



GARDNERVILLE TOWN BOARD

Meeting Agenda

Mary Wenner, Chairwoman
Ken Miller, Vice Chairman
Cassandra Jones, Board Member
Linda Slater, Board Member
Lloyd Higuera, Board Member

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

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

Tuesday, May 3, 2016

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 April 27, 2016, on or before the third day prior to the meeting date, by Carol Louthan, Office Manager. Signed: Carol Louthan in accordance with NRS Chapter 241 at following locations;
Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 4:10 P.M.
Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at 4:18 P.M.
Gardnerville Post Office, 1267 US HWY 395 #L, Gardnerville NV 89410 at 4:29 P.M.
Gardnerville Town Offices, 1407 HWY 395 N, Gardnerville NV 89410 at 4:40 P.M. and on the Internet at www.gardnerville-nv.gov.

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

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

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

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

INVOCATION – Pastor Leo Kruger

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

PLEDGE OF ALLEGIANCE – Linda Slater

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:

April 5, 2016 Regular Board meeting, with public comment prior to Board action.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

CONSENT CALENDAR FOR POSSIBLE ACTION

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

1. **For Possible Action:** Correspondence
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
3. **For Possible Action:** Approve April 2016 claims
4. **For Possible Action:** Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the 106th Annual Carson Valley Days Festival scheduled for June 8 through 13, 2016, sponsored by Carson Valley Active 20-30 Club #85.

ADMINISTRATIVE AGENDA

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

5. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for April 2016. (approx. 10 minutes)
6. **For possible Action:** Discussion on the Town of Gardnerville lease agreement with Main Street program to lease the Heritage Park Garden property, to Main Street Gardnerville (MSG), located at 1461 Ezell Street (APN:1320-33-310-005) at a cost of providing insurance for the property, allowing the control and scheduling of events or other activities to Main Street Gardnerville after review and approval by town office staff of Main Street Gardnerville's proposed event dates in Heritage Park Garden to avoid conflicts with Town approved events in Heritage Park, with further discussion on the MSG Heritage Park Gardens Event Policy, and Special Event Application; with public comment prior to Board action. (approx. 10 minutes)
7. **For Possible Action:** Discussion to approve, approve with modifications or deny a request by Aaron Hampton, Stodick Estates HOA to install a nonconforming bench in the Stodick Estates detention pond; with public comment prior to Board action. (approx. 10 minutes)
8. **For Possible Action:** Discussion to approve, approve with modifications or deny a request by Aaron Hampton, Stodick Estates HOA, to install Dog i pots at the entrance to Stodick Estates detention pond; with public comment prior to Board action. (approx. 10 minutes)
9. **For Possible Action:** Discussion with the public to engage in the national conversation at the local level about issues of interest or concern to the Town of Gardnerville residents and/or businesses in recognition of National City Council Meeting to be held between May 3rd thru May 17th. The public is invited to submit issues they are concerned about or would like to have addressed by the town. The National City Council meeting is geared towards each community's interests; including but not limited to; sales tax loop hole, infrastructure, transportation, community resilience, bicycle and pedestrian safety, community involvement opportunities, education, jobs and the economy. Infrastructure improvements and current projects status will be presented by Tom Dallaire (approx. 45 minutes)
10. **For Possible Action:** Approve, approve with modifications or deny the Final Capital Improvement Plan for 2016-2021; with public comment prior to Board action. (approx. 5 minutes)
11. **For Possible Action:** Approve, approve with modifications or deny using the WAM service to provide an option to Gardnerville Health and Sanitation customers to have internet billing and provide the town customers the ability to be transferred to a 3rd party credit card processing vender with a cost to the Health and Sanitation fund of \$960 for the WAM module, and additional fees by the credit card processor resulting in \$15 per month for credit card processing, and \$99 a year for PCI compliance, all to be covered by the H&S fund; with public comment prior to Board action. (approx. 20 minutes).
12. **For Possible Action:** Approve, approve with modifications or deny proceeding with staff changing the credit card service provider currently being offered the town to Cayan for the 3rd party electronic transfer of money for the debit/credit card and automatic payment service for the Health and Sanitation (611) fund and begin charging a convenience fee, starting July 1, 2016, to be processed by the 3rd party vender for each transaction of 1.99% up to 3.34% + \$.019, depending on the type of credit card and a debit card fee of 0.28% + \$.25, charged in addition to the bill for the town service; with public comment prior to Board



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

action. (approx. 5 minutes)

13. For Possible Action: Public hearing to adopt the Final Budget for Fiscal Year 2016-2017, with public comment prior to Board action. (approx. 45 minutes)
14. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for April 2016. (approx. 5 minutes)
15. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for April 2016. (approx. 15 minutes)
16. For Possible Action: Approve, approve with modifications or deny the new public records request policy on multiple media; with public comment prior to Board action. (approx. 5 minutes).
17. For Possible Action: Discussion on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action. (approx. 20 minutes).

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

Adjourn

Big Mama's Car Show - Lampe Park, May 7th

Let's Sweep the Town Event, May 14th

Thirsty third Thursday, May 20th

Next monthly meeting June 7, 2016



GARDNERVILLE TOWN BOARD

Meeting Minutes

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

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Contact: Carol Louthan, Office Manager
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Tuesday, April 5, 2016

4:30 p.m.

Gardnerville Town Hall


INVOCATION – Mike Henningsen, Layperson and Elder from Trinity Lutheran Church

PRESENT:

Mary Wenner, Chairman
Ken Miller, Vice-Chairman
Lloyd Higuera
Cassandra Jones
Linda Slater

Mike Rowe, Town Attorney
Tom Dallaire, Town Manager
Geoff LaCost, Town Maintenance Superintendent
Carol Louthan, Administrative Services Mgr

 Chairwoman Wenner called the meeting to order and made the determination a quorum is present.

 **PLEDGE OF ALLEGIANCE** – Mr. Dallaire led the pledge of allegiance.

PUBLIC INTEREST COMMENTS (No Action)

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Mr. Glenn Linderman was driving from Raley's back to Chichester and thinking about the lack of desire for speed bumps. In that location we have speed ditches. I suppose the fire department knows they are there. Drainage on Toiyabe and Lampe is pretty severe. They are inverted bumps.

Mr. Aaron Hampton, resident of Stodick Estates South, passed out some information to board members. Years ago the detention pond area was donated to the town by the community there. I would like to suggest there be a bench in the area. So I brought this up to the board a few months ago and I believe there was approval with the stipulation that we used the specified bench. The aim is to try to have a subtle bench that doesn't call attention to that area, but allow people to sit. On the second page of the handout I am suggesting instead a green rubberized bench. Can we have an allowance to use a different bench that doesn't match in order to meet the requirements. And in a year we could revisit the need of not having a trash can. If there is trash in the area we can add a trash can. So, two questions: 1. Can you approve having a nonstandard bench? 2. This area was donated by the neighborhood and I'm wondering if we can have the town donate back in kind for this bench?

Vice-Chairman Miller's question is - do you propose to pay for the bench and install it.

Mr. Hampton stated, initially we were going to pay and install the bench as part of the HOA. But when we talked about it we thought it would be nice if the town returned the favor. What I've noticed also is what you are paying for the benches and trash cans is not the best price. The bench I am suggesting is a quarter of the price. I understand there is no action at this time but I would like to talk about it.

Chairwoman Wenner suggested agendaizing it.

Vice-Chairman Miller mentioned the bench you see in the picture are the ones that are approved for the Main Street program.

Mrs. Jones asked Tom to put it on the agenda for next month.

Mr. Hampton has a second item. We get a lot of people walking through the neighborhood with dogs. Could you potentially install doggie waste bag receptacles. I'd like to get some information on it and how do you maintain the ones you have now? Is that part of the budget?



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Mr. Dallaire answered it is just the normal operating budget. The name of the item is Dogipots. Usually we have an Eagle Scout project that installs them. We maintain them. Do you have specific locations?

Mr. Hampton has marked them on the map.

Mr. Hampton believes these are simple enhancements and the bench would be great for anybody that wishes to use the area.

Chairwoman Wenner appreciates the comments. Thank you for coming.

Mrs. Jones is assuming the suggested location for the dogipots coincides with the park. This area is entirely fenced.

Mr. Hampton would always recommend we make this not dog friendly. However, it's sort of a "don't ask don't tell" right now.

No further public comment.



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

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

No public comment.

Mr. Rowe commented on item 18. As you can see, the acquisition is somewhat fluid. It is definitely larger than 1400 square feet. I would recommend the item to be reworded to "discussion to approve or deny the acquisition of not more than 4,258 square feet of property containing the Ezell Ditch improvements, a portion of the Village Motel property, located at – in an amount not to exceed \$22,269.34; with public comment prior to board action. These numbers are based on a couple of things. The largest area that could be acquired is the 4,268 square feet. Tom is working on reducing that. The \$22,269.34 comes from the appraisal which is part of the packet. The appraisal report came up with \$5.23 a square foot. When you get down to the motion I would recommend you authorize Mary or Tom to sign all the documents necessary to close the escrow. If we can do that then I think you're covered. We have to do a record of survey so there will be a lot of documents to be signed to show the lot line adjustment. We will go through that under the discussion.

Motion Higuera/Slater to change item 18 to the points brought up by counsel and approve the agenda with those changes.

No public comment.

Motion carried unanimously.



FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

March 1, 2016 Regular Board meeting, with public comment prior to Board action.

Mr. Higuera asked on item 9 on the consent it says NDOT would take two years to complete the project. Then how long will it take Lumos with the additional \$5,000.

Mr. Dallaire didn't get a time frame but thought two months. All the work is done. The right-of-way is established.

Mr. Higuera believed if we're talking a couple of months it's an investment well worth the time.

No public comment.

Motion Miller/Jones to approve the previous minutes of March 1st 2016. Motion carried unanimously.



CONSENT CALENDAR FOR POSSIBLE ACTION



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

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

1. **For Possible Action:** Correspondence
Read and noted.
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities
Accepted.
3. **For Possible Action:** Approve March 2016 claims
Approved.
4. **For Possible Action:** Approve Proclamation 2016R-01 recognizing April 29, 2016 as Arbor Day
Approved.
5. **For Possible Action:** Approve Proclamation 2016R-02 recognizing June 19th, 2016 as Take a Kid to A Car Show Day.
Approved.
6. **For Possible Action:** Approve application and policy for Main Street Gardnerville to review and approve applications for smaller special events at the Heritage Park Gardens.
Pulled and put on May agenda.
7. **For Possible Action:** Approve a town park use application for Main Street Gardnerville volunteer/business recognition event on July 17, 2016.
Approved.
8. **For Possible Action:** Approve an application for street closure of Douglas Ave from Mill Street, north the extent of the church property, for Trinity Lutheran Church's annual Holy Smoker BBQ and Car on April 30, 2016.
Approved.
9. **For Possible Action:** Approve amendment to the Cooperative Agreement with NDOT for the Gardnerville Crosswalk Improvements and authorize the chairman to sign the agreement.
Approved.
10. **For Possible Action:** Approve the Town of Gardnerville Continuity of Operations Plan (COOP) plan dated March 2016.
Approved.
11. **For Possible Action:** Approve the Town of Gardnerville 72 hour preparedness kit information form and authorize staff to include it in the next bi-annual Town newsletter for the public's use.
Approved.

Mrs. Jones asked the motion include correcting the typos on item 10.

Vice-Chairman Miller asked about item 6. Do we have any word from our insurance carrier?

Mr. Dallaire hasn't heard back from the insurance. I need to contact them.

Vice-Chairman Miller would like to pull that item. We need clarification of who needs what insurance.

No public comment

Motion Higuera/Jones to approve the consent calendar with the changes mentioned (the typo corrections and the pulling of item #6). Motion carried unanimously.

ADMINISTRATIVE AGENDA

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

12.  **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for March 2016.

Ms. Stephanie Waggoner, board member on Main Street Gardnerville and chair of the design committee, filling in for Paula Lochridge, reported we are putting in another bench in front of Joyce's Jewelry. We are waiting on the easement of be completed. The new sidewalk gallery will be going up. We have all new frames. The mural looks fabulous. 48 of the flower baskets have been sponsored. There are about 21 left. We are asking if we can get



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

approval to have banners hang on every single light pole in the main street district. We already have financial approval from our board. It will not be done until next year because we are very close to the flower baskets going up.

Mr. Higuera asked Mr. Miller about Senator Settlemyer and the possibility of the statewide main street program. Did he indicate we have a shot?

Vice-Chairman Miller talked with Senator Settlemyer and he was not even familiar with the last BDR. What he told me is get the information together and send it by email. He would forward it to somebody on the ways and means committee to find the money to do that. He didn't talk for it or against it. He said if it was something that would benefit a lot of rural communities we should pursue it.


Mrs. Jones asked if this is something where an email is not enough. Maybe a phone call or take them to coffee. Is that something we need to focus on with not just the state senator but our assemblyman and have our entire coalition?

Vice-Chairman Miller is also in contact with one of the supervisors from Carson City to give her a tour of the Main Street program. She wants to come and look at it. They are completely redesigning downtown Carson City. I am making contacts there and yes we should contact our assemblyman and the person that is on the ways and means committee.

Mrs. Jones thinks that we should see about personally inviting them to the volunteer and business appreciation event in July. It is a great time to showcase. They would not only be introduced to the program but it is an opportunity to reinforce their base.

Mrs. Slater would add to that Lieutenant Governor Hutchison.

Mrs. Jones thought we have a strong group of people if we can all tap our networks and make a personal invitation. When you email every elected official it doesn't have the same effect as giving a call and saying I think you should come.


13.  **For Possible Action:** Discussion to approve or deny a request by Main Street Gardnerville to hang banners on every lamppost through the Highway 395 corridor within the Main Street District; with public comment prior to Board action.

Mrs. Waggoner has quite a few people asking when we are going to put up the rest of the banners. I haven't had any negativity other than they are small. We want to make an impact. Since we only put up the first 30, we realized it wasn't making a big enough impact. I've also heard from the public they agree.

Public comment.

(Voice from the audience) Street looks great.

Motion Slater/Jones to approve the request by Main Street Gardnerville to hang banners on every lamppost through the Highway 395 corridor within the Main Street District. Motion carried unanimously.

14.  **For Possible action:** Discussion to approve, approve with modifications or deny development applications DA 16-016 & 16-017 requesting for a modification to an existing Special Use Permit (SUP 06-095) and Design Review (06-095) to allow a Columbarium/Memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action.

Mr. Rowe asked before you begin Tom wanted to issue a disclaimer on this.

Mr. Dallaire started on this project in 2006. I had Geoff redo this one. I drew all these plans up before and they are apparently keeping it in the same location. I did work on it. It was part of my private practice. Anderson



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Engineering is working on the project now.

Vice-Chairman Miller asked when was the special use permit approved originally?

Mr. Dallaire responded in 2006. We built the highway improvements to get the whole thing enacted. Then they built the storm drain on site. They did the grading and the pads are built. Now they are moving forward on the wall.

Mr. LaCost reported back in 2006 the town reviewed and approved a memorial garden. The SUP (Special Use Permit) is just a modification to include a wall surrounding the memorial garden. It is a cemetery, but a different type than the one we have in town.

Mrs. Slater asked if the gardens still included a lawn area, rose garden, etc. Are those still going to be in there?

Mr. LaCost answered yes. If we go to the plans on 14-11 & 14-12, there will be a seating area in the middle and open space around that.

Mrs. Slater asked when the improvements are going in?

Mr. Dallaire reviewed there were four phases originally. The four phases were for the site itself. Phase 1 the entire site is graded. The walls will go in as part of the first phase.

Tammy Kinsley, R.O. Anderson Engineering, stated currently the plan is five walls, five phases built as needed with the anticipation of having 852 remaining areas with the plaques on the back. So they will start phase 1, one wall. If phase two requires two more walls then it would have two walls. They are doing this as needed, a reservation situation. Mrs. Kinsley went through a power point presentation.


Vice-Chairman Miller asked if the area will be fenced?

Mr. Higuera stated the town will not assume any maintenance. That will carry over, right?

Mrs. Kinsley responded correct.

No public comment.

Motion/Higuera to approve Application DA16 -016 and 16-017 requesting for a modification of an existing special use permit SUP 06-095 and design review 06-095 to allow a columbarium/memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus Memorial Park improvement project located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005. Motion carried unanimously.

15.  **For Possible action:** Discussion to approve, approve with modifications or deny development application DA 16-018: Request for Abandonment of a 50-foot wide, unimproved road easement for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action.

Mrs. Kinsley stated this is the abandonment portion of the project. It is the portion of the parcel in the center. Basically in 1979 it was a maintenance/utility/access easement. In 1997 another easement from Centerville along the property line was established. In 2000 the 50 foot easement from Wilson Circle/Easton Way was abandoned. Now we are continuing that abandonment right along this property.

Vice-Chairman Miller asked if the original owners have abandoned them by advertising?

Mrs. Kinsley answered it is a recorded easement that was abandoned. We're just asking for this portion to be abandoned.




GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Mrs. Jones asked if any of the parcels are land locked?

Mrs. Kinsley answered they all have access.

No public comment.

Motion Higuera/Jones to approve DA 16-018 a request for abandonment of a 50-foot wide unimproved road easement for the St. Gall Catholic Church Knights of Columbus Memorial Park improvement project. Motion carried unanimously.

16.  **For Possible Action: Presentation and discussion on the Town of Gardnerville Board signing a letter of support for a nomination of the Dangberg Home Ranch Conservation Project (2,867.87 acres), located west of Highway 88 north of Muller Lane, in Minden Nevada, for acquisition of a conservation easement by the Bureau of Land Management using Southern Nevada Public Land Management Act authorization, presentation by Legacy Land and Water, LLC; with public comment prior to Board action.**

Mr. Jacques Etchegoyhen with Legacy Land and Water, has been retained by Park Ranch Holdings LLC. I believe this is the most iconic, historic ranch in Nevada. Mr. Etchegoyhen gave a power point presentation. As part of the project there is a 32 acre river front parcel that will be donated for public use.

Vice-Chairman Miller asked if they are only talking about the 2,867 acres, not the entire ranch.

Mr. Etchegoyhen answered yes. There is about 1400 acres that is not connected to what we are proposing for a conservation easement.

Mrs. Jones asked if on parcel 1319-24-000-009, there is a little square that is not colored.

Mr. Etchegoyhen advised that belongs to NV Energy. It is not part of the ownership of the Park Ranch Holdings. Also offered would be a multiuse public trail from about Highway 395 as far as westerly on Muller Lane

Mrs. Slater asked if people will have access to the river?

Mr. Etchegoyhen answered no.

Mr. Dominique Etchegoyhen added the public will have access to the 32 acre piece that fronts the river for a quarter to a half mile. This will be an active agricultural operation. It will not be safe for people to be out on the property. However, the easement doesn't preclude public access, if the landowners in the future or as part of the negotiation of this conservation easement wanted to provide access along the entire river, that will always remain an opportunity. Right now we are talking about access for a path and bike trail along Muller Lane itself to help connect the towns of Minden and Gardnerville with Genoa and also the river parcel.

Mr. Jacques Etchegoyhen wants everyone to understand the context of what is being offered. Future discussions could lead to a different spot. It is a very active ranch. Some of the central places of this ranch are dangerous and not at this moment going to be open to the public.

Mrs. Jones asked if they have looked at other agencies besides the federal government to purchase this easement.

Mr. Dominique Etchegoyhen answered no one has money. We have been trying to find an opportunity to protect this property. BLM is the best entity to acquire this because they have the funding through the Southern Nevada Public Land Management Act. This easement would protect all the resources. It is a legal agreement that prevents future residential, commercial or industrial development of the property.

Mrs. Jones asked about the development rights.

Mr. Dominique Etchegoyhen answered the development rights are restricted by this easement. So essentially they are extinguished. BLM, by acquiring an easement, would be preventing the future development. It doesn't take them out and bank them.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Chairwoman Wenner asked if BLM has rights to the water.

Mr. Dominique Etchegoyhen answered no. They are requiring the water stay on the property.

Mr. Henningsen stated any time there is a flood it is where the water goes. It is a perfect place to preserve. It allows water to flow and drain into the river. It's a perfect place for this type of program. I think it's great.

No further public comment.

Motion Higuera/Miller to provide a letter of support for nomination of the Park Ranch Holdings, LLC Westside Ranch, of 2,867.87 acres located west of Highway 88 north and Muller Lane, Minden, Nevada, for acquisition of a conservation easement by the Bureau of Land Management using Southern Nevada Public Land Management Act authorization. Motion carried unanimously.

17.  For Possible Action: Discussion to approve or deny sending the town manager to the Main Street Conference, May 23-May 26, 2016 in Wisconsin; with public comment prior to Board action.

Mr. Dallaire has a conflict with the League of Cities. There is a meeting in Las Vegas.

Vice-Chairman Miller thought looking at the classes that are available they looked really interesting. I know Paula and Meredith are going. But two people are not enough. It cuts it really thin with only two individuals.

Mr. Higuera noticed there are things specific to Tom. As you say there is way too much for two people to cover.

Mrs. Slater will be attending the NLC meeting. But I always like company.

Chairwoman Wenner mentioned Leann, from GID, will be going too.

Mr. Higuera would like to see Tom go to the Main Street conference.

Mr. Dallaire hasn't made the flight yet. I was waiting for this meeting. I will do that tomorrow. I think the conference will be great. I haven't been to a bad main street conference yet.

No public comment.

Motion Miller/Slater to send the town manager, Tom Dallaire, to the Main Street conference May 23rd to 26th in Milwaukee, Wisconsin. Motion carried unanimously.

18.  For Possible Action: Discussion to approve or deny the acquisition of 1,400 sf of property containing the Ezell Ditch improvements, a portion of the Village Motel property located at 1383 Highway 395 North (APN 1320-33-402-057) in the amount of \$20,000; with public comment prior to Board action.

Mr. Rowe read the corrected item: Discussion to approve or deny the acquisition of not more than 4,258 square feet of property containing Ezell ditch improvements, a portion of the Village Motel property located at 1383 Highway 395 north, APN 1320-33-402-057 in an amount not more than \$22,269.34; with public comment prior to board action.

Mr. Dallaire talked about this last month. We didn't get information from Anderson until an hour before this meeting. There are two exhibits. The original plan was 3,884 square feet but that was using a plan on which I didn't have a lot of information. Ultimately Exhibit 2 is what I received today of 4,258 square feet. The price came in at \$20,000 for the 3,884 square feet. We came up with \$5.23 per square foot. Dave, with the Village Motel, is fine with this version or a cut down version, which is exhibit 1 at 3,988 square feet at \$5.23 a square foot for a total of \$20,857. We are trying to get approval from the board to proceed. We have the appraisal and a contract with Anderson to do the boundary line adjustment. We will get that handled.

Vice-Chairman Miller asked if the tax on the Village Motel would go down?

Mr. Dallaire answered by 4,258 square feet.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Chairwoman Wenner asked if by acquiring the property it would help with flood insurance.

Mr. Dallaire answered it will eventually.

No public comment.

Motion Miller/Higuera to approve the acquisition of no more than 4,258 feet of property containing the Ezell ditch improvements, which is a portion of the Village Motel property located at 1383 Highway 395 north APN #1320-33-402-057 in the amount not to exceed \$22,270, and also authorize Tom Dallaire, our town manager, to sign papers to do the transaction. Motion carried unanimously.

19.  For Possible Action: Approve, approve with modifications, or deny; the following updated town policies;

- a. Organizational Responsibilities Policy 1.2**
 - b. Public Records Request Policy 7.2 (new policy)**
 - c. Compost Collection Policy 22.12**
- with public comment prior to Board action.**

Mr. Dallaire noted board members have the revised policies in the packet. Do you have any comments?

Mrs. Slater has a question on the public records request policy. Under procedure, the second paragraph, is a black and white format pertaining just to paper? What about other media that might be requested? You probably should look at that. The recorder's office got requests for other formats.

Mr. Dallaire responded we email information.

Mrs. Slater thought there should be some allowance in there for media other than paper.

Mrs. Jones pointed out someone could request a recording of our meetings. You should be able to recoup, through this fee, the staff time it takes to create it.

Mr. Dallaire explained the icon in front of each item on the minutes is a recording marker. So if someone wants an item we can create a PDF recording file.

Mrs. Jones has one comment on the compost collection. The paragraph that's noted as residential, the last sentence in red it says: "if you need it then put it out on your regular trash pickup day". That conflicts with the procedure which says compost is picked up on Tuesdays. Did you mean if greenwaste pickup is needed during winter months? Then I would add after the word "needed," "during winter months."

Mr. Dallaire will make the modification to this one and bring back Policy 7.2. We will modify that and look at other media.

No public comment.

Motion Jones/Higuera to approve town policy 1.2 Organizational Responsibilities and approve with modification Policy 22.12 the Compost Collection Policy. Motion carried unanimously.

Break at 5:58 p.m. – 6:10 p.m.

20.  For Possible Action: Discussion to approve, approve with modifications or deny changing the type of credit card service currently being offered for a service which will reduce costs and provide the ability for automatic payments by Health and Sanitation customers and start charging a convenience fee equal to the bank charged fee for debit/credit card payments to the town's account (611-000) recouping the fees charged by the operator of the system that provides for the electronic transfer of money for the debit/credit card service; with public comment prior to Board action.

Mr. Rowe brought up this issue last month. The town can charge a fee for people using credit cards. If you don't



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

charge a convenience fee you pay that out of the town proceeds. In my memo I suggested the town do an analysis. You can base your fee on what it cost the town to accept credit cards. You can base the convenience fee on what you pay yearly. You just need to figure out what the fee is and then figure out your fee. I believe you have the numbers.

Mr. Dallaire handed out a detail budget before the meeting. It's in the health and sanitation portion on page 33. We have been charged so far for the years 14 and 15. We started out in 2014 with \$2,899 in credit card processing fees. 2015 was \$3,000 and as of April 1st we had \$2,400. So far that is how much we've acquired. The total amount charged by customers was \$87,000.

Mrs. Jones noted in working with rough numbers we could divide that number by 12 and then by the number of customers.

Mr. Dallaire's understanding is the credit card processing for automatic payments will work better if it goes through WAM, which is our current billing software. We were looking at two separate companies that would just take the credit card but it works better if we go through the software. Then the customer will be able to get internet billing. They will be able to have the automatic payment option and that's where the convenience will be. We have a lot of people requesting those services. The county does not allow that. So our billing software will be able to do that.

Chairwoman Wenner called for public comment.

Mr. Linderman looked into getting a merchant account and one of the things that was explicit about the people who were making comments was they couldn't tell whether it was a rewards card or not until the charge back came at the end of the month. I don't believe any system will be able to do that if it's not built in to the merchant credit card processing systems. Sadly, any time a government, which is limited to having its fees equal its intake, almost has to use a third party provider that will charge a bigger fee that will cover all of the possible fees. They accumulate that and you don't get the profit.

Chairwoman Wenner clarified, at the county, if you have a business credit card it won't work in the system. It has to be a personal credit card. We tell them, when they walk up to the counter, are you aware this is going to cost you 2.5 percent of what you charge. If they say they don't want to do that they get their checkbook. If it's a debit card it's a flat fee of \$3. When it prints out for them to sign it shows the fee amount.

Mr. Linderman added it's a fixed fee based on the amount charged, not based on the type of credit card used and it's bigger than any of the numbers you read. The service provider is leveling the playing field for the government.

Chairwoman Wenner explained those are the fees from Bank of America.

Mr. Linderman believed because they're charging the county a fixed fee the county can charge the customer a fixed fee. If government really wants to make a good program, the credit card companies all require if you add fees you have to disclose it and they try to convince merchants not to add fees. If that was all disclosed how much people were paying for credit card fees, there would be a lot less credit card usage.

Vice-Chairman Miller believes Gardnerville will grow with more homes. If we had 300 more homes we better make a decision on doing the right fees.

Mr. Dallaire asked if there is a way to change the rate we charge for the credit card and then give a discount for those who pay with a check.

Mr. Rowe advised the discount is they are not charged a convenience fee.

Mr. Linderman commented you can't calculate those fees. You have to get some third party to indemnify you.

Mrs. Jones is in favor of the convenience fee. I think it has a benefit to the people who go on automatic payments. I think we will get more on time payments. If this program will automatically calculate it and pass it straight on to the customer then that's probably the best way to do it.

Chairwoman Wenner asked if at this point customers call Marie and ask what their balance is because they don't know. They can't go online and check.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Mr. Dallaire answered yes.

Mrs. Jones believed a lot of people as they get older need the automatic bill pay. It keeps them independent longer.

Mr. LaCost likes to be able to see bills online. Would it be better to roll the cost associated with it into the cost of business and us eat it for the first year to see where this is going. Telling them .25 percent if you have this card will muddy the water really quickly and having a \$3 charge might be good. Would it be better to eat the cost?

Mr. Miller asked if what he was saying is maybe put in the newsletter that this is available now. As we get more numbers on the usage it will be a convenience fee to charge.

Chairwoman Wenner pointed out you have to notice them but if you tell them it's out there you will be surprised at how many people use it whether there is a fee or not.

Mrs. Slater hates to see this delayed. We are already eating the money on this. I don't think we should continue as a town entity to do so. We need to pass it on. We have a fee increase coming next year on the sanitation. We need to make sure it doesn't coincide with the rate increase. Maybe we need to talk to Anne and figure out what is the best way to go and bring it back one more time with the actual convenience fee.

Mr. Linderman believed it sounds like the WAM module did several things. It does the online bills as well as the credit card possibility. I suspect if you want to do the online billing that would not be something that would be covered under the convenience fee.

Mr. Rowe advised if it is a fee the town pays to allow that to happen. I think they can include any cost to the town in the convenience fee.

Mr. Linderman asked if they also use that same module to provide other services are you only going to charge the credit card people for those services even though everybody gets them? If you provide those services to non-credit card users I don't think you can get away with charging a convenience fee to cover that cost. In order to understand what your current fees are you have to know how many people are using them.

Motion Wenner/Miller to table this item until next month or until Tom has time to research it more. Motion carried unanimously.

21.  For Possible Action: Public hearing to adopt the Tentative Budget for Fiscal Year 2016-2017, with public comment prior to Board action.

Mr. Dallaire mentioned in board packet is the overall budget. The handout is the budget with detail. Please go through that between now and next month. Mr. Dallaire went over the budget.

No public comment.

Mr. Dallaire advised Jennifer (Town of Minden) wanted me to talk to you about the cost allocation plan. She wants to pull out of HR services and payroll. East Fork has already done that. The county's compensation study the consultant looked at not only the pay, job description and essential functions, but they also had some verbiage in there about the benefits. To meet what the standard is in the area the county is paying 50% of the employee's cost for insurance. The standard in our area is 75%. Employees should be paying 25%. It causes a lot of problems for entry level employees.

Mrs. Slater asked if they have had any more discussion about job sharing with Minden.

Mr. Dallaire has talked with them. I was going to have Ted Thran go through the health and sanitation rate study.

Mrs. Slater asked if there are other services that if we hired Ted on a part time basis that might eventually come out of the cost allocation that is going through the county.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Mr. Dallaire would like to research that. I didn't know if the board is interested in looking at pulling away from the county at that level. I would be more than happy to help Minden and we could move forward on that. Cost allocation came about when Steve Mokrohisky did the priority based budgeting.

Mrs. Slater wondered if it is time to talk to Minden and see if there is something we can consolidate with them that would be beneficial to both towns.

No public comment.

Mr. Dallaire called attention to the very end of the budget, page 21-15. This was a similar form that we created to figure out where the trash rate is. I've reduced down our salaries (Tom, Geoff & Carol) in health and sanitation to help but it increases admin and public works. In order to break even from what we collect, pay for depreciation, services and supplies and benefits and salaries, the rate needs to increase. We talked about raising the rate annually one percent. If we don't raise the rate we will be going into a bigger hole.

Mr. Miller believed the last increase we did was over a period where it ratchets up every year.

Mr. LaCost clarified the rate hadn't been increased for four or five years. So we bumped it five percent in one year. The board direction was not to do that again; just do one or two percent a year incrementally.

Mr. Miller thought we approved ratcheting it up.

Mr. Dallaire needs to talk about cost of service and the landfill fees. So that when customers leave town and close off their service they still need to pay for the service because they have the ability to get trash.

Motion Higuera/Slater to adopt the tentative budget for Fiscal Year 2016/2017. Motion carried unanimously.

22. For Possible Action: Approve, approve with modifications or deny the Tentative Capital Improvement Plan for 2016-2021; with public comment prior to Board action.

Mr. Dallaire reviewed the modifications he made. I took out the valley vision based on the conversation last month. I added money for patching in Sunset Park and added the cape seal on Industrial. I included the fund number so you can find those values in the budget. The future months I didn't change anything but added the 2021 budget and took out the valley vision throughout until we figure out what's going on and how it would benefit us.

Mrs. Jones suggested if we took the twenty that is listed for this fiscal year in valley vision and added it to Gardnerville Station next year we would have 100 to work with rather than 80.

Mr. Dallaire can bring that back next month if you want to get it out of there altogether.

Mrs. Slater asked on the crosswalks, you put in \$25,000 each year. Is that something we get a grant for or is that being budgeted?

Mr. Dallaire responded it is being budgeted.

Mrs. Slater asked if we were close to being done.

Mr. Dallaire answered no. The last three years we have chopped off all the trip hazards in town.

Mrs. Slater asked if it was being repaired or just smoothed down?

Mr. Dallaire answered it is smoothed down. It is saving us from having to replace each panel.

Mrs. Slater asked if we could utilize the \$25,000 to replace some of the sidewalk.

Mr. Dallaire reviewed not all of the hazards are from trees. Some sidewalk sunk over the years and then the ADA code changed to a ¼" gap instead of ¾".



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Mrs. Slater asked if we were grandfathered in on some of the ADA requirements? I don't see any improvements in Minden.

