



## GARDNERVILLE TOWN BOARD

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

### Meeting Agenda

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

Tuesday, June 4, 2013

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 are posted at the following locations prior to meeting day in accordance with NRS Chapter 241: Gardnerville Town Offices, Gardnerville Post Office, Carson Valley Chamber of Commerce and Visitors Authority and the Douglas County 8<sup>th</sup> Street Historic Courthouse. The agenda is also posted on the Internet at [www.gardnerville-nv.gov](http://www.gardnerville-nv.gov). All items shall include discussion and possible action to approve, modify, deny, or continue.

**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. 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.

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

**PLEDGE OF ALLEGIANCE- Mary Wenner**

**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:**

**May 7, 2013 Regular Board meeting, with public comment prior to Board action.**

### **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.

### **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 May 2013 claims
4. **For Possible Action:** Approve Budget Transfers for fiscal year 12/13
5. **For possible Action:** Approve the minor modification to the 613 debt fund for the 13/14 budget.
6. **For Possible Action:** Approve a special event application for Austin's House Poker Run Fundraiser scheduled for September 7, 2013 at Heritage Park and waive park fees.
7. **For Possible Action:** Approve a special event application for the American Cancer Society's team spirit rally for



## GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Relay for Life, June 12, 2013 at Heritage Park and waive park fees.

8. **For Possible Action:** Approve a special event application for a Celebration of Life Ceremony scheduled for July 20, 2013 at 9:30 a.m. at Heritage Park.
9. **For possible action:** Approve a grant in the amount of \$3,500.00 from Carson River Sub Conservancy District to assist in the Cottonwood slough stream restoration project, in which the town contracted with Nevada Division of Forestry in the estimated amount of \$7,834.24, and authorize the chairman to sign the contract with the Carson River Sub Conservancy District.
10. **For Possible Action:** Approve the letter of support to send with the grant application, the Town's \$25,000 in match funds for the Nevada Department of Transportation (NDOT) Transportation Alternative Program (TAP) grant which will fund the construction of the Martin Slough multi-model trail extending from the Martin Slough Ponds to Lucerne Avenue, and the Town's commitment to maintain said trail within the town of Gardnerville.

### **ADMINISTRATIVE AGENDA**

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

11. **For Possible Action:** Discussion on the Town of Gardnerville's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of \$24,468.41 for fiscal year 2013-2014 with public comment prior to Board action. Appearance by Bruce Hollander, Warren Reed insurance, with public comments prior to board action. (approx. 15 minutes).
12. **For Possible Action:** Discussion on having the town sponsored Wednesday morning Farmers Market at Heritage Park, organized by Linda Marrone, Market Manager for the 3<sup>rd</sup> & Curry St. Farmer's Market. The town would assist with advertising, providing Heritage Park, closing Slaughterhouse Lane and a portion of Ezell to through traffic and provide some event signs during the market hours, with public comment prior to board action. (approx. 30 minutes)
13. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities. (approx 15 minutes)
14. **For Possible Action:** Presentation and discussion on the revised flood analysis and channel construction on the 7.43 acres acquired from the Hellwinkel Ranch, for the revised flood channel and pedestrian trail plans located between Toler Ave to the Chichester detention pond on APN: 1320-33-402-080. The pedestrian trail and channel contains a portion of the project funding through the State Lands Question 1 funding. The town board will discuss the options to proceed with the construction of the plans as designed or discuss alternative options. Presentation by Denton Peters, P.E., NHC, with public comment prior to board action. (approx. 45 minutes)
15. **For Possible Action:** Discussion on Resolution 2013-03 amending Section 18.06.100 of the Douglas County Code relating to garbage and trash collection with the Town of Gardnerville; providing for deletion of existing language inconsistent with the current Town of Gardnerville Health and Sanitation Department practices and procedures; and providing additional language consistent with the Town of Gardnerville Health and Sanitation Department practices and procedures; and providing other matters properly relating thereto, with public comment prior to board action. (approx. 10 minutes)
16. **For Possible Action:** Discussion and direction regarding an update to the status of the development agreement for Aspen Mobile Home Park and review the partnership agreement with the Town, County and NDOT to construct frontage improvements to State Route 756 from Highway 395 to the Lutheran Bridge over the Carson River, and modified conditions of approval, with public comment prior to Board action. (approx. 20 minutes)
17. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for May 2013. (approx 10 minutes)
18. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for May 2013. (approx 10 minutes)

