

GARDNERVILLE TOWN BOARD

Meeting Agenda

Linda Slater, Chairman Lloyd Higuera, Vice Chairman Mary Wenner, Board Member Ken Miller, Board Member Mike Henningsen, 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, October 1, 2019

4:30 p.m.

Gardnerville Town Hall

MISSION STATEMENT

"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."
Copies of the finalized agenda were posted on September 26, 2019 or before the third day prior to the meeting date, by Marie
Nicholson, Office Specialist Signed: Mudación and Carol Louthan, Administrative Services
Manager, Signed: in accordance with NRS Chapter 241 at following locations;
Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 2:40 P.M. 9/25/19
Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at7 A.M.
Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at S:150m A.M. 9-33-19
Gardnerville Town Offices, 1407 Hwy 395 N, Gardnerville NV 89410 at/ A.M. and on the internet at
https://www.townofgardnerville.com/

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

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

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

Notice: "Any invocation offered before the official start of the Board meeting shall be a voluntary offering of a private citizen. Attendance and participation in any invocation is not required. The views expressed are not necessarily views of the Board, have not been previously reviewed or approved, and shall not impact the business of the Board."

INVOCATION – By invitation

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

PLEDGE OF ALLEGIANCE - Mary Wenner

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. September 3, 2019 Regular Board meeting



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**. Town Board Members or any member of the general public wishing to discuss any Consent item or Items may request to have the item or items moved to the Administrative Agenda for further discussion. When items are moved for discussion, they will be placed at the beginning of the Administrative Agenda.

- 1. For Possible Action: Acknowledge receipt of and file correspondence.
- 2. <u>For Possible Action</u>: Approve, approve with modifications, or deny the Health and Sanitation & Public Works Departments Monthly Report of activities.
- 3. For Possible Action: Approve, approve with modifications, or deny September 2019 claims.
- 4. <u>For Possible Action</u>: Approve, approve with modification or deny the purchase of a truck load of 95-gallon refuse totes from Otto Environmental Systems at a cost not to exceed \$24,999.
- 5. <u>For Possible Action:</u> Approve, approve with modifications, or deny an application by Trinity Lutheran Church to close Douglas Avenue from Mill Street north approximately 200-feet for Halloween Trunk or Treat on October 31, 2019 from 3:00 p.m. to 8:00 p.m.
- 6. <u>For Possible Action:</u> Approve, approve with modifications, or deny Resolution 2019R-003, a continuing Resolution by the Gardnerville Town Board adopting a policy regarding open invocations before meetings of the Gardnerville Town Board.

ADMINISTRATIVE AGENDA

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

- 7. <u>For Possible Action:</u> Discussion to approve, approve with modifications, or deny a proposed memorial to Dan Hickey at the Gardnerville Station on behalf of the Douglas High School Class of 1962; with public comment prior to board action.
- 8. <u>For Possible Action:</u> Discussion to approve, approve with modifications, or deny an update to Town Policy 29.1 Overhead Street Banner Policy; with public comment prior to Board action.
- 9. <u>For Possible Action:</u> Discussion to approve, approve with modifications or deny Resolution 2019R-002 which repeals Resolution 2001R-3 and removes Policy 24.12, Utility Cut Permit Program (Street Cuts), from the Town of Gardnerville Policy and Procedures Manual; with public comment prior to Board Action.
- 10. Not For Possible Action: Presentation by the Town Manager on changes to internal communications within the Town.
- 11. <u>For Possible Action:</u> Discussion to approve, approve with modifications, or deny an update to Town Policy 26.1-12 Snow and Ice Control Operations; with public comment prior to Board action.
- 12. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for September 2019.
- 13. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for September 2019.
- 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.

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

Adjourn

Next regular board meeting November 5, 2019



GARDNERVILLE TOWN BOARD

Meeting Minutes

Linda Slater, Chairman Lloyd Higuera, Vice Chairman Mary Wenner, Board Member Ken Miller, Board Member Mike Henningsen, 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, September 3, 2019

4:30 p.m.

Gardnerville Town Hall

INVOCATION - Rich Lammay, High Sierra Fellowship

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

BOARD MEMBERS PRESENT: Linda Slater, Chairman Lloyd Higuera, Vice-Chairman **Mary Wenner** Mike Henningsen Ken Miller

STAFF PRESENT Jennifer Yturbide, Town Counsel Erik Nilssen, P.E., Town Manager Geoff LaCost, Public Works Superintendent Carol Louthan, Administrative Services Mgr

PLEDGE OF ALLEGIANCE – Mike Henningsen led the pledge of allegiance.

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.

Chairman Slater read into the record a comment:

The Chair would like it to be placed on the record that a reported incident occurred at our August Board meeting that has been reported to the Chairman. A member of the public physically touched the Town Manager on the chest. This type of conduct shall not and will not be condoned by this Board, and if such an event should occur in the future, the Sheriff's Department shall be notified for an appropriate remedy. No further discussion will be presented on this matter at this time. If further discussion is necessary, it will be agendized and so noted.

Mr. Jerry Turner commented on items not on the agenda. (A recording is available upon request.)

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/Miller to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

A. August 6, 2019 Regular Board meeting

Motion Wenner/ Higuera to approve the August 6, 2019 board meeting. Not being present at the meeting, Mr. Miller abstained. Motion carried.

Chairman Slater thanked the sheriffs for being present at the meeting.

CONSENT CALENDAR FOR POSSIBLE ACTION

Gardnerville Town Board Meeting September 3, 2019 4:30 p.m. Page 2

Items appearing on the Consent Calendar are items that may be adopted with one motion after public comment. Town Board Members or any member of the general public wishing to discuss any Consent item or items may request to have the item or items moved to the Administrative Agenda for further discussion. When items are moved for discussion, they will be placed at the beginning of the Administrative Agenda.

1. For Possible Action: Correspondence. Read and noted.

2. For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities. Approved.

3. For Possible Action: Approve August 2019 claims

Approved.

4. For Possible Action: Approve a request by the Washoe Tribe Domestic Violence Program to hang purple ribbons from the decorative light poles on Main Street from Greater Nevada Credit Union to Jerry's Grill during the month of October which is Domestic Violence Awareness Month. Approved.

Motion Higuera/Wenner to approve the consent calendar.

No public comment.

Motion carried unanimously.

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

5. For Possible Action: Discussion to recommend approval, approval with modifications, or denial of a proposed tentative parcel map for Gardnerville Water Company creating three parcels (0.48, 1.27, and 0.88 acres in size) from parcel, APN 1220-03-301-003, 1297 N Highway 395 (Reference Douglas County DP19-0393); with public comment prior to Board action.

Mr. Nilssen received submission of a proposed parcel map for the Gardnerville Water Company. The parcel is located east of Highway 395 and south of Stodick Parkway. It is zoned neighborhood commercial. Mr. Nilssen gave an overview of the project for Board members. Staff had concerns regarding the potential noise generated from a well in the vicinity of residential areas. The Gardnerville Water Company has stated they have never received any noise complaints related to their well operations. I conditioned the well site aesthetics should be brought before the Town Board for review and input. The applicant is here. The surveyor is here as well.

Chairman Slater asked where the access is for the parcels.

Mr. Nilssen replied it will be the same access that goes to the proposed Firestone Auto Care that is being built. The access is directly to Hwy 395. It is a private access. No roads, retention basins or storm drains on this property would be maintained by the town.

Mr. Miller is concerned with the residents and what type of waste removal facility is there presently.

Mr. Nilssen believes it is connected to MGSD.

Mr. Mark Lovelady, General Manager of the Gardnerville Water Company, confirmed the residence is vacant and hooked up to water and sewer. All the parcels will be the same.

No public comment.

Motion Miller/Higuera to approve the proposed land division with the conditions as outlined in this meeting by town staff. Motion carried unanimously.

6. For Possible Action: Discussion to recommend approval, approval with modifications, or denial of a proposed tentative parcel map for Maverik Inc. creating three parcels (3.25, 4.86, and 0.54 acres in size) from parcel, APN 1220-04-602-012, 1301 N Highway 395 (Reference Douglas County DP19-0392); with public comment prior to Board action.

Mr. Nilssen mentioned there is a representative from Maverik available for questions. At the June meeting it was presented to the board that, although the parcel is 8.5 acres in size, Maverik did not intend to use the entire parcel. They intended to split it into three parcels and they have now made that application to the town and county. One of the concerns during that review was access onto Elges. With this land division we have the opportunity to create conditions. I did put a condition that a vehicular non-access easement would be provided. It precludes cars from going from the private property to Elges Avenue. That would eliminate some of the concerns the residents had at the June meeting. Parcel 1 is the proposed 3.25 acres that Maverik will retain. Parcel 2 is zoned general commercial and vacant. When development is proposed on that parcel the town would have the opportunity to comment and condition the design review. The third parcel is a planned detention basin in the northwest corner that is proposed to be dedicated to the town. There is some benefit to the town for storm drainage. The current storm drain configuration is on private property within an easement in residents' backyards. If the storm drain basin were dedicated to the town the storm drain along private property could be abandoned. This project has quite a few conditions related to the basin setup if the town accepted maintenance.

Chairman Slater asked on the recommendations for the detention pond you are recommending DG at the bottom.

Mr. Nilssen responded DG with plants.

Chairman Slater believed it's been the position of the town for quite a few years that detention ponds be grassed so they are presentable to anyone coming through town.

Mr. Henningsen mentioned Bently's retention pond looks horrible. There is inconsistent growth in all directions with weeds growing up the sides. I don't know what guidelines he was held to, but it looks terrible. If this looks anything like that I would definitely learn from that. It needs to look nicer than that or it will be an eye sore.

Mr. Nilssen stated if the board would prefer to see turf, it's possible. However, due to the increased maintenance of mowing and since the detention pond is too small to be used as a park it is not recommended.

Chairman Slater pointed out that's why several boards back they decided to enhance the ponds so they would look like mini parks.

- Mr. Henningsen noticed Trinity has mini retention ponds and at the bottom the plants struggle.
- Mr. Nilssen advised Trinity followed the Truckee Meadows design basin and this proposed basin would look similar to the basins at Trinity.
 - Mr. Miller's concern is Parcel 2's access.
 - Mr. Nilssen responded there is a proposed driveway off 395 and one on Stodick, but not an access on Elges.
- Ms. Wenner likes the zero landscaping with trees and rock, like what they've done on Toler. I think the grass will be hard to mow. Maybe put some shrubs and trees.
 - Mr. Higuera suggested low shrubs, low vegetation and greenery.

Mr. Nilssen noted the detention pond parcel is just over half an acre. Parcel 3 is conditioned that the access easement be extended along the frontage of parcel 2. There will be access to all three parcels available off Hwy 395. They will bring a landscape plan. I will add Condition 6E that the board will review and approve the final landscape design submitted by Maverik.

No public comment.

Motion Higuera/Miller to approve with staff recommendations, and the board condition that they review the final proposed landscape plan from this evening, a proposed tentative parcel map for Maverik Incorporated creating three parcels: 3.25, 4.86 and .54 acres in size from Parcel APN 1220-04-602-012 at 1301 N Highway 395 reference Douglas County DP19-0392. Motion carried unanimously.

7. For Possible Action: Discussion to approve, approve with modifications, or deny Town Policy 4.1, Purchasing and Approval Limits restricting the Town Manager's signatory authority to \$10,000 with certain exceptions identified within the policy; with public comment prior to board action.

Chairman Slater explained she and Lloyd met with Erik and he asked this item be on the agenda because we could not find a policy that we approved for Tom Dallaire. This meets the same standards as Minden and Douglas County.

Mr. Nilssen struggles with what I am allowed to sign off and my authority for expenditure of funds. I looked through the policies. I could not find anywhere in the financial policies what I am allowed to sign for dollarwise and what I can't. \$10,000 is generally what directors have the authority to sign at Douglas County and Minden. \$10,000 allows me to make the day-to-day purchases and decisions the town needs. I've asked for exceptions on utility payments and vehicle repairs, as long as the purchases stay within the approved budget for the fiscal year. If the board has a greater comfort level you could discuss \$20,000 or \$25,000. This is what I am recommending.

Mr. Miller mentioned anything we approve during the annual budget which may go over \$10,000 should be considered done and we would not have to come back for this board to reapprove.

Mr. Turner doesn't like it when a board talks about some other cities doing this or that. Make the decision not because of what someone else does in another city. I would like to know any time something comes up that is unique or different it goes before the board.

No further public comment.

Motion Higuera/Wenner to approve Town Policy 4.1 purchasing and approval limits restricting the town manager's signatory authority to \$10,000 with certain exceptions identified within the policy. Motion carried unanimously.

8. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for August 2019.

Attorney Yturbide reported Erik has been looking at some of the policies in existence and updating them. Some of what I was doing was also discussing those policies with Erik. There was also continuing discussion regarding public records requests. We received a lien notice on one of the properties and an election to sell. We happen to have a lien on the same property. It won't extinguish it. There were some contracts I reviewed. I reviewed the town manager's purchasing authority. There were some discussions on reserve policies and communication policies. There was an approval of the dog park from community development. The street cut ordinance will be discussed next month. I reviewed the agenda and I am here attending the meeting.

9. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for August 2019.

Mr. Nilssen asked if there were any questions. We finished the last movie in the park August 9th. Definitely a learning experience for me. A lot of staff time has been given to moving and maintaining the open space and paths. We still have a vacant town sanitation position. Plan reviews were completed for the new tavern, Residence 1861 Apartments, Firestone Complete Auto Care and the demolition of Yager's Garage. The dog park received approval from Douglas County. No appeals have been filed. It is officially a dog park now.

Mr. LaCost reported the fence is almost complete at Carrick/Grant detention pond. It should be done in the next week or week and a half.

Mr. Nilssen stated the slurry seal is complete. We will work to notify more residents the next time. The electric charging station permit has been approved. I have a submittal it to NV Energy to put a transformer in. Once that is approved the work will commence. I received the final plans for the underground detention reservoirs at the Gardnerville Station. CDBG gave me the okay to apply for another extension. I am confident in getting those projects done before the winter is over. The architect has the plans and he is developing the final specifications, which will be submitted to CDBG. NDOT will be working on 395 replacing 22 feet of asphalt in the northbound lane from the middle school to the elementary school and an 11 foot section in the southbound lane. It will be all night work from September 9th through the 14th. NDOT will not be using the Gardnerville station. We received an application for Austin's House

Gardnerville Town Board Meeting September 3, 2019 4:30 p.m. Page 5

Poker Run. They were supposed to turn in their application 10 days before the board meeting so it could be agendized. Per the Town policy over 250 participants are expected, alcohol will be served and music will be played. This is an application the town board would have to approve. We can't take action because it wasn't agendized. The applicant thought the submittal deadline was 10 days before the event. There is some confusion on the application. I'm asking if the board would consider a special meeting before the 21st. If we could set up a date and get the agenda published. Otherwise the answer to this event would be you can't use the park.

Chariman Slater asked if we have an existing policy on special board meetings. If we don't have a policy we should have one.

Attorney Yturbide will look at the records and report back to Erik.

Chairman Slater asked if we're going out to bid on another truck. How many garbage trucks do we have?

Mr. LaCost answered we have seven trucks. One refuse truck is for backup. We currently have four rear loading trash trucks. We go out on Mondays and Fridays with two of them. One is strictly for backup. So if one breaks down we still have two reliable rear-loading trucks. Currently we have three automated trucks and some days we use all three automated trucks. We could use an additional automated truck. The additional truck we are looking to purchase is a different style than anything we have.

Mr. Nilssen advised we do plan to get rid of one after the new truck is delivered.

Mr. LaCost pointed out we are spending quite a bit of money on maintenance. It is time to transition Truck 615 out. The new truck will be a front loading truck. We are looking to transition our commercial routes to being able to drive up to collect the trash instead of backing up to the dumpster.

Chairman Slater commented if we decide to purchase another vehicle and we say we are going to dispose of the old one this board needs to know it will be disposed of as agreed upon.

Mr. LaCost will be disposing of truck 615.

Mr. Nilssen noted truck 601 is a 1999. They use it as a backup and for greenwaste. .

Mr. Miller asked if the truck purchase was in the CIP.

Mr. LaCost answered yes. Our last used truck purchase didn't go as well as it should. We are going with new.

Mr. Nilssen, in the future, can agendize an item to make a presentation on the sanitation truck fleet and operations if the board would like to have one.

Chairman Slater believed this presentation would be helpful during budget time. The point is, when an employee or a manager says something will be done we want to know it is actually done, and not held over without the board's knowledge. Another question: On the new church, we have our Christmas kickoff and fireworks. What will happen this year with the fireworks location?

Mr. Nilssen was not aware of the setup. I will review that with Geoff and the owners of the parcel. Since we do own the other lot that could be a backup.

Chairman Slater added since we do own the lot across the street that could be a backup location for the fireworks. My last comment is the repaving is being done at night. Are we going to have any road signs put up for the trucks and cars that travel through?

Mr. Nilssen answered NDOT has a public information officer. We will definitely re-push out their message. I'm sure the county public information officer will as well. NDOT generally won't surprise you with a project. They are open with their communication. It will be late at night to 4 or 5 in the morning. I can forward the information to Kurt at the Record Courier.

Mr. Henningsen shared Erik did a great job on his presentation at Kiwanis. Another thing, I noticed in an engineering magazine, New York City next year is going to introduce electric garbage trucks. They are so quiet they can pick up the trash at night. That is a future we can look forward to down the road.

Gardnerville Town Board Meeting
September 3, 2019 4:30 p.m.
Page 6

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

Ms. Wenner reported the Arts Council met and is looking for new board members. If anyone is interested there is an application. They meet once every other month. They have a new exhibit at the Copeland Gallery and more concerts coming. We also have one of the commissioners on the board and he has suggested he wants to see a stagecoach built for tourists to use.

Chairman Slater reported the Nevada League of Cities had meetings scheduled that were cancelled. We are moving forward with the application process to find an executive director. The focus right now is on the annual conference September 24th through the 26th. I have the agenda here. On Thursday will be the rural roundtable and the metro roundtable.

Mr. Higuera reported Main Street is looking for board members. They had a very successful training session. People from all over the state attended as well as the national main street was in attendance. The Main Street Gardnerville program was showcased to the entire state. The street festival on Eddy Street was a huge success. They are going to be making a donation to Main Street Gardnerville. That will be announced soon. Matt happens to be here if he wants to add anything.

Mr. Matt Bruback, Main Street Gardnerville, reported the two-day workshop was phenomenal. It's amazing what the Town of Gardnerville has done to get this started for the state. There were many towns participating and learning from what we have done. We couldn't have done it without the Town of Gardnerville.

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

Mr. Jerry Turner gave public comment on items not on th	he agenda.	(A recording is availab	le upon request.)
No further public comment.			
Meeting adjourned at 5:37 p.m.			
Linda Slater, Chairman	Erik Nilsse	n, P.E., Town Manage	r

Gardnerville Town Board AGENDA ACTION SHEET



1. For Possible Action: Acknowledge receipt of and file correspondence
2. Recommended Motion: Acknowledge receipt of and file correspondence.
3. Funds Available: └ Yes └ N/A
4. Department: Administration
5. Prepared by: Carol Louthan, Administrative Services Manager
6. Meeting Date: October 1, 2019
7. Agenda: Consent — Administrative
8. Background Information: See attached.
9. Other Agency Review of Action: □Douglas County □ N/A
10. Board Action: Approved Approved with Modifications Denied Continued

MEMORANDUM

Town of Gardnerville

Erik Nilssen, P.E.

TO: Town Board

FROM: Marie Nicholson

SUBJECT: Praise for staff clearing fallen limbs at 1360 Elges

DATE: 9-16-19

Dan Cosgrove called to commend field staff for the wonderful job they did today clearing fallen limbs at 1360 Elges. He said Steve Thompson and the crew with him worked very hard to get the debris cleared away. They exhibited great teamwork, were very professional, and paid great attention to safety. Dan worked in construction for years so he recognized their excellent work.

Marie

Gardnerville Town Board AGENDA ACTION SHEET



1. <u>For Possible Action:</u> Approve, approve with modifications, or deny the Health and Sanitation & Public Works Departments Monthly Report of activities.

2. Recommended Motion: Approve as submitted

3. Funds Available: ☐ Yes ☑ N/A

4. Department: Administration

5. Prepared by: Marie Nicholson, Office Specialist

6. Meeting Date: October 1, 2019

7. Time Requested: N/A

8. Agenda: Consent — Administrative

9. Background Information:

Trash (August landfill)

Credit Cards & E-Checks (August)

Residential Accounts	1831 - total
Single Family	1772
Duplex	16
Triplex	3
Fourplex	9
Sixplex	1
Office Residential	30
Commercial accts	237
Greenwaste accts	1416
Cleanup dumpsters	16
X cans	326
# new residential accts	0 new, 1 transferred
# new commercial accts	0 new, 0 transferred
Minimum User	24
Total tons - trash	382.21
Total tons - greenwaste	44.26

Total Amount	\$	18,3	14.25
Total Transactions	100	12	20
Visa	84	\$	7019.59
MasterCard	15	\$	1879.43
AMEX/Discover	1	\$	231.33
E-Checks	20	\$	9183.90

10. Other Agency Review of Action: ☐ Douglas County	₩ N/A
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11. Board Action:

☐ Approved ☐ Approved with Modifications

Gardnerville Town Board AGENDA ACTION SHEET



1.	<u>For Possible Action:</u> Approve, approve with modifications, or deny September 2019 claims.
2.	Recommended Motion: Approve as submitted.
3.	Funds Available: ☐ Yes ☐ N/A
4.	Department: Administration
5.	Prepared by: Carol Louthan, Administrative Services Manager
6.	Meeting Date: October 1, 2019 Time Requested: N/A
7.	Agenda: ☐ Consent ☐ Administrative
8.	Background Information: See attached.
9.	Other Agency Review of Action: □ Douglas County □ N/A
10	Denied ☐ Approved with Modifications ☐ Continued

Page 1 of 13

DOUGLAS COUNTY									
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date Payment Date	rate Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin									
Account 510.150 - Board Compensation	d Compensation								
33424 - Michael C Henningsen	9/19 BOARD	GVILLE	Paid by Check # 695618		08/29/2019	09/06/2019	09/06/2019	09/06/2019	9 250.00
4288 - Lloyd W Higuera	9/19 BOARD	GVĪLLE	Paid by Check		08/29/2019	09/06/2019	09/06/2019	09/06/2019	9 250.00
28960 - Kenneth W Miller	9/19 BOARD	GVILLE	# 050025 Paid by Check # 605640		08/29/2019	09/06/2019	09/06/2019	09/06/2019	9 250,00
2969 - Linda Slater	9-19 BOARD	TOWN OF	# 093049 Paid by Check # 605700		08/29/2019	09/06/2019	09/06/2019	09/06/2019	9 275.00
8364 - Mary A Wenner	9-19 BOARD	GARDNERVILLE TOWN OF	# 032703 Paid by Check # 505766		08/29/2019	09/06/2019	09/06/2019	09/06/2019	9 250.00
		GARDNERVILLE	# 653700 Account	Account 510.150 - Bo:	- Board Compensation Totals	ation Totals	Invoi	Invoice Transactions 5	\$1,275.00
Account 511.201 - PEBS-Ret.Medical 20219 - NV State Public Employees Benefits 9-19	i-Ret.Medical efits 9-19	731	Paid by Check	·	09/13/2019	09/13/2019	09/13/2019	09/13/2019	9 10.49
Program	PKEMIUMS		# 695978 Acco	Account 511,201 - PEBS-Ret.Medical Totals	PEBS-Ret.Ma	edical Totals	Invoi	Invoice Transactions 1	\$10.49
Account 520,055 - Telephone Expense 782-7134 8	phone Expense 782-7134 8/19	775-782-7134-050279-			08/16/2019	09/06/2019	09/06/2019	09/06/2019	9 113.46
را ز 29103 - Frontier	782-3856 8/19	5 775-782-3856-080802-			08/16/2019	09/06/2019	09/06/2019	09/06/2019	9 59.33
32036 - Spectrum Business	0653088081119	5 0653088081119 8354110060653088			08/11/2019	09/06/2019	09/06/2019	09/06/2019	9 14.99
13097 - Verizon Wireless	9835215905	842011146-00001	# 695/19 Paid by Check		08/01/2019	09/06/2019	09/06/2019	09/06/2019	9 354,85
13097 - Verizon Wireless	9837213214	842011146-00001	# 695/58 Paid by Check		09/01/2019	09/20/2019	09/20/2019	09/20/2019	9 588,87
			# 696304 Accoul	Account 520.055 - T	- Telephone Expense Totals	oense Totals	Invoi	Invoice Transactions 5	\$1,131.50
Account 520.064 - Travel 12997 - Douglas County Procurement	ei 8-19 LOUTHAN GVILLE	GVILLE	Paid by Check		08/27/2019	09/20/2019	09/20/2019	09/20/2019	9 67.26
Program			# 696142	Accoun	Account 520.064 - Travel Totals	Iravel Totals	Invo	Invoice Transactions 1	\$67.26
Account 520.089 - Power 2924 - NV Energy	ar 2856009 8-19 1	1000285600907757795	5 Paid by Check		08/27/2019	09/13/2019	09/13/2019	09/13/2019	9 293.41
		SOFIFIANT ACCT. NO.		Accoun	Account 520,089 - Power Totals	ower Totals	Invoi	Invoice Transactions 1	\$293,41
Account 520.090 - Walter 1429 - Gardnerville Water Company	er 640.01 7-8/19	640.01	Paid by Check		09/02/2019	09/20/2019	09/20/2019	09/20/2019	9 37.68
1429 - Gardnerville Water Company	690.01 7-8/19	690.01	# 090109 Paid by Check # 696169		09/02/2019	09/20/2019	09/20/2019	09/20/2019	98.79

