



Town Manager/Superintendent Monthly Report April 7, 2020

Public Works & Parks

1. Town Staff completed maintenance of the irrigation ditch on the Town owned open space by burning vegetation in the area of the Hellwinkel Channel.
2. Field Street Sign inventory and visual condition index completed. Replaced 10 stop signs and working on ordering many street name signs for replacement.
3. Completed spring cleanup at Stodick Detention Basin, New Beginnings Basin, Toler Islands, and the Waterloo Islands.
4. Removed widow maker limbs in the New Beginnings detention basin area.
5. Install new garland on Season Greetings Christmas decoration.
6. Picture index all vehicles for board meeting presentation.
7. Start spraying weeds in lineal and park areas. Managing them when small is important.
8. Spring upgrades on the landscape at the Gilman Island near Chichester Dr.
9. Install wild flower seed along the Hellwinkel Channel path.
10. Installed grass seed in the High School Street area. Was not part of contractor Storm Drain project.

Health and Sanitation (H&S)

1. Picture index all vehicles for board meeting presentation.
2. Training new staff on driving expectations and working towards CDL licensure.
3. Truck 615 is having transmission issues. Under warranty.
4. Truck 621 has fuel priming issues. Resolved mostly.

Office, Engineering, and Contracted Work

1. Held prebid meeting for Rapid Flashing Beacon Project on 3/12. Issued an addendum for the Rapid Flashing Beacon Project which delayed the bids from March 27th until April 17th. Still waiting on NDOT to issue the permit.
2. Significant time has been dedicated this month to dealing with the effects on the Town due to Coronavirus:
 - A. Met with the Chairman to discuss Health and Sanitation Budget as well as discussions regarding Town Operations during Coronavirus. Met with Vice Chair on Town Operations as well.

- B. Attended Management meeting with County Manager and Directors to discuss operations during Coronavirus.
 - C. Held four additional Town Staff meetings to discuss Town Operations and Policies to be followed during Coronavirus.
 - D. Worked with Douglas County IT, Town Attorney, and Staff to provide “virtual” Town Board Meeting. This included all legal and technical aspects of the meeting.
 - E. Took part in Douglas County’s beta test of the virtual board meeting held on April 2nd.
3. Significant time was spent this month finishing the tentative budget.
 4. With the County Manager, HR Director and Finance Director to discuss impacts to Town Budget due to business restrictions and the Town’s desire to continue with the vacant recruitment of the Seasonal Maintenance Assistants and the Maintenance Supervisor.
 5. Attended the Main Street Gardnerville Design Committee Meeting to work on the arts and cultural plan and program for the physical and visual improvements of Main Street.
 6. Received the survey and geotechnical report for the Cemetery Lane Reconstruction.
 7. Returned 90% review comments to TSK Architects on the Hellwinkel Barn Improvements. Received plan approval by the Building Official.
 8. Met with Carol Sandmeier to go over the proposed sidewalk extension project on High School Street. Received executed easements from both property owners. Provided Douglas County and Gardnerville Water Company with final plans.
 9. Worked with Main Street volunteers and Douglas High School staff to plant 25 flower baskets at the Town Maintenance Facility. This was due to school being out of session. They did great and we did our best to maintain social distancing standards. The baskets will be raised back at Douglas High School until they are ready to be installed on US 395 through town.
 10. Rerouted water service at the Gardnerville Station to facilitate charging station installation.
 11. Completed two staff performance evaluations.
 12. Upgrading flower watering gator to run on an electric water pump. A work in progress.
 13. Upgraded Vehicle Charging Station on Eddy Street to keep the electric cables off the ground.
 14. Collecting data for Refuse truck Request For Proposal (RFP). Expected Board Meeting May 2020.
 15. Collecting data for Flat Bed truck RFP. Expected Board Meeting May 2020.