***Adjourn***

**Next Regular Board Meeting – July 2, 2013**



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

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

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**Tuesday, May 7, 2013**

**4:30 p.m.**

**Gardnerville Town Hall**

**4:30 P.M. Chairman Miller called the meeting to order and made the determination a quorum was present.**

#### **PRESENT:**

Ken Miller, Chairman  
Linda Slater, Vice-Chairman  
Mike Philips  
Lloyd Higuera  
Mary Wenner

Tyler Altom, Town Counsel  
Tom Dallaire, Town Manager/Engineer  
Paula Lochridge, Main Street Program Manager  
Carol Louthan, Office Manager Sr.

(This meeting was not taped due to a malfunction of the recording software)

**PLEDGE OF ALLEGIANCE-** The Pledge of Allegiance was led by Mary Wenner.

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

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

**Motion Higuera/Philips to approve the agenda.**

No public comment.

**Motion carried unanimously.**

#### **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**

**February, 19, 2013 Special joint training meeting, with public comment prior to Board action.**

**Motion Higuera/Philips to approve the minutes of February 19, 2013 Special joint training meeting.**

No public comment.

**Upon call for the vote, motion carried unanimously.**

**April 2, 2013 Regular Board meeting, with public comment prior to Board action.**

**Motion Higuera/Philips to approve the April 2, 2013 regular board meeting minutes.**

No public comment.

**Upon call for the vote, motion carried.**

#### **PUBLIC INTEREST COMMENTS (No Action)**

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Boy Scouts Hunter & Tyler Cesoxall were present.

#### **CONSENT CALENDAR FOR POSSIBLE ACTION**

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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 April 2013 claims  
Approved.
4. **For Possible Action:** Approve Town Park Use/ Special Event application for Valley Cruisers Rockathon Car Show and Swap Meet, May 18, 2013.  
Approved
5. **For Possible Action:** Approve Town Park Use/Special Event application for Old Town Days, September 12-15, 2013.  
Approved.
6. **For Possible Action:** Accept the Tree City USA award for 2012.  
Accepted
7. **For Possible Action:** Approve the Vision Statement as part of the Town's Strategic plan update.  
Approved.
8. **For Possible Action:** Approve Proclamation 2013-02 recognizing the week of May 6-11 as Wild Land Fire Awareness Week.  
Approved.
9. **For Possible Action:** Approve submission of Resolution 2013-029 to the Douglas County Board of Commissioners for a Gardnerville Town Board compensation increase effective July 1, 2013 for the 13/14 fiscal year.  
Approved.

Motion Slater/Higuera to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried unanimously.

#### **ADMINISTRATIVE AGENDA**

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

10. **Not for Possible Action.** Discussion on the Main Street Program Manager's Monthly Report of activities for April 2013