Page 2 of 13

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		Invoice No.	Invoice Description	Status	Held Keason	Invoice Date	Due Date	G/L Dale	Received Date rayillell Date	
-	Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin							·		
-	Account 520,090 - Water 1429 - Gardnerville Water Company	410.03 7-8/19	410.03	Paid by Check	-	09/02/2019	09/20/2019	09/20/2019	09/20/2019	33,35
				# 696169	Accoun	Account 520.090 - Water Totals	fater Totals	Invoice	Invoice Transactions 3	\$169.82
	Account 520,092 - Heating								01907.707.00	17.00
.,	3021 - Southwest Gas Corporation	0015779022 8-	2410015779022	Paid by Check		08/15/2019	09/06/2019	09/06/2019	6102/90/60	14.40
,.,	3021 - Southwest Gas Corporation	19 1072224004 8-	2411072224004	# 695/12 Paid by Check		08/15/2019	09/06/2019	09/06/2019	09/06/2019	15.05
.,	3021 - Southwest Gas Corporation	19 1188600002 8-	2411188600002	# 695/12 Paid by Check " 6973/2		08/15/2019	09/06/2019	09/06/2019	09/06/2019	7.53
		19		# 695/12	Account !	Account 520.092 - Meating Totals	ating Totals	Invoic	Invoice Transactions 3	\$36.98
	Account 520.097 - Maint B&G 15836 - Summit Plumbing Co LLC	ଜଣ 71640	TOWN OF	Paid by Check		06/05/2019	09/13/2019	09/13/2019	09/13/2019	921.57
	15836 - Summit Plumbing Co LLC	71678	GARDNERVILLE TOWN OF	# 696026 Paid by Check		07/15/2019	09/13/2019	09/13/2019	09/13/2019	137.52
3	20845 - Clark Plumbing & Heating Co Inc	840629	GARDNERVILLE 0007133	# 696026 Paid by Check		07/16/2019	09/20/2019	09/20/2019	09/20/2019	130.93
~()				# 696126	Account 52(Account 520.097 - Maint B&G Totals	සිසීය Totals	Invoio	Invoice Transactions 3	\$1,190.02
	Account 520.107 - Maint Equip 3472 - Whipple Electric Inc	գա <u>ւ</u> թ 741	19	Paid by Check		08/27/2019	09/13/2019	09/13/2019	09/13/2019	42,00
				# 696058	Account 520 .	Account 520.107 - Maint Equip Totals	Equip Totals	Invoic	Invoice Transactions 1	\$42.00
	Account 520.136 - Rents & Leases Equipment 4753 - Ricoh USA Inc 14953	Leases Equipm 102492028	eent 1481234-3433 <u>2</u> 21	Paid by Check		08/13/2019	09/06/2019	09/06/2019	09/06/2019	165,41
	4753 - Ricoh USA Inc	5057447385	16769392	# 69568/ Paid by Check		09/01/2019	09/20/2019	09/20/2019	09/20/2019	79,99
				# 696259 Account \$20	696259 Account 520,136 - Rents & Leases Equipment Totals	Leases Equip	ment Totals	Invoic	Invoice Transactions 2	\$245.40
	Account 520.187 - Internet Expense 32036 - Spectrum Business 00125090	t Expense 0012509080819	Expense 0012509080819 8354110060012509	Paid by Check		08/08/2019	09/06/2019	09/06/2019	09/06/2019	72,49
	32036 - Spectrum Business	0598044080815	0598044080819 8354110060598044	# 695/15 Paid by Check		08/08/2019	09/06/2019	09/06/2019	09/06/2019	52,49
	32036 - Spectrum Business	0653088081119	0653088081119 8354110060653088	# 695/1/ Paid by Check # 605710		08/11/2019	09/06/2019	09/06/2019	09/06/2019	24.99
				-	Account 520.187 - Internet Expense Totals	- Internet Ex	vense Totals	Invoic	Invoice Transactions 3	\$149.97
	Account 521.100 - Professional Services 6347 - Dube Group Architecture 727	ional Services 727	GVILLE	Paid by Check		09/09/2019	09/20/2019	09/20/2019	09/20/2019	1,850.00
				# 696148 Accour	rs Account 521.100 - Professional Services Totals	ofessional Sei	wices Totals	Invoic	Invoice Transactions 1	\$1,850.00

Invoice Description
Paid by Check # 695920
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Paid by Check
695590 Paid by Check
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696021 Paid by Check
5950/2 A1QBL4O77P7D5U Paid by Check
696093 A1QBL4077P7D5U Paid by Check
696093 A1QBL4O77P7D5U Paid by Check
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Gardnerville # 696248

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Vendor	Invoice No.	Invoice Description	status	Held Keason	Invoice Date Due Date	Due Date	a/L Date	Received Date Fayille Logic	דוואסורט אוויסחור
Fund 610 - Gardnerville Town Danatheat 032 - Barks & Bernsation									
Account 520.037 - Weed Spraying	raying								
Doug	8-19 PLUT	TOWN OF	Paid by Check		08/27/2019	09/Z0/Z019	09/20/2019	09/20/2019	9.49
Program		OUNDIACINATELE	111000	Account 520,037 - Weed Spraying Totals	7 - Weed Spr	aying Totals	Invoi	Invoice Transactions 1	\$9.49
Account 520.084 - Replacement & Repair	ment & Repair						,		
271 - Carson Valley Signs	3789	GVILLE	Paid by Check		08/21/2019	09/06/2019	09/06/2019	09/06/2019	135.00
18821 - Fastenal Industrial	NVMIN80134	NVMIN0011	Paid by Check		08/15/2019	09/06/2019	09/06/2019	09/06/2019	30.41
2510 - Parts House (The)	876672	4170	# 695589 Paid by Check		08/06/2019	09/06/2019	09/06/2019	09/06/2019	8.54
	i i		# 695672		0100/14/00	0100/00/00	00/06/2010	9106/90/60	7 38
2510 - Parts House (The)	878369	4170	Paid by Check # 695672		US/ 14/ 2019	6102/00/60	6102/00/60	etoz lon len	00''
3472 - Whipple Electric Inc	740	19	Paid by Check		08/20/2019	09/06/2019	09/06/2019	09/06/2019	124.25
11985 - Ace Hardware	135048	1236	Paid by Check		08/15/2019	09/20/2019	09/20/2019	09/20/2019	23.98
ිට 13485 - Ahern Rentals	20973122-001	205304	# 6960/2 Paid by Check		08/21/2019	09/20/2019	09/20/2019	09/20/2019	51.27
י רת 13485 - Ahern Rentals	20973122-002	205304	# 6960/8 Paid by Check		08/21/2019	09/20/2019	09/20/2019	09/20/2019	(27.79)
13485 - Ahern Rentals	20973614-001	205304	# 696078 Paid by Check		08/21/2019	09/20/2019	09/20/2019	09/20/2019	12,18
13485 - Ahern Rentals	20993022-001	205304	# 6960/8 Paid by Check		08/26/2019	09/20/2019	09/20/2019	09/20/2019	14.74
13485 - Ahern Rentals	21010885-001	205304	# 696078 Paid by Check		08/29/2019	09/20/2019	09/20/2019	09/20/2019	32.98
1268 - Ewing Irrigation Products	8131144	30447	# 696078 Paid by Check		08/16/2019	09/20/2019	09/20/2019	09/20/2019	388.26
1268 - Ewing Irrigation Products	8202954	30447	# 696153 Paid by Check		08/27/2019	09/20/2019	09/20/2019	09/20/2019	82.30
2680 - Renner Equipment Company	559132	GARDN003	# 696153 Paid by Check		08/31/2019	09/20/2019	09/20/2019	09/20/2019	46.98
3457 - Western Nevada Supply Company	47998483	71273	# 696257 Paid by Check		08/21/2019	09/20/2019	09/20/2019	09/20/2019	232.55
			# 696309 Account	.09 Account 520.084 - Replacement &	lacement & F	Repair Totals	Invo	Invoice Transactions 15	\$1,163.03
Account 520.089 - Power 2924 - NV Energy	791804 8-19 1	1000079180404757010	0 Paid by Check		08/27/2019	09/13/2019	09/13/2019 09/13/2019	09/13/2019	471,40
		SUMMAKI ACCI, NO.	C05C60 #	Accour	Account 520.089 - Power Totals	ower Totals	Invo	Invoice Transactions 1	\$471,40
Account 520,090 - Water 1429 - Gardnerville Water Company	1302.01 7-8/19 1302.01	1302.01	Paid by Check # 696169		09/02/2019	09/20/2019	09/20/2019	09/20/2019	2,630.01



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Vendor	Invoice No. Invoice Description	Status Held Reason	n Invoice Date	Due Date	G/L Date Received D	Received Date Payment Date	Invoice Amount
10 - Gardnerville Town tment 923 - Parks & Recreation							
Account 520.050 - Water 1429 - Gardnerville Water Company	1321.01 7-8/19 1321.01	Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	104,96
1429 - Gardnerville Water Company	1340.01 7-8/19 1340.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	61.11
1429 - Gardnerville Water Company	1348,01 7-8/19 1348.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	2,059.00
1429 - Gardnerville Water Company	1373,01 7-8/19 1373.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	176.46
1429 - Gardnerville Water Company	1745,01 7-8/19 1745.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	412,35
1429 - Gardnerville Water Company	2139.01 7-8/19 2139.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	136,73
1429 - Gardnerville Water Company	2140.01 7-8/19 2140.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	246.54
1429 - Gardnerville Water Company	2226.01 7-8/19 2226.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	1,333,46
1429 - Gardnerville Water Company	2297.01 7-8/19 2297.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	1,911.18
1429 - Gardnerville Water Company	2431.01 7-8/19 2431.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	658.11
ج. 1429 - Gardnerville Water Company	2593,01 7-8/19 2593,01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	584,94
1429 - Gardnerville Water Company	2624,01 7-8/19 2624.01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	214,67
1429 - Gardnerville Water Company	2641.02 7-8/19 2641.02	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	632,95
1429 - Gardnerville Water Company	125,01 7-8/19 125,01	# 696169 Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	38.73
2153 - Minden Town of	1862.01 8/19 1862.01	# 696169 Paid by Check	08/27/2019	09/20/2019	09/20/2019	09/20/2019	24.05
		# 696219	Account 520,090 - Wate r Totals	Water Totals	Invoice Transactions 16	ctions 16	\$11,228.25
Account 520.097 - Maint B&G 20845 - Clark Plumbing & Heating Co Inc 8	<u>ଞ୍ଜ</u> 840629 0007133	Paid by Check	07/16/2019	09/20/2019	09/20/2019	09/20/2019	1,113.14
		# 696126 Accou	Account 520,097 - Maint B&G Totals	it B&G Totals	Invoice Transactions	ctions 1	\$1,113,14
Account 532,003 - Gas & Oil 3814 - Flyers Energy LLC	iii CFS-2022280 8308	Paid by Check	08/15/2019	09/06/2019	09/06/2019	09/06/2019	319,99
3814 - Fivers Energy LLC	CFS-2033125 8308	# 695596 Paid by Check	08/31/2019	09/20/2019	09/20/2019	09/20/2019	372.33
		# 696163 Acc	Account 532,003 - Gas & Oil Totals	s & Oiil Totals	Invoice Transactions 2	ctions 2	\$692.32

COUNTY COUNTY									
Vendor	Invoice No.	Invoice No. Invoice Description	Status	Held Reason Invoice Date Due Date	oice Date	1	G/L Date	G/L Date Received Date Payment Date Invoice Amount	Invoice Amount
Fund 610 - Gardnerville Town	£.								
Department 923 - Forms & Necreation Account 533,817 - Small Projects	Projects								
12997 - Douglas County Procurement	8-19 LOUTHAN GVILLE	GVILLE	Paid by Check	/80	27/2019	08/27/2019 09/20/2019 09/20/2019	09/20/2019	09/20/2019	1.29
Program			# 696142	Account 533.817 - Small Projects Totals	Small Pro	jects Totals	Invo	Invoice Transactions 1	\$1.29
Account 562.000 - Capital Projects 6347 - Dube Group Architecture 695	al Projects 695	HELLWINKEL BARN5	Paid by Check	/60	05/2019	09/05/2019 09/13/2019 * 09/13/2019	09/13/2019	09/13/2019	9,037.84
			# 695878 #	Account 562,000 - Capital Projects Totals	Capital Pro	jects Totals	Invo	Invoice Transactions 1 Invoice Transactions 38	\$9,037.84

Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.037 - Weed Spraying 12997 - Douglas County Procurement 8-19 PLUT TOWN OF Paid by Check GARDNERVILLE # 696142 Program					
8-19 PLUT TOWN OF GARDNERVILLE GARDNERVILLE					ć
selections of Bonesin	heck 08/27/2019 09/20/2019 2 Account Edd 027 Without Enterprise Totals	09/20/2019	09/20/2019 Transactions	09/20/2019	9,49
		Circle Manual State of the Land			•
878503 4170 Paid by Check	Theck 08/15/2019	09/06/2019	09/06/2019	09/06/2019	89.32
# 9300.2 # 9300.2 # 9300.2 # 600.23	2. Theck 08/16/2019	09/06/2019	09/06/2019	09/06/2019	71.76
# 6956/2 740 19 Paid by Check	Zheck 08/20/2019	09/06/2019	09/06/2019	09/06/2019	186.37
# 695/69 # 695/69 3530-273421 1075650 # and by Check	Sheck 08/02/2019	9/13/2019	09/13/2019	09/13/2019	4,99
# 695982 # 695982 135081 1236 Paid by Check	2 Check 08/16/2019	9 09/20/2019	09/20/2019	09/20/2019	16.77
# 6960/2 # 6960/2 # 6460/2 # 6460/2	2 Check 08/29/2019	9 09/20/2019	09/20/2019	09/20/2019	6,04
# 6960/2 20979195-001 205304 # 646 by Check	2 Check 08/22/2019	9 09/20/2019	9/20/2019	09/20/2019	18.99
. –	S Check 08/27/2019	9 09/20/2019	09/20/2019	09/20/2019	229.99
GARDNERVILLE # 6965	.42 Account 520.084 - Replacement & Repair Totals	& Repair Totals	Invoice Transactions	8 5	\$624.23
8	Check 08/27/2019	9 09/13/2019	09/13/2019	09/13/2019	6,317.46
SUMMARY ACCT, NO. # 695964	.4 Account 520.095 - Street Lights Totals	et Lights Totals	Invoice Transactions 1		\$6,317.46
Account 520,103 - Maint Road nall Engines Etc 23316 GVILLE Paid by Check	Check 08/02/2019	9 09/06/2019	09/06/2019	09/06/2019	131.88
# 695540 # 695540 # 607ILE # 6016 bid by Check	10 Check 08/14/2019	9 09/06/2019	09/06/2019	09/06/2019	31.00
# 695340 # 695340 # 60667 # 60667	Check 08/06/2019	9 09/20/2019	09/20/2019	09/20/2019	25.74
# 696072 # 696072 # 606 Check	7 Check 08/06/2019	9 09/20/2019	09/20/2019	09/20/2019	2.64
# 950J/Z 135299 1236 Paid by Check	7. Check 08/26/2019	9 09/20/2019	09/20/2019	09/20/2019	12.99
# 6960/2	72 Account 520.103 - Maint Road Totals	int Road Totals	Invoice Transactions	. S 51	\$204,25
Account 520.200 - Training & Education 12997 - Douglas County Procurement 8-19 LOUTHAN GVILLE	Check 08/27/2019	9 09/20/2019	09/20/2019	09/20/2019	815.00
# 090142 Ac	12 Account 520,200 - Training & Education Totals	ducation Totals	Invoice Transactions 1	ls 1	\$815,00

Page 7 of 13



GARAT PLOPILIA GALAT PLACES									
Vendor	Invoice No.	Invoice Description	Status	Held Reason . Invoice Date	Invoice Date	Due Date	G/L Date	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works									
3814 - Flyers Energy LLC	CFS-2022280	.8308.	Paid by Check		08/15/2019	09/06/2019	09/06/2019	09/06/2019	473.63
3814 - Flyers Energy LLC	CFS-2033125	8308	Paid by Check		08/31/2019	09/20/2019	09/20/2019	09/20/2019	216.13
			# 696163	Account 5	Account 532.003 - Gas & Oil Totals	& Oil Totals	Invoi	Invoice Transactions 2	\$689,76
Account 532.028 - Uniforms 4656 - Silver State Industries	ns 01-062000189	GA1021	Paid by Check	-	08/19/2019	08/30/2019	08/30/2019	08/30/2019	20,00
4656 - Silver State Industries	01-062000188	GA1021	# 695485 Paid by Check		08/19/2019	08/30/2019	08/30/2019	08/30/2019	583.50
5785 - Alsco Inc	LREN1502303	000330	# 695485 Paid by Check	ı.	08/06/2019	09/06/2019	09/06/2019	09/06/2019	4.55
5785 - Alsco Inc	LREN1504622	000330	# 695532 Paid by Check		08/13/2019	09/06/2019	09/06/2019	09/06/2019	10.61
5785 - Alsco Inc	LREN1506895	000330	# 695532 Paid by Check		08/20/2019	09/06/2019	09/06/2019	09/06/2019	4.55
်) 5785 - Alsco Inc	LREN1509101	000330	# 695532 Paid by Check # 665533		08/27/2019	09/06/2019	09/06/2019	.6102/90/60	10.61
0 4287 - Red Wing Business Advantage	2019081001469	2019081001469 14692/TOWN OF	# 695532 Paid by Check # 60563		08/10/2019	09/06/2019	09/06/2019	09/06/2019	155.24
Account 10314 - Work World Inc	69193	GAKUNERVILLE 109-103	# 695665 Paid by Check		08/03/2019	09/06/2019	09/06/2019	09/06/2019	100.00
13485 - Ahern Rentals	20840653-001	205304	# 6957/1 Paid by Check		07/23/2019	09/20/2019	09/20/2019	09/20/2019	139.90
			# 6960/B	Account (Account 532,028 - Uniforms Totals	forms Totals	Invoi	Invoice Transactions 9	\$1,058.96
Account 562,000 - Capital Projects 2012 - Lumos and Associates Inc 101821	Projects 101821	8939,000	Paid by Check		08/22/2019	09/06/2019	09/06/2019	09/06/2019	5,432,00
12997 - Douglas County Procurement	8-19 NILSSEN	TOWN OF	# 693042 Paid by Check		08/27/2019	09/20/2019	09/20/2019	09/20/2019	2,054.80
rogram		GARUNERVILLE		Account 562.000 - Capital Projects Totals Department 926 - Other Public Works Totals Fund 610 - Gardnerville Town Totals	nt 562.000 - Capital Projects Totals ent 926 - Other Public Works Totals ind 610 - Gardnerville Town Totals	ojects Totals Vorks Totals Town Totals	Invoi Invoi Invoi	Invoice Transactions 2 Invoice Transactions 29 Invoice Transactions 108	\$7,486.80 \$17,205.95 \$51,603.88

Page 9 of 13

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Non-	Invoice No.	Invoice Description	Status Held	Held Reason	Invoice Date	Due Date	G/L Date	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San									
Department 925 - Health & Sanitation	1				-				
Account 510.150 - Board Compensation 33424 - Michael C Henningsen	ompensation 9/19 BOARD	GVILLE	Paid by Check		08/29/2019	09/06/2019	09/06/2019	09/06/2019	250.00
4288 - Llovd W Higuera	9/19 BOARD	GVILLE	# 695618 Paid by Check		08/29/2019	09/06/2019	09/06/2019	09/06/2019	250.00
28960 - Kenneth W Miller	9/19 BOARD	GVILLE	# 695619 Paid by Check		08/29/2019	09/06/2019	09/06/2019	09/06/2019	250,00
2969 - Linda Slater	9-19 BOARD	TOWN OF	# 695649 Paid by Check		08/29/2019	09/06/2019	09/06/2019	09/06/2019	275.00
8364 - Mary A Wenner	9-19 BOARD	GARDNERVILLE TOWN OF	# 695709 Paid by Check # 605766		08/29/2019	09/06/2019	09/06/2019	09/06/2019	250.00
		GAKUNEKVILLE	# 695/66 Account 510,150	0,150 - Bo	- Board Compensation Totals	ation Totals	Invo	Invoice Transactions 5	\$1,275,00
Account 520.055 - Telephone Expense 782-7134 8	ne Expense 782-7134 8/19	775-782-7134-050279-	_		08/16/2019	09/06/2019	09/06/2019	09/06/2019	113,45
29103 - Frontier	782-3856 8/19	5 775-782-3856-080802-	. –		08/16/2019	09/06/2019	09/06/2019	09/06/2019	59.32
රා 32036 - Spectrum Business	0653088081119	5 0653088081119 8354110060653088	# 695599 Paid by Check		08/11/2019	09/06/2019	09/06/2019	09/06/2019	15.00
1 0 13097 - Verizon Wireless	9835215905	842011146-00001	# 695/19 Paid by Check		08/01/2019	09/06/2019	09/06/2019	09/06/2019	354.85
13097 - Verizon Wireless	9837213214	842011146-00001	# 695/58 Paid by Check		09/01/2019	09/20/2019	09/20/2019	09/20/2019	588.86
			# 696304 Account 520.05 5	520.055 - 1	- Telephone Expense Totals	pense Totals	Invo	Invoice Transactions 5	\$1,131,48
Account 520,084 - Replacement & Repair 138 - Guided Truck & Equipment G12803	ment & Repair G12803	GVILLE	Paid by Check		07/16/2019	09/06/2019	09/06/2019	09/06/2019	650.52
138 - Guided Truck & Equipment	G12875	GVILLE	# 695608 Paid by Check		08/01/2019	09/06/2019	09/06/2019	09/06/2019	166.95
138 - Guided Truck & Equipment	G12883	GVILLE	# 695608 Paid by Check		08/07/2019	09/06/2019	09/06/2019	09/06/2019	1,413.50
138 - Guided Truck & Equipment	G12899	GVILLE	# 093000 Paid by Check		08/14/2019	09/06/2019	09/06/2019	09/06/2019	53.46
2510 - Parts House (The)	874946	4170	# 695608 Paid by Check		07/26/2019	09/06/2019	09/06/2019	09/06/2019	29,90
2510 - Parts House (The)	875973	4170	# 695672 Paid by Check " 66673		08/01/2019	09/06/2019	09/06/2019	09/06/2019	23,96
2510 - Parts House (The)	876303	4170	# 695672 Paid by Check		08/02/2019	09/06/2019	09/06/2019	09/06/2019	. (71.88)
2510 - Parts House (The)	879453	4170	# 695672 Paid by Check		08/20/2019	09/06/2019	09/06/2019	09/06/2019	86,23
3472 - Whipple Electric Inc	740	19	# 6956/2 Paid by Check # 695769		08/20/2019	09/06/2019	09/06/2019	09/06/2019	186.38



Vendor	Invoice No.	Invoice Description	Status	Held Reason Invoice Date Due Date	Due Date	G/L Date Receive	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San								
Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair	- ement & Repair							
12198 - O'Reilly Automotive Inc	3530-273421	1075650	Paid by Check # 695982	08/02/2019	09/13/2019	09/13/2019	09/13/2019	10.20
12198 - O'Reilly Automotive Inc	3530-274623	1075650	Paid by Check	. 08/08/2019	09/13/2019	09/13/2019	09/13/2019	3.20
12198 - O'Reilly Automotive Inc	3530-274949	1075650	Paid by Check	08/09/2019	09/13/2019	09/13/2019	09/13/2019	224.70
12198 - O'Reilly Automotive Inc	3530-275464	1075650	Paid by Check	08/12/2019	09/13/2019	09/13/2019	09/13/2019	5.66
12198 - O'Reilly Automotive Inc	3530-277072	1075650	# Cososo Paid by Check # 695982	08/20/2019	09/13/2019	09/13/2019	09/13/2019	49,00
12198 - O'Reilly Automotive Inc	3530-277075	1075650	Paid by Check	08/20/2019	09/13/2019	09/13/2019	09/13/2019	2,65
12198 - O'Reilly Automotive Inc	3530-277096	1075650	# 055502 Paid by Check # 605007	08/20/2019	09/13/2019	09/13/2019	09/13/2019	5.50
12198 - O'Reilly Automotive Inc	3530-277303	1075650	# 05555 Paid by Check # 605082	08/21/2019	09/13/2019	09/13/2019	09/13/2019	60,42
ن 12198 - O'Reilly Automotive Inc	3530-277307	1075650	# 052502 Paid by Check	08/21/2019	09/13/2019	09/13/2019	09/13/2019	12,11
11985 - Ace Hardware	134717	1236	# 695962 Paid by Check # 666973	08/01/2019	09/20/2019	09/20/2019	09/20/2019	47.88
11985 - Ace Hardware	134977	1236	# 695072 Paid by Check # 606077	08/12/2019	09/20/2019	09/20/2019	09/20/2019	99'9
11985 - Ace Hardware	135380	1236	Paid by Check	08/29/2019	09/20/2019	09/20/2019	09/20/2019	6,04
			# 690072 Account 57	7.2 Account 520.084 - Replacement & Repair Totals	Repair Totals	Invoice Transactions 21	actions 21	\$3,003.04
Account 520.089 - Power 2924 - NV Energy	2856009 8-19 1	2856009 8-19 1 1000285600907757795 SUMMARY ACCT. NO.	5 Paid by Check # 695965	08/27/2019	09/13/2019	09/13/2019	09/13/2019	368.81
Account ROA Mag . Water				Account 520,089 - Power Totals	Power Totals	Invoice Transactions 1	actions 1	\$368,81
1429 - Gardnerville Water Company	640.01 7-8/19	640.01	Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	37,67
1429 - Gardnerville Water Company	690,01 7-8/19	690.01	Paid by Check	09/02/2019	09/20/2019	09/20/2019	09/20/2019	98.80
1429 - Gardnerville Water Company	2395	2	Paid by Check	07/31/2019	09/20/2019	09/20/2019	09/20/2019	4.08
1429 - Gardnerville Water Company	2420	2	# 050105 Paid by Check # 696169	08/31/2019	09/20/2019	09/20/2019	09/20/2019	1,96
Account 520.092 - Heartime				Account \$20,090 - Water Totals	Water Totals	Invoice Transactions 4	actions 4	\$142,51
3021 - Southwest Gas Corporation	0015779022 8-	2410015779022	Paid by Check # 695712	08/15/2019	09/06/2019	09/06/2019	09/06/2019	14.40
	ì							

Run by Carol Louthan on 09/26/2019 12:44:31 PM

COUGLAS COUNTY GREAT TEORIT & GREAT PLACES									
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date Received Date	Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation									
Account 520.092 - Heating		1072224004 R- 2411072224004	Paid by Check		08/15/2019	09/06/2019	09/06/2019	09/06/2019	15.05
2021 - Southwest Gas Colpolation	19		# 695712		00/11/2010	00/05/2010	00/06/2010	9106/30/60	22.57
3021 - Southwest Gas Corporation	1188600002 8- 19	2411188600002	Paid by Uneck # 695712	tallocopy	06/13/2015 09/00/2013	osycologicals	os, os, est.		\$52,02
	(10000					-
Account 520.097 - Maint Been 15836 - Summit Plumbing Co LLC 71	ጀጫ 71640	TOWN OF	Paid by Check		06/05/2019	09/13/2019	09/13/2019	09/13/2019	921.56
15836 - Summit Plumbing Co LLC	71678	GARDNERVILLE TOWN OF	# 696026 Paid by Check		07/15/2019	09/13/2019	09/13/2019	09/13/2019	137.53
20845 - Clark Plumbing & Heating Co Inc	840629	GARDNERVILLE 0007133	# 696026 Paid by Check		07/16/2019	09/20/2019	09/20/2019	09/20/2019	130,93
			# 696126	Account 53	Account 520.097 - Maint B&G Totals	វ និងស្វាន	Invoice Transactions	ctions 3	\$1,190.02
Account 520.107 - Maint Equip 3472 - Whipple Electric Inc	quip 741	. 19	Paid by Check		08/27/2019	09/13/2019	.09/13/2019	09/13/2019	42.00
ش			# 696058	Account 520	Account 520.107 - Maint Equip Totals	Equip Totals	Invoice Transactions 1	ctions 1	\$42.00
Account 520.116 - Veh. Maint-Co Shop Q > 4268 - Douglas County Vehicle 8@19	nint-Co Shop 8@19	DOUGLAS COUNTY	Paid by Check		09/09/2019	09/20/2019	09/20/2019	09/20/2019	348,00
Maintenance	TRANSFER		. # 696145 Accou	nt 520.116 - 1	Account 520.116 - Veh. Maint-Co Shop Totals	Shop Totals	Invoice Transactions 1	ctions 1	\$348.00
Account 520.136 - Rents & Leases Equipment 4753 - Ricoh USA Inc	. Leases Equipm 102492028	eent 1481234-3433221	Paid by Check		08/13/2019	09/06/2019	09/06/2019	09/06/2019	165.41
4753 - Rìcoh USA Inc	5057447385	16769392	# 695687 Paid by Check		09/01/2019	09/20/2019	09/20/2019	09/20/2019	37,75
			# 696259 Account 520.	136 - Rents 8	696259 Account 520.136 - Rents & Leases Equipment Totals	ment Totals	Invoice Transactions 2	actions 2	\$203,16
Account 520.187 - Internet Expense 32036 - Spectrum Business	t Expense 0012509080819	Expense 0012509080819 8354110060012509	Paid by Check		08/08/2019	09/06/2019	09/06/2019	09/06/2019	72.49
32036 - Spectrum Business	0598044080819	0598044080819 8354110060598044	# 695716 Paid by Check		08/08/2019	09/06/2019	09/06/2019	09/06/2019	52.49
32036 - Spectrum Business	0653088081119	0653088081119 8354110060653088	# 695/1/ Paid by Check		08/11/2019	09/06/2019	09/06/2019	09/06/2019	24.99
			# 695/19 Aco	count 520.187	Account 520.187 - Internet Expense Totals	pense Totals	Invoice Transactions 3	actions 3	\$149.97
Account 520.197 - Landfill Expense 15853 - Carson City Landfill 1990386	Expense 19903886	10228079	Paid by Check		09/04/2019	09/20/2019	09/20/2019	09/20/2019	21,90B,34
1132 - Douglas Disposal Inc	40990612 8/19	40990612	# 696112 Paid by Check		09/01/2019	09/20/2019	09/20/2019	09/20/2019	101.23
	٠		# 696146 A	count 520,19	Account 520.197 - Landfill Expense Totals	pense Totals	Invoice Transactions	actions 2	\$22,009.57