Mr. Dallaire answered no. We do concrete repairs. Village and El Dorado we did the spandrel. We did all the ones on Douglas. We haven't done any new ramps. This fiscal year we put all the money into the crosswalk project. The sidewalks along 395 whose are they? The section in front of Sharkey's is ours because we signed a maintenance agreement with the permit. The contractor took a flat gutter and did a decent job of repairing it. NDOT is pushing all the snow onto the sidewalk and Troy is pushing it back into the gutter and it freezes and creates a large puddle. Thor Dyson, NDOT, got a letter with a photo and that put a fire under NDOT's staff and they made us fix it. So now there is a drain there. So far NDOT is not stepping up to the plate. The plan is to do a photo of each site, do a formal written complaint to Thor Dyson for the rest of the town on everything. We can focus on the highway but the plan is to focus on town streets.

Mrs. Slater pointed out we talk about making our town walkable and yet some of these areas are tricky.

Mr. Dallaire doesn't want to spend money on the state highway, if those are the ramps you are talking about.

Mr. LaCost added we are working in different areas of town with Precision Concrete. Before we do too much more on Highway 395 I would rather give it to NDOT as part of our formal complaint.

No public comment.

Motion Miller/Higuera to approve the tentative Capital Improvement Plan for 2016-2021.

Mrs. Jones asked them to include the modification to remove the valley vision bank.

Vice-Chairman Miller/Higuera added to his motion to include the modification to remove the valley vision bank. Motion carried unanimously.

23. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for March 2016.

Mr. Rowe reported all of the comments I had on items for tonight were agenda items. Otherwise it has been pretty quiet.

Mrs. Slater asked about the trash truck.

Mr. Rowe reported Tom is working on getting the new shocks. We've got a new warranty that was issued. So we dismissed the lawsuit when we got the written warranty. It's now just a matter of getting some of these items fixed. The shocks had to do with the way it was handling and steering.

Mr. Dallaire added the steering on the truck was spec'd out to be a 20,000 axle. The other trucks were spec'd out to be a 20,000lb axle but we got the 23,000lb suspension system. They are saying the shocks will fix the bounciness. We will try it. Otherwise we will ship it back and do a trade in.

24. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for March 2016.

Mr. Dallaire met with Dave at the Village Motel about the acquisition of a portion of that property. I received an email from Army Corp on our channel. They are now looking for me to provide a map that shows only areas filled in, as well as the area of linear foot and volume of fill used. I sent them another email to find out if I can get it to them later. It will take some research. I told them it's done and growing grass. There were a few thousand yards of fill material. We removed 17,000 yards of material.

Vice-Chairman Miller asked about the Old Gym Playhouse. Does that mean the Historical Society doesn't want to do any type of partnership with us?



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Mr. Dallaire would need to go to the Historical Society board and ask them. I can have Holly Lunda do a presentation on it if are interested. It would be \$1 a year for 100 years.

Mrs. Jones asked what it would cost to insure it, run it, upgrade it and clean it. Our revenue is flat. We can't keep adding costs. Something like the playhouse is a wonderful thing but it's not what we are designed to do. So to keep taking on those kinds of projects we will endanger our ability to meet our core purposes if we don't stop.

Vice-Chairman Miller felt if our revenue went up I'm sure the county would find a way to keep it flat.

Mrs. Jones thought the playhouse could be a very good resource to do things like weddings, but that's not what we are supposed to do.

Mr. Higuera thought the rent is reasonable. We can afford the rent. What we have to look at is doing it with grants and not spending.

Mrs. Jones would like to finish the Gardnerville Station first.

Mrs. Slater would like to table this for a while.

Mr. Dallaire pointed out it needs a new roof immediately. There are ADA issues. They don't want to give up parking so it's just the structure. It is in pretty bad shape.

Mrs. Slater asked about an item where you were talking about paving the parking lot around the old jail.

Mr. Dallaire hasn't heard back from Doug Ritchie on the alley. But basically what came back from the title report is that it is the county's. So Doug wanted to know what we want to do with it. The county could repair it, fix it and we'll partner with them on paving the parking lot. The dirt area is ours. I can continue to ask.

Mrs. Slater would like an answer. What's the decision? Let's get this resolved. We can block it off. If they don't want to deed it over to us we'll know where we stand.

Mr. Dallaire asked if we want them to deed it over after they fix it.

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

Mr. Henningsen thanked the board. It has been a very informative meeting. You cover just about everything.

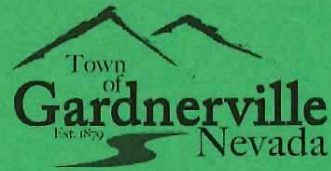
Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Mary Wenner
Chairwoman

Tom Dallaire
Town Manager

Gardnerville Town Board
AGENDA ACTION SHEET



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

Prepared by: Tom Dallaire
4. **Meeting Date:** May 3, 2016 **Time Requested:** N/A
5. **Agenda:** ☒ Consent ☐ Administrative
6. **Background Information:** See attached.
7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
8. **Board Action:**
☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

MEMORANDUM

Town of Gardnerville

Tom Dallaire, P.E.
TOWN MANAGER

TO: Tom Dallaire

FROM: Marie Nicholson

SUBJECT: Praise for the Town of Gardnerville Public Works Department

DATE: 4/26/16

Today I got a call from Debra Rimmer, a homeowner in Arbor Gardens. She was overflowing with praise and thanks for town staff's replacement of the street sign in her neighborhood. She informed us of the problem before going on vacation, then returned to find the work successfully completed. She sends a big thank you to everyone who worked to make this happen.

Marie

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News Letter, Round Table and New Job Announcement

[View this email in your browser](#)

Mark Kimrough recives the Andy Aldax Award from CWSD Board
Photo below by: Brenda Hunt



CWSD's Spring Newsletters is Ready!

CWSD's [spring quarterly newsletter](#), The Carson Watersheds Connection, is now available for your reading pleasure. Articles include an update on the Environmental Education Roundtable, Smelter Creek Feasibility Study and Source Water Protection Plans for the Carson River Watershed. This is also your chance to get to know about Shane Fryer our new Watershed Program Specialist.

2016 Carson River Coalition 2nd Environmental Education Roundtable

Early registration ends April 15th!

[Download an invitation & registration flyer.](#)

Please share this invitation!

When:

April 26, 2016,
9:00 a.m. - 4:00 p.m.;

Subscribe

Share ▼

Past Issues

Transl:

Where:

Ruvo Hall, Governor's Mansion, Carson City, NV

Hosted by:

Carson River Coalition—Education Working Group and the Carson Water Subconservancy District

Guest Speaker:

Mark Damian Duda, Executive Director, Responsive Management

Cost and Registration:

\$15.00 by April 15, 2016,

\$20.00 April 16—April 26, 2016.

Mail, Fax, or Email form (attached) with check payable to CWSD.

Lunch and snacks will be provided.

For more information, Call the CWSD office @ (775) 887-7450.

**Earth Day at Grover Hot Springs
State Park with Alpine Watershed Group**

Volunteer Weed Pull

JOIN US:

April 16th

WHERE:

Grover Hot Springs State Park

WHEN:

10:00am-2:00pm

For more information and to RSVP, contact Hannah Drummond at the Alpine Watershed Group: awg.hannahd@gmail.com or call (530) 694-2327. Click [Here](#) for flyer!



**Churchill C. Weed Training April 22nd
Land Owner Weed Mgmt. Training**

A fun-filled workshop providing information on typical "nuisance" weeds: their life cycle, how to recognize them, best management to control them, and answers to your questions!

JOIN US:

April 22nd

WHERE:



Subscribe

Share ▼

Past Issues

Transl

WHEN:

11:30am-12:15pm or 12:30pm -1:15pm

Our spring program runs from April 24
to June 8. Please click [HERE](#) to apply!

Great Basin Outdoor School is Now Hiring Spring Naturalists!

Are you passionate about the outdoors, ecology, conservation, and working with kids? We are looking for candidates with a background in the natural sciences, experience working with kids, and a contagious enthusiasm for the outdoors. If you think this is you, apply to be part of Great Basin Outdoor School!



Our spring program runs from April 24
to June 8. Please click [HERE](#) to apply!

Hope everyone is enjoying this amazing spring!
Brenda Hunt and Shane Fryer

Carson Water Subconservancy District

777 E. William Street, Suite 110A
Carson City, NV 89701

775-887-9005 (p)

775-887-7457 (f)

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1-5

Gardnerville Town Board

AGENDA ACTION SHEET



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

2. **Recommended Motion:** Accept as submitted
Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration
Prepared by: Carol Louthan

4. **Meeting Date:** May 3, 2016

5. **Time Requested:** N/A

6. **Agenda:** ☒ Consent ☐ Administrative

7. **Background Information:**

Residential Accounts	1787
Commercial Accounts	222
Green Waste Accounts	1309
Cleanup Dumpsters	10
X-cans	400
# of new residential accounts	8 accts transferred to new owners
# of new commercial accounts	1 – Marty's Appliance warehouse
Minimum User Accounts	34
Total tons of trash	359.21 - March
Total tons of Greenwaste	0 - March

8. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

9. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Superintendent Town Public Works Monthly Report

Public Works & Parks – 04/2016

- Keeping the irrigation system clean and flowing.
- Repair/Replace backflow and irrigation devices at the Town Maintenance Facility
- Spraying herbicides on fence lines to keep down the weeds.
- Spraying herbicides in lineal and park areas to manage the weed seedlings.
- Street sweeping was performed April 11th and 12th.
- Shift coverage while Health and Sanitation was at AM REP training.
- Locating equipment was ordered to allow us to locate large diameter storm drain pipes.
- A sink hole was found at 1340 Toiyabe. Subsurface investigation discovered non-conforming pipes. The pipes were cleaned, videoed, and quotes for repair are being collected.
- Historic brick from the Pyrenees and a door from the East Fork were obtained and are now being stored for use at the Gardnerville Station.
- Tablet GIS information has been added to the system and the work order system is ready for implementation.
- Seasonal job posting closes on April 29th with interviews planned for the second week in May.
- Arbor Day celebrations were coordinated to plant 3 trees in the Carrick Pond area with 3 scout troops scheduled for April 29, 2016.
- Coordinate and plan the "Sweep the Town" event scheduled for May 14th.

Health and Sanitation – 04/2016

- Green waste totes are being changed out with new ones.
- Staff rehabilitated 4 dumpsters with new wheels and paint.
- Two staff members were sent to train on refuse truck adjustments in Ontario at the AM REP manufactures. The last training of this sort was 6 years ago.
- A semi load of new totes will be delivered at the end of May.

Engineering – 04/2016

- Calculations were researched for verification of a concrete pad in the Stodick detention pond. The proposed pad and facilities do not violate design stands or capacity.
- Carrick park off the leash dog park concept and requirements were evaluated. The park will need signage, a water fountain, and fencing. No special use permit is required.
- Traffic Control Plans were drawn up for a street closure on Eddy Street for a local business.
- Working with a developer and the County to resolve an issue with a storm drain outlet structure on Kimbles.
- 4 ADA ramps were installed on the corner of Toler and US Highway 395
- The Hellwinkel project was finished up with the sidewalk and removal of old utility poles. The remaining portion is to finish the AS-BUILT plans in-house.
- A contract was signed with Precision Concrete Inc. to repair over 300 trip hazards.



Kimbles SD Outlet



Kimbles SD Outlet



Trip Hazards to Repair with Precision Concrete



1340 Toiyabe SD Sinkhole



1340 Toiyabe SD Sinkhole

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve April 2016 claims.
2. **Recommended Motion:** Approve as submitted
Funds Available: ☒ Yes ☐ N/A
3. **Department:** Administration

Prepared by: Carol Louthan
4. **Meeting Date:** May 3, 2016 **Time Requested:** N/A
5. **Agenda:** ☒ Consent ☐ Administrative
6. **Background Information:** See attached.
7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
8. **Board Action:**
☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued



Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	4/16 BOARD	GVILLE	Paid by Check # 647388		03/31/2016	04/08/2016	04/08/2016		04/08/2016	250.00
24008 - Jones Cassandra Esq	4-16 BOARD	GVILLE	Paid by Check # 647400		03/31/2016	04/08/2016	04/08/2016		04/08/2016	250.00
28960 - Miller Kenneth	4/16 BOARD	GVILLE	Paid by Check # 647419		03/31/2016	04/08/2016	04/08/2016		04/08/2016	250.00
2969 - Slater Linda	4-16 BOARD	GVILLE	Paid by Check # 647486		03/31/2016	04/08/2016	04/08/2016		04/08/2016	250.00
Account 510.150 - Board Compensation Totals										\$1,000.00
Account 511.201 - PEBS-Ret.Medical										
20219 - NV ST Public Employees	4-16 PREMIUMS	731	Paid by Check # 647441		04/01/2016	04/08/2016	04/08/2016		04/08/2016	8.88
Account 511.201 - PEBS-Ret.Medical Totals										\$8.88
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 3/16	77578271340502795	Paid by Check # 647372		03/16/2016	04/08/2016	04/08/2016		04/08/2016	105.39
29103 - Frontier	782-3856 3/16	77578238560808025	Paid by Check # 647372		03/16/2016	04/08/2016	04/08/2016		04/08/2016	51.94
13097 - Verizon Wireless	9763046631	842011146-00001	Paid by Check # 648134		04/01/2016	04/22/2016	04/22/2016		04/22/2016	337.47
Account 520.055 - Telephone Expense Totals										\$494.80
Account 520.060 - Postage/Po Box Rent										
25294 - F P Mailing Solutions	RI102763834	600003046	Paid by Check # 647354		03/15/2016	04/08/2016	04/08/2016		04/08/2016	45.00
Account 520.060 - Postage/Po Box Rent Totals										\$45.00
Account 520.084 - Replacement & Repair										
6546 - Buffo's Refrigeration	2172	GVILLE	Paid by Check # 647296		03/11/2016	04/08/2016	04/08/2016		04/08/2016	202.88
11985 - Ace Hardware	106175/1	1236	Paid by Check # 647534		03/10/2016	04/15/2016	04/15/2016		04/15/2016	17.49
Account 520.084 - Replacement & Repair Totals										\$220.37
Account 520.089 - Power										
2924 - NV Energy	791804 3-16	791804	Paid by Check # 647435		03/25/2016	04/08/2016	04/08/2016		04/08/2016	194.80
Account 520.089 - Power Totals										\$194.80

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Vendor Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 3-16	2410015779022	Paid by Check # 647488		03/17/2016	04/08/2016	04/08/2016		04/08/2016	84.68
3021 - Southwest Gas-Las Vegas	1072224004 3-16	2411072224004	Paid by Check # 647488		03/17/2016	04/08/2016	04/08/2016		04/08/2016	76.70
3021 - Southwest Gas-Las Vegas	1188600002 3-16	2411188600002	Paid by Check # 647488		03/17/2016	04/08/2016	04/08/2016		04/08/2016	61.86
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$223.24
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	16-040285	0296	Paid by Check # 647693		04/01/2016	04/15/2016	04/15/2016		04/15/2016	66.79
2030 - Minden-Gardnerville Sanitation	16-040575	0594	Paid by Check # 647693		04/01/2016	04/15/2016	04/15/2016		04/15/2016	20.87
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 2		\$87.66
Account 520.098 - Janitorial Services										
27347 - A+ Janitorial Service	TOG1215	G'VILLE	Paid by Check # 647266		03/30/2016	04/08/2016	04/08/2016		04/08/2016	100.00
27347 - A+ Janitorial Service	TOG0116	G'VILLE	Paid by Check # 647266		03/30/2016	04/08/2016	04/08/2016		04/08/2016	100.00
27347 - A+ Janitorial Service	TOG0216	G'VILLE	Paid by Check # 647266		03/30/2016	04/08/2016	04/08/2016		04/08/2016	100.00
27347 - A+ Janitorial Service	TOG0316	G'VILLE	Paid by Check # 647266		03/30/2016	04/08/2016	04/08/2016		04/08/2016	100.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 4		\$400.00
Account 520.136 - Rents & Leases Equipment										
4753 - Ricoh USA Inc	96501986	1481234-3433221	Paid by Check # 647468		03/11/2016	04/08/2016	04/08/2016		04/08/2016	165.41
4753 - Ricoh USA Inc	5041354682	16769392	Paid by Check # 648075		04/01/2016	04/22/2016	04/22/2016		04/22/2016	93.29
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 2		\$258.70
Account 520.187 - Internet Expense										
15887 - Charter Communications	0012509 4/16	8354110060012509	Paid by Check # 647888		04/02/2016	04/22/2016	04/22/2016		04/22/2016	64.99
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$64.99
Account 521.100 - Professional Services										
8197 - Carson Valley Telephone Co	15492	G'VILLE	Paid by Check # 647071		03/22/2016	04/01/2016	04/01/2016		04/01/2016	238.00
8197 - Carson Valley Telephone Co	16303	G'VILLE	Paid by Check # 647578		03/31/2016	04/15/2016	04/15/2016		04/15/2016	95.00
				Account 521.100 - Professional Services Totals				Invoice Transactions 2		\$333.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 533.800 - Office Supplies										
8479 - Tahoe Supply Co	610873	TOWNGV	Paid by Check # 647501		03/17/2016	04/08/2016	04/08/2016		04/08/2016	39.65
12997 - Do Co Procurement Program	3-16 LOUTHAN	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	198.34
				Account 533.800 - Office Supplies Totals				Invoice Transactions 2		\$237.99
Account 533.806 - Software										
16648 - E Squared C Inc	43644	G'VILLE	Paid by Check # 647101		03/02/2016	04/01/2016	04/01/2016		04/01/2016	37.50
16648 - E Squared C Inc	43673	G'VILLE	Paid by Check # 647608		04/01/2016	04/15/2016	04/15/2016		04/15/2016	37.50
				Account 533.806 - Software Totals				Invoice Transactions 2		\$75.00
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 30		\$3,644.43

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 520.084 - Replacement & Repair										
28009 - Yager's Garage	1023	G'VILLE	Paid by Check # 647524		03/18/2016	04/08/2016	04/08/2016		04/08/2016	36.00
11985 - Ace Hardware	106077/1	1236	Paid by Check # 647534		03/07/2016	04/15/2016	04/15/2016		04/15/2016	12.99
2121 - Meeks Lumber	939012	06G1570	Paid by Check # 647688		03/17/2016	04/15/2016	04/15/2016		04/15/2016	41.52
2510 - Parts House	664039	4170	Paid by Check # 647736		03/01/2016	04/15/2016	04/15/2016		04/15/2016	5.94
13485 - Ahern Rentals Inc	15839224-1	205304	Paid by Check # 647844		03/11/2016	04/22/2016	04/22/2016		04/22/2016	65.42
13485 - Ahern Rentals Inc	15907494-1	205304	Paid by Check # 647844		03/29/2016	04/22/2016	04/22/2016		04/22/2016	43.81
13485 - Ahern Rentals Inc	15911036-1	205304	Paid by Check # 647844		03/30/2016	04/22/2016	04/22/2016		04/22/2016	25.99
13485 - Ahern Rentals Inc	15915612-1	205304	Paid by Check # 647844		03/31/2016	04/22/2016	04/22/2016		04/22/2016	63.76
12997 - Do Co Procurement Program	3-16 PLUT	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	11.98
12198 - O'Reilly Auto Parts	3530-443704	1075650	Paid by Check # 648043		03/24/2016	04/22/2016	04/22/2016		04/22/2016	16.99
Account 520.084 - Replacement & Repair Totals										\$324.40
Account 520.089 - Power										
2924 - NV Energy	791804 3-16	791804	Paid by Check # 647435		03/25/2016	04/08/2016	04/08/2016		04/08/2016	529.74
Account 520.090 - Water										\$529.74
2153 - Minden Town of	1862.01 3/15	1862.01	Paid by Check # 647692		03/29/2016	04/15/2016	04/15/2016		04/15/2016	24.05
7445 - Office Of The Water Master	000649 16	G'VILLE	Paid by Check # 647725		03/31/2016	04/15/2016	04/15/2016		04/15/2016	108.63
Account 520.090 - Water Totals										\$132.68
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	16-040757	0778	Paid by Check # 647693		04/01/2016	04/15/2016	04/15/2016		04/15/2016	125.24
Account 520.093 - Utilities-Sewer Totals										\$125.24
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1189078	8308	Paid by Check # 647368		03/15/2016	04/08/2016	04/08/2016		04/08/2016	100.06
3814 - Flyers Energy LLC	CFS1197256	8308	Paid by Check # 647938		03/31/2016	04/22/2016	04/22/2016		04/22/2016	146.06
Account 532.003 - Gas & Oil Totals										\$246.12
Department 923 - Parks & Recreation Totals										\$1,358.18

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.037 - Weed Spraying	1771	G'VILLE	Paid by Check # 647342		03/28/2016	04/08/2016	04/08/2016		04/08/2016	320.64
1130 - Do Co Weed Control				Account 520.037 - Weed Spraying Totals				Invoice Transactions 1		\$320.64
Account 520.084 - Replacement & Repair										
2549 - Dallaire Tom-Petty Cash	3-16 G'VILLE2	PETTY CASH	Paid by Check # 647329		03/25/2016	04/08/2016	04/08/2016		04/08/2016	2.07
11985 - Ace Hardware	106194/1	1236	Paid by Check # 647534		03/11/2016	04/15/2016	04/15/2016		04/15/2016	13.74
8043 - Mark Smith Tire Center Inc	71700140384	A17-14675	Paid by Check # 647680		03/14/2016	04/15/2016	04/15/2016		04/15/2016	63.00
8043 - Mark Smith Tire Center Inc	71700141991	A17-14675	Paid by Check # 647680		03/30/2016	04/15/2016	04/15/2016		04/15/2016	29.00
2510 - Parts House	664039	4170	Paid by Check # 647736		03/01/2016	04/15/2016	04/15/2016		04/15/2016	8.91
2510 - Parts House	664066	4170	Paid by Check # 647736		03/01/2016	04/15/2016	04/15/2016		04/15/2016	277.27
2510 - Parts House	664112	4170	Paid by Check # 647736		03/01/2016	04/15/2016	04/15/2016		04/15/2016	(5.99)
2510 - Parts House	664987	4170	Paid by Check # 647736		03/07/2016	04/15/2016	04/15/2016		04/15/2016	45.66
13485 - Ahern Rentals Inc	15839224-1	205304	Paid by Check # 647844		03/11/2016	04/22/2016	04/22/2016		04/22/2016	54.95
13485 - Ahern Rentals Inc	15904616-1	205304	Paid by Check # 647844		03/29/2016	04/22/2016	04/22/2016		04/22/2016	3.99
12997 - Do Co Procurement Program	3-16 PLUT	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	171.98
12198 - O'Reilly Auto Parts	3530-440702	1075650	Paid by Check # 648043		03/07/2016	04/22/2016	04/22/2016		04/22/2016	12.99
29687 - Stafford Automotive	5876	G'VILLE	Paid by Check # 648102		04/04/2016	04/22/2016	04/22/2016		04/22/2016	640.00
3264 - Tweeds Upholstery	3456	G'VILLE	Paid by Check # 648126		04/04/2016	04/22/2016	04/22/2016		04/22/2016	147.95
Account 520.084 - Replacement & Repair Totals				Account 520.084 - Replacement & Repair Totals				Invoice Transactions 14		\$1,465.52
2924 - NV Energy	791804 3-16	791804	Paid by Check # 647435		03/25/2016	04/08/2016	04/08/2016		04/08/2016	6,284.42
Account 520.095 - Street Lights				Account 520.095 - Street Lights Totals				Invoice Transactions 1		\$6,284.42

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 926 - Other Public Works										
Account 520.103 - Maint Road										
11985 - Ace Hardware	106148/1	1236	Paid by Check # 647534		03/10/2016	04/15/2016	04/15/2016		04/15/2016	10.76
2121 - Meeks Lumber	939572	06G1570	Paid by Check # 647688		03/21/2016	04/15/2016	04/15/2016		04/15/2016	20.48
23765 - Great Basin Lighting Inc	7537	G'VILLE	Paid by Check # 647957		04/11/2016	04/22/2016	04/22/2016		04/22/2016	2,480.00
Account 520.103 - Maint Road Totals										\$2,511.24
Account 520.200 - Training & Education										
5713 - Truckee Meadows Comm College	236	G'VILLE	Paid by Check # 647245		03/16/2016	04/01/2016	04/01/2016		04/01/2016	180.00
Account 520.200 - Training & Education Totals										\$180.00
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1189078	8308	Paid by Check # 647368		03/15/2016	04/08/2016	04/08/2016		04/08/2016	121.32
2510 - Parts House	665129	4170	Paid by Check # 647736		03/07/2016	04/15/2016	04/15/2016		04/15/2016	249.21
3814 - Flyers Energy LLC	CFS1197256	8308	Paid by Check # 647938		03/31/2016	04/22/2016	04/22/2016		04/22/2016	420.36
12198 - O'Reilly Auto Parts	3530-440731	1075650	Paid by Check # 648043		03/07/2016	04/22/2016	04/22/2016		04/22/2016	68.97
12198 - O'Reilly Auto Parts	3530-440750	1075650	Paid by Check # 648043		03/07/2016	04/22/2016	04/22/2016		04/22/2016	27.99
Account 532.003 - Gas & Oil Totals										\$887.85
Account 532.019 - Storm Drain Maintenance										
11985 - Ace Hardware	106354/1	1236	Paid by Check # 647534		03/18/2016	04/15/2016	04/15/2016		04/15/2016	27.92
22550 - Sierra View Equipment Inc	6304	G'VILLE	Paid by Check # 647765		03/25/2016	04/15/2016	04/15/2016		04/15/2016	8,400.00
13485 - Ahern Rentals Inc	15883129-1	205304	Paid by Check # 647844		03/24/2016	04/22/2016	04/22/2016		04/22/2016	609.22
Account 532.019 - Storm Drain Maintenance Totals										\$9,037.14

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 926 - Other Public Works										
Account 532.028 - Uniforms										
5785 - AlSCO Inc	LREN1123915	000330	Paid by Check # 647274		03/01/2016	04/08/2016	04/08/2016		04/08/2016	4.39
5785 - AlSCO Inc	LREN1126069	000330	Paid by Check # 647274		03/08/2016	04/08/2016	04/08/2016		04/08/2016	4.39
5785 - AlSCO Inc	LREN1128178	000330	Paid by Check # 647274		03/15/2016	04/08/2016	04/08/2016		04/08/2016	4.39
5785 - AlSCO Inc	LREN1130337	000330	Paid by Check # 647274		03/22/2016	04/08/2016	04/08/2016		04/08/2016	4.39
5785 - AlSCO Inc	LREN1130439	000330	Paid by Check # 647274		03/22/2016	04/08/2016	04/08/2016		04/08/2016	30.00
5785 - AlSCO Inc	LREN1132475	000330	Paid by Check # 647274		03/29/2016	04/08/2016	04/08/2016		04/08/2016	4.39
2510 - Parts House	663470	4170	Paid by Check # 647736		02/26/2016	04/15/2016	04/15/2016		04/15/2016	8.41
2510 - Parts House	663802	4170	Paid by Check # 647736		02/29/2016	04/15/2016	04/15/2016		04/15/2016	8.42
13485 - Ahern Rentals Inc	15840621-1	205304	Paid by Check # 647844		03/11/2016	04/22/2016	04/22/2016		04/22/2016	84.00
12997 - Do Co Procurement Program	3-16 LACOST	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	69.99
Account 532.056 - Subscriptions										\$222.77
Invoice Transactions 10										
12997 - Do Co Procurement Program	3-16 DALLAIRE	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	2,572.50
Account 532.056 - Subscriptions Totals										\$2,572.50
Invoice Transactions 1										
31726 - Evangeline Specialties Inc	7318	G'VILLE	Paid by Check # 647612		03/21/2016	04/15/2016	04/15/2016		04/15/2016	449.95
Account 533.817 - Small Projects										\$449.95
Invoice Transactions 1										
11440 - Johnson Valuation Group LTD Inc	16-019	G'VILLE	Paid by Check # 647399		03/30/2016	04/08/2016	04/08/2016		04/08/2016	3,000.00
14825 - McGinley and Associates Inc	14034	G'VILLE	Paid by Check # 647414		11/30/2015	04/08/2016	04/08/2016		04/08/2016	2,924.50
14825 - McGinley and Associates Inc	14197	G'VILLE	Paid by Check # 647414		11/30/2015	04/08/2016	04/08/2016		04/08/2016	3,306.75
14825 - McGinley and Associates Inc	14219	G'VILLE	Paid by Check # 647414		12/31/2015	04/08/2016	04/08/2016		04/08/2016	3,610.00
2926 - NV Energy	3001436292 3-16	34045/G'VILLE	Paid by Check # 647709		03/28/2016	04/15/2016	04/15/2016		04/15/2016	3,000.00
12997 - Do Co Procurement Program	3-16 DALLAIRE	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	845.00
Account 562.000 - Capital Projects Totals										\$16,686.25
Invoice Transactions 6										

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
				Department 926 - Other Public Works		Totals		Invoice Transactions	46	\$40,618.28
				Fund 610 - Gardnerville Town		Totals		Invoice Transactions	92	\$45,620.89

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & Sanitation										
Department 925 - Health & Sanitation										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	4/16 BOARD	G'VILLE	Paid by Check # 647388		03/31/2016	04/08/2016	04/08/2016		04/08/2016	250.00
24008 - Jones Cassandra Esq	4-16 BOARD	G'VILLE	Paid by Check # 647400		03/31/2016	04/08/2016	04/08/2016		04/08/2016	250.00
28960 - Miller Kenneth	4/16 BOARD	G'VILLE	Paid by Check # 647419		03/31/2016	04/08/2016	04/08/2016		04/08/2016	250.00
2969 - Slater Linda	4-16 BOARD	G'VILLE	Paid by Check # 647486		03/31/2016	04/08/2016	04/08/2016		04/08/2016	250.00
Account 510.150 - Board Compensation Totals										\$1,000.00
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 3/16	77578271340502795	Paid by Check # 647372		03/16/2016	04/08/2016	04/08/2016		04/08/2016	105.39
29103 - Frontier	782-3856 3/16	77578238560808025	Paid by Check # 647372		03/16/2016	04/08/2016	04/08/2016		04/08/2016	51.94
13097 - Verizon Wireless	9763046631	842011146-00001	Paid by Check # 648134		04/01/2016	04/22/2016	04/22/2016		04/22/2016	337.47
Account 520.055 - Telephone Expense Totals										\$494.80
Account 520.060 - Postage/Po Box Rent										
25294 - F P Mailing Solutions	RI102763834	600003046	Paid by Check # 647354		03/15/2016	04/08/2016	04/08/2016		04/08/2016	45.00
Account 520.060 - Postage/Po Box Rent Totals										\$45.00
Account 520.084 - Replacement & Repair										
3890 - Arata Equipment Co.	1-85074	1015	Paid by Check # 647279		03/09/2016	04/08/2016	04/08/2016		04/08/2016	98.00
3890 - Arata Equipment Co.	1-85135	1015	Paid by Check # 647279		03/14/2016	04/08/2016	04/08/2016		04/08/2016	98.43
6546 - Buffo's Refrigeration	2172	G'VILLE	Paid by Check # 647296		03/11/2016	04/08/2016	04/08/2016		04/08/2016	202.87
11625 - Accurate Mobile Locksmith Inc	G'VILLE 4/5/16	G'VILLE	Paid by Check # 647533		04/05/2016	04/15/2016	04/15/2016		04/15/2016	125.88
11985 - Ace Hardware	105949/1	1236	Paid by Check # 647534		03/01/2016	04/15/2016	04/15/2016		04/15/2016	1.79
11985 - Ace Hardware	106034/1	1236	Paid by Check # 647534		03/04/2016	04/15/2016	04/15/2016		04/15/2016	.79
11985 - Ace Hardware	106095/1	1236	Paid by Check # 647534		03/08/2016	04/15/2016	04/15/2016		04/15/2016	2.02
11985 - Ace Hardware	106175/1	1236	Paid by Check # 647534		03/10/2016	04/15/2016	04/15/2016		04/15/2016	17.49
11985 - Ace Hardware	106187/1	1236	Paid by Check # 647534		03/11/2016	04/15/2016	04/15/2016		04/15/2016	21.96
11985 - Ace Hardware	106191/1	1236	Paid by Check # 647534		03/11/2016	04/15/2016	04/15/2016		04/15/2016	9.16

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & Sanitation Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair										
11985 - Ace Hardware	106436/1	1236	Paid by Check # 647534		03/22/2016	04/15/2016	04/15/2016		04/15/2016	66.44
11985 - Ace Hardware	106536/1	1236	Paid by Check # 647534		03/25/2016	04/15/2016	04/15/2016		04/15/2016	15.99
7100 - Amrep Inc	278473	GAR050	Paid by Check # 647545		03/04/2016	04/15/2016	04/15/2016		04/15/2016	494.53
7100 - Amrep Inc	279061	GAR050	Paid by Check # 647545		03/17/2016	04/15/2016	04/15/2016		04/15/2016	136.44
7100 - Amrep Inc	279366	GAR050	Paid by Check # 647545		03/23/2016	04/15/2016	04/15/2016		04/15/2016	999.68
2510 - Parts House	663802	4170	Paid by Check # 647736		02/29/2016	04/15/2016	04/15/2016		04/15/2016	121.21
2510 - Parts House	664039	4170	Paid by Check # 647736		03/01/2016	04/15/2016	04/15/2016		04/15/2016	16.65
2510 - Parts House	665276	4170	Paid by Check # 647736		03/08/2016	04/15/2016	04/15/2016		04/15/2016	5.20
26482 - Peterbilt Truck Parts & Eq LLC	7047788	365290	Paid by Check # 647740		03/11/2016	04/15/2016	04/15/2016		04/15/2016	202.59
26482 - Peterbilt Truck Parts & Eq LLC	7048158	365290	Paid by Check # 647740		03/15/2016	04/15/2016	04/15/2016		04/15/2016	1,014.55
26482 - Peterbilt Truck Parts & Eq LLC	7048646	365290	Paid by Check # 647740		03/18/2016	04/15/2016	04/15/2016		04/15/2016	39.39
6113 - A-L Sierra Welding Products Inc	623385	07134	Paid by Check # 647832		04/01/2016	04/22/2016	04/22/2016		04/22/2016	218.51
13485 - Ahern Rentals Inc	15856886-1	205304	Paid by Check # 647844		03/16/2016	04/22/2016	04/22/2016		04/22/2016	5.14
12198 - O'Reilly Auto Parts	3530-439432	1075650	Paid by Check # 648043		02/29/2016	04/22/2016	04/22/2016		04/22/2016	119.91
12198 - O'Reilly Auto Parts	3530-439494	1075650	Paid by Check # 648043		02/29/2016	04/22/2016	04/22/2016		04/22/2016	36.77
12198 - O'Reilly Auto Parts	3530-439517	1075650	Paid by Check # 648043		02/29/2016	04/22/2016	04/22/2016		04/22/2016	80.48
12198 - O'Reilly Auto Parts	3530-439579	1075650	Paid by Check # 648043		03/01/2016	04/22/2016	04/22/2016		04/22/2016	64.34
12198 - O'Reilly Auto Parts	3530-439659	1075650	Paid by Check # 648043		03/01/2016	04/22/2016	04/22/2016		04/22/2016	6.44
12198 - O'Reilly Auto Parts	3530-440163	1075650	Paid by Check # 648043		03/03/2016	04/22/2016	04/22/2016		04/22/2016	71.36
12198 - O'Reilly Auto Parts	3530-440298	1075650	Paid by Check # 648043		03/04/2016	04/22/2016	04/22/2016		04/22/2016	4.47
12198 - O'Reilly Auto Parts	3530-440301	1075650	Paid by Check # 648043		03/04/2016	04/22/2016	04/22/2016		04/22/2016	17.23
12198 - O'Reilly Auto Parts	3530-440391	1075650	Paid by Check # 648043		03/04/2016	04/22/2016	04/22/2016		04/22/2016	157.78