Ms. Lochridge reported they will be trying to get the flower baskets up by the end of May. Mary just volunteered for this weekend's Let's Sweep the Town. We would appreciate it if everyone brought a broom and shovel if you can. Two new benches will go in soon: one for Andy Costa and one by the Stiltz family. There was a wreath put on Tom Cook's bench. Another bench may be going in soon. Co-op advertising with businesses in the Reno Tahoe Getaway magazine. We advertised the wine walks and the movies to see if we can get some tourism. We have several events that we are preparing for. Wine walks start next week. We have a few new members: Al La Carte Nails, Accolades, Abby Jo's Café Girasole, Aurora Salon, Big Daddy's Bike Shop, Fields of Flooring, Gadzooks, Great Basin Home Health, Just2Spoiled, Penny Lane, Penny Lane Too and Nevada Unique opening in June at the vacant car lot. Draft copy of the flyer for newly renamed Freedom 5k Fun Run and Yankee Doodle Chalk Artfest. We have an event on the evening before called "Prepare Your Square." The artists are going to come out and claim their square. Don't know whether there will be a dash for the kids. We sent a letter of intent to USDA Specialty Crop Competitive Grant and they accepted the letter of intent. So I will be preparing a grant application to submit. It will help with some of the funding and projects going on at Heritage Park Garden.

11. **For Possible Action:** Public Hearing to Adopt the Final Budget for Main Street Gardnerville for Fiscal Year 2013-2014, with public comment prior to Board action.

Ms. Lochridge has been working with Tom on the budget. We have our four committee action plans, their projects and costs for the next fiscal year. We are also on the hunt for more volunteers.

No public comment.

Motion Higuera/Slater to approve final budget for Main Street Gardnerville. Motion carried unanimously.

**12. Not for Possible Action: Discussion, Presentation and update on the Douglas County Community Center/Senior Center project, APN: 1220-04-601-027. Presentation by Jeremy Hutchings, R.O. Anderson Engineering.**

Mr. Jeremy Hutchings, R.O Anderson Engineering, gave an overview of the Senior Center project along with renderings and drawings. Building will get under way for site work after Carson Valley Days. The building itself will depend on the final plans by the team. The award has been made to Core Construction. TSK is the main architect.

Mr. Scott Morgan was present from Douglas County Parks.

Mr. Pat Pusich, TSK Architects, went over the architecture of the building. We are about 90 percent done. Hopefully start construction in July. Interior and exterior renderings were passed around for everyone to see.

**13. For Possible Action: Discussion on a request for clarification and possible modification to the Ranch at Gardnerville, LLC (PD) 04-008-4, specifically to amend the conditions of approval from the Town of Gardnerville dated October 27, 2004, Item number 1, “ development shall provide linkage from the existing end of the Martin Slough Maintenance Road behind CVMS through to the new Town boundary” (Zerolene Road) clarifying the requirement to construct the maintenance path within the open space at phase I and determining the extent of those path improvements, APN’s: 1320-32-614-001, 1320-29-000-008, -014, 1320-33-210-033 & 1320-32-501-017, with public comment prior to Board action.**

Mr. Dallaire explained after the presentation last month it became increasingly clear as to the intention of not actually building the trail provided we didn't get the grant at NDOT. The grant application has been resubmitted to NDOT and it is a priority for the county. The final application is due at the end of May. All the presentation and materials to select the priorities with that information will be submitted and move forward. Everyone hopes this will get awarded. We would end up with a maintenance trail and access through to Buckeye. If the grant doesn't move forward or isn't funded we will be stuck with 30 acres of open space that we don't have access to. There will be a stub, a trailhead, six parking stalls and a linking trail that will be paved and accessible to where the maintenance trail should be. We are asking if the grant doesn't happen by April 2014 that the developer be obligated to grade a DG or base 10 foot wide trail through the site so we can have maintenance access to the 30 acres. Since the modification to the development the developer agreed to dedicate an additional 3 acres of land for this access to get to Buckeye. They also set aside two payments of \$50,000 each for the grant application. In their mind because they did that they were off the hook for building the trail. They are off the hook if we get the grant. That's why it is coming back. Douglas County has been pushing this on our behalf. We just need to make the clarification on what to do. I really spelled it out in the packet. I can give Rob an opportunity to do a presentation. Then Dirk and Mimi are here if you have any questions for the County.

