

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, September 3, 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 August, 29, 2019 or before the third day prior to the meeting date, by Marie Nicholson,

Office Specialist Signed: M Michaely	and Carol Louthan, Admini	istrative Services Manager, in
accordance with NRS Chapter 241 at following locations;		, , ,
Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 8	39410 at 🔗 : 12	A.M.
Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, a	at $7:50$ A.M.	
Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at	7 : 54 A.M.	
Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at Gardnerville Town Offices, 1407 Hwy 395 N, Gardnerville NV 8941	0 at 8 : 30 A	A.M. and on the Internet at
https://www.townofgardnerville.com/		annan manna annan tràite dhathaite a taite

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 894I0, or by calling (775) 782-7I34 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 -

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

PLEDGE OF ALLEGIANCE – Mike Henningsen

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. August 6, 2019 Regular Board meeting



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: Correspondence.
- 2. For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.
- 3. For Possible Action: Approve August 2019 claims.
- 4. <u>For Possible Action</u>: 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.

ADMINISTRATIVE AGENDA

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

- 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.
- 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.
- 7. <u>For Possible Action</u>: 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.
- 8. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for August 2019.
- 9. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for August 2019.
- 10. <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 October 1, 2019 Fall Fest – October 5, 2019



GARDNERVILLE TOWN BOARD

Meeting Minutes

Linda Slater, Chairman Lloyd Higuera, Vice Chairman Ken Miller, Board Member Mary Wenner, 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, August 6, 2019

4:30 p.m.

Gardnerville Town Hall

BOARD MEMBERS PRESENT Linda Slater, Chairman Lloyd Higuera, Vice-Chairman Mary Wenner Mike Henningsen (4:37 p.m.) STAFF PRESENT Jennifer Yturbide, Town Attorney Erik Nilssen, P.E., Town Manager Geoff LaCost, Public Works Superintendent Carol Louthan, Administrative Services Manager

BOARD MEMBERS ABSENT: Ken Miller

INVOCATION - Pastor John Scheuermann from Trinity Lutheran Church

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

PLEDGE OF ALLEGIANCE – Erik Nilssen, P.E., Town Manager

PUBLIC INTEREST COMMENTS (No Action)

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

Mr. Nilssen noted the town purchased a timer similar to the Board of Commissioners, which provides three minutes of public comment. I believe this will allow people to be more concise with their comments, as well as allow the board to focus more on the comments rather than keeping track of time.

Mr. Jerry Turner gave public comment on items not on the agenda. (Recording 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/Wenner to approve the agenda.

No public comment.

Upon call for the vote, motion carried with Board Member Miller and Henningsen absent.

If the second section: APPROVAL OF PREVIOUS MINUTES:

A. July 2, 2019 Regular Board meeting

(Board Member Henningsen joined the meeting at 4:37 p.m.)

Mr. Nilssen asked to make the correction under Item 7 where it says \$3007. It should be \$3,700. Please make that correction in the minutes.

Motion Higuera/Wenner to approve the previous minutes with the correction. Motion carried with Board Member Miller absent.

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. <u>For Possible Action</u>: Correspondence. Read and noted
- 2. <u>For Possible Action</u>: Health and Sanitation & Public Works Departments Monthly Report of activities. Approved.
- 3. <u>For Possible Action</u>: Approve July 2019 claims. Approved
- 4. <u>For Possible Action</u>: Approve Gardnerville Special Event Application for the Artisans & Antiques event scheduled for August 17, 2019, 10:00 a.m. to 5:00 p.m. to be held at 1235 Eddy Street with partial road closure of a block of Eddy Street.
 - Approved.
- 5. <u>For Possible Action</u>: Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the Artisans & Antiques event scheduled for August 17, 2019, 10:00 a.m. to 5:00 p.m. to be held at 1235 Eddy Street with a partial road closure of a block of Eddy Street. Recommend approval.
- 6. <u>For Possible Action</u>: Approve a Gardnerville Special Event Application for the Annual Carson Valley Sertoma Oktoberfest scheduled for September 8, 2019 in Heritage Park from 9:00 a.m. to 6:00 p.m. Approved.
- For Possible Action: Approve expenditure of \$60,003.00 to Verdek LLC for EV Charging Station, shipping and support, to be reimbursed by NV Energy's Electric Vehicle Charging Station Grant Agreement dated 5/2/19. Approved.

Approveu.

Motion Higuera/Wenner to approve the consent calendar.

No public comment.

Motion carried with board member Miller absent.

ADMINISTRATIVE AGENDA

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

8. <u>Not For Possible Action:</u> Introduction of Matthew Bruback, new Executive Director of Main Street Gardnerville.

Mr. Nilssen noted Mr. Bruback has been in the office for almost two weeks. I attended all the interviews. Mr. Bruback will introduce himself.

Mr. Bruback thanked Linda Dibble and Erik Nilssen. This is a wonderful community. Mr. Bruback provided a brief description of his background.

Ms. Linda Dibble explained Main Street had an extensive gathering of applicants. We had 16 total applicants, narrowed it down to 5 and interviewed 4. We know we'll go places fast with Matt on board. Thank you for your support.

9. <u>For Possible Action</u>: Discussion regarding possible elimination of convenience fees associated with the payment of the Town's Health & Sanitation bills by credit card; with public comment prior to Board action.

Ms. Louthan provided a brief summary of the credit card payment history, the convenience fees charged by the bank and what was collected from customers in the past.

No public comment.

Motion Higuera/Henningsen to eliminate the convenience fees associated with payment of the town's health and sanitation bills by credit card. Motion carried with Board Member Miller absent.

10. For Possible Action: Discussion and direction to Town Staff prioritizing the implementation actions and related projects identified in the 2018 Plan for Prosperity; with public comment prior to Board action.

Mr. Erik Nilssen would like direction from the board regarding the Plan for Prosperity and implementation. A lot of projects listed in Table 6.6 of the plan for this fiscal year have not been started. I've listed those items in the staff report. I'm also asking to look at a parks master plan. We have several parks and most of them are passive. I'm not certain that's how the board and the community envision those parks in the future. Minden Park added the splash pad. I would like to see some amenities placed to draw people so our parks are utilized on a more frequent basis. +

There was a marketing analysis done in 2010. Douglas County is going to submit for a grant to the USDA to update the market analysis later this fall. Since a marketing analysis was completed in 2010 with grant funding, the USDA will not pay for another one. If we joined with the County completing a marketing analysis for the whole county the USDA may fund it.

The plan also calls for us to update parking codes and district. Based on the inability to meet parking requirements for mixed used developments, these types of developments are sometimes not pursued. Mixed use is the type of development we seek to encourage along Main Street. I would need direction if you want to pursue a parking district, it is very complex including set up, code enforcement, fines, residential parking permits, etc. The options for a parking district are: implement the 2006 parking strategy; have a new study done or continue to delay it. Each opportunity we miss to collect those fees we are further away from establishing the parking district.

Another item in the table is to update infill development and design guidelines. Race Studios is under contract to complete this item. We had a workshop with Bruce Race. I believe we are complying with this item.

The Heritage Preservation Program only focuses on a certain area. As people come in to remove old buildings it takes a closer look at what is allowed or required. It doesn't stop demolition of old structures, but does make it more difficult. The Nevada Revised Statues specifically states the historic preservation program must be established by a County or City. If the board wanted to establish the Heritage Preservation Program you would need to work with the planning commission to form a commission, the Town cannot establish one independent of the County. Based on board direction I can pursue it with county planning.

Muller Parkway will cost 40 million. We support it. I don't see any additional action or requirements to comply with this policy.

In summary, I recommend we provide grant assistance to Douglas County for the retail marketing analysis not to exceed \$5,000; we continue to work on the growth management and urban service boundaries through the update of the master plan; continue developing infill development design guidelines and prioritize a parks master plan for this fiscal year. I am specifically seeking board direction on the creation of a public parking district and the implementation of the Heritage Preservation Program.

Mr. Henningsen looked at the summary. I see the revised parking district and the Heritage Preservation as less imperative than the others. Your other priorities are things you do anyway. The park master plan is excellent. I would say that's a priority. If someone else will fund the retail marketing analysis and we can join, that makes a lot of sense.

Mr. Higuera likes the park master plan. Mr. Higuera asked if this board could sit as the Heritage Preservation commission. If it starts to get heavy we could appoint another board. The retail marketing analysis really needs to be worked on. My top three priorities would be the retail market analysis, the park master plan and Heritage preservation. We can wait on the parking analysis.

Ms. Wenner actually thinks we do need a parking district. People will park in the parking lots but the owners may change that. A lot of questions could come up we can't answer with the heritage preservation.

Chairman Slater liked the master plan. I agree with Erik on the retail market analysis, growth management and infill development. I also agree with Mary about the parking. I like the idea of the signs indicating where the parking is. I think that's something we can address later on. The parks master plan would be number one.

Chairman Slater called for public comment.

Mr. Turner likes businesses to be successful. I want to make sure everybody knows who is running the show.

Mr. Glenn Linderman heard Erik say the Heritage Preservation had to be done by the county. That conflicts with what Lloyd said about this board sitting in.

Mr. Nilssen can work with the county and if the desire was to set up the heritage district just along Main Street Gardnerville then I believe this board could sit as the historic preservation board. If we wanted to extend it through Minden that probably wouldn't be the correct way to do it.

Attorney Yturbide advised it would be in the fashion of a recommendation that would be implemented by the county.

No further public comment.

Mr. Nilssen asked if they could vote on the parking district creation and the heritage preservation program so I have clear direction on the board's desires on what to pursue, I would appreciate it.

Chairman Slater felt the parking district and heritage preservation program is something that can be put on the back burner.

Mr. Higuera agreed. I think we all agreed on the park master plan and retail marketing analysis.

Motion Higuera/Wenner to direct town staff to prioritize the implementation actions and related projects identified with the retail marketing analysis and a park master plan in the 2018 Plan for Prosperity. Motion carried with Board Member Miller absent.

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

Attorney Yturbide reported there was an HR matter that we discussed. We had the court contact us from the 20-30 Club litigation asking if we wanted to collect the exhibits that were part of that litigation. After discussion with staff our office did collect those exhibits. The town now has possession of those. I continue to review and advise agendas for meetings. There was an issue regarding public record retention and I responded to Carol on one of the items she questioned. I worked with the former town counsel to obtain that record. We were actually attempting to locate one through Mr. Rowe's office. I reviewed the convenience fee memo that was part of the agenda item. We have an agreement we are working on regarding partnering with a homeowner in Arbor Gardens area for the landscaping that cut off access to the alley. There was also a procedural issue regarding the Main Street Gardnerville Director.

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

Mr. Nilssen reported there have been two movies in the park and the 4th of July event since the last meeting. A lot of runners and we have some good ideas for expanding it next year. Staff has been busy painting stop bars in intersections, left and right turn lanes. Two risk grants were submitted to POOL/PACT for a new security system at our town yard and for the structural work at the Hellwinkel barns. A design review was submitted for the dog park/Carrick Pond. Only one property owner expressed any concerns. We will see if that gets appealed to the planning commission or not. We are working on the underground detention storage at the Gardnerville Station. We have a contract with RO Anderson to do the design so we can get that out to bid. Assisted Main Street Gardnerville with interviewing for their director position. We reviewed three projects: the Main Street storm drainage expansion, Hellwinkel barn b storage and electrical and structural upgrades and 395 ADA light improvements.

Chairman Slater asked about the status of the properties that Douglas County Code Enforcement was notified about.

Mr. Nilssen submitted ten violations mostly in the Carson Valley Estates area. All ten are in compliance. There was one that had an RV parked in the front yard. That has been removed. There is one where the window is still

boarded up and code enforcement gave them a little more time to install the window. Everything else has been taken care of.

Ms. Wenner asked when they will be doing the weeds by the pond.

Mr. LaCost will be mowing them again in the fall. We usually mow once or twice a year. If we mow too often it destroys the natural habitat. Along the paths we are trying to mow. It has been sprayed and once the weeds die we will mow it down.

Chairman Slater asked about the willows between the pond and the barns and Geoff said they will be doing it later this year. I did see two big bucks in there a few weeks ago.

13. <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.

Ms. Wenner reported on Thursday, August 22 the United Methodist Church is having a Gold West quintet from the Travis Air Force Base, California. If anyone is interested I gave the flyers to Marie. Brian gave me a volunteer expo flyer for August 22 between 3:30 and 7:00 p.m. if anyone wants to be a volunteer. The concert series for 19/20 is all ready to go.

Chairman Slater reported the League is working on the agenda for the September conference. Wes Henderson, executive director, has decided to pursue other job opportunities. The executive board members along with Jo Walker, who was Wes' assistant, are making sure all processes of Nevada League of Cities are as seamless as possible. We will be going over the job description, making changes and updates. Job recruitment, job interviews and selection of a new director will follow. More information in September. There is nothing currently to go over concerning the legislature.

Mr. Higuera reported the big news for Main Street is the new director. The walk/run 4th of July event went well: 186 walkers/runners. Last year there was 113. The wine walk was on the plus side by \$139.

Ms. Linda Dibble, president Main Street Board. We are going to have a booth with volunteers at the volunteer event. We really are down on the numbers of people dedicated to the committees. We have been asked to host the Main Street State program for a two-day training workshop in August and they are bringing Kathy LaPlant in from Main Street National. They are asking for Matt and myself to be there. They would like to do a walking tour of Main Street and discuss what has gone well and what hasn't. They are expecting about 20 people to come. We have reached out to Paula to get some history as to what did go well and what didn't. She will have a lot of the history that I don't have.

Chairman Slater thought another benefit is the fact you have Matt on board with a fresh set of eyes to look at the town.

Ms. Dibble added they will also have a booth at the Artisans and Antiques fair. We will use the Gardnerville station for the workshop. We are definitely being showcased and highlighted.

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

Mr. Jerry Turner gave public comment on items not on the agenda. (Recording is available upon request)

Meeting adjourned at 5:39 p.m.