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & Sanitation										
Department 925 - Health & Sanitation										
Account 520.084 - Replacement & Repair										
12198 - O'Reilly Auto Parts	3530-440729	1075650	Paid by Check # 648043		03/07/2016	04/22/2016	04/22/2016		04/22/2016	17.05
12198 - O'Reilly Auto Parts	3530-440734	1075650	Paid by Check # 648043		03/07/2016	04/22/2016	04/22/2016		04/22/2016	269.85
12198 - O'Reilly Auto Parts	3530-440741	1075650	Paid by Check # 648043		03/07/2016	04/22/2016	04/22/2016		04/22/2016	16.24
12198 - O'Reilly Auto Parts	3530-440818	1075650	Paid by Check # 648043		03/07/2016	04/22/2016	04/22/2016		04/22/2016	53.98
12198 - O'Reilly Auto Parts	3530-440931	1075650	Paid by Check # 648043		03/08/2016	04/22/2016	04/22/2016		04/22/2016	54.06
12198 - O'Reilly Auto Parts	3530-440946	1075650	Paid by Check # 648043		03/08/2016	04/22/2016	04/22/2016		04/22/2016	(53.98)
12198 - O'Reilly Auto Parts	3530-440948	1075650	Paid by Check # 648043		03/08/2016	04/22/2016	04/22/2016		04/22/2016	107.96
12198 - O'Reilly Auto Parts	3530-440975	1075650	Paid by Check # 648043		03/08/2016	04/22/2016	04/22/2016		04/22/2016	20.29
12198 - O'Reilly Auto Parts	3530-441360	1075650	Paid by Check # 648043		03/10/2016	04/22/2016	04/22/2016		04/22/2016	29.99
12198 - O'Reilly Auto Parts	3530-441369	1075650	Paid by Check # 648043		03/10/2016	04/22/2016	04/22/2016		04/22/2016	10.48
12198 - O'Reilly Auto Parts	3530-441544	1075650	Paid by Check # 648043		03/11/2016	04/22/2016	04/22/2016		04/22/2016	42.39
12198 - O'Reilly Auto Parts	3530-441592	1075650	Paid by Check # 648043		03/11/2016	04/22/2016	04/22/2016		04/22/2016	39.00
12198 - O'Reilly Auto Parts	3530-441934	1075650	Paid by Check # 648043		03/14/2016	04/22/2016	04/22/2016		04/22/2016	47.49
12198 - O'Reilly Auto Parts	3530-441936	1075650	Paid by Check # 648043		03/14/2016	04/22/2016	04/22/2016		04/22/2016	47.49
12198 - O'Reilly Auto Parts	3530-442530	1075650	Paid by Check # 648043		03/17/2016	04/22/2016	04/22/2016		04/22/2016	(16.98)
12198 - O'Reilly Auto Parts	3530-443196	1075650	Paid by Check # 648043		03/21/2016	04/22/2016	04/22/2016		04/22/2016	7.99
12198 - O'Reilly Auto Parts	3530-443383	1075650	Paid by Check # 648043		03/22/2016	04/22/2016	04/22/2016		04/22/2016	3.30
12198 - O'Reilly Auto Parts	3530-443405	1075650	Paid by Check # 648043		03/22/2016	04/22/2016	04/22/2016		04/22/2016	40.28
12198 - O'Reilly Auto Parts	3530-444008	1075650	Paid by Check # 648043		03/25/2016	04/22/2016	04/22/2016		04/22/2016	269.99
Account 520.084 - Replacement & Repair Totals Invoice Transactions 51										\$5,480.36
Account 520.089 - Power										
2924 - NV Energy	791804 3-16	791804	Paid by Check # 647435		03/25/2016	04/08/2016	04/08/2016		04/08/2016	220.54
Account 520.089 - Power Totals Invoice Transactions 1										\$220.54



Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & Sanitation										
Department 925 - Health & Sanitation										
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 3-16	2410015779022	Paid by Check # 647488		03/17/2016	04/08/2016	04/08/2016		04/08/2016	84.67
3021 - Southwest Gas-Las Vegas	1072224004 3-16	2411072224004	Paid by Check # 647488		03/17/2016	04/08/2016	04/08/2016		04/08/2016	76.70
3021 - Southwest Gas-Las Vegas	1188600002 3-16	2411188600002	Paid by Check # 647488		03/17/2016	04/08/2016	04/08/2016		04/08/2016	185.56
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$346.93
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	16-040285	0296	Paid by Check # 647693		04/01/2016	04/15/2016	04/15/2016		04/15/2016	66.80
2030 - Minden-Gardnerville Sanitation	16-040575	0594	Paid by Check # 647693		04/01/2016	04/15/2016	04/15/2016		04/15/2016	20.88
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 2		\$87.68
Account 520.098 - Janitorial Services										
27347 - A+ Janitorial Service	TOG1215	G'VILLE	Paid by Check # 647266		03/30/2016	04/08/2016	04/08/2016		04/08/2016	100.00
27347 - A+ Janitorial Service	TOG0116	G'VILLE	Paid by Check # 647266		03/30/2016	04/08/2016	04/08/2016		04/08/2016	100.00
27347 - A+ Janitorial Service	TOG0216	G'VILLE	Paid by Check # 647266		03/30/2016	04/08/2016	04/08/2016		04/08/2016	100.00
27347 - A+ Janitorial Service	TOG0316	G'VILLE	Paid by Check # 647266		03/30/2016	04/08/2016	04/08/2016		04/08/2016	100.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 4		\$400.00
Account 520.136 - Rents & Leases Equipment										
4753 - Ricoh USA Inc	96501986	1481234-3433221	Paid by Check # 647468		03/11/2016	04/08/2016	04/08/2016		04/08/2016	165.41
4753 - Ricoh USA Inc	5041354682	16769392	Paid by Check # 648075		04/01/2016	04/22/2016	04/22/2016		04/22/2016	93.30
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 2		\$258.71
Account 520.187 - Internet Expense										
15887 - Charter Communications	0012509 4/16	8354110060012509	Paid by Check # 647888		04/02/2016	04/22/2016	04/22/2016		04/22/2016	64.99
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$64.99
Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	228079 3-16	228079	Paid by Check # 647572		04/04/2016	04/15/2016	04/15/2016		04/15/2016	20,167.76
9016 - Douglas Disposal Inc	40990612 3/16	40990612	Paid by Check # 647919		04/01/2016	04/22/2016	04/22/2016		04/22/2016	1,346.30
				Account 520.197 - Landfill Expense Totals				Invoice Transactions 2		\$21,514.06

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & Sanitation										
Department 925 - Health & Sanitation										
Account 521.100 - Professional Services										
8197 - Carson Valley Telephone Co	15492	G'VILLE	Paid by Check # 647071		03/22/2016	04/01/2016	04/01/2016		04/01/2016	237.00
8197 - Carson Valley Telephone Co	16303	G'VILLE	Paid by Check # 647578		03/31/2016	04/15/2016	04/15/2016		04/15/2016	95.00
Account 521.100 - Professional Services Totals										\$332.00
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1189078	8308	Paid by Check # 647368		03/15/2016	04/08/2016	04/08/2016		04/08/2016	713.02
3814 - Flyers Energy LLC	CFS1197256	8308	Paid by Check # 647938		03/31/2016	04/22/2016	04/22/2016		04/22/2016	842.65
12198 - O'Reilly Auto Parts	3530-439432	1075650	Paid by Check # 648043		02/29/2016	04/22/2016	04/22/2016		04/22/2016	1,662.45
Account 532.003 - Gas & Oil Totals										\$3,218.12
Account 532.028 - Uniforms										
5785 - AlSCO Inc	LREN1123915	000330	Paid by Check # 647274		03/01/2016	04/08/2016	04/08/2016		04/08/2016	4.39
5785 - AlSCO Inc	LREN1126069	000330	Paid by Check # 647274		03/08/2016	04/08/2016	04/08/2016		04/08/2016	4.39
5785 - AlSCO Inc	LREN1128178	000330	Paid by Check # 647274		03/15/2016	04/08/2016	04/08/2016		04/08/2016	4.39
5785 - AlSCO Inc	LREN1130337	000330	Paid by Check # 647274		03/22/2016	04/08/2016	04/08/2016		04/08/2016	4.39
5785 - AlSCO Inc	LREN1130439	000330	Paid by Check # 647274		03/22/2016	04/08/2016	04/08/2016		04/08/2016	30.00
5785 - AlSCO Inc	LREN1132475	000330	Paid by Check # 647274		03/29/2016	04/08/2016	04/08/2016		04/08/2016	4.39
2510 - Parts House	663470	4170	Paid by Check # 647736		02/26/2016	04/15/2016	04/15/2016		04/15/2016	8.42
2510 - Parts House	663802	4170	Paid by Check # 647736		02/29/2016	04/15/2016	04/15/2016		04/15/2016	8.41
13485 - Ahern Rentals Inc	15840621-1	205304	Paid by Check # 647844		03/11/2016	04/22/2016	04/22/2016		04/22/2016	84.00
12997 - Do Co Procurement Program	3-16 LACOST	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	69.99
Account 532.028 - Uniforms Totals										\$222.77
Account 532.056 - Subscriptions										
12997 - Do Co Procurement Program	3-16 DALLAIRE	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	2,572.50
Account 532.056 - Subscriptions Totals										\$2,572.50

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Accounts Payable by G/L Distribution Report

G/L Date Range 04/01/16 - 04/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 533.800 - Office Supplies										
8479 - Tahoe Supply Co	610873	TOWNGV	Paid by Check # 647501		03/17/2016	04/08/2016	04/08/2016		04/08/2016	39.65
12997 - Do Co Procurement Program	3-16 LOUTHAN	G'VILLE	Paid by Check # 647908		03/27/2016	04/22/2016	04/22/2016		04/22/2016	198.34
				Account 533.800 - Office Supplies Totals				Invoice Transactions 2		\$237.99
16648 - E Squared C Inc	43644	G'VILLE	Paid by Check # 647101		03/02/2016	04/01/2016	04/01/2016		04/01/2016	37.50
16648 - E Squared C Inc	43673	G'VILLE	Paid by Check # 647608		04/01/2016	04/15/2016	04/15/2016		04/15/2016	37.50
				Account 533.806 - Software Totals				Invoice Transactions 2		\$75.00
				Department 925 - Health & Sanitation Totals				Invoice Transactions 94		\$36,571.45
				Fund 611 - Gardnerville Health & San Totals				Invoice Transactions 94		\$36,571.45
				Grand Totals				Invoice Transactions 186		\$82,192.34

* = Prior Fiscal Year Activity

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the 106th Annual Carson Valley Days Festival scheduled for June 8 through 13, 2016, sponsored by Carson Valley Active 20-30 Club #85.

2. **Recommended Motion:** Approve on consent

Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 3, 2016 **Time Requested:** 5 minutes

6. **Agenda:** ☒ Consent ☐ Administrative

Background Information: See attached.

7. **Other Agency Review of Action:** ☒ Douglas County ☐ N/A

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

RECEIVED

APR - 7 2016

DOUGLAS COUNTY CLERK

OUTDOOR FESTIVAL LICENSE APPLICATION

Application Date: 4-1-16 Date(s) of Event: JUNE 8-13, 2016

Name of Event: 106TH CARSON VALLEY DAYS

Location of Event: THROUGHOUT MINDEN & GARDNERVILLE: LAMPE PARK, HERBIG PARK,
(Address or Legal Description) DOUGLAS HIGH, MINDEN PARK, & HWY 395

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

Contact's name: TOMMY LOVELL
(If different than applicant)

Mailing address: P.O. Box 2030 GARDNERVILLE NV 89410
Street or P.O. Box City State Zip Code

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

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

Is the applicant a(n): ☐ Corporation ☐ Partnership ☐ Individual ☒ Other NON-PROFIT

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

Name	Address	Title

Description of Event: 106TH CARSON VALLEY DAYS w/ CARNIVAL, LIVE MUSIC, PARADE,
CRAFT & FOOD VENDORS, WALK-JOG-RUN w/ THE PARTNERSHIP OF COMMUNITY
RESOURCES, AND VOLLEY BALL TOURNAMENT.

Hours of operation: 7AM - MIDNIGHT DAILY

What is the name of the designated event representative that will be on-site during the event and who has authority to bind the applicant? ROBBIE BOLAIS / TOMMY LOVELL

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

When will fee be collected? ☐ Pre-sales ☐ At entrance

List approximate number of participants: 100

List approximate number of spectators: 3000

List expected peak number of spectators: 4000

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

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

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

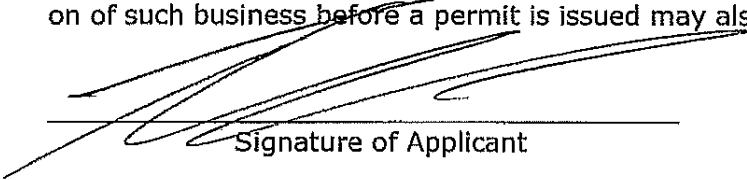
Name of Insurer: WARREN REED INS

Limits of liability: SEE ATTACHED

Address of Insurer: 1521 HWY 395 CARDONVILLE NV 89410
Street City State Zip code

Policy number: SEE ATTACHED

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


Signature of Applicant

4-5-16
Date

TOMMY LOVELL
Name of Applicant

TLOVELL85@gmail.com
Contact Email Address

FESTIVAL PLANS

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

ATTACH ADDITIONAL PAGES IF NECESSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Describe parking areas, access and parking control plan (§ 5.12.150-160/5.12.120(H))

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

Hours of operation (§ 5.12.170/5.12.120(I))

Applicant has prepared a schedule (attached to this festival plan) of events detailing the times of activities throughout the event.

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

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

Describe illumination plan (§ 5.12.180/5.12.120(K))

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

Describe overnight camping facilities plan (§ 5.12.190/5.12.120(L))

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

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

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

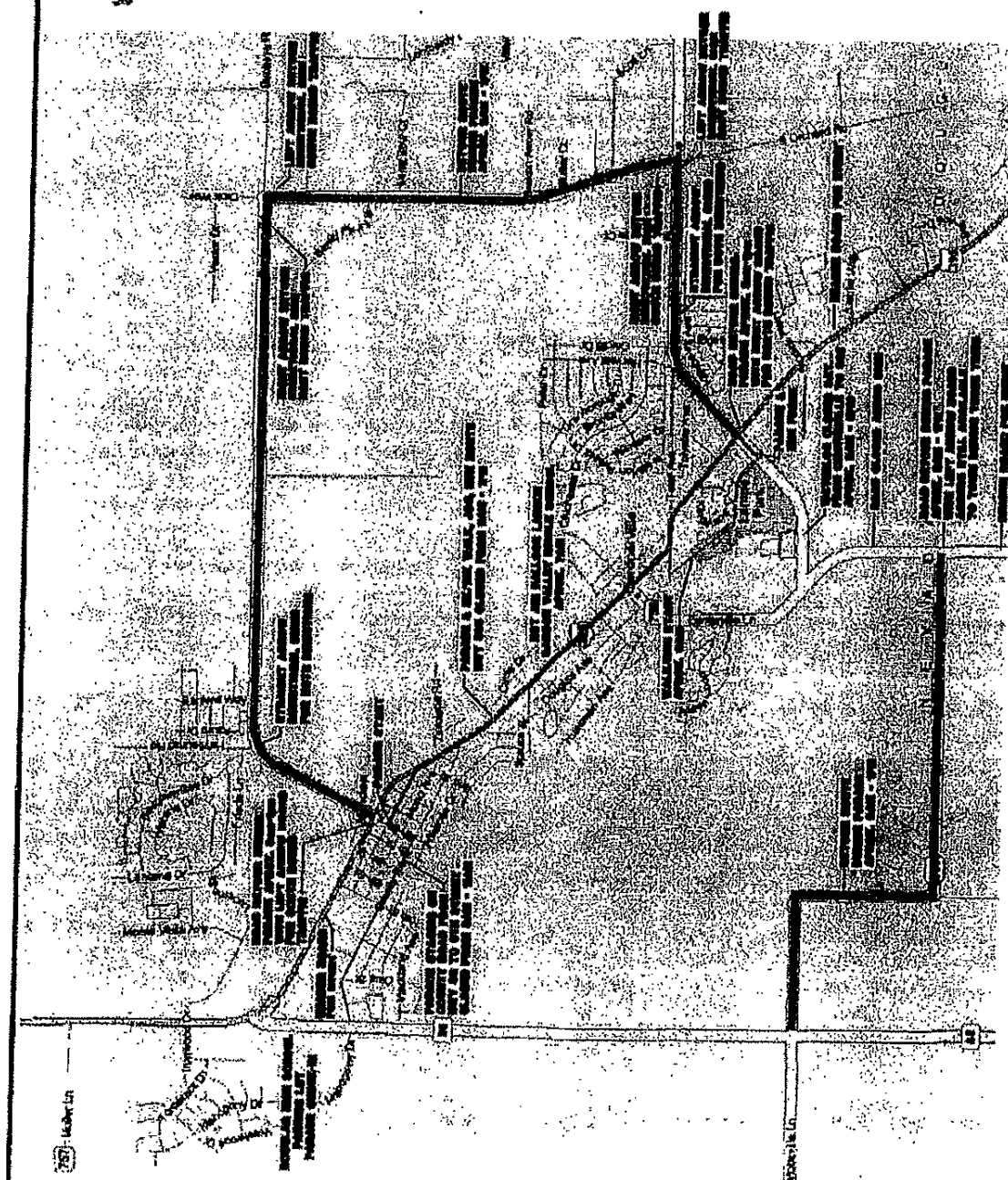
Attach a plot plan showing arrangement of the facilities including those for parking, egress and ingress. (§ 5.12.050/5.12.040)

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

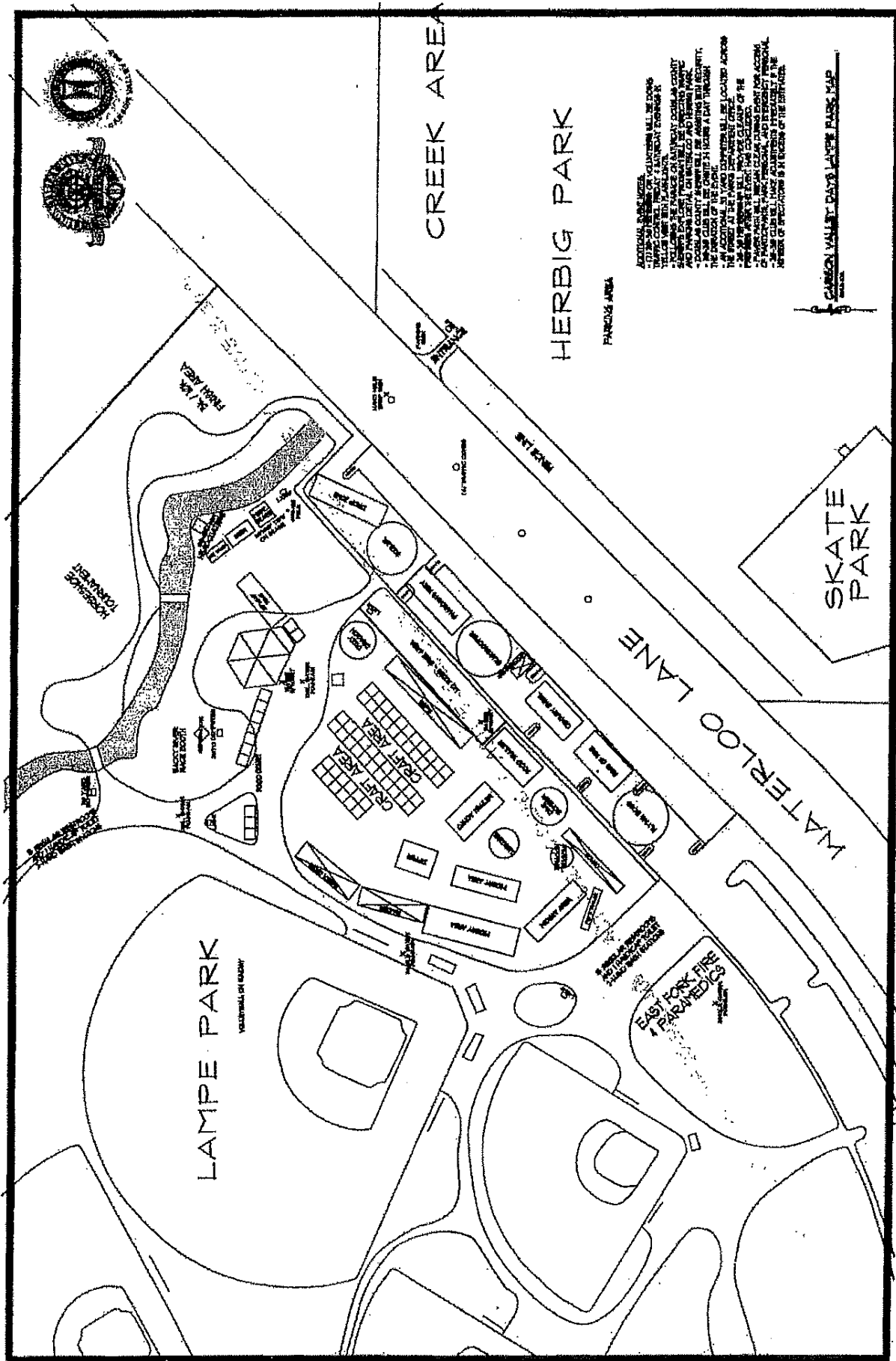


EVENT SCHEDULE

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



UNESCO BAY



ADDITIONAL PARKS
THE PARKS OF CARBON VALLEY ARE LOCATED ALL THE LONG
THE COUNTRY ROAD, CLARK COUNTY, MISSOURI, AND
THESE ARE THE PARKS OF CARBON VALLEY.
THE PARKS OF CARBON VALLEY ARE LOCATED ALL THE LONG
THE COUNTRY ROAD, CLARK COUNTY, MISSOURI, AND
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THE PARKS OF CARBON VALLEY ARE LOCATED ALL THE LONG
THE COUNTRY ROAD, CLARK COUNTY, MISSOURI, AND
THESE ARE THE PARKS OF CARBON VALLEY.

CARBON VALLEY PARKS MAP



CERTIFICATE OF LIABILITY INSURANCE

CARSO45

OP ID: DR

DATE (MM/DD/YYYY)

03/30/2016

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PRODUCER Warren Reed Insurance, Inc. 1521 Highway 395 North Gardnerville, NV 89410 Alan G. Reed	CONTACT NAME: Account Executives/Alan	
	PHONE (A/C, No, Ext): 775-782-2277 FAX (A/C, No): 775-782-7387	
INSURED Carson Valley 20-30 Club P.O. Box 2030 Gardnerville, NV 89410	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Capitol Indemnity Corporation	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	CP02348442	03/17/2016	03/11/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The below mentioned certificate holder is added as an additional insured.

CERTIFICATE HOLDER**CANCELLATION**

Douglas County
P.O. Box 218
Minden, NV 89423

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Alan G. Reed

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CARSO45

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INSURED Carson Valley 20-30 Club P.O. Box 2030 Gardnerville, NV 89410		INSURER(S) AFFORDING COVERAGE INSURER A: Capitol Indemnity Corporation INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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VS	TR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X	COMMERCIAL, GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
		CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		GP02348442	03/17/2016	03/11/2017	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	X	Liquor Liability						MED EXP (Any one person) \$ 5,000
		GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
		POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
		OTHER:						PRODUCTS - COM/OP AGG \$ 2,000,000
		AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
		ANY AUTO						BODILY INJURY (Per person) \$
		ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
		SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
		NON-OWNED AUTOS						
		HIRED AUTOS						
		UMBRELLA LIAB						EACH OCCURRENCE \$
		EXCESS LIAB						AGGREGATE \$
		OCCUR						
		CLAIMS-MADE						
		DED						
		RETENTION'S						
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					OTH-ER
		If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$
								E.L. DISEASE - EA EMPLOYEE \$
								E.L. DISEASE - POLICY LIMIT \$

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he below mentioned certificate holder is added as an additional insured.

CERTIFICATE HOLDER Town of Minden 1604 Esmeralda Ave Minden, NV 89423	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Alan G. Reed
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	PHONE (A/C, No, Ext): 775-782-2277	FAX (A/C, No): 775-782-7387
INSURED Carson Valley 20-30 Club P.O. Box 2030 Gardnerville, NV 89410	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
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CERTIFICATE HOLDER

Town of Gardnerville
1407 Hwy 395
Gardnerville, NV 89410

CANCELLATION

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AUTHORIZED REPRESENTATIVE
Alan G. Reed

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INSURED Carson Valley 20-30 Club P.O. Box 2030 Gardnerville, NV 89410		INSURER(S) AFFORDING COVERAGE INSURER A: Capitol Indemnity Corporation INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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CERTIFICATE HOLDER**CANCELLATION**

Douglas County School District
P.O. Box 1888
Minden, NV 89423

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AUTHORIZED REPRESENTATIVE
Alan G. Reed

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ARTICLES OF INCORPORATION

OF

THE 20-30 CLUB OF CARSON VALLEY NO. 85

KNOW ALL MEN BY THESE PRESENTS:

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

FIRST: That the name of the club shall be

THE 20-30 CLUB OF CARSON VALLEY NO. 85

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

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

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

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

NAME	ADDRESS
CLIFFORD WINKELMAN	Minden, Nevada
HERB CORDES	Genoa, Nevada
GLENN E. LOGAN	Gardnerville, Nevada
LEONARD H. WINKELMAN	Minden, Nevada
NEVADA WISE	Minden, Nevada
ARLEN TURRIA	Gardnerville, Nevada
ROBERT KIMMERLING	Gardnerville, Nevada

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

3
4 Clifford Winkelman
5 Herbert Cordes
6 Glenn E. Logan
7
8 Leonard H. Winkelman
9 Robert A. Zimmerling
10 Nevada Wise
11
12 Arlen Turbia
13

14 STATE OF NEVADA }
15 COUNTY OF DOUGLAS } ss

16 On this 28th day of February, 1955, before me the
17 undersigned, a Notary Public in and for the State of Nevada,
18 personally appeared CLIFFORD WINKELMAN, HERB CORDES, GLENN E.
19 LOGAN, LEONARD H. WINKELMAN, NEVADA WISE, ARLEN TURBIA, ROBERT
20 ZIMMERLING known to me to be the persons whose names are
21 subscribed to the foregoing Articles of Incorporation, and
22 acknowledged to me that they executed the same.

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

25
26 Carroll M. Alexander
27 NOTARY PUBLIC in and for the
28 County of Douglas, State of
29 Nevada

My Commission Expires Feb. 22nd 1958

ALL OTHERS
CANCELED AND RETURNED
DIRECT NATIONAL BANK
BANKERS
NATIONAL BANK

ARTICLES OF INCORPORATION

OF

THE 20-30 CLUB OF CAESAR VALLEY NO. 85

FILED AT THE RECORDS OF

DREHDEL AND DYON

HERO, NEVADA

MARCH 22, 1955

NOTAR PUBLIC, NEVADA

270-1955

Notar Fee 1.00 Organization Fee



THE 20-30 CLUB OF CARSON VALLEY NO. 85

Business Entity Information			
Status:	Active	File Date:	03/22/1955
Type:	Domestic Non-Profit Corporation	Entity Number:	C370-1955
Qualifying State:	NV	List of Officers Due:	03/31/2017
Managed By:		Expiration Date:	
Foreign Name:		On Admin Hold:	No
NV Business ID:	NV19551000194	Business License Exp:	

Additional Information	
	Central Index Key

Charitable Solicitation Registration Statement Information
Click here to view the Charitable Solicitation Registration Statement details associated with this company. (/businessSearch/charitable?corpId=YLHG51ncf1jmxTwXrpJTA==)

Registered Agent Information			
Name:	REGISTERED AGENT INC.	Address 1:	769 BASQUE WAY SUITE 300
Address 2:		City:	CARSON CITY
State:	NV	Zip Code:	89706
Phone:		Fax:	
Mailing Address 1:		Mailing Address 2:	
Mailing City:		Mailing State:	NV
Mailing Zip Code:			
Agent Type:	Commercial Registered Agent - Corporation		
Jurisdiction:	NEVADA	Status:	Active
View all business entities under this registered agent ()			

Officers			
			<input type="checkbox"/> Include Inactive Officers
Secretary - ROBBIE BOULAIS			
Address 1:	1179 COTTONWOOD ST. #10	Address 2:	
City:	GARDNERVILLE	State:	NV
Zip Code:	89410	Country:	USA
Status:	Active	Email:	
Director - CHRIS FORSYTH			
Address 1:	743 BLUE ROCK RD	Address 2:	
City:	GARDNERVILLE	State:	NV
Zip Code:	89410	Country:	USA
Status:	Active	Email:	
Treasurer - JASON JOHNSTON			
Address 1:	P.O. BOX 20-30	Address 2:	
City:	GARDNERVILLE	State:	NV
Zip Code:	89410	Country:	USA
Status:	Active	Email:	
President - MICHAEL STUDEDI			
Address 1:	1349 GRANBOROUGH DR	Address 2:	

City:	GARDNERVILLE	State:	NV
Zip Code:	89410	Country:	USA
Status:	Active	Email:	

Actions\Amendments
Click here to view 26 actions\amendments associated with this company ()

Supported Internet Browser versions or above: Apple iOS 9, Internet Explorer 11, FireFox 45, Google Chrome 49

Disclaimer



Douglas County



SHERIFF

"A Tradition of Service"

Ron Pierini
SHERIFF

March 25, 2016

Douglas County 20-30 Club

Post Office Box 2030

Gardnerville, NV 8410

Dear Mr. Provost and members of the DC 20-30 Club,

It is with pleasure that the deputies of the Douglas County Sheriff's Office and the members of the Douglas County 20-30 Service Club work together again to bring forth the 106th Carson Valley Days festival to our community.

We admire the service you provide to the community and we are proud to be associated with your event. If we can be of further any questions answered or need anything further. Please feel free to contact me at my office. (775)782-6250

Captain Joe Duffy

Douglas County Sheriff's Office

Patrol Division

POST OFFICE BOX 218 • MINDEN, NEVADA 89423

Administration 775/782-9900 • Investigations 775/782-9905 • Civil 775/782-9942 • Jail 775/782-9921
Records 775/782-9933 • Dispatch 775/782-5126 • Fax 775/782-9919



BOARD OF COMMISSIONERS

1594 Esmeralda Avenue, Minden, Nevada 89423

Lawrence A. Werner
COUNTY MANAGER
775-782-9821

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

March 18, 2016

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

RE: Highway 395 Closure for the Carson Valley Days Parade on Saturday, June 11, 2016

Dear Mr. Smith:

This letter is to notify you that Douglas County agrees to allow traffic from Highway 395 to be diverted on to local roads during the temporary highway closure for the Carson Valley Days parade on Saturday, June 11, 2016.

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

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

Sincerely,

Lawrence A. Werner
Douglas County Manager

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

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



NEVADA
DEPARTMENT OF
TOURISM AND
CULTURAL AFFAIRS

February 24, 2016

Governor
Brian Sandoval

Lieutenant Governor
& Commission Chair
Mark Hutchison

Director
Claudia Vecchio

401 North Carson St.
Carson City, NV 89701

775.687.4322
800.237.0774

Fax:
775.687.6779

555 E. Washington Ave.
Suite 5600
Las Vegas, NV 89101

702.486.2426

Fax
702.486.2789

TravelNevada.com
TravelNevada.biz
NevadaCulture.org

Nevada Department of Transportation
District II Permit Office
310 Galletti Way
Sparks, NV 89410

Re: Highway 395 Closure for the Carson Valley Days Parade on June 11, 2016

To Whom It May Concern:

The Nevada Commission on Tourism and The Department of Tourism and Cultural Affairs is in support of the requested highway closure for the Annual Carson Valley Days Parade to be held on June 11, 2016.

This year celebrates the 106th Carson Valley Days festival and attracts several thousand people to the Carson Valley. The event has a positive economic impact on tourism in the state of Nevada.

If you have any questions regarding this matter, please call our office at 775-687-0621.

Sincerely,

Claudia Vecchio
Director
Nevada Department of Tourism and Cultural Affairs

Cc: tjprovost1@aol.com



NDOT
District II Permit Office
310 Galletti Way
Sparks, Nevada 89431

RE: Highway 395 Closure for Carson Valley Days Parade on June 11, 2016

Please accept this as a letter of support for the Carson Valley Active 20-30 Club #85 request for a portion of Highway 395 to be closed on the morning of Saturday, June 11, 2016.