Page 11 of 13



The Care of Pacific Reach & Sabilitation Account 220.288 - Recycling Expenses Total & Sabilitation Account 220.288 - Recycling Expenses Total & Sabilitation Account 220.200 - Training & Education Account 220.200 - Training & Educati	Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date Payment Date	e Invoice Amount
1,230 Recycling Expenses Paid by Check	611 - Gardnerville Health & Sam Jartment 925 - Health & Sanitation					l				
### Count 520.58	Account 520.198 - Recyclin	ig Expense	L	بام مل			0100/00/00	מויסני סני סני	0,00,00	1 277 80
1.30	s - Bendy Kanch	1/9/13	GVILLE	# 696105		6T02/c0/60	99/ 20/ 2019	6102/02/60	6102/02/60	1,327,00
1,130		;		Accor	unt 520.198 - F	Recycling Exp	ense Totals	Invoic	e Transactions 1	\$1,327.80
## 566142 1.130 - Legal Services 1.200 - Lay Corp 1.370 - Legal Services 1.370 - Legal Services 2.003 - Gas & Oll Cr5-2022280 Cr5-20	Account 520.200 - Training ' - Douglas County Procurement	z	GVILLE	Paid by Check			09/20/2019	09/20/2019	09/20/2019	615.00
1.130 - Logal Services Law PC Corp	En En			# 696142		1	. F			1
2.003 - Gard No. 2.003 2	Account 521.130 - Legal Se	arvices		Account	520.200 - Ira		Kion I otals	Invoic	e iransactions 1	\$615,00
2.003 - Gas 8, Olifornia (Gr. 2.202286) 8308 Paid by Check (Bol. 1,2012) 9,06(2013) 9,06(2013) 9,06(2013) 9,06(2013) 1,40 (Gr. 2.202286) 8308 Paid by Check (Bol. 1,2012) 9,06(2013) 9,04(2)(2013) 9,	- Jennifer Yturbide Law PC Corp	1373	GVILLE	Paid by Check # 695920			09/13/2019	09/13/2019	09/13/2019	315.00
2.028 - Uniforms Les 10.1 2.028 - Uniforms Les 10.202.208					Account 521.13	10 - Legal Sen	rices Totals	Invoic	e Transactions 1	\$315.00
CFS-202286 8308 Paid by Check 08/15/2019 09/06/2019 09/06/2019 1.44	Account 532,003 - Gas & O									
ve Inc 3530-27730g 1075650 Paid by Check Posts 08/12/12019 09/13/2019 09/	 Fiyers Energy LLC 	CFS-2022280	8308	Paid by Check # 695596			09/06/2019	09/06/2019	09/06/2019	1,400.18
ve Inc 3530-277310 1075650 Paid by Check	8 - O'Reilly Automotive Inc	3530-277309	1075650	Paid by Check			09/13/2019	09/13/2019	09/13/2019	(60.42)
2.028 - Uniforms 2.028 - Uniforms 1.208 - Unif	8 - O'Reilly Automotive Inc	3530-277310	1075650	Paid by Check # 695982			09/13/2019	09/13/2019	09/13/2019	27.87
Paid by Check Paid by Chec	- Fiyers Energy LLC	CFS-2033125	8308	Paid by Check # 696163			09/20/2019	09/20/2019	09/20/2019	1,346.95
Factor F	. !				Account 5	32.003 - Gas	& Oil Totals	Invoic		\$2,714.58
01-062000189 GA1021 Paid by Check F65485 08/19/2019 08/30/2019 <th< td=""><td>ī</td><td></td><td>,</td><td>- - - -</td><td></td><td></td><td>0,000</td><td></td><td></td><td>G G C</td></th<>	ī		,	- - - -			0,000			G G C
01-062000188 GA1021 Paid by Check 08/19/2019 08/30/2019 08/30/2019 08/30/2019 SE # 695485		01-062000189	GA1021	Paid by Check # 695485			08/30/2019	08/30/2019	08/30/2019	20.00
LREN1502303 000330 Paid by Check # 695532 08/13/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 LREN1504622 000330 Paid by Check # 695532 08/13/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 LREN1506895 000330 Paid by Check # 695532 08/10/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 LREN1509101 000330 Paid by Check # 695532 08/10/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 2019081001469 14692/TOWN OF Paid by Check # 695532 08/10/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 2019081001469 109-103 # 695683 08/10/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 110 20840653-001 205304 Paid by Check # 695771 Account \$32.028 - Uniforms Tokie Invoice Transactions 9 \$1.04		01-062000188	GA1021	Paid by Check # 695485			08/30/2019	08/30/2019	08/30/2019	583,50
LREN1504622 000330 Paid by Check	- Alsco Inc	LREN1502303	000330	Paid by Check		08/06/2019	09/06/2019	09/06/2019	09/06/2019	4.56
LREN1506895 000330 Paid by Check # 695532 08/20/2019 09/06/2019 15 2 GARDNERVILLE # 695683 69193 109-103 Paid by Check # 695771 Paid by Check # 695771 08/03/2019 09/06/2019 09/06/2019 09/06/2019 10 2 0840653-001 205304 Paid by Check # 696078 Account \$32.028 - Uniforms Totals Invoice Transactions 9 \$1,04	- Alsco Inc	LREN1504622	000330	# 695532 # 695532		08/13/2019	09/06/2019	09/06/2019	09/06/2019	4.56
LREN1509101 000330 Paid by Check # 695532 2019081001469 14692/TOWN OF Paid by Check # 695633 2019081001469 14692/TOWN OF Paid by Check # 695683 69193 109-103 Paid by Check # 695071 20840653-001 205304 Paid by Check # 696078 Account 532,028 - Uniforms Totals Invoice Transactions 9 \$\frac{1}{4}\$ invoice Transactions 9 \$\frac{1}{4}\$ invoice Transactions 9	- Alsco Inc	LREN1506895	000330	# 695532			09/06/2019	09/06/2019	09/06/2019	4.56
2019081001469 14692/TOWN OF Raid by Check (08/10/2019) 69/06/2019 09/06/2019 09/06/2019 09/06/2019 (09/06/2019 20/06/2019) 8 69193 109-103 # 695771 07/23/2019 09/20/2019 09/20/2019 09/20/2019 09/20/2019 09/20/2019 09/20/2019 09/20/2019 # 696078 Account 532.028 - Uniforms Totals Invoice Transactions 9 \$1,000 \$1,000	- Alsco Inc	LREN1509101	000330	Paid by Check # 695532			09/06/2019	09/06/2019	09/06/2019	4.56
c 69193 109-103 Paid by Check 08/03/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/20/2019 09/20/2019 09/20/2019 09/20/2019 09/20/2019 09/20/2019 09/20/2019 # 696078 Account 532.028 - Uniforms Totals Invoice Transactions 9 \$1,	 Red Wing Business Advantage int 	2019081001469	14692/TOWN OF GARDNERVILLE	Paid by Check			09/06/2019	09/06/2019	09/06/2019	155,24
20840653-001 205304 Paid by Check 07/23/2019 09/20/2019 09/2019 09/2019 09/20/2019 # 696078 Account 532.028 - Uniforms Totals Invoice Transactions 9	4 - Work World Inc	69193	109-103	Paid by Check # 695771			09/06/2019	09/06/2019	09/06/2019	100.00
Account 532.028 - Uniforms Totals Invoice Transactions 9	5 - Ahern Rentals	20840653-001	205304	Paid by Check # 696078			09/20/2019	09/20/2019	09/20/2019	139.89
					Account 5:	32.028 - Unife	orms Totals	Invoic	e Transactions 9	\$1,046.87

GOUGLAS COUNTY GARAT PRACES			`						
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date Due Date	Due Date	G/L Date	Received Date Payment Date Invoice Amount	Invoice Amount
Fund 611 - Gardnerville Health & San									
Department 925 - Health & Sanitation									
Account 533,800 - Office Supplies	upplies								
33857 - FCC Communications Inc	7482	TOWN OF GARDNERVILLE	Paid by Check # 695590		08/27/2019	09/06/2019		09/06/2019	220,00
15635 - Staples Inc	8055375742	LA70110092	Paid by Check # 695727		08/14/2019	09/06/2019	09/06/2019	09/06/2019	42.50
15635 - Staples Inc	8055213939	LA70110092	Paid by Check # 695727		08/01/2019	09/06/2019	09/06/2019	09/06/2019	8.54
15635 - Staples Inc	8055383900	LA70110092	Paid by Check # 696021		08/15/2019	09/13/2019	09/13/2019	09/13/2019	9.61
11985 - Ace Hardware	134927	1236	Paid by Check # 696072		08/09/2019	09/20/2019	09/20/2019	09/20/2019	9,13
13807 - Amazon	1VDX-7MC4- 6FGV	A1QBL4O77P7D5U	Paid by Check # 696093		08/07/2019	09/20/2019	09/20/2019	09/20/2019	13.38
13807 - Amazon	1PLG-Q364- JLLH	A1QBL4O77P7D5U	Paid by Check # 696093		09/02/2019	09/20/2019	09/20/2019	09/20/2019	11.11
13807 - Amazon	1QTG-3RQ9- РН9М	A1QBL4O77P7D5U	Paid by Check # 696093		09/08/2019	09/20/2019	09/20/2019	09/20/2019	44.14
13807 - Amazon	1QTG-3RQ9- Q3M4	A1QBL4O77P7D5U	Paid by.Check # 696093		09/08/2019	09/20/2019	09/20/2019	09/20/2019	15.97
9064 - R & S Optimum Offset	19-12793	TOWN OF GARDNERVILLE	Paid by Check # 696248		09/09/2019	09/20/2019	09/20/2019	09/20/2019	197.50
1 .			A Depa Fund	Account 533,800 - Office Supplies Totals Department 925 - Health & Sanitation Totals Fund 611 - Gardnerville Health & San Totals	0 - Office Sur lealth & Sanit wille Health &	oplies Totals ation Totals & San Totals	Invoi Invoi Invoi	Invoice Transactions 10 Invoice Transactions 77 Invoice Transactions 77	\$671.88 \$36,606.71 \$36,606.71
* = Prior Fiscal Year Activity						Grand Totals	Invoi	Invoice Transactions 185	\$88,210,59

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action:</u> Discussion to approve, approve with modifications, or deny the purchase of a truck load of 95-gallon refuse totes from Otto Environmental Systems at a cost not to exceed \$24,999.
- 2. Recommended Motion: Approve the purchase a truckload of 95-gallon totes from Otto Environmental Systems for a cost not to exceed \$24,999 and direct the Town Manager to sign all contracts needed to complete the purchase.

3. Funds Available:

✓ Yes

✓ N/A

4. Department: Health and Sanitation

5. Prepared by: Geoffrey LaCost, E.I., Superintendent Town Public Works

6. Meeting Date: October 1, 2019

7. Agenda:

Consent

Administrative

8. **Background Information**: The town has approximately 4,000 totes in the field being utilized by customers. With an anticipated lifespan of 10 years, we budget and purchase 500+- totes a year for replacement and new development needs.

Staff collected three bids and found Otto Environmental Systems to be the most cost effective for our needs at a rate of \$47.56 per 95-gallon tote which includes shipping cost. Otto Environmental Systems is the same vender the Town has used in previous years, with the same product, and they are able to ship 504 totes in a truckload. Otto Environmental Systems was the least expensive tote both for a total truck load and per individual tote. The exact number of blue and green totes will be determined by staff prior to ordering.

Funds are budgeted and available for this purchase in 611-925-533-802 Small Equipment Fund with \$38,000 earmarked for Tote purchases. Actual cost of the purchase is expected to be \$23,970.96 the additional funds are being requested in case there are unforeseen costs in executing the contract.

The background includes a bid tab summary along with the three quotes from the vendors.

9.	Other Agency R	Review of Action: Douglas County	₹ N/A
10.	Board Action:		
	Approved Denied	□ Approved with Modifications□ Continued	

BID TAB - Summary
TOWN OF GARDNERVILLE

96 Gallon Totes for Health and Sanita	ation	Otto Environn	nental Systems	Committee of the second second	ems International	Toter Om	nia Partners
CORE PROJECT	UNITS	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE
95 Gallon Tote - Model OTTO95GEDGE	504 Units	\$43.99	\$22,170.96				
95 Gallon Tote - Model USD95M	549 Units			\$46.00	\$25,254.00		
New Hot Stamp Plate with Town Logo	1 LS			\$350.00	\$350.00		
96 Gallon Tote - Model 76596 - EVR Universal	636 Units					\$44.76	\$28,467.36
Hot Stamp - Body	636 Units					\$0.50	\$318.00
Hot Stamp - Lid	636 Units					\$0.25	\$159.00
Freight	1 LS	\$1,800.00	\$1,800.00	\$910.00	\$910.00	\$1,837.03	\$1,837.03
		Otto Environn	nental Systems	SSI Schaefer Syst	ems International	Toter Om	nia Partners
	0	GRAND TOTAL	\$23,970.96	GRAND TOTAL	\$26,514.00	GRAND TOTAL	\$30,781.39

BOTTOM LINE COST PER UNIT IS A PRIMARY FACTOR

Otto Environmental S	/stems	SSI Schaefer Systems Int	ernational	Toter Omnia Partr	ners
Per unit cost: \$	47.56	Per unit cost: \$	48.30	Per unit cost: \$	48.40

Otto Environmental Systems North America, Inc. 12700 General Drive, Charlotte, NC 28273

Quote: 6916



Page: 1/2

Geoffrey LaCost Town of Gardnerville 1407 US Highway 395 N Gardnerville NV 89410-5212

Dear Geoffrey,

Thank you for allowing Otto Environmental Systems North America, Inc. the opportunity to present this quotation to Town of Gardnerville. Please let me know if you have any questions, and thank you for your interest.

Proposal Valid:

September 11, 2019 - October 11, 2019

Line	Product	Description	Quantity	Net Price	Net Value
10	9955151- FB2OC000H0- GARDNERVLM01	95g blue recycle cart	252 Each	43.99 USD / 1 Each	11,085.48 USD
	Base Color: 51 - Lld Color: 51 - Lig				
20	OTTO95GEDGE	95g green yard waste cart	252 Each	43.99 USD / 1 Each	11,085.48 USD

Total Item Net Value

22,170.96 USD

Freight

1,800.00 USD

Total

23,970.96 USD

Payment Terms:

30 days net

Orders containing premium colors may or may not include extended lead times.

Sincerely,

Andrew D Arata

Andrew.Arata@otto-usa.com

Terms & Conditions for Quoted Freight

- The quoted freight rate is valid for 30 days, after which time the quoted freight rate is subject to change. In the event of a change, the adjusted freight rate will be communicated ahead of shipment.
- Fuel surcharges are subject to market fluctuation and actual surcharges invoiced by the carrier will be invoiced to the customer.
- Otto orders are assumed to ship when ready unless prior arrangements have been made via your
 Otto contact. In the absence of prior arrangements, storage charges may accrue and be invoiced for any items held more than 30 days from the date of completion of your order.
- Quoted freight rates are based upon shipment of your order during regular shipment days (Monday
 Friday). Should after hours, weekend, or holiday shipment be needed, additional fees will apply, and
 the corresponding freight rate will be communicated ahead of shipment.
- Should you require weekend shipping, these freight rates will be quoted separately, as they are normally higher in cost than shipments during the regular workweek (Monday - Friday).
- Quoted freight rates assume shipping of your order 48 hours from the time of order completion.
 Customer will be charged for shipment premiums requested by a customer before the minimum 48-hour notice.
- Should a delivery address change before the shipment of your order, an adjusted freight rate will be communicated ahead of shipment. Should a delivery address change after the shipment of your order, a reconsignment fee will be charged once all updated charges are known by the carrier.
- Detention Fees If customer holds up driver at destination and carrier charges Otto detention fees (typically after 2 hours), customer will be invoiced the actual charge along with an administration fee.

Schaefer Systems International, Inc.

100.11 Washlake Drive Charlotte NC 26-75 USA Phone = 14 944.45 %



QUOTATION

Quote #:

010637-1

Date:

8/26/2019

Quote Expiration: Terms:

9/9/2019

FOB:

Net30 PPA

Lead Time:

4 to 5 weeks

Requested by:

Geoff LaCost

Bill to:

Town of Gardnerville

1369 Highway 395 N

Gardnerville, NV 89410

USA

Ship to:

Town of Gardnerville

1369 Highway 395 N Gardnerville, NV 89410

USA

Line	Quantity	Item number	Description	Unit price	Net amount
1	279	95M.000	USD95M 95 GALLON BAR CART WITH 10" PLASTIC WHEELS BLUE BODY AND LID WITH TOWN LOGO STAMPED ON EACH SIDE - SERIAL NUMBERS ON FRONT. Body: BL1 Lid: LIDBL1	\$46.00	\$12,834.00
2	270	95M.000	USD95M 95 GALLON BAR CART WITH 10" PLASTIC WHEELS GREEN BODY AND LID WITH TOWN LOGO STAMPED ON EACH SIDE - SERIAL NUMBERS ON FRONT. Body; GN3 Lid; LIDGN3	\$46,00	\$12,420:00
3	1	WTD.HOTSTAMP.PLATE	WTD.HOTSTAMP.PLATE Hot Stamp Plate for Town Logo	\$350.00	\$350.00
4	1	FREIGHT	FREIGHT	\$910.00	\$910.00
		Sales tax (App	licable sales tax will be added unless a valid Tax Exemption certificat	e is on file)	\$0.00
				Total	\$26,514.00

Agreed ar	nd accepted by:
Katrina Frizzell Pricing Manager	Name & Title
8/26/2019	
Date	Date

All sale transactions are subject to Schaeter Systems international. Inc. - Standard Terms and Conditions of Sale in effect of the first of sale published on our website way an schoeler of General Tem's and Conditions for the Sale of Good; and Services

* At rembf, is required for whaels and a designless assorbly, and distribution is being completed by acquefer Orders influencement stumps are non-cancelable

LaCost, Geoffrey

From:

Wayne Hazelip < Wayne. Hazelip@ssi-schaefer.com>

Sent:

Tuesday, August 27, 2019 6:59 AM

To:

LaCost, Geoffrey

Cc:

Mark Cerniglia

Subject:

Quote for Waste Containers

Attachments:

Q01063.7 Town of Gardnerville.pdf; M cart.PDF

CAUTION: This email is from an external source. Use caution when clicking links or opening attachments.

Geoff,

Attached is our quote for a split load of your Blue and Green waste containers. Included is the one-time cost to make a stamping die for the City logo or other information.

We can also apply a generic lid stamp such as "Recycle" or "Yard Waste" for no additional charge.

If you need any additional information, please do not hesitate to ask.

Thank you, Wayne

Wayne Hazelip

Customer Service/Sales Support

Office: (704) 944 4500 x 3535 | Fax: (704) 588 1862

E-mail: wayne.hazelip@ssi-schaefer.com | Web: www.ssi-schaefer.us Blog | Linkedin | Facebook | Google+ | Youtube

SSI Schaefer Systems International Inc. | 10021 Westlake Drive | Charlotte, NC 28273



841 Meacham Rd, Statesville, NC, 28677 PHONE: 800-424-0422 FAX: 704-878-0734

WQ-10127468

Sell To:

Contact Name

Geoff LaCost

Bill To Name

Town of Gardnerville

Bill To

1369 US Hwy 395 N

Gardnerville, NV 89410-5393

USA

Phone

(775) 782-7134

Salesperson

Salesperson Email mlynn@wastequip.com

Salesperson Phone (916) 203-9640

Ship To Name

Town of Gardnerville

Ship To

1369 US Hwy 395 N

Gardnerville, NV 89410-5393

USA

Quote Information

Michael Lynn

Created Date

8/23/2019

Expiration Date

9/21/2019

\$2,088.06

\$32,869.45

Quote Number

WQ-10127468

Please Reference Quote Number on all

Purchase Orders

Model	Product Description	Description	1000	Quantity	Sales Price	Total Price
76596	Model 76596 - Toter 96 Gallon EVR Universal Cart-NIPA			636.00	\$44.76	\$28,467.36
705 - Color	Body Color - (705) Blue			318.00	\$0.00	\$0.00
705 - Lid - Color	Lid Color - (705) Blue			318.00	\$0.00	\$0.00
940 - Color	Body Color - (940) Green			318.00	\$0.00	\$0.00
940 - Lid - Color	Lid Color - (940) Green			318.00	\$0.00	\$0.00
Op-BHSP-BothNew	Body Hot Stamp on Both Sides (New)			636.00	\$0.50	\$318.00
Op-Die-Body	One Time Die Charge for New Body Hot Stamp	300 waived if fu purchased	ull truckload is	1.00	\$0.00	\$0.00
Op-LHSP-13	Lid Hot Stamp Insert- Read from Street (New)			636,00	\$0,25	\$159.00
⊃ayment Terms	Net 30 Days if credit has been established	Subtotal	\$28,944.36			
	FOB Origin	Shipping	\$1,837.03			

Additional Information

Additional Terms

Our Quote is a good faith estimate, based on our understanding of your needs. Subject to our acceptance, your Order is an offer to purchase our Products and services in accordance with the Wastequip Terms & Conditions of Sale ("WQ T&C") located at: https://www.wastequip.com/terms-conditions-of-sale, as of the date set forth in Section 1(b) of the WQ T&C, which are made a part of this Quote. These WQ T&Cs may be updated from time to time and are available by hard copy

Tax

Grand Total

Additional Information

Pricing is based on your anticipated Order prior to the expiration of this Quote, including product specifications, quantities and timing, accepted delivery within 45 days of Order acceptance by Toter. Any differences to your Order may result in different pricing, freight or other costs. Due to volatility in petrochemical, steel and related Product material markets, actual prices and freight, are subject to change. We reserve the right, by providing notice to you at any time before beginning Product manufacturing, to increase the price of the Product(s) to reflect any increase in the cost to us which is due to any factor beyond our control (such as, without limitation, any increase in the costs of labor, materials, or other costs of manufacture or supply). Unless otherwise stated, materials and container sizes indicated on sales literature, invoices, price lists, quotations and delivery tickets are nominal sizes and representations - actual volume, Products and materials are subject to manufacturing and commercial variation and Wastequip's practices, and may vary from nominal sizes and



841 Meacham Rd, Statesville, NC, 28677 PHONE: 800-424-0422 FAX: 704-878-0734 WQ-10127468

materials. All prices are in US dollars; this Quote may not include all applicable taxes, brokerage fees or duties. If customer is not tax exempt, final tax calculations are subject to change.

Special Contract Information Please Note: Pricing and Product offerings is based on the OMNIA Partners, Public Sector (subsidiaries National IPA and U.S. Communities) agreement through Toter's Contract No. 171717 as awarded by the City of Tucson on 02-01-2018. Per the terms of this contract, pricing and products are evaluated every three (3) months for price adjustments based on current market conditions, at any time without prior notice, and after City of Tucson approval. The current pricing is effective 8-1-2019 through 10-31-2019. Toter, LLC Product Warranties, Disclaimers, Limitation of Liability and Remedies, and Limited Warranty Provisions apply to all purchases thereunder.