Linda Slater, Chairman

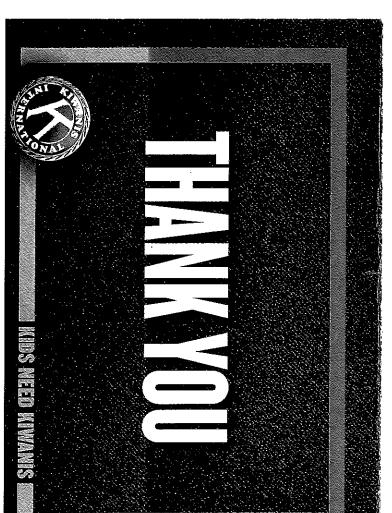
Gardnerville Town Board



- 1. For Possible Action: Correspondence
- 2. Recommended Motion: Receive and file Funds Available: □ Yes □ N/A
- 3. Department: Administration

Prepared by: Carol Louthan, Administrative Services Manager

- 4. Meeting Date: September 3, 2019
- 5. Agenda: Consent Administrative
- 6. Background Information: See attached.
- 7. Other Agency Review of Action: Douglas County V/A
- 8. Board Action:
 - Approved
 Denied
- □ Approved with Modifications □ Continued



SERVING THE CHILDREN OF THE WORLD

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LaCost, Geoffrey

From: Sent: To: Subject: Shanna Lefebvre <lefebvre@kona-ice.com> Wednesday, August 14, 2019 11:28 AM LaCost, Geoffrey; Louthan, Carol Movie Nights

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

Aloha!

Thank you again for allowing us to participate in your movie nights this summer! It was a lot of fun. Please keep us in mind for any other events, and I'll keep in touch, too.

\odot

Stay KOOL, Shanna



Shanna R. Lefebvre, General Manager Denis Lefebvre, Owner Kona Ice of S. Tahoe/Carson City 775.392.4840 www.kona-ice.com

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Gardnerville Town Board

AGENDA ACTION SHEET



- 1. <u>For Possible Action:</u> Approve Health and Sanitation & Public Works Departments Monthly Report of activities
- 2. Recommended Motion: Approve as submitted Funds Available: □ Yes □ N/A
- 3. Department: Administration Prepared by: Marie Nicholson, Office Specialist
- 4. Meeting Date: September 3, 2019
- 5. Time Requested: N/A
- 6. Agenda: Consent Administrative
- 7. Background Information:

Trash (July landfill)

Credit Cards & E-Checks (July)

Residential Accounts	1850 - total	Total Amount	\$3	34,013.26
Single Family	1791	Total Transactions	-	449
Duplex	16			
Triplex	3	Visa	252	\$ 17948.78
Fourplex	9	MasterCard	33	\$ 2894.30
Sixplex	1	AMEX/Discover	8	\$ 587.26
Office Residential	30	E-Checks	156	\$ 12582.92
Commercial accts	238	E checks	100	φ 12002192
Greenwaste accts	1429			
Cleanup dumpsters	14			
X cans	327			
# new residential accts	7 new, 15 transferred			
# new commercial accts	1 new, 5 transferred			
Minimum User	24			
Total tons - trash	382.21			
Total tons - greenwaste	52.75			

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

- 9. Board Action:
- □ Approved □ Approved with Modifications

Gardnerville Town Board AGENDA ACTION SHEET



1.	For Possible Action: Approve August 2019 claims.
2.	Recommended Motion: Approve as submitted Funds Available: Ves Ves
3.	Department: Administration
	Prepared by: Carol Louthan, Administrative Services Manager
4.	Meeting Date: September 3, 2019 Time Requested: N/A
5.	Agenda: Consent
6.	Background Information: See attached.
7.	Other Agency Review of Action: Douglas County VA
8.	Board Action:
	□ Approved □ Approved with Modifications □ Denied □ Continued

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Vendor	Invoice No.	Invoice Description	Status	Held Reason Invoice Date	e Due Date	G/L Date Received Dat	Received Date Payment Date	Invoice Amount
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Account 510.150 - Board Compensation 33424 - Michael C Henningsen 8/19 BOARD	ompensation 8/19 BOARD	GVILLE	Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	250.00
4288 - Lloyd W Higuera	8/19 BOARD	GVILLE	# 694593 Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	250.00
28960 - Kenneth W Miller	8/19 BOARD	GVILLE	# 694594 Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	250.00
2969 - Linda Slater	8-19 BOARD	TOWN OF	# 694623 Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	275.00
8364 - Mary A Wenner	8-19 BOARD	GARDNERVILLE TOWN OF	# 6946/2 Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	250.00
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Account 520.055 - Telephone Expense 29103 - Frontier	one Expense 782-7134 7/19	775-782-7134-050279-		07/16/2019	08/02/2019	08/02/2019	08/02/2019	117.26
29103 - Frontier	782-3856 7/19	5 775-782-3856-080802-	# 694366 Paid by Check	07/16/2019	08/02/2019	08/02/2019	08/02/2019	59.33
		S	# 694365	Account 520.055 - Telephone E	- Telephone Expense Totals	Invoice Transactions 2	ns 2	\$176.59
Q 32667 - Cutting Image LLC 28228	e/Po Box Rent 28228	GVILLE	Paid by Check	07/09/2019	08/02/2019	08/02/2019	08/02/2019	304.48
25903 - US Postal Service (CMRS-FP)	30465 8-19	106000030465 METER ACCT. NO./TOWN OF	# 694338 Paid by Check # 695015	08/08/2019	08/16/2019	08/16/2019	08/16/2019	250.00
		GARDNERVILLE	Account	Account 520.060 - Postage/Po Box Rent Totals	ox Rent Totals	Invoice Transactions 2		\$554.48
Account 520.072 - Advertising	ising							
32667 - Cutting Image LLC	28227	GVILLE	Paid by Check	07/09/2019	08/02/2019	08/02/2019	08/02/2019	517.14
				Account 520.072 - Advertising Totals	ertising Totals	Invoice Transactions 1	ns 1 –	\$517.14
Account 520.084 - Replacement & Repair 11985 - Ace Hardware 13482	ement & Repair 134482	1236	Paid by Check	07/23/2019	08/16/2019	08/16/2019	08/16/2019	5.59
13807 - Amazon	1DC1-RCMR-	A1QBL4077P7D5U	# 694/4/ Paid by Check	07/18/2019	08/16/2019	08/16/2019	08/16/2019	18.67
	HD69		# 694/68 Account 5	'68 Account 520.084 - Replacement & Repair Totals	k Repair Totals	Invoice Transactions	Ins 2	\$24.26
Account 520.089 - Power 2924 - NV Energy	2856009 7-19 1		Faid by Check	07/26/2019	08/16/2019	08/16/2019	08/16/2019	282.66
		SUMMARY ACCI. NO.	# 694927	Account 520.089 - Power Totals	- Power Totals	Invoice Transactions 1	ns 1	\$282.66
Account 520.097 - Maint B&G 3457 - Western Nevada Supply Company 4:	3&G 47942753	71273	Paid by Check	07/12/2019	08/16/2019	08/16/2019	08/16/2019	40.00
			# 695024	Account 520.097 - Maint B&G Totals	int B&G Totals	Invoice Transactions	ns 1	\$40.00
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2			Accoul	nts Pa	yable	by G	Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19	Distribution Report G/L Date Range 08/01/19 - 08/28/19	eport • 08/28/19
DOUGLAS COUNTY GREAT PICOLLA GLEAT PLACES									
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date Received Dat	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin		-							
Account 520.136 - Rents & Leases Equipment 4753 - Ricoh USA Inc 5057255342 16	k Leases Equipme 5057255342	ent 16769392	Paid by Check		08/01/2019 08/16/2019 08/16/2019	08/16/2019	08/16/2019	08/16/2019	151.32
			# 694959 Account 520.	694959 Account 520.136 - Rents & Leases Equipment Totals	Leases Equip	ment Totals	Invoice Transactions 1	ns 1	\$151.32
Account 520.170 - Memberships 12997 - Douglas County Procurement 7-19	rrships 7-19 NILSSEN	TOWN OF	Paid by Check		07/27/2019	08/16/2019	08/16/2019	08/16/2019	920.00
Program		GARDNERVILLE	# 694824		Account 520.170 - Memberships Totals	ships Totals	Invoice Transactions 1	ns 1 –	\$920.00
Account 520.200 - Training & Education 2313 - Nevada League of Cities & 9-2019 SLATE Municipalities	g & Education 9-2019 SLATER	TOWN OF GARDNERVILLE/2019	Paid by Check # 694919		08/07/2019	08/16/2019	08/16/2019	08/16/2019	370.00
		ANNUAL CONFERENCE		Account 520.200 - Training & Education Totals	aining & Educ	ation Totals	Invoice Transactions 1	ns 1	\$370.00
Account 521.100 - Professional Services 33861 - First Tracks Productions 2019-16	sional Services 2019-16	TOWN OF	Paid by Check		07/23/2019	08/02/2019	08/02/2019	08/02/2019	2,250.00
		GARDNERVILLE	# 694358 Accoun	8 Account 521.100 - Professional Services Totals	ofessional Ser	vices Totals	Invoice Transactions 1	ns 1	\$2,250.00
Account 521.130 - Legal Services (ب 12372 - Jennifer Yturbide Law PC Corp 1314	services 1314*	GVILLE	Paid by Check		07/15/2019	08/02/2019	08/02/2019	08/02/2019	855.00
			# 694388	Account 521.1	Account 521.130 - Legal Services Totals	vices Totals	Invoice Transactions 1	ns 1	\$855,00
U Account 533.800 - Office Supplies 13807 - Amazon 16QV-	Supplies 1GQV-WV4H-	A1QBL4077P7D5U	Paid by Check		07/07/2019 08/02/2019	08/02/2019	08/02/2019	08/02/2019	8.75
12997 - Douglas County Procurement	79WT 7-19 LOUTHAN	GVILLE	# 694294 Paid by Check		07/27/2019	08/16/2019	08/16/2019	08/16/2019	291.23
Program			# 034824	Account 533.800 - Office Supplies Totals	00 - Office Sul	pplies Totals	Invoice Transactions 2	ns 2	\$299.98
Account 533.806 - Software 32075 - Precision Document Imaging	ire 2019434	TOWN OF	Paid by Check		07/31/2019	08/09/2019	08/09/2019	08/09/2019	2,500.00
33395 - Granicus LLC	115818	Gardnekville Gville	# 694655 Paid by Check		07/29/2019	08/16/2019	08/16/2019	08/16/2019	2,350.00
			Peloteo #	Account 533.806 - Software Totals Department 921 - Gardnerville Admin Totals	Account 533,806 - Software Totals of 921 - Gardnerville Admin Totals	ware Totals Idmin Totals	Invoice Transactions Invoice Transactions	ons 2 ons 23	\$4,850.00 \$12,566.43

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			Accoun	its Payable	e by G	Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19	Distribution Report G/L Date Range 08/01/19 - 08/28/19	. 08/28/19
Vendor	Invoice No.	Invoice Description	Status	Held Reason Invoice Date	Due Date	G/L Date Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 923 - Parks & Recreation Account 570.084 - Replacement & Repair	ment & Repair		,					
13807 - Amazon	1CCQ-RF7K-	A1QBL4077P7D5U	Paid by Check	07/17/2019	08/02/2019	08/02/2019	08/02/2019	144.95
13807 - Amazon	76N4 1CCQ-RF7K-	A1QBL4077P7D5U	# 694294 Paid by Check	07/18/2019	08/02/2019	08/02/2019	08/02/2019	358.76
11985 - Ace Hardware	TMFY 134118	1236	# 694294 Paid by Check	07/05/2019	08/16/2019	08/16/2019	08/16/2019	5.59
11985 - Ace Hardware	134257	1236	# 694/4/ Paid by Check	07/12/2019	08/16/2019	08/16/2019	08/16/2019	13.98
11985 - Ace Hardware	134325	1236	# 694/4/ Paid by Check	07/16/2019	08/16/2019	08/16/2019	08/16/2019	8.58
11985 - Ace Hardware	134331	1236	# 694/4/ Paid by Check	07/16/2019	08/16/2019	08/16/2019	08/16/2019	32.55
11985 - Ace Hardware	134343	1236	# 694747 Paid by Check	07/16/2019	08/16/2019	08/16/2019	08/16/2019	16.73
13485 - Ahern Rentals	20757917-001	205304	# 694/4/ Paid by Check	07/03/2019	08/16/2019	08/16/2019	08/16/2019	5.45
13485 - Ahern Rentals	20805550-002	205304	# 694/54 Paid by Check	07/17/2019	08/16/2019	08/16/2019	08/16/2019	17.25
රා 13485 - Ahern Rentals	20874825-001	205304	# 694/54 Paid by Check	07/31/2019	08/16/2019	08/16/2019	08/16/2019	32.99
L 12997 - Douglas County Procurement	7-19 LACOST	GVILLE	# 694/54 Paid by Check	07/27/2019	08/16/2019	08/16/2019	08/16/2019	59.92
Program 2510 - Parts House (The)	874407	4170	# b94824 Paid by Check	07/24/2019	08/16/2019	08/16/2019	08/16/2019	93.94
3457 - Western Nevada Supply Company	47941607	71273	# 694945 Paid by Check	07/12/2019	08/16/2019	08/16/2019	08/16/2019	244.23
			# 695024 Account 520.084	20.084 - Replacement & Repair Totals	Repair Totals	Invoice Transactions 13	ns 13 –	\$1,034.92
Account 520.089 - Power 2924 - NV Energy	791804 7-19 1	1000079180404757010	.0 Paid by Check	07/27/2019	08/16/2019	08/16/2019	08/16/2019	456.43
		SUMMARY ACCT. NO.		Account 520.089 - Power Totals	Power Totals	Invoice Transactions 1	ns 1	\$456.43
Account 520.090 - Water 2153 - Minden Town of	1862.01 7/19	1862.01	Paid by Check	07/25/2019	08/16/2019	08/16/2019	08/16/2019	27.05
			# 694911	Account 520.090 - Water Totals	Water Totals	Invoice Transactions	ns 1	\$27.05
Account 532.003 - Gas & Oil 3814 - Flyers Energy LLC)il CFS-1992215	8308	Paid by Check	07/15/2019	08/02/2019	08/02/2019	08/02/2019	141.04
3814 - Flyers Energy LLC	CFS-2001670	8308	Paid by Check	07/31/2019	08/16/2019	08/16/2019	08/16/2019	168.61
			C+8469 #	Account 532.003 - Gas & Oil Totals	is & Oil Totals	Invoice Transactions	ns 2	\$309.65
				5				
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		-	COUNTY	PLAC
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Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19

