this code and Nevada law relating to nuisance, peace and safety.

B. At the request of the community development director, decisions on one or more applications for vacation home rentals may be deferred to a duly noticed meeting of tThe board of county commissioners, at a duly noticed meeting. The board may has the authority to impose additional standard conditions, applicable to certain vacation home rentals, when the board deems it as necessary to achieve the objectives of this chapter.

C. The community development director or a designee has the authority to impose additional conditions on any permit in the event of any violation of the conditions of the permit or the provisions of this chapter. subject to compliance with the procedures set forth in section 5.40.120 of this code. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.100-20.622.100 Local contact person.

Each owner of a vacation home rental must designate a local contact person who has access and <u>the</u> authority to assume management of the unit and take remedial measures. An owner may designate himself as the local contact person. The local contact person is required to reside or have their primary place of business within Douglas County or within the jurisdictional boundaries of the Tahoe Regional Planning Agency and respond to the location after being notified by the <u>compliance agency or</u> sheriff of the existence of a violation of this chapter or any other provision of this code, or any disturbance requiring immediate remedy or abatement. An owner may designate herself/himself as the local contact person if s/he resides in Douglas County. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.110 20.622.110 Violation and administrative penalties.

A. The following conduct is a violation for which the permit <u>may be</u> suspended or revoked;

1. The owner has failed to comply with the standard conditions specified in section 5.40.09020.662.090(A) of this code; or

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2. The owner has failed to comply with additional conditions imposed pursuant to the provisions of section 5.40.09020.622.090(B) and (C) of this code; or

The owner has violated the provisions of this chapter; or
 The owner has failed to collect or remit to the county the transient

occupancy and lodging taxes and monthly rental reports as required by Title 3 of this code:

OF

5. Any false or misleading information supplied in the application process; or

6. The permit number was not included in all forms of advertisement; or

7. The <u>maximum</u> occupancy was not included in all forms of advertisement, or or the occupancy was not advertised stated incorrectly; or

8. The placement and maximum number of vehicles permitted on-site is not identified.

B. The penalties for violations specified in subsection (A) are as follows:

1. For the first violation within any 12 month period, the penalty is a warning notice of violation;

2. For the second violation within any 12 month period, the penalty is a second warning notice of violation or an administrative fine not to exceed \$500 or both the notice and fine;

3. For a third violation within any 12 month period, the penalty is a suspension of the permit for a period not to exceed 90 days; and

4. For a fourth violation within any 12 month period, the permit may be revoked. An owner may petition the board for reinstatement of a revoked permit no sooner than 12 months after revocation. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.120 20.622.120 Procedure for imposition of penalties, suspension and revocation.

A. Whenever the director or code enforcement officer has reasonable grounds to believe that a violation of section 20.662.110(A), or 20.691.230 has occurred, a written notice of violation shall be served to the owner(s) in accordance with chapters 20.691.250, and 20.691.260.

- Failure to respond to the written notice within the time frame identified in the notice, or the filing of an Appeal under 20.662.125, will result in a suspension of the permit for a minimum of ninety (90) days by the director.
- Failure to correct the violation within the time identified in the written notice, or failure to remit the penalties imposed by such notice for a period exceeding 10 days, will result in revocation of the permit.

B. When necessary to protect life, property or safety, the director may suspend a permit for up to ninety (90) days or until such time that the unsafe condition(s) have been alleviated, whichever is later.

Penalties, including a notice of violation, must be imposed, and permits must be revoked, in the manner provided in this section.

A. The code enforcement officer must conduct an investigation whenever there is reason to believe that an owner has failed to comply with the provisions of this chapter. The investigation may include an inspection of the premises. Should the investigation reveal substantial evidence to support a finding that a violation occurred, the code enforcement officer must issue written notice of the violation and intention to impose a penalty or revoke the permit. The written notice must be served on the owner, operator, agent managing agency, or local contact person and must specify the facts which constitute substantial evidence to establish grounds for imposition of the penalties or

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revocation, and specify that the penalties will be imposed or that the permit will be revoked within 15 days from the date the notice is given unless the owner files with the community development director or a designee the fine amount and a request for a hearing before the community development director or a designee.

20.622.125 Appeal

Any person affected by a notice of violation pursuant to this chapter shall have the right to appeal to the board of commissioners subject to the following:

A. A notice of appeal must:

1. Be filed with the community development department within 25 calendar days of the date the first notice of violation was mailed and/or served on the property owner or other responsible party;

2. Be submitted in writing;

3. Include a copy of the notice of violation and a statement that the person wishes to appeal;

4. Contain the person's full name and mailing address, legibly printed or typed, and any notice or communication thereafter sent to him at such address shall be conclusively presumed to have been received unless the person has given the department written notice of any change; and

5. Contain a statement setting forth the reasons the person contends that condition of the property does not constitute a nuisance and/or violation of Douglas County Code, and/or why the imposition of civil penalties is not appropriate.
B. The board shall hold a hearing on the appeal within 60 days of filing the notice of appeal with the community development department.