Signatures	
Accepted By:	
Company Name:	
Date:	
Purchase Order:	
Please Reference Quote Number o	n all Purchase Orders

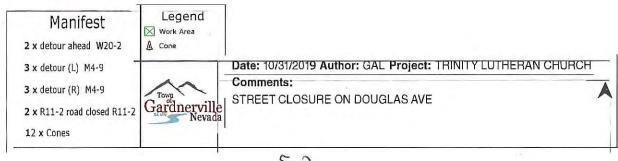
Gardnerville Town Board AGENDA ACTION SHEET

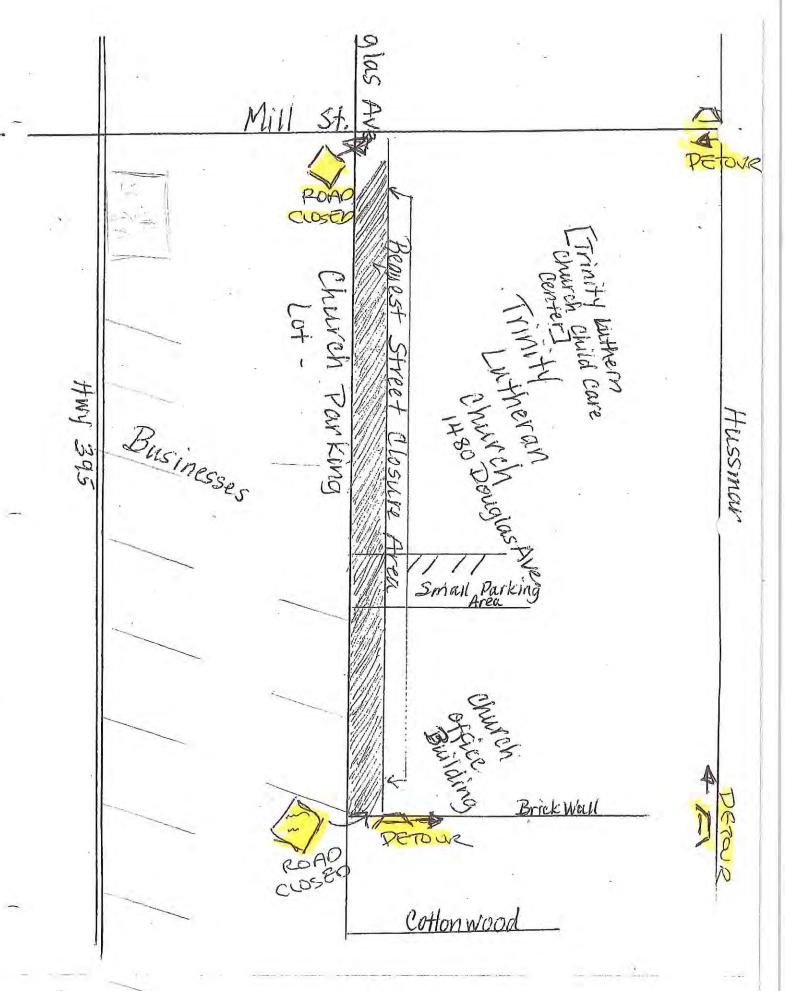


1.	For Possible Action: Approve, approve with modifications, or deny an application by Trinity Lutheran Church to close Douglas Avenue from Mill Street north approximately 200-feet for Halloween Trunk or Treat on October 31, 2019 from 3:00 p.m. to 8:00 p.m.
2.	Recommended Motion: Approve the street closure application by Trinity Lutherar Church to close Douglas Avenue from Mill Street north approximately 200-feet fo Halloween Trunk or Treat on October 31, 2019 from 3:00 p.m. to 8:00 p.m.
3.	Funds Available: ☐ Yes
4.	Department: Administration
5.	Prepared by: Geoffrey LaCost, E.I., Superintendent Town Public Works
6.	Meeting Date: October 1, 2019 Time Requested: N/A
7.	Agenda: □ Consent □ Administrative
8.	Background Information: The applicant has provided the required information for staff to recommend approval. A traffic control plan meeting the minimum requirements of the Manual on Uniform Traffic Control Devices has been provided Proof of insurance including indemnification of the Town has also been provided The overall number of expected participants is below the thresholds requiring a Douglas County Outdoor Festival Permit meaning the Town Board has the authority to approve or deny the application.
9.	Other Agency Review of Action: □Douglas County □ N/A
10.	Board Action:
	☐ Approved ☐ Approved with Modifications ☐ Continued

TRINITY LUTHERAN CHURCH DOUGLAS STREET CLOSURE







new Road map

Revised May 2018



Town of Gardnerville Park Use & Street Closure Application

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

Date of Application (must be submitted 10 business days prior to event):
Organization: Trinty Lo theren Church Corporation: Yes NoX (If a corporation, a copy of the Articles of Incorporation must be attached)
Contact Person: Lucia Gray email: Lucia graytv. com
Home/Cell Phone: 775790 6099 Business Phone: 7757828153 Fax: N/A
Mailing Address: 1480 Douglas Aw. Garan eruille, NV 89410 (If corporation, attach home or business phone and addresses of president, vice-president and secretary)
Requesting: Heritage Park Is request for exclusive use of park: Yes NoX If Heritage Park but not exclusive use, describe which area of park is being requested:
Requesting: Street Closure X Street(s) proposing to be closed: Douglas Av. in Front of the church
(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)
Requesting: Other Location of Event/Activities (if other than Heritage Park):
(Submit letter of property owner's permission if event is to be held on private property)
Name and description of event, concessions, fund-raiser, etc.: Halloween Event
Trunk or Treat - Decorated cartrunks - Kids truckor treat the
Event date(s): 10/31/10 Event hours (including set up & tear down): 3pm - 8pm
This event is: Non-Profit: X For Profit: Closed to Public: Open to Public: X (Non-profit organizations must submit IRS 501c letter with application)
If non-profit event, describe who benefits from proceeds of event:
No proceeds - no fundraising
Number of patrons, customers, spectators, participants, etc. expected to attend on each day of the event: 300-400 6Nev Hill COUNSE OF Hill COUNTY (Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event) Event Insurance Carrier: Church & Cosulfy Tos Phone: 860 995 7525 (Certificate of Insurance must be attached to this application and must name the Town of Gardnerville as
additional insured, and date and location of the event - see Special Event Policy for policy limits)

Page | 1

Is a fee charged to attend the event: Yes No V Is food being served: Yes No If yes, Health Permit # Will alcohol be sold or served: Yes No Y Liquor licenses/permits may be required Will there be band or amplified music: Yes No Will you have tents, canopies, bounce houses, dance floors, etc.? Yes No			
If yes, specify quantity, dimensions, etc. One bounce house on the front lawn			
of the church - 1 cononies			
(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)			
Clean-up/Sanitation/Garbage Plan:			
•			
(Groups of 50 or more are require to pay a minimum of one \$25 dumpster service fee; park restrooms			
accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)			
Water and Sanitation Plan if food sold or consumed during event:			
church commercial Rotchen			
(Town's water coupler is available if you use hoses for water)			
Other Town services, if required:			
N/ /A			
(Electrical outlets, pavilion lighting, etc.)			
Executed outers, partion uguing, etc.)			
Event Parking Area: Church Oakung 20+ 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)			
Pire/Emergency Medical Services Plan;			
1-110/Emergency iviocition between them.			
(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)			
(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			

WAIVER OF LIABILITY

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

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

Authorized Representative(s) o	f Applicant:			
Lucia L GA Signature	Printed	Lucia L G	ray Date	9/23/19
(If applicant is a corporation, r				
	(Town Office Use Only,		
<u>Heritage Park:</u> Usage \$25/hr (\$300/day max) Park Deposit \$300	Paid \$	Ck#	Date:	
Dumpster \$26/each Additional Fees/Description Deposit Refunded	\$\$ Paid \$	Date:	Facility Re	eviewed:
Street Closure: Application Fee \$100	Paid \$	Date:		
Approved by Town Staff:	nn	celeston	Date:9/	123/19
<u>IF REQUIRED:</u> Scheduled for Town Board A	genda:		Approved:	
Scheduled for Douglas Count	y Commission	er Agenda:	Approved:	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/03/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT Sherry Selleck CIC PHONE (A/C, No, Ext): E-MAIL FAX (A/C, No): (800) 995-7521 Church & Casually Ins Agency Inc (800) 995-7525 Sherry@churchandcasualty.com 3440 Irvine Ave ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # Newport Beach CA 92660 Church Mutual Insurance Co 18767 INSURER A: INSURED HSURER B TRINITY LUTHERAN CHURCH INSURER C: 1480 DOUGLAS AVE INSURER D : INSURER E : NV 89410-5103 GARDNERVILLE INSURER F CL184378431 CERTIFICATE NUMBER: REVISION NUMBER COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. POLICY EFF POLICY EXP (MM/DD/YYYY) (MM/DD/YYYY AODLISUBE LTR TYPE OF INSURANCE POLICY NUMBER INSD WVD COMMERCIAL GENERAL LIABILITY 2,000,000 EACH OCCURRENCE DAMAGE TO RENTED 1,000,000 CLAIMS-MADE X OCCUR PREMISES (Ea occurrence) 15,000 MED EXP (Any one person) 0837015-02-101168 04/01/2018 04/01/2021 2,000,000 Α PERSONAL & ADV INJURY 5,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE 2,000,000 POLICY e PRODUCTS - COMP/OP AGG Lac OTHER: OMBINED SINGLE LIMIT AUTOMOBILE LIABILITY BODILY INJURY (Per person) OTUA YAA \$ OWNED AUTOS ONLY HÍRED SCHEDULED AUTOS NON-OWNED AUTOS ONLY BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTOS ONLY DMBREL! A LIAB EACH OCCURRENCE OCCUR \$ EXCESS LIAB AGGREGATE CLAIMS-MADE RETENTION \$ WORKERS COMPENSATION STATUTE AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT N/A E.L. DISEASE - EA EMPLOYEE if yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, thay be attached if more space is required) Eyidence of insurance for Special Event Permit-Trunk or Treat Event located on insured's premises, 1480 Douglas Ave, Gardnerville, NV on October 31, 2019. Town of Gardnerville, its elected and appointed officials, agents, volunteers, and employees are named additional insured but only with respect to the activities of the Named insured on the above described premises. All activities/operations not specifically ran/or conducted by the Named Insured are excluded, EXCLUDED; Catering and Vendor Companies and their activities/operations. *Refer to attached A220.2 Endorsement, **Add A267.1 Blanket Additional insured Endorsement. CANCELLATION CERTIFICATE HOLDER SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Town of Gerdnerville 1407 Hwy 395 North AUTHORIZED REPRESENTATIVE NV 89410 Gardnerville

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Gardnerville Town Board AGENDA ACTION SHEET



1.	For Possible Action: Approve, approve with modifications, or deny Resolution 2019R-003, a continuing resolution by the Gardnerville Town Board adopting a policy regarding open invocations before meetings of the Gardnerville Town Board.
2.	Recommended Motion: Approve Resolution 2019-003 adopting a policy regarding open invocations before meetings of the Gardnerville Town Board.
3.	Funds Available: ☐ Yes ☐ N/A
4.	Department: Administration
5.	Prepared by: Erik Nilssen, P.E., Town Manager
6.	Meeting Date: October 1, 2019
7.	Agenda: Consent Administrative
8.	Background Information : In October 2015 a resolution was approved to start each Town of Gardnerville Board meeting with an invocation. This resolution is reconsidered each October. No changes have been made to the resolution since last year. Ken Mille has generally handled the coordination of the invocation, requiring minimal staff time to comply with the resolution.
9.	Other Agency Review of Action: □Douglas County □ N/A
10	Board Action:
F	Approved

RESOLUTION 2019R-003

A RESOLUTION OF THE GARDNERVILLE TOWN BOARD ADOPTING POLICY REGARDING OPENING INVOCATIONS BEFORE MEETINGS OF THE TOWN BOARD OF GARDNERVILLE

WITNESSETH

WHEREAS, the Gardnerville Town Board ("Board") is a duly authorized town board pursuant to Nevada Revised Statutes ("NRS") Chapter 269 and Douglas County Code ("DCC") 18.06; and

WHEREAS, the Board wishes to solemnize its proceedings by allowing for an opening invocation before each regular and special meeting, for the benefit and blessing of the Board; and

WHEREAS, the Board now wishes to adopt this formal, written policy to clarify and codify its invocation practices; and

WHEREAS, the Founders of this country recognized that American citizens possess certain rights that cannot be awarded, surrendered, nor corrupted by human power, and the Founders explicitly attributed the origin of these, our inalienable rights, to a Creator. These rights ultimately ensure the self-government manifest in our deliberative bodies, upon which we desire to invoke divine guidance and blessing; and

WHEREAS, in Marsh v. Chambers, 463 U.S. 783 (1983), the United States Supreme Court concluded, "The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country. From colonial times through the founding of the Republic and ever since, the practice of legislative prayer has coexisted with the principles of disestablishment and religious freedom." at 786; and

WHEREAS, the Board desires to adopt a policy consistent with the Supreme Court's recognition that it is constitutionally permissible for a public body to "invoke divine guidance" on its work. Id, at 792. Such invocation "is not, in these circumstances, an 'establishment' of religion or a step toward establishment; it is simply a tolerable acknowledgment of beliefs widely held among the people of this county." Id.; and

WHEREAS, the Supreme Court has determined, "The content of [such] prayer is not of concern to judges where...there is no indication that the prayer opportunity has been exploited to proselytize or advance any one, or to disparage any other, faith or belief." Marsh, 463 U.S. at 794-795; and

WHEREAS, this Board is not establishing a policy that defines the Constitutional limits for permissible public invocations but instead desires to adopt guidelines that are consistent with the guidance provided by the several courts that have considered the validity of public invocations, the most recent of which is the Town of Greece v. Galloway, 463 _____ U.S.,

2014, WL 1757828; and

WHEREAS, the Board intends to adopt a policy that does not proselytize or advance any particular faith, or show any purposeful preference of one religious view to the exclusion of others; and

WHEREAS, the Board intends to adopt a policy that will not show a purposeful preference to one religious view over another by not permitting the faith of the person offering the invocation to be considered when extending an invitation; and

WHEREAS, the Board accepts as binding the applicability of general principles of law and all the rights and obligations afforded under the United States and Nevada Constitutions and statutes.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Gardnerville that the Board hereby adopts the following written policy regarding opening invocations before meetings of the Board, to wit:

- 1. It is the intent of the Board to allow a private citizen to solemnize the proceedings of the Gardnerville Town Board. It is the policy of the Board to allow for an invocation, which may include a prayer, a reflective moment of silence, or a short solemnizing message, to be offered before its meetings for the benefit of the Board.
- 2. Although the invocation may be listed in the program or schedule of events, it shall not be considered an agenda item for the meeting or part of the public business at any regular or special meeting which has been noticed for Board action.
- 3. No member or employee of the Town or any other person in attendance at any meeting shall be required to participate in any prayer that is offered and such decision shall have no impact on the ability of the person to actively participate in the business of the Board.
- 4. The invocation shall be voluntarily delivered by an eligible member of the clergy or appointed representative of an organization from the Board's Assemblies List. To ensure that such person (the "invocation speaker") is selected from among a wide pool of representatives, on a rotating basis, the invocation speaker shall be selected according to the following procedure:
- a. A member of the Board and Town counsel shall cause a database to be complied and maintained (the "Assemblies List") of the assemblies and organizations with an established presence in Gardnerville and Douglas County that regularly meet for the primary purpose of sharing a religious perspective or exist for the betterment of the Town or county and their inhabitants (hereinafter referred to as benevolent organizations).

- b. The Assemblies List shall be compiled from all available sources including the listing for "churches," 'congregations," other religious assemblies or nonreligious/ non-profit organizations that are devoted to the betterment of the Town and its inhabitants in databases maintained by the Town, suggestions from Board members, the annual phonebook distributed by Tahoe Telephone Directories, research from the Internet, and consultation with local neighborhood associations, All benevolent organizations with an established presence in the area are eligible to be included in the Assemblies List, and any such organization may request inclusion in the Assemblies List by written request to the Chairman of the Board.
- C. The policy is intended to be and shall be applied in a way that is all inclusive of every diverse religious assembly and benevolent organizations serving the citizens of Douglas County, irrespective of religious or irreligious affiliation. The Assemblies List is compiled and used for purposes of logistics, efficiency, and equal opportunity for all of the community's benevolent organizations, who may themselves choose whether to respond to the Board's invitation and participate. Should a question arise as to the authenticity of a benevolent organization, Town counsel shall refer to criteria used by the Internal Revenue Service in its determination of those organizations that would legitimately qualify for I.R.C. 501(c)(3) taxexempt status.
- d. The Assemblies List shall also include the name and contact information of any chaplain who may serve one or more of the fire department, law enforcement agencies or military organizations within the County.
- e.The Assemblies List shall be updated, by reasonable efforts of the Town counsel, by December 15 of each calendar year.
- f. Within thirty (30) days of the effective date of this policy, and on or about December 31 of each calendar year thereafter, the Board shall publish a notice in a newspaper of general circulation in Douglas County, shall post a notice in the Town Board's chambers, and on the Town's website which shall read:

TOWNBOARD OF GARDNERVILLE'S TNVOCATION POLICY The Town Board of Gardnerville makes it a policy to invite members of the clergy, religious representatives and representatives of other benevolent organizations in Gardnerville and Douglas County to voluntarily offer an invocation before the beginning of its regular and special meetings at which the Board may take action, for the benefit, blessing, wisdom and guidance of the Board. Any leader of a religious congregation or representative of a benevolent organization with an established presence in the local community, any chaplain for one of the local fire department, law enforcement agency or military units, are eligible to offer this important service at an upcoming meeting of the Board*

Any organization or individual willing to assist the Board in this regard, please send a written request at your earliest convenience to the Town of Gardnerville at 1407 Hwy. 395, Gardnerville, Nevada. Persons delivering the invocation are scheduled on a first-come, first-serve basis. The dates of the Board's scheduled regular meetings for the upcoming year are established by policy and are listed on the Boards website. Special meetings, when called, will be posted on the Board's website as soon as the Board determines to conduct a special meeting. If you have a preference among the dates, please state that request in your written request.

This opportunity is voluntary, and you are free to offer the invocation according to the dictates of your own conscience. To maintain a spirit of respect and ecumenism, the Board requests only that the opportunity not be exploited as an effort to convert others to the particular faith of the invocation speaker, nor to disparage any faith or belief different than that of the invocation speaker, nor to disparage any person by name or by inference.

TOWN BOARD OF GARDNERVILLE CHAIRMAN

- g. As the invitation notice indicates, the respondents to the invitation shall be scheduled on a first-come, first-serve basis to deliver the invocation.
- h. In the event an eligible member of the clergy believes that the Board has not complied with the terms of this policy, the clergy member has the right to have the matter reviewed by the Board,
 - 5. No invocation speaker shall receive compensation for his or her service.
 - 6. No invocation shall exceed ninety (90) seconds in length.
- 7. The invocation shall be positive and uplifting and respectful of the diverse religions and spiritual makeup of Douglas County and the Town.
- 8. The invocation need not be religious in form but may be a thought, reading or moment of silence. The invocation speaker shall not ask members of the Board or audience to stand, bow their head, pray or other gesture. An invocation speaker may use a phrase such as "please join me".
- 9. The invocation shall not address any agenda item in a way to attempt to influence the Board's decision or mention anyone by name or by inference.

- 10. The invocation speaker shall not solicit membership or donations to a church or organization.
- 11. An invocation speaker who fails to follow this policy will not be invited to speak another invocation.
- 12. Should a scheduled invocation speaker fail to attend a meeting when scheduled, the Board will observe a moment of silence.
- 13. No guidelines or limitations shall be issued regarding an invocation's content, except that the Board shall request by the language of this policy that no invocation should proselytize or advance any faith, or disparage the religious faith or non-religious views of others.
- 14. The Board shall make every reasonable effort to ensure that a variety of eligible invocation speakers are scheduled for the Board regular and special meetings. In any event, no invocation speaker shall be scheduled to offer an invocation at consecutive meetings of the Board, or at more than three (3) Board meetings in any calendar year. Should there be no requests or not enough sufficient requests to give the invocation at any of the monthly meetings of the Board, the Board shall cause persons to be invited on a random basis,
- 15. The Board shall not engage in any prior inquiry, review of, or involvement in, the content of any invocation to be offered by an invocation speaker.
- 16. To clarify the Board's intentions, as stated hereinabove, the following disclaimer shall be included in at least ten (10) point font at the top of any printed agenda published by the Board and shall be read aloud prior to the introduction of the invocation speaker:

"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 mitten request submitted to the Town Board of Gardnerville.

17. Shortly after the opening gavel that officially begins the regular or special meeting and the agenda/business of the public, the Chairperson of the Board shall introduce the invocation speaker and the person selected to recite the Pledge of Allegiance following the invocation, and invite only those who wish to show respect for the traditional observances and/or the Board to stand.

- 18. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Board with, nor express the Boards preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the Board's respect for the diversity of religious denominations and faiths represented and practiced among the citizens in Gardnerville and Douglas County. This policy shall in no way govern the statements or comments authorized by the Board's procedure for any member of the general public on any agenda item; this segment of the Board's agenda is intended to afford any member of the general public to make any statements protected by the First Amendment of the United States Constitution.
- 19. This Resolution shall be automatically renewed at the October general meeting of the Board as an item for possible action under the October Consent Calendar unless a member of the Board requests that this Resolution be scheduled for possible action under the October Administrative Agenda.

AYES:

ABSENT:

ATTEST:

ERIK NILSSEN, TOWN MANAGER
TOWN OF GARDNERVILLE

APPROVED AS TO FORM AND CONTENT:

JENNIFER YTURBIDE, ESQ.
YTURBIDE LAW PC

TOWN COUNSEL

RESOLUTION PASSED this 1st day of October, 2019.

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: For Possible Action. Discussion to approve, approve with modifications, or deny a proposed memorial to Dan Hickey at the Gardnerville Station on behalf of The Douglas High School Class of 1962; with public comment prior to board action.
- 2. Recommended Motion: Town Staff declines to recommend a motion on the memorial request. Staff has provided the policy and a memo outlining the proposals conformance to the policy, however Staff believes the Town Board should determine the merits of the proposed memorial. If the memorial is approved, it should have the conditions placed on it as recommended in the memo from the Town Manager to the Town Board.

Staff believes the issue of funding needs to be sorted out between the applicant and Main Street Gardnerville and is not an item for the Town Board to consider

3. Funds Available: ☐ Yes ☑ N/A

4. Department: Administration

5. Prepared by: Erik Nilssen, P.E., Town Manager

6. Meeting Date: October 1, 2019

8. Background Information: The Douglas High Class of 1962 is proposing to pay for and provide a memorial to Dan Hickey at the Gardnerville Station. Funds were previously donated to Main Street Gardnerville for a memorial bench. Robert Wear, who represents the donors, has now requested the memorial be expanded to include memorial plaques and a flag pole. This change in memorial does not appear to have been approved by either the Town Board or the Main Street Gardnerville Board.

Please see the proposed press release from the Class of 1962 as well as the memo from the Town Manager to the Town Board for additional information.

This item has been placed on the agenda at the request of Ken Miller, Gardnerville Town Board Member. There is also correspondence received from Main Street Gardnerville Chairwoman Linda Dibble which the board should consider.

9.	Other Agency	Review of Action: Douglas County	™ N/A
10.	Board Action:		
	Approved Denied	□ Approved with Modifications□ Continued	



MEMORANDUM

TO:

Gardnerville Town Board

FROM:

Erik Nilssen, P.E., Town Manager

DATE:

October 1, 2019 10-1-19 EN

SUBJECT: Dan Hickey Memorial – Gardnerville Station

I. **Background:**

A request has been made by the Douglas High Class of 1962 to have a memorial plaque and flagpole installed at the Gardnerville Station in memory of Dan Hickey. A proposed press release has been provided to the Town (and included in the Board Packet) which outlines the reasons why the Class of 1962 wishes to memorialize Dan. Town Staff was requested to review the proposed press release prior to it being submitted for publishing. The press release was flagged by both Main Street Gardnerville (MSG) and Town Staff as being premature as there is no record this item has been considered by either the MSG Board or The Town of Gardnerville Board.

It appears the request for a memorial was initiated through MSG which to this point has collected \$1,942.30 from fifteen donors. The donations were received by the previous MSG Manager which was to be used for the MSG Decorative Bench Program. In a letter from Linda Dibble (see attached). MSG Chairwomen, she states the flag pole memorial was not officially considered. The memorial bench program is available to anyone, however MSG does not generally provide funding for other memorials.

If decided by the Town Board a flag pole memorial at this site is appropriate the Douglas High Class of 1962 should work with MSG to determine how the donated funds will be used. There are complications with the donations that the Town Board should not become involved in such as tax exemptions and donor expectations.

At the request of Ken Miller, Gardnerville Board Member, the item has been placed on the October $\mathbf{1}^{\text{st}}$ agenda for consideration by the Gardnerville Town Board.

II. Town Policy:

Major Memorial requests, which are defined as costing over \$5,000, are subject to Town Policy 18.22 which is attached. Per the policy there are several items for the Town Board to take into consideration when evaluating a major memorial request:

(a) Whether the request for memorial includes the direct cost of the amenity or facility including design, purchase of the amenity or facility, installation, and whether any special maintenance requirements are being borne by the requesting party. Staffs time to coordinate the memorial and minor levels of effort to assist with design and installation may be borne by the Town.

As the final site layout, landscape deisgn and schedule for the Gardnerville Station site improvements have not been finalized future coordination will need to be made with the applicant. A conceptual landscape plan has been attached to this memo with three potential locations for a flag pole and memorial. If approved, Town Staff would work with the applicant during final deisgn of the site to incorporate the proposed memoral into the overall site. If adequate donations have not been collected by the time the site improvements are ready for construction identified land would be set aside for the future memorial.

Town staffs' expectation is the costs for and installation of the memorial be the burden of the applicant. Future costs to the Town are minimal. If the flag pole is illuminated as proposed the flags would remain in place execpt during incliment weather. There would be some additional landscaping costs due to the flag pole and memorial, but the cost would be nominal.

(b) Whether the memorial will interfere with the existing or planned design, function, or intended user experience of the area in which it is to be located.

Staff believes there is sufficient space on site that a memorial as proposed would not affect the planned design or function of the Station nor would it diminish the user experience. The proposed memorial would potentially enhance the user experience.

(c) Whether the placement of the memorial will create a condition in which a significant number of amenities or facilities within a Town facility or park are used for memorial purposes. The intent is to assure that placement of memorials will not detract from overall design, intended experience, vision or appeal of any park facility or property.

At this time there are no other memorials proposed at the Gardnerville Station. Staff does not believe the proposed memorial would detract from the overall design.

(d) Whether the placement of the memorial is proposed to replace a facility or amenity currently serving as a memorial for another purpose. Only under extremely rare and unusual circumstances shall existing memorials be replaced by another memorial.

The proposed memorial will not replace an existing memorial.

(e) Whether the design of the memorial makes use of equipment, structures, vegetation, or features that are of similar quality and design to existing or planned standards for amenities or facilities within the Town.

If the Town Board approves the memorial, staff will work with the applicant when the overall site plan is approved for construction. The applicants' request will be designed into the overall site plan to insure it is compatible with the overall site design.

(f) Whether any identifying plaque or signage associated with the memorial is constructed of heavy duty, high quality bronze material, or other type of materials to be used and or constructed.

A specific proposal has not been submitted, however Town Staff will ensure the memorial is heavy duty, high quality bronze or other type of material.

(g) Whether the placement of the memorial will create an increased maintenance or long-term replacement burden on the town.

As the memorial will consist of an illuminated flag pole and plaque maintenance should be minimal. Repair and replacement should be infrequent and minor.

(h) Whether the installation or construction of the memorial will be completed or overseen by trained individuals in consultation with Town staff, in accordance

(i) with all applicable master plans, codes, rules and regulations at the local, state, and federal level.

A twenty-five foot flag pole requires a permit from and inspection by the Douglas County Building Department. Therefore the footing of the flag pole would require structural engineering and installation by a registered contractor. Ideally the flag pole would be installed by the same contractor completing the overall site work.

(j) Whether the requesting party agrees and understands that all memorials become the property of the Town, and the Town shall not be required to replace any memorial or portion of a memorial that is vandalized, damaged, or stolen. The requesting party must also agree that the memorial may be removed, at the Town's sole discretion, if the Town Manager finds the removal to be in the public's best interest.

The applicant will be made aware of this fact.

(k) Whether public comment was received.

To be determined at the board meeting on October 1st.

(I) Whether the memorial request is partnered with a local community based organization.

It does not appear the memorial is not partnered with a local community based organization.

III. Recommendation:

Town Staff does not feel they should determine the merits of a proposed memorial. Staff is providing the policy as well as a memo outlining the proposed memorial's conformance to the policy. The Town Board should determine if the memorial is appropriate as to location, scale, and purpose.

If the memorial is approved as to form and location Town Staff would recommend the applicant approach the Main Street Board to discuss the previous donations.

If approved the following conditions are recommended:

- 1) Memorial will be installed concurrent with or after site improvement completion (not before).
- 2) Town Staff will work with applicant during design of the site improvements on a mutually acceptable location for the memorial.
- 3) Private donations will pay for the completed memorial.
- 4) Any memorial plaque will be constructed of high quality bronze or other heavy duty material approved by the Town Manager.
- 5) Applicant shall pay for any permits required to install the proposed amenities.