DOUGLAS COUNTY								
Vendor	Invoice No.	Invoice Description	Status Held Reason	on Invoice Date	Due Date	G/L Date	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town								
Department 923 - Parks & Recreation								
Account 533.802 - Small Equipment	Equipment							
13485 - Ahern Rentals	20804493-001	205304	Paid by Check	07/16/2019	07/16/2019 08/16/2019 08/16/2019	08/16/2019	08/16/2019	459.33
			# 094/54 Account 533.	Account 533.802 - Small Equipment Totals	onnent Totals	Invoi	Invoice Transactions 1	\$459.33
Account 533.817 - Small Projects	Projects							
13807 - Amazon	199K-7YXD-	A1QBL4077P7D5U	Paid by Check	07/03/2019	08/02/2019	08/02/2019	08/02/2019	49.00
	WK6W	L	# 694294	0100/01/20	0100/00/00		0100/00/80	ED DD
20482 - Brick Markers Inc	49648	GVILLE	Hald by Uneck	6102/61/20	6TN7/7N/9N	ETU2/20/00	6T02/20/00	00.00
12997 - Douglas County Procurement	7-19 LACOST	GVILLE	Paid by Check	07/27/2019	08/16/2019	08/16/2019	08/16/2019	15.98
Program			# 694824					00 20
12997 - Douglas County Procurement	7-19 LOUTHAN GVILLE	GVILLE	Paid by Check	07/27/2019	08/16/2019	08/16/2019	08/16/2019	37.00
Program			# 694824				0100171100	26 962
12997 - Douglas County Procurement	7-19 NILSSEN	TOWN OF	Paid by Check	6102//2//0	6TN7/9T/9A	6TN7/9T/90	ETU2 101 100	120.20
Program	and the second se	GARDNERVILLE	# 694824		0100101100		0100/01/00	UV CV J
3115 - Swank Motion Pictures Inc	RG2716117	0223170001	Paid by Check	6102/62/20	6102/91/80	6TN7/9T/9N	6TN7/0T/9N	00.010
				Account 533.817 - Smail Projects Totals	ojects Totals	Invoi	Invoice Transactions 6	\$1,523.24
3			Department 92	Department 923 - Parks & Recreation Totals	eation Totals	Invoi	Invoice Transactions 24	\$3,810.62
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	COUNTY	8		Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19	its Pa	yable	by G	G/L DIS	ate Range	Distribution Report G/L Date Range 08/01/19 - 08/28/19	- 08/28/19
Vendor		Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date Re	Received Date P	Payment Date	Invoice Amount
Fund 610 - G Department	Fund 610 - Gardnerville Town Department 926 - Other Public Works										
	Account 520.084 - Replacement & Repair	sment & Repair		Perio Inc. Choole	-	0100/01/20	0100/31/90	0100/31/80	C	08/16/2019	20.97
11985 - Ace Hardware	Hardware	13425/	1230	# 694747		6TN7/7T///	ctn7/nt/on	etnz Int Inn	0	CTOZ IOT IO	200
11985 - Ace Hardware	Hardware	134482	1236	Paid by Check		07/23/2019	08/16/2019	08/16/2019	0	08/16/2019	35.07
11985 - Ace Hardware	Hardware	134669	1236	# 094/4/ Paid by Check		07/30/2019	08/16/2019	08/16/2019	0	08/16/2019	33.57
13485 - Ahern Rentals	rn Rentals	20848986-001	205304	# 094/4/ Paid by Check		07/25/2019	08/16/2019	08/16/2019	0	08/16/2019	2.99
2297 - ASJ S	2297 - ASJ Small Engines Etc	23282	GVILLE	# 694/54 Paid by Check		07/29/2019	08/16/2019	08/16/2019	0	08/16/2019	27.58
8043 - Mark	8043 - Mark Smith Tire Center Inc	71700282424	A17-14675	# 694//4 Paid by Check		07/08/2019	08/16/2019	08/16/2019	0	08/16/2019	138.69
8043 - Mark	8043 - Mark Smith Tire Center Inc	71700283270	A17-14675	# 694901 Paid by Check		07/15/2019	08/16/2019	08/16/2019	0	08/16/2019	145.99
2121 - Meeks Lumber	s Lumber	1178465	06G1570	# 694901 Paid by Check	* 2007	07/30/2019	08/16/2019	08/16/2019	0	08/16/2019	17.33
12198 - O'Re	12198 - O'Reilly Automotive Inc	3530-267151	1075650	# 694907 Paid by Check		07/01/2019	08/16/2019	08/16/2019	0	08/16/2019	49.49
12198 - O'Ré	12198 - O'Reilly Automotive Inc	3530-268363	1075650	# 694939 Paid by Check		07/08/2019	08/16/2019	08/16/2019	0	08/16/2019	12.66
~6				# 694939 Account !	039 Account 520.084 - Replacement & Repair Totals	acement & R	epair Totals)	Invoice	Invoice Transactions 10	0	\$576.39
Q	Account 520.095 - Street Lights	Lights							2.0		
2924 - NV Energy	nergy	2856036 7-19 1	2856036 7-19 1 1000285603607757800 SUMMARY ACCT NO	D Paid by Check # 694976		07/27/2019	08/16/2019	08/16/2019	0	08/16/2019	6,284.70
				212.00 =	Account 520.095 - Street Lights Totals	195 - Street I	ights Totals.	Invoice	Invoice Transactions 1		\$6,284.70
Ac 13807 - Amazon	Account 520.103 - Maint Road azon 1R	toad 1RDW-JNGG-	A1QBL4077P7D5U	Paid by Check		07/16/2019	08/02/2019	08/02/2019	0	08/02/2019	224.82
30748 - Verdek LLC	Jek LLC	XV91 84235	TOWN OF	# 694294 Paid by Check		07/29/2019	08/09/2019	08/09/2019	0	08/09/2019	4,125.00
11985 - Ace Hardware	Hardware	134680	GAKDNEKVILLE 1236	# 694/00 Paid by Check		07/31/2019	08/16/2019	08/16/2019	0	08/16/2019	37.97
13807 - Amazon	UOZE	1R1C-J4LD-	A1QBL4077P7D5U	# 094/4/ Paid by Check		07/30/2019	08/16/2019	08/16/2019	0	08/16/2019	26.30
13807 - Amazon	UOZE	IRDF-DCLM-	A1QBL4077P7D5U	# 094700 Paid by Check		07/30/2019	08/16/2019	08/16/2019	0	08/16/2019	68,95
726 - Centra	726 - Central Systems Electric Inc	691F 213131	TOWNGA	# 094/08 Paid by Check		07/02/2019	08/16/2019	08/16/2019	0	08/16/2019	45.97
12997 - Dou	12997 - Douglas County Procurement	7-19 LACOST	GVILLE	# 694/99 Paid by Check		07/27/2019	08/16/2019	08/16/2019	0	08/16/2019	129.77
Program 10308 - Interstate Sales	srstate Sales	3275	017	# 694824 Paid by Check # 694874		07/23/2019	08/16/2019	08/16/2019		08/16/2019	743.60

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			Accourt	its Payabl	e by G	Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19	Distribution Report G/L Date Range 08/01/19 - 08/28/19	eport 08/28/19
Vendor	Invoice No.	Invoice Description	Status	Held Reason Invoice Date	e Due Date	G/L Date Received Dat	Received Date Payment Date 1	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.103 - Maint Road	Road					÷	*	
10308 - Interstate Sales	3386	017	Paid by Check # 604874	08/01/2019	08/16/2019	08/16/2019	08/16/2019	149.90
10308 - Interstate Sales	3394	017	# 0.107 Paid by Check # 694874	08/01/2019	08/16/2019	08/16/2019	08/16/2019	59.00
				Account 520.103 - Maint Road Totals	int Road Totals	Invoice Transactions 10	ns 10	\$5,611.28
Account 521.100 - Professional Services 12144 - Bruce Alan Race 8/12/19	sional Services 8/12/19	TOWN OF GARDNERVILLE/DESIG N GLITDELTNES	Paid by Check 6 # 695220	08/12/2019		08/23/2019 * 08/23/2019	08/23/2019	12,997.98
			Account	Account 521.100 - Professional Services Totals	Services Totals	Invoice Transactions	ns 1	\$12,997.98
Account 532.003 - Gas & Oil 3814 - Flyers Energy LLC	Oil CFS-1992215	8308	Paid by Check	07/15/2019	9 08/02/2019	08/02/2019	08/02/2019	348.04
3814 - Flyers Energy LLC	CFS-2001670	8308	# 094300 Paid by Check	07/31/2019	9 08/16/2019	08/16/2019	08/16/2019	426.61
			C+2+20 #	Account 532.003 - Gas & Oil Totals	ias & Oil Totals	Invoice Transactions 2	ns 2	\$774.65
(J13807 : Amazon	ms 1ccQ-RF7K-	A1QBL4077P7D5U	Paid by Check	07/18/2019	9 08/02/2019	08/02/2019	08/02/2019	14.49
5785 - Alsco Inc	TMFY LREN1490813	000330	# 694294 Paid by Check	07/02/2019	9 08/16/2019	08/16/2019	08/16/2019	10.61
5785 - Alsco Inc	LREN1493158	000330	# 694767 Paid by Check	07/09/2019	9 08/16/2019	08/16/2019	08/16/2019	4.55
5785 - Alsco Inc	LREN1495465	000330	# 094707 Paid by Check	07/16/2019	9 08/16/2019	08/16/2019	08/16/2019	10.61
5785 - Alsco Inc	LREN1497719	000330	# 094707 Paid by Check	07/23/2019	9 08/16/2019	08/16/2019	08/16/2019	4.55
5785 - Alsco Inc	LREN1500043	000330	# 034707 Paid by Check # 504757	07/30/2019	9 08/16/2019	08/16/2019	08/16/2019	10.61
13807 - Amazon	1PMK-3KFL-	A1QBL4077P7D5U	# 034700 Paid by Check	07/18/2019	9 08/16/2019	08/16/2019	08/16/2019	14.49
	FGLP		# 0341/08	Account 532.028 - Uniforms Totals	Jniforms Totals	Invoice Transactions 7	ns 7 –	\$69.91
Account 532.056 - Subscriptions 15021 - DLT Solutions LLC 4770	riptions 4770816A		Paid by Check # 604347	06/21/2019	9 08/02/2019	08/02/2019	08/02/2019	1,107.40
		GANDINERVITELL		Account 532.056 - Subscriptions Totals	criptions Totals	Invoice Transactions	ns 1	\$1,107.40
Account 533.802 - Small Equipment 12997 - Douglas County Procurement 7-19 LOL	Equipment 7-19 LOUTHAN	GVILLE	Paid by Check	07/27/2019	9 08/16/2019	08/16/2019	08/16/2019	291.22
Program			# 034024 AC	Account 533.802 - Small Equipment Totals	uipment Totals	Invoice Transactions 1	ns 1	\$291.22

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Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19

	Invoice Amount				366.95		1,/85.UU		345.50		60,003.00		\$62,500.45	\$90,213.98	\$106,591.03
	Held Reason Invoice Date Due Date G/L Date Received Date Payment Date Invoice Amount				08/16/2019		08/16/2019		08/16/2019		08/16/2019		sactions 4	Invoice Transactions 37	Invoice Transactions 84
	G/L Date Receiv				08/16/2019		08/16/2019		08/16/2019		08/16/2019		Invoice Transactions 4		Invoice Trar
	Due Date				08/16/2019		08/16/2019		08/16/2019		08/16/2019		ojects Totals	Works Totals	Town Totals
	Invoice Date				07/27/2019		07/25/2019		07/25/2019		07/11/2019) - Capital Pro	other Public V	Fund 610 - Gardnerville Town Totals
	Held Reason												Account 562.000 - Capital Projects Totals	Department 926 - Other Public Works Totals	Fund 610 -
	Status				Paid by Check	# 694824	Paid by Check	# 694896	Paid by Check	# 694896	Paid by Check	# 695018		De	×
	Invoice No. Invoice Description				3	GARDNERVILLE	8939,000		8939.001		TOWN OF	GARDNERVILLE			
	Invoice No.			Projects	7-19 NILSSEN		101502		101503		84211				
GREAT PEOPLE & GREAT PLACES	Vendor	Fund 610 - Gardnerville Town	Department 926 - Other Public Works	Account 562.000 - Capital Projects	12997 - Douglas County Procurement	Program	2012 - Lumos and Associates Inc		2012 - Lumos and Associates Inc		30748 - Verdek LLC				

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Vendor Fund 611 - Gardnerville Health & San Densitment 025 - Masith & Sanitation	Invoice No.	Invoice Description	Status H	Held Reason Invoice Date	e Due Date	G/L Date Received D	Received Date Payment Date	Invoice Amount
Account 510.150 - Board Compensation 33424 - Michael C Henningsen 8/19 BOARD	Compensation 8/19 BOARD	GVILLE	Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	250.00
4288 - Lloyd W Higuera	8/19 BOARD	GVILLE	# 694593 Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	250.00
28960 - Kenneth W Miller	8/19 BOARD	GVILLE	# 694594 Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	250.00
2969 - Linda Slater	8-19 BOARD	TOWN OF	# 694623 Paid by Check	08/01/2019	08/09/2019	08/09/2019	08/09/2019	275.00
8364 - Mary A Wenner	8-19 BOARD	gakunekville Town of Gardnerville	# 094672 Paid by Check # 694710	08/01/2019	08/09/2019	08/09/2019	08/09/2019	250.00
			Account:	Account 510.150 - Board Compensation Totals	nsation Totals	Invoice Transactions	ions 5	\$1,275.00
Account 520.055 - Telephone Expense 29103 - Frontier	10ne Expense 782-7134 7/19	775-782-7134-050279-	Paid by Check	07/16/2019	08/02/2019	08/02/2019	08/02/2019	117.26
29103 - Frontier	782-3856 7/19	5 775-782-3856-080802- 5	# 094300 Paid by Check	07/16/2019	08/02/2019	08/02/2019	08/02/2019	59.32
		ŋ	# Account	Account 520.055 - Telephone Expense Totals	Xpense Totals	Invoice Transactions 2	ions 2	\$176.58
Account 520.060 - Postage/Po Box Rent 32667 - Cutting Image LLC 28228	ge/Po Box Rent 28228	GVILLE	Paid by Check	07/09/2019	08/02/2019	08/02/2019	08/02/2019	304.48
25903 - US Postal Service (CMRS-FP)	30465 8-19	106000030465 METER ACCT. NO./TOWN OF	# 094338 Paid by Check # 695015	08/08/2019	08/16/2019	08/16/2019	08/16/2019	750.00
		GAKUNEKVILLE	Account 5	Account 520.060 - Postage/Po Box Rent Totals	ox Rent Totals	Invoice Transactions 2	ions 2	\$1,054.48
Account 520.072 - Advertising 32667 - Cutting Image LLC 28	tising 28227	GVILLE	Paid by Check	07/09/2019	08/02/2019	08/02/2019	08/02/2019	517.13
			0000460 #	Account 520.072 - Advertising Totals	ertising Totals	Invoice Transactions	ions 1	\$517.13
Account 520.084 - Replacement & Repair 1957 - Lawson Products Inc 9306857082	cement & Repair 9306857082	10228446	Paid by Check	07/10/2019	08/09/2019	08/09/2019	08/09/2019	22.00
11985 - Ace Hardware	134257	1236	# 694612 Paid by Check	07/12/2019	08/16/2019	08/16/2019	08/16/2019	20.97
13807 - Amazon	1DC1-RCMR-	A1QBL4077P7D5U	# 094/4/ Paid by Check	07/18/2019	08/16/2019	08/16/2019	08/16/2019	18.68
7100 - Amrep Inc	69DH 337437	GAR050	# 094700 Paid by Check # 604770	07/02/2019	08/16/2019	08/16/2019	08/16/2019	436.62
7100 - Amrep Inc	337925	GAR050	Paid by Check	07/12/2019	08/16/2019	08/16/2019	08/16/2019	49.89
7100 - Amrep Inc	338220	GAR050	# 094770 Paid by Check	07/18/2019	08/16/2019	08/16/2019	08/16/2019	317.73
3890 - Arata Equipment Co.	1-98412	1015	# 094770 Paid by Check # 694777	07/19/2019	08/16/2019	08/16/2019	08/16/2019	1,011.04