Mr. Rob Anderson and Carrie McAninch are here on behalf of the Ranch at Gardnerville. Mr. Anderson regrets we are back talking about this again. I thought we had a good understanding. This is not a request by the developer to modify the conditions of approval. They do not believe they require modification. We are here merely as a compromise with county staff. Staff declined to process the boundary line adjustment so this issue could be addressed. They mutually agreed they would bring it back for clarification.

Mr. Philips did not recall a lot about it but he was sure Jim Park was adamant about a maintenance trail.

Mr. Anderson felt the conditions required the developer to dedicate the open space and a maintenance path. Ultimately when the letter was issued it required the maintenance path. It didn't say when that was required. Douglas County maintains it was required with phase 1. Subsequent Jim Park asked the developer where the maintenance path was. When are you going to do that? My recollection is that happened after the phase 1 final map in 2007. So at the time the final map was reviewed and processed that maintenance path was not scheduled. It was not in the conditions or comments of the final map. It was something nobody dealt with. Jim did ask the question and submitted the maintenance path for approval. During that process the standards of the trail were not specified by the town. It was vague. During the process we met with Jim. Jim said this is what I want and that accelerated to what Tom described about a trail and amenities. That permit was never issued by Douglas County. Tom has not been able to find an approval by the Town of Gardnerville. After that the project stopped, we entered into a process with Douglas County to find a way to make the project feasible. There were many considerations so the project could go forward. No one at the amended final map phase raised the issue about the path. If the path was required it wasn't required with the initial final map and it wasn't required with the amended final map. That map was recorded. Douglas County said you need to do an amended PD to apply the variances to the remainder of the project. In April 2012 the grant opportunity that Tom referred to earlier became available. We identified the opportunity as a way to build the slough

trail and get grant funding for it. It is a 75 percent grant. The estimated cost is \$781,000. That was included within the trail application. Two things Douglas County needed to have in 2012 was to control the right-of-way. At that time Ms. McAninch was approached and asked if she would consider making the dedication early so they could say they have an offer of dedication. The second piece Douglas County required was matching funds. The towns each offered \$25,000. Douglas County put up \$50,000, and the developer offered to put up the other \$100,000. That was what was offered in April 2012. That was accepted and it clearly stated it was subject to approval of the grant. The modification to the PD was approved by the Douglas County Board of Commissioners in September or October of 2012. In that application there was a major modification. It removed the alleys and the other variance requests in the previous amended map and this is the PD map that was included.

Mr. Phillips asked if that trail was on the tentative map in 2004?

Mr. Anderson explained it was shown as a master plan facility. It talks about a maintenance path. It was contemplated to run along this alignment

Mr. Dallaire shows it is the Martin Slough maintenance road behind CVMS through to the new town boundary which is Zerolene. Then they wanted an access from the trail head down.

Mr. Anderson showed the trail parking, the connection and this alignment is the proposed alignment of the Martin Slough multimodal trail in the application to NDOT and it is the approximate alignment of the maintenance path.

Vice Chairman Slater asked when the amendment was brought to the Board. Was that part of the amendment that you presented or was that not?

Mr. Anderson stated these set of plans were part of the application for the planned development. The issue was included in the materials.

Vice-Chairman Slater asked if this stayed out and no one knew about it unless they read every detail of the map.

Mr. Anderson believed the county and towns have professional staff. I believe Douglas County clearly reviewed the map in great detail. We had considerable discussion about this. That never came up as an issue. No one raised this as an issue.

Vice Chairman Slater asked if that was changed after the first concept was presented and accepted by the board.

Mr. Anderson answered no. From the time we submitted the application in July 2012 this was on the map during that review process.

Mr. Dallaire reviewed at the September meeting we had the application go to NDOT. It was approved by NDOT and we were moving forward with the understanding it was going to be provided with a separate set of plans. It will be brought back and designed by others because the whole trail link was modified. Right now the trail ends at the boundary line between the Seeman Ranch and the open space. The trail that was actually presented to NDOT and awarded was all the way from Gilman to the paved section of the area behind CVMS and where the hammerhead turnaround is all the way to Buckeye. NDOT changed directors and he wiped all the grants off the slate. That's where the confusion is. It was also under a separate permit and if you read the title of this document it is its own permit. It wasn't part of phase 1 or 2. It wasn't part of any phase. It wasn't part of any section. So they had the improvement plans. It was all a separate site improvement application.