This event, the Carson Valley Days Parade, is one that draws considerable attention and business to our towns each year. It has great benefit to the entire community and particular value to our merchants.

The Carson Valley Chamber of Commerce appreciates your efforts and is ready to answer any questions concerning our support of this request.

Respectfully,

A handwritten signature in black ink, appearing to read "Bill Chernock".

Bill Chernock
Executive Director

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for April 2016.
2. **Recommended Motion: Receive and file**
 - a. **Funds Available:** ☐ Yes ☒ N/A
3. **Department:** Administration
4. **Prepared by:** Paula Lochridge
5. **Meeting Date:** May 3, 2016 **Time Requested:** 10 minutes
6. **Agenda:** ☐ Consent ☒ Administrative
7. **Background Information** See attached.
8. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
9. **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Main Street Gardnerville's Program Manager Report May 3, 2016

- **Organization Committee:**

- Finalizing all of the new sponsorship packets (Events, Projects and Volunteer) and is working on the best way to roll out the sponsorship effort.
- Since the majority of our memberships are paid on the Fiscal Year basis, they will begin following up with existing members to renew their memberships, while also focusing on potential new members to the program.
- Planning a volunteer/business recognition event for Sunday, July 17th, 1p-4 pm at Heritage Park.
- The committee will be following up with Senator Settelmeyer regarding moving forward with our efforts to see the creation of a State Program.

- **Promotions Committee:**

- Planning and coordinating efforts for upcoming events:
 - Great Race (*along with the Town*)
 - Freedom 5K Fun Run/Walk & Yankee Doodle Dash (*along with the Town*)
 - Gearing up for the 8th Thirsty Third Thursday Wine Walk season:
 - May 19th Patriotic
 - June 16th Pirate
 - July 21st Super Heroes
 - August 18th Famous Pairs
 - September 15th Masquerade
 - Coffin Races
- Planning CV Days parade entries promoting both the Great Race and the Coffin Races. We have several coffin teams from last year's Coffin Races that have agreed to be in the parade. Working on getting some vintage cars as well. Coordinating this effort with the Town.
- Looking ahead at developing a couple of potential ideas to enhance a few existing events and to create something new for the first quarter of 2017.



- **District Vitality Committee**

- Working on a "Design your District" Campaign
- Revolving Loan Fund Program Re-launch
- New Business Welcome Packet
- Working on plans to keep existing members/district businesses engaged
- Fall in Love with the District- Vacancy Promotion Campaign

- **Design Committee:**

- New Sidewalk Gallery will be going up within the next few weeks with new frames and a new display from DHS Photography Class. Plans are in progress to arrange a special reception for the students and their families, as we do each year, for their contribution for this effort.
- Let's Sweep the Town event is scheduled for Saturday, May 14th, 8:30 am – 12:30 pm with a BBQ lunch served to volunteers afterwards.
- The Community Gardening Day at Heritage Park Gardens on April 9th went well, despite the heavy rain all afternoon. Approximately 40 people attended the event and there is only one bed left to rent out.
- Plans are underway for the annual Grand Opening at Heritage Park Gardens on May 21st, 10 am – 1 pm. Craig Witt from Full Circle will give a tomato talk at 11:00 that day. He will also donate tomato plants and a few small bags of his product that we can use as we wish that day. We will have plants available that committee members are growing and some houseplants that have been donated. We'll have the children's activities and also celebrate the new "art bin" and possibly the other trees planted by Lowe's.
- Volunteers are coordinating another class field trip to HPG, this time the class is from GES.
- At the suggestion of a town staff member, the green waste bin that is placed at the gardens is becoming a "work of art." Students from DHS are painting it so that it is more attractive to be in the park/gardens area.
- Flower Baskets sales are going well. As of April 27th, we have 46 baskets spoken for with 22 yet to be sponsored.
- Flower Committee Members are currently visiting the local businesses to promote the Adopt a Pot program.
- Mural Certificates for sponsors of the project have been completed and will be distributed over the next few weeks.



Join us and... **Let's Sweep the Town!**

Saturday, May 14th, 8:30 am – 12:30 pm
Heritage Park, 1447 Courthouse Alley in Gardnerville
(Behind the French; South of Gilman)

Meet at Heritage Park at 8:30 am for
Coffee (provided by Starbucks), snacks
and to get your assignments.

Lunch provided for our volunteers at 12:30 pm
Please call or email us so we have
plenty of BBQ for everyone:

775-782-8027 or Info@MainStreetGardnerville.org

Additional activities include:
Painting; planting and cleaning downtown furniture.

Don't forget to bring your work gloves... and a broom!



Main Street Gardnerville is a 501c6 Nonprofit Corporation ■ MainStreetGardnerville.org



Thirsty Third Thursdays

Walk the Main Street District and see what you've been missing!

2016 Wine Walks

Monthly Themes...

Come dressed in support of the theme
and you could win a \$25 Gift Certificate

**Patriotic
May 19th**



**Pirates
June 16th**

**Super Heroes
July 21st**



**Famous Pairs
August 18th**



**Masquerade
September 15th**



**Money raised will help fund
the revitalization efforts in
the Main Street District**

\$5 Commemorative Forever Wine Glass

\$15 Each Wine Walk Event

*The wine glass with light blue logo
can be used at ALL future wine walks*

**Two Registration Booths:
Town of Gardnerville Offices,
1407 Main Street
AND
Big Daddy's Bike Shop,
1546 Hwy 395**

*Registration Booths open 4:30–7:00 pm on
event day. Wine walk ends at 7:30 pm.*

Call 775-782-8027 for more information



ID Cards will be checked so please bring one with you. Please drink responsibly.

MainStreetGardnerville.org

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

FREEDOM
5K Fun Run/Walk



Town of
Gardnerville
Est. 1879
Nevada



 **8 am—10 am**
Onsite Registration 7 am—7:45 am

\$15 in advance, \$20 day of event
\$10 for Veterans and Active Military
20% discount for groups of 4 or more

Yankee Doodle Dash

An obstacle course Free for Kids 12 and under
Competitions begin at 8:00

Family

Fun Event

Register Online



The Record-Courier
recordcourier.com

*Deck yourself out in a patriotic costume
and show off your American spirit!*



**Carson Valley Lions Club
will be hosting a
“Pancake Breakfast”
Starting at 8 am—\$7**

Main Street Gardnerville

awards this

Certificate of Appreciation to

The Town of Gardnerville

***In recognition
of your
contributions
to the Basque
Themed Mural
Project.***

COMMUNITY DONORS

WELLS FARGO BANK

MIKE & ARIANE WALTER

MENDIKO EUSKALDUN CLUBA

AHERN RENTAL

MIKE & TAMI KOBOLD

DAUGHTERS OF THE AMERICAN REVOLUTION

MINDEN FORTNIGHTLY

CARSON VALLEY LODGE NO. 33, F & A. M.

TOWN OF GARDNERVILLE

MAIN STREET GARDNERVILLE

MEMBERS OF THE COMMUNITY



Mural project completed March 2, 2016

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town of Gardnerville lease agreement with Main Street program to lease the Heritage Park Garden property, to Main Street Gardnerville (MSG), located at 1461 Ezell Street (APN:1320-33-310-005) at a cost of providing insurance for the property, allowing the control and scheduling of events or other activities to Main Street Gardnerville after review and approval by town office staff of Main Street Gardnerville's proposed event dates in Heritage Park Garden to avoid conflicts with Town approved events in Heritage Park, with further discussion on the MSG Heritage Park Gardens Event Policy, and Special Event Application; with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve the Lease agreement and accompanying exhibits (with modifications as discussed) allowing the control and scheduling of events or other activities to Main Street Gardnerville after review and approval by town office staff of Main Street Gardnerville's proposed event dates in Heritage Park Garden to avoid conflicts with Town approved events in Heritage Park.

Funds Available: ☐ Yes ☒ N/A (requires staff time)

3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** May 3, 2016 **Time Requested:** 10 minutes
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: The board heard a presentation two months ago requesting the ability to charge for small events on the HPG property. Last month they had the form and policy, but there was an insurance question. That has all been cleared up and Mike prepared a lease for Main Street to review and sign and had them add the property to their insurance as well, to have events and control of the property. The lease is for 10 years, expiring the same year as the jail building. Then both leases can be updated and reviewed by the board and manager at that time.

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

D

HERITAGE PARK GARDENS LEASE AGREEMENT

This Heritage Park Gardens Lease Agreement ("Lease") is made and entered into effective the ____ day of May 2016, by and between the Town of Gardnerville, Nevada ("Town") and the Main Street Gardnerville Board of Directors ("MSG"). The parties hereby enter into the following Lease.

W I T N E S S E T H

WHEREAS, the Town owns the area where the Heritage Park Gardens ("Gardens") have been developed and are developing into a positive, attractive feature of Heritage Park; and

WHEREAS, MSG has been approached by various persons or groups requesting the ability to use the Gardens for private events; and

WHEREAS, the Town is desirous of granting to MSG, by virtue of this Lease, the right to review and approve applications for use of the Gardens subject to the terms and provisions of this Lease; and

WHEREAS, MSG is desirous of controlling the Gardens area for the purpose of allowing private events to be conducted at the Gardens subject to the terms and provisions of this Lease.

NOW, THEREFORE, based upon the above-stated recitals, each and every of which are an important term and condition of this Lease and incorporated into this Lease as though set forth verbatim below, and upon the following terms and provisions, the Town and MSG agree as follows:

1. Leased Premises:

In consideration of the terms and provisions of this Lease, the Town demises and leases to MSG, and MSG leases from the Town, the 1.6 acre property (APN: 1320-33-310-005) located at 1461 Ezell Street, located adjacent to Heritage Park, Gardnerville, Nevada, owned by the Town, commonly known as the Heritage Park Gardens.

MSG may use and occupy, and control, the Gardens, including all areas thereof, subject to the terms and conditions of this Lease.

2. Term:

MSG shall have and hold the Gardens premises for and during the full term of ten (10) years commencing as of 15 May 2016 and ending on 14 May 2026.

3. Termination:

D Either party may terminate this Lease, with or without cause, upon provision to the other party of sixty (60) days notice of Intention to Terminate Lease. Upon the expiration of sixty (60) days from receipt and delivery of a notice of Intention to Terminate Lease this Lease shall be terminated.

4. Consideration:

K For, and in consideration of, MSG always, during the term of this Lease, maintaining liability insurance providing for the Town to be an additional insured and certificate holder in the amounts as specified in the Certificate of Liability Insurance attached hereto as Exhibit "A", MSG's adherence to all of the Town's policies relating to the use of Heritage Park, MSG's enforcement of MSG's Heritage Park Gardens Event Policy, and MSG's obtaining a completed Heritage Park Gardens Special Event Application for each, every and all events allowed in the Gardens, the Town will lease the area of the Gardens to MSG. Copies of the Main Street Gardnerville Program Corporation Policies and Procedures relating to Heritage Park Gardens is attached hereto as Exhibit "B", and a copy of the Heritage Park Gardens Special Event Application is attached hereto as Exhibit "C".

5. Use of Premises:

A MSG may use the Gardens for any event permitted by MSG's Heritage Park Gardens Event Policy, provided, however, that no more than 100 people per event may be permitted in the Gardens. In addition, for any event permitted by MSG in the Gardens, an adequate supply of restrooms or portapotties, other than the Town's restrooms, shall be supplied. Lastly, should an event scheduled for the Gardens require electrical power, the applicant or MSG shall provide a source of electricity for the event.

Any event scheduled for the Gardens shall be reviewed by the Town before MSG may actually permit use of the Gardens to ensure that a proposed event **F** does not conflict with a Town approved use of Heritage Park.

6. Governmental Regulations:

MSG shall ensure, at either MSG's or the applicant's sole cost and expense, compliance with all of the requirements of all Douglas County, town, state, federal or other applicable government regulations now in force, or which may hereafter be in force pertaining to the Gardens and shall use and observe such regulations in all uses of the Gardens.

7. Notices:

T Any notice, demand, request or other instrument which may be given under this Lease shall be delivered in person to:

D

Town: 1407 Hwy. 395
Gardnerville, NV 89410

MSG: 1407 Hwy. 395
Gardnerville, NV 89410

8. Applicable Law:

This Lease shall in all respects be governed by the laws of the State of Nevada as in effect at the time of this Lease or as modified from time to time.

9. Multiple Counterparts:

This Lease may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument, but in making proof of this Lease, it shall not be necessary to produce or account for more than one such counterpart. It is not necessary that each party hereto execute the same counterpart so long identical counterparts are executed by all parties.

IN WITNESS WHEREOF, the Town and MSG have signed and sealed this Lease to be effective as of 15 May 2016 notwithstanding a different date of execution by the Town and by MSG.

Dated: _____

A

Town of Gardnerville:

Tom Dallaire
Manager

Dated: _____

Main Street Gardnerville:

T

Paula Lochridge
Program Manager

T



Exhibit 'A'

CERTIFICATE OF LIABILITY INSURANCE

MAINSTR-37

TSULLIVAN

DATE (MM/DD/YYYY)

4/15/2016

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

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

PRODUCER Maury, Donnelly & Parr 24 Commerce St. Baltimore, MD 21202	CONTACT NAME:	
	PHONE (A/C, No, Ext): (410) 685-4625	FAX (A/C, No): (410) 685-3071
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: American Casualty Co. of Reading, PA	
	NAIC # 20427	
INSURED Main Street Gardnerville Program Corp. 1407 Highway 395 Gardnerville, NV 89410	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X		4030814727	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 100,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							EACH OCCURRENCE \$
							AGGREGATE \$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Re: 1.6 acres; 69,696 sq ft; Parcel #1320-33-310-005

The Town of Gardnerville is named as additional insured.

CERTIFICATE HOLDER**CANCELLATION**Town of Gardnerville
1461 Ezell Street
Gardnerville, NV 89410

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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EFFECTIVE DATE: XX/XX/XXXX

Exhibit 'B'

Main Street Gardnerville Program Corporation
Policies and Procedures

SUBJECT: HERITAGE PARK GARDENS EVENT POLICY

HERITAGE PARK GARDENS ("HPG")/GARDNERVILLE ("TOWN") PROPERTY USE AND RESERVATION POLICY RULES AND REGULATIONS

1. Heritage Park Gardens Use and Reservation Policy:

The Main Street Gardnerville Board ("Board") defines and declares that, with the completion of the improvements to HPG, and the requests for public and private exclusive use of Heritage Park Gardens on Town property, HPG use requires a reservation policy for all persons desiring to use, promote, encourage or sponsor activities on town property.

The Board will, for events, allow for a public or private group or person to reserve HPG for such use, for limited amounts of time, pursuant to this policy and the following rules and regulations.

Any person desiring to use HPG for an event must first apply to the Main Street Gardnerville ("MSG") office for approval by the HPG Committee Chair and MSG Program Manager for the event within HPG.

2. Priority of Uses:

The Board establishes, in the first instance, that reservation of HPG shall be on a first come, first served basis. If an application is received, reviewed and approved, the application to use HPG shall take precedence over any other applications even if a later received application requests use of HPG for the same time period

3. Application:

A completed "Reservation Form and Release of Liability and Indemnification Agreement" ("application") for use of HPG to conduct an activity or event, must be submitted in writing to MSG at least 10 business days prior to the event date and shall be accompanied by any fees and/or deposits established or required pursuant to this Policy.

4. Cancellations and Refunds:

Reservations may be cancelled for a full refund up to 5 business days prior to the scheduled use. If a reservation is cancelled with less than 5 business days remaining prior to the scheduled use, no refund will be given, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God, but any deposits made will be refunded.

5. Damage to Facilities:

Any applicant whose use of HPG causes damage or excessive wear and tear to HPG or its fixtures shall be required to reimburse MSG/the Town for all costs to repair, replace, restore, repaint or clean up the affected area to its original condition prior to the use. Any damage caused by HPG use beyond normal wear and tear shall cause any future application submitted by the same person or entity to be reviewed to determine if the applicant will be allowed to use HPG/town property and its facilities in the future.

6-3

6. Reservation Fee:

A minimum \$50 donation is required to serve as a basic reservation fee for use of HPG. Checks made payable to Main Street Gardnerville.

7. Alcohol and Food:

Should the applicant desire to sell alcoholic beverages and/or food, the applicant must request permission from the Board on the application. Only beer or wine may be consumed at an event and/or during HPG/Town property use. The applicant shall obtain any other permits required for the selling alcoholic beverages and/or food, including but not limited to any liquor/food handling permits required by Douglas County, and proof of compliance with such permit requirements must be submitted with the completed application within the time for submitting the application as set forth in this Policy.

8. Insurance:

As part of the application, each applicant shall supply proof of insurance as required below, unless the applicant is a local government entity sharing the same liability insurance as the Town, in which latter instance Town staff shall verify the status of the local government entity and the liability insurance of such entity. Subject to the immediately preceding sentence, comprehensive general liability insurance naming the Town as an additional insured and certificate holder with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate will be required for any Town park use when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require(s) liability insurance; 4) alcoholic beverages are to be sold; and/or 5) as recommended by the Town Manager to the Board and/or as determined by the Board. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

9. Miscellaneous Use Rules:

Winter Restroom Use: The applicant will be charged \$50.00 if park restroom use is required from the time period of the day immediately after Thanksgiving until March 31 of the next year.

Damage or Destruction of Town Property: No person shall intentionally damage, destroy, remove or modify any MSG/Town property.

Music: Amplified music must have prior approval.

Tents, Canopies, Awnings, etc.: Erection of tents, canopies, awnings, or other like structures must be preapproved. Bounce houses, dance floors, or tents larger than 20 ft. by 20 ft. may be subject to additional security deposits and/or insurance coverage, at the discretion of the Board and as recommended to the Board by the Town Manager.

Firearms, Crossbows, Air Rifles, and Fireworks: The discharge of firearms, crossbows, air rifles or fireworks is strictly forbidden.

Camping: Camping is not permitted on Town property. Exceptions may be granted at the sole discretion of the Board.

All Other Laws: An applicant requesting to use Town property for an event is responsible for complying with all federal, state, and county laws and ordinances, including the Nevada Revised Statutes, the Nevada Administrative Code, and the County Code for Douglas County, Nevada ("Douglas County Code"). This includes but is not limited to any outdoor festival permits, liquor licenses, etc. required by the U.S. government, the State of Nevada, Douglas County - Nevada, or the Town of Gardnerville. The Town shall provide a copy of this Policy to the applicant at the time of furnishing an application.



EXHIBIT 'C'

Heritage Park Gardens Special Event Application

Reservation Form and Release of Liability and Indemnification Agreement

Name _____ Date of Application _____

Contact Phone #(s) _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Type of Event _____

Date of Event _____ Event Hours _____ (Including set up and clean up time. Total time up to four hours and ending no later than 9:30 pm.)

Event Fee: Minimum \$50 Donation Number of People Expected _____ (Maximum number is 30)

Payment: Make checks payable to **Main Street Gardnerville**

Credit Card payments can be made by phone during regular business hours at **775-782-8027**

Event Indemnification and Release of Liability

The undersigned, in consideration of participation in any event held by the Town of Gardnerville and Main Street Gardnerville, releases and forever discharges the Town, Main Street Gardnerville, its officers, agents, employees, volunteers and representatives, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debts, dues, contracts, judgments, damages, claims, and/or demands whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or may have in the future in connection with the undersigned's participation in any event held by the Town of Gardnerville and Main Street Gardnerville.

The undersigned further agrees to hold and save the Town, Main Street Gardnerville, its officers, agents, servants and employees, and their respective heirs, successors and assigns harmless from any claims by any others, including costs and expenses, for or on any account of any and all lawsuits or claims of any character whatsoever arising directly out of or from the undersigned's participation in any event, including any claim for property damage and/or personal injury, including death. The foregoing release and indemnity shall apply regardless of any negligence or strict liability of the Town and Main Street Gardnerville except to the extent the loss is caused by the gross negligence or willful misconduct of the Town and/or Main Street Gardnerville. The Undersigned acknowledges and understands that no insurance is available for coverage of the Undersigned unless otherwise provided by private insurance or obtained by the Undersigned.

I do hereby certify that, in representation of the above-named applicant, I have received a copy of the *Heritage Park Gardens Event Policy*, that I have read those policies and that the above-named applicant will observe all rules and regulations contained therein, including any conditions of approval of the MSG Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Signature: _____ Date: _____

Main Street Gardnerville

Ph: 775.782.8027 1407 Hwy 395 N, Gardnerville, NV 89410 Fax: 775.782.7135

Info@MainStreetGardnerville.org MainStreetGardnerville.org

6-5

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications or deny a request by Aaron Hampton, Stodick Estates HOA to install a nonconforming bench in the Stodick Estates detention pond; with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve staff to install the bench at the pond based on the request of the HOA, using the (non-conforming or conforming) Bench at option 3? location.

Funds Available: ☒ Yes ☐ N/A (requires staff time)
Conforming bench \$1141 (includes shipping) for conforming bench.
Non-Conforming Bench (free due to re-use of existing bench recently removed)

3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** May 3, 2016 **Time Requested:** 10 minutes
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: During public comment last month, Aaron asked the board to consider the bench in this location. Additional information on the request may be presented to be presented at meeting by Aaron Hampton.

Board needs to determine:

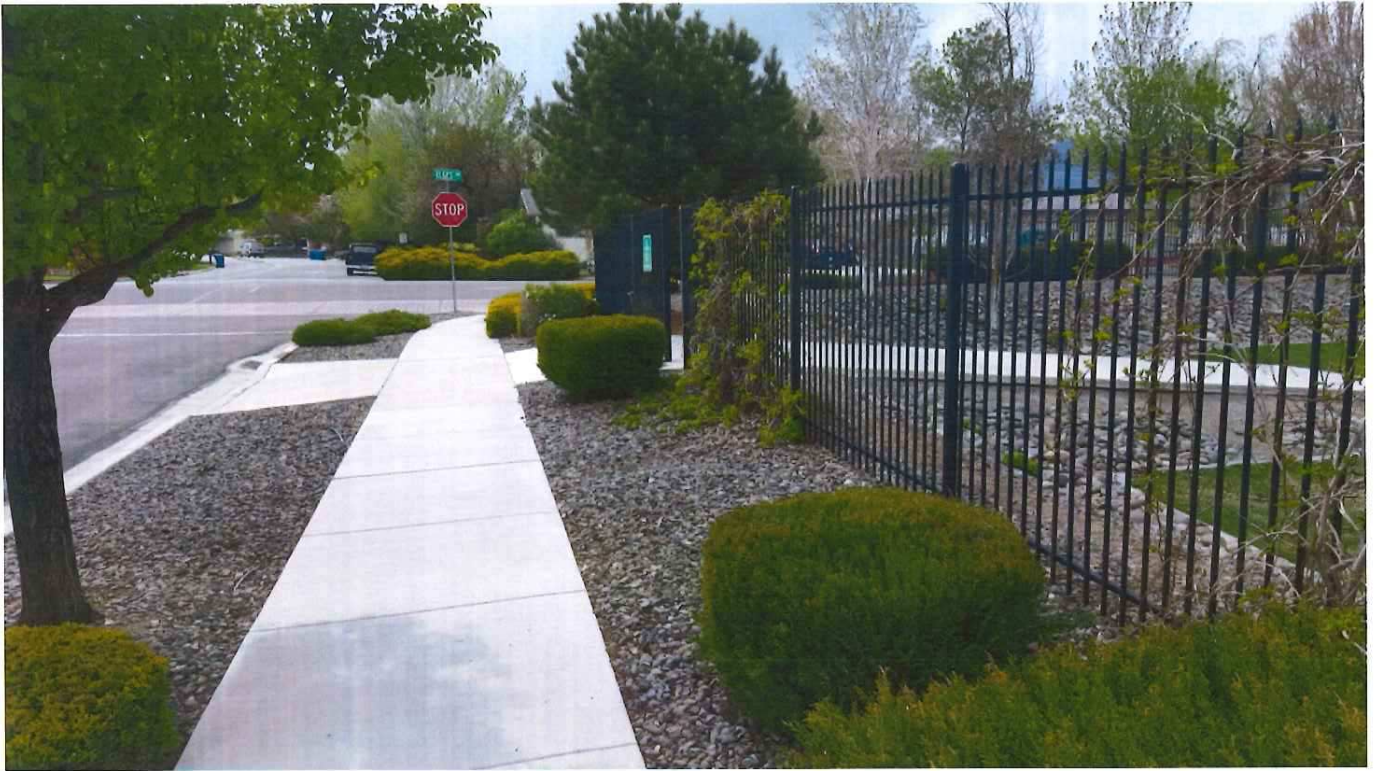
1. Use a non conforming Bench reused from bench at Martin Slough ponds. (\$150)
2. Use town standard bench (SiteScapes Bench) extra bench is currently on order. Locate at option 1 or 2 (concrete pad \$250)
3. Use town standard bench, install block wall and concrete pad for bench (\$600)

7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

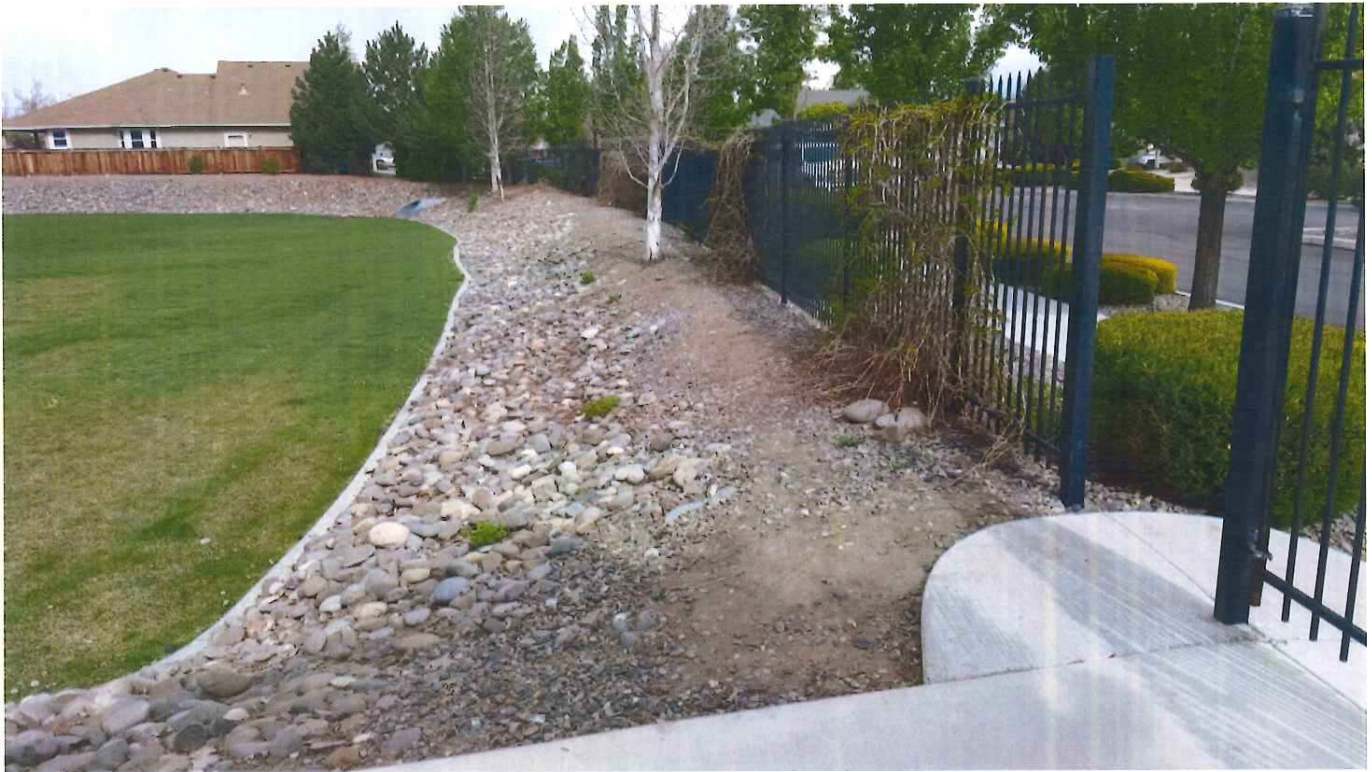
8. Board Action:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied | <input type="checkbox"/> Continued |

Option-1 Bench Location @ back of sidewalk facing the Fence outside of Pond area.



Option-2 Bench Location at Top of Bank



Option 3 – install non-conforming bench - Embedded in the ground within the rip rap at the curb and grass. Out of the way of the mower



Option 4 – install keystone blocks to level this area and provide dg or concrete pad with conforming bench at this location

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications or deny a request by Aaron Hampton, Stodick Estates HOA, to install Dogipots at the entrance to Stodick Estates detention pond; with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve the installation of the Dog I Pot station at the sidewalk of the pond area.

Funds Available: ☐ Yes ☒ N/A (requires staff time)

3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** May 3, 2016 **Time Requested:** 10 minutes
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: Dog I posts are located along Toler Lane starting with across the street. More dog I pots were installed along the trail and Martin Slough pond system at Chichester Estates. While they do help with the amount of dog feces found along the trail, it is not a cure to the problem of people picking up after their pet. The stations do help provide the opportunity for the dog owners to do the right thing. Other users of the trail tend to "police" the situation if the bags and dump sites are available to those with dogs. More information will be presented at meeting by Aaron Hampton.

Aaron wants to keep this simple yet functional. He does not want it to be a local park. There is a nice park (Stodick) across the street.

Board needs to determine:

1. Install a Dog I Pot at the back of walk behind the tree.
2. Provide and be reimbursed for Dog I Pot by HOA common area.
3. Is the board willing to provide maintenance on the Dog I Pot on HOA property?

7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Option-3 Bench Location @ back of sidewalk facing the Fence outside of Pond area.



Dog i Pot Location - at back of walk, behind the tree.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion with the public to engage in the national conversation at the local level about issues of interest or concern to the Town of Gardnerville residents and/or businesses in recognition of National City Council Meeting to be held between May 3rd thru May 17th. The public is invited to submit issues they are concerned about or would like to have addressed by the town. The National City Council meeting is geared towards each community's interests; including but not limited to; sales tax loop hole, infrastructure, transportation, community resilience, bicycle and pedestrian safety, community involvement opportunities, education, jobs and the economy. Infrastructure improvements and current projects status will be presented by Tom Dallaire

2. **Recommended Motion:** Motion to approve resolution 2016-01 and... per board/public conversation.

Funds Available: ☒ Yes ☒ N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 3, 2016 **Time Requested:** 45 minutes

6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: The League of Cities was looking for support to engage the community in what they are looking for from the town. GRGID and IHGID are both participating in this effort over the next couple of days. This is an attempt to gain public support and invite them to relay to the board ideas and concerns they have on their community. Staff will prepare a presentation for the board meeting on the infrastructure and projects the town is working on and have planned for the near future.

7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

8. **Board Action:**

☐ Approved
☐ Denied

☐ Approved with Modifications
☐ Continued

1. Wes from the League of Cities provided a resolution to support the online sales tax issue in the State of Nevada. This is money that all entities have not been able to capitalize on in the past.
2. **Education:** Links on the town website for collage or job training courses.
<http://www.onlinecolleges.net/Nevada/>
3. In an effort to obtain some input from the community. The annual town survey is going to be changed by removing the recycling question. We know people want recycling and are willing to pay up to \$5 for the service.
Staff would like to ask the following question to the community survey and get it out to the people much sooner than last year. Then we can advertise the survey at movies in the park and other events;

What projects would you like to see completed in Gardnerville (rank them in order of importance 1-8 or more if there are other projects not listed)

- Community Orchard planted and available to residents (open space behind the Ranch at Gardnerville)
- Dog Park (pond at Grant and Carrick)
- Trail system from 395 to Lampe park (behind the Waterloo Center)
- Community Green waste dump location
- Town Center or facility that would offer Basque handball games and other ball sports
- More heritage based murals
- Town ownership of the Old Gym Playhouse (needs remodeling)
- Other _____

4. **Projects the town has completed or are wrapping up:**

- a. Hellwinkel Flood Channel and pedestrian Path
- b. Sidewalk Improvements at Toler and 395
- c. Backflow upgrades and replacements for Maintenance facility & Heritage Park
- d. Cleaning the irrigation ditch system on Company, Cottonwood, Ezell and Wetland area.
- e. Village Motel BLA – (title report and final map ROA)
- f. Precision concrete cutting Hussman and Douglas Area
- g. Sharkeys Hwy frontage Improvements and storm drain upgrades
- h. Hussman Ave southerly Drainage Upgrades from Hussman to Cottonwood
- i. Clean Channel from Village Motel to Canderle property.
- j. Martin Slough Ponds clean up – Mowing and downed dead/diseased trees – ready for burning
- k. 30 acres – open up perimeter of the property for cleaning and access for maintenance.