1. The scope of such hearing shall be limited to any or all of the following as may be stated by the person requesting review in the notice of appeal:

- a. There has been a failure of the county to follow the procedures prescribed in this Title and/or chapter, and that such failure has prejudiced the person in respect of some substantial right;
- b. No violation and/or nuisance exists on the premises that is the subject of the notice of violation;
- c. The time for or method of compliance required in the notice is impossible to comply with or, because of circumstances peculiar to the person or property, would work an unreasonable hardship; and/or
- d. The imposition of civil penalties is inappropriate under the circumstances.

2. The appellant shall be accorded the opportunity to provide evidence or a statement in opposition to the notice of violation; and shall be accorded the opportunity to cross-examine any witness presenting testimony.

3. The county shall be accorded the opportunity to present any evidence, argument or statement in support of the notice of violation; and shall be accorded the opportunity to cross-examine any witness presenting such testimony. C. The board shall adopt findings and conclusions supporting a decision which

either:

1. Affirms the notice of violation as issued;

2. Modifies the notice of violation; or

3. Rescinds the notice of violation.

D. The filing of a notice of appeal shall stay all proceedings for correction of the violation and/or abatement of the nuisance until final disposition of the appeal.

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<u>F. The department shall provide a written final disposition to the owner within 3</u> working days of the appeal hearing by the Board.

B. If the owner requests a hearing within the time specified in subsection A, the community development director or a designee must serve written notice on the owner by mail, of the date, time and place for the hearing which must be scheduled not less than 15 days, nor more than 45 days after receipt of the request for a hearing. The community development director or a designee may preside over the hearing or may designate a hearing officer to take evidence and submit proposed findings and recommendations to the community development director or a designee. The community development director or a designee, and that the penalty or revocation is consistent with the provision of section 5.40.110 (B) of this code. The hearing must be conducted according to the rules normally applicable to administrative hearings. The community development director or a designee must render a decision within 30 days of the hearing and the decision is appealable to the board. The owner may request and the board may grant a stay of any revocation made pursuant to the provisions of subsection 5.40.110(B) (4) during the pendency of an administrative appeal to the board.

C. The code enforcement officer may refer violations of this chapter to the Douglas County District Attorney's Office for prosecution pursuant to section 1.08 as misdemeanors. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.130 20.622.130 Permits and fees not exclusive.

Permits and fees required by this chapter are in addition to any license, permit or fee required under any other chapter of this code. The issuance of any permit pursuant to this chapter does not relieve the owner of the obligations to <u>remit tax payments and</u> comply with <u>allthe</u> other provisions of this code pertaining to the use and occupancy of the vacation home rental <u>and/</u>or the property on which it is located. (Ord. 1117, 2005)

5.40.140 20.622.140 Penalty for violations.

A. In addition to any other civil remedies set forth in this chapter, the owner, occupant or agent of any lot or premises within the county who permits or allows the existence of a public nuisance as defined in this Title 20, upon any lot or premises owned, occupied or controlled by them, or who violates any provisions of this chapter is subject to the penalties designated in Douglas County Code 1.08.010 which may include criminal prosecution. Each day of any such violation constitutes a separate offense.

B. Enforcement actions may be brought against occupants of a vacation home rental for violations of this chapter and/or any other provision(s) of this code notwithstanding that this chapter may also make the owner of the vacation home rental responsible for the conduct constituting the violation.

C. Each day that the owner of a vacation home rental fails to correct and/or abate any violation of this chapter after the date given in a notice may be subject to a civil penalty of \$250.00 per day, with a maximum total civil penalty of \$10,000.00.

D. In addition to any other reasonable means for collecting civil penalty monies owed to the county, the civil penalties are a special assessment against the property upon

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which the violation exists and can be collected pursuant to 20.691.280 if the following conditions exist:

1. The Owner has been billed, served or otherwise notified that the civil penalties are due;

2. The amount of the uncollected civil penalties is more than \$5,000; and

3. At least three months have elapsed after the date specified in the order of

the Director or the Board of Commissioners by which the owner must abate the violation/remit the fee(s), or at least twelve months have elapsed after the date specified in the original notice of violation to the owner to abate the violation/remit the fee(s).

E. Owners who receive two or more violations within a three-month period may be subject to a civil penalty of \$1,000.00.