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Te	COUNTY	GREAT PLACES
	DOUGLAS	GREAT PROPLE

Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19

GREAT PEOPLE & GREAT PLACES									
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date Receiv	Received Date Payment Date	E Invoice Amount
Fund 611 - Gardnerville Health & San									
Department 925 - Health & Sanitation	vicand 0 dama								
Account 320.004 - Repracement & Repracement & Repair	1-08573	1015	Paid hv Check		07/29/2019	08/16/2019	08/16/2019	08/16/2019	1,992.90
JOBO - MIGHE FORIDINETIC CO.		1404	# 694772			•		a ¹	
8491 - CMC Tire Inc	50016302	5512	Paid by Check # 694804		07/29/2019	08/16/2019	08/16/2019	08/16/2019	408.95
2121 - Meeks Lumber	1178465	06G1570	Paid by Check	I	07/30/2019	08/16/2019	08/16/2019	08/16/2019	17.33
12198 - O'Reilly Automotive Inc	3530-267416	1075650	Paid by Check		07/02/2019	08/16/2019	08/16/2019	08/16/2019	18.59
12198 - O'Reilly Automotive Inc	3530-267445	1075650	# Check Paid by Check # 604030		07/02/2019	08/16/2019	08/16/2019	08/16/2019	15.26
12198 - O'Reilly Automotive Inc	3530-268387	1075650	# Check Paid by Check		07/08/2019	08/16/2019	08/16/2019	08/16/2019	31.79
12198 - O'Reilly Automotive Inc	3530-268392	1075650	Paid by Check		07/08/2019	08/16/2019	08/16/2019	08/16/2019	22.38
12198 - O'Reilly Automotive Inc	3530-268393	1075650	Paid by Check		07/08/2019	08/16/2019	08/16/2019	08/16/2019	125.94
0 12198 - O'Reilly Automotive Inc	3530-268397	1075650	# Coreck Paid by Check # 604020		07/08/2019	08/16/2019	08/16/2019	08/16/2019	249.72
O12198 - O'Reilly Automotive Inc	3530-268438	1075650	# Course # Paid by Check		07/08/2019	08/16/2019	08/16/2019	08/16/2019	25.97
12198 - O'Reilly Automotive Inc	3530-268664	1075650	Paid by Check		07/09/2019	08/16/2019	08/16/2019	08/16/2019	23.78
12198 - O'Reilly Automotive Inc	3530-269720	1075650	Paid by Check		07/15/2019	08/16/2019	08/16/2019	08/16/2019	68.97
12198 - O'Reilly Automotive Inc	3530-271862	1075650	Paid by Check		07/25/2019	08/16/2019	08/16/2019	08/16/2019	4.17
2510 - Parts House (The)	872328	4170	# 034339 Paid by Check		07/12/2019	08/16/2019	08/16/2019	08/16/2019	10.69
2510 - Parts House (The)	873722	4170	# 034343 Paid by Check		07/26/2019	08/16/2019	08/16/2019	08/16/2019	71.88
26482 - Peterbilt Truck Parts and	7193473	365290	Paid by Check		07/10/2019	08/16/2019	08/16/2019	08/16/2019	248.59
Equipment 26482 - Peterbilt Truck Parts and	596053	365290	# 694948 Paid by Check		07/10/2019	08/16/2019	08/16/2019	08/16/2019	(248.59)
Equipment 26482 - Peterbilt Truck Parts and	7193822	365290	# 034346 Paid by Check		07/12/2019	08/16/2019	08/16/2019	08/16/2019	248.59
Equipment 26482 - Peterbilt Truck Parts and	7194458	365290	# 094946 Paid by Check		07/18/2019	08/16/2019	08/16/2019	08/16/2019	26.59
Equipment			# 034340 Account	Account 520.084 - Replacement &	olacement & F	Repair Totals	Invoice Tra	Invoice Transactions 26	\$5,240.43
Account 520.089 - Power 2924 - NV Energy	2856009 7-19 1	2856009 7-19 1 1000285600907757795 Paid by Check	5 Paid by Check		07/26/2019	08/16/2019	08/16/2019	08/16/2019	355.34
		SUMMARY ALLI. NU.		Accou	Account 520.089 - Power Totals	Power Totals	Invoice Transactions	nsactions 1	\$355.34

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			Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19	ayable	by G	I /L Distri G/L Date F	Distribution Report G/L Date Range 08/01/19 - 08/28/19	leport - 08/28/19
Vendor	Invoice No.	Invoice Description	Status Held Reason	n Invoice Date	Due Date	G/L Date Received	Received Date Payment Date	Invoice Amount
11 - Gi rtment	Q	2						
3457 - Western Nevada Supply Company 4:	47942753	71273	Paid by Check	07/12/2019	08/16/2019	08/16/2019	08/16/2019	40.00
				Account 520.097 - Maint B&G Totals	t B&G Totals	Invoice Transactions 1	ictions 1	\$40.00
Account 520.116 - Veh. Maint-Co Shop 4268 - Doudas County Vehicle 7@19	int-Co Shop 7@19	DOUGLAS COUNTY	Paid by Check	08/02/2019	08/23/2019	08/23/2019	08/23/2019	130.50
Maintenance	TRANSFER		# 695107 Account 520.116	Account 520.116 - Veh. Maint-Co Shop Totals	Shop Totals	Invoice Transactions	ictions 1	\$130.50
Account 520.136 - Rents & Leases Equipment 4753 - Ricoh USA Inc 5057255342 16	Leases Equipme 5057255342	ent 16769392	Paid by Check	08/01/2019	08/16/2019	08/16/2019	08/16/2019	47.51
			# 694959 Account 520.136 - Rents & Leases Equipment Totals	s & Leases Equi	ment Totals	Invoice Transactions	actions 1	\$47.51
Account 520.197 - Landfill Expense 1132 - Douglas Disposal Inc 4099061	Expense 40990612 7/19	40990612	Paid by Check	08/01/2019	08/16/2019	08/16/2019	08/16/2019	1,056.26
15853 - Carson City Landfill	19902854	10228079	# 69482/ Paid by Check	08/06/2019	08/23/2019	08/23/2019	08/23/2019	21,362.51
3			# 695072 Account 520.	Account 520.197 - Landfill Expense Totals	pense Totals	Invoice Transactions	actions 2	\$22,418.77
Account 520.198 - Recycling Expense 13443 - Bently Ranch 177725	1g Expense 177725	GVILLE	Paid by Check	08/06/2019	08/23/2019	08/23/2019	08/23/2019	1,582.50
			# 695062 Account 520.19	Account 520.198 - Recycling Expense Totals	pense Totals	Invoice Transactions	actions 1	\$1,582.50
Account 532.003 - Gas & Oil 3814 - Flyers Energy LLC	oil CFS-1992215	8308	Paid by Check	07/15/2019	08/02/2019	08/02/2019	08/02/2019	1,283.91
3814 - Flyers Energy LLC	CFS-2001670	8308	# 694360 Paid by Check	07/31/2019	08/16/2019	08/16/2019	08/16/2019	1,403.41
12198 - O'Reilly Automotive Inc	3530-269078	1075650	# 694845 Paid by Check	07/11/2019	08/16/2019	08/16/2019	08/16/2019	1,499.99
12198 - O'Reilly Automotive Inc	3530-269098	1075650	# 694939 Paid by Check	07/11/2019	08/16/2019	08/16/2019	08/16/2019	359,94
12198 - O'Reilly Automotive Inc	3530-271161	1075650	# 694939 Paid by Check	07/22/2019	08/16/2019	08/16/2019	08/16/2019	283.99
			# 694939 Accol	Account 532.003 - Gas & Oil Totals	s & Oil Totals	Invoice Transactions	actions 5	\$4,831.24
Account 532.028 - Uniforms 13807 - Amazon	1S 1CCQ-RF7K-	A1QBL4077P7D5U	Paid by Check	07/18/2019	08/02/2019	08/02/2019	08/02/2019	14.49
13485 - Ahern Rentals	TMFY 20804155-001	205304	# 694294 Paid by Check # 600754	07/16/2019	08/16/2019	08/16/2019	08/16/2019	7.50
5785 - Alsco Inc	LREN1490813	000330	# 0947.04 Paid by Check # 694767	07/02/2019	08/16/2019	08/16/2019	08/16/2019	4.56

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DOUGLAS			Accounts	s Payable	e by G	i /L D G/L	Accounts Payable by G/L Distribution Report G/L Date Range 08/01/19 - 08/28/19	Report 9 - 08/28/19
Vendor	Invoice No.	Invoice Description	Status Held	Held Reason Invoice Date	Due Date	G/L Date	Received Date Payment Date	Invoice Amount
11 - Ga tment (
Account 332.028 - Unitornas 5785 - Unitornas	IS LREN1493158	000330	Paid by Check	07/09/2019	08/16/2019	08/16/2019	08/16/2019	4.56
5785 - Alsco Inc	LREN1495465	000330	# 694/6/ Paid by Check	07/16/2019	08/16/2019	08/16/2019	08/16/2019	4.56
5785 - Alsco Inc	LREN1497719	000330	# 694767 Paid by Check	07/23/2019	08/16/2019	08/16/2019	08/16/2019	4.56
5785 - Alsco Inc	LREN1500043	000330	# 094/0/ Paid by Check	07/30/2019	08/16/2019	08/16/2019	08/16/2019	4.56
13807 - Amazon	1PMK-3KFL-	A1QBL4077P7D5U	# 694/6/ Paid by Check	07/18/2019	08/16/2019	08/16/2019	08/16/2019	14.49
	FGLP		# 694768	Account 532.028 - Uniforms Totals	forms Totals	Invo	Invoice Transactions 8	\$59.28
Account 533.800 - Office Supplies 13807 - Amazon	upplies 1GQV-WV4H-	A1QBL4077P7D5U	Paid by Check	07/07/2019	08/02/2019	08/02/2019	08/02/2019	8.74
32667 - Cutting Image LLC	79WT 28346	GVILLE	# 694294 Paid by Check	07/24/2019	08/16/2019	08/16/2019	08/16/2019	1,295.37
ମ୍ଭ -			# 694813 Accou	Account 533.800 - Office Supplies Totals	pplies Totals	Invo	Invoice Transactions 2	\$1,304.11
Account 533.802 - Small Equipment 719 LOL	quipment 7-19 LOUTHAN	GVILLE	Paid by Check	07/27/2019	08/16/2019	08/16/2019	08/16/2019	291.23
Program			# 694824 Account	Account 533.802 - Small Equipment Totals	oment Totals	Invo	Invoice Transactions 1	\$291.23
Account 533.806 - Software 32075 - Precision Document Imaging	re 2019434	TOWN OF	Paid by Check	07/31/2019	08/09/2019	08/09/2019	08/09/2019	2,500.00
33395 - Granicus LLC	115818	GVILLE	# 094033 Paid by Check # 604950	07/29/2019	08/16/2019	08/16/2019	08/16/2019	950.00
			4C0440 #	oluter exclusion 200 ccs to construct of the construction of the c	oloton Totolo	Trive	Transactions 2	\$3 450 00

* = Prior Fiscal Year Activity

\$42,774.10 \$149,365.13

\$42,774.10

Invoice Transactions 2 Invoice Transactions 61 Invoice Transactions 61 Invoice Transactions 145

Account 533.806 - Software Totals Department 925 - Health & Sanitation Totals Fund 611 - Gardnerville Health & San Totals

Grand Totals

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Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: 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.
- 2. Recommended Motion: (On consent) 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.
- 3. Funds Available: 🗆 Yes 🛛 🖾 N/A
- 4. Department: Administration
- 5. Prepared by: Erik Nilssen, P.E., Town Manager
- 6. Meeting Date: September 3, 2019
- 7. Agenda: \square Consent \square Administrative

Background Information: October is Domestic Violence Awareness Month. The Washoe Tribe Domestic Violence Program has requested the Town allow for the placement of purple ribbons on the decorative light poles along Main Street from Greater Nevada Credit Union to Jerry's Grill. The ribbons will be approximately twelve inches in diameter and may potentially have an LED tea light candle in them to illuminate them at night. The ribbons were placed last year and generated favorable responses. The applicant is aware no tape or adhesive may be used to affix the ribbons to the poles. The ribbons will be posted from the first to the thirty first.

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

MN/A

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: 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) parcel, APN 1220-03-301-003, 1297 N Highway 395 (Reference Douglas County DP19-0393); with public comment prior to Board action.
- 2. Recommended Motion: Recommend approval of the proposed tentative parcel map for Gardnerville Water Company creating three parcels from APN 1220-03-301-003 based on the background information and board discussion and subject to the conditions of approval found in the staff report.

Funds Available: 🗌 Yes 🛛 🖾 N/A

- 3. Department: Administration
- 4. Prepared by: Erik Nilssen, P.E., Town Manager
- 5. Meeting Date: September 3, 2019
- 6. Agenda: Consent Z Administrative

Background Information: Parcel 1220-03-301-003 is located at the southeast corner of US HWY 395 and Stodick Parkway behind the Heritage Bank and proposed Firestone Complete Auto Care. The parcel is zoned neighborhood commercial. The applicant is requesting to subdivide the current 2.63 acre parcel into three parcels of various sizes (0.48, 1.27, and 0.88 acres). Parcel One contains a residential structure built in 1955 which is proposed to remain. Parcel Two is proposed to be developed as a well for the benefit of the Gardnerville Water Company. Parcel Three is proposed as future commercial development, although no specific development is under consideration at this time. The Town Board is being asked to evaluate the proposed request and provide any comments or conditions of approval. Please see the staff report in the memo from the Town Manager to the Board dated September 3, 2019.