5. **Projects in the works**

- a. Design of the Hellwinkel Barn Structure Improvements. (Both Shop and Barn plans)
 - i. Structural design plans – (Hyytinen Engineering)
 - ii. Architectural plans and elevations (town staff)
 - iii. Electrical upgrades (contractor)
- b. Building Improvement plans for Gardnerville Station – Pete Dube Architect and team
 - i. Onsite Underground Storage system (town staff)
 - ii. Site Plan (Stantec)
- c. Kingslane Sidewalk, lights, crosswalk, drainage channel, Box culvert under Kingslane, irrigation box upgrades, Army Corps permit, and waiting NDOT review comments, Structural revisions per NDOT review (3Castles Eng.& Town Staff)
- d. Douglas Ave Street Lights at Trinity Lutheran (new meter and conduit connection to existing

- Douglas Ave Street Light upgrades.
- e. Mill Street Improvements in conjunction with Trinity Lutheran Parking Lot (Town Staff)
- f. Crosswalk Improvements with Rapid Flashing Bacons (Lumos and Assoc.)
(Mission Street, High School St, and Mill Street)
- g. Town Maintenance Yard Site Improvements – 395 to Metal Building for CMU wall and Green waste, large limb and possible recycling, cinder enclosure. (ROA design)
- h. Path from Raleys to Toler – submit with new SIP permit with maintenance yard improvements
- i. Concrete Replacement – Service Drive, ADA access and ramps along Hwy 395.
- j. Chichester Crack Repair – (Town Staff)
- k. State Lands – Land Water Conservation Grant – Martin Slough path extension form concrete path to Slaughterhouse Road. Redo storm drain, outlet channel, DG Path, add stairs to Chichester, replace benches, trash receptacles, signage, 3 picnic tables and 2 covered structures. (Town Staff)
- l. Martin Slough path from CVMS to Zerolene. (Douglas County and NDOT)
- m. Waterloo/North Hampton street light (NV Energy)
- n. PCI inspections (NCE contract signed) – Third set of inspections since 2012

6. Future Projects

- a. Flood Study and FIRM panel update for the Hellwinkel Channel
- b. More Focus on Pavement reconstruction projects. Maybe combine budget cycles to allow for larger project scope.
- c. Concrete sidewalk on Mill, High School, Douglas south of Gilman, Gilman West of 395, Gardner Park.
- d. ADA conditions on town streets, ADA ramp upgrades, sidewalk replacement in Chichester mainly at residential driveways or RV driveways.
- e. 2017 Mill Street Improvements
- f. 2017 Industrial Way entrance reconstruct and cape seal
- g. 2017 Ezell ½ street improvements
- h. Douglas street light project
- i. Storm Drain Replacement - Toiyabe to Toler
- j. Storm Drain Replacement - Douglas to Mack Land and Cattle
- k. Storm Drain Replacement – 395 to Gardner Park @ Bell
- l. New Storm Drain – Hussman @ Mill to Cottonwood Slough
- m. “S” Curve reconstruction of 395 @ Douglas with storm drainage improvements
- n. Dog Park at Virginia Ranch Pond 1 @ Carrick and Grant
- o. Bridge at Hellwinkel Channel – Path to barns
- p. Heritage Bike Rack Program
- q. Martin Slough amenities, bridges to replace culverts as designed, landscaping, way finding signage

7. EVENTS:

- a. **Sweep The Town Event** - April - May
- b. **Carson Valley Days** - cones, barricades, trash cans, lights – June 10
- c. **The Great Race** – June 19th with MSG
- d. **Movies in the Park** - Dual screen on popular movies only – June - August
- e. **July 4th Fun Run** – July 4th with MSG
- f. **Splash Dogs** – August 2016 – Town sponsored
- g. **Christmas kickoff** – Town sponsored
- h. **Parade of Lights** – Signage and float

Town of Gardnerville PRESS RELEASE

FOR IMMEDIATE NEWS RELEASE

April 29, 2016

TOWN OF GARDNERVILLE IS TAKING PART IN INAUGURAL NATIONAL CITY COUNCIL MEETING

The Town of Gardnerville is taking part in the inaugural National City Council Meeting at 4:30 PM on Tuesday, May 3, 2016, in Town Hall, located at 1407 Highway 395, Gardnerville NV 89410. The National City Council Meeting includes city council and town hall meetings simultaneously taking place in cities, towns and communities across the nation. Residents, business owners and civic leaders are encouraged to attend to add their voices to the conversation.

Modeled after the successful National Night Out, the purpose of the event is to engage in a national conversation at the local level about issues of interest or concern to all communities. The national meeting agenda, which is customized by each city to best fit a community's interests, includes topics such as infrastructure and transportation, community resilience, bicycle and pedestrian safety, community involvement opportunities, education, jobs and the economy. For a copy of the Town of Gardnerville's agenda, visit <http://www.gardnerville-nv.gov>

Item #9 agenda of the town agenda will provides an opportunity to educate and engage the public while providing the town board an opportunity to receive feedback from residents on issues they may be concerned with. The program will include an opportunity for residents to voice their concerns facing the community and get the board perspective on those issues or concerns. A presentation of projects the town is currently working on, work completed, projects and or events we are planning for in the near future and their project or events priorities.

The National City Council Meeting provides a unique opportunity for our community to join together in a conversation to ensure that residents have a voice on topics that matter to them, their families and their neighbors. It is important for citizens to know that their local government and the officials they elect are accessible and actively listening to the needs of the community and that they have a voice in critical decisions that are being made on their behalf.

What are your thoughts on these topics?

Discussion on trash recycling.

Maintenance yard improvements.

Gardnerville Trails master plan review.

Condition of the town roads.

Town Storm Drain System – County may charge for this maintenance.

Capital projects the town is working towards.

Did you want to discuss any other topics? Contact us @ (775) 782- 7134

The National City Council Meeting event was conceived and is spearheaded by City of Henderson (Nevada) Mayor Andy Hafen. To learn more about the national program model, visit cityofhenderson.com/nccm.

For additional information, visit <http://www.gardnerville-nv.gov>

National City Council Meeting



Town of Gardnerville Resolution 2016-01

A Resolution in Support of Closing the Online Sales Tax Loophole.

Whereas, the Town of Gardnerville has joined with other cities in Nevada to participate in the National City Council Meeting to call attention to issues of municipal concern ; and

Whereas, closing the online sales tax loophole has long been a priority of the Town of Gardnerville, the Nevada League of Cities and Municipalities and the National League of Cities; and

Whereas, the Legislature of the State of Nevada has adopted resolutions urging Congress to enact legislation closing the online sales tax loophole and leveling the playing field for brick and mortar businesses in Nevada; and

Whereas, the National Conference of State Legislatures has estimated that \$344,923,618 in owed sales taxes in Nevada, and a staggering \$23,260,009,564 nationally, went uncollected in 2012 depriving all levels of government revenue needed to provide services to their constituents;

Therefore be it Resolved that the Town of Gardnerville , as part of the National City Council Meeting, urges Congress to pass legislation similar to the Remote Transactions Parity Act (H.R. 2775) or the Market Fairness Act of 2015 (S. 698) and

Therefore be it Further Resolved that a copy of this Resolution be forwarded to the members of Nevada's Congressional Delegation.

Approved and Adopted this 3rd Day of May 2016 by the Gardnerville Town Board

Mary Wenner, Chairwoman

Ken Miller, Vice-Chairman

Lloyd Higuera, Board Member

Cassandra Jones, Board Member

Linda Slater, Board Member

Tom Dallaire, Town Manager

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve, approve with modifications or deny the Final Capital Improvement Plan for 2016-2021; with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve (or approve with modifications) the final Capital Improvement Plan for 2016-2021.

Funds Available: ☒ Yes ☐ N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 3, 2016 **Time Requested:** 5 minutes

6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: CIP was cleaned up with proposed removals from last meeting. The 614 fund has monies not used from 2014/2015 we augmented earlier this fiscal year. County staff is making use of the reported or budgeted ending fund balance and will not be able to access the funds until December. So we will order a new utility truck this fiscal year as the funds are technically budgeted.

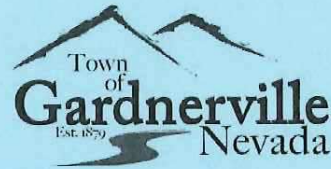
7. **Other Agency Review of Action:** ☒ Douglas County ☐ N/A

8. **Board Action:**

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied | <input type="checkbox"/> Continued |

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve, approve with modifications or deny using the WAM service to provide an option to Gardnerville Health and Sanitation customers to have internet billing and provide the town customers the ability to be transferred to a 3rd party credit card processing vender with a cost to the Health and Sanitation fund of \$960 for the WAM module, and additional fees by the credit card processor resulting in \$15 per month for credit card processing, and \$99 a year for PCI compliance, all to be covered by the H&S fund; with public comment prior to Board action.
2. **Recommended Motion:** Approve (or deny) WAM service to provide the option to Gardnerville Health & Sanitation customers to have internet billing and provide town customers the ability to be transferred to a 3rd party credit card processing vendor with a cost to the Health & Sanitation fund of \$960 and additional fees from the credit card processor of \$15 per month for credit card processing and \$99 a year for PCI compliance, all fees to be covered by the health and sanitation fund.

Funds Available: ☒ Yes ☐ N/A

3. **Department:** Administration
4. **Prepared by:** Carol Louthan
5. **Meeting Date:** May 3, 2016 **Time Requested:** 20 minutes
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: WAM (Waste Accounting Management) is the software we use to bill customers for their trash service. We would begin utilizing their online account lookup and credit card center (a link to the third party provider of credit cards) July 1. This allows our customers to see their bill online. It also allows us to put credit card information into customers' accounts that is encrypted (PCI compliance fee \$99/yr), which will allow us to process recurring credit card payments (automatic payments). The \$15 monthly fee is the gateway fee from the third party processor to our bank account. All of these fees are a cost of doing business. They are not part of the bank transaction fee (convenience fee) charged when each user swipes the card. If you decide to pass on these fees they would need to be part of a rate increase which will be discussed at another time.

7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
8. **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

WAM WEB SERVER

2015 Services and Pricing

The WAM Web Server is an internet server set up exclusively for WAM clients. A subscription to this server allows you to access all of its free services and the option to access its fee-based services. You must be on continuous support in order to obtain a subscription to the WAM Web Server; the reason being is that we will be constantly enhancing the services provided on it for at least the next few years and we must be able to update you to the latest version so that you can keep up with all of the interface capabilities we will be adding.

It is important to note that the WAM Web Server has a number of security features built in to prevent unauthorized access to your information. While we do not publish what these security measures are (for obvious reasons), one of them is that the connection is an SSL secure connection similar to the security that banks and online payment companies use.

*** ONLINE ACCOUNT LOOKUP (FREE WITH SUBSCRIPTION)**

This allows your customers to look up their balances on the internet. To see an example of what this looks like, go to www.wamsoftware.com and click the "Sample Web Payment" under the "Payments..." dropdown link. (Use Acct# 100010 and Password 1001).

Cost: Free with WAM Web Server subscription.

Other possible costs:

- 1) *If you already have a web site, you will need your web designer to add a link so that you customers can click a "Make Payments" button to have access to their balance information. There may be a charge from your web designer for this.*
- 2) *If you do not have a web site or you are unhappy with it, we have a company that will set one up for you at a very reasonable cost, including the link to the Online Account Lookup. Go to www.happystrash.com for more information on the services that they offer.*

*** ONLINE BILL PAY (FREE WITH SUBSCRIPTION)**

This allows your customers to pay their bills online. This is an option that is allowed within the Online Account Lookup. To see an example of what this looks like, go to www.wamsoftware.com and click the "Sample Web Payment" under the "Payments..." dropdown link. (Use Acct# 100010 and Password 1001). When the customer information comes up, notice the buttons on the bottom that allow them to pay by credit card or check.

Cost: Free with WAM Web Server subscription.

Other possible costs:

- 1) *Optional – If you want the credit cards to be processed online (instead of the credit card information just sent back to you), you will need an online credit card company to process them. We currently use Authorize.Net, which can be set up to just be a "gateway" to your credit card processor or, upon their acceptance of your application; they will act as both the "gateway" and the credit card processor.*

WEB BILLING

A subscription to WAM Web Services allows for the optional Web Billing feature. Web Billing allows your customers to view and print their bills online. It also allows for sending an email to your customer with a link that connects them to view their bill online. Web Billing is fully described in the Web Billing signup forms. Contact Tech Support if you need these forms.

Cost: Described in the Web Billing documentation and signup forms.

DATA TRANSFER FOR WAM HANDHELD

This allows for the transfer of information from your office to WAM Handheld units and from WAM Handheld units back to your office.

Cost: Free with WAM Web Server subscription.

Other possible costs:

- 1) *There are a number of other costs associated with equipping your fleet with in-truck WAM Handheld units other than the transferring of data. Call Tech Support for more detailed information.*

OFF-SITE QUICK BACKUP

This is an off-site backup of your customer data. It is suggested that you keep an off-site backup of your customer data at least once per month. Even if you are not doing this on a consistent basis in some other manner, you should still use this service as this service is meant as a fail-safe in case something goes wrong with your normal backup procedures.

Cost: One backup per calendar month free with WAM Web Server subscription; \$20 per additional backup within any calendar month.

Note: While this off-site backup service is still available, the newer "Cloud Backup" service is now suggested. "Cloud Backup" is separate from Web Services (i.e. a Web Service subscription is not required) and it allows you to backup all of your data, not just your main WAM data.

CALL CENTER

This service makes automated telephone calls to your customers. It can be used to make collection calls, promote seasonal services, inform of route-day changes, etc. You may record the exact audio for the call or use one of our generic pre-recorded messages. Also, for an additional charge, we will record a custom message for you based upon text that you provide.

*Cost: \$25 per submission plus 7 cents per call per minute. For example, a job of 500 one-minute calls would be \$60, calculated as \$25 + \$35 (.07 * 500 = 35).*

EMAIL CENTER

This service sends emails via the secure WAM Web Server. If you have WAM-Hauler Version 4.57 or above and you have a Mail Server set up on your network, you do not need to use the WAM Web Server to send emails; you can send them directly from your network at no cost. Reasons to use the WAM Web Server to send your emails might include not wanting to set up and maintain the Mail Server on your network, your Mail Server not working properly, your internet provider charging extra for significant email use, or the fact that you want the emails to go out on a secure web server. Note: Mail Servers are part of your network (not WAM-Hauler) and are set up and maintained by qualified network technicians.

Cost: \$25 per submission plus \$10 per 1,000 emails sent.

*** CREDIT CARD CENTER (FREE WITH SUBSCRIPTION)**

This allows you to automatically process your recurring credit card payments.

Cost: Free with WAM Web Server subscription.

Other costs: Your gateway and merchant account processor normally charge a small per transaction and/or percentage fee to process the credit cards. Contact Tech Support for the name and number of the low-cost merchant processor we are currently working with.

ADDRESS CORRECTION

This is correction of your address data so that it adheres to the Post Office standard format and has the current Post Office Zip+4 information. While you can do this for different reasons, it is normally done once every two or three months to all active Billing Addresses so that you can print out a Post Office certified CASS Report (Coding Accuracy Support System). A valid CASS report along with printing postal barcodes on your bills allows you to get a cheaper rate for permitted post office mailings.

Cost: \$150 per submission

Other costs: The Post Office charges a yearly permit fee to do the types of mailings that receive discounts.

ROUTE OPTIMIZATION

This is an optimization of one Route-Day combination. It compares the current routing for that Route-Day combination to the suggested routing, showing distance and time differences.

Cost: \$50 per Route/Day combination

Other possible costs:

- 1) *Optional – The online optimization only optimizes addresses for one Route/Day combination at a time, where the Route# and Day are already established. If you are looking to reorganize your entire routing structure, we offer that service at an additional cost.*
- 2) *Optional – If you want to purchase route optimization software to run locally on your system (without any WAM costs or WAM support), we will guide you on how and where to purchase this software. The cost for route optimization software is normally in the \$15,000 to \$80,000 range, with yearly update fees in the \$5,000 to \$16,000 range.*

MAILING CENTER

This service will be available in the future. It will be similar to mailing house services where we print and mail out your bills and letters. As these types of communications go more and more toward lower-cost email, it will become increasingly expensive to maintain adequate printing/mailing machinery. The Mailing Center provides a quick and easy way to get this done.

Cost: To be determined.

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve, approve with modifications or deny proceeding with staff changing the credit card service provider currently being offered the town to Cayan for the 3rd party electronic transfer of money for the debit/credit card and automatic payment service for the Health and Sanitation (611) fund and begin charging a convenience fee, starting July 1, 2016, to be processed by the 3rd party vender for each transaction of 1.99% up to 3.34% + \$.019, depending on the type of credit card and a debit card fee of 0.28% + \$.25, charged in addition to the bill for the town service; with public comment prior to Board action.
2. **Recommended Motion:** Approve staff proceeding with the change of credit card service provider currently being offered the town to Cayan for the 3rd party electronic transfer of money for the debit/credit card and automatic payment service for the Health and Sanitation (611) fund and begin charging a convenience fee, starting July 1, 2016.

Funds Available: ☒ Yes ☐ N/A (requires staff time)

3. **Department:** Administration
4. **Prepared by:** Carol Louthan
5. **Meeting Date:** May 3, 2016 **Time Requested:** 5 minutes
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: The convenience fee will vary depending on whether it is a debit or credit card. The credit card fees are also based on the type of credit card. Following is the disclosure the county uses and the one, if approved, we will post.

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

We can accept ACH (echecks) payments. The fee for ACH is 0.75%

The charges in January for online checks were \$2,537, February was \$575.80, March was \$231.04 and April is \$1545.59 as of the 29th. But the board would need to be aware, if for some reason we did not get one echeck in a month there would be a \$10 fee.

The fees customers will see when they go to pay their bill will be the town's trash bill plus the fee for the type of card used. Those fees come up automatically and if the customer decides they do not want to pay the fee they have the option of cancelling the transaction.

Debit card example:

Trash bill	Convenience Fee	Total
\$58	.41 (0.28% +.19	58.41

Credit card example:

Trash bill	Convenience Fee	Total
\$58	\$1.34 - \$2.13 (1.99% +\$0.19 up to 3.34% +\$0.19)	\$59.34 - \$60.13

ACH example \$58

Trash bill	Convenience Fee	Total
\$58	.44 (0.75%)	58.44

Town of Gardnerville Fee Disclosure

Point-of-Sale Convenience Fees Are Assessed for Debit Card, Credit Card & ACH Payments in all channels where we accept payments (i.e., face-to-face, mail, telephone and internet environments).

***We assess a transaction fee of
0.28% plus \$0.25 on Debit Cards***

Example: $\$58 + \$0.41 = \$58.41$

***We assess a transaction fee of 1.99% - 3.34% plus \$0.19
On Credit Card Payments.***

Example: $\$58 + \$1.34 - \$2.13 = \$59.34 - \$60.13$

***We assess a transaction fee of 0.75%
on ACH payments***

Example: $\$58 + \$0.44 = \$58.44$



**Point-of-Sale Transaction Fees Are Assessed for Credit Card, Debit Card & ACH Payments
in all channels where we accept payments
(i.e., face to face, mail, telephone and Internet environments).**

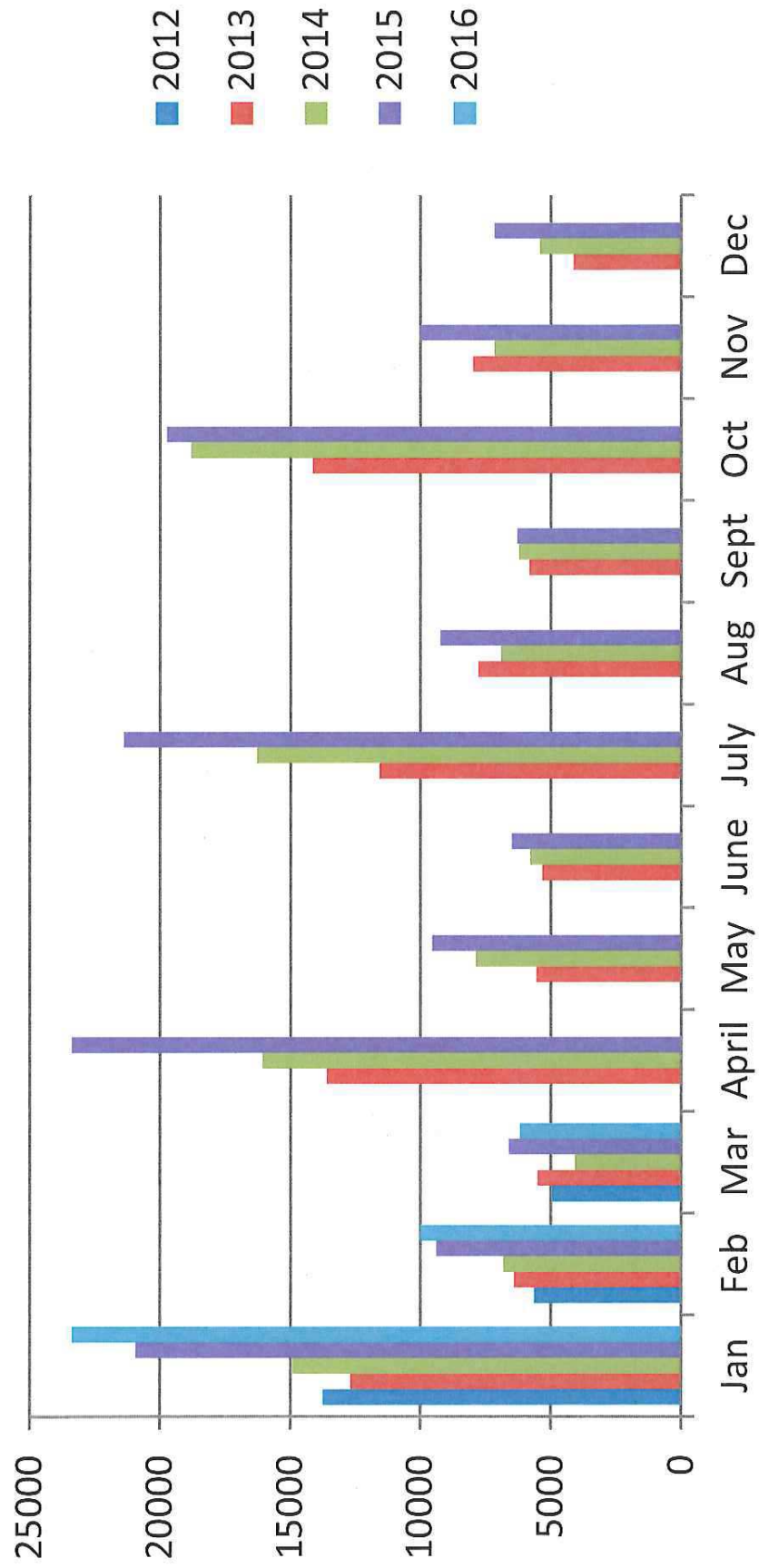
**> We assess a transaction fee of up to
2.50% with a \$2.00 minimum on**

Credit Card Payments.

**>We assess a flat transaction fee of
\$3.00 for Debit Card payments.**

**>We assess a flat transaction fee of
\$1.50 for ACH payments.**

Total Monthly Revenue - By ACH and Credit Card



HOME SEARCH DATABASES ONLINE PAYMENTS TREASURY/TAXES
FORMS DOWNLOAD CENTER ELECTIONS GENERAL INFO LINKS

Convenience Fees

FAQ for Online Payments by Credit Card/e-Check

The Treasurer's Office believes it is important to offer the convenience of making payments online. In order to control costs and to insure compliance with new Federal Regulations, the Treasurer's office uses Govolution as the third party processor.

- The processor, Govolution, charges a convenience fee of 2.50% of the payment amount for processing your credit card payment online, or, Visa debit cards are charged a flat fee of \$3.00.
- e-Check transactions will be charged a flat fee of \$1.50.
- None of the fees are retained by Douglas County.

Why pay my property taxes, assessments or utilities online?

- It's fast, convenient and can save time, money and energy.
- It allows payments from anywhere, anytime; and can help meet deadlines.
- You get an immediate receipt.
- No need to visit a county office.

12-6

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Public hearing to adopt the Final Budget for Fiscal Year 2016-2017, with public comment prior to Board action.
2. **Recommended Motion:** Motion to adopt the Final Budget for Fiscal Year 2016-2017 as presented (or with modifications made during the meeting)

Funds Available: ☒ Yes ☐ N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 3, 2016 **Time Requested:** 40 minutes

6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: The final budget listing. See the attached budget for your review.

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

8. **Board Action:**

☐ Approved
☐ Denied

☐ Approved with Modifications
☐ Continued

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Fund: 610 - Gardnerville Town								
REVENUES								
RE05 - Taxes								
311.100	Ad Valorem Current	-1.9%	\$ 1,080,959.00	\$ 1,102,393.00	\$ 836,934.57	\$ 963,939.10	\$ 917,618.39	\$ 925,421.81
311.120	Ad Valorem Delinquent		-	-	15,187.03	11,396.23	2,582.30	17,538.83
311.200	Centrally Assessed Property Taxes		-	-	16,127.85	-	-	-
311.600	Ag Deferred Taxes		-	-	-	-	-	-
311.610	New Construction Current		-	-	-	-	-	-
311.700	Personal Property Current		-	-	54,416.00	58,344.48	57,879.97	46,210.99
311.800	Personal Property Delinq		-	-	521.41	2,262.52	811.87	1,997.09
Account Classification Total: RE05 - Taxes				\$ 1,102,393.00	\$ 923,186.86	\$ 1,035,942.33	\$ 978,892.53	\$ 991,168.72
RE15 - Intergovernmental Revenue								
321.300	Gaming-NRS Co. Lic	44.4%	\$ 26,000.00	\$ 18,000.00	\$ 20,939.16	\$ 16,492.50	\$ 22,185.00	\$ 21,645.00
331.010	St-Consolid.Tax Dist.	4.1%	\$ 276,717.00	\$ 265,723.00	\$ 136,879.28	\$ 264,255.52	\$ 254,577.76	\$ 245,034.43
331.110	Grant-EDA		-	-	-	-	-	-
331.140	Grant In Aid Other	0.0%	-	123,500.00	-	-	-	3,500.00
331.185	Grant Match		-	-	-	-	-	-
331.280	Grant-FEMA		-	-	-	-	-	-
331.286	Grant-Nonpoint Source		-	-	-	-	-	-
332.510	Grant-CDBG		-	-	-	-	-	-
332.805	Grant-USDOT		-	-	88,700.00	-	-	-
334.121	Grant In Aid-State(P)		-	-	-	-	-	-
334.123	Grant-State Q1		-	-	-	-	-	-
334.230	Grant-Traffic Safety	0.0%	-	307,250.00	\$ 307,250.00	-	-	-
334.801	Nv Div Of Forestry-State		-	-	-	-	-	-
335.402	Scrtt		-	-	-	-	-	-
337.100	State Reimbursement		-	-	822.50	37,705.61	13,527.87	-
Account Classification Total: RE15 - Intergovernmental Revenue				\$ 714,473.00	\$ 554,590.94	\$ 318,453.63	\$ 290,290.63	\$ 270,179.43
RE20 - Charges For Service								
335.600	DMV 5%		-	-	-	-	-	-
335.602	Mv Priv.-Special		-	-	-	-	-	-
341.620	Professional Fees		-	-	-	-	-	-
341.625	Prof. Fees/ App.Reg.	0.0%	\$ 5,000.00	\$ 5,000.00	\$ 3,811.00	\$ 4,784.29	\$ 6,247.50	\$ 12,633.43
Account Classification Total: RE20 - Charges For Service				\$ 5,000.00	\$ 3,811.00	\$ 4,784.29	\$ 6,247.50	\$ 12,633.43
RE27 - Interest Revenue								
361.200	Interest On Investment		-	-	-	-	2,757.49	651.54
361.205	Investment-FMV Adjust		-	-	-	701.09	(53.23)	(1,036.50)
361.211	Invest. Earnings-LGIP		-	-	142.50	366.92	-	-
361.212	Invest. Earnings-BNY Mellon		-	-	1,110.40	2,301.79	-	-
Account Classification Total: RE27 - Interest Revenue				-	\$ 1,252.90	\$ 3,369.80	\$ 2,704.26	\$ (384.96)
RE30 - Miscellaneous Revenue								
360.100	Cash Overs/Shorts		-	-	-	-	-	-
360.205	Downtown Vision Committ.		-	-	-	-	-	-
360.210	Merchandise Sales		-	-	161.00	10.00	260.00	145.00
360.800	Miscellaneous		-	-	-	(99.00)	561.68	12,379.66
360.901	Reimbursements		25,244.00	-	861.61	2,130.00	8,325.61	2,654.27
362.100	Rent/Lease Income		-	-	1,250.00	1,292.36	3,651.25	1,315.00
367.102	Donations		-	-	1,499.00	2,669.04	2,100.00	-
Account Classification Total: RE30 - Miscellaneous Revenue				\$ 25,244.00	\$ 3,771.61	\$ 6,002.40	\$ 14,898.54	\$ 16,493.93

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
RE35 - Other Financing Sources								
360.750	Loan Proceeds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
391.100	Sale Of Property		\$ -	\$ -	\$ -	2,500.00	\$ -	\$ -
392.000	Transfers In		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
393.100	Bond Proceeds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Account Classification Total: RE35 - Other Financing Sources								
RE40 - Beg.Fund Bal./Reserves								
301.000	Opening Fund Balance	41.1%	\$ 567,943.00	\$ 402,480.00	\$ -	\$ -	\$ -	\$ -
301.100	Opening Fund Reserves		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Account Classification Total: RE40 - Beg.Fund Bal./Reserves								
REVENUES Total								
			-10.9%	\$ 1,981,863.00	\$ 2,224,346.00	\$ 1,486,613.31	\$ 1,371,052.45	\$ 1,293,033.46
EXPENSES								
Department: 921 - Gardnerville Admin								
EX10 - Salaries & Wages								
510.000	Salaries & Wages	19.2%	\$ 187,697.00	\$ 157,465.00	\$ 94,423.57	\$ 104,514.11	\$ 93,357.54	\$ 83,907.72
510.150	Board Compensation	0.0%	\$ 15,300.00	\$ 15,300.00	\$ 11,025.00	\$ 15,475.00	\$ 15,300.00	\$ 13,770.00
511.165	Holiday Overtime		\$ -	\$ -	\$ 243.80	\$ 914.44	\$ 1,659.45	\$ -
511.166	Sick Buyback		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
511.167	Vacation Payout		\$ -	\$ -	\$ -	\$ -	\$ 813.98	\$ 122.93
511.168	Vacation Buyback		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
511.169	Comp Payout		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
511.170	Overtime	0.0%	\$ 616.00	\$ 616.00	\$ 352.06	\$ 475.12	\$ 745.11	\$ 766.72
511.171	Holidays		\$ -	\$ -	\$ 5,196.01	\$ 4,991.15	\$ 4,223.78	\$ 6,253.32
511.172	Comp Paid		\$ -	\$ -	\$ 1,165.57	\$ 16.73	\$ 296.56	\$ 39.46
511.173	Vacation		\$ -	\$ -	\$ 11,368.53	\$ 7,465.11	\$ 6,394.51	\$ 10,775.35
511.174	Sick		\$ -	\$ -	\$ 4,039.16	\$ 3,818.13	\$ 1,861.65	\$ 8,583.34
516.120	Contract Salaries		\$ -	\$ -	\$ -	\$ 2,540.16	\$ -	\$ -
Account Classification Total: EX10 - Salaries & Wages								
			17.4%	\$ 203,613.00	\$ 173,381.00	\$ 127,813.70	\$ 140,209.95	\$ 124,652.58
EX15 - Employee Benefits								
511.180	Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
511.181	Retirement		\$ 37,359.00	\$ 29,933.00	\$ 25,455.72	\$ 30,904.88	\$ 29,898.09	\$ 30,695.28
511.182	Pact Workers Comp		\$ 3,421.00	\$ 2,345.00	\$ 1,605.05	\$ 3,064.40	\$ 2,651.32	\$ 2,901.97
511.183	Group Insurance		\$ 14,504.00	\$ -	\$ 12,506.25	\$ -	\$ -	\$ -
511.184	Unemployment		\$ 684.00	\$ 555.00	\$ 488.08	\$ 537.22	\$ 575.88	\$ 617.60
511.186	Medicare		\$ 1,983.00	\$ 1,585.00	\$ 1,356.07	\$ 1,682.09	\$ 1,526.35	\$ 1,709.14
511.187	Uniform Allowance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
511.188	Co. Dependent Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
511.190	Pact Other		\$ -	\$ -	\$ -	\$ 80.04	\$ 391.64	\$ 417.74
511.195	Oasdi		\$ 205.00	\$ 146.00	\$ 8.95	\$ 1.66	\$ 2.77	\$ 95.72
511.201	PEBS-Ret.Medical		\$ -	\$ -	\$ 79.92	\$ -	\$ -	\$ -