REMEMBERING DANNY

Several months ago the Douglas County High School Class of '62 met at Carson Valley Country Club for a "mini-reunion". There were many memories of days gone by, as well as new announcements by these old-timers and beloved friends. The really heavy thought on all our minds, however, was the recent passing of our flamboyant and amazing friend and life-long Carson Valley resident, Danny Hickey. Most of us had attended Danny's memorial and so appreciated Mike Fisher's comments that truly helped us celebrate Danny's amazing life. Mike Fisher is a retired Carson Valley dentist and comrade of so many. His true love is history, and boy, did he nail Danny's history and spirit during the memorial service. Mike suggested contributions in Danny's name to Main Street Gardnerville.

Main street Gardnerville is in the process of establishing an historic site called "Gardnerville Station," located by the curve on the south end of Gardnerville. Danny's life immediately came to mind in conjunction with that exact location, since Danny's father, Jim, had worked for Dixie Bath who was the owner and Shell Oil distributor. While working at the station Jim acquired adjoining property, and eventually built the family home. Danny and his two brothers, Mike and Tommy, were raised there. Jim also built the Village Motel and the ever-popular Frosty Spot. Of course the Village Motel is still operating. Main Street Gardnerville is establishing the "Gardnerville Station" historic site to remember residents that have made a marked impression on the development of the town of Gardnerville. What would be more fitting than to memorialize Danny at the "Gardnerville Station"? Danny's classmates, friends, and family are very receptive and appreciative of this idea.

Danny's life was all about Carson Valley. Nothing was too big for Danny to undertake when it came to bettering our community. Danny was a long-time rancher and builder in Carson Valley, but he tried his hand at many endeavors before that—including beer, ice, and soda pop distributorships. He was a county commissioner for many years. He was a volunteer fireman and, along with classmate Bill Bauer, became the first EMT with the Douglas Country Volunteer Fire Department. All of us remember Danny announcing Douglas High Football games over a period of almost 30 years. His was a Minden Rotarian, coached Little League and Pop Warner Football, served on the Minden/Gardnerville Sewer Board, and was one of the founders of the Douglas County Ski Club. More than anything else, Danny was a friend who was willing to listen, and greeted everyone with such enthusiasm that it was contagious. Danny was truly a man who was constantly making a positive difference to this community and all the lives he touched.

The Douglas County High School Class of '62 has established a memorial fund with Main Street Gardnerville to erect a monument and flagpole at the "Gardnerville Station". They envision the monument base to have a plaque honoring Danny, and also have adequate space for future plagues in order to honor additional deserving individuals. A 25-ft flagpole and two regal lighted flags, American and Nevada, will don the top of the memorial base. To fund this project we will need additional contributions, and are asking the community to step forward in this regard. Main Street Gardnerville is a 501 (c) (3) tax deductible entity. When donating please mention "in Dan Hickey's Honor".

September 24, 2019

Dear Linda,

I've been informed that there is a request to place an item on the TOG Board agenda regarding the Dan Hickey Memorial request. Based on information provided me by Debbi Lehr, our previous Main Street Gardnerville Executive Director, here are some facts I've gleaned.

The first request by Robert Whear of the Town of Gardnerville and MSG regarding a Dan Hickey memorial was to sponsor a bench at the Gardnerville Station. When Debbi inquired further about this location, I told her that there was already one bench sponsored at that location and the possibility of a second one. I encouraged her to have the requestor consider another location.

Debbi began collecting donations with the understanding they were intended to be used to sponsor a bench. There was no commitment on her part that these donations were tax deductible because at that time MSG wasn't a 501(c)3 organization. Although I am responsible for the Decorative Bench Project, I was unaware that she was actually accepting donations.

At some time later the idea of erecting a flag pole was presented to Tom as another possibility. According to the proposed yet unpublished newspaper article, Robert Whear now believes these funds are intended to be used for a memorial structure and flag pole(s) at the Gardnerville Station.

MSG is not in a position to honor this request nor was that our initial understanding for use of the donations. We currently have one board approved sponsorship project where a piece of decorative art recognizing and/or honoring an individual or individuals can be placed downtown; that is the Decorative Bench Project.

Speaking on behalf of MSG, the current options for use of these funds are to:

- 1. Purchase a bench with the plaque inscription honoring whomever the group so chooses. The cost for a bench is \$1995. There is currently \$1942.30 in the account leaving a balance to be collected of \$52.70;
- 2. Transfer the funds to the Town of Gardnerville to be used for the purpose of placing a memorial on town property or;
- 3. Return the funds to the donors.

Thank you,

Linda Dibble

Linda Dibble Main Street Gardnerville Board President

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: Discussion to approve, approve with modifications, or deny an update to Town Policy 29.1, Overhead Street Banner Policy; with public comment prior to Board action.
- 2. Recommended Motion: Approve the proposed update to Town Policy 29.1, Overhead Street Banner Policy based on the background information and discussion by the board.

3. Funds Available: ☐ Yes ☑ N/A

4. Department: Administration

5. Prepared by: Erik Nilssen, P.E., Town Manager

6. Meeting Date: October 1, 2019

7. Agenda:
☐ Consent
☐ Administrative

8. **Background Information:** The Town of Gardnerville provides access for community and service groups to hang banners across the intersection of US HWY 395 and Eddy Street. The Town Manager, on behalf of Town Staff, is requesting the Town Board to revise the policy to exempt Town Staff from placing the banner during the winter months. During periods of snow and ice placing personnel in the travel lanes of the highway is more dangerous than other months. Hanging the banner requires significant finger dexterity which is more difficult during the cold weather. In addition, the banner must be placed by 5:30 A.M. which during the winter months is dark.

The proposed policy revisions would place a moratorium on Town Staff's assistance to place a banner over the highway from the second week of January through the second Monday in March. The restriction would not apply to Town or Main Street Gardnerville Banners. In addition, if a group or club wishes to place a banner during this time they could, but would have to provide for their own crews and equipment for the banner's installation.

There are currently banners scheduled to be installed the weeks of January 20th (Partnership for Community Resources) and the 27th (Adult Education). The currently reserved installation dates for this year would be honored.

9.	Other Agency	Review of Action: Douglas County	₩ N/A
10.	Board Action:		
	Approved Denied	☐ Approved with Modifications ☐ Continued	

TOWN OF GARDNERVILLE



TOWN OPERATIONS MANUAL DIRECTIVES AND PROCEDURES

SUBJECT: Overhead Street Banner Policy

Number 29.1 Issue Date 5/5/09 Revised 11/12, 2/16, 10/19

<u>Directive</u>: The purpose of this policy is to provide general guidelines for the placement of overhead street banners within the public rights of way (ROW) of the Town of Gardnerville ("Town"), and to provide specific guidelines for banners proposed to be installed over Main Street (US 395). The US 395 public rights of way (ROW) are administered by the Nevada Department of Transportation (NDOT). As such, all banners proposed for hanging across US 395 are subject to all conditions and requirements of NDOT and require a temporary permit from NDOT. The Town of Gardnerville declares that the general purpose of this policy is to promote and advertise matters benefitting the culture, education, health and welfare of the local public, such matters being advanced by non-profit organizations, government entities, or community service organizations.

Procedure:

Eligibility: Only not-for-profit organizations, as evidenced by an Internal Revenue Service 501 letter, government entities, or community service organizations may request permission to place banners within the public ROW for the purpose of promoting the organization, the purpose of such an organization, or a special event/exhibit promoted by such an organization, or a matter of public concern and/or a matter pertaining to the health and welfare of the community promoted by a governmental entity or community service organization. If promoting an event, the event must be held in Carson Valley and be open to the public free of charge, or of common interest to the general community, or recognize and/or contribute to the cultural fabric of the community. Such events may include (but are not limited to): an activity related to the arts, entertainment, or education, a public social occasion; a sports contest; or a public concert.

Definitions: For the purposes of this policy, the following definitions apply: "Government entity" is defined as any department, division, agency or other branch of the local, state or federal government. "Community service organization" is defined as an organization having a primary purpose of providing volunteer services to the community. A "matter of public concern and/or matter pertaining to the health and welfare of the community" is defined as a matter being advertised or promoted having a primary purpose of promoting the mental or physical health, safety, or welfare of the local community. "Permittee" is an eligible organization as defined in paragraph 2.

TERMS AND CONDITIONS: The Town shall require strict compliance with the NDOT terms and conditions (see attached "Additional Terms and Conditions") currently in full force and effect at the time the banner is installed. Thus, the Town of Gardnerville shall require that:

- a. Banner shall be installed a minimum of 18 feet above the pavement surface.
- b. Banners that contain telephone numbers, websites, or commercial advertisements shall not be displayed over the highways of Nevada.
- c. The Permittee shall deliver the banner to the Town of Gardnerville Administrative office, 1407 Highway 395, (775) 782-7134, for review and approval by town staff a minimum of four (4) working days prior to the town installing the banner.
- e.d. All banners shall meet the minimum standards shown in the attached Town of Gardnerville Overhead Street Banner Detail unless otherwise approved by the Town Manager.
- d. Banners must be constructed of a minimum 18 ounce vinyl banner fabric, with

inner core polyester fiber.

- e. Banners shall be 34 inches high and 40 feet in width, unless otherwise approved by the Town Manager
- f. All banners shall have the following: (see the attached detail):
 - i. 5/16" Spring snap connectors at 24" on center top and 12" staggered bottom, installed into the grommets that provide for a connection to a 3/4" cable.
 - ii. Sewn-in polyester webbing on all edges.
 - iii. Reinforced corners, both front and back.
 - iv. "O" or "D" rings sewn into the webbing on each corner.
 - v. Appropriate (12" or larger) wind holes for banner size.
- g.e. Banner shall be kept in good repair. The permittee shall comply with the banner detail and shall repair the banner as necessary. The Town will not install dirty, tattered or noncompliant banners.
- h.f. Banners may be removed or installation may be delayed due to wind advisory conditions as determined by Town staff.
- i-g. Banner(s) left over three (3) working days after the banner is removed from display will be charged a \$5 a day storage fee.

MAXIMUM TIME FOR DISPLAY OF BANNER: Typically banners will be displayed for one (1) week (seven (7) consecutive calendar days) beginning on the Monday that the banner is installed by Town staff. This timeframe allows the banner pole crossing to be the available for all organization's use as much as possible. When there are no approved permits for use the week following a permitted display, the Town may allow the currently displayed banner to remain up for a period not to exceed two (2) weeks (fourteen (14) consecutive calendar days) if requested by the applicant at the Town's sole discretion. The Town is exempt from the maximum time limitations delineated in this provision.

UNAVAILABILITY: The Town retains first priority for use of the Town owned and operated banner crossing. As such, the following dates, **including but not limited to**, are unavailable for use:

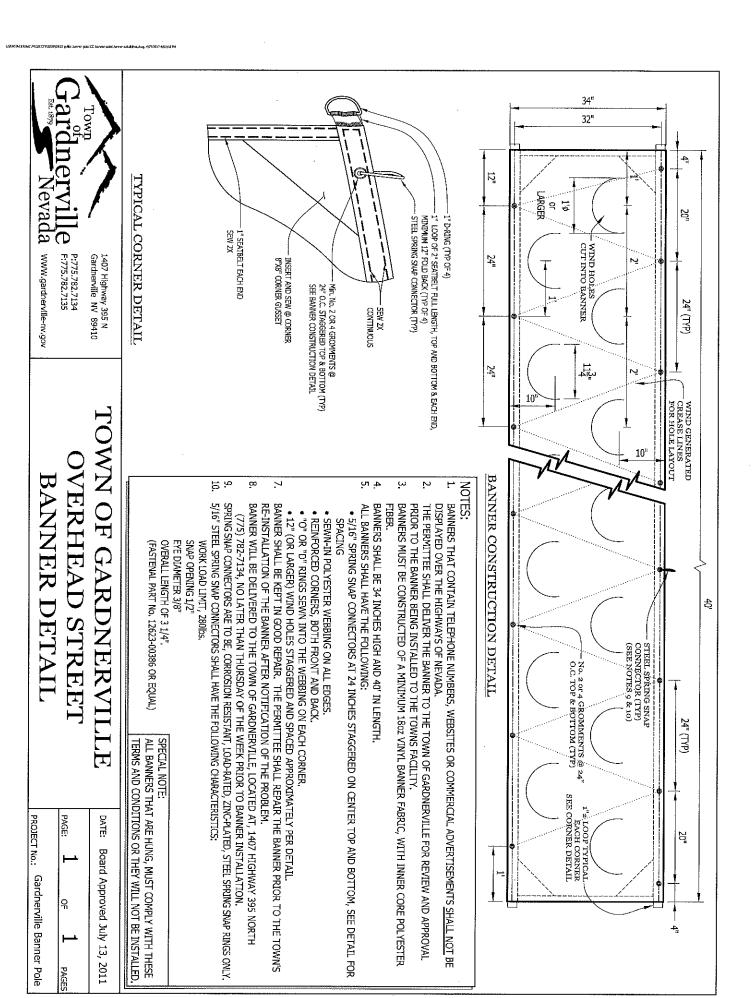
- a. Second week of November thru second week of January (Christmas decorations)
- b. The week of, or prior to a scheduled Main Street Third Thursday Wine Walk
- c. The week of, or prior to a scheduled "Movies in the Park" event.
- d. The Town will not provide installation of banners from the second week of January through the second Monday in March. Eligible organizations may still reserve the banner crossing during this time, but would have to make arrangements other than town forces for the installation and removal of the banner.

"FIRST COME, FIRST SERVED": To provide an equal opportunity for all organizations and/or persons to have banners displayed for specific dates within the calendar year, reservation requests for specific date(s) will be accepted on a "first come, first served" basis beginning one year and one day prior to the requested banner hanging date. Requests must be furnished in writing on the Town banner application request form. A request does not guarantee reservation of the requested date(s) that the banner will be displayed until the applicant provides a copy of the approved NDOT Temporary Encroachment permit relative to the banner to be displayed. Upon receipt of the approved NDOT Temporary Encroachment permit, the dates, or alternative dates, shall be confirmed by Town staff.

Recognizing the financial investment required for the minimum requirements for banner construction, organizations and/or persons having a previously approved banner displayed by the Town in the past calendar year will have priority of date(s) selection (i.e. pre-approval) for the upcoming calendar year. All "pre-approval(s)" shall be required to obtain an approved NDOT temporary permit and comply with all other banner policy requirements, as well as furnish a

completed Town banner application request form each and every year the banner is requested to be displayed. In addition, all not-for-profit organization "pre-approval(s)" must also provide their IRS 501 letter each and every year the banner is requested to be displayed.

INDEMNIFICATION: All persons and entities will be required to sign an indemnification, release and hold harmless holding the Town of Gardnerville, its employees and agents harmless prior to the installation of banner and releasing the Town of any liability arising therefrom.



Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: Discussion to approve, approve with modifications, or deny Resolution 2019R-002 which repeals Resolution 2001R-3 and removes Policy 24.12, Utility Cut Permit Program (Street Cuts) from the Town of Gardnerville Policy and Procedures Manual; with public comment prior to Board Action.
- Recommended Motion: Approve Resolution 2019-002, which repeals Resolution 2001R-3 and removes Policy 24.12, Utility Cut Permit Program (Street Cuts) from the Town of Gardnerville Policy and Procedures Manual based on the Memo to the Board from the Town Manager dated October 1, 2019 and the discussion by the Gardnerville Town Board.

3.	Funds Available: Yes N/A
4.	Department: Administration
5.	Prepared by: Erik Nilssen, P.E., Town Manager
6.	Meeting Date: October 1, 2019
7.	Agenda: ☐ Consent ☐ Administrative
8.	Background Information: Please see memo dated October 1, 2019
9.	Other Agency Review of Action: ☐ Douglas County ☐ N/A
10.	Board Action:
	Approved

Town of Gardnerville Board RESOLUTION NUMBER 2019R-002

A RESOLUTION REMOVING POLICY 24.12, UTILITY CUT PERMIT PROGRAM, FROM THE TOWN OF GARDNERVILLE POLICIES AND PROCEDURES MANUAL (PROCEDURES MANUAL).

WHEREAS, On August 2, 2001, the Town of Gardnerville Board adopted the Resolution 01-3 establishing certain fees and procedures necessary to obtain Town of Gardnerville Street Cut Authorization; and

WHEREAS, Resolution 01-03 requested certain amendments to Douglas County Code Chapter 18 more commonly known as the Town of Gardnerville's Enabling Ordinance; and

WHEREAS, starting in 2011 Douglas County, three Unincorporated Towns and various General Improvement Districts met on multiple occasions to standardize a process and fee for the cutting the pavement of a County, Town or General Improvement District maintained roadway and installation of utilities; and

WHEREAS, the Board of County Commissioners adopted Ordinance No. 2016-1477 on December 1, 2016; which revised Chapters 12, 18, and 20 of Douglas County Code and established a uniform procedure County wide for the collection of fees, issuance of permits, and construction inspection processes associated with the cutting of pavement and installation of utilities; and

NOW, THEREFORE, BE IT RESOLVED, that the Gardnerville Town Board recognizes that the intent of Resolution 01-3 has been met under Douglas County Ordinance 2016-1477 and hereby removes Policy 24.12, Utility Cut permit Program, from the Town Procedures Manual:

ADOPTED this <u>FIRST DAY OF OCTOBER</u>, 2019 by the following vote:

Ayes:	Board Members:	
Nays:	Board Members:	
Absent:	Board Members:	



MEMORANDUM

TO:

Gardnerville Town Board

FROM:

Erik Nilssen, P.E., Town Manager

10-1-19 EN

DATE:

October 1, 2019

SUBJECT: Utility Cut Permit Program Town Policy 24.12

In 2001 the Gardnerville Town Board adopted Resolution 01-3 (attached at Exhibit A) which established certain rates and fees to be charged for anyone wishing to cut the pavement of a Town maintained roadway. The fees established by the Resolution based the cost to cut the Town maintained pavement by its condition or age. A permit to cut pavement in better condition is more expensive than a permit to cut more deteriorated pavement. The goal of the fee was to offset some of the cost to maintain the cut (crack seal) until the next reconstruction of the road could take place.

Starting in 2009 and culminating with the passage of Ordinance 2016-1477 (track changes version attached as Exhibit B) by the Douglas County Board of County Commissioners the Towns, General Improvement Districts (GID) and Douglas County met frequently to address numerous development and permitting issues. The major purpose of these meetings was to eliminate redundancies and establish clear expectations between the Towns, GID, and County for obtaining permits for construction.

The major changes contained in Ordinance 2016-1477 was the elimination of Title 18.07, General Town Requirements for Street Cuts and Repairs. In addition the Ordinance revised the manner in which the County charged for street cuts. The current fee schedule is similar to the schedule previously used by the Towns (attached as Exhibit C), basing the cost of the permit on the condition of the pavement. Title 20.840.070, Payment of Fees, was

added to County Code which requires the County to reimburse the Town any fee associated with an encroachment permit except the administrative fee for the submittal of the permit. The encroachment permit review procedures were updated in Title 20.840.030 to require the Town to sign off on any permit prior to its issuance. The revised title also allows the Town to supervise construction inspection and oversee any materials testing as they see fit.

The process has been in place for almost three years with minimal complaint from the Towns or GID. Reimbursements of permit fees occur quarterly. I inquired as to if the Town is still issuing Street Cut permits and I have been told the Town has not been issuing them as of the passage of Ordinance 2016-1477. At this time it appears as if the Utility Cut Permit Program, Town Policy 24.12 can be removed from the Town Policy and Procedure Manual.

There is a possibility that street cuts associated with a building permit (such as a failed water or sewer lateral, home addition, or assessor dwelling) may not need an encroachment permit and the fees may not be collected. These cases are not expected to generate significant funds.

Exhibit A

Town of Gardnerville Resolution 01-3

RESOLUTION 01-3

DRAFT

RESOLUTION OF THE GARDHERVILLE TOWN BOARD AMENDING THE GARDWERVILLE POLICY AND PROCEDURES MANUAL BY ADOPTING A POLICY REGARDING STREET CUTS AND REPAIRS OF STREETS WITHIN THE TOWN OF GARDNERVILLE AND BY REQUESTING AN AMENDMENT TO DCC 18.06; TOGETHER WITH OTHER MATTERS PROPERLY ESLATING THERETO.

MITKRSSETH

WHEREAS, the Gardnerville Town Board ("Town" or "Board") has conducted several public hearings over the preceding year relating to the condition and maintenance of the Town streets. Soard has received reports from its engineer regarding the various streets and the individual condition of each, and has received a series of reports from the Town Manager relating to a criteria by which each street within the Town can be evaluated and then rated. As a result, the Board has adopted a Pavement Condition Index ("PCI"); and

WHEREAS, the Town Manager and Town engineer have thoroughly studied all streets within the Town and have assigned to each street It has been determined by the Board that any person who a PCI. desires to excavate within a street(s) of the Town must first apply to the Town for a review of the proposed excavation and the affect on the street(s). The affect of the excavation on the street will be a direct impact on the PCI established for that street; and

WHEREAH, in order to monitor excavation within the streets of the Town of Gardnerville to ensure that the least impact possible will occur to the streets of Gardnerville from proposed excavation, the Town has established a street cut and repair policy. The Town

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Physical Adhers JEH Esternella Street Minera AV HGS (273) ASSENT Board has further found and determined that the street out and repair policy should become a part of the Town's enabling ordinance, Douglas County Code ("DCC") Chapter 18.06, as a separate section of the enabling ordinance. Accordingly, the Board deems it appropriate to request a change in the Town's enabling ordinance to reflect the adopted street out and repair policy; and

WHEREAS, the Town Board of Gardnerville resolves that the Douglas County Commission ("Commission") be requested to smend DCC 18.86. to add a new section thereto to reflect the Town's recently adopted street cut and repair policy; and

WHEREAS, be it further resolved that the Town's street cut and repair policy shall be added to the Town's Policies and Procedures Manual notwithstanding a later addition of the street cut and repair policy to the DCC.

NOW, THEREFORE, HE IT RESCLVED AS SET PORTH HEREIM:

- I. That the Town Board of Gardnerville at its regularly held general business meeting of July 12, 2001, after notice of the Board's intention to adopt a street cut and repair policy was duly published and posted in accordance with NRS 241, Navada's Open Meeting Law, conducted a hearing on the proposed street cut and repair policy reflecting the Board's intentions with regard to its streets, the cutting of such streets, and the cost of repair of such street after a street cut has been made.
- After public hearing and comment, the Board found and determined that the street cut and repair policy as proposed by the

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Rowe & Hales Attorneys At Law

Town's Manager and Engineer was in the best interests of the Town of Gardnerville and its citizens, and in furtherance of the preservation of the streets of the Town of Gardnerville, adopted the street cut and repair policy.

- 3. After adopting the street cut and regain policy, the Board took further action to direct its general counsel to prepare a resolution reflecting the adoption of the street cut and repair policy by the Town Board, and requesting that the Douglas County Commission add to the Town's enabling ordinance, DCC 18.06, a new subsection containing the Town's adopted street cut and repair policy.
- General business meeting of August 2, 2001, after notice of the Board's intention to request an addition to the Town's enabling ordinance (DCC 18.06) to add the Town's street cut and repair policy was published and posted in accordance with NRS 241 (Nevada's Open Meeting Law), conducted a hearing on the proposed resolution requesting the Douglas County Commission to enact the proposed amendment to DCC 18.06.
- 5. After public hearing and comment, the Board found and determined that the Commission should be requested to amend the prdinance governing the Town of Gardnerville (DCC 18.06) by the addition of a new subsection thereto to set forth in the DCC the current policy of the Town of Gardnerville regarding street cuts and repairs of the Town's streets which are owned, maintained and

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6. The Board resolves and determines that DCC 18.06 should be amended by the addition of a new subsection thereto, DCC 18.08.140 "Street Cuts and Repairs", the same to read as follows:

(All of the requested amendment to 18.06 is new language; there is no current language in the DCC to modify, amend or delete)
18.06.146 STREET CUT AND REPAIRS

SEE EXHIBIT "A" ATTACHED TO THIS RESOLUTION AND INCORPORATED HEREIN AS IF SET FORTH IN FULL FOR THE PROPOSED LANGUAGE TO BE ADDED TO DCC 18.05 AS A NEW SECTION 18.06.140.

- 7. The Board finds and determines that all interested parties choosing to do so have submitted data, views or arguments in writing either prior to or at the several public hearings the Board has conducted on the establishment of a streat cut and repair policy, including the public hearing conducted regarding the adoption of the policy in July, 2001. The Board further finds that all interested parties desiring to do so have submitted data, views or arguments orally at the hearing.
- 8. The Board further finds and directs that the Town Manager and general counsel submit this resolution to Douglas County, Nevada and to the Commission, and request that the Commission modify DCC 18.06 in conformity with the provisions of this Resolution. The Board finds and determines that the Town Manager and general counsel are authorized to take all necessary steps to implement the Board's direction and requests set forth within this Resolution.

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The Board recognizes that the Commission will be required 9. 2 to conduct further public hearing on the requests as set forth 3 within this Readlution and the Town's adopted street cut and repair 35c 7 : , 8d ? policy; nonetheless, this Resolution is effective as of the date of its passage to set forth the current policy of the Gardnerville Town Board to provide a street cut and repair policy relating to the streets owned, maintained and operated by the Town of Gardnerville. 8 9 ADOPTED: this 2nd day of August, 2001, by the following vote: ΪŪ GARDNERVILLE TOWN BOARD MEMBERS: JOSEPH L. DELOREY, CHAIRMAN 12 RANDALL P. SLATER, VICE-CHAIRMAN Rowe & Hales 13 Attorneys At Law THOMAS J. COOK, MEMBER JERRY L. SMITH, MEMBER 14 1,5 LOREN ORR, MEMBER 16 AYES: ABSENT: 17 18 Ŋ NAYES: 20 21 22 JOSEPH L. DELOREY CHAIRMAN TOWN BOARD 13 GARDNERVILLZ, NEVADA 24 ATTEST: 25 JAMES PARK TOWN MANAGER 26 town of Cardnerville, nevala 27 APPROVED AS TO FORM AND CONTENT: MICHAEL SMILEY ROWE, ESQ. 24 GARDNERVILLE TOWN COUNSEL

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Exhibit B

Douglas County Ordinance 2016-1477

Douglas County Board of County Commissioners AGENDA ACTION SHEET

Title: For possible action. Discussion on the adoption of Ordinance No. 2016-1477 adopting chapter 12.05, removing chapter 18.07, and amending chapters 12.04 and 20.840 of the Douglas County Code regarding the requirements for excavations, street cuts and repairs, and encroachments and restoration at work sites performed by permittees and all other properly related matters. Second Reading. (Erik Nilssen)

Recommended Motion: Adopt Ordinance No. 2016-1477 adopting chapter 12.05, removing chapter 18.07, and amending chapters 12.04 and 20.840 of the Douglas County Code regarding the requirements for excavations, street cuts and repairs, and encroachments and restoration at work sites performed by permittees and all other properly related matters.

Financial Impact: None

Prepared by: Erik Nilssen, County Engineer

Meeting Date: December 15, 2016 Time Required: 10 Minutes

Agenda: Administrative

Background Information: Starting in July 2009, a series of workshops were attended by representatives from Douglas County, the Towns, General Improvement Districts, and public and private utility companies within Douglas County (collectively, the "agencies") to update the 2007 Standard Construction Details. During these meetings several additional items of discussion emerged including how to improve the coordination among the various agencies in Douglas County related to the issuance of permits, conducting inspections, and coordinating the construction of public infrastructure. A more detailed description of the proposed changes can be found in the memorandum from Erik Nilssen, County Engineer, to the Board of County Commissioners dated December 1, 2016. This ordinance was introduced at the December 1, 2016, Board of County Commissioners' meeting.