Any person violating the provisions of this chapter, or by operating or advertising a vacation home rental without a valid permit is guilty of a misdemeanor. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.150 20.622.150 Enforcement of chapter.

The community development director or a designee is authorized and directed to establish rules and regulations as may from time-to-time be required to carry out the purpose and intent of this chapter. Substantive changes to this ordinance can only be made by the board. (Ord. 1117, 2005)

5.40.160 20.622.160 Private actions to enforce.

A. Any person who has suffered, or alleges to have suffered, damage to person or property for a violation of this chapter may bring an action for money damages and any other appropriate relief in a court of competent jurisdiction against the owner, agent, local contact person or occupant alleged to have violated this chapter. The prevailing party in this litigation is entitled to recover reasonable litigation costs, including attorney's fees in an amount deemed reasonable by the court.

B. Nothing in this chapter creates any right of action against the county or any of its officers, employees, or agents. The sole purpose and intent of this section is to create a right of action between private parties, entities, and interests, which are or may be impacted or affected by various aspects of vacation home rentals within the county. (Ord. 1355, 2012; Ord. 1117, 2005)

5.40.170 Violations by occupants of vacation rental homes.

A. In addition to the penalties set forth in 5.04.110, any violation of the provisions of this chapter is punishable as a misdemeanor pursuant to chapter 1.08.010(A) of this code.

B. The owner may be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this code is committed, continued or permitted by such person and shall be punished accordingly pursuant to 1.08.010(C).

C. Enforcement actions may be brought against occupants of a vacation rental home for violations of this chapter and any other provision of this code notwithstanding that this chapter may also make the owner of the vacation rental home responsible for the conduct constituting the violation. (Ord. 1355, 2012; Ord. 117, 2005)

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Chapter 20.691

Property Maintenance

20.691.230 Specific Public Nuisances

The following are specifically declared to be public nuisances, but this list shall not be deemed to be exclusive:

A. The accumulation, exposure, or deposit of any garbage, rubbish, bulk solid waste or solid waste on any public way or any private street, alley, or lot, or into a stream, well, spring, brook, ditch, pond, river, or other inland waters within the county, or the placing of such substances in such position that high water or natural seepage will carry the same into such waters;

B. Any physical condition of a premise considered an attractive nuisance, including, but not limited to abandoned wells, shafts, basements, unguarded machinery;

C. An abandoned, unattended, or discarded icebox, refrigerator, or other container accessible to children which has an airtight door, or lock which may not be released for opening from the inside;

D. Dangerous pilings and unprotected excavations;

E. Any premises that has plumbing that permit the spillage of effluent outside of an approved sanitary sewer system, or the escape of sewer odors and gases;

F. The maintenance of premises which are in such a state or condition as to cause an offensive odor;

G. The accumulation of feces or manure in piles or heaps, unless enclosed in containers capable of excluding flies and maintained in such a manner or condition that offensive odor is not emitted there from; or is stored consistent with reasonable agricultural practices and/or in such a way so that it is used in legitimate agricultural purposes, and protected in such a way as to not interfere with the water table or neighboring waterways.

H. The burning of any rubbish, garbage, rubber, cloth, or any other thing, the burning of which, or the smoke emitted from such burning, creates an offensive odor;

I. The accumulation of stagnant water in which mosquitoes may breed;

J. Violation of DCC 20.691.110 by keeping more than five cubic yards of junk on any residentially zoned property or by keeping four or more neglected or wrecked motor vehicles on any residentially zoned property regardless of screening;

K. Violation of DCC 20.691.180, "Derelict Structures";

L. Any building or structure that is in a condition that poses an imminent hazard to public health, safety or welfare-:

M. A violation of 8.14.020 Abandoned vehicles prohibited-

N. An unpermitted driveway connection from private property to the public right of way for the passage of motorized vehicles that poses a public safety hazard or impedes access, traffic or drainage; and

O. A violation of any provision of chapter 20.622, "Vacation Home Rentals." (Ord. 1405, 2014)

> Steven J. Thaler, Chairman Douglas County Board of Commissioners

ATTEST:

Kathy Lewis, Clerk-Treasurer

This ordinance shall be effective on _____, 2018.

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Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>Not For Possible Action</u>: Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville, Community Foundation of Douglas County.
- 2. Recommended Motion: N/A Funds Available: Ves ☑ N/A 3. Department: Administration 4. Prepared by: **Carol Louthan** 5. Meeting Date: August 7, 2018 Time Requested: **10** minutes 6. Agenda: Consent Administrative Background Information: To be presented at meeting. 7. Other Agency Review of Action: Douglas County MN/A 8. Board Action: □ Approved □ Approved with Modifications Denied **Continued**