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Account Classification Total: EX15 - Employee Benefits								
EX20 - Services & Supplies								
520.055	Telephone Expense	0.0%	\$ 3,600.00	\$ 3,600.00	\$ 3,417.95	\$ 3,436.02	\$ 3,370.56	\$ 3,383.59
520.060	Postage/Po Box Rent	-42.9%	\$ 2,000.00	\$ 3,500.00	\$ 1,161.09	\$ 1,064.45	\$ 1,541.33	\$ 1,766.91
520.064	Travel	0.0%	\$ 7,500.00	\$ 7,500.00	\$ 2,159.86	\$ 7,692.64	\$ 2,524.58	\$ 2,669.62
520.072	Advertising	-34.3%	\$ 2,300.00	\$ 3,500.00	\$ 1,142.13	\$ 1,100.70	\$ 1,924.44	\$ 2,243.62
520.080	Insur.-Liability	0.0%	\$ 8,900.00	\$ 8,900.00	\$ 6,992.25	\$ 7,818.82	\$ 8,156.14	\$ 8,859.79
520.084	Replacement & Repair	0.0%	\$ 1,000.00	\$ 1,000.00	\$ 383.81	\$ 955.97	\$ 656.26	\$ 618.26
520.089	Power	3.8%	\$ 2,700.00	\$ 2,600.00	\$ 1,784.21	\$ 2,642.13	\$ 2,640.20	\$ 2,146.31
520.090	Water	20.0%	\$ 600.00	\$ 500.00	\$ 516.18	\$ 459.48	\$ 350.29	\$ 424.49
520.092	Heating	0.0%	\$ 1,850.00	\$ 1,850.00	\$ 1,605.13	\$ 1,746.04	\$ 1,828.15	\$ 1,530.43
520.093	Utilities-Sewer	0.0%	\$ 400.00	\$ 400.00	\$ 265.41	\$ 352.58	\$ 1,959.18	\$ 352.58
520.097	Maint B&G	-28.6%	\$ 2,500.00	\$ 3,500.00	\$ 1,062.64	\$ 8,281.76	\$ 10,062.30	\$ 1,139.78
520.098	Janitorial Services	16.7%	\$ 1,400.00	\$ 1,200.00	\$ 600.00	\$ 1,344.53	\$ 1,317.50	\$ 924.97
520.107	Maint Equip	0.0%	\$ 200.00	\$ 200.00	\$ -	\$ 397.31	\$ -	\$ 112.50
520.108	Maint Office Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
520.123	Deductable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
520.130	Rents & Leases Bldgs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
520.136	Rents & Leases Equipment	13.3%	\$ 3,400.00	\$ 3,000.00	\$ 2,192.63	\$ 2,956.01	\$ 3,175.08	\$ 2,475.17
520.169	EMRB Assessment	\$ -	\$ 85.00	\$ -	\$ 81.00	\$ 67.50	\$ 67.50	\$ 62.50
520.170	Memberships	-6.7%	\$ 4,900.00	\$ 5,250.00	\$ 4,395.05	\$ 4,880.95	\$ 3,182.64	\$ 2,967.56
520.187	Internet Expense	0.0%	\$ 810.00	\$ 810.00	\$ 709.99	\$ 780.00	\$ 595.11	\$ 504.39
520.200	Training & Education	-30.0%	\$ 3,500.00	\$ 5,000.00	\$ 2,949.00	\$ 3,076.35	\$ 3,001.90	\$ 1,709.95
520.210	Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
520.415	PACT Agent Compensation	17.6%	\$ 1,000.00	\$ 850.00	\$ 259.75	\$ 951.00	\$ 919.00	\$ 831.00
521.100	Professional Services	\$ -	\$ -	\$ 2,000.00	\$ 550.00	\$ -	\$ 64,000.00	\$ 71,351.67
521.130	Legal Services	-55.0%	\$ 18,000.00	\$ 40,000.00	\$ 11,802.00	\$ 14,224.25	\$ 14,350.50	\$ 24,899.86
521.135	Legal-Collection Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521.160	Auditing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521.404	Moving Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
521.500	Admin & Overhead		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
532.001	Op. Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
532.055	Books & Periodicals	0.0%	300.00	300.00	-	-	-	-
532.056	Subscriptions	-72.6%	3,115.00	11,360.00	9,459.97	4,817.30	3,783.84	3,480.84
532.109	Bottled Water		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
532.118	Major Repair and Maintenance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
533.800	Office Supplies	20.0%	6,000.00	5,000.00	5,586.31	6,561.35	3,784.58	4,695.09
533.802	Small Equipment	100.0%	2,500.00	1,250.00	-	1,253.78	-	1,651.66
533.806	Software	-23.5%	1,300.00	1,700.00	675.00	1,953.54	1,157.50	1,004.92
533.813	Office Products Program		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
533.817	Small Projects	650.0%	22,500.00	3,000.00	1,500.00	-	-	-
540.000	Grants & Contributions		\$ -	\$ -	-	-	-	-
550.001	Miscellaneous Expenses	100.0%	1,000.00	500.00	991.33	614.75	8,682.31	1,098.55
550.048	Downtown Vision		\$ -	21,783.00	12,000.00	69,000.00	20,000.00	-
Account Classification Total: EX20 - Services & Supplies			103,360.00	140,053.00	74,242.69	148,429.21	188,030.89	142,906.01
EX22 - Debt Service								
521.300	Debt Issuance Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Account Classification Total: EX22 - Debt Service			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
562.200	Buildings		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
562.500	Infrastructure		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
564.500	Machinery & Equipment		\$ -	\$ -	\$ -	3,500.00	-	-
564.602	Office Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Account Classification Total: EX25 - Capital Outlay/Projects			\$ -	\$ -	\$ -	3,500.00	\$ -	\$ -
Department Total: 921 - Gardnerville Admin			\$ 365,129.00	\$ 347,998.00	\$ 243,556.43	\$ 328,409.45	\$ 347,729.52	\$ 303,562.30
			4.9%					

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Department: 923 - Parks & Recreation								
<i>EX20 - Services & Supplies</i>								
520.037	Weed Spraying	14.3%	\$ 4,000.00	\$ 3,500.00	\$ 1,884.57	\$ 3,930.98	\$ 3,006.21	\$ 2,188.58
520.084	Replacement & Repair	0.0%	\$ 15,000.00	\$ 15,000.00	\$ 17,400.26	\$ 26,732.12	\$ 18,024.78	\$ 10,583.21
520.089	Power	26.3%	\$ 6,000.00	\$ 4,750.00	\$ 4,170.49	\$ 5,822.87	\$ 4,993.79	\$ 4,909.03
520.090	Water	0.0%	\$ 21,500.00	\$ 21,500.00	\$ 12,502.20	\$ 22,745.22	\$ 17,909.49	\$ 20,758.73
520.093	Utilities-Sewer	-40.0%	\$ 600.00	\$ 1,000.00	\$ 379.16	\$ 503.70	\$ 503.70	\$ 341.70
520.097	Maint B&G	0.0%	\$ 3,500.00	\$ 3,500.00	\$ 696.00	\$ 5,606.74	\$ 2,944.20	\$ 825.00
520.107	Maint Equip		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
520.136	Rents & Leases Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
532.001	Op.Supplies	600.0%	\$ 10,500.00	\$ 1,500.00	\$ 255.00	\$ -	\$ -	\$ 74.96
532.003	Gas & Oil	-16.7%	\$ 2,500.00	\$ 3,000.00	\$ 1,081.26	\$ 2,488.54	\$ 2,436.60	\$ 2,190.67
532.118	Major Repair and Maintenance		\$ 9,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
533.802	Small Equipment	0.0%	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 1,253.16	\$ 593.43	\$ 1,583.57
533.817	Small Projects	-52.8%	\$ 13,700.00	\$ 29,000.00	\$ 14,384.56	\$ 14,032.48	\$ 23,329.15	\$ 68,027.75
<i>Account Classification Total: EX20 - Services & Supplies</i>								
		4.2%	\$ 88,800.00	\$ 85,250.00	\$ 52,753.50	\$ 83,115.81	\$ 73,741.35	\$ 111,483.20
<i>EX25 - Capital Outlay/Projects</i>								
561.100	Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
562.000	Capital Projects - Toler to raleys sidewalk		\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
562.200	Buildings - Hellwinkel Barns		\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
562.500	Infrastructure		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
563.300	Improvements		\$ 24,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
563.301	Park Improvements		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
564.500	Machinery & Equipment		\$ -	\$ -	\$ -	\$ -	\$ 11,543.25	\$ -
<i>Account Classification Total: EX25 - Capital Outlay/Projects</i>								
			\$ 119,000.00	\$ -	\$ -	\$ -	\$ 11,543.25	\$ -
Department Total: 923 - Parks & Recreation								
		143.8%	\$ 207,800.00	\$ 85,250.00	\$ 52,753.50	\$ 83,115.81	\$ 85,284.60	\$ 111,483.20

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	2017 Department Head	2016 Amended Budget	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Department: 926 - Other Public Works						
EX10 - Salaries & Wages						
510.000	Salaries & Wages		\$ 235,943.00	\$ 117,505.79	\$ 178,303.25	\$ 154,223.46
510.125	Salaries-Other	10.7%	\$ -	\$ -	\$ -	\$ -
511.165	Holiday Overtime		\$ -	\$ -	305.43	\$ 832.30
511.166	Sick Buyback		\$ -	\$ -	\$ -	\$ -
511.167	Vacation Payout		\$ -	\$ -	\$ -	\$ -
511.168	Vacation Buyback		\$ -	\$ -	\$ -	\$ -
511.169	Comp Payout		\$ -	\$ -	\$ -	\$ -
511.170	Overtime	0.0%	\$ 2,000.00	\$ 243.85	\$ 455.17	\$ 969.49
511.171	Holidays		\$ -	\$ 6,831.05	\$ 8,707.56	\$ 7,424.17
511.172	Comp Paid		\$ -	\$ 1,091.88	\$ 4,356.45	\$ 1,339.52
511.173	Vacation		\$ -	\$ 7,593.27	\$ 9,507.52	\$ 9,727.60
511.174	Sick		\$ -	\$ 4,571.51	\$ 5,441.85	\$ 5,734.64
Account Classification Total: EX10 - Salaries & Wages			\$ 237,943.00	\$ 137,837.35	\$ 207,077.23	\$ 196,699.82
EX15 - Employee Benefits			10.7%	\$ 263,300.00	\$ 207,077.23	\$ 177,843.00
511.180	Benefits		\$ -	\$ -	\$ -	\$ -
511.181	Retirement		\$ 64,324.00	\$ 35,515.30	\$ 50,305.75	\$ 44,733.29
511.182	Pact Workers Comp		\$ 7,647.00	\$ 3,374.71	\$ 6,930.00	\$ 6,689.50
511.183	Group Insurance		\$ 42,273.00	\$ 25,376.37	\$ 34,981.89	\$ 29,802.83
511.184	Unemployment		\$ 1,181.00	\$ 666.56	\$ 889.82	\$ 943.39
511.186	Medicare		\$ 3,422.00	\$ 1,867.47	\$ 2,800.24	\$ 2,690.47
511.187	Uniform Allowance		\$ -	\$ -	\$ -	\$ -
511.188	Co. Dependent Insurance		\$ -	\$ -	\$ -	\$ -
511.195	Oasdi		\$ 447.00	\$ -	\$ 66.76	\$ 265.11
Account Classification Total: EX15 - Employee Benefits			\$ 119,233.00	\$ 66,800.41	\$ 95,974.46	\$ 85,124.59
EX20 - Services & Supplies			6.0%	\$ 126,444.00	\$ 95,974.46	\$ 72,961.78
520.017	Snow Removal	0.0%	\$ 1,500.00	\$ 383.65	\$ 254.86	\$ 133.74
520.037	Weed Spraying	130.8%	\$ 6,000.00	\$ 4,223.06	\$ 1,958.87	\$ 2,016.07
520.060	Postage/Po Box Rent		\$ -	\$ -	\$ -	\$ -
520.080	Insur. -Liability	0.0%	\$ 8,900.00	\$ 6,992.25	\$ 7,318.82	\$ 8,156.13
520.084	Replacement & Repair	0.0%	\$ 10,000.00	\$ 8,681.09	\$ 21,782.34	\$ 14,209.99
520.089	Power		\$ -	\$ -	\$ -	\$ -
520.092	Heating		\$ -	\$ -	\$ -	\$ -
520.093	Utilities-Sewer		\$ -	\$ -	\$ -	\$ -
520.095	Street Lights	12.7%	\$ 80,000.00	\$ 52,035.63	\$ 80,213.41	\$ 74,645.78
520.103	Maint Road	-83.6%	\$ 50,000.00	\$ 44,200.09	\$ 233,989.18	\$ 112,733.07
520.107	Maint Equip		\$ -	\$ 94.88	\$ 860.86	\$ 189.75
520.116	Veh. Maint-Co Shop	-20.0%	\$ 8,000.00	\$ 1,244.28	\$ 11,833.77	\$ 6,981.31
520.136	Rents & Leases Equipment		\$ 200.00	\$ -	\$ -	\$ -
520.141	Rents/Leases Other		\$ -	\$ -	\$ -	\$ -
520.155	Licensing	0.0%	\$ 50.00	\$ 85.25	\$ 34.25	\$ 14.00
520.169	EMRB Assessment		\$ -	\$ -	\$ -	\$ -
520.170	Memberships		\$ 600.00	\$ -	\$ -	\$ -

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
520.200	Training & Education	0.0%	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 652.12	\$ -
521.100	Professional Services		-	-	885.75	-	-	-
521.200	Engineering	0.0%	\$ 25,000.00	\$ 25,000.00	\$ 5,625.00	\$ 10,182.38	\$ 5,578.75	\$ 17,074.87
521.201	Engineering/Applicant Req		-	-	-	-	-	-
521.202	Engineering /Annex		-	-	-	-	-	-
521.500	Admin & Overhead		-	-	-	-	-	-
532.001	Op. Supplies		\$ 1,500.00	-	255.00	-	-	-
532.003	Gas & Oil	0.0%	\$ 9,000.00	\$ 9,000.00	\$ 4,521.83	\$ 6,845.58	\$ 10,763.69	\$ 8,303.68
532.019	Storm Drain Maintenance	223.3%	\$ 48,500.00	\$ 15,000.00	\$ 5,665.57	\$ 46,319.23	\$ 11,150.46	\$ 20,144.98
532.028	Uniforms	1.8%	\$ 2,850.00	\$ 2,800.00	\$ 2,609.64	\$ 3,153.68	\$ 2,614.02	\$ 2,256.27
532.055	Books & Periodicals		-	-	-	-	-	-
532.056	Subscriptions		\$ 9,440.00	-	-	-	-	-
532.116	Crack Seal Maintenance	-25.0%	\$ 15,000.00	\$ 20,000.00	\$ 2,041.42	\$ 17,371.49	\$ 22,789.97	\$ 26,089.56
532.118	Major Repair and Maintenance		\$ 231,000.00	-	-	-	-	-
533.802	Small Equipment	-60.9%	\$ 5,000.00	\$ 12,791.00	\$ 13,193.44	\$ 8,225.61	-	\$ 1,163.63
533.806	Software		\$ 650.00	-	-	-	-	-
533.817	Small Projects		-	-	-	-	-	-
Account Classification Total: EX20 - Services & Supplies		3.6%	\$ 514,190.00	\$ 496,141.00	\$ 152,737.83	\$ 450,344.33	\$ 272,628.85	\$ 452,742.34
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		-	\$ 357,250.00	\$ 619,742.52	\$ 169,359.13	\$ 124,944.92	\$ 113,570.78
562.200	Buildings		\$ 80,000.00	-	-	-	-	-
562.500	Infrastructure		-	-	-	-	-	-
563.300	Improvements		-	-	-	-	-	-
563.900	Board Designated	-34.7%	\$ 275,706.00	\$ 422,115.00	-	-	-	-
564.500	Machinery & Equipment		-	-	-	-	-	-
Account Classification Total: EX25 - Capital Outlay/Projects		-54.4%	\$ 355,706.00	\$ 779,365.00	\$ 619,742.52	\$ 169,359.13	\$ 124,944.92	\$ 113,570.78
EX30 - Other Financing Uses								
618.700	Transfers Out		-	-	-	\$ 122,363.54	\$ 123,469.00	\$ 122,982.00
619.000	Contingency	2.4%	\$ 39,636.00	\$ 38,715.00	-	-	-	-
Account Classification Total: EX30 - Other Financing Uses		2.4%	\$ 39,636.00	\$ 38,715.00	-	\$ 122,363.54	\$ 123,469.00	\$ 122,982.00
EX35 - Ending Fund Bal/Reserves								
625.107	Improvements Reserve		-	-	-	-	-	-
625.140	Road Reserve		-	-	-	-	-	-
625.500	Buildings Reserve		-	-	-	-	-	-
699.000	Ending Fund Balance	2.4%	\$ 109,658.00	\$ 107,113.00	-	-	-	-
Account Classification Total: EX35 - Ending Fund Bal/Reserves		2.4%	\$ 109,658.00	\$ 107,113.00	-	-	-	-
Department Total: 926 - Other Public Works		-20.8%	\$ 1,408,934.00	\$ 1,778,510.00	\$ 977,118.11	\$ 1,045,118.69	\$ 802,867.18	\$ 940,099.90
EXPENSES Total			\$ 1,981,863.00	\$ 2,211,758.00	\$ 1,273,428.04	\$ 1,456,643.95	\$ 1,235,881.30	\$ 1,355,145.40
Fund REVENUE Total: 610 - Gardnerville Town								
Fund EXPENSE Total: 610 - Gardnerville Town			\$ -	\$ 12,588.00	\$ 213,185.27	\$ (85,591.50)	\$ 57,152.16	\$ (65,054.85)
Fund Total: 610 - Gardnerville Town								

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Fund: 611 - Gardnerville Health & San								
REVENUES								
<i>RE20 - Charges For Service</i>								
344.300	Trash Collection	11.4%	\$ 575,000.00	\$ 516,000.00	\$ 398,771.13	\$ 564,532.21	\$ 510,489.26	\$ 503,494.25
344.301	Extra Pickup Surcharge		-	-	350.00	627.50	681.50	530.00
344.310	Landfill Fees	-0.7%	\$ 400,000.00	\$ 403,000.00	\$ 294,093.25	\$ 404,386.47	\$ 352,557.44	\$ 347,636.20
344.315	Dumpster Rental		-	-	490.79	19,386.00	37,184.38	35,773.17
344.316	Lock & Key Sales		-	-	41.00	97.00	103.00	78.00
344.317	Dumpster Replace Fee	0.0%	-	-	70.00	380.00	348.00	505.00
360.810	Late Charges	6.1%	\$ 5,000.00	\$ 5,000.00	\$ 4,144.29	\$ 8,644.14	\$ 7,779.36	\$ 7,724.71
<i>Account Classification Total: RE20 - Charges For Service</i>								
			\$ 980,000.00	\$ 924,000.00	\$ 697,960.46	\$ 998,053.32	\$ 909,142.94	\$ 895,741.33
<i>RE27 - Interest Revenue</i>								
361.200	Interest On Investment		-	-	-	-	3,113.70	255.15
361.205	Investment-FMV Adjust		-	-	-	406.01	177.18	(1,147.63)
361.211	Invest. Earnings-LGIP		-	-	213.92	352.39	-	-
361.212	Invest. Earnings-BNY Mellon		-	-	1,650.10	2,561.49	-	-
<i>Account Classification Total: RE27 - Interest Revenue</i>								
			-	-	\$ 1,864.02	\$ 3,319.89	\$ 3,290.88	\$ (892.48)
<i>RE30 - Miscellaneous Revenue</i>								
360.800	Miscellaneous - <add Credit Card Processing>		-	-	-	2,199.92	2,275.00	615.06
360.820	Returned Check Fees		-	-	-	25.00	75.00	100.00
360.901	Reimbursements		-	-	-	3,773.04	-	-
<i>Account Classification Total: RE30 - Miscellaneous Revenue</i>								
			-	-	-	\$ 5,997.96	\$ 2,350.00	\$ 715.06
<i>RE33 - Contributed Capital</i>								
344.750	Assets Dedicated/Donated		-	-	-	-	-	-
<i>Account Classification Total: RE33 - Contributed Capital</i>								
			-	-	-	-	-	-
<i>RE35 - Other Financing Sources</i>								
391.100	Sale Of Property		-	-	-	-	-	-
392.000	Transfers In		-	-	-	-	-	-
393.100	Bond Proceeds		-	-	-	-	-	-
393.101	Bond Proceeds Offset		-	-	-	-	-	-
<i>Account Classification Total: RE35 - Other Financing Sources</i>								
			-	-	-	-	-	-
<i>RE37 - Depreciation/Amortization</i>								
360.849	Amortization- Add Back		-	-	-	-	-	-
360.850	Depreciation Add-Back		-	-	-	-	-	-
<i>Account Classification Total: RE37 - Depreciation/Amortization</i>								
			-	-	-	-	-	-
<i>RE40 - Beg.Fund Bal./Reserves</i>								
301.200	Operating Res-Beg.	0.0%	\$ 50,000.00	\$ 50,000.00	-	-	-	-
301.250	Capital Res.-Beg.	-21.9%	\$ 311,085.00	\$ 398,398.00	-	-	-	-
<i>Account Classification Total: RE40 - Beg.Fund Bal./Reserves</i>								
			\$ 1,341,085.00	\$ 1,372,398.00	\$ 699,824.48	\$ 1,007,371.17	\$ 914,783.82	\$ 895,563.91
REVENUES Total								

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
EXPENSES								
EX10 - Salaries & Wages								
510.000	Salaries & Wages	6.9%	\$ 295,875.00	\$ 276,705.00	\$ 137,053.93	\$ 218,931.56	\$ 208,878.17	\$ 209,186.64
510.125	Salaries-Other		-	-	\$ 1,480.00	(5,335.29)	\$ 622.58	\$ 1,990.09
510.150	Board Compensation	0.0%	\$ 15,300.00	\$ 15,300.00	\$ 11,025.00	\$ 15,225.00	\$ 15,300.00	\$ 13,770.00
511.165	Holiday Overtime		\$ 1,500.00	-	\$ 1,136.68	\$ 1,704.18	\$ 2,321.88	-
511.167	Vacation Payout		-	-	-	-	-	-
511.168	Vacation Buyback		-	-	-	-	-	-
511.169	Comp Payout		-	-	-	-	-	-
511.170	Overtime	28.6%	\$ 4,500.00	\$ 3,500.00	\$ 3,852.82	\$ 3,982.40	\$ 2,994.36	\$ 6,506.29
511.171	Holidays		-	-	\$ 8,541.23	\$ 11,678.76	\$ 9,758.04	\$ 11,163.59
511.172	Comp Paid		-	-	\$ 1,147.89	\$ 3,201.65	\$ 1,046.52	\$ 547.47
511.173	Vacation		-	-	\$ 11,599.38	\$ 15,521.36	\$ 12,634.63	\$ 17,425.29
511.174	Sick		-	-	\$ 3,751.39	\$ 12,362.63	\$ 7,994.46	\$ 9,462.12
511.176	Call Back		-	-	-	-	\$ 112.35	-
516.120	Contract Salaries		-	-	\$ 21,240.33	\$ 5,204.16	-	\$ 11,849.67
Account Classification Total: EX10 - Salaries & Wages				\$ 295,505.00	\$ 200,828.65	\$ 282,476.41	\$ 261,662.99	\$ 281,901.16
EX15 - Employee Benefits								
511.180	Benefits		\$ 81,720.00	\$ 77,046.00	\$ 44,885.01	\$ 66,748.57	\$ 61,410.97	\$ 54,991.01
511.181	Retirement		\$ 11,196.00	\$ 8,580.00	\$ 3,769.17	\$ 8,295.76	\$ 7,324.52	\$ 7,080.91
511.182	Pact Workers Comp		\$ 43,457.00	\$ 42,921.00	\$ 25,704.08	\$ 41,210.20	\$ 43,144.67	\$ 40,791.02
511.183	Group Insurance		\$ 1,672.00	\$ 1,385.00	\$ 808.37	\$ 1,081.88	\$ 1,170.63	\$ 1,145.69
511.184	Unemployment		\$ 4,279.00	\$ 4,012.00	\$ 2,313.23	\$ 3,627.69	\$ 3,324.59	\$ 3,284.88
511.186	Medicare		-	-	-	-	-	-
511.187	Uniform Allowance		-	-	-	-	-	-
511.188	Co. Dependent Insurance		-	-	-	-	-	-
511.190	Pact Other		-	-	-	\$ 80.04	\$ 391.64	\$ 401.47
511.195	Oasdi		\$ 205.00	\$ 96.00	-	-	-	-
511.202	OPEB Expense		-	-	-	\$ 13,373.00	\$ 2,017.00	\$ 6,208.00
511.203	Pension Expense		-	-	-	(6,857.00)	-	-
Account Classification Total: EX15 - Employee Benefits				\$ 134,040.00	\$ 77,479.86	\$ 127,560.14	\$ 118,784.02	\$ 113,902.98
EX20 - Services & Supplies								
520.055	Telephone Expense	0.0%	\$ 3,500.00	\$ 3,500.00	\$ 3,414.21	\$ 3,436.04	\$ 3,370.53	\$ 3,061.80
520.060	Postage/Po Box Rent	0.0%	\$ 4,200.00	\$ 4,200.00	\$ 3,323.31	\$ 3,203.09	\$ 4,294.04	\$ 3,756.77
520.064	Travel	0.0%	\$ 1,000.00	\$ 1,000.00	-	\$ 1,077.74	\$ 663.74	-
520.072	Advertising	0.0%	\$ 1,500.00	\$ 1,500.00	\$ 355.38	\$ 216.00	\$ 807.02	\$ 1,358.26
520.080	Insur.-Liability	0.0%	\$ 8,900.00	\$ 8,900.00	\$ 6,992.24	\$ 7,318.82	\$ 8,656.14	\$ 8,859.79
520.084	Replacement & Repair	8.3%	\$ 65,000.00	\$ 60,000.00	\$ 50,388.67	\$ 73,091.95	\$ 38,281.49	\$ 38,705.34
520.089	Power	0.0%	\$ 2,800.00	\$ 2,800.00	\$ 1,950.00	\$ 2,723.70	\$ 2,673.19	\$ 2,857.17
520.090	Water	7.7%	\$ 700.00	\$ 650.00	\$ 468.66	\$ 674.22	\$ 617.56	\$ 467.57
520.092	Heating	-14.3%	\$ 3,000.00	\$ 3,500.00	\$ 2,568.63	\$ 2,590.51	\$ 2,766.42	\$ 2,420.05
520.093	Utilities-Sewer	0.0%	\$ 380.00	\$ 380.00	\$ 265.41	\$ 352.59	\$ 366.62	\$ 352.59
520.097	Maint B&G	-60.0%	\$ 1,000.00	\$ 2,500.00	\$ 1,322.77	\$ 10,707.59	\$ 18,424.90	\$ 1,394.37
520.098	Janitorial Services	11.1%	\$ 1,500.00	\$ 1,350.00	\$ 600.00	\$ 1,344.51	\$ 1,317.50	\$ 924.98
520.107	Maint Equip	0.0%	\$ 15,000.00	\$ 15,000.00	\$ 13,730.87	\$ 37,752.79	\$ 23,609.99	\$ 25,235.47
520.108	Maint Office Equip		-	-	-	-	-	-
520.110	Veh. Maint-Shop Parts		\$ 5,000.00	\$ 2,000.00	\$ 2,920.39	\$ 586.45	\$ 5,864.92	\$ 2,920.31
520.116	Maint-Co Shop	150.0%	-	-	-	-	-	-
520.123	Deductable		-	-	-	-	-	-
520.130	Rents & Leases Bldgs		-	-	\$ 420.00	-	-	-
520.136	Rents & Leases Equipment	19.0%	\$ 2,500.00	\$ 2,100.00	\$ 1,833.28	\$ 2,956.01	\$ 3,175.06	\$ 2,475.22
520.155	Licensing	0.0%	\$ 250.00	\$ 250.00	\$ 444.25	\$ 63.25	\$ 147.75	\$ 41.00
520.169	EMRB Assessment		-	-	-	-	-	-
520.170	Memberships		-	-	-	-	-	-
Account Classification Total: EX20 - Services & Supplies				\$ 142,529.00	\$ 134,040.00	\$ 127,560.14	\$ 118,784.02	\$ 113,902.98
Account Classification Total: EX10 - Salaries & Wages				\$ 295,505.00	\$ 200,828.65	\$ 282,476.41	\$ 261,662.99	\$ 281,901.16
Account Classification Total: EX15 - Employee Benefits				\$ 134,040.00	\$ 77,479.86	\$ 127,560.14	\$ 118,784.02	\$ 113,902.98
Account Classification Total: EX20 - Services & Supplies				\$ 142,529.00	\$ 134,040.00	\$ 127,560.14	\$ 118,784.02	\$ 113,902.98

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
520.187	Internet Expense	0.0%	810.00	810.00	584.98	780.00	595.10	504.39
520.195	Street Sweeping		-	-	-	-	-	-
520.197	Landfill Expense	8.0%	270,000.00	250,000.00	175,282.68	255,572.09	237,897.28	226,590.99
520.198	Recycling Expense		8,000.00	-	137.20	-	-	-
520.200	Training & Education	0.0%	2,000.00	2,000.00	-	575.00	271.95	97.50
521.100	Professional Services		2,000.00	3,800.00	-	-	-	3,351.67
521.130	Legal Services	-93.2%	1,500.00	22,000.00	3,815.00	953.25	369.50	697.50
521.135	Legal-Collection Cost	0.0%	500.00	500.00	(151.24)	(39.44)	(203.38)	(332.60)
521.140	Physicals	0.0%	800.00	800.00	150.00	75.00	150.00	150.00
521.151	Drug/Alcohol Testing		-	-	-	-	-	-
521.160	Auditing		-	-	-	-	-	-
521.404	Moving Expenses		-	-	-	-	-	-
521.500	Admin & Overhead		-	-	-	-	-	-
532.001	Op.Supplies	0.0%	20,464.00	20,464.00	10,232.00	-	-	-
532.003	Gas & Oil	0.0%	2,500.00	-	-	-	-	-
532.028	Uniforms	0.0%	45,000.00	45,000.00	15,723.13	33,901.20	40,204.68	39,924.12
532.055	Books & Periodicals		3,200.00	3,200.00	2,631.71	2,898.77	2,614.01	2,104.85
532.056	Subscriptions		-	-	-	-	-	-
532.109	Bottled Water	6680%	3,390.00	50.00	28.60	67.30	26.30	325.55
532.118	Major Repair and Maintenance		-	-	-	-	-	-
533.800	Office Supplies	12.5%	4,500.00	4,000.00	5,202.89	4,358.01	3,752.22	2,967.40
533.802	Small Equipment	-79.4%	3,000.00	14,598.00	5,035.50	1,253.78	-	1,651.67
533.806	Software	0.0%	3,000.00	3,000.00	2,406.00	2,687.00	2,993.50	3,470.80
533.813	Office Products Program		-	-	-	-	-	-
533.817	Small Projects	-27.3%	8,000.00	11,000.00	8,000.00	8,000.00	8,000.00	-
550.001	Miscellaneous Expenses		-	-	-	-	-	-
550.006	Fiscal Agent Charges	16.7%	3,500.00	3,000.00	2,481.01	3,006.68	2,899.52	200.00
550.006	550.1 Bank Fees-Credit Card Processing		-	-	-	-	-	-
550.203	Collection Loss		-	-	4,992.07	(141.34)	(159.08)	1,315.64
Account Classification Total: EX20 - Services & Supplies		0.5%	496,394.00	493,852.00	327,549.60	462,042.56	414,448.47	377,850.17
EX22 - Debt Service								
521.300	Debt Issuance Costs		-	-	-	-	-	-
521.301	Debt Issue Cost Offset		-	-	-	-	-	-
550.003	Bond Principal		-	-	-	-	-	-
550.004	Bond Interest		-	-	-	-	-	-
550.021	Loan Principal		-	-	-	-	-	-
550.022	Loan Interest		-	-	-	-	-	-
550.990	Debt-Principal Offset		-	-	-	-	-	-
Account Classification Total: EX22 - Debt Service			-	-	-	-	-	-

Town of Gardnerville

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Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
EX25 - Capital Outlay/Projects								
562.000	Capital Projects			\$ 87,916.00	\$ -	\$ -	\$ 11,235.00	\$ -
562.200	Buildings			\$ -	\$ -	\$ -	\$ -	\$ -
562.500	Infrastructure			\$ -	\$ -	\$ -	\$ -	\$ -
563.990	Capital Project Offset			\$ -	\$ -	\$ -	(11,235.00)	\$ -
564.500	Machinery & Equipment			\$ -	\$ -	\$ -	242,237.42	\$ -
564.602	Office Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
564.609	Data Processing Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
564.700	Motor Vehicles			\$ -	\$ -	2,612.31	7,028.27	\$ -
564.990	Capital Outlay Offset			\$ -	\$ -	(6,112.31)	(249,265.69)	\$ -
Account Classification Total: EX25 - Capital Outlay/Projects				\$ 87,916.00	\$ -	(3,500.00)	\$ -	\$ -
EX28 - Miscellaneous								
550.060	Loss On Asset Disposition			\$ -	\$ -	\$ 3,500.00	\$ -	\$ -
Account Classification Total: EX28 - Miscellaneous				\$ -	\$ -	\$ 3,500.00	\$ -	\$ -
EX30 - Other Financing Uses								
618.700	Transfers Out			\$ -	\$ -	\$ -	\$ -	\$ -
Account Classification Total: EX30 - Other Financing Uses				\$ -	\$ -	\$ -	\$ -	\$ -
EX33 - Depreciation								
550.027	Depreciation			\$ 50,000.00	\$ -	\$ 52,270.86	\$ 50,613.28	\$ 69,267.10
Account Classification Total: EX33 - Depreciation				\$ 50,000.00	\$ -	\$ 52,270.86	\$ 50,613.28	\$ 69,267.10
EX34 - Amortization								
550.026	Amort.-Bond Issue Costs			\$ -	\$ -	\$ -	\$ -	\$ -
Account Classification Total: EX34 - Amortization				\$ -	\$ -	\$ -	\$ -	\$ -
EX35 - Ending Fund Bal/Reserves								
625.200	Operating Reserves	0.0%	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
625.250	Capital Impr. Reserves	9.2%	284,987.00	\$ 261,085.00	\$ -	\$ -	\$ -	\$ -
625.500	Buildings Reserve		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Account Classification Total: EX35 - Ending Fund Bal/Reserves				\$ 334,987.00	\$ 311,085.00	\$ -	\$ -	\$ -
EXPENSES Total				\$ 1,341,085.00	\$ 605,858.11	\$ 924,349.97	\$ 845,508.76	\$ 842,921.41
Fund REVENUE Total: 611 - Gardnerville Health & San								
Fund EXPENSE Total: 611 - Gardnerville Health & San				\$ 1,341,085.00	\$ 699,824.48	\$ 1,007,371.17	\$ 914,783.82	\$ 895,563.91
Fund Total: 611 - Gardnerville Health & San				\$ -	\$ 93,966.37	\$ 83,021.20	\$ 69,275.06	\$ 52,642.50