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



MEMORANDUM

TO: Garnerville Town Board

FROM: Erik Nilssen, P.E., Town Manager 9-3-19 EN

DATE: September 3, 2019

SUBJECT: Tentative Parcel Map – Gardnerville Water Company

I. Request

Gardnerville Water Company (GWC) is seeking to subdivide an existing 2.63 acre parcel into three parcels southeast of US Hwy 395 and Stodick Parkway (APN 1220-03-301-003). The proposed subdivision is east of the existing Heritage Bank and proposed Firestone Complete Auto Care Center. The parcel is currently zoned neighborhood commercial (NC) (Reference Douglas County Application DA19-0393).

II.Background

Parcel APN 1220-03-301-003 is a 2.63 acre parcel located southeast of Stodick Parkway. Although the zoning of the parcel is neighborhood commercial there currently exists a residence on the parcel with a few accessory structures. The existing residence was constructed in 1955, prior to any zoning codes. The structure is considered "legal-nonconforming" to its current zoning.

GWC is seeking to maintain the residential use on Parcel One (0.48 acres), construct a well for their benefit on Parcel Two (1.27 acres) and sell the third parcel for commercial use in future (0.88 acres). At this time there is no proposed construction. The only item up for Town Board review is the land division.

Board Agenda Item No. 5

III. Discussion

Zoning:

The proposed land division appears ordinary and without contention. The parcel is bordered by neighborhood commercial to the west (Heritage Bank, Firestone Tire, future Maverick), service industrial and general commercial to the South which is the Jiffy Lube, Express Car Wash, and Ace Hardware. The parcel is bordered by multi-family residential to the north and east which is proposed to be the approved Residence 1861 Apartments.



Figure One: Existing Parcel With Surrounding Zoning

Traffic:

The proposed land division will not have any major impacts on Town of Gardnerville transportation facilities. The existing residence will generate minimal traffic. The application states GWC projects one vehicle trip each weekday and two vehicle trips when maintenance is required at the proposed well site. The last parcel may be developed into a commercial development which may generate more traffic, however there are no public

Board Agenda Item No. 5

roads for consideration with this development. All traffic would connect directly to the highway avoiding impact to the Town. Any traffic impacts due to development of Parcel Three would be quantified during the standard permitting process.

3

Floodplain & Drainage:

There are no drainage concerns with this development. There is a small portion of FEMA 100-year floodplain which encroaches at the north end of the parcel map (See Figure Two) however this is the parcel with the existing residence and no new work is anticipated in the floodplain. The proposed well will generate minimal additional storm water runoff. The future commercial development may generate additional storm water runoff, however when the parcel develops it will be responsible to provide storm water retention/detention for the additional burden.

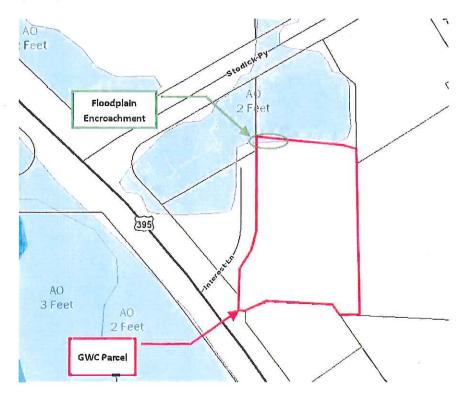


Figure Two: FEMA Floodplain Limits Within Parcel

Board Agenda Item No. 5

<u>Noise:</u>

Staff was somewhat concerned with the noise a well might generate for the adjacent multi-family residences. Mark Lovelady, GWC General Manager, clarified with me that all of the GWC wells are located within residential areas and they have never received a noise complaint. He has stated that the residence of Arbor Gardens would not hear the well. Douglas County Code does limit exterior noise levels (DCC 20.690.030.N). If there is a future noise problem the residents would have recourse through code enforcement to rectify the problem.

4

Solid Waste:

The well site would not generate any solid waste and would not need to be served by the Town of Gardnerville. The existing residence would need to have standard residential solid waste service. The future development on Parcel Thee would need to have commercial solid waste service, however that would be addressed in the future.

<u>Utilities:</u>

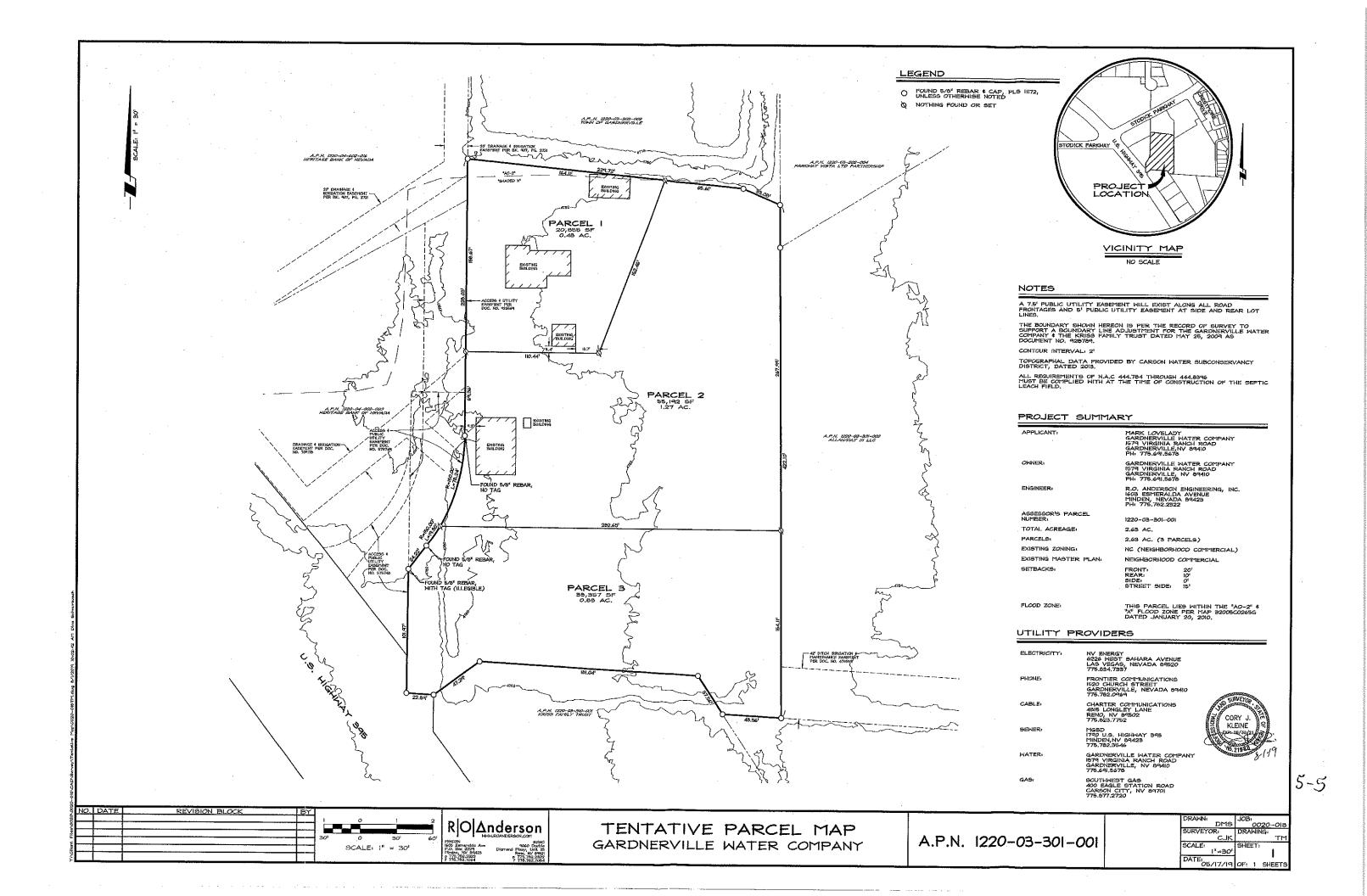
Will serve letters have been provided by; Minden Gardnerville Sanitation Company, Charter Communications, Southwest Gas, NV Energy, GWC, and Frontier. All requirements for public utilities are met.

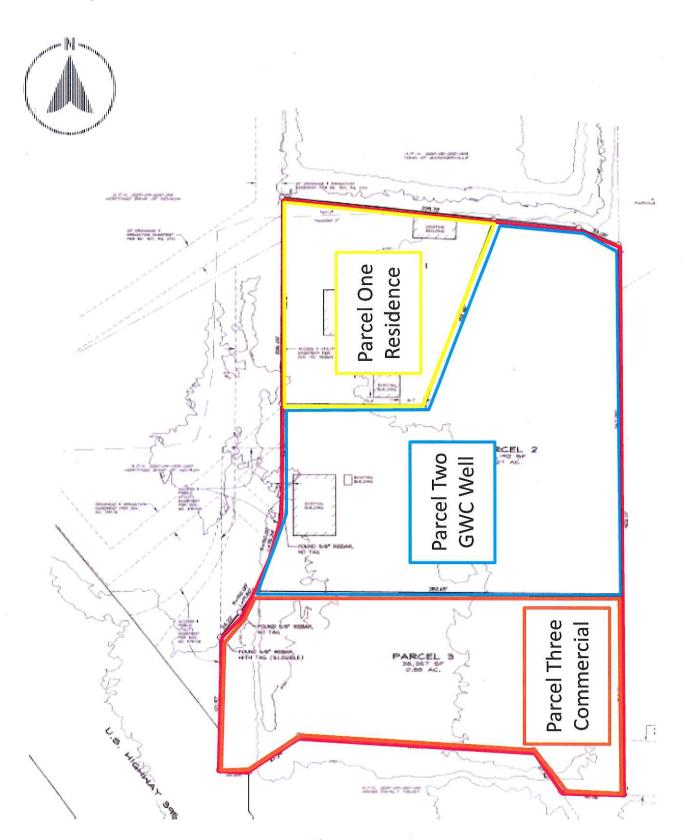
IV. Recommendation

Staff recommends approval of the proposed land division with the below conditions. This recommendation is due to the perceived limited impacts to the Town of Gardnerville and its residents. No Town roads or drainage facilities will be impacted. Traffic generation will be minimal. No significant noise is expected to be generated. The proposed parcel map will also benefit the GWC which will allow for better service of public water.

Conditions:

- 1) The applicant shall be responsible for all administrative, engineering, or legal fees incurred by the Town in conjunction with reviewing the proposed land division. These fees shall be reimbursed to the Town prior to recordation of the final map.
- 2) If any above ground structures are constructed on the well site they will come before the Town Board for design review.





R O Anderson

August 2, 2019

Via Hand Delivery

Sam Booth, Planning Manager DOUGLAS COUNTY COMMUNITY DEVELOPMENT PLANNING DIVISION Post Office Box 218 Minden, Nevada 89423

Detailed Description and Justification for Gardnerville Water Company (GWC) Tentative Parcel Map

Dear Mr. Booth:

Please consider this letter our statement of justification and project description on behalf of our client, the Gardnerville Water Company, represented by Mark Lovelady, Manager, for the submittal of this Tentative Parcel Map Application.

Detailed Description

The Applicant seeks the division of this 2.63-acre property located at 1297 N. Hwy 395 in the Town of Gardnerville to create three parcels, ranging from .48 acres to 1.27 acres. The original parcel (APN 1220-03-301-003) is located approximately zero feet east of N. Hwy 395, along the southeast side of Interest Lane and is zoned Neighborhood Commercial with a Master Plan Land Use designation of Commercial.

The FEMA floodplain designation for this parcel is primarily X Shaded per FEMA FIRM Panel 32005C0265G, effective 1/20/2010. A slim triangle of AO 2-feet falls in the northwest corner of the property. Water and sewer for the proposed parcels is currently or will be provided by the Gardnerville Water Company (GWC) and Minden Gardnerville Sanitation District (MGSD).

Current Property Status

APN & Address	Acres	Zoning & Land Use	Flood Zone
1220-03-301-003	2.63	Neighborhood Commercial	X Shaded
1297 N. Highway 395	2,00	Commercial	& Sliver of A02

MGSD, Southwest Gas, NV Energy, Charter Communication, and Frontier have provided will serve letters. Gardnerville Water Company already serves the property and has a meter pit on site and in use.

20.712.060 Findings for tentative parcel maps

The director or his designee in rendering a decision on the application for tentative parcel map approval and the commission on appeal shall base the decision on the requirements

5~7

Physical 1603 Esmeralda Avenue Minden, Nevada 89423 9775.782,2322 Malling: P.O. Box 2229 Minden, Nevada 89423 () 775.782,2322 Minden, Nevada
 Reno, Nevada

R O Anderson

Statement of Justification Gardnerville Water Company: TPM 1297 N. Highway 395 Page 2 of 3

of NRS and make affirmative findings on the following factors, taking into account the recommendations of reviewing agencies.

A. The property to be divided is zoned for the intended uses and the density and design of the division conforms to the requirements of the zoning regulations contained in the development code;

RESPONSE

This 2.63-acre parcel is located in the Town of Gardnerville and zoned Neighborhood Commercial under Commercial Land Use. This land division would create three total parcels: Parcel 1, a .48-acre parcel accommodating an existing residence connected to public water and sewer services; Parcel 2, a 1.27-acre parcel featuring two existing nonresidential structures and a monitoring well; and Parcel 3, an .88-acre parcel. The GWC intends to establish a secondary well to serve its customers on the 1.27-acre parcel, identified as Parcel 2 on the Tentative Parcel Map.

Title 20.650.010: Applicability and Purpose (of Zoning Districts and Standards) describes the Neighborhood Commercial zone as intended to "provide areas for the development of restricted retail and business uses which have minimal impact on surrounding properties. The uses are oriented to provide services for the immediate neighborhood and in doing so reduce the amount of vehicle trips by providing retail services." The secondary well planned for Parcel 2 would serve the Town of Gardnerville and have minimal impact on the surrounding properties. The existing residence on Parcel 1, constructed in 1955, pre-dates the zoning assigned and would continue as a legal non-conforming use.

B. The proposed parcel map conforms to public facilities and improvement standards of this land development code;

RESPONSE

The existing buildings on two of the resulting parcels do not require additional public facilities or improvements. The third parcel (.88 acres) has access to public facilities.