Mr. Anderson stated the grant was going forward. But this is why this is important. The consideration is whether or not there is a maintenance path required if the grant doesn't go forward. This presentation was our power point presentation to the planning commission in September of 2012. I wanted you to see this exhibit was clearly provided to the planning commission. This I obtained from a Douglas County staff report to the Board of County Commissioners. These sheets were included in the packet to the commissioners. Douglas County paid for the Seeman project about \$60,000 per acre. The developer has freely offered to grant the 3 acres to help facilitate the grant beyond the cash contribution. If you look at the next page it shows the Martin Slough trail and says Martin Slough Trail \$100,000 developer contribution. I believe it was clearly part of the presentation to the planning commission and ultimately in board packet. The conditions of approval say specific to this area condition 9 in the board report says per the letter dated April 12, 2012. That right of way was required as a concession so we could move forward with the boundary line adjustment. If you go through these sheets the only place there is a pedestrian trail is here. Mr. Dallaire discussed the town board would like one more link. But the discussion was the developer

said no. He would like to continue to work together. We do not believe it is fair or equitable to build that infrastructure under the circumstances.

Vice-Chairman Slater asked if he saw the trail as a benefit to the Ranch at Gardnerville

Mr. Anderson answered yes, absolutely.

Mr. Higuera asked if since none of this trail is mentioned on any of the maps how can we really make a motion for the maintenance path.

Mr. Dallaire's recommendation is if the grant doesn't go through and the offer was they are providing \$100,000, we could use \$50,000 for the path and go back after more grant funding. If the NDOT funding gets approved then I suspect they will be doing a set of plans from the existing trail from Gilman to Lucerne. So we will be doing those improvements anyway. I worded it in 2012 so it would provide the additional linkage to the multimodal trail.

Mr. Higuera asked what the standard is for the entire trail.

Mr. Dallaire advised 10 foot wide paved trail with two foot of DG on each side. We don't need the DG when we are doing the maintenance part of it, but we would be able to pave over the top in the future. I am not asking them to pave it but build it so we have access back there. It's for a clarification from 2004. I think what we had done originally was require a maintenance path. There was nothing I could find in the file. That's what we had originally before 2009. If we have that in the future we can access, maintain and mow. It will take maintenance. It will end up to be a fire hazard if we don't. We own it. If the grant doesn't happen then what? That's the issue.

Ms. Wenner asked about the SIP in 2007. We have it in the file but you don't have full approval from the county or the town on it.

Mimi Moss, Douglas County Community Development explained the project stopped. So that was probably the reason why. A lot of people submit SIP and decide not to pursue it. It was never issued. The reason the note on the map when Rob came forward to amend the PD last fall was not an issue is because that portion of the project is part of phase 1. Phase 1 had already been recorded. The question to Tom was did you all understand with that decision you do not get that maintenance path. We assumed that was going to occur. The amended map last fall included phase 2 and greater. It did not touch phase 1. So for clarification did you understand what was actually approved last September? One of the conditions per your attachment 3 references the ditch maintenance path shall be provided. So what does that mean? It did not say the path was tied to phase 2. However, in Douglas County you either construct it or secure for it. What was confusing is when the final map was submitted the response from the applicant was all those improvements have been secured for within the open space. Could we have looked at it closer? For sure. It was just brought to our attention now. When was the path going to be done? It wasn't identified. That is correct but the standard is it goes along with that phase map. So now we are at a point where that map is recorded and we don't get the improvements. For clarification for the next phases what is going to occur, and is the intent at the time you intended the map. So that is Douglas County's concern. The amended map had nothing to do with phase 2 and nothing to do with the note on the map. It wasn't a request of the applicant at that time. The owner agreed to provide money toward the grant but nowhere in the discussion did anyone speak to that maintenance path and whether it was going to stay or go away. Nothing was discussed. In our mind because it wasn't requested it leaves it open as to what was going to happen with that condition of approval. That's why we've taken the request to the applicant to say you need to clarify this. Go to the town. What was the intent when the dedication occurred and did you realize you were not getting a path in that area? What the county's master plan requires shows a master planned off road trail along the Martin Slough. Jim Park references in 2004 the master plan. If the town called it an access maintenance trail or trail we were going to accept whatever. The town is responsible for maintenance. So that's why we are here. We asked the applicant to clarify. He has also filed the application to come in front of the Board of County Commissioners. We contend it was not, because it was not a specific request as part of the amended map. Phase 1 was already recorded. In our mind the path was part of the phase 2 site improvement permit. However, we have a separate SIP that was never issued. We need a clarification. Does the town want the path? What will it look like? There needs to be a backup plan.

Vice-Chairman Slater asked if they have had this discussion and review by the DA. Did they concur?

Ms. Moss agreed yes. In hindsight it looks like we may have missed something. Should the maintenance path have been part of that, yes, it should have. However, it was presented they were going to be done in phase 1.



Mr. Dallaire added not only phase 1 but the NDOT grant in 2012. It was part of it.

Ms. Moss believed the condition of approval refers to all of the conditions of approval from the town. That superseded any of the conditions of 2004. Those conditions have not been changed. So what was the intent? We believe it was for a maintenance/pedestrian path and whatever the town wanted as far as improvements we were satisfied with.

Mr. Anderson would say Ms. McAninch's legal counsel has a different opinion. The question begs the presentation is if this application for the PD amendment didn't affect phase 2 then what was intended by condition 8c on the final letter of approval which says "the pedestrian trail must be". That condition is moot or unnecessary. If that logic is to be applied and improves on the application then anything here is gone. Because what is being suggested is that was part of phase 1. The only pedestrian trail is that trail there. I believe in context it was clear that was the intention. The pedestrian trail was to be constructed. The 25 foot right of way affects future phases up north.

Mr. Dallaire believes that was a condition of that phase.

Mr. Anderson doesn't disagree. The contents of anything I showed you here doesn't apply because it wasn't phase 1. If we are using that then nothing past here is applicable. That was all phase 1, including the maintenance path, the pedestrian trail. Douglas County staff went beyond what the town staff did and said you have to build it to standards.

Chairman Miller asked if it wasn't required in any phase, when did you intent to do it. In 2004 it was said we need a maintenance path of some kind. If you don't do it with each phase we could be waiting until 2031.

Mr. Anderson did not say it wasn't an obligation in phase 1. Under that logic if this map can't modify the condition of phase 1 Douglas County can't modify them either. If this map can't affect anything that was required in phase 1 this map can't alter or change the improvement requirements in phase 1.

Mr. Dallaire stated the condition was "build by others". The intent was it would be covered by the grant.

Mr. Anderson stated the language under the grant says that letter is effective to require a \$100,000 dedication plus the land area for the trail. My point is I think the logic that is being promoted here to say clearly that nothing on this changed the maintenance path in phase 1 is a real stretch.

Ms Wenner asked when the applicant applied for the SIP in 2007 and then they did the amended map they left it off.

Chairman Miller asked when was it going to get done.

Mr. Anderson thought as a result of the final map, the land area being dedicated, Jim Park came to them and said when are we going to do that path. So we discussed it and said we will make that SIP, which they did. That application was made and submitted. Ultimately it wasn't approved and the project stopped. Then Douglas County says we have an opportunity for a grant. But I don't think she imagined she would have to do all three things. If the path is the standard in 2004 then I think I could commit we will build the path.

Vice-Chairman Slater reviewed you're basically committed. The intention was to go forward

Mr. Anderson answered absolutely, from 2007.

Vice-Chairman Slater asked if the economy had not gone sour it would have gone forward to county standards at the time.

Mr. Anderson submitted the plans but they never got done and it wasn't constructed.

Vice-Chairman Slater asked if they are ready to move forward with this.

Mr. Anderson believed the applicant is moving forward.

Mr. Dallaire mentioned in that letter it doesn't say this is excluded. The town board never got to hear it was being modified either.



Vice-Chairman Slater went back to Mr. Park's letter. A trail will be constructed

Mr. Anderson would like to work together to get the grant done. Then we don't have to worry about the maintenance path.

Mr. Higuera thought the only way the trail will be built is with a grant.

Chairman Miller asked about the maintenance road.

Vice-Chairman Slater reads it "maintenance road shall be constructed." The fact they applied for the permit and due to whatever reason it failed, but the intent was there. So I look at those two items and that was in the intent to build it through phase 1. You applied for the permit.

Ms. Wenner asked when you made the offer did you explicitly say we no longer have to do the maintenance road.

Mr. Anderson asked if you are going to do the trail are you going to build a maintenance path.

Mr. Dallaire answered no. The maintenance road would be less expensive. The maintenance path is the same alignment. It could be paved. We'd have to go after grant funds to do that.

Mr. Philips asked if a maintenance trail is put in could we go after funds to build it.

Mr. Dallaire explained it would be up to us to match it. It would go right over this. We would go after grants in the future. You can go after grants.

Mr. Anderson agreed they would willingly construct it to the standard you had in 2004. Jim had the note it would be a DG trail.

Public comment.

Ms. Carrie McAninch clarified the permit during 2007 there were a lot of things in the economy that were good. When the economy hit the tank we re-evaluated everything. This is no shocker. But I can assure you we are hemorrhaging funds. Do you like the houses going in? We need to be careful how far we push. The permit that was pulled at that time was never revisited because we can't afford \$800,000. We will stop doing the infrastructure. That's where we are. This is not a net positive deal going on. Maybe someday it will be, but right now it's tenuous at best.

Mr. Philips thought the Board bent over backward to make sure that could happen.

Ms. McAninch added it is the viability that we are right on the cusp of, can we be financially viable.

No further public comment.

Vice-Chairman Slater would go back to what Jim's memo was and the fact the permit had been applied for. There was a commitment on the developer's part to move forward.

Mr. Philips wasn't talking asphalt and trees. It was just basically a DG road that if people wanted to walk on it they could.

Vice-Chairman Slater pointed out whatever we decide it has to be at today's standards. The permit may have been issued at that time but because everything is soft and now we are picking it up in 2013, today's standard has to apply.

Mr. Dallaire stated eight feet is what was shown in 2004; eight foot of pavement on the improvements. The maintenance path has no sizes. I found a note for a DG maintenance path. We did do four inches on the other section but we had a base. The ten feet is behind CVMS. So that is why I changed it to ten feet. The engineer's estimate was six; the county was four inches, so there was a little discrepancy. We need access to be able to mow it. Eventually they will have access from the trail at the end of Snaffle Bit. But right now you can't. It's on the improvement plans in phase 2.

Mr. Anderson offered if we build it to the standard of 2004 that's an easy solution. Mr. Dallaire makes a good point that path is the alignment that would be used for the trail. So my suggestion is we will do it as a DG path four inch base negotiated. But the cost of doing that is discounted from the grant because you will use that to then apply to benefit as a match. So if it costs 50, there is still 50 in cash. That would be in-kind. If you are going to add it as a condition of approval then the answer is we will construct a trail to the standard in 2004. If you want to do it now the cost would be discounted from the offer of \$100,000.

Chairman Miller hopes they would hear something from NDOT by 2014, which means, if the grant is there, then we have the \$100,000.

Mr. Dallaire has a motion in board packets. Staff is recommending ten foot wide. We could pave it and add the DG shoulder.

Mr. Anderson understands. But if you are going to rely on Jim's letter in 2004 then that is what the developer agreed to do in 2004. My suggestion is the standards of 2004 didn't include four, five or six. So essentially what is happening is my client has agreed to step out and enable the county and the two towns to be able to achieve a windfall. For agreeing to do that she is now going to be required to build more than what she was required to build in 2004 because the standard at that time was scarifying, recompacting and keeping the weeds off. That was at best the standard. But don't add the base on top as a penalty. She has made it feasible by her willingness to make the contribution to go forward. It's also not a penalty.

Mr. Philips asked if the trail cost \$60,000 how is she losing.

Mr. Anderson responded assuming the number is correct, that didn't include any permitting or engineering. The other thing is we still have to go to Minden. Their conditions were significantly more vague than Mr. Park's in 2004. So her cost could be \$75,000. In 2004 that wasn't the standard. So she is being asked by you to spend 70 percent of her contribution as part of it if the grant doesn't go forward. If we do it now that reduces the amount she is obligated to provide in cash.

Chairman Miller asked who the developer was in 2004?

Mr. Anderson answered Anker/Park.

Mr. Dallaire didn't think in 2004 it was just to scarify. I think if the material is decent then four inches on top would be sufficient. The six inches I took out because that is the new standard: ten foot wide with two foot of dg on each side. That's how I came up with the ten feet. The DG was six inches. Eric used four. So it's all over the board.

Mr. Anderson asked since that was done FEMA has now indicated that area is a floodway. Any improvement raising it up is restricted. So potentially it's a big deal. Those are significant costs.

Mr. Dallaire asked if that needs to be done if the scarify is two inches below grade.

Mr. Anderson didn't think so as long as you don't impact the floodway.

Vice-Chairman Slater would like to see the trail built. I go back to the memo. I go back to the fact the intent was to issue it. Beyond that I need a little help from you guys.

Mr. Philips asked if we could mitigate the flood hazard problem.

Mr. Dallaire can look at it. Scarify and fill back to a level that is no higher. Put in two inches below grade. If you have a base or dg you would have two inches. They would remove eight inches, scarify, compact and have the four or six inches on top and do the analysis on the asphalt.

Mr. Anderson believed the material below 18 inches is really good material, might even meet the structural fill.

Mr. Dallaire didn't have the scarification and not the DG. Ten foot is more than wide enough.

Chairman Slater would want the ten feet.

Mr. Dallaire felt six inches was going to be proposed for the NDOT trail and three inches of asphalt. We can't add fill on top of what's there. We have to cut it down, scarify and use the native material or dg.

Vice-Chairman Slater asked if board members agree upon the width.

The Board agreed ten feet.

Mr. Dallaire thought four inches was going to be the base section. Rob has six on the future trail. Four would be sufficient of DG compacted to 90 percent two inches below the adjacent grade provided the NDOT permit is not awarded by 2014.

Mr. Altom suggested the motion should insert the words "require the Ranch at Gardnerville LLC to construct."

Ms. Moss thought even if the grant is approved it may end up being out to 2015. So if you looked at it from that perspective it may be the same. If we would have originally seen this as being a problem we would have said it will happen at this phase and we wouldn't have to be here. I think that's fine because it will be out a couple years.

Mr. Anderson asked they recommend if the grant isn't received before 2014 and the applicant is required to build the path that they be released from the \$100,000. Once we build it our obligation is done.

(Time taken to compose a motion)

**Mr. Dallaire read the recommended motion: "Motion to require the Ranch at Gardnerville LLC to provide a ten foot wide maintenance path constructed of four inch DG over eight inch compacted to 90 percent over 8 inch scarified and recompacted native material placed 2 inches below the adjacent grade. The maintenance path is to extend from the south property line to Zerolene. The