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Fund: 613 - Gardnerville Debt								
REVENUES								
<i>RE27 - Interest Revenue</i>								
361.200	Interest On Investment	\$	-	\$	-	\$	10.94	\$ 0.24
361.205	Investment-FMV Adjust	\$	-	\$	-	\$	0.19	\$ (0.19)
361.211	Invest. Earnings-LGIP	\$	-	\$	-	\$	-	\$ -
361.212	Invest. Earnings-BNY Mellon	\$	-	\$	-	\$	-	\$ -
<i>Account Classification Total: RE27 - Interest Revenue</i>		\$	-	\$	-	\$	11.13	\$ 0.05
<i>RE35 - Other Financing Sources</i>								
392.000	Transfers In	\$	-	\$	-	\$	122,363.54	\$ 122,982.00
<i>Account Classification Total: RE35 - Other Financing Sources</i>		\$	-	\$	-	\$	123,469.00	\$ 122,982.00
<i>RE40 - Beg. Fund Bal./Reserves</i>								
301.000	Opening Fund Balance	\$	-	\$	-	\$	-	\$ -
<i>Account Classification Total: RE40 - Beg. Fund Bal./Reserves</i>		\$	-	\$	-	\$	-	\$ -
REVENUES Total		\$	-	\$	-	\$	123,480.13	\$ 122,982.05
EXPENSES								
<i>EX10 - Salaries & Wages</i>								
511.165	Holiday Overtime	\$	-	\$	-	\$	-	\$ -
511.166	Sick Buyback	\$	-	\$	-	\$	-	\$ -
511.167	Vacation Payout	\$	-	\$	-	\$	-	\$ -
511.168	Vacation Buyback	\$	-	\$	-	\$	-	\$ -
511.169	Comp Payout	\$	-	\$	-	\$	-	\$ -
<i>Account Classification Total: EX10 - Salaries & Wages</i>		\$	-	\$	-	\$	-	\$ -
<i>EX20 - Services & Supplies</i>								
521.500	Admin & Overhead	\$	-	\$	-	\$	-	\$ -
550.006	Fiscal Agent Charges	\$	-	\$	-	\$	-	\$ 200.00
<i>Account Classification Total: EX20 - Services & Supplies</i>		\$	-	\$	-	\$	-	\$ 200.00
<i>EX22 - Debt Service</i>								
550.003	Bond Principal	\$	-	\$	-	\$	-	\$ -
550.004	Bond Interest	\$	-	\$	-	\$	-	\$ -
550.021	Loan Principal	\$	-	\$	-	\$	112,942.00	\$ 108,234.00
550.022	Loan Interest	\$	-	\$	-	\$	10,039.66	\$ 14,735.31
550.025	Loan Fees	\$	-	\$	-	\$	-	\$ -
<i>Account Classification Total: EX22 - Debt Service</i>		\$	-	\$	-	\$	122,981.66	\$ 122,969.31
<i>EX35 - Ending Fund Bal./Reserves</i>								
625.103	Appropriated Reserve	\$	-	\$	-	\$	-	\$ -
<i>Account Classification Total: EX35 - Ending Fund Bal./Reserves</i>		\$	-	\$	-	\$	-	\$ -
EXPENSES Total		\$	-	\$	-	\$	122,981.66	\$ 123,169.31
<i>Fund REVENUE Total: 613 - Gardnerville Debt</i>								
<i>Fund EXPENSE Total: 613 - Gardnerville Debt</i>		\$	-	\$	-	\$	122,981.66	\$ 123,169.31
Fund Total: 613 - Gardnerville Debt		\$	-	\$	-	\$	498.47	\$ (187.26)
Fund: 614 - G'ville Ad Val Cap Proj								
REVENUES								
<i>RE15 - Intergovernmental Revenue</i>								
331.135	Distr. from County	\$	46,000.00	\$	45,883.00	\$	44,841.59	\$ 44,951.91
334.121	Grant In Aid-State(P)	\$	-	\$	-	\$	-	\$ -
337.100	State Reimbursement	\$	-	\$	-	\$	-	\$ -
<i>Account Classification Total: RE15 - Intergovernmental Revenue</i>		\$	46,000.00	\$	45,883.00	\$	44,841.59	\$ 44,951.91

Town of Gardnerville

2013- 2016/2017 Final Budget (April 2016)

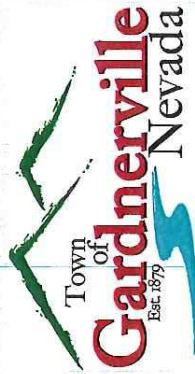
Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
RE27 - Interest Revenue								
361.200	Interest On Investment			\$ -	\$ -	\$ -	496.41	\$ 50.52
361.205	Investment-FMV Adjust			\$ -	\$ -	85.07	(13.42)	\$ (180.38)
361.211	Invest. Earnings-LGIP			\$ -	41.61	66.06	-	\$ -
361.212	Invest. Earnings-BNY Mellon			\$ -	322.15	470.12	-	\$ -
Account Classification Total: RE27 - Interest Revenue				\$ -	363.76	621.25	482.99	\$ (129.86)
RE30 - Miscellaneous Revenue								
360.800	Miscellaneous			\$ -	\$ -	\$ -	-	\$ -
Account Classification Total: RE30 - Miscellaneous Revenue				\$ -	\$ -	\$ -	-	\$ -
RE35 - Other Financing Sources								
360.750	Loan Proceeds			\$ -	\$ -	\$ -	-	\$ -
392.000	Transfers In			\$ -	\$ -	\$ -	-	\$ -
393.100	Bond Proceeds			\$ -	\$ -	\$ -	-	\$ -
Account Classification Total: RE35 - Other Financing Sources				\$ -	\$ -	\$ -	-	\$ -
RE40 - Beg. Fund Bal./Reserves								
301.100	Opening Fund Reserves	-35.2%		\$ 72,144.00	\$ 111,261.00	\$ -	-	\$ -
Account Classification Total: RE40 - Beg. Fund Bal./Reserves				\$ 72,144.00	\$ 111,261.00	\$ -	-	\$ -
REVENUES Total				\$ 118,144.00	\$ 157,144.00	\$ 45,462.84	42,996.32	\$ 44,822.05
EXPENSES								
EX10 - Salaries & Wages								
511.165	Holiday Overtime			\$ -	\$ -	\$ -	-	\$ -
511.166	Sick Buyback			\$ -	\$ -	\$ -	-	\$ -
511.167	Vacation Payout			\$ -	\$ -	\$ -	-	\$ -
511.168	Vacation Buyback			\$ -	\$ -	\$ -	-	\$ -
511.169	Comp Payout			\$ -	\$ -	\$ -	-	\$ -
Account Classification Total: EX10 - Salaries & Wages				\$ -	\$ -	\$ -	-	\$ -
EX20 - Services & Supplies								
550.006	Fiscal Agent Charges			\$ -	\$ -	\$ -	-	\$ -
Account Classification Total: EX20 - Services & Supplies				\$ -	\$ -	\$ -	-	\$ -
EX22 - Debt Service								
521.300	Debt Issuance Costs			\$ -	\$ -	\$ -	-	\$ -
550.021	Loan Principal			\$ -	\$ -	\$ -	-	\$ -
550.022	Loan Interest			\$ -	\$ -	\$ -	-	\$ -
Account Classification Total: EX22 - Debt Service				\$ -	\$ -	\$ -	-	\$ -
EX25 - Capital Outlay/Projects								
562.000	Capital Projects			\$ -	\$ -	\$ -	-	\$ -
562.200	Buildings			\$ -	\$ -	\$ -	-	\$ -
562.500	Infrastructure			\$ -	\$ -	\$ -	-	\$ -
564.500	Machinery & Equipment			\$ -	\$ 17,555.00	\$ -	10,026.71	\$ 40,049.90
564.700	Motor Vehicles	-55.3%		\$ 38,000.00	\$ 62,877.00	\$ 2,612.31	39,616.48	\$ -
Account Classification Total: EX25 - Capital Outlay/Projects				\$ 38,000.00	\$ 80,432.00	\$ 2,612.31	49,643.19	\$ 40,049.90
EX30 - Other Financing Uses								
618.700	Transfers Out			\$ -	\$ -	\$ -	-	\$ -
Account Classification Total: EX30 - Other Financing Uses				\$ -	\$ -	\$ -	-	\$ -
EX35 - Ending Fund Bal./Reserves								
625.103	Appropriated Reserve	11.1%		\$ 80,144.00	\$ 72,144.00	\$ -	-	\$ -
Account Classification Total: EX35 - Ending Fund Bal./Reserves				\$ 80,144.00	\$ 72,144.00	\$ -	-	\$ -
EXPENSES Total				\$ 118,144.00	\$ 157,144.00	\$ 2,612.31	49,643.19	\$ 40,049.90
Fund REVENUE								
Total: 614 - G'ville Ad Val Cap Proj				\$ 118,144.00	\$ 157,144.00	\$ 45,462.84	42,996.32	\$ 44,822.05
Fund EXPENSE				\$ 118,144.00	\$ 157,144.00	\$ 2,612.31	49,643.19	\$ 40,049.90
Fund Total: 614 - G'ville Ad Val Cap Proj				\$ -	\$ (51,285.79)	\$ 42,850.53	(6,646.87)	\$ 4,772.15

G/L Account Number		Account Description	2017 Department Head	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund: 811 - Gardnerville Main Street								
REVENUES								
Department: 000 - Revenue								
RE15 - Intergovernmental Revenue								
811-000 331.120		NV Commission on Tourism	0.00	0.00	0.00	3,925.33	0.00	3,450.00
811-000 331.135		Distr. from County	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
811-000 331.138		Distr. from Town	0.00	12,000.00	54,000.00	64,000.00	68,000.00	60,000.00
811-000 331.140		Grant In Aid Other	0.00	0.00	0.00	0.00	0.00	0.00
811-000 332.120		Grant-USA	0.00	365.00	1,000.00	0.00	0.00	2,500.00
Account Classification Total: RE15 - Intergovernmental Revenue			\$10,000.00	\$22,365.00	\$65,000.00	\$77,925.33	\$78,000.00	\$75,950.00
RE27 - Interest Revenue								
811-000 361.200		Interest On Investment	0.00	0.00	0.00	657.35	42.70	848.97
811-000 361.205		Investment-FRW Adjust	0.00	0.00	126.79	(37.96)	(180.41)	0.00
811-000 361.211		Invest. Earnings-LGP	0.00	32.88	68.77	0.00	0.00	0.00
811-000 361.212		Invest. Earnings-RNY Mellon	0.00	253.17	429.71	0.00	0.00	0.00
Account Classification Total: RE27 - Interest Revenue			\$0.00	\$286.05	\$625.27	\$619.39	(\$137.71)	\$848.97
RE30 - Miscellaneous Revenue								
811-000 360.210		Merchandise Sales	14,000.00	11,602.47	14,654.81	14,729.55	15,478.32	17,321.50
811-000 360.220		Memberships	5,000.00	2,085.00	5,611.25	4,576.44	3,868.04	3,910.00
811-000 360.221		Promotions	25,000.00	16,660.03	20,245.00	26,039.36	24,924.50	37,116.65
811-000 360.800		Miscellaneous	0.00	50.00	131.48	6,360.50	2,448.29	467.00
811-000 367.102		Donations	0.00	13.00	4.00	0.00	456.00	211.00
Account Classification Total: RE30 - Miscellaneous Revenue			\$44,000.00	\$30,410.50	\$40,646.54	\$51,705.85	\$47,175.15	\$59,026.15
RE40 - Beg. Fund Bal/Reserves								
811-000 301.000		Opening Fund Balance	18,010.00	0.00	0.00	0.00	0.00	0.00
Account Classification Total: RE40 - Beg. Fund Bal/Reserves			\$18,010.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: 000 - Revenue			\$72,010.00	\$53,061.55	\$106,271.81	\$130,250.57	\$125,037.44	\$135,825.12
REVENUES Total			\$72,010.00	\$53,061.55	\$106,271.81	\$130,250.57	\$125,037.44	\$135,825.12
EXPENSES								
Department: 960 - Gardnerville Main Street								
EX10 - Salaries & Wages								
811-960 510.000		Salaries & Wages		0.00	45,169.69	42,756.17	43,358.22	39,055.97
811-960 510.125		Salaries-Other	0.00	0.00	1,620.99	948.81	(1,007.32)	875.26
811-960 511.169		Comp Payout	0.00	0.00	0.00	0.00	0.00	0.00
811-960 511.170		Overtime	0.00	0.00	57.25	36.77	0.00	0.00
811-960 511.171		Holidays	0.00	0.00	2,066.08	1,866.08	1,899.59	1,604.35
811-960 511.173		Vacation	0.00	0.00	1,931.60	2,207.20	2,350.88	836.00
811-960 511.174		Sick	0.00	0.00	2,410.48	1,594.54	1,612.66	2,173.60
Account Classification Total: EX10 - Salaries & Wages			\$0.00	\$0.00	\$53,256.09	\$49,409.57	\$48,204.03	\$44,545.18
EX15 - Employee Benefits								
811-960 511.180		Benefits	0.00	0.00	0.00	0.00	0.00	0.00
811-960 511.181		Retirement	14,045.00	5,758.82	11,989.00	11,454.21	10,419.56	10,310.73
811-960 511.182		Pact Workers Comp	1,408.00	352.07	1,688.02	1,541.96	1,540.38	1,281.55
811-960 511.183		Group Insurance	8,172.00	3,678.07	8,096.56	8,096.16	7,684.56	7,222.68
811-960 511.184		Unemployment	251.00	94.12	218.03	234.08	237.93	197.83
811-960 511.186		Medicare	727.00	298.88	748.70	704.72	713.10	632.79
811-960 511.190		Pact Other	0.00	0.00	0.00	0.00	0.00	0.00
811-960 511.195		Osadi	0.00	0.00	0.00	0.00	331.05	0.00
Account Classification Total: EX15 - Employee Benefits			\$24,603.00	\$10,181.96	\$22,742.31	\$22,031.13	\$20,926.58	\$19,645.58
EX20 - Services & Supplies								
811-960 520.055		Telephone Expense	700.00	462.29	612.13	611.36	696.56	241.79
811-960 520.060		Postage/Po Box Rent	300.00	0.00	6.70	0.00	0.00	0.00
811-960 520.064		Travel	3,750.00	10.00	3,362.67	3,726.65	3,535.00	4,588.18
811-960 520.072		Advertising	2,000.00	1,230.71	2,432.60	4,362.50	3,276.96	6,069.50
811-960 520.079		Insurance	2,200.00	988.00	2,218.00	1,160.00	2,244.00	249.00

G/L Account Number	Account Description	2017 Department Head	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
811-960 520.169	EMRB Assessment	7.00	6.75	6.75	6.75	6.25	5.25
811-960 520.170	Memberships	350.00	500.00	400.00	250.00	400.00	400.00
811-960 520.200	Training & Education	2,000.00	1,897.70	1,205.00	2,678.05	1,105.00	3,121.45
811-960 521.100	Professional Services	1,000.00	0.00	0.00	25.00	641.25	4,773.70
811-960 532.055	Books & Periodicals	0.00	0.00	0.00	0.00	0.00	0.00
811-960 532.056	Subscriptions	804.00	250.00	2,075.00	0.00	0.00	0.00
811-960 533.800	Office Supplies	400.00	0.00	0.00	0.00	0.00	0.00
811-960 533.806	Software	0.00	0.00	0.00	0.00	0.00	0.00
811-960 533.817	Small Projects	0.00	0.00	0.00	0.00	0.00	0.00
811-960 541.001	Grants	0.00	0.00	0.00	0.00	0.00	0.00
811-960 550.001	Miscellaneous Expenses	500.00	695.64	2,295.59	1,336.45	1,019.55	1,097.80
811-960 550.235	Organization Committee	6,100.00	1,066.15	1,825.81	1,375.22	2,133.40	1,852.20
811-960 550.236	Design Committee	13,300.00	5,799.78	22,429.40	16,193.92	18,301.29	19,717.39
811-960 550.237	Promotion Committee	13,000.00	2,978.91	8,096.07	13,110.19	8,099.99	10,438.25
811-960 550.238	ER Committee	995.00	100.00	0.00	0.00	0.00	0.00
Account Classification Total: EX20 - Services & Supplies		\$47,406.00	\$15,985.93	\$46,965.72	\$44,836.09	\$41,459.25	\$52,544.51
EX35 - Ending Fund Bal/Reserves							
811-960 699.000	Ending Fund Balance	1.00	0.00	0.00	0.00	0.00	0.00
Account Classification Total: EX35 - Ending Fund Bal/Reserves		\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: 960 - Gardnerville Main Street		\$72,010.00	\$26,167.89	\$122,964.12	\$116,276.79	\$110,589.86	\$116,735.27
EXPENSES Total		\$72,010.00	\$26,167.89	\$122,964.12	\$116,276.79	\$110,589.86	\$116,735.27
Fund REVENUE	Total: 811 - Gardnerville Main Street	\$72,010.00	\$53,061.55	\$106,271.81	\$130,250.57	\$125,037.44	\$135,825.12
Fund EXPENSE	Total: 811 - Gardnerville Main Street	\$72,010.00	\$26,167.89	\$122,964.12	\$116,276.79	\$110,589.86	\$116,735.27
Fund Total: 811 - Gardnerville Main Street		\$0.00	\$26,893.66	(\$16,692.31)	\$13,973.78	\$14,447.58	\$19,089.85
REVENUE GRAND Totals:		\$72,010.00	\$53,061.55	\$106,271.81	\$130,250.57	\$125,037.44	\$135,825.12
EXPENSE GRAND Totals:		\$72,010.00	\$26,167.89	\$122,964.12	\$116,276.79	\$110,589.86	\$116,735.27
Grand Totals:		\$0.00	\$26,893.66	(\$16,692.31)	\$13,973.78	\$14,447.58	\$19,089.85

TENTATIVE BUDGET PRESENTATION FY 2016-2017

DOUGLAS COUNTY COMMISSIONER MEETING
May 2, 2016



State Projected

Tax Rate Allowed	Tax rate per NRS limit to 3.66
3-25-16 = 0.6677 @ \$1,113,6502	Used: Staff estimated revenue at \$1,080,959
1.98% Decrease over this year's budgeted number of \$1,102,393	
C tax Dist = \$276,717	C tax up 4.1% from \$265,723 this fiscal year
Gaming Tax = \$26,000	Gaming Tax up 44% over this fiscal year <Thank you - Sharkey's>
Population Estimate: 5,751 (9)	Down from 5,760 15/16 - decrease 0.156%

Summary of Funds

- 610 - Town of Gardnerville - Revenue
 - 921 Administrative
 - 923 Parks and Recreation
 - 926 Public Works
- 611 - Health and Sanitation Revenue
 - 925 Health and Sanitation
- 613 - Gardnerville Debt - Revenue (transfers)
 - 922 Gardnerville Debt Service

This fund was not used this fiscal Year - \$0.00
- 614 - Ad Val Capital Project
 - \$46,000 (3.66% County distribution)

Used to fund additional capital purchases or projects
- 811 - Main Street Gardnerville

Gardnerville 610 Fund

Gardnerville Budget 2016/2017			
	2017	2016	% Change
Fund: 610 Gardnerville Town	Department Head	Adopted Budget	
Revenue			
RE05 - Taxes	\$1,080,959	\$1,102,393	-1.98%
RE15 - Intergovernmental	\$302,716	\$283,723	6.27%
RE20 - Charges For Service	\$5,000	\$5,000	0.00%
RE27 - Interest Revenue	\$0	\$0	0.00%
RE30 - Miscellaneous	\$25,244	\$0	100.00%
RE35 - Other Financing	\$0	\$0	0.00%
RE40 - Beg Fund	\$567,942	\$402,480	28.13%
Revenue Totals	\$ 1,981,863	\$ 1,793,596	9.50%
Expenditures			
EX10 - Salaries & Wages	\$461,089	\$362,491	21.39%
EX15 - Employee Benefits	\$182,036	\$167,001	8.26%
EX20 - Services & Supplies	\$706,350	\$761,870	-7.68%
EX22 - Debt Service	\$0	\$0	0.00%
EX25 - Capital Outlay/Projects	\$483,089	\$366,408	28.22%
EX30 - Other Financing Uses	\$39,638	\$38,715	2.32%
EX35 - Ending Fund	\$109,659	\$107,113	2.32%
Expenditure Totals	\$ 1,981,863	\$ 1,793,596	9.50%

Main Street
Contracted with
Town to Provide
program
manager

Gardnerville 611 Fund

Gardnerville Budget 2016/2017

Fund: 611 Gardnerville Health & Sm	2017 Department	2016 Adopted Budget	% Change
Revenue			
RE20 - Charges For Service	\$980,000.00	\$924,000.00	5.71%
RE27 - Interest Revenue	\$0.00	\$0.00	
RE30 - Miscellaneous Revenue	\$0.00	\$0.00	
RE33 - Contributed Capital	\$0.00	\$0.00	
RE35 - Other Financing Sources	\$0.00	\$0.00	
RE37 - Depreciation/Amortization	\$0.00	\$0.00	
RE40 - Beg. Fund Bal./Reserves	\$391,085.00	\$448,298.00	-24.18%
Revenue Totals	\$ 1,341,085	\$ 1,372,398	-2.33%
Expenditures			
EX10 - Salaries & Wages	\$322,990.00	\$295,505.00	8.51%
EX15 - Employee Benefits	\$144,984.00	\$134,040.00	7.55%
EX20 - Services & Supplies	\$509,530.00	\$418,288.00	17.97%
EX22 - Debt Service	\$0.00	\$0.00	
EX25 - Capital Outlay/Projects	\$0.00	\$72,916.00	
EX28 - Miscellaneous	\$0.00	\$0.00	
EX30 - Other Financing Uses	\$0.00	\$0.00	
EX33 - Depreciation	\$50,000.00	\$50,000.00	0.00%
EX34 - Amortization	\$0.00	\$0.00	
EX35 - Ending Fund Bal./Reserves	\$313,181.00	\$401,649.00	-28.25%
Expenditure Totals	\$ 1,341,085	\$ 1,372,398	-2.33%

Added overtime, Holiday overtime and a portion of Maintenance Superintendent to Salaries & Benefits

MS Gardnerville 811 Fund

Gardnerville Budget 2016/2017

Fund: 811 Gardnerville Main Street	2017 Department	2016 Adopted Budget	% Change
Revenue			
RE15 - Intergovernmental Revenue	\$10,000	\$60,000	-500.00%
RE27 - Interest Revenue	\$0	\$0	
RE30 - Miscellaneous Revenue	\$44,000	\$31,300	28.86%
RE40 - Beg. Fund Bal./Reserves	\$16,010	\$46,887	-160.34%
Revenue Totals	\$ 72,010	\$ 138,187	-91.90%
Expenditures			
EX10 - Salaries & Wages	\$0	\$47,686	
EX15 - Employee Benefits	\$24,603	\$23,855	3.04%
EX20 - Services & Supplies	\$47,406	\$65,050	-37.22%
EX35 - Ending Fund Bal./Reserves	\$1	\$1,613	-161200%
Expenditure Totals	\$ 72,010	\$ 138,187	-91.90%

Due to Audit finding; Program Manager is a town employee and contracting to Main Street Gardnerville. Main Street Reimburses Town for Benefits Cost Reducing Revenue and Expenses within the Fund

Gardnerville 614 Fund

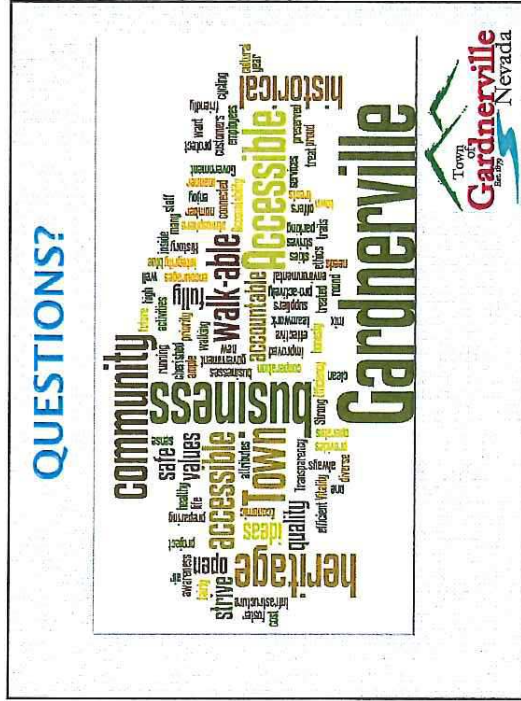
Gardnerville Budget 2016/2017

Fund: 614 Gardnerville Ad Val Cap Proj	2017 Department	2016 Adopted Budget	% Change
Revenue			
RE19 - Intergovernmental Revenue	\$46,000.00	\$45,883.00	0.25%
RE27 - Interest Revenue	\$0.00	\$0.00	
RE30 - Miscellaneous Revenue	\$0.00	\$0.00	
RE35 - Other Financing Sources	\$0.00	\$0.00	
RE40 - Beg. Fund Bal./Reserves	\$72,144.00	\$111,261.00	-54.22%
Revenue Totals	\$ 1,341,085	\$ 1,372,398	-2.33%
Expenditures			
EX10 - Salaries & Wages	\$0.00	\$0.00	
EX20 - Services & Supplies	\$0.00	\$0.00	
EX22 - Debt Service	\$0.00	\$0.00	
EX25 - Capital Outlay/Projects	\$45,000.00	\$85,000.00	-88.89%
EX30 - Other Financing Uses	\$0.00	\$0.00	
EX35 - Ending Fund Bal./Reserves	\$73,144.00	\$72,144.00	1.37%
Expenditure Totals	\$ 118,144	\$ 157,144	-33.01%



Summary of Projects

- 610 Fund**
- \$25,000 ADA sidewalk repair
 - \$80,000 Gardnerville Station <NO CDBG FUNDING>
 - \$55,000 Mill Street Improvements
 - \$50,000 General Road Maintenance
 - \$15,000 Crack sealing
 - \$106,000 Industrial Way Cape Seal Combine with this years funding
 - \$45,000 Micro Surface Sunset Park
 - \$8,500 Continue with storm drain cleaning/ inventory
 - \$40,000 Bank for Storm Drain Improvements
 - \$59,000 Fence and Trail from Ralleys to Toler
 - \$60,000 Refinish Hellwinkel Barn and Shop
- 614 fund**
- \$68,000 Fleet Vehicle Purchase



Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for April 2016.

2.

3. **Recommended Motion:**

Funds Available: ☐ Yes ☒ N/A

4. **Department:** Administration

5. **Prepared by:** Tom Dallaire

6. **Meeting Date:** May 3, 2016 **Time Requested:** 5 minutes

7. **Agenda:** ☐ Consent ☒ Administrative

Background Information: To be presented at meeting.

8. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

9. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for April 2016.

2. **Recommended Motion:**
Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 3, 2016 **Time Requested:** 5 minutes

6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: See attached report.

7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued



MAINSTR-37 TSULLIVAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/15/2016

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

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

PRODUCER Maury, Donnelly & Parr 24 Commerce St. Baltimore, MD 21202	CONTACT NAME:	
	PHONE (A/C, No, Ext): (410) 685-4625	FAX (A/C, No): (410) 685-3071
INSURED Main Street Gardnerville Program Corp. 1407 Highway 395 Gardnerville, NV 89410	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : American Casualty Co. of Reading, PA	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		
NAIC # 20427		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		4030814727	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 100,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Re: 1.6 acres; 69,696 sq ft; Parcel #1320-33-310-005

The Town of Gardnerville is named as additional insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Gardnerville 1461 Ezell Street Gardnerville, NV 89410	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Mary Wenner , Chairman
Ken Miller, Vice Chairman
Cassandra Jones, Board Member
Linda Slater, Board Member
Lloyd Higuera, Board Member

Town Manager Monthly Report April 2016 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** Additional claims submitted to the Petroleum Fund to be reimbursed for plates and McGinley effort this past quarter. Waiting on NDEP to approve the McGinley Work Plan. We received the approval to remove the canopy from SHPO on the MOA and will need to document the history of the Shell station, all the owners over the years, and the style of Shell station constructed. Met Mike Gilbert this month and picked up bricks and a door from the Pyrenees and cut granite builders used for the East Fork Foundation, all for the use on this project.
- B. 395 Crosswalks:** Contracted for the additional service with Lumos (\$8,500) on the historical report needed for NDOT and a submittal to SHPO due to the additional signs and rapid flashing beacons that are located within the view shed of the historical properties. Additionally we changed the project and took on the task of developing the easement or description for right of way acquisition. Lumos will be preparing the exhibits (\$5,000) for NDOT use in acquiring the property. NDOT will still need to do that. I understand that is a federal requirement. We also worked with them on Mill and replacement of the open grade top coat on the street 50' long minimum. NDOT is looking for additional funding for this required effort that never came up during our preliminary conversations of project scope.
- C. Kingslane Sidewalk Project:** Received ONLY STRUCTURAL comments from NDOT on the channel and wall. We need to provide the 12" wall. Gary Therm is redesigning this. Received NV Energy design on a new meter for this light and additional lights that can be continuous down 395 and attached to this meter. Gary Whistler is working on the light requirements of 20 LUX and is in need of information from a light manufacturer. Still have not received all the comments from NDOT.
- D. Hellwinkel Channel:** We had Zack, with Impact, finish out the channel work. The meter is set. No power yet. No need for it either until the barns are ready for power. They pulled the poles and replaced the sidewalk. We had them do additional ramps as well to bring them into compliance with ADA. The grass (weeds) is growing very well in the field now.
- E. Great Race:** Keep June 19th, Father's Day in 2016 open for the event. How many board members are interested in working at the event? We have a big list of tasks and volunteers are needed. Even if it is for part of the day.
- F. Toiyabe Storm Drain Project:** - Received a complaint of a sink hole in some grass on Toiyabe. Staff excavated and found a deteriorated CMP pipe. Summit was called and cleaned and videoed the pipe last week. The pipe needs to be replaced from Toiyabe to Toler. A large tree is growing over the pipe as well and its shallow and on a property line so 4 fences will need to be replaced as well.
- G. Office Items:**
- Reviewed a sign upgrade form Overland.
 - Worked with ROA on the BLA and need another title report for the Hellwinkle property as the one on file is too old. Appraisal came back at \$21,000 even.
 - Met with realtors on the Green Meadows property and they look forward to all the town is doing on the S Curve.



Mary Wenner , Chairman
Ken Miller, Vice Chairman
Cassandra Jones, Board Member
Linda Slater, Board Member
Lloyd Higuera, Board Member

- Spent most of the time in the office on emails and on projects. Worked on Mill Street grading on the north side of the street to extend improvements from the church parking lot to 395 raising the curb 4 to 5 inches to ensure positive drainage.
- Ordered benches and trash cans for the Martin Slough trail project. I am working on plans for the re-alignment of some storm drain and trying to coordinate with Erik on the requirements that will be placed on the church for the road improvements along this section of right-of-way and how the path will be connected. This is a very large issue with another dead-end road and limited access to all the properties that need access from this street. See attached plan for discussion.
- Coordinated with NDOT on the crosswalk scope of work changes.
- Conference call with Facility Dude (work order system) to get GIS data on the device. It is working. Now we need to schedule the final training of staff so it is implemented.
- Old Gym Playhouse could be leased from the school district in a 99 year lease like they did with the museum and we would maintain it. This is the easy process and cheapest option for the town. There are grants for this sort of planning and rehab effort. The town would have to provide matching funds. Should this be an agenda item in the future to discuss the town operation of the facility?
- I emailed Doug again this month after the meeting and last week. Still no news from the county on the alley.
- Met with Larry Werner. We are going to start up the breakfast meetings again.
- Finished the charts for the town's year-end report.
- Worked a lot on the rate study for H&S.
- Discussed the towns pulling out of the county for health insurance. Can't do it unless we are able to get an EIN from the Feds.



By PhotoRoger

*Town of Gardnerville
Annual Report
2015*



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Main Street Gardnerville	4

Town Board Members

Lloyd Higuera, Chairman
Mary Wenner, Vice-Chairman
Cassandra Jones, Member
Ken Miller, Member
Linda Slater, Member

Town Staff:

Tom Dallaire, Town Manager
Carol Louthan, Administrative Services Mgr
Marie Nicholson, Office Specialist
Geoffrey LaCost, Town Maintenance Superintendent
Paula Lochridge, Main Street Program Manager

Parks & Public Works Staff:

Ryan Clark
Ron Grove
Jody Martin
Mike Plut
Steve Thompson

Health & Sanitation Staff

Jaired Briggs
Eric Negrete
Craig Tuthill

Town of Gardnerville
1407 Highway 395 N
Gardnerville, NV 89410
775-782-7134 Phone
775-782-7135 Fax
www.gardnerville-nv.gov

Town Manager's Message

At the beginning of the year town staff prepares a brief report for you - the resident, property owner and/or business owner within the Town of Gardnerville in order to share the accomplishments and projects completed during 2015, and to provide information on proposed projects for 2016.

Major highlights for 2015 were:

- Gardnerville Station and adjacent contamination gas tanks were removed from the site through a grant from CDBG. Stantec performed the conceptual design work for the existing building through a grant from CDBG as well.
- Hellwinkel Channel is for the most part complete - a huge accomplishment after four years of flood studies and redesign of the flood channel/pedestrian trail.
- The fireworks show at the town's Carson Valley Christmas Kickoff event. We appreciate this past year's sponsors (Carson Valley Inn, Continuum Packing Solutions LLC employees, Starbucks, Randy & Linda Slater, Stewart & Cynthia Hill, Mary Wenner, Jonathan Parker & Yu Shimizu Parker and two anonymous donors) We continue to need additional sponsorships each year. We will be looking for new ways to fund this event.;
- Third online customer service survey and awarded a free year's worth of trash service from the town Health and Sanitation department to Layla Pierson and family. We thank her for her survey entry and input. Thank you to everyone who participated in the survey for supporting our effort in supplying residents with excellent customer service;
- Boy Scout Projects around town;

Upcoming Project for 2016:

Crosswalk Improvements - flashing beacons to warn oncoming 395 traffic of pedestrians in crosswalk.

Kingslane Sidewalk - sidewalks installed between Judy's Window Coverings and Kingslane. We are working with Nevada Energy to located a new meter onsite for required streetlights and beacons.

Gardnerville Station - ongoing - work will be done as grants are obtained, or if funding is identified by the town board.

Main Street Gardnerville (MSG) held their first coffin race in October. It was so much fun everyone can't wait for the event to be held again. We are looking forward to the spring flowers down main street. The second New Year's Labyrinth walk was held in the garden area.

On behalf of the Gardnerville Town Board and staff, our sincerest thank you for living in and doing business in Gardnerville during 2015 and best wishes for 2016. Please feel free to contact the town administrative office at 775.782.7134 with any comments or suggestions of projects, areas you would like to see improvement in, or projects you would like to see the town pursue.

Sincerely,
Tom Dallaire
Gardnerville Town Manager



GAS TANKS BEING REMOVED AT GARDNERVILLE STATION

Administration

Town Administration provides overall support for Town operations and serves as point in ensuring the Town Board's policies and goals are met. Department duties include accounts payable and receivable, purchasing and contracts, legal services, and public communications.