The submittal includes will serve letters from MGSD, Charter, NV Energy, Southwest Gas, and Frontier. The Applicant, Gardnerville Water Company (GWC), did not provide a letter because the property is served by GWC and a GWC meter pit is on site and in use.

Because the proposed use for Parcel 2, a secondary well and emergency generator, will not generate daily traffic, a Traffic Study and Checklist, is not required. The pre-application meeting notes state that a traffic study is not required. The Applicant anticipates one trip each weekday to check the well and up to two trips per day when well maintenance is required.

Y:\Client Files\0020\0020-018\Dacuments\Permitting\Ten Parcel Map\Project Justification and Description TPM - GWC- Hwy 395.docx

Physical 1603 Esmeralda Avenue Minden, Nevada 89423 775.782.2322 Malling P.O. Box 2229 Minden, Nevada 89423 (2) 775.782.2322 Minden, NevadaReno, Nevada



Statement of Justification

Gardnerville Water Company: TPM 1297 N. Highway 395 Page 3 of 3

C. The proposed parcel map conforms to the improvement and design standards contained in this title;

RESPONSE

The parcel map conforms to the improvement and design standards contained in the development code and design manual.

D. There are no delinquent taxes or assessments on the land to be divided, as certified by the county treasurer;

RESPONSE

This submittal includes evidence showing that the Gardnerville Water Company is "fully exempt" from property taxes.

E. The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report. (Ord. 801, 1998; Ord. 763, 1996; Ord. 390, 1981)

RESPONSE

The project site is not located within a known archeological or cultural study area.

Thank you for considering these justifications for this project. If you have any questions, please contact me at kcunningham@roanderson.com or at 775.392.1602.

Sincerely,

R.O. ANDERSON ENGINEERING, INC.

Kate anninghaw

Kate Cunningham, MA Assistant Planner

Physical 1603 Esmeralda Avenue Minden, Nevada 89423 9775,782.2322 Malling P.O. Box 2229 Minden, Nevada 89423 # 775,782,2322 5-9

Y:\Client Files\0020\0020-018\Documents\Permitting\Ten Parcel Map\Project Justilication and Description TPM - GWC- Hwy 395.docx

Minden, Nevada
 Reno, Nevada

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: 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.
- 2. Recommended Motion: Recommend approval of the proposed tentative parcel map for Maverik Inc. creating three parcels from APN 1220-04-602-012 based on the background information and board discussion and subject to the conditions of approval found in the staff report.

Funds Available: 🗌 Yes 🛛 🖾 N/A

- 3. Department: Administration
- 4. Prepared by: Erik Nilssen, P.E., Town Manager
- 5. Meeting Date: September 3, 2019
- 6. Agenda: Consent Z Administrative

Background Information: Parcel 1220-04-602-023 is located at the northeast corner of US HWY 395 and Stodick Parkway south of the existing Guns and Ammo Store. The parcel is zoned neighborhood commercial. The applicant is requesting to subdivide the current 8.65 acre parcel into three parcels of various sizes (0.54, 4.86, and 3.25 acres). Parcel One will contain a future Maverik Convenience Store which has been approved. No development plans have been submitted for Parcel Two, however at this time it remains neighborhood commercial. Parcel Three will be a detention basin which has been proposed to be dedicated to the Town of Gardnerville. The Town Board is being asked to evaluate the proposed request and provide any comments or conditions of approval. Please see the staff report in the memo from the Town Manager to the Board dated September 3, 2019.

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

Continued

Approved
 Denied



MEMORANDUM

TO: Garnerville Town Board

FROM: Erik Nilssen, P.E., Town Manager 9-3-19 SN

DATE: September 3, 2019

SUBJECT: Tentative Parcel Map – Maverik Inc.

I. Request

Maverik Inc. (Maverik) is seeking to subdivide an existing 8.65 acre parcel into three parcels on the northeast corner of US Hwy 395 and Stodick Parkway (APN 1220-04-602-012). The proposed subdivision is south of the existing Guns and Ammo. The parcel is currently zoned neighborhood commercial (NC) (Reference Douglas County Application DA19-0392).

II.Background

Parcel APN 1220-04-602-012 is an 8.65 acre parcel located at the northeast corner of US Highway 395 & Stodick Parkway. The existing parcel is zoned neighborhood commercial. At the June 4, 2019 board meeting the Gardnerville Town Board recommended approval for a design review of the proposed Maverik Convenience Store. At the time it was presented that Maverik did not intend to utilize the entire 8.65 acre parcel. Maverik has submitted a tentative map submittal to Douglas County to subdivide the existing parcel.

Maverik is seeking to utilize proposed Parcel One consisting of 3.25 acres for a convenience store. Parcel Two will be a 4.86 acre remainder parcel zoned neighborhood commercial. Parcel Three is proposed to be a 0.54 acre retention basin dedicated to the Town of Gardnerville. At this time there is

no proposed construction for consideration by the board. The only item for review is the proposed land division.

III. Discussion

Zoning:

The parcel is bordered by neighborhood commercial to the south (Heritage Bank, Firestone Tire), general commercial to the east, multi-family and mixed use commercial (Guns and Ammo, Ruins to Riches) to the north and single family residential and a small amount of public facilities (Gardnerville Water Company Well) to the east (See Figure One). There is no change to the proposed zoning with this request. Any future development of the proposed Parcel Two would come before the Town Board for comment and conditions.



Figure One: Existing Parcel With Surrounding Zoning

Traffic:

The traffic impacts have been analyzed and accepted for the proposed Maverik Convenience Store. One item which came up during the June 4th public meeting was access from this parcel onto Elges Ave. It is proposed this parcel map be conditioned to provide a "Reserve Strip" per Douglas County Code 20.100.010.F along the Elges Ave access to prohibit future

vehicular traffic from leaving this parcel onto Elges Ave (The developer may provide a 1-foot vehicular non-access easement 1-foot behind the right of way in lieu of a reserve strip if preferred). The design review approved for the Maverik required a median in US Highway 395 and contribution toward a traffic signal at the Stodick Parkway intersection. The development of the future remainder parcel will require additional contribution to the traffic signal and analysis of the traffic impacts to the roadway network.

Floodplain & Drainage:

There is a FEMA 100-year floodplain which is encroached upon by proposed Parcels One and Three. The Maverik Convenience Store is not proposing to bring fill into the floodplain and the proposed detention basin will provide some additional storage for floodwaters (See Figure Two). The conceptual drainage report made assumptions regarding the development of proposed Parcel Three and sized the basin accordingly.

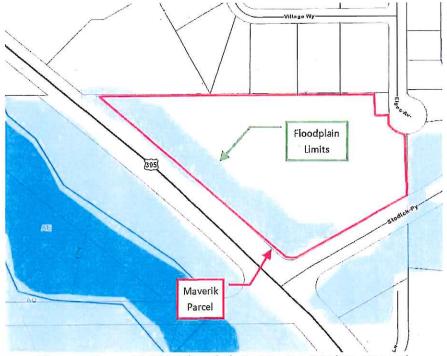


Figure Two: FEMA Floodplain Limits Within Parcel

Maverik has proposed to dedicate the detention basin to the Town of Gardnerville. There is benefit to the Town owning this basin. Figure Three below shows the existing Town Storm Drain Network in this vicinity. By providing the basin to the Town the existing runoff from Elges Ave will be

able to be routed through the new basin. Approximately 300-feet of existing 24-inch Town owned storm drain may be abandoned in place. This storm drain is on private property, behind a fence, which will be difficult to replace in the future. It also eliminates an open channel on the Ruins to Riches Parcel.

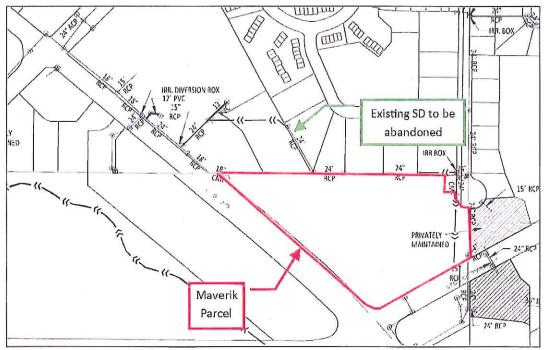


Figure Three: Existing Storm Drain Infrastructure

Solid Waste:

The solid waste receptacle provided by the Maverik is in an acceptable location and was previously approved by the design review. Additional sanitation facilities will be proposed and reviewed at the time of development for Parcel Two.

Utilities:

Utilities exist along the frontage of US HWY 395, Stodick Parkway and Elges Avenue. There does need to be public utility easement provided for the benefit of Parcel Two. See proposed conditions in the recommendations section.

IV. Recommendation

Staff recommends approval of the proposed land division with the below conditions.

Conditions:

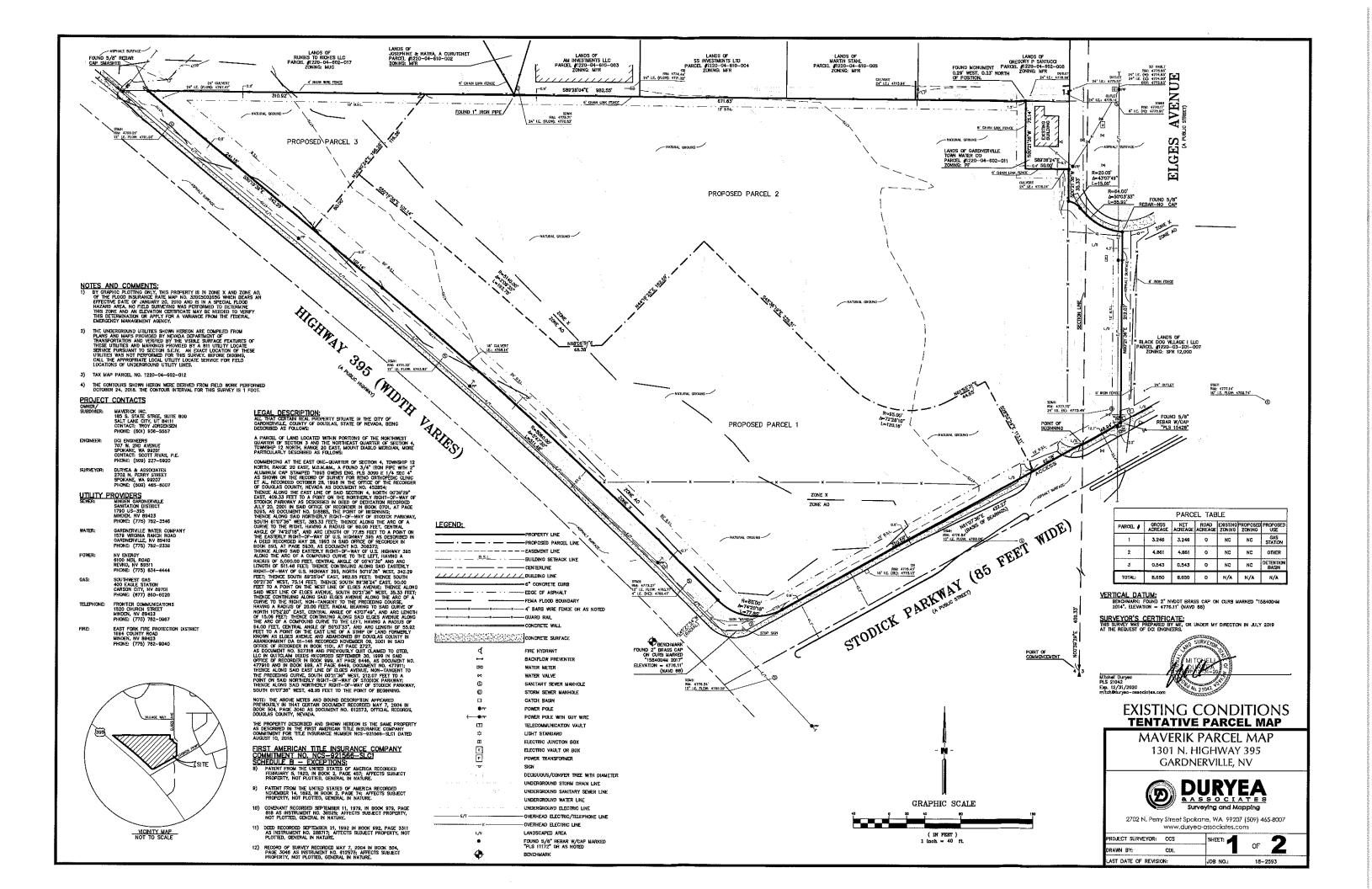
- The applicant shall be responsible for all administrative, engineering, or legal fees incurred by the Town in conjunction with reviewing the proposed land division. These fees shall be reimbursed to the Town prior to recordation of the final map.
- 2) Private shared access easements must be provided at both driveway locations for the benefit of Parcel Two. Access should be a minimum of the full width of the driveways and shall extend across Parcel One to Parcel Two. Access easement shall be coincident with the entire frontage of Parcel Three so the Town can access the basin if it will be dedicated to the Town.
- 3) Public Utility Easement must be provided to Parcel Two. It is unclear how Parcel Two will be served by a looped public water system and public sewer. Maverik may wish to stub public water and sewer to Parcel Two for future connection to avoid potential cut of the new pavement.
- 4) Show all easements on the property line with the parcels to the north. It must be verified a public easement exists for connection to the storm drain on private property. Maverick shall provide any public storm drain easements over proposed Parcel Two for connection to the storm drain system. Easements shall meet Division 9 of the Douglas County Design Criteria and Improvement Standards Manual (DCDCIS).
- 5) Provide 10-foot public storm drain easement along the northern property line.
- 6) If Parcel Three will be dedicated to the Town the following conditions must be met:
 - a. A deed to the parcel must be provided to the Town free from all encumbrances.

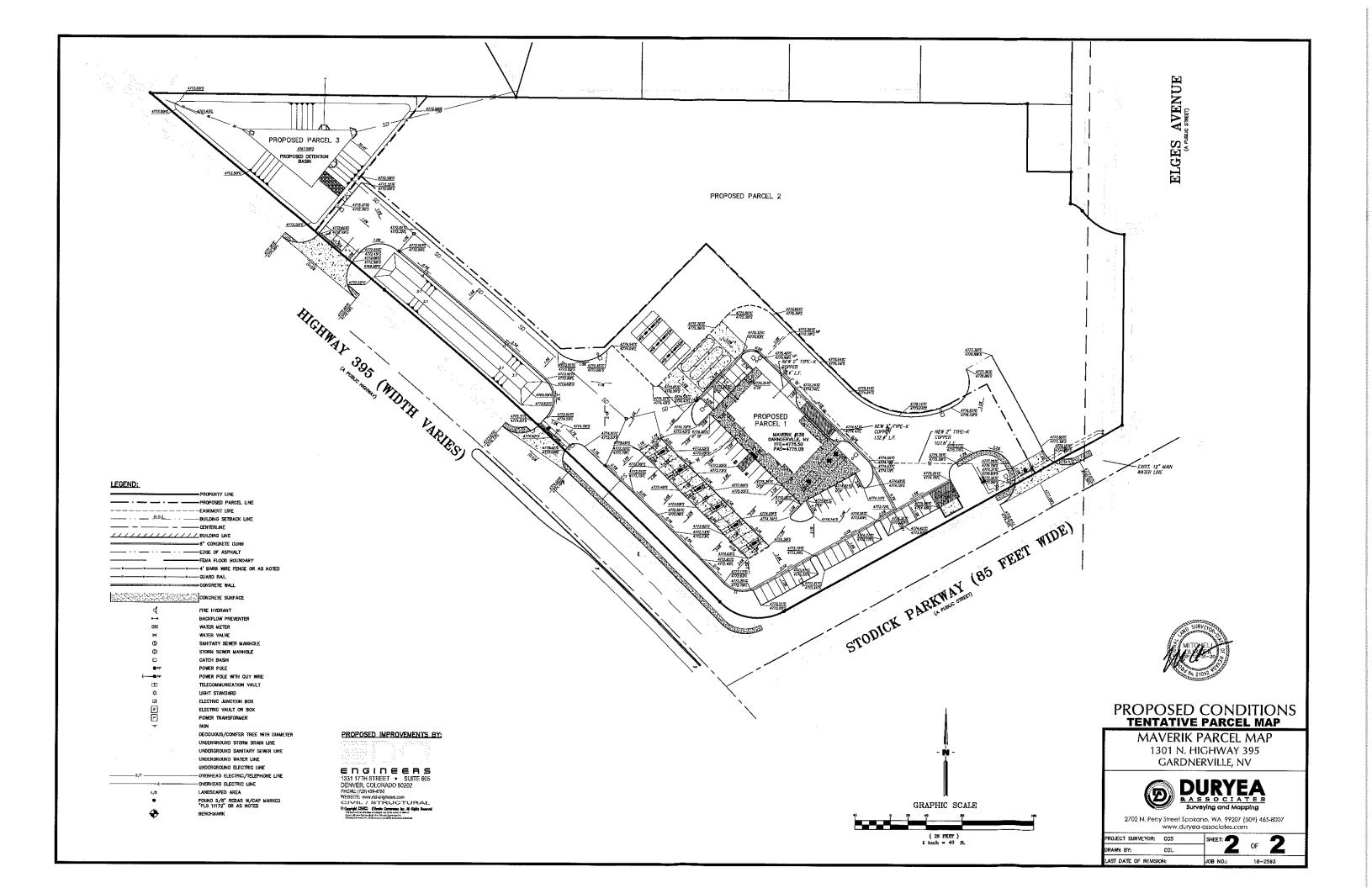
- b. Detention basin shall meet Town of Gardnerville and Douglas County Standards:
 - i. Automatic drip irrigation shall be installed, minimal landscaping in the pond area with a 3/8 inch minus DG ground cover.
 - ii. Storm water treatment devices shall be required if the private storm water system overflows into the Town maintained drainage system or into a regional detention or retention pond, maintained by the Town.
 - iii. Ramp per DCDCIS 6.5.7.1.1.
 - iv. 5:1 side slopes maximum.
 - v. Town of Gardnerville does not wish to have any turf installed in the basin. The subgrade of the Basin will meet Detail TC-30 of the Truckee Meadows Design and Low Impact Development Manual in order to encourage infiltration. The basin will be DG with the plants listed in the manual and a drip irrigation system.
 - vi. Grouted rip rap will be provided at the inlet and outlet of the basin to reduce erosion of the DG. Diameter, length, and width of the grouted rip rap aprons shall be based on engineering calculations.
 - vii. Gate and fence are not necessary, however removable bollards at the ramp is required.
- c. Maverik shall include in their Site Improvement Permit the design for the reconfigured Town of Gardnerville Storm Drain. If an acceptable price can be negotiated with Maverik for the installation of the storm drain from the property to the north to the basin the Town will pay Maverik's selected contractor directly for the new storm drain. If a price cannot be negotiated the Town will bid the storm drain work separate from Maverik.
- d. Maverik must provide an indemnification of the Town for any petroleum spills or petroleum accumulation in the Town's basin. Maverik shall be solely responsible to pay for all costs related to the remediation of any petroleum products. A legal document must be approved by Town Counsel and signed by the Town Board prior to the Town accepting ownership of the basin.

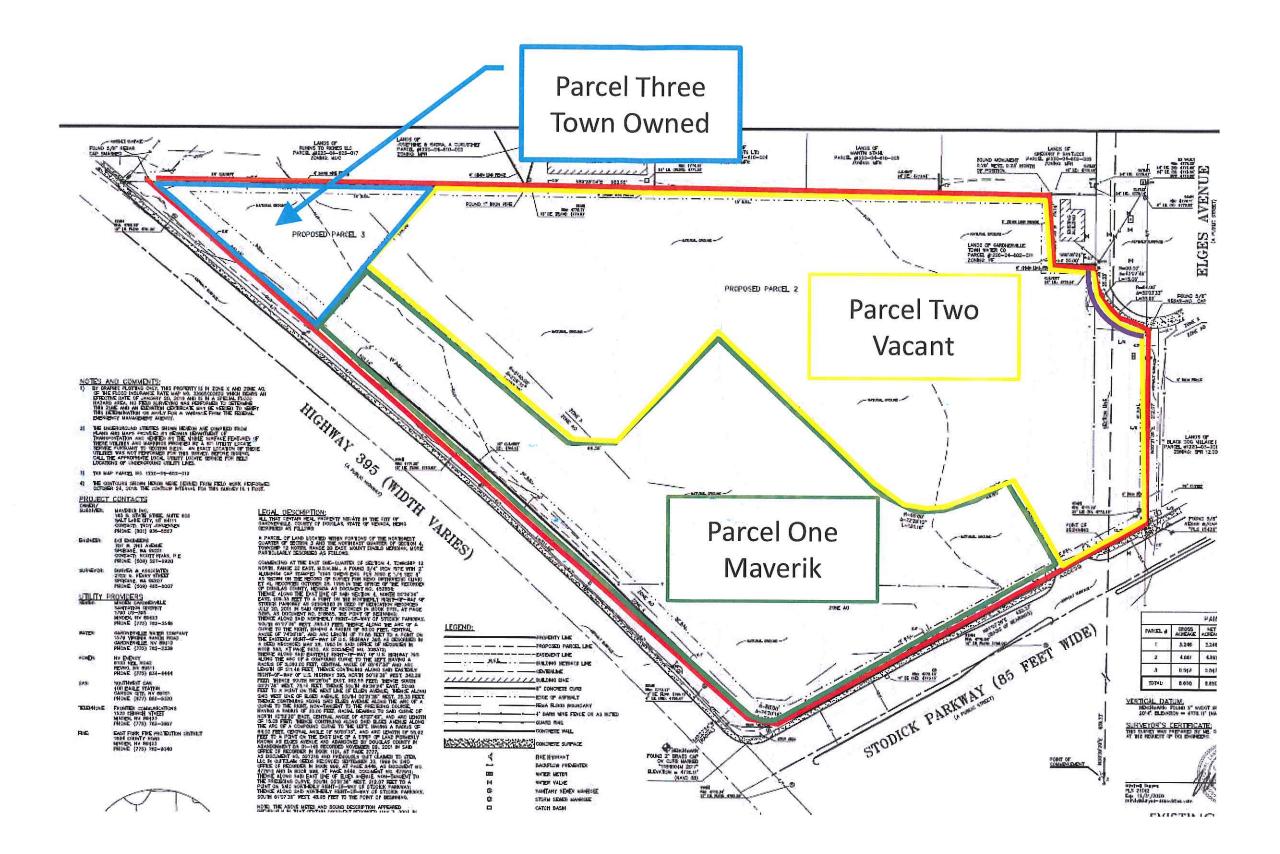
7) A "private storm drain" easement shall be located over the two private storm drains entering the proposed public basin. The Town will not be responsible for the maintenance of the private storm drains.

7

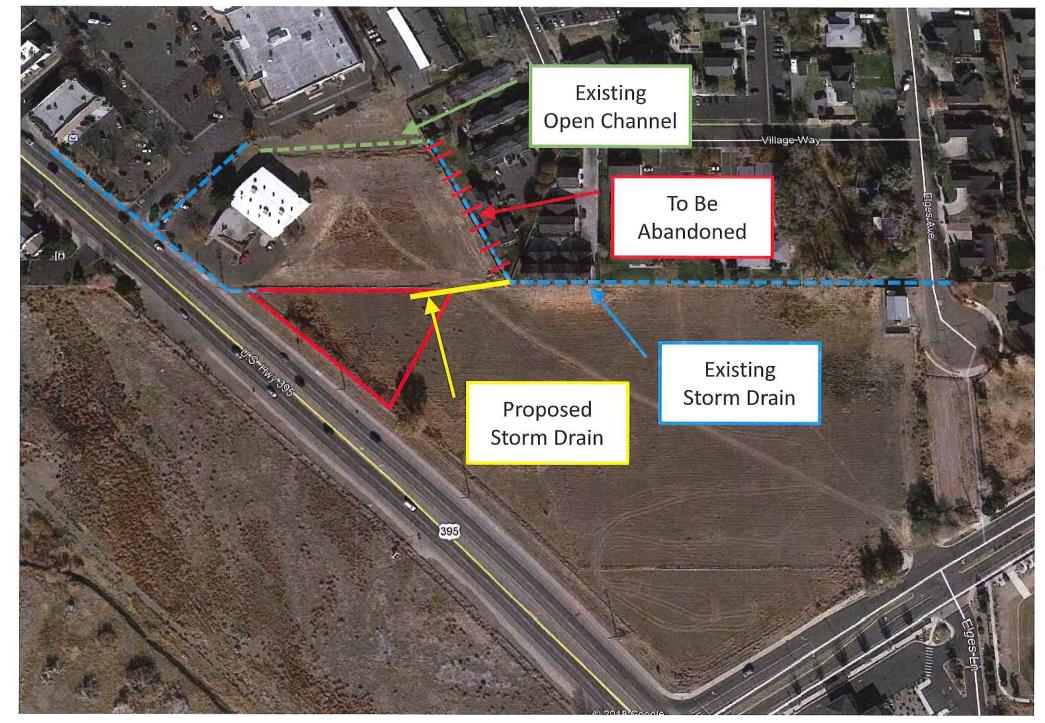
8) Provide a "Reserve Strip" per Douglas County Code 20.100.010.F along the Elges Ave access to prohibit future vehicular traffic from leaving this parcel onto Elges Ave (The developer may provide a 1-foot vehicular non-access easement 1-foot behind the right of way in lieu of a reserve strip if preferred).







Storm Drain Improvements





185 South State Street, Suite 800 Salt Lake City, Utah 84111 801.936.5557 | maverik.com

July 31, 2019

Douglas County Community Development Department Steve Mason, Associate Planner 1594 Esmeralda Avenue Minden, NV 89423

RE: Tentative Parcel Map application for a proposed convenience store with fuel sales located at the NE corner of US Hwy. 395 & Stodick Parkway in Gardnerville

Maverik, Inc., respectfully submits this *Justification of Findings* for the proposed land subdivision associated with a convenience store with fuel sales at the northeast corner of US Highway 395 and Stodick Parkway in Gardnerville, NV.

Existing Conditions

Site Address: 1301 Hwy 395 Gardnerville, NV Assessor Parcel Number: 1220-04-602-012 Current Use: Vacant Current Zoning: Neighborhood Commercial

TENTATIVE PARCEL MAP CONSIDERATION

Project Description

Maverik proposes to develop a convenience store with fuel dispensers on approximately 3.1 acres of the 8.65 acre parcel, with approximately 5 acres remaining vacant and a .55 acre detention pond. The proposed convenience store is approximately 5,640 square feet with seven (7) fuel dispensers and canopy in front of the store and a Phase II to be constructed later consisting of six (6) additional dispensers and canopy for commercial fueling. The development will provide fueling, packaged beer and wine sales, as well as fresh food items. Public restrooms will be open to the public. The store will operate 24 hours, 7 days a week.

The tentative parcel map seeks to divide the existing property into (3) independent parcels of land. Parcel 1 would include the proposed Maverik fuel station, Parcel 2 would include the vacant portion of the property, and Parcel 3 would include a regional detention basin that serves both proposed parcels as well as a portion of the neighboring property to the north.

Maverik Operations

Maverik, Inc. owns and operates over 320 stores in 10 states and plans to continue a favorable growth pattern in the future. Maverik employs over 4800 people who are eligible for health benefits (Health, Dental and Vision), long and short-term disability, tuition reimbursement, 401 (k) matching contribution opportunities, gym reimbursement, scholarships, paid time off and other benefits. This store will employ approximately 15 to 18 employees. Store employees receive training in over 40 different aspects of the job including safety, point of sale, service, identification for alcohol sales, management and customer service.

The store's interior is nicely finished with tile floors and adventure themed walls that emphasize Maverik's "Adventure's First Stop" brand. The store is designed to facilitate an on-site bakery as well as Build-To-Order sandwich bar, burritos, tacos, pizza and other fresh food offerings.



Store Exteriors

The building elevations, building materials and floor plan depict the architectural style and theming known as the Maverik brand. The exterior of the building will consist of metal roof elements, fiber cement, cultured stone, glass storefront, steel truss beams, etc. HVAC equipment will be situated on the store roof and screened from view by a parapet wall and is consistent with code requirements for screening roof mounted mechanical equipment and blending in with the surrounding community. The fuel canopy includes design elements and materials equal to the store.

Site Design

Traffic Access and Parking

The site proposes the following accesses:

- Right in/right out access on US Hwy 395 (near US Hwy 395 and Stodick Parkway)
- Full access on US Hwy 395 (NW corner of parcel)
- Full access is existing on Stodick Parkway

Maverik has coordinated with NDOT regarding the two proposed US Hwy 395 accesses and is providing a traffic study to reflect those discussions. The Stodick / US 395 intersection operates at a level of service F during PM peak hours. Addition of project traffic increases the level of service F delay. A traffic signal has been the likely ultimate solution. The traffic study showed that even with Maverik traffic, the traffic signal warrants are not met. Maverik offers signal participation amount based on the formula used for other

developers who have been required to participate in the signal.

On-site parking is located to the north, east and south sides of the building and site with two ADA stalls and loading area located at the front of the store.

Landscaping, Outdoor Seating and Screening

Landscaping will be provided along Stodick Parkway and US Hwy 395. A larger landscape island is located along the northern portion of US Hwy 395 to also mitigate surface flows. Additional landscaping is located along the northern project boundary, as well as landscape "islands" near building parking stalls. Outdoor seating is incorporated into the landscaping and is adjacent to the store's southern entrance. Maverik proposes a screen wall at the north end of the 8.

Detention

Maverik is designing a detention basin in the NW corner of the 8.65 acre site. This will accommodate drainage for the entire site, including the Maverik development. The detention basin will be designed to Gardnerville standards. The intent is to dedicate the basin and infrastructure to the Town of Gardnerville for their future maintenance.

Utilities

Water and sewer utilities are existing at the site. Storm Water will be installed and incorporated into existing structures. All utilities will not have any negative impacts to the city's infrastructure.

Future Development

At this time there is no design for a planned development of the remaining portion of the property after the construction of the Maverik convenience store and fueling station. The intent of the land subdivision is to allow for the creation of an independent parcel, within the existing zoning, that can be further developed into the residential development proposed in the Town of Gardnerville's Plan for Prosperity.

FINDINGS FOR TENTATIVE PARCEL MAPS

The proposed application land subdivision for the property has been reviewed for conformance with the Douglas County Design Criteria and Improvement Standards, Title 20.712.060 and Title 20.708.030. The criteria determined by the County by which the Tentative Map approval is judged is included below:

20.712.060 Findings for tentative parcel maps

The director or his designee in rendering a decision on the application for tentative parcel map approval and the commission on appeal shall base the decision on the requirements of NRS and make affirmative findings on the following factors, taking into account the recommendations of reviewing agencies:

A. The property to be divided is zoned for the intended uses and the density and design of the division conforms to the requirements of the zoning regulations contained in the development code;

B. The proposed parcel map conforms to public facilities and improvement standards of this land development code;

C. The proposed parcel map conforms to the improvement and design standards contained in this title;

D. There are no delinquent taxes or assessments on the land to be divided, as certified by the county treasurer;

E. The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report. (Ord. 801, 1998; Ord. 763, 1996; Ord. 390, 1981)

The property to be divided is zoned for the intended uses and the density and design of the division conforms to the requirements of the zoning regulations contained in the development code:

The proposed development is consistent with the goals and policies embodied within the Douglas County Zoning regulations as well as the Town of Gardnerville's Plan for Prosperity. The existing property is zoned Neighborhood Commercial and the proposed division of land does not change the proposed zoning. The Town of Gardnerville's Plan for Prosperity included a long term vision of a mixed use development comprising of approximately 3 acres of commercial space with the remaining parcel to be residential. The proposed land division separates the proposed fueling station and convenience store (commercial) into a separate parcel with the ability for the development of Parcel 2 to remain residential under the current zoning.

The proposed parcel map conforms to public facilities and improvement standards of this land development code;

The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of chapter 20.100. The proposed fuel station has been approved for Design Review which included a review of proposed utilities, infrastructure, setbacks, etc. The proposed division of land does not alter the proposed zoning for the property, nor does it propose any specific improvements to the remaining vacant portion of the parcel at this time.

The proposed parcel map conforms to the improvement and design standards contained in this title

The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed tentative parcel map. The application includes applicable items mentioned in Chapter 20.712.010 and 20.712.020 of this title.

There are no delinquent taxes or assessments on the land to be divided, as certified by the county treasurer

The parcel in question was recently purchased from The Trust of Mr. Scott and Heidi Patterson by Maverik, Inc, a Utah Corporation. The 2018/2019 taxes have been paid in full as referenced in the attached Tax Receipt, dated March 25, 2019

The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report. (Ord. 801, 1998; Ord. 763, 1996; Ord. 390, 1981)

The proposed development is not located within an identified archeological/ cultural study area as identified by Douglas County.

20.708.030 Findings for tentative parcel maps

A. The commission in making its recommendation and the board in rendering a decision on the tentative subdivision map shall base its decision on the requirements of NRS and make affirmative findings on the following factors, taking into account the recommendations of reviewing agencies:

1. The property to be subdivided is zoned for the intended uses and the density and design of the subdivision conforms to the requirements of the zoning regulations contained in this code;

2. If planned development is proposed, the tentative subdivision map conforms to the density

requirements, lot dimension standards and other regulations applicable to planned developments;

3. The tentative subdivision map conforms to public facilities and improvement standards contained in the development code;

4. The tentative subdivision map conforms to the improvement and design standards contained in the development code and adopted design criteria and improvement standards;

5. If applicable, that a phasing plan has been submitted and is deemed acceptable;

6. The approval contains terms that plan for the possibility of abandonment or termination of the project;

7. There are no delinquent taxes or assessments on the land to be subdivided, as certified by the county treasurer;

8. The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report. (Ord. 801, 1998; Ord. 763, 1996; Ord. 390, 1981)

The property to be divided is zoned for the intended uses and the density and design of the division conforms to the requirements of the zoning regulations contained in the development code:

The proposed development is consistent with the goals and policies embodied within the Douglas County Zoning regulations as well as the Town of Gardnerville's Plan for Prosperity. The existing property is zoned Maverik of Gardnerville's Plan for Prosperity included a long-term vision of a mixed-use development comprising of approximately 3 acres of commercial space with the remaining parcel to be residential. The proposed land division separates the proposed fueling station and convenience store (commercial) into a separate parcel with the ability for the development of Parcel 2 to remain residential under the current zoning.

If planned development is proposed, the tentative subdivision map conforms to the density requirements, lot dimension standards and other regulations applicable to planned developments;

At this time, the only planned development of the subject parcels is the proposed convenience store with fueling operations proposed by Maverik, Inc. under Design Review DP 19-0227. The project has been reviewed by Douglas County and approved for dimensions, standards, etc. under the Design Review Approval, dated July 1, 2019.

The proposed parcel map conforms to public facilities and improvement standards of this land development code;

The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of chapter 20.100. The proposed fuel station has been approved for Design Review which included a review of proposed utilities, infrastructure, setbacks, etc. The proposed division of land does not alter the proposed zoning for the property, nor does it propose any specific improvements to the remaining vacant portion of the parcel at this time.

The proposed parcel map conforms to the improvement and design standards contained in the development code and adopted design criteria and improvement standards

The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed tentative parcel map.

If applicable, that a phasing plan has been submitted and is deemed acceptable

At this time, the development of the Maverik convenience store and fueling stations have been reviewed under

a separate Design Review Application (DP 19-0227). No further planned development is being considered at this time.

The approval contains terms that plan for the possibility of abandonment or termination of the project

The proposed development has been approved at the Design Review stage through Douglas County for this particular property. The subdivision of the land is not necessary to meet the Conditions of Approval for the proposed fueling station and convenience store.

There are no delinquent taxes or assessments on the land to be divided, as certified by the county treasurer

The parcel in question was recently purchased from The Trust of Mr. Scott and Heidi Patterson by Maverik, Inc, a Utah Corporation. The 2018/2019 taxes have been paid in full as referenced in the attached Tax Receipt, dated March 25, 2019

The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report. (Ord. 801, 1998; Ord. 763, 1996; Ord. 390, 1981)

The proposed development is not located within an identified archeological/ cultural study area as identified by Douglas County.

The proposed Maverik convenience store and fuel sales development will be a great benefit to the city of Gardnerville and Douglas County. This proposed subdivision of land will assist in the creation of the ultimate development vision of the Town of Gardnerville and Douglas County by allowing for the sale of the remaining parcel of land to a future developer that is best equipped to carry out the Development Department's vision for the future.

Please contact Manny Nuno at DCI Engineers at (720) 464.7728 if you have any questions regarding this application.

Regards, Maverik, Inc.

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>For Possible Action</u>: 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.
- 2. Recommended Motion: 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 based on the background information and board discussion.

Funds Available: 🗌 Yes 🛛 🗹 N/A

- 3. Department: Administration
- 4. Prepared by: Erik Nilssen, P.E., Town Manager
- 5. Meeting Date: September 3, 2019
- 6. Agenda: Consent Z Administrative

Background Information: In the current Town Policy and Procedures Manual there does not exist a clear policy delineating when a proposed purchase must come before the Town Board and when the Town Manager is authorized to make the purchase. The attached policy is intended to provide the Town Manager clear direction on his signatory authority. Purchases which are below the proposed limits which may contain special circumstances or be particularly noteworthy may still be brought forward for Board consideration. Douglas County Finance and the Town's Attorney have reviewed the proposed policy and have stated it is in conformance with State Law and generally accepted County and accounting practices.

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

Town Gardnerville	TOWN OF GARDNERVILLE TOWN OPERATIONS MANUAL DIRECTIVES AND PROCEDURES	Number 4.1
Est. 1879 Nevada	SUBJECT: Purchasing and Approval Limits	Issue Date September 3, 2019

Purpose: To set clear direction to the Town Manager regarding financial signatory authority.

Directive: The Town Manager is authorized to sign all claims/vouchers related to Town utility payments including any expenses related to landfill or green waste disposal. The Town Manager is further authorized to sign all other contracts, claims, vouchers, purchases, etc. in an amount not to exceed \$10,000 of combined payments for a single item or service. The purchase limit of \$10,000 may not exceed the amount in a certain fund approved by the Town Board in the current fiscal year budget.

In order to avoid any lapse in the Town's ability to provide solid waste collection and routine maintenance of Town Properties, the Town Manager is authorized to sign all claims or vouchers related to the repair and maintenance of Town Vehicles. The total amount spent on maintenance of Town Vehicles shall not exceed the amount budgeted for any fiscal year (funds 610.926.520.084 and 611.925.520.084) without Town Board Approval. Any repair greater than \$10,000 which was approved by the Town Manager prior to Town Board Approval will be discussed on the administrative agenda at the following board meeting.

Any contract, claim, voucher or purchase order obligating the Town to an expense exceeding \$10,000 must be approved by the Town Board. The Town Manager may sign the claim, voucher or purchase order arising from any expense or contract approved by the Town Board.

Gardnerville Town Board AGENDA ACTION SHEET



- 1. <u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for August 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: September 3, 2019
- 6. Agenda: Consent Z Administrative

Background Information: To be presented at meeting.

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

Gardnerville Town Board

AGENDA ACTION SHEET



- 1. <u>Not For Possible Action</u>: Discussion on the Town Manager's Monthly Report of activities for August 2019
- 2. Recommended Motion: No action required. Funds Available: □ Yes □ N/A
- 3. Department: Administration
- 4. Prepared by: Erik, Nilssen, P.E., Town Manager
- 5. Meeting Date: September 3, 2019
- 6. Agenda: Consent Z Administrative

Background Information: See attached.

7. Other Agency Review of Action: Douglas County

MN/A

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



Town Manager/Superintendent Monthly Report

Public Works & Parks – 8/2019

- 1. Held summer's last Movie in the Park on August 9th.
- 2. Mowed Martin Slough Open Space
 - a. Completed around the Hellwinkel Barn, Gilman ponds, and behind Carson Valley Middle School.
 - b. Currently mowing the 30 acre open space and wetlands.
- 3. Flower Baskets along US 395
 - a. Cleaned up and trimmed flower baskets on 395 from dead foliage.
 - b. Increased time of watering and applying organic pest deterrent.
 - c. Switched out all baskets off of US 395 to replace failing baskets on US 395.
 - d. Scheduled to take down all baskets October 7 unless freezing event happens first
- 4. Provided Traffic Control for Artisans and Antiques Special Event.
- 5. Painted additional red curbing in front of the Carson Valley Medical Center to improve line of sight for ambulances when entering and leaving the hospital.

Health and Sanitation (H&S) – 8/2019

- 1. Scheduled interviews for vacant Town Sanitation Specialist Position on September 10th.
- 2. Collecting bids for trash totes with presentation at the October 1 board meeting.
- Met with staff to discuss specifications for proposed new solid waste collection vehicle. Goal is to complete specifications by October 1st and receive bids by March 31st.

Office, Engineering, and Contracted Work – 8/2019

- 1. Completed plan review for the following development projects.
 - A. New Tavern by Wal-Mart
 - B. Residence 1861 Apartments on Crestmore Drive
 - C. Firestone Complete Auto Care
- 2. Completed review for the proposed parcel maps:
 - A. Gardnerville Water Company (Three parcels).
 - B. Maverik (Three parcels).
- 3. Presented to Kiwanis on "Goals, Growth and Other Thoughts."

- 4. Released Request for Qualifications (RFQ) for the Town of Gardnerville Parks and Open Space Master Plan.
 - A. Statement of Qualifications (SOQ) due Friday, October 4, 2019.
 - B. Contract for Board Consideration January or February
- Updated Table of Contents and all electronic folders with current Town Policies and Procedures. Deleted superseded policies and procedures. Updated Town Manager Binder with all current Policies and Procedures, provided digital copy to Town Attorney. Identified needed policies and procedures and necessary updates.
- Received conditional approval for a Dog Park at the Carrick Lane Detention Basin from Douglas County. Public appeal of decision must be filed before September 3rd at 3:00 PM.
- 7. Held kickoff meeting with Granicus for the new Town Board Agenda Software. Software is under design potentially in place for November or December Board Meeting.
- 8. Fast Track Productions attended both the Movie in the Park and Wine Walk to collect footage for new Gardnerville Welcome Video.
- 9. Attended Main Street Gardnerville Board Meeting to provide updates on Town projects and events.
- 10. Slurry Seal project in the Douglas Ave and Sunset Park areas completed August 29th and 30th.
- 11. Fence project at Carrick Detention Pond area currently underway with expected completion early September. The fence posts are in and they are installing the chain-link currently.
- 12. Collecting quotes for replacement of a failed garage door at the Town Maintenance Facility.

Gardnerville Town Board

AGENDA ACTION SHEET



- 1. <u>Not For Possible Action</u>: Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.
- 2. Recommended Motion: N/A

Funds Available: 🗆 Yes 🛛 🗹 N/A

- 3. Department: Administration
- 4. Prepared by: Carol Louthan, Administrative Services Manager
- 5. Meeting Date: September 3, 2019
- 6. Agenda: Consent Z Administrative

Background Information: To be presented at meeting.

- 7. Other Agency Review of Action: Douglas County
- 8. Board Action:
- Approved
 Denied
- Approved with ModificationsContinued