Agenda Item #8



COMMUNITY DEVELOPMENT

1594 Esmeralda Avenue, Minden, Nevada 89423

Erik Nilssen, P.E. COUNTY ENGINEER

775-782-9063 CELL: 775-790-7975 • FAX: 775-782-6297 website: www.douglascountynv.gov Planning Divisic Engineering Divisic Building Divisic Code Enforceme

MEMORANDUM

TO:

Douglas County Board of County Commissioners

FROM:

Erik Nilssen, Douglas County Engineer

DATE:

December 1, 2016

SUBJECT: Revision to Chapters 12.04 and 20.840, adding Chapter

12.05 and deleting Chapter 18.07 of Douglas County Code

The Douglas County District Attorneys' Office has assisted the County Engineer in preparing several revisions to Douglas County Code. These revisions are a byproduct of over thirty meetings between Douglas County, The Towns, The General Improvement Districts (GID), and Public and Private Utility Companies (agencies). The intention of these changes is to clarify roles of the various agencies with regards to permitting construction, maintenance, inspection, and fees. There are four Chapters in Douglas County Code which area affected. Chapters 12.04 and 20.840 have been revised. Chapter 12.05 has been created. Chapter 18.07 has been deleted. The specific changes to each Chapter are described below.

Chapter 12.04 - Excavations

This revised Chapter seeks to clarify what work requires a permit. This has been a point of contention between the County and other agencies. The revised Chapter states permits are not required by government agencies for routine maintenance which includes any work which does not expand the number of users to a utility. In 12.04.020 a 1,000 linear foot limit has been set for work which may be completed under an encroachment permit.

Section 12.04.010 protects recently completed or repaved County Roadways. Currently County Code (18.07.010F.A) restricts trenching in a roadway that is less than three years old. Chapter 18.07 is proposed to be deleted, this key provision is being moved and will now apply to all County,

GID, and Town maintained roadways. The trenching of roadways significantly reduces its expected life. As a roadway ages, its condition will naturally denigrate which allows for the trenching of the roadway to be acceptable.

The proposed changes remove Section 12.04.060, Standard Specifications. These items are addressed in the Douglas County Design Criteria and Improvement Standards (DCDCIS) Manual and do not need to be located in County Code.

Section 12.04.070 Inspection, patching fees, and engineering stake out has been removed. This section established permit fees. Permit fees are set by the Board of County Commissioners through separate resolution and should not be located in County Code.

Chapter 12.05 - Notice of Exempt Excavations

The purpose of this chapter is to require additional coordination between the County and government agencies. Although a permit for maintenance is not required by the proposed 12.04, there are obligations such as 72 hours of advance notification to the County, approved traffic control plans per Chapter 10.10, and as built drawings after the work is complete.

<u>Chapter 18.07 – General Town Requirements for Street Cuts and Repairs</u>

This chapter is being removed from Code. It establishes the permitting, inspection, and construction requirements as well as certain fees to work within the Town boundaries. These items are addressed elsewhere in code or the Douglas County Design Criteria and Improvement Standards Manual. Fees shall be set by Board resolution and should not be located within County Code.

Chapter 20.840 - Encroachment Permits

The proposed change to this section of code requires the County to pay a portion of any collected permit fees to the Town or GID where the work will take place. Currently, the County collects all fees associated with an encroachment permit. Significant Town and GID staff time is dedicated to

the review, inspection and coordination of the improvements, these monies will be transferred by the County to the Town or GID by the end of each fiscal quarter to help cover these costs. A base permit fee is collected by the County to cover the cost of review and permit processing.

Douglas County Code 20.610.050 Findings for Zoning Map Amendments list the following findings that must be met for a zoning text or map amendment:

A. That the proposed amendment is consistent with the policies embodied in the adopted master plan and the underlying land use designation contained in the land use plan.

Staff Response: Staff believes the changes to the code will help reach PSF Goal One in Chapter 12: Public Services and Facilities Element which states:

"To develop regional approaches to providing public services and facilities in Douglas County in coordination with GIDs, Towns, the state, and other jurisdictions."

The proposed changes in code will improve regional coordination in permitting, inspection, and cost share between the County, GIDs, Towns, and Utility companies. The proposed changes will also help eliminate some redundancies that exist in these areas as well.

B. That the proposed amendment will not be inconsistent with the adequate public facilities policies contained in this title

Staff Response: Staff believes the proposed changes to the Code improve the County's position to offer better public facilities. The proposed changes will create better coordination between the County, Towns, and General Improvement Districts for the permitting, review, inspection, and cost sharing of improvements within the Douglas County Right-of-Way. It also helps better define maintenance versus capital projects and what the responsibilities are for the various governmental entities.

C. That the proposed amendment is compatible with the actual and master planned use of the adjacent properties.

Douglas County Code Revisions

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December 1, 2016

Staff Response: Staff does not believe this requirement is applicable as it is a Countywide change and does not affect specific adjacent properties.

ORDINANCE 2016-1477

SUMMARY

An ordinance adopting chapter 12.05, removing chapter 18.07, and amending chapters 12.04 and 20.840 of the Douglas County Code regarding the requirements for excavations, street cuts and repairs, and encroachments and restoration at the work sites performed by permittees.

TITLE

Ordinance No. 2016-1477 adopting chapter 12.05, removing chapter 18.07, and amending chapters 12.04 and 20.840 of the Douglas County Code regarding the requirements for excavations, street cuts and repairs, and encroachments and restoration at work sites performed by permittees and all other properly related matters.

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

Section I: Chapter 12.04 of the Douglas County Code, is amended with the language being deleted shown with a strikethrough and the new language shown in italics and underlined, as follows:

Chapter 12.04

Excavations

Sections:

12.04.010 Permit--Required.

12.04.020 Permit—Linear feet. 12.04.02.30 Permit--Application.

12.04.0340 Permit--Bond requirements.

12.04.0450 Permit--Fees--Inspection fees.

12.04.0560 Specifications and special conditions to accompany permit.

12.04.060 Standard specifications.

12.04.070 Inspection, patching fees and engineering stake-out.

12.04.08.70 Actions of county engineer--Reviewable.

12.04.0980 Violation--Penalty.

12.04.010 Permit--Required.

No Person, General Improvement District or District formed pursuant to chapter 318 of the Nevada Revised Statutes, town, unincorporated city or other political subdivision of the State of Nevada, may, firm, association or corporation shall excavate, grade, pave, level, fill or repair, or construct a sidewalk, crosswalk or curb in any public street, highway, avenue, or alley, dedicated public easement or right-of-way within the county without first making written application and obtaining a written permit to do so from the county engineer. The permit shall state the time, place and method for the work to be done.

A "new street" is defined as a street that is less than three years of age since initial construction, reconstruction, or overlay. Cutting of new streets is strictly prohibited except for emergency repairs to utilities.

12.04.015 Permit--Certain Routine Maintenance Exempted.
Routine maintenance of existing improvements performed by a General Improvement District or the Towns of Gardnerville, Genoa or Minden will not be required to obtain a permit from the county engineer. For the purpose of chapter 12.04, the term "routine maintenance" shall mean improvements existing at the time any work commences, is necessary for the health and safety of the public, and is not intended to increase the number of users of any utility. (Ord. 159 §1, 1967)

12.04.020 Permit—Linear Feet

<u>Utility installations of greater than 1,000 linear feet shall be required to obtain a site improvement permit (See Chapter 20.830).</u>

12.04.0230 Permit--Application.

The application <u>required pursuant tomentioned in section 12.04.010</u> shall contain the following information:

A. *The* Nname and address of applicant;

B. If the applicant is not the owner, the name of the owner F_{i} owner F_{i} owner the work is to be done;

C. <u>The</u> Ggeneral nature and extent of work to be done. If required by the county

engineer, plans and specifications shall also be furnished;

D. Evidence satisfactory to the <u>city county</u> engineer that the applicant has ascertained the location of all underground lines, pipes, sewers and works in the vicinity of any work to be done;

E. Such other pertinent information as may be reasonably required to fully set

forth the nature and extent of the work; and

F. The estimated time required for theits completion of the work. (Ord. 159 §2, 1967)

12.04.0340 Permit--Bond requirements.

A. Before a permit pursuant to the provisions of this chapter is issued, the applicant may be required to execute to the county a bond in such sum as shall be designated as necessary for the proper protection of the county and conditioned that obligors of the bond will pay to the county the costs and expenses incurred by the county should the person obtaining the permit fail, neglect or refuse to properly complete the work authorized by the permit within the time limited by the permit.

B. In lieu of special bonds to cover particular work, an applicant may maintain with the county a general bond in the sum of one thousand dollars conditioned and used for the same purpose as the special bond described in Subsection A, and covering all work to be done rather than any particular work. While the general bond is maintained, the applicant shall not be required to post a special bond, but shall be required to comply with all other provisions of this chapter. (Ord. 159 §3, 1967)

12.04. 0450 Permit--Fees--Inspection fees.

Permit and inspection fees and or other charges, for that portion of the work, if any, to be done by the county in the amounts as fixed and established, from time to time, by the board of county commissioners, must shall be paid prior to the issuance of a permit unless alternate billing arrangements have been made and approved by the county engineer. (Ord. 159 §4, 1967)

12.04.0560 Specifications and special conditions to accompany permit.

At the time of the issuance of a permit, the county engineer shall supply the person obtaining the permit with specifications and special conditions designating the method of street cutting, excavation, disposal of excavated material, backfilling, the manner of replacement of concrete or asphaltic materials and other specifications as may be required to properly advise the person obtaining the permit. All work done under the permit shall be in accordance with the furnished special conditions and standard specifications set forth herein.

- A. All improved roadways must be restored to at least the equivalent condition of the existing improvement but in all cases must conform to the standard drawings and specifications as may be furnished by the county engineer.
- B. Emergency excavations to arrest leaks are excluded from the permit requirements of chapter 12.04 but must otherwise comply with all county standards and applicable standard drawings and specifications. (Ord. 159 §5, 1967)

12.04.060 Standard specifications.

- A. No open trenching will be permitted for the placement of pipes of less than four inch inside diameter within any asphaltic or concrete surfaced street, highway or alley. All pipes of less than four inch diameter must be placed by jacking or boring methods unless undue hardship can be proven and a special variance granted by the board of county commissioners. Emergency excavations to arrest leaks are excluded from this restriction.
- B. All trench backfill shall be of non-plastic sands or non-plastic native material compacted by flooding or tamping as may be directed by the engineer. Final compaction shall be not less than ninety percent as determined by AASHO T 180-57 A.
- C. All surfaces in improved roadways shall be restored to the equal of the existing improvement, but in no case less than six inches select base material and two and one-half inches of asphaltic concrete must be placed.
- D. Concrete repair of construction. All concrete curb, sidewalk, valley gutters or drainage structures shall conform to standard drawings and specifications as maybe furnished by the county engineer. (Ord. 159 §6, 1967)

12.04.070 Inspection, patching fees and engineering stake-out. The following inspection fees must be paid to Douglas County at the time the permit is issued:

A. Permit fee for any construction which requires a permit \$2.00 B. Concrete work inspection charges.

- 1. Curb, and curb and gutter, one to one hundred feet, per foot: \$10.00. 2. Valley gutter, each: \$5.00.
 - 3. Sidewalks
 - a. 1 to 200 sq. ft., per sq. ft: \$.03, minimum charge \$2.00. b. 201 to 1,000 sq. ft.: \$6.00, plus .01 per sq. ft. for each ft. over

200.c. All over 1,000 sq. ft.: \$22.00, plus .01 per sq. ft. over 1,000.

- 4. Driveway approach. a. Single curb cut of 15 ft. or less, apron and curb cut: \$3.00. b. Double curb cut of 15 ft. to 20 ft. apron and curb cut: \$4.00. c. Triple curb cut of 20 ft. to 32 ft. apron and curb cut: \$6.00.
- C. Pipeline and trenching. Inspection fee per ft. \$.02. D. Patching fees. The following schedule of fees will be charged for all patching
- of paved surfaces restored by Douglas County. Franchised utilities may arrange for

licensed contractors to restore paved surfaces in accordance with Douglas County specifications. The minimum fee of

twenty five dollars must be paid at the time of issue of excavation permit.

Area Sq. Ft.	<u>Total</u>
Less than 25 26 to 100 101 to 500 501 and over	\$25.00 \$1.05 per sq. ft. \$0.95 per sq. ft. \$0.85 per sq. ft.

E. Engineering stake out, when required, per man hour \$7.50. (Ord. 159 §7, 1967)

12.04.08_70 Actions of county engineer--Reviewable.

All actions of the county engineer pursuant to the provisions of this chapter shall be reviewable by the board of county commissioners, either upon its own motion or upon the request of any person who has been refused a permit or believes that he has been aggrieved. The action of the board of county commissioners on all-review shall be binding upon the county engineer. (Ord. 159 §8, 1967)

12.04. 09.80 Violation -- Penalty.

Work started without a permit will be penalized by double charges for inspection and patching. Any person who violates any of the provisions of this chapter is guilty of a misdemeanor. (Ord. 159 §9, 1967)

Section II: Chapter 12.05 of the Douglas County Code is adopted, with the new language shown in italics and underlined, as follows:

Chapter 12.05

Notice of Exempt Excavations

Sections:

12,05,010 Notice--Required. 12.05.020 Notice--Contents. 12.05.030 Standard specifications. 12.05.040 Report of work completed. 12.05.050 Violation--Penalty.

12.05.010 Notice--Required.

Any General Improvement District or District formed pursuant to chapter 318 of the Nevada Revised Statutes, town, unincorporated city or other political subdivision of the State of Nevada which is exempt from the permit requirements under section 12.04.015 shall submit a written notice to the county engineer or his designee of any excavation, grading, paving, leveling, filling, repairing, or construction of any sidewalk, crosswalk or curb in any public street, avenue, alley, dedicated public easement or right-of-way within the county at least 72 hours before undertaking any such work of improvement.

12.05.020 Notice--Contents.

The notice required in section 12.05.010 shall contain the following information:

A. The general nature and extent of the work to be done;

B. Such other pertinent information as may be reasonably required to fully set forth the nature and extent of the work of improvement;

C. The estimated time required for the completion of the work of improvement;

D. A traffic control plan as required by chapter 10.10.

12.05.030 Standard specifications.

Any improvement constructed pursuant to chapter 12.05 must be constructed in conformance with the Standard Specifications for Public Works Construction and the Standard Details for Public Works Construction as adopted by the county.

12.05.040 Report of work completed.

At the conclusion of the construction of any improvement identified in the notice required by this chapter, the county engineer shall be provided the plans and specifications, including record drawings, for the work performed in .pdf and if available .dwg formats.

12.05.050 Violation--Penalty.

Any entity that violates any provision of this chapter shall lose the right to claim the exemption granted hereunder for a period of no less than one (1) year and must comply with the requirements of chapter 12.04.

Section III: Chapter 18.07 of the Douglas County Code, is amended with the language being deleted shown with a strikethrough and the new language shown in italics, as follows:

TITLE 18

TOWN ANNEXATION AND SERVICE DISTRICTS

Chapters:

18.01 Annexation Procedures for Unincorporated Towns

18.02 Genoa

18.04 Minden

18.06 Gardnerville

18.07 General town requirements for street cuts and repairs

18.08 North Valley General Improvement District

18.10 East Fork Fire Protection District

18,12 Douglas County Water District

18.14 Tahoe-Douglas Transportation District

Chapter 18.07

General Town Requirements for Street cuts and Repairs

Sections:

18.07.010 Permit required - Appeal.

18.07.020 Inspection by towns.

18.07.030 Tie-ins.

18.07.040 Additional specifications and special conditions.

18.07.050 Warranty and indemnification.

18.07.060 Violations; sanctions.

18.07.070 Schedule of fees.

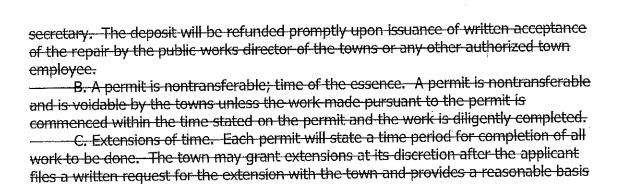
18.07.080 Cumulative effect of requirements.

18.07.090 Miscellaneous specifications.

18.07.100 Street cuts and repair - Appendix.

18.07.010 Permit required - Appeal,

A. Prior town approval required; applicants to obtain an encroachment permit from the county, where required. No street cuts or repairs may be made to any street within the Towns of Gardnerville or Minden (the "towns") unless a permit is obtained from the town in which the proposed cut or repair will be made and, where required, an encroachment permits is obtained from the county, and the appropriate fees and deposits pursuant to section 18.07.070 are made to the town through the town



- for the extension.

 D. Excavating beyond original estimate. If it becomes necessary to excavate outside the excavation boundary estimated in the original permit, the permittee must pay the town the additional fee prescribed for the extension before proceeding with additional excavation.
- E. Emergency permits. No work may be performed without first obtaining the proper permit except excavations made for emergency repairs. A permit must be secured on or before the next business day for emergency work performed, and the permittee must, upon filing the application for the emergency permit, pay the town the additional fee required for the emergency permit.
- F. Denial, suspension, revocation of permits; prohibition of cutting new streets, except in case of emergency. A permit may be denied or suspended for any of the following reasons, including, but not limited to:
- 1. Failure to perform work in accordance with the provisions of the permit;

 2. The proposed excavation would be in a new street and other otherwise permitted;
 - 3. Failure to provide proof of liability insurance acceptable to the town;
 - 4. False or misleading information submitted on permit application; or
- 5. Failure to hold or obtain a proper contractor's license or other required license or authorization.
- A "new street" is defined as a street that is less than three years of age since initial construction, reconstruction, or overlay. Cutting of new streets is strictly prohibited except for emergency repairs to utilities.
- G. Applicant to provide written notice of commencement of work. After the issuance of a permit by the town, the applicant must notify the town in writing a minimum of 48 hours in advance of any work so that inspection and soils testing may be scheduled. Permittee must provide written notification to all businesses and residences affected by the work covered under an issued permit, including, as a minimum, all those located within 500 feet of the proposed street cut. The written notification must include the date or dates of the proposed excavation; the times of day work will be going on; and other information calculated to ease the burden of the street cut on the traveling public.
- H. Appeal from denial, suspension, revocation of permit and from imposition of alleged exorbitant fees. An applicant or permittee that has been denied a permit; has had a permit suspended or revoked; or believes that the fees imposed for the proposed

street cut are improper or unreasonable, may have the denial, suspension, revocation, or fee imposition reviewed, after filing a written appeal in the following manner:

- 1. Appellant may, within five days of receipt of written denial, file with the town a written notice of appeal. The written notice must state the reason for the appeal; set froth cost comparisons with alternatives, if any, to the proposed street cut; explain in detail the extraordinary hardship encountered by the appellant; and include a statement of any other relevant factors. The town will provide a written decision within five days after the next regular town board meeting following receipt of the appeal, provided the appeal is filed sufficiently far in advance to provide public notice of the town board hearing. Otherwise, the written decision will be provided within five days after the next following regular town board meeting. The town's failure to failure to render a decision within the prescribed period shall constitute a denial of the appeal.
- 2. If the appeal is denied, the appellant may file a written motion for reconsideration to the town board within five days of receipt of the town's written decision on appeal. Upon recommendation of any two town advisory board members, the motion for reconsideration will be set for hearing. The town must notify the appellant of the placement of the motion for reconsideration on the next available agenda of the town board in compliance with the Nevada Open Meeting Law. (Ord. 1116, 2005)

18.07.020 Inspection by towns.

A. Before beginning any backfilling, after excavating to effect a tie-in to the town water, irrigation or storm drainage system, a contractor must apply to the town, not less than 48 hours before the proposed inspection, to inspect and approve any piping or work related to the connection to the town water, irrigation, or storm drainage systems. The town shall inspect the work within a reasonable time after application is made. No backfill work may proceed until the town has first approved the connection, or tie-in work. All street cut repairs must be completed not later than 15 working days after the initial street cut is made. Street cut repairs must restore the street to a permanent surface of equal or better quality and durability with the road surface immediately contiguous to the road surface affected by the street cut. Not later than ten days after the repair is complete, an as-built drawing with dimensions must be provided to the town by the person effecting the connection.

B. Additional work to be performed at town expense. In some cases the town may elect to remove and replace pavement beyond the limits authorized under the permit. When this is done, this discretionary removal and replacement must be separately identified on all documents and will not be charged to the permittee. (Ord. 1116, 2005)

18.07.030 Tie-ins,

A. No tie in or work on the water, irrigation, or storm drainage system of the town may be done unless a drawing of the proposed improvements is first submitted to and approved by the director of public works of the town. The drawing must be submitted not less than five working days before work is proposed to begin.

B. No tie in or other work on a town's storm drain system may be done unless a drawing of the proposed work is submitted to and approved by the town. The drawing must be submitted not less than five working days before the works is to begin.

C. All tie ins must be constructed in accordance with the Design Standards

18.07.040 Additional specifications and special conditions.

A. Any additional specifications and special conditions shall be attached to the permit at the time of its issuance. Specifications and special conditions include, but are not limited to, the method of street or sidewalk cutting, replacement materials and methods to be utilized; disposal of spoils; and other information of assistance to the applicant in understanding town requirements. All specifications and special conditions must be strictly adhered to during the course of work authorized under the permit. All work must comply with Orange Book requirements.

B. Responsibility for cleanup. The permittee is responsible for keeping the work site and adjacent area clean and free of construction debris. Construction debris must be collected and disposed of at an appropriate disposal site each day during the effective dates of the permit.

C. Traffic control. Permittee is solely responsible for traffic control and public safety pertaining to their work. (Ord. 1116, 2005)

18.07.050 Warranty and indemnification.

Manual. (Ord. 1116, 2005)

A. the contractor shall warrant, in writing, that the work will function as constructed for a period of at least one year or that the contractor will replace the failed work at no cost to the towns. Notice of failure is deemed served upon the contractor three days after the town secretary or any other authorized town employee deposits a copy of the notice of failure in the United States Post Office, with postage prepaid, addressed to the contractor.

B. Release and indemnification. Permittee agrees to and shall release the towns, their agents, employees, officers, and legal representatives from all liability for injury, death, damage, or loss to persons or property sustained in connection with or incidental to performance under the permit, even if the injury, death, damage, or loss is caused by the town's actual or alleged joint or concurrent negligence or the town's strict products liability or strict statutory liability.

Permittee agrees to and shall defend, indemnify, and hold the towns, its agents, employees, officers and legal representatives harmless from all claims, causes of action, liabilities, fines, and expenses (including, without limitation, attorney's fees, court costs, and all other defense costs and interest) for injury, death damage, or loss to persons or property sustained in connection with or incidental to performance under this permit, including, without limitation, those caused by: permittee or its agents, employees, officers, directors, principals, or subcontractors of permittee's actual or alleged concurrent negligence, whether permittee is immune from liability or not; and the town's permittee's actual or alleged strict products liability or strict statutory liability, whether permittee is immune from liability or not. (Ord. 1116, 2005)

18.07.060 Violations; sanctions.

For any violation of this ordinance, the town shall provide the contractor, by certified mail, notice of demand to replace or repair the connection and street in a proper manner within a five day period. If the contractor fails to comply with the town's demand, the town may withhold the portion of the deposit required for the town to accomplish the work omitted by the contractor. In addition, the town may pursue any other legal remedy necessary to reimburse the town its cots incurred in making the repair properly. (Ord. 1116, 2005)

18.07.070 Schedule of fees.

When the permit is issued, the applicant must pay all fees in the amounts fixed by resolution

from time to time by the town board, which may, in the appropriate circumstances, waive permit fees. All permit fees paid to the town shall be deposited in a separate fund or funds and shall only be expended f or the repair, resurfacing, reconstruction, or other improvement of town streets. All other fees shall be deposited into a separate fund or funds and only expended for the inspection and soils testing of town streets.

A non-refundable permit application fee of \$300 must be remitted to the town at the time of application. Any additional fees incurred by the town in relation to permitted work are the responsibility of the permittee.

Concrete sidewalks, curbs, gutters and driveway approaches require a \$30 minimum or \$.05 per square foet fee, whichever is greater. (Ord. 1116, 2005)

18.07.080 Cumulative effect of requirements.

The provisions of this ordinance are cumulative of all other requirements and other laws, including, without limitation, Standard Specifications for Public Works Construction ("Orange Book"), plumbing and electrical codes, and all applicable state and federal laws and regulations. Compliance with this code does not excuse compliance with any other law, and permittees are additionally required to obtain any other permits, licenses, and authorizations necessary to perform work under an issued permit. (Ord. 1116, 2005)

18.07.090 Miscellaneous specifications.

- A. PCI ("Pavement Condition Index") shall be utilized for determination of applicable pavement patching maintenance fees. The PCI value will be determined by the town using the town's Pavement Management System database. The following provisions apply to excavations in streets with the following PCI values:
- 1. PCI of 0 250: Excavations in these streets, sections, or rights of way is deemed to be excavations in streets, sections, or rights of way with nominal loss of pavement life and are not subject to additional patching maintenance fees.
- 2. PCI of 51-85: Excavations in these streets, sections, or rights of way is subject to a \$1 per square foot or \$30 additional fee, whichever is greater.
- 3. PCI of 86-100: Excavations in these streets, sections, or rights of way is deemed 100% loss of existing pavement life. Excavations in these streets, sections,

or rights of way are subject to a \$2 per square foot or \$120 additional fee, whichever is greater.

B. PCI value of street sections will be determined by the town using the MicroPaver software database. PCI information is available at the town office during normal business hours.

C. Security Deposit. The permittee is required to place a refundable security deposit in the form of a cashier's check or other negotiable form acceptable to the town in the amount equal to \$3 per square foot of patch area to be returned upon satisfactory completion of repairs. Patch area includes required cut back per town drawings. Security deposit requirements may be waived at the sole discretion of the town. (Ord. 1116, 2005)

18.07.100 Street cuts and repair Appendix.

A. Backfill and Bedding.

- 1. Town standard: All backfill materials must be clean and free of organic material and construction debris. Trench backfill materials must be non plastic sands. Native material may only be used for backfill upon the approval of the town. Open trenches may be temporarily backfilled for the convenience of the permittee or for public safety. If temporary backfill is utilized, all materials must be removed prior to beginning permanent backfill operations. Backfill material that has been placed where excess water cannot be prevented from entering the excavation is considered temporary backfill and must be removed when weather permits. All disturbed base material or any base that has been undermined must be removed and discarded. Undermining of adjacent pavement or concrete requires removal of affected materials and removal and replacement of such materials. New asphalt road base shall consist of a minimum of twelve inches (12") of Type II aggregate base material.
- 2. Utilities and Facilities: Backfill and bedding must conform to the respective Utility or Facility requirements and, at a minimum, comply with Orange Book standards for Class E backfill.
- B. Temporary Patch. Temporary asphalt patches are authorized for the convenience of the permittee or public safety. When temporary asphalt patching is utilized, permittee must maintain the temporary patch level with adjacent grade until permanent patching can be completed. Temporary patching may be utilized for a time period not to exceed 30 days until weather permits permanent patching. Plates are also authorized as a means of temporary patching and shall be grouted with asphalt to prevent plate movement when used. Temporary patch material shall consist of a minimum of 2 inches of hot or cold plant mix. The following surface tolerance shall be observed for temporary asphalt patches: When a 10 foot straight edge is laid across the temporary asphalt patch parallel to the street centerline and perpendicular to the street centerline, a rut, depression, or hump or more than 3/4 of an inch shall not be evident. Temporary patches exceeding the above tolerances must be replaced immediately upon notification of the town. If the existing street section exceeds the above tolerances, the temporary patch shall be equal or better than the condition of surrounding pavement.

- C. Compaction. The sub-base shall be compacted to 90% relative compaction. Compaction tests shall be taken by a recognized testing laboratory. The test report shall be furnished to the town. Where the length of cut is less than 10 feet, one test must be performed. Where the cut is between 10 and 25 feet long, two tests must be performed. Where longer than 25 feet, a testing schedule must be established between the permittee and the town. In cuts involving less than 10 square feet of paving, a compaction test is not required, provided the backfill is 100% clean sand, mechanically compacted in lifts 6" or less in thickness, and inspected during backfill approved by the town before base material is placed. Permittee shall warrant compaction until roadway section is reconstructed or overlain and for three years thereafter.
- D. Permanent Asphalt Patch. Asphalt concrete (AC) must be replaced to a depth of 3 inches or the depth of the adjoining asphalt, whichever is greater. Asphalt concrete materials, execution and installation must meet Orange Book requirements and consist of AC-20P with Type 3 aggregates. Maximum finished AC lift thickness is 3 inches. Bituminous material for tack coat must be Ss-1H-or equivalent. The tack coat must be applied to aggregate base and the edge of the existing pavement, curb, and gutter, as applicable, prior to the placement of a permanent asphalt patch. The application rate is 0.08-0.13 gallons per square yard. Prior to placing the permanent patch, the existing pavement must be sawcut to a neat line and to a minimum width as follows:
- 1. For transverse trenches, sufficient width (4 feet minimum) to accommodate mechanical placement, rolling, and compaction.
- 2. For longitudinal trenches on street sections with a PCI value up to and including 85, pavement patches must be of sufficient width (4 feet minimum) to accommodate mechanical placement, rolling, and compaction. Sawcuts are not allowed in the wheel path of travel lane. Trenches within 3 feet of the curb and gutter require removal and replacement of 4 feet minimum to accommodate mechanical placement, rolling and compaction. Sawcuts within 3 feet of edge of existing pavement or other patch require removal and replacement of pavement between sawcut and that edge (4 foot minimum width).
- 3. For longitudinal trenches on street sections with a PCI between 86 and 100, the travel lane in its entirety must be removed and replaced from section to section; additional pavement patching fees will be waived when the travel lane is replaced in its entirety. Sawcut lines must be made that the edge of the travel lane and must not fall within the travel lane.
- E. Boring and Jacking. Boring and jacking may be utilized for pipe installation for all pipe sizes less than 4 inches in diameter. The permittee is responsible for compaction and restoration of areas utilized for the boring or jacking operation.
- F. Sidewalks and concrete. All cuts in existing Portland cement concrete (PCC) must be saw cuts. If a cut is made such that the remaining concrete strip is less than 2 feet wide, the entire strip must be removed and replaced. Concrete must be replaced in accordance with the Orange Book requirements. Any concrete disturbed or damaged during construction must be replaced prior to placement of the permanent asphalt patch. Damaged concrete sidewalk sections must be removed and replaced. Damaged

curb and gutter must be replaced to the nearest expansion joint, but at no time may less than a 10 foot length of curb and gutter be replaced. Concrete valley gutters may not be cut and will require complete replacement if damaged. Concrete and concrete reinforcing must comply with the Orange Book standards, concrete must be 4000 psi with Type II cement, air content of 6½% plus or minus ½%, and have a water to cement ratio of 0.45. No other admixture may be used without securing the approval of the town. Replacement concrete must be placed at a minimum thickness of 4 inches on a minimum of 4 inches of compacted base for sidewalk areas. Joints with existing concrete must be made using expansion joint material.

- G. Collateral Damage. Any damage or destruction to existing public or private facilities done during the course of work shall be repaired or replaced at the permittee's expense. This includes damage to or destruction of all survey monuments, pavement markings, lines and bars. The town will determine the extent of the damage and order the extent and type of repair.
- H. Excavation General requirements. All excavations must be done in accordance with town standards and specifications. All excavations must be kept to the minimum required to perform the work. Applicable county, state and federal requirements shall be followed at all times.
- 1. Open trenches: maximum length of an open trench shall be per Orange Book standards.
- 2. Trench plates: trench plates may be required to provide access to commercial and residential driveways. (Ord. 1116; 2005; Ord. 512, 1990; Ord. 369 §1, 1981)

Section IV: Chapter 20.840 of the Douglas County Code is amended with the language being deleted shown with a strikethrough and the new language shown in *Italics*, as follows:

Chapter 20.840

Encroachment Permits

Sections:

20.840.010 Encroachment permit defined.

20.840.020 Permits required.

20.840.030 Encroachment permit procedures.

20.840,040 Retention of plans.

20.840.050 Expiration of permits.

20.840.060 Fees.

20.840.070 Payment of Fees.

20.840.080 Appeal of Accounting.

20.840.010 Encroachment permit defined.

An encroachment permit authorizes the construction, and placement of any regulated utility or drainage feature within a public <u>right-of-way</u>roadway. (Ord. 802, 1998)

20.840.020 Permits required.

The county engineer or his designee has exclusive jurisdiction and authority to issue an encroachment permit within the county. Except as otherwise approved under a building permit or site improvement permit, no work of improvement, including grading, trenching or construction of public or private utilities and drainage structures is allowed within the public right-of-way unless an encroachment permit has first been obtained from the county engineer community development department. (Ord. 802, 1998)

20.840.030 Encroachment permit procedures.

A. The <u>applicant</u> property owner or his authorized representative must tender a completed encroachment permit application to the <u>county engineer</u> community development department on a form furnished by the <u>county engineer</u> department. The application must contain the following information:

- 1. A description of the work to be covered by the permit.
- 2. <u>The</u>A legal description of the land on which the proposed work is to be done, street address or similar description <u>of the land on which the proposed work is to be done</u> that identifies and definitely locates the proposed work, <u>and the parcel number assigned by the county assessor.</u>
- 3. The application must be accompanied by improvement plans, diagrams, studies, computations and specifications and other data drawn to scale and clarity to

indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations. Evidence is required that the applicant has identified the location of all underground utilities in the vicinity of the project.

4. The applicant must show all existing rights of way, edge of pavement, curb, gutter, sidewalks, and utilities on the plans.

4.5. The signature of the applicant or the applicant's authorized representative.

5.<u>6.</u> Any other data and information as may be required by the department <u>county engineer</u>.

B. The county will submit all completed encroachment permits to the town, General Improvement District, or District formed pursuant to chapter 318 of the Nevada Revised Statutes within whose jurisdiction the work of improvement is planned to occur for its review and comment.

BC. The application, plans, specifications, computations and other data filed by an applicant for a permit must be reviewed by the <u>county engineer</u> director or his designee. The plans may be reviewed by other departments of this jurisdiction to verify compliance with any applicable laws under their jurisdiction. If the <u>county engineer or his designee director</u> finds that the work described in an application for a permit and the plans, specifications and other data filed with the application conform to the requirements of this code, other pertinent laws and ordinances, that the plans have been signed by all applicable agencies, where applicable, that security has been posted, <u>where required</u>, and that all required fees have been paid, the <u>county engineer or his designee director</u> must issue an encroachment permit. The <u>county engineer or his designee</u> director must, at the time of permit issuance, provide the applicant with conditions, specifications and testing requirements for all work approved under the permit. (Ord. 802, 1998)

D. Any town, General Improvement District, or District formed pursuant to chapter 318 of the Nevada Revised Statutes may accept responsibility to supervise and oversee materials testing and inspection for work performed under an encroachment permit. By accepting responsibility for supervising testing and inspections related to an encroachment permit, a public entity agrees to hold the county harmless for any work performed under the encroachment permit.

20.840.040 Retention of plans.

A. One set of approved stamped plans, specifications and computations must be retained by the <u>county engineer</u>, department and one set of approved stamped plans and specifications must be kept on the site of the construction work at all times during which the work authorized is in progress.

B. The <u>county engineer</u> department must retain one permanent set of approved stamped improvement plans, specifications and computations. (Ord. 802, 1998)

20.840.050 Expiration of permits,

A. Every encroachment permit issued by the <u>county engineer or his designee</u> department under the provisions of this code will expire and become void if the work authorized by the permit is not commenced within 180<u>90</u> days from the date of the permit, or if the work authorized by the permit is suspended or abandoned at any time after the work is commenced for a period of 180<u>90</u> days. Before work can be recommenced, a new permit must be first obtained and a fee in the amount of one half that required for a new permit for the work <u>is paid</u>, provided:

- 1. Mho changes have been made or will be made in the original plans and specifications for the work.
- $\pm 2.$ The plans were approved under the prevailing development code provisions and
- <u>3.that 7</u>the suspension or abandonment has not exceeded <u>180 days</u>one year. In order to renew action on a permit after expiration, the permittee must obtain a new permit for the work and pay <u>the full fee for a new permit</u> new full permit fee.
- B. Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reason. The <u>county engineer</u> director may extend the time for action by the permittee for a period not exceeding 180 90 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit may be extended more than once.
- C. Every encroachment permit issued by the <u>county engineer or his designee</u> department will expire by limitation and become null and void <u>180 days from the date</u> of issuance, including any extensions that may have been granted after a period of two years from the date of issuance, or, where a 180 day extension has been granted for commencement of work, after a period of two years and six months from the date of issuance. Before work can be recommenced, a new permit must be obtained, and fee in the amount of one half that required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for the work, and the plans were approved under the prevailing uniform codes. (Ord. 802, 1998)

20.840.060 Collection of Fees.

Fees for encroachment permits are established, *from time to time*, by resolution of the board. *All fees authorized by the board and collected pursuant to the issuance of an encroachment permit must be paid to the county.* (Ord. 802, 1998).

20.840.070 Payment of Fees.

A. The county will retain any base encroachment permit fee authorized by the board to defray the costs to process the encroachment permit. All other fees authorized by the board and collected by the county related to the issuance of an

encroachment permit, including fees for excavation, direct burial, street boring, street cutting, driveway connections, culvert placements and concrete curbs, gutters, pads and sidewalks, will be paid to the county, town or general improvement district within whose jurisdictional boundaries the work of improvement was conducted.

B. The county will track the number of encroachment permits it issues and the fees the county collects for each fiscal quarter and provide a written report accounting for the fees collected, and remit the fees due, to each town or general improvement district within 90 calendar days of the end of each fiscal quarter.

20.840.080 Appeal of Accounting.

Within 45 calendar days of the receipt of the monies paid by the county pursuant to section 20.840.070, any town or general improvement district who believes either the report provided by the county is inaccurate or the monies remitted to it by the county are incorrect, may challenge the county's action after filing a written appeal in the following manner:

1. The appellant must file a written notice of appeal to the county's chief financial officer. The written notice must state the reason for the appeal, include a statement of any facts that support the appellant's claims, and a copy of any documents relevant to the appeal. The county's chief financial officer will provide a written decision within 45 days following receipt of the appeal. The chief financial officer's failure to render a decision within the prescribed period shall constitute a denial of the appeal.

2. If the appeal is denied, the appellant may file a written request for reconsideration to the county manager within ten days of receipt of the county's chief financial officer's written decision on appeal or the expiration of the prescribed period to render a decision. The county manager may rule upon the request for reconsideration based on the papers submitted or he may set the matter for a hearing. The decision of the county manager shall be binding upon the appellant and county and shall not be appealable.

Adopted this		day of	, 2016, by the following vote
Vote:	Ayes:	Commissioners	

Nays: Commissioners		
		-
Absent: Commissioners		
	<u></u>	
Doug N. Johnson, Chairman Douglas County Board of Commissioners		
Attest:		
Deputy County Clerk	-	
This Ordinance is effective on the	day of	2016

Exhibit C

Current Encroachment Permit Application Including Fee Schedule



Encroachment Permit Application

EP#	
JUL #	

Douglas County Community Development Engineering Division 1594 Esmeralda Avenue, Room 202 PO Box 218, Minden NV 89423 Phone: 775-782-6235 \$ Fax: 775-782-6297

Date Stamp

This Encroachment Permit Application is administered under the authority of Chapters 12 and 20.840 of Douglas County Code. As the applicant, you must complete this form and provide all of the requested information. Incomplete applications cannot be accepted and will be returned. Contractor must be licensed under NRS 624.020 and 624.031.

Please attach two (2) complete sets of the construction drawings, with all easements and existing utilities shown. The drawing must show the dimensions of the work, i.e. depth and how it applies to the property line and / or edge of any existing pavement or concrete.

Applicant:			
Mailing Address:			
Phone:	Email:	Email:	
Contractor:	License No.	License No.	
Company Name:	USAN:		
Mailing Address:			
Phone:	Email:		
Work Location:			
Base Permit Fcc		\$114.00	
Utility Installation	L.F. (\$75 Min. or \$0.10 / LF)	\$	
Street Bore (Requires prior County approval)	\$50 each	s	
Street Cut (See Fee Schedule Page 3)	\$250 each +PCI Fee	\$	
☐ Driveway Connections	\$50 each	\$	
Concrete Curb, Gutter, Pads and SidewalksSq. Ft. (\$75 Min. or \$0.05 / SF)		\$	
Culvert Placement (15-inch minimum)	\$50 each	\$	
Other (Specify)		\$	
☐ Work started without a permit (Fees doubled per D	CC 12.04.090)	\$	
	4% Technology Fee (Resolution 2018R-035)	\$	
	Total	\$	
y signing this permit all parties agree to the Terms and special Conditions.	ent District (GID) Douglas County	hereto, inc	
	Approval Date:		
Approved: County Engineer	Town or GID Signature for Inspection Res	sponsibility	
Approved: Town or GID Manager		,	

Encroachment Permit Application | August 13, 2018

Encroachment Permit Terms and Conditions:

The issuance of this permit does not alleviate the Permittee from complying with any other aspect of County, State or Federal Regulations.

- 1. Notification Prior to Start of Work: Permittee shall notify the Engineering Construction Inspector daily of all work activities, 775-782-6237 or 775-782-6211. Please leave voice message with permit number, date and time of work. Notification shall be given before 8:00 am for work to be performed that same day.
- Call Before You Dig: Permittee shall verify the location of, and protect all nearby utilities and underground
 infrastructure. Permittee shall be responsible for repair of damaged utilities or other infrastructure. Call Before You
 Dig 1-800-227-2600; 48-hour advance notice is required.
- 3. Work Near Traffic Signals: Permittee shall contact the Douglas County Road Division a minimum of two (2) working days prior to any construction near a traffic control system, i.e., signals, flashing warning devices, information boards, and street lamps, 775-782-9035. Underground locates will be performed Monday through Friday, 7:00 am to 3:30 pm.
- 4. Expiration of Permit: Permit is valid for 90 days from date of approval. If the expiration date falls on a weekend or County observed holiday, the date of expiration will be at 5:00 pm the next business day. In order to continue work on an expired permit, a new permit with new fees must be obtained.
- Copy of Permit at Work Location: A copy of the encroachment permit and approved plans shall be at the construction site at all times.
- 6. Work Specifications: All work shall be performed in conformance with the Douglas County Design Criteria and Improvement Standards, the Standard Specifications for Public Works Construction (Orange Book), and the currently adopted International Building Code section and appendix on Excavating and Grading.
- 7. Compliance with MUTCD: Permittee shall comply fully with the provisions of the Manual of Uniform Traffic Control Devices (MUTCD). The Engineering Construction Inspector shall approve variances from this manual, and discretionary portions of the manual. All flaggers shall have valid ATSSA (American Traffic Safety Services Association) certification as accepted in the State of Nevada.
- 8. Road Closures: This permit does not allow for the closure of any road. Traffic shall be permitted to pass through work zones at all times. In the event a road must be closed, Permittee shall contact the Douglas County Engineering Division for a Road Closure Application, 775-782-6235. Submittal of an application does not guarantee approval.
- 9. Private Driveway Crossings: Permittee shall coordinate driveway crossings and repairs with the property owner(s). No driveway crossing(s) shall be made without 48-hour advance notice to the affected property owner(s), residents or tenants. Access to private properties shall be maintained at all times.
- 10. Excavation Within Right-of-Way: All trenches and other excavations shall be closed or steel-plated by end of same workday.
- 11. Removal of Spoils: All spoils shall be removed from the work area within ten (10) working days.
- 12. Location for Placement of Utilities: All utilities, depth included, shall be installed in conformance with <u>Detail A15</u> and <u>A16</u> of the Douglas County Design Criteria and Improvement Standards. Minimum cover is required in all circumstances, including utility crossings of roadside ditches.
- 13. Roadway Crossings: All utility crossings shall be jacked or bored under the roadway. Road cuts are not permitted on any road. In the event a jack or bore cannot be completed due to rocky soil or other unforeseen conditious, the Engineering Construction Inspector may approve the road to be cut using a rock saw. County approval must be given before any road cut is performed.
- 14. Roadway Repairs: In the event a road cut is approved, all repairs shall be performed in conformance with Detail A14 of the Douglas County Design Criteria and Improvement Standards. Road cuts shall be temporarily repaired with cold-mix asphalt by end of same workday. Permanent repairs using hot-mix asphalt shall be completed within ten (10) working days. Roadways constructed of recycled asphalt material shall be repaired within ten (10) working days with hot-mix asphalt.
- 15. Compaction Requirements: Permittee shall obtain minimum 90% relative compaction on all roadside shoulders, and 95% relative compaction on all roadway sections. Permittee shall provide compaction tests in conformance with the Standard Specifications for Public Works Construction (Orange Book). All sampling and testing shall be performed by an independent testing laboratory accredited by AASHTO or other ASTM recognized accrediting organization in the applicable test method. Damage to Property: Permittee shall repair, at their own expense, and to the property owner's satisfaction, all damage to improvements on public or private property. This includes, but is not limited to, the repair or replacement of asphalt surfaces, driveway culverts, street striping and markings, traffic signs and guide markers, and landscaping and irrigation systems.
- 16. <u>Final Inspection</u>: Permittee shall call the Engineering Construction Inspector for a final inspection prior to expiration of the permit, 775-782-6237 or 775-782-6211. The inspector shall be given a minimum of two (2) days advance notice. The inspector will submit a list of deficiencies to the Permittee for correction.
- 17. Notice of Completion: After correction of all deficiencies, and after acceptance of the improvements, the County will issue a Notice of Completion on the project.

repair, at their own expense, all failures that may occur during this period. Failure to request a final inspection and failure to obtain a Notice of Completion may delay issuance of new permits. For Street Cuts: Pavement Condition Index (PCI) - Linear Feet Refers To the Total Perimeter of Street Cut PCI 0 - 55 (or greater than 15 years) L,F, x \$0.50 =PCI 56 – 69 (or 11 – 15 years) $L.F. \times $1.00 =$ PCI 70 - 85 (or 6 - 10 years) $L.F. \times $1.50 =$ PCI 86 - 100 (less than 5 years) $L.F. \times $2.00 =$ Total PCI Fee: PCI shall govern, but if PCI is not available, the age of the street to be cut shall be used. Please contact applicable County, Town, or GID for PCI or for age of street, Inspections Required:_____ Special Terms and Conditions: No Special Terms and Conditions have been added to this Permit. Special Terms and Conditions have been added to this Permit. Towns: Town of Gardnerville | 1407 US Highway 395, Gardnerville NV 89410 / Phone 775-782-7134 / Fax 775-782-7135 Town of Genoa | 2289 Main Street, PO Box 14, Genoa NV 89411 / Phone 775-782-8696 / Fax 775-782-2779 Town of Minden | 1604 Esmeralda Avenue, Minden NV 89423 / Phone 775-782-5976 / Fax 775-782-5287 **General Improvement Districts:** Cave Rock Estates GID | PO Box 10417, Zephyr Cove NV 89448 / Phone 775-588-1300 / Fax 775-588-8399 Elk Point Country Club | Phone 530-541-0106 Elk Point Sanitation District | PO Box 12487, Zephyr Cove NV 89448 / Phone 775-588-6244 Gardnerville Ranchos GID J 931 Mitch Drive, Gardnerville NV 89460 / Phone 775-265-2048 / Fax 775-265-9688 Indian Hills GID | 3394 James Lee Park Road #A, Carson City NV 89705 / Phone 775-267-2805 / Fax 775-267-3510 Kingsbury GID | PO Box 2220, Stateline NV 89449 / Phone 775-588-3548 / Fax 775-588-3541 Lakeridge GID | PO Box 1514, Zephyr Cove NV 89448 / Phone 775-588-6468 Logan Creek GID | PO Box 205, Glenbrook NV 89413 / Phone 775-749-9101 or 775-884-1031 Maria Bay GID | PO Box 1471, Zephyr Cove NV 89448 / Phone 775-588-9077 or 775-721-4423 Oliver Park GID | PO Box 10434, Zeplyr Cove NV 89448 / Phone 775-588-4363 Round Hill GID | PO Box 976, Zephyr Cove NV 89448 / Phone 775-588-2571 / Fax 775-588-5030 Sierra Estates GID | PO Box 446, Carson City NV 89702 / Phone 775-267-3630 / Fax 775-267-2054 Skyland GID | PO Box 11357, Zephyr Cove NV 89448 / Phone 530-581-8709 / Fax 530-581-8779 Topaz Ranch Estates GID | 3924 Carter Way, Wellington NV 89444 / Phone 775-266-3000 / Fax 775-266-1036 Zephyr Cove GID | PO Box 983, Zephyr Cove NV 89448 / Phone 775-588-3323 Zephyr Heights GID | PO Box 1072, Zephyr Cove NV 89448 / Phone 775-588-0080 or 775-742-3164 Zephyr Knolls GID | PO Box 11301, Zephyr Cove NV 89448 / Phone 775-588-2759

18. Warranty: Permittee shall warrant the work for one (1) year from the date of Notice of Completion. Permittee shall

Gardnerville Town Board AGENDA ACTION SHEET



1. <u>Not For Possible Action:</u> Presentation by the Town Manager on changes to internal communications within the Town.

2. Recommended Motion: Not For Action

3. Funds Available:

✓ Yes

✓ N/A

4. Department: Administration

5. Prepared by: Erik Nilssen, P.E., Town Manager

6. Meeting Date: October 1, 2019

7. Agenda:

Consent

Administrative

8. **Background Information**: The Town Manager has made changes to the internal communication procedures within the Town. The changes better align the Town's practices with County Policy. The changes were discussed at length with Douglas County Information Technology and Human Resources as well as the Town Legal Counsel. A summary of the changes may be found in the memo to the Town Board Dated October 1, 2019.

9. Other Agency Review of Action: ☐ Douglas County ☐ N/A



MEMORANDUM

TO:

Gardnerville Town Board

FROM:

Erik Nilssen, P.E., Town Manager

10-1-19 EW

DATE:

October 1, 2019

SUBJECT: Town Internal Communications

I. Background

Upon my arrival as town manager there was no clear communication link between office and field staff. Town field staff did not use their county assigned email addresses. No computer connected to at the public works building is currently connected to the county network. In order to check county email, town field staff would need to come to the town administrative building and use an open computer, if available, to check email. Town documents when emailed were sent to personal email accounts.

Field staff had been issued electronic tablets which were used for receiving and completing work orders, but not for communication. Communication between employees generally occurred by using private cellular phones for calling and texting between employees. Personal cell phone numbers were listed in the office as the official way to contact field employees.

II. Problems

Several issues may arise by using personal communication devices to conduct town business:

 The employee's personal device may become subject to public record retention and disclosure requirements, which could prove to be embarrassing for the town and employee.

- 2) Emailing town documents to private email accounts removes some layers of security, including making more difficult identification of individuals with access to town correspondence and tracking the distribution of town documents.
- 3) The lack of a device for regular access to email by employees may limit an employee's timely receipt of information on benefits (open enrollment or proposed changes), promotional opportunities, press releases, emergency notifications, or communication from management.
- 4) Designation of personal devices for communication may interfere unintentionally with an employee's off hours or vacation.
- 5) An electronic record of communications is not kept. Town emails are stored on the county server. Any previous direction from management or communication with the public is easily retrievable for documentation on direction or decisions.

III. Options

Solutions were discussed with town staff, Douglas County Human Resources (HR) and Information Technology (IT). IT provided a webmail option which allowed field staff to access their county email accounts from the mobile tablets they were currently using. This allowed for town management to have the ability to transmit sensitive information, general direction, and other requests to field staff.

Also discussed with IT were various "group messaging" applications. Town management was hopeful an application could be found which could be downloaded onto the existing tablets in order to provide field staff and management the ability to communicate via text. This proved to be more problematic than originally contemplated as the tablets are assigned a phone number, but cannot receive calls or texts. While setting up an account on the messaging application the software generally wanted to call or text the phone number to verify its legitimacy which did not work.

Douglas County does have a policy in place to provide a stipend to employees who use personal devices for town business. This was presented as an option to staff. The policy states a personal cellphone would need to be surrendered upon request by the supervisor, HR, district attorney, or

sheriff office investigator. In addition, the county would need to install their anti-virus and security software on the personal cell device to allow for connection to the town server. No staff members were open to this option.

IV. Solution

After discussions with town staff, HR, and IT, the town manager decided the best course of action was to provide each town staff member their own town issued cell phone. This decision meant the current town tablets would be superseded. All work order and other documentation functions previously completed by the tablets can be completed on a cell phone. Town staff was happy to replace the larger tablets with a smaller cell phone. After business hours, the town issued cell phones will remain at the town public works facility. This will eliminate the potential of calls or texts after business hours or while the employee is on vacation.

V. Costs

A. Start Up Costs:

There are ten total phones which have been purchased for employees. The cost is nominal to implement this change. Due to the large purchasing power of Douglas County the phones were free. The employees had a choice between the Iphone 7 and the Samsung Galaxy 9 depending on their preference. Town management offered the employees a phone case with a not to exceed \$50 cost. Most employees chose a case which was under \$20. There was a one-time \$600 fee for the county to purchase the software licenses necessary to install anti-virus and security software on the phones.

B. Ongoing Costs:

The monthly charge for the phone service is around \$10 more per phone than the cost of the monthly service on the tablet. It is a superior offer as the tablets did not provide texting or cellular phone service. The ongoing cost difference is about \$100 more per month to the town. The phone carrier provided a \$700 rebate due to the large number of new accounts. This credit will help offset the first month tablet/phone bill overlap.

C. Total Costs:

Total cost to the Town for this fiscal year is estimated to be approximately \$2,000 which may fit in the existing telephone expense budget (accounts 610-921-520-055 and 611-925-520.055). The town may exceed the telephone budget, but provided there are savings in all other services and supplies account (travel, advertising, gas, repair, etc.) that is acceptable. In the future the annual cost to the town is estimated to be approximately \$1,400.

VI. Summary

The current way in which communication is done in the workplace requires cellular service. As cell service had not been provided by the town employees were using their own devices to maintain efficiency and convenience. This personal option violates several county policies and was not a sustainable method for employee communication. Although there is a cost increase to the town to provide cell service to staff it seems like a necessary increase. The problems identified above will be eliminated and reliable, secure, safe communication will be provided to staff.

Gardnerville Town Board AGENDA ACTION SHEET



1.	<u>For Possible Action:</u> Discussion to approve, approve with modifications, or deny an update to Town Policy 26. 1-12, Snow and Ice Control Operations, with public comment prior to board action.
2.	Recommended Motion: Approve an update to Town Policy 26.1-12, Snow and Ice Control Operations based on the background information and discussion by the Board.
3.	Funds Available: ☐ Yes
4.	Department: Administration
5.	Prepared by: Erik Nilssen, P.E., Town Manager
6.	Meeting Date: October 1, 2019
7.	Agenda: ☐ Consent ☐ Administrative
8.	Background Information : The Snow and Ice Control Operations Policy was last updated in 2003. Since that time changes to job titles and the inventory of Town property has changed. Public Works Staff also questioned the alignment of Town practice with Douglas County Policy 200.11, Compensation (specifically II. H – standby status), which has been provided in the Board Packet. The proposed policy outlines how staff will be placed on standby during winter events and what the expectations will be for these employees.
9.	Other Agency Review of Action: □Douglas County □ N/A
10.	Board Action:
	Approved



TOWN OF GARDNERVILLE

TOWN OPERATIONS MANUAL DIRECTIVES AND PROCEDURES

Number 26.1-12

SUBJECT: SNOW AND ICE CONTROL OPERATIONS

Issue Date 1/7/03Revised 10/1/19

<u>Directive:</u> The purpose of this policy is to establish and maintain uniform definitions and procedures for snow and ice control operations for the Town of Gardnerville. Snow and ice control operations will be provided in a safe and cost-effective manner keeping in mind safety, budgetary, personnel and environmental concerns. The Town has no legal responsibility to provide any form of snow and ice control.

Procedure:

Snow and Ice Control Maps: As necessary, The Town shallennually updates maps identifying snow and ice control areas; theseand those maps are will be carried in Town equipment used for snow and ice control.

Commencing Snow and Ice Control Measures: The Superintendent of Town Public Works Town Maintenance Foreman—or Town Manager his designee-shall decide when snow and ice control measures are to begin. Plowing operations normally begin with snowfall accumulations on streets of six inches or more depthwhen snow accumulation has reached 6-inches in depth and additional snow is expected. Lesser amounts may require plowing or other control measures such as the application of cinders depending upon weather and road conditions. The Town Maintenance Foreman Superintendent of Town Public Works will evaluate weather conditions using information provided by weather forecasts, historical information, and visual verification of conditions within the Town. Customary procedures dictate Monday through Friday (exclusive of Holidays) has having priority over Holiday and weekend snow and ice control operations due to lesser vehicle trips and budgetary concerns.

Staff Scheduling: The Town Maintenance Foreman Superintendent of Town Public Works or his designee shall establish staff schedules for snow and ice control operations with public and staff safety considered as the highest priority. Most snow and ice control operations will commence in the early morning weekday hours in response to anticipated peak vehicle trips. Weekend and Holiday snow and ice control operations may be conducted at the request of the Town Maintenance Foreman Superintendent of Town Public Works, Town Manager, or emergency services personnel. Health and Sanitation employees will not be utilized for weekend snow and ice control operations unless all available Parks and Public Works Staff have been exhausted.

On nights, weekends or holidays, where significant snow and ice accumulation is probable, at a minimum two employees shall be designated to on standby status. Pay for this status shall be in accordance with Douglas County Policy 200.11, Compensation. The beginning of each fiscal year employees shall be ordered from longest to least tenured. The two most senior staff members will be given first option to be on standby status. The senior employees shall have the option to accept the status or defer the status until a subsequent qualifying event. Each employee shall have the option to accept or defer standby status until the two most junior employees on staff are offered. The junior employees must accept the standby status unless a previously scheduled personal leave has been approved. No employee will be required to be available for a second standby weekend until all Parks and Public Works Employees have completed one standby weekend. Employees on standby status will be required to available by their town issued cell phones at all times they are on standby.

If an employee is assigned to be on standby and they do not answer their town issued phone they will automatically receive a maximum of a "one" on their following performance appraisal under accountability. In addition the pay provided for the employee be available on standby will not be paid.

The staff member may return the call within five minutes of receiving a call to avoid this penalty.

Mobilization: The Town Maintenance Foreman or his designee shall notify staff by telephone or in person when storm events may require snow and ice control operations to be implemented. Staff shall make sure that Town issued cellular phones are available to receive telephone calls, and shall follow directions as issued for mobilization time and place. Town employees must report to the Town Public Works Maintenance Yard located at 1369 N Highway 395 within one hour of receiving notification to mobilize. Employees must be in a physical and mental condition to operate heavy equipment and represent the Town. Call back and other authorized pay per Douglas County Policy 200.11, Compensation, will effective as appropriate to the provided to employees responding to a snow and ice control operation and mobilization event.

Snow and Ice Control Priorities:

- First Priority-Intersections and major streets
- Second Priority- Public Commercial and residential streets, cul-de-sacs, and public parking lots

Priority ranking may be interrupted at the request of emergency services personnel requesting assistance.

Snow and Ice Control Materials: Cinders or sand are used for both snow and ice control measures.

Variable Weather Conditions Allowance: During extended or extraordinary snow and ice events, additional personnel and equipment may be utilized to supplement normal snow and ice control operations. This may include placing more than two employees on standby status. The Town Manager or his designee shall authorize the use of contract snow and ice control personnel and equipment. During periods of extended and continuous snowfall or ice conditions, control measures may be focused on primary transportation routes and may be performed on a limited scale.

Snow and ice control operations will only be conducted when weather conditions do not endanger the safety of employees, equipment, and property. Additionally, operations will only be conducted when effective. Operations may be suspended or delayed due to such factors as severe cold, high winds, limited visibility, and rapid accumulation of snow or ice.

Resident/Business Responsibilities and Concerns: It is the Town's policy that property owners or their designee are responsible for removing snow and ice from sidewalks abutting their property. The Town will not remove snow or ice from private driveways, private parking lots, walkways, or sidewalks abutting private property. The additional cost of providing adequate personnel and equipment to clear abutting sidewalks is cost prohibitive. The Town will remove snow and ice from sidewalks at Town owned buildings and parks, but will not provide this removal on weekends, holidays or if more pressing matters present themselves. There may be a certain amount of snow deposited in driveways or sidewalks during plowing regardless of whether they were cleared before the arrival of a Town vehicle. The cost of providing adequate personnel and equipment to clear private driveways and abutting sidewalks of deposited snow from plowing is cost prohibitive.

Repair of Damaged Private Property: Snow and ice control operations can cause private property damage even under the best circumstances and care exercised by Town staff. Claims for damage shall be forwarded to the Town Manager and the Town's insurance provider for resolution.

Requests for Service and Complaints: Town office staff may receive inquiries, requests for service, or complaints before, during, or after snow and ice control operations. The Town Maintenance Foreman Superintendent of Town Public Works will take necessary steps to keep office staff informed and updated regarding Town snow and ice control operations.

Office staff will answer questions and provide information to the public as requested. If a call cannot be handled appropriately, office staff will notify the appropriate staff member using the following methods:

- * Safety issues affecting the public and staff shall be forwarded immediately by telephone, hand delivery, or other means to the appropriate staff member for action.
- * Non-safety related issues shall be forwarded in a timely manner to the appropriate staff member.
- Property damage claims shall be documented and forwarded to the Town Manager and Town insurance representative as soon as possible.

Seasonal Equipment Preparation: Staff shall inspect and perform preventative maintenance checks and services on snow and ice control equipment including sander, loader, plow, and dump truck and insure all equipment is ready for use by November I of each year.

Sander Adjustments and Calibration: The spinner plate shall be adjusted and calibrated to supply material to the road surface in the necessary amount to provide traction. The hopper gate shall be adjusted so that material entering the spinner plate does not exceed distribution capacity and cause damage to the spinner. The spread width flaps shall be adjusted to spread material approximately 2 to 4 feet on both sides of the spinner to conserve material and reduce the possibility of damage to vehicles or property.

Loading Procedures: Prior to loading, staff shall "dry" operate sander to insure proper function. When filling the loader bucket, caution must be used so large stones or other debris is not loaded into sander that could cause the sander to clog or otherwise malfunction.

The sander is loaded from the front of the hopper to the rear, and usually requires 3 to 4 loader buckets to adequately fill for snow and ice control operations. Care must be exercised when loading so loader does not contact hopper or dump truck.

Snow Storage: There is no usual need for storage of snow in relation to Town streets as snowfall usually melts somewhat rapidly. There may be times when extended and significant storm events cause excessive snow that significantly impedes vehicular access for extended periods of time. In such cases when snow must be removed from the right of way and stored, the following snow storage areas are designated:

- ❖ Jewel Detention Pond
- * Crestmore Detention Pond
- · Heritage Park
- * Serenity Park
- Martin Slough Maintenance RoadOpen Space
- Carrick Lane Detention Basin
- Residential Roads stubbed for future extension that are not used for private property ingress/egress (e.g. north end of Gilman Ave. or Marion Russell Dr., east end of Guiness Way, etc.).

SNOW AND ICE CONTROL PROCEDURES

SNOW PLOWING

Plowing Priority: Town streets and parking lots have been identified and prioritized for snow and ice control operations. First priority is given to controlling snow at intersections and major streets to provide routes of passage conveying maximum vehicle traffic to regional roads. Once intersections and major streets have been plowed, operations may move to commercial and residential streets, cul-de-sacs, and the Maintenance Yard and Town Hall parking lots. Upon completion of snow plowing from second priority areas, the Town Maintenance Foreman Superintendent of Town Public Works or his designee will determine if the first priority roads should be re-plowed. The decision to re-plow will be made considering residual snowfall and existing conditions.

Placement of cinders or sand: Cinders or sand should be placed to provide an 8-foot width of coverage on streets. Parking lot coverage shall be as site conditions permit.

Service Levels: Major and commercial streets are plowed and sanded to provide travel on a compacted snow or bare asphalt surface. Sand is spread when the final plow pass is made. Residential streets are plowed to provide travel on a compacted snow or bare asphalt surface. Sand is spread when the final plow pass is made. Snow is plowed towards the centerline when center turn lanes are not present, or to the either curbside. Care must be taken when plowing to not create windrows that may impede access to drive approaches, crosswalks, or intersections.

Parking lots are plowed to provide the maximum amount of parking on a compacted snow or bare asphalt surface. Snow should be stockpiled to an area that will receive maximum sunlight to speed melting. Sand is spread when plowing is complete.

ICE CONTROL

Ice Control Priority: Ice control operations are conducted under the same priority as snow plowing. Major streets and intersections are first priority followed by residential and commercial streets, cul-de-sacs, and parking lots.

Placement of cinders or sand: Cinders of sand should be spread to provide 8-foot width of coverage providing adequate stopping distance at intersections.

DOUGLAS COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

NUMBER:

200.11

EFFECTIVE DATE:

02/05/98

REVISED:

12/19/02, 06/05/03,

08/05/04, 09/07/06, 10/19/06, 01/07/16,

10/05/17, 11/15/18

AUTHORITY:

BOC

COUNTY MANAGER:

PAGE 1 OF 5

SUBJECT: COMPENSATION

I. **PURPOSE**: To establish policy and procedures for compensating employees.

II. **POLICY**: The County shall utilize a standard compensation structure for all employees, which will be maintained to meet all criteria associated with the concepts of internal and external equity. The structure will be monitored to ensure the maintenance of a fair and equitable pay system that will assist the County in recruiting and retaining a highly competent work force.

A. CLASSIFICATION/COMPENSATION PLAN:

Jobs with similar duties and responsibilities are assigned to the same salary grade. Each salary grade will consist of a minimum, midpoint, and maximum pay rate. Employees may progress in pay via pay for performance merit increases and salary adjustments between the minimum and maximum salary rates. Employee pay rates will not exceed the maximum pay rate. The only positions authorized to exceed the maximum pay rates within ranges are those which are redlined or frozen due to a change in the County's compensation plan and approved by the Board of County Commissioners.

B. ESTABLISHMENT OF NEW CLASSIFICATIONS AND RESTRUCTURING OF A POSITION'S RESPONSIBILITIES:

- 1. Data necessary to analyze positions and determine accurate placement of classifications within the compensation structure will be gathered through job analysis and/or 'desk audits', which will be administered through Human Resources.
- 2. When there is an indication that an employee is working above or below the established responsibilities for a position, a study may be initiated at the request of a Department Head/Elected Official, which will be conducted in accordance with the Reclassification policy.

C. HIRING NEW EMPLOYEES:

1. New employees will normally be hired at the entry level (minimum pay rate)

- of the appropriate pay grade.
- 2. Management will have the authority to hire employees up to ten percent above the minimum of the salary range, if needed. In specific hiring situations, the Department Head/Elected Official may submit for the County Manager's authorization a hiring rate up to the mid-point of the applicable salary range, with supporting documentation demonstrating the specific need for the higher starting salary.
- 3. The Board of County Commissioners may authorize a hiring rate above the mid-point of the applicable salary range. The Board will be provided with supporting documentation demonstrating specific recruitment needs and/or skills and knowledge possessed by the applicant when such a request is initiated.

D. PROMOTIONS, DEMOTIONS AND TRANSFERS:

Promotions, demotions and transfers will be administered in accordance with established policies.

E. WORKING ABOVE CLASSIFICATION:

- 1. Where an employee is assigned in writing on a temporary basis to perform the full range of duties of a higher classification for eighty (80) or more working hours, the employee will receive 5% above normal base pay for non-supervisory duties.
- 2. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory duties of a higher classification for forty (40) or more working hours, the employee will receive 10% above base pay for supervisory duties.
- 3. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory or management duties of a higher classification for forty-five (45) or more calendar days, and the employee's supervisor determines the employee is acting in the role of the higher classification, the employee may receive either the minimum of the pay range of the higher classification or 10% above the employee's base pay, whichever is greater.
- 4. Working Above Classification pay will be paid retroactive to the first day such duties were fully assumed.

F. CALL BACK:

1. Call Back Defined

Call-back is defined as compensation earned for returning to duty after an employee has completed a regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice. An employee called to return to work while on Standby Status, described in Subsection H, has notice that he/she may be requested to return to duty and therefore does

not qualify for call back pay.

2. Call Back Pay

Call back is paid at one and one-half (1.5) times the employees hourly rate and is paid for a minimum of two (2) hours or time actually worked, whichever is greater. There will be no overlapping of premiums in that if an employee works less than two (2) hours on the initial call-back and is then called back on duty a second time during the initial two hour period. The employee will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee will be paid for the total hours worked.

Call Back and PERS

The State of Nevada Public Employees' Retirement System (PERS) has set forth the following policies for when call-back compensation is eligible for PERS:

For employees with an effective date of membership on or before June 30, 2008: Call-back is defined as compensation earned for returning to duty after a member has completed his regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice.

For employees with an effective date of membership on or after July 1, 2008: Except as it may conflict with NAC 284.214, call-back is defined as compensation earned for returning to duty after a member has completed a regular shift and is requested to return to duty with less than 12 hours notice to respond to an emergency, except for any member who is: (1) called into work while on standby status, (2) not required to leave the premises where he or she is residing or located at the time of notification in order to respond, or (3) called back to work if the work begins 1 hour or less before or after his or her scheduled work shift.

For employees with an effective date of membership on or after January 1, 2010: Call-back is defined as compensation earned for returning to duty within 12 hours after one's regular working hours to respond to an emergency. "Emergency" means a sudden, unexpected occurrence that is declared by the governing body or chief administrative officer of the public employer to involve clear and imminent danger and require immediate action to prevent and mitigate the endangerment of lives, health, or property.

G. SHIFT DIFFERENTIAL:

For actually working any assigned shift in a department having a 24-hour operation at least half of which includes the hours between 11:00 p.m. and 7:00 a.m., an eligible employee will receive an additional \$1.45 per hour for each hour actually worked between the hours of 11:00 p.m. and 7:00 a.m. as shift differential

200.11

pay. To qualify, the employee must work at least one-half of the qualifying shift or the employee must work the shift immediately preceding or following the qualifying shift. The Department Head/Elected Official shall have full discretion to assign an employee to work qualifying shifts.

a. Exempt employees are eligible for shift differential when assigned to a qualifying shift for a minimum of 5 consecutive work days.

H. STANDBY STATUS:

- Standby Status means a non-exempt employee who is off duty, but is assigned to be available to perform occasional work, if necessary. The employee is not required to remain on the employer's premise(s) and may leave his/her residence, but must:
 - a. Remain available for notification to work during specified hours;
 - b. Be ready to respond in a reasonable time to calls for their services;
 - c. Be readily available at all hours by telephone or other communication devices;
 - d. Refrain from activities which might impair the employee's ability to respond to a location, answer a call or otherwise perform their duty; and
 - e. Allowed to use the time during which hc/she is waiting for notification to work for his/her personal pursuits.
- 2. Standby Status shall be assigned in writing and shall be compensated at a rate of \$3.00 per hour.
 - a. Beginning the first full pay period in July 2018 this amount will increase to \$3.50 per hour.
 - b. Beginning the first full pay period in July 2020 this amount will increase to \$4.00 per hour.
 - c. Beginning the first full pay period in July 2021 this amount will increase to \$4.50 per hour.
- 3. Any non-exempt employee who is on Standby Status and begins the performance of his/her regular duties after being contacted to work ceases to be on Standby Status and qualifies for regular or overtime pay at a rate of one and one-half (1.5) times his/her normal base hourly wage for actual time worked, whichever is applicable, consistent with Title 20 of the Nevada Revised Statutes. Upon completion of the work, he/she returns to Standby Status for the remainder of the time he/she has been directed to be available to work.
- 4. An employee shall continue to receive the Standby Status pay provided in subsection 2 for any hour where regular or overtime pay is received for actual time worked and the actual time worked is less than an hour. If an employee receives regular or overtime pay for the entire hour, the employee will not receive Standby Status compensation for that hour.
- 5. Exempt employees are not entitled to Standby Status pay.
- 1. PEACE OFFICER STANDARD TRAINING INCENTIVE (P.O.S.T.):

200.11

- 1. The following positions are eligible for P.O.S.T. incentive payment, to recognize achievement of a P.O.S.T. certificate beyond the certification required for the respective positions. Incentive payment will be paid semi-annually in the first full pay period of December and June for each preceding six-month period on a prorated basis for each month of full-time employment of the employee.
 - a. Sheriff's Office Captain \$1,750 annually
 - b. Undersheriff \$2,000 annually
 - c. DA Investigator and Senior Investigator \$1,500 annually

III. PROCEDURE:

A. WAGE AND SALARY SURVEYS:

- 1. At the direction of the County Manager, an annual wage and salary survey may be conducted to secure updated labor market wage data.
- 2. When movement is warranted, the competitive pay rate for each County position may be adjusted for internal equity-and/or to reflect the competitive labor market. The adjustment is subject to budgetary and other considerations and is subject to approval by the Board of County Commissioners.
- B. MAINTENANCE OF THE COMPENSATION/CLASSIFICATION PLAN: Human Resources will be responsible for the continuous maintenance and administration of the Compensation/Classification Plan for the County. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets by the wage and salary surveys, and will account for budgetary considerations and other related factors. On the basis of this information, the Human Resources Director will recommend to the County Manager changes to keep the Plan current, uniform and equitable. Such recommendations will be reviewed and approved or modified by the County Manager and submitted to the Board of County Commissioners for approval.
- IV. RESPONSIBILITY FOR REVIEW: The County Manager will review this policy as needed or at least once every 3 years.

Gardnerville Town Board AGENDA ACTION SHEET



1.	Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for September 2019.	
2.	Recommended Motion: N/A Funds Available: Yes N/A	
3.	Department: Administration	
4.	Prepared by: Carol Louthan, Administrative Services Manager	
5.	Meeting Date: October 1, 2019	
6.	Agenda: □Consent □ Administrative	
Background Information: To be presented at meeting.		
7.	Other Agency Review of Action: Douglas County	
8.	Board Action:	
	Approved Approved with Modifications Continued	

Gardnerville Town Board AGENDA ACTION SHEET



1.	Not For Possible Action: Discussion on the Town Manager's Monthly Report of
	activities for September 2019
2.	Recommended Motion: No action required.
3.	Funds Available: ☐ Yes
4.	Department: Administration
5.	Prepared by: Erik, Nilssen, P.E., Town Manager
6.	Meeting Date: October 1, 2019
7.	Agenda: Consent Administrative
8.	Background Information: See attached.
9.	Other Agency Review of Action: □Douglas County □ N/A
10.	Board Action:
	Approved



Town Manager/Superintendent Monthly Report October 1, 2019

Public Works & Parks

- 1. Garage Door replacement quote received for repairs at the Town Maintenance Facility.
 - a. Currently one of the doors is permanently shut. 20+ years old with a spring failure.
 - b. 3 quotes were requested and one was received at a cost of \$7,104. Moving forward with the repairs.
- 2. The flower baskets are scheduled to come down September 30th.
 - a. Our seasonal employees last day was September 26th.
- 3. A white picket fence at 1460 US Highway 395 was damaged by our seasonal employee while watering the flowers. The damage is well under \$500 and our staff has repaired the fence.
- 4. A street light was repaired on Hatband Ct. after a contractor hit the light. The contractor will reimburse the town.
- 5. Painted stop bars and crosswalks in Douglas and Sunset Estates areas after the Slurry Seal.
- 6. Survey completed to identify sidewalk trip hazards in the Chichester Estates area.
- 7. Replaced signs and posts at Gardner Park which had fallen into a state of disrepair.
- 8. Installed "No Parking" signs on access easement south of the Carrick Detention Basin and painted the south curb red. Must do north curb.
- 9. Significant clean up after wind and rain event on September 16th (See Attached Photograph).

Health and Sanitation (H&S)

- 1. Completed interviews for vacant Town Sanitation Specialist Position on September 10th.
 - A. Joshua Weston has accepted a conditional offer of employment.
 - Twelve years working for Summit Plumbing operating all manner of heavy equipment. Mostly focused on Vactor Trucks for grease traps and septic systems.
 - ii. Has valid CDL and should be an asset immediately.
- 2. Met with Guided Truck and Equipment regarding processes for repair to Town Sanitation Vehicles. See attached memo.

Office, Engineering, and Contracted Work

- 1. Update on the following development projects:
 - A. J.T. Basque Bar and Dining Hall Parking Lot Expansion
 - i. Plans approved by the Town on 9-4-19
 - B. Residence 1861 Apartments on Crestmore Drive
 - i. Plans approved by the Town on 9-9-19
 - C. Firestone Complete Auto Care
 - i. Building Permit Plans approved by the Town on 9-11-19
 - ii. Site Improvement Plans tentatively approved.
 - D. Dotty's Tavern
 - i. Plans approved by the Town on 9-11-19
 - E. Approved a Minor Design Review for a new doggie day care (Howliday Inn) at 1267 US Highway 395 N, adjacent to Ham Dogs.
- 2. Update on Town Projects:
 - A. Rapid Flashing Beacons
 - Final plans and specifications are almost complete. There has been significant discussion between NDOT and Town Staff to get this project finalized.
 - ii. Once NDOT provides approval we will release for bids.
 - B. Kingslane Sidewalk Improvements
 - i. Waiting for NDOT comments on submitted plans.
 - C. Underground Detention Reservoir at Gardnerville Station.
 - Submitted to Douglas County for Site Improvement Permit and received first review comments.
 - ii. Approval given by CDBG for final plans and specifications.
 - iii. Final cost estimate \$188,000.
 - iv. Plan is to receive bids on November 18, 2019 with Board contract approval December 3rd.
 - v. Construction is tentatively set for January 21st through February 21st.
 - D. Maple Street Storm Drain Improvements
 - i. Received Flood Impact Study.
 - ii. Final Plans Received on September 13th and submitted to Community Development for permit.
 - iii. Construction this winter.
 - E. Electric Vehicle Charging Station
 - i. Building permit approved.
 - ii. NV Energy approval received.

- iii. Preconstruction meeting held September 24th. Due to long lead construction items and additional NV Energy design it does not appear construction will start until after the first of the year.
- F. Hellwinkel Shop Improvements electric and concrete
 - i. Received initial proposal, scope and fee for design.
 - ii. Awaiting revised scope and fee.
- 3. Slurry Seal completed on 8-30. Please see attached photographs.
- 4. Completed fencing around Carrick Detention Basin.
- 5. Significant training on new board meeting software. Should be ready for use over the next three months.
- 6. Set up free account with QuestCDN as a more comprehensive way to advertise construction projects for public bid. Both Geoff LaCost and Erik Nilssen had a webinar training with the company.



MEMORANDUM

TO: Paul & April Wilson, Owners Guided Truck and Equipment

FROM: Erik Nilssen, P.E., Town Manager

CC: All Town of Gardnerville Staff

DATE: September 3, 2019 9-3-9

SUBJECT: Repair of Town of Gardnerville Vehicles

The Town of Gardnerville appreciates the service you have been able to provide repairing our fleet. The proximity of your business to the Town Sanitation Yard has saved the Town significant time and money. Prior to using Guided, Town Sanitation Trucks had to be repaired in Reno or Sparks. The prices you have provided have been fair. We hope the Town's relationship with Guided will continue in the future.

During the last fiscal year the Town spent over \$35,000 at Guided for repair of our vehicles. This has been spent without a formal contract between the Town and Guided. Additionally, Guided was not selected via a public "request for qualifications" or other public bid process. As you are one of the few local businesses with both the space and expertise to complete the repairs, this lack of public bid can be justified. There does need to be put in place some mechanism to reduce the possibility of fraud and protect the Town erroneous repairs.

In order to safeguard the Town and with the advice of the Douglas County Finance Department, starting from date on this memo a new protocol for truck repair will begin. Trucks may be provided to Guided for repair by any Town Staff Member. A limit of \$1,000 for any single repair may be completed without preapproval. This limit includes any diagnostic time required to determine the problem. Any repair over the \$1,000 limit must be approved in writing by Geoff LaCost, Town Public Works Superintendent (GLaCost@douglasnv.us) prior to commencing the repair. If Geoff is not available you may contact me directly (ehnilssen@douglasnv.us). You may also fax the estimated repair cost to 775-782-7135 for approval. Any additional repairs which will exceed 10% of the approved estimate must be approved in writing prior to being completed.

Repairs completed without written authorization will not be paid.







13-6



1360 ELGES

WIND EVENT

9.16,2019

Gardnerville Town Board AGENDA ACTION SHEET

□ Denied



	committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.
2.	Recommended Motion: N/A
3.	Funds Available: ☐ Yes ☐ N/A
4.	Department: Administration
5.	Prepared by: Carol Louthan, Administrative Services Manager
6.	Meeting Date: October 1, 2019
7.	Agenda: □Consent □ Administrative
8.	Background Information: Presented at meeting.
9.	Other Agency Review of Action: □Douglas County
10.	Board Action:
	Approved