- a. The Town website continues to be updated by staff.
- b. The Gardnerville Main Street Program continues working on ways to attract people to the Gardnerville downtown core and recognize the shopping potential offered by our downtown businesses.
- c. Geoffrey LaCost transitioned from engineer to Superintendent of public works in November. He is responsible for public works, parks and health and sanitation.. Congratulations Geoff!!

Parks and Recreation

The Parks and Recreation Department maintains community parks, open spaces, the Martin Slough area, and provides support for town activities.

- a. Received the "Tree City USA" recognition for the twelfth consecutive year.
- b. The tenth season of Movies in the Park continued with four great movies (*Jumanji*, *Remember the Titans*, *How to Train Your Dragon 2* and *Guardians of the Galaxy*) for



residents and visitors to enjoy at Heritage Park. This event would not be possible without the contributions of local businesses: Bodywise Physical Therapy, Carson Valley Medical Center & Urgent Care, CLE Hospitality, D'Ascoli Orthodontics, Grand Prix Express Car Wash, Mark Smith Tire Center (Les Schwab), Parigini Orthodontics, ReMax Realty Affiliates, Starbucks Carson Valley Roasting Plant and Distribution Center. We appreciate their support.

- c. On Arbor Day 2015, the Town, along with Girl Scout Troops 287, 331 and Cub Scouts from Troop 411 celebrated with a tree planting at the Arbor Gardnes mailbox parcel

and a tree at Gardner Park. Each scout was given a tree to plant at home.



- d. Other annual events held at Heritage Park included; July 4th Freedom 5k Fun Run and Yankee Doodle Dash.

JULY 4 - FREEDOM 5K



- e. The second Splash Dogs event was very successful. We set up a shaded area, bleachers and port-a-potties. Water was donated by the Gardnerville Water Company.
- f. Heritage Park continues to be used for various events like Sertoma Club's Oktoberfest.
- g. The Carson Valley Christmas Kickoff, which again featured a fireworks display by Lantis Fireworks. Entertainment, Christmas Carolers, and the musical light show. We were pleased this year to have the All About Dance Kids join in the festivities. They were a wonderful addition.
- h. The Town of Gardnerville/Main Street Gardnerville float won best government float in the Parade of Lights

Public Works

The Public Works Department maintains 40 + lane miles of local streets, the Town's storm drain conveyances, controls weeds within the public right of way, provides snow and ice control measures in inclement weather, and all other maintenance associated with the street network. Review of development projects and design of road maintenance and repair projects is provided through the Town Manager/Engineer.

Town Projects:

- a. Hellwinkel Flood Trench and Trail was completed. Impact Construction was the low bidder and did a great job on the improvements. NV Energy undergrounded the power from Gilman Lane to Toler Lane. The pedestrian path at the ponds in Chichester was connected to Toler

Lane at GES. We invite you and your family to enjoy this quiet, peaceful stroll along our newest open space area.

b. The Town continues to make progress on the redevelopment of the Gardnerville station (former Eagle Gas) Stantec was chosen for the design phase and Bramco Construction pulled the gas tanks. The town was reimbursed for the expenditures from the CDBG grant funds.

c. Town staff has reviewed the plans for several developments and have been working with the developers and construction crews for these projects.

d. *Eagle Scout Projects:*

- Harvest-Toler landscape - Boy Scouts led by Tanner Maxwell cleaned Toler Lane of overgrown weeds, relocated river rock and planted day lilies at the intersection of Harvest and Waterloo.

- Arbor Lineal - Jared Funk and his team of scouts constructed a 10'X12' arbor to provide shade on the newly renovated lot at the main USPS cluster box for a future seating area.



CHRIS MERITT AND CREW WORKING ON ARBOR LINEAL

- Arbor Lineal - Chris Meritt created a decorative walkway and planted shrubs on the parcel.

- Town office - Aziz Syammach's team planted 16 perennial plants, removed mulch and installed 20 tons of DG in the landscaping areas at the town office.

- Waterloo islands (East side) - Zack Laningham's team split the propagated 20 perennial plants, relocated river rock and installed 30 tons of DG landscaping on two large median islands.

- Waterloo islands (west side) - Micah Miller's team

relocated river rock and installed 40 tons of DG.

e. *Replaced* 1995 Ford bucket truck with a 2008 Ford 550 Versalift through Utility Crane and Equipment in Rialto, California. This upgrade increases our reach from 27' to 35' in height

Completed Development Projects within the town:

a. The Ranch at Gardnerville Phase IIAB

b. Heybourne ditch completed.

Health & Sanitation

The Health and Sanitation Department collects and transports both residential and commercial municipal waste, performs street sweeping, operates the curb-side greenwaste pickup program, and maintains the Town's fleet of collection vehicles.

a. Third online town customer service survey completed by residents and raffle held for a year's free trash service awarded to Layla Pierson and family, a residential trash customer. We thank everyone for filling out the town survey. Stay tuned to the town website for the 2016 customer service survey.



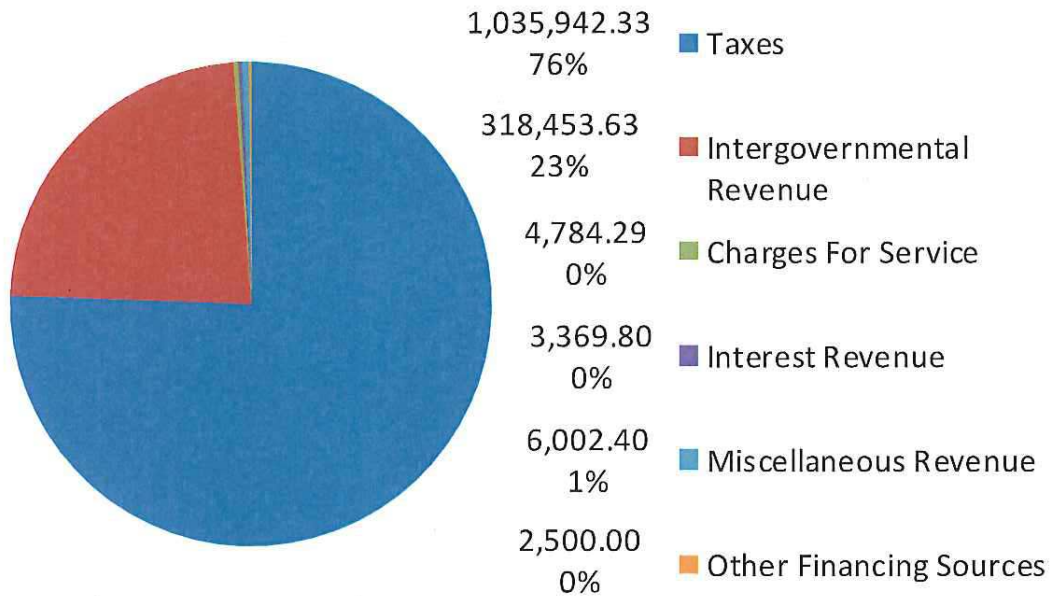
LAYLA PIERSON & FAMILY, WINNER OF YEAR'S FREE TRASH SERVICE

b. Continued maintenance of all town vehicles.

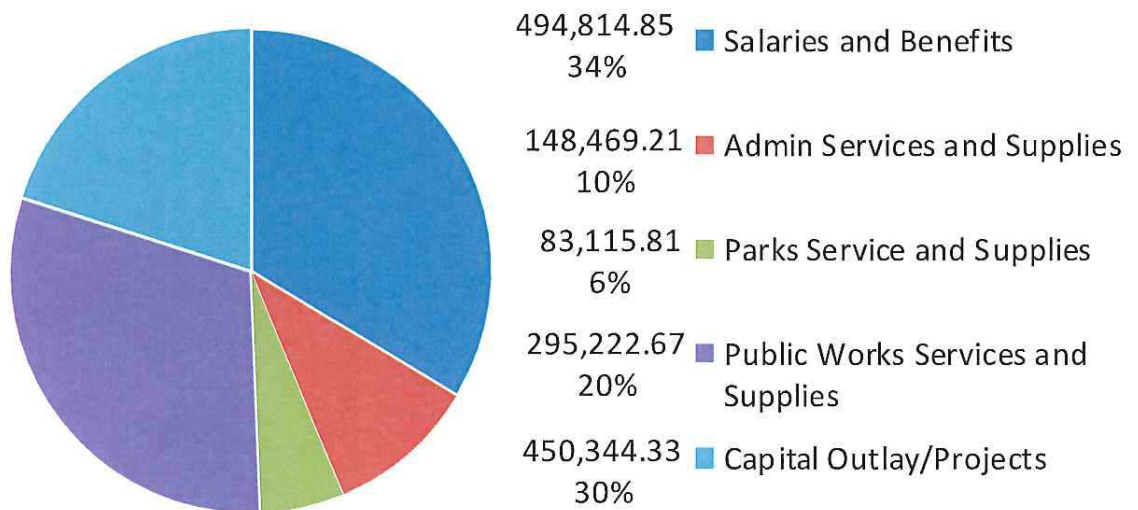
c. We continue to dispose of the refuse at the Ormsby Landfill and limit the amount of refuse going to Douglas Disposal, keeping the cost to our customers at the lowest price possible. Bently has started charging for greenwaste this year. So far the fee to town customers doesn't reflect this additional cost. We have been working with Douglas Disposal to try to get a better rate for dumping local. We hope to see that accomplished in 2016.

g. The trash truck we purchased last year is still having issues. Mike Rowe, town attorney, is handling the

Fund 610-Gardnerville - Revenue



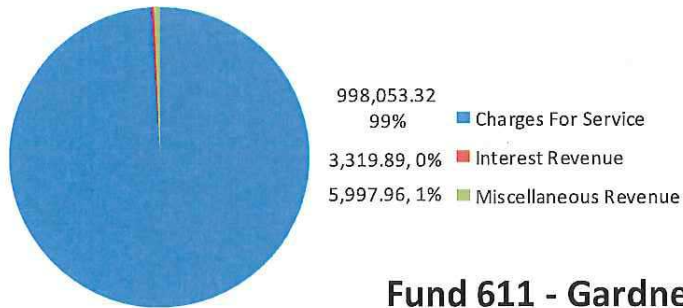
Fund 610-Gardnerville - Expenses



610 IS THE TOWN ADMINISTRATIVE FUND
ADMINISTRATION, PARKS AND PUBLIC WORKS IS PROVIDED BY THIS FUND.

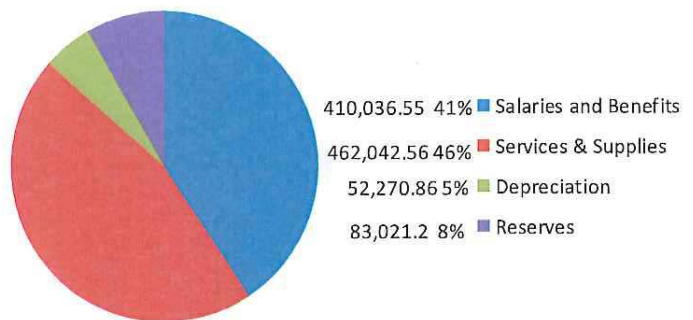


Fund 611-Gardnerville H&S - Revenue



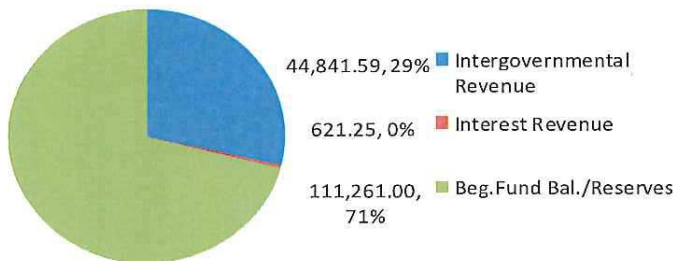
Fund 611 - Gardnerville H&S - Expenses

THE 611 FUND IS THE TOWN THE TOWN ENTERPRISE FUND THAT OPERATES THE HEALTH & SANITATION DEPARTMENT

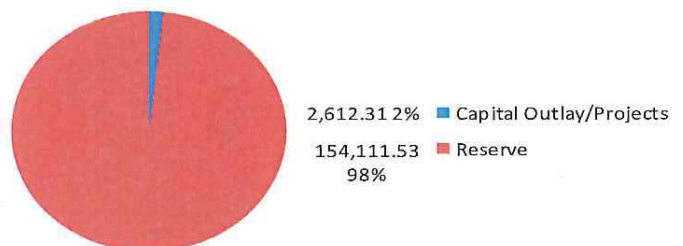


Fund 614 - Gardnerville Capital Projects/Equipment - Revenues

THE 614 FUND IS USED FOR CAPITAL PURCHASES ON PROPERTY, VEHICLE OR EQUIPMENT.



Fund 614 - Gardnerville Capital Projects/Equipment - Revenues



Main Street Gardnerville

Highlights of Main Street Gardnerville Accomplishments

Organization Committee

1. Program voted "Best Non-Profit in Carson Valley" and one of our volunteers, Carol Sandmeier, voted "Best Volunteer in Carson Valley" through the Record Courier's annual "Best of" promotion.
2. Presentation made during the 2015 Legislature requesting the creation of a statewide Main Street Program.
3. Received the "Tour Around Nevada" award.

Promotion Committee

1. Secured the Great Race, in partnership with the Town of Gardnerville, for an event in June 2016.
2. Held our inaugural Slaughterhouse Lane Coffin Races in October. This event proved to be a success. It will now become an annual event.
3. Partnered with East Fork Gallery on their annual Scarecrow Festival to take place with the Heritage Park Gardens Fall Festival event.
4. Successful wine walk season based on income not attendance
 - a. averaged 52 businesses participating in 2015. We averaged 50 businesses in 2014. (Does not include the number of businesses that our district businesses partnered with.)

District Vitality (formerly Economic Restructuring) Committee

1. Business Directory Updated.
2. Business Tracker Updated for 2015:
3. Revolving Loan Funds are still available at a 2% interest rate offered to qualified businesses within our district or to businesses that want to move into our district.

Design Committee

1. Two new benches were installed within the district. They are located in front of the Masons building and in front of the Overland Restaurant & Pub. All 15 benches were decorated for the holidays.
2. A new location for the Basque Mural was selected. It will be place on the Masons Building facing the south.
3. Light Pole Banners installed throughout the district.
4. Managed The Heritage Park Garden Projects with a volunteer subcommittee:
5. Managed the Main Street Flower program through a volunteer subcommittee.

Coffin Races 2015



Bench Dedication



Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve, approve with modifications or deny the new public records request policy on multiple media, with public comment prior to Board action.

2. **Recommended Motion:**

Funds Available: ☒ Yes ☐ N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 3, 2016 **Time Requested:** 5 minutes

6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: This was pulled for additional revisions.

The recorder's office has a fee schedule but not a policy on public records requests. The sample policy we used for these revisions came from the Nevada Attorney General's Office.

I did not give Mike sufficient time to review the document. It may need to be pulled from the agenda.

7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

8. **Board Action:**

☐ Approved
☐ Denied

☐ Approved with Modifications
☐ Continued



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 7.2

SUBJECT: Public Records Request Policy

Issue Date 5/3/2016

Purpose/Mission/Scope To establish a policy for persons requesting information. Most records, with the exception of audit and personnel records, are public information. Therefore, upon written request public information will be released. Information about vendor bank accounts, addresses, phone numbers, tax identification numbers, personal identifying information, and information that could compromise the security of this office, clients, contractors, etc., is considered sensitive and therefore not subject to Nevada Revised Statute (NRS) 239.

When the Town of Gardnerville receives a request for a public record (s), it shall be the policy to comply with all such requests for records by members of the public, media, and local, state and federal government officials. Per NRS 239, all such requests will be handled as expeditiously as possible

What is a Public Record?

There is no Nevada Statute that defines a public record. A public record is a "record" not simply information. Generally all books and records (audio, video, written, electronic) of a governmental entity are presumed to be public records and include information created or accumulated in the course of conducting public business that document the activities and business of public employees. If a record does not already exist, there is generally no duty to create a record in response to a public records request.

Procedure:

Per NRS 239, upon receipt of a written request to inspect, copy or duplicate a record, the Town of Gardnerville will comply with any such request within five (5) business days. (Please note: the five (5) day time frame applies only to the personal inspection of a public book or record by the requester. It does not apply to information that must be gathered and compiled. Persons making such requests will be notified when such public records materials will be available for pickup or delivery.

- a. An employee of the Town of Gardnerville will ensure that, within (5) business days from receipt of the request one of the following occurs:
 - i. The requester inspects the record or receive copies of the record as requested;
 - ii. If the Town does not have legal custody of the record, written notice of that fact and name and address of the governmental entity that has legal custody of the record, if know, is provided to the requester;
 - iii. If the record has been destroyed pursuant to the State of Nevada Library and Archives Local Government Records Retention Schedule, written notice of that fact is provided to the requester;
 - iv. If the Town is unable to provide the record by the end of the fifth business day after the request is received, written notice of that fact and a date and time after which the record will be available for the person to inspect or copy is provided to the requester; or
 - v. If the request must be denied because the record is confidential, written notice of that fact and a citation to the specific statute or other legal authority that makes the record confidential is provided to the requester.

Data requests for electronic databases, electronic records or services that are value-added products and beyond the normal scope of the office's workload will be provided as the appropriate resources are available to fulfill the request.

In accordance with NRS 239.055, if a request for copies of public books or records will require extraordinary use of personnel or technological resources, including the redaction of personal or other protected information, a government entity may charge a reasonable fee to comply with such an extraordinary request. The standard fee charged by the Town of Gardnerville is \$40 per hour.

If a fee is to be assessed, the requestor will be notified immediately. Once the fee has been determined, the requester must remit a credit card payment, money order or check for the entire amount, payable to "Town of Gardnerville" prior to the request being processed. If the actual fee is less than anticipated, as quickly as possible, the requester will be mailed a check for the balance.

The first half hour of staff time will not be charged. No cost will be assessed for inspection of existing records unless staff time to retrieve or otherwise process the record exceeds one-half (0.5) hours.

If estimated staff time exceeds one-half (0.5) hours, the requestor is responsible for the staff time incurred, which is due and payable before processing of the record begins. Fees for staff time are in addition to fees for copying. Estimates of costs will be provided in advance if the costs are projected to exceed \$25.

Copying fees:

- a. Black & white copies, up to 11" X 17" - \$.10/per page
- b. Color, up to 11" X 17" - \$.75/per page
- c. CD - \$5/ per disc
- d. DVD - \$10/ per disc
- e. Email - \$40/hour (over one half (0.5) hours of staff time)

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve a __% increase for Tom Dallaire, Gardnerville Town Manager based on the annual performance evaluation.

Funds Available: ☒ Yes ☐ N/A (requires staff time)

3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** May 3, 2016 **Time Requested:** 20 minutes
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: See attached evaluation summary.

- Merit increase up to 4% set limit by the Town Board.

The options for compensation per HR are as follows;

- A one-time bonus of up to 3% of salary.
- Up to three additional paid days off which are one-time administrative days that do not "roll" and cannot be "banked and must be used within the calendar year

7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A

8. **Board Action:**

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied | <input type="checkbox"/> Continued |

Gardnerville Town Manager Evaluation					Mary Wenner, Chairwoman	Ken Miller, Vice- Chairman	Cassandra Jones Board Member	Lloyd Higuera Board Member	Linda Slater Board Member
PERFORMANCE STATEMENTS									
GENERAL ADMINISTRATION									
Staff Development: Does he/she appoint and train effective subordinates? Is he/she able to recruit and retain quality employees? Does he/she have a plan to effectively develop the workforce? Does he/she execute the workforce development plan?					6	6	3	6	3
Leadership - Internal: Does he/she motivate others to maximum performance? Is he/she respected as demanding but fair? Does he/she get enthusiastic response to his/her new ideas and needed reorganizations?					6	6	3	6	3
Supervision: Does he/she adequately and appropriately supervise and direct the activities of the staff? Is he/she able to control the operational activities of the Town through others? Is he/she available to his/her employees for guidance and counseling?					6	3	3	6	3
Job Organization: Does he/she delegate responsibility effectively? Does he/she use his/her time productively? Does he/she program activities in an orderly and systematic way?					6	3	3	3	3
Execution of Policy: Does he/she understand and comply with the overall policies, laws and philosophy of the Town? Does he/she translate policies and objectives into specific and effective programs?					6	6	3	6	6
Budget: Does he/she adequately and appropriately coordinate budget development with the Board? Does he/she execute the budget satisfactorily and control expenses within the levels set in the budget?					6	6	3	6	6
Communication: Does he/she keep appropriate people informed? Does he/she present his/her thoughts in an orderly and understanding manner? Is he/she able to be persuasive?					6	6	3	6	6
Reporting: Does he/she submit accurate and complete staff reports on schedule? Do the reports adequately convey information on the Town?					6	6	3	6	6
Board Communication: Does he/she provide the Board with adequate information to make decisions?					6	6	3	6	6
Response to Board: Does the Manager respond in a positive way to suggestions and guidance from the Board? Is the Manager attuned to the Board's attitudes, feelings, and needs?					6	3	6	6	6
Written Communication: How effective are his/her letters, memoranda, and other forms of written information?					6	3	3	6	6
Productivity: Can the Manager be depended on for sustained productive work? Does the Manager readily assume responsibility? Does the Manager meet time estimates within his/her control?					6	6	3	6	6

Gardnerville Town Manager Evaluation					Mary Wenner, Chairwoman	Ken Miller, Vice- Chairman	Cassandra Jones Board Member	Lloyd Higuera Board Member	Linda Slater Board Member
PERFORMANCE STATEMENTS									
Stress Management: Is the Manager able to resolve problems under strain and unpleasant conditions? How well does the Manager tolerate conditions of uncertainty? Does the Manager respond well to stressful situations and adequately deal with the stress inherent to the position?					6	3	3	3	3
Total General Administration					78	63	42	72	63
Ken - Tom has made strides this past year in supervision and job organization by getting Geoff into the Superintendent position. Tom needs to improve on his written communications by doing more spell checks and not getting to using texting language.									
Cassandra - Day to day operations and management of the town staff by Tom meets expectations. The promotion of Geoff to supervisor was an effective leadership decision that aided in the efficiency of operations, and freed Tom up to handle more manager issues (and less engineering, health/sanitation issues).									
Linda - The stress that Tom has experienced in the past has improved since the Board opted to complete the tasks/goals already on the table rather than add any additional tasks/goals this year.									
Lloyd - You are getting better at delegating but it's still something you need to work on. As the budget gets more and more complicated I think it's time to get some outside help to free you up for other projects.									
EXTERNAL RELATIONSHIPS									
Community Relations: Is the Manager skillful in his/her dealing with the news media? Does he/she properly avoid politics and partisanship? Does he/she show an honest interest in the community? Does he/she properly					6	3	6	6	6
Community Reputation: What is the general attitude of the community to the Manager? Is he/she regarded as person of high integrity and ability?					6	6	6	6	6
Professional Reputation: How does the Manager stand among his/her colleagues? Does he/she deal effectively with other public managers? Is he/she respected by professional and staff representatives of other counties and cities? Does he/she attend and participate in seminars and conferences for professional development?					6	6	6	6	6
Intergovernmental Relations: Does the Manager work effectively with federal, state, and other local government representatives? Is the relationship with other local government officials beneficial to the Town? Is he/she able to facilitate cooperative efforts among various local agencies and the Town? Does he/she exhibit appropriate leadership with other entities and agencies?					6	6	6	6	6
Total External Relationships					24	21	24	24	24
Ken - Tom has a very high and respected reputation with the community and other government entities.									

Gardnerville Town Manager Evaluation					Mary Wenner, Chairwoman	Ken Miller, Vice- Chairman	Cassandra Jones Board Member	Lloyd Higuera Board Member	Linda Slater Board Member
PERFORMANCE STATEMENTS									
Cassandra - Tom's relationships with other town managers and department heads with the county continue to be an asset to us									
Linda - Tom's "External Relationships" continue to be above reproach. He continues to represent the Town of Gardnerville's interests in all aspects in a professional and efficient manner. Well respected by other governmental managers and personnel that he interacts with on a professional basis. Continues to be an asset to the Town of Gardnerville.									
Lloyd - Not much to say, you excel in this area.									
PERSONAL CHARACTERISTICS									
Imagination: Does he/she show originality in approaching problems? Does he/she create effective solutions? Is he/she able to visualize the implications of various alternatives?					6	3	3	6	6
Objectivity: Is he/she unemotional and unbiased? Does he/she take the rational and impersonal viewpoint based on facts and qualified opinions? Is he/she able to divide his/her personal feelings from those which would most effectively convey the Town's interest?					3	3	6	6	3
Drive: Is the Manager energetic and willing to spend the time necessary to do a good job? Does he/she have good initiative and is he/she a self-starter?					6	6	6	6	6
Judgment and Decisiveness: Is he/she able to reach quality decisions in a timely fashion? Are his/her decisions generally good? Does he/she exercise good judgment in making decisions and in his/her general conduct?					6	6	3	6	6
Attitude: Is he/she enthusiastic? Cooperative? Willing to adapt? Does he/she have an enthusiastic attitude toward the Town, both professionally and personally?					6	6	3	6	3
Initiative: Does he/she independently recognize problems, develop relative facts, formulate alternate solutions, and take appropriate action or make appropriate recommendations?					6	6	6	6	6
Integrity: Does the Manager fulfill his/her responsibilities and duties in accordance with the ICMA Code of Ethics? Is he/she honest and forthright in his/her professional capacities? Is he/she trustworthy? Does he/she have a reputation in the community for honesty and integrity?					6	6	3	6	6
Self-Assurance: Is the Manager self-assured of his/her abilities? Is he/she able to be honest with him/herself and take constructive criticism? Does he/she take responsibility for mistakes which are his/hers? Is he/she confident enough to make decisions and take actions as may be required without undue supervision from the Board?					6	6	3	6	3
Total Personal Characteristics					45	42	33	48	39

Gardnerville Town Manager Evaluation	Mary Wenner, Chairwoman	Ken Miller, Vice- Chairman	Cassandra Jones Board Member	Lloyd Higuera Board Member	Linda Slater Board Member
PERFORMANCE STATEMENTS					
Personal characteristics comments.					
Ken - Sometimes Tom becomes frustrated with others. He has to remind himself that working with other government entities, things sometimes go slowly.					
Cassandra - I recognize that Tom continues to give above and beyond to the town, and that with the change of operational structures, his motivation and attitude are improved over last year. Tom's character and ethics are above reproach.					
Lloyd - Another area where you excel. It's these characteristics that make you a strong manager for the town.					
Performance Statements					
Goals for this year - See Page 7 for my Goal Matrix					
Career Goals:					
1. Continuing to work on emergency management certifications through the FEMA emergency management Institute. Obtain certificates of completion for the following classes.	6	N / E	3	3	3
2. Improve or fine tune or build an organizational structure and process for my personal and town office filing / organization by increasing ways of becoming more effective with my time.	6	3	3	6	3
3. Continue with the work on Gardnerville Station and highway improvements: Provide well noticed public workshop, remove tanks and identify funding.	6	6	3	6	6
4. Finish the ADA transition plan for Town Board approval.	6	3	3	3	3
5. Implement GIS information for the town assets / inventory and provide tools for staff to track and complete work orders in the field.	6	6	3	6	3
6. Continue to harbor good relationships with the other local government agencies.	6	3	6	6	6
Total the numbers of the employee ratings for each category above and enter into the boxes on the right and below for the correct Overall Rating.	36	21	21	30	24
Goal comments					
Mary - Tom has had some unforeseen accomplishments not listed in his 2015-2016 goals.					

Gardnerville Town Manager Evaluation	Mary Wenner, Chairwoman	Ken Miller, Vice- Chairman	Cassandra Jones Board Member	Lloyd Higuera Board Member	Linda Slater Board Member
PERFORMANCE STATEMENTS					
1. Finished the COOP plan for the Town of Gardnerville that will go to the BOCC for final input and approval (status) Completed.					
2. Created a 72-hour emergency kit and map (flyer). This flyer was approved by EFFPD and can be used throughout Douglas County (status) Completed.					
3. Has worked many hours with Paula/Main Street Gardnerville and our local community, and local businesses to bring The Great Race to the Town of Gardnerville. This work has put us on the map for The Great Race and made our town a Tom has accomplished many things this year. It is always good to set goals, but sometimes other projects become priority until you can get back to those goals.					

Overall Performance Rating Summary					
Performance	147	126	99	144	126
Goals	36	21	21	30	24
Total Evaluation Score (sum of the categories)	183	147	120	174	150
Total merit increase based on the average of the combined evaluation scores divided by the number of questions	5.03				

Evaluating Board member Comments	
Strong Points:	
Ken - Tom's work ethic exceeds in his results.	

Gardnerville Town Manager Evaluation	Mary Wenner, Chairwoman	Ken Miller, Vice- Chairman	Cassandra Jones Board Member	Lloyd Higuera Board Member	Linda Slater Board Member
PERFORMANCE STATEMENTS					
<p>Mary - Tom demonstrates good work ethics. He shows initiative in keeping the employees trained on new equipment and new ways of doing things. He is goal-oriented with his projects and has to be flexible with his time to get them all accomplished. He communicates and explains things in detail with his town board and other government entities. He is cooperative and helpful with the public and all state and county entities. He is an asset to the Town of Gardnerville.</p>					
<p>Cassandra - Tom's strengths lie in his dedication, hard work and ethics. He is not afraid to try, and builds the relationships with staff and community members to achieve town goals.</p>					
<p>Linda - Tom has maintained exceptional professional working relationships with the county, city, state and federal agencies. Tom strives to do whatever he can for everyone and always maintains a professional attitude that reflects in a positive manner on the Town of Gardnerville.</p>					
<p>Lloyd - You do an excellent job. You are respected in the community and you have very high personal standards.</p>					
<p>Weak Points:</p>					
<p>Ken - Tom needs to have patience at times. Which comes with maturity.</p>					
<p>Mary - Tom is finding out how working with state and other government entities can be frustrating. His frustration sometimes shows and he gets upset when he can't accomplish his goals because there is another road block. This is understandable, and part of being human.</p>					
<p>Cassandra - Our weakest point is not so much where we are at, but recognizing vulnerabilities. There is a very real possibility that the town will experience another boom in growth: in services to provide, people to train and staffing. Tom is already addressing some of that with the promotion of Geoff and the addition of outside services for next year's budget. Some of our ongoing and upcoming projects also address this: the ADA plan, the emergency plan and goals for recycling and the Gardnerville Station. In terms of this review, I think for Tom it means recognizing areas where further delegation is appropriate and empowering/raising up employees to assist as he is able.</p>					
<p>Linda - I recognize a big improvement in Tom's self confidence this past year. I think Tom took the Board's constructive suggestions to heart for self improvement. He appears more confident and more relaxed. A nice improvement. He should be proud of the achievements he has made for the town.</p>					
<p>Lloyd - Still need to improve delegation and time management</p>					
<p>Suggestions and Specific Direction</p>					
<p>Ken - Continue to work through Geoff to build a strong town staff overall.</p>					
<p>Mary - Tom should take a few days to think about other ways to accomplish his goals when he gets frustrated. Make some phone calls and talk to other people or towns that might have had the same issues. A new idea might even be better after you think about it awhile.</p>					

Gardnerville Town Manager Evaluation	Mary Wenner, Chairwoman	Ken Miller, Vice- Chairman	Cassandra Jones Board Member	Lloyd Higuera Board Member	Linda Slater Board Member
PERFORMANCE STATEMENTS					
Cassandra - I think it may be wise to review what the structure of the town should look like if/when several hundred more homes are added to our area. (Will it require more managers, staff, admin, space, etc.?) If we understand what we are going to look like, then when opportunities arise to move towards that we will be better able to recognize and grasp those opportunities (like training, acquiring appropriate facilities, promoting/retaining employees).					
Linda - Always time management. Strides have been made that are recognized, but one should continue to prioritize and delegate when possible.					
Lloyd - The Town is making progress on completing our projects. We need to stay focused on completing these projects.					
General Comments/Direction for Improvement					
Ken - Stay with and complete current projects. Take on new projects as funding and need arises.					
Mary - Take breaks and go for walks. It clears your head and helps your concentration when you are working on a project. Also, walking will give you the perspective of how other pedestrians see the Town of Gardnerville. I think Tom is doing a great job!					
Linda - A dedicated Town Manager who is always looking for ways to improve the Town of Gardnerville. Keep up the good work, Tom.					
Lloyd - The Town of Gardnerville is very fortunate to have a town manager with your skills and abilities.					



April 22, 2016

Mr. Tom Dallaire
Gardnerville Town Manager/Engineer
1407 Highway 395 N
Gardnerville, NV 89410

Re: Personnel Session

Dear Mr. Dallaire:

NRS 241 permits the Gardnerville Town Board to conduct a meeting to consider the character, alleged misconduct, or professional competence of a person. Before a meeting of the kind just mentioned can take place, written notice must be given to the person who is the subject of the meeting in accordance with NRS 241.

You are hereby notified that on May 3, 2016, the Gardnerville Town Board will conduct a meeting to consider your character, alleged misconduct or professional competence in accordance with NRS 241. This meeting will take place at 4:30 p.m. at the location listed below.

Gardnerville Town Hall, 1407 Highway 395 N, Gardnerville, NV 89410

A copy of this letter and proof of personal service will be provided to the Gardnerville Town Board before the meeting.

Sincerely,

Marie Nicholson
Office Assistant Sr.

cc: Gardnerville Town Board

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April 22, 2016

PROOF OF SERVICE

I, Marie Nicholson, hereby swear or affirm under penalty of perjury, that in accordance with NRS 241, I served the foregoing NOTICE OF MEETING of the Gardnerville Town Board to consider the character, alleged misconduct, or professional competence by:

Personally serving it on Tom Dallaire, Gardnerville Town Manager/Engineer, at 1407 Highway 395, Gardnerville, NV 89410 on the 22ND day of April, 2016.

Marie L Nicholson

State of Nevada
County of Douglas

On April 22, 2016, Marie Nicholson, personally appeared before me, who is personally known to me to be the signer of the above document, and she acknowledged that she signed it.



Carol A. Louthan
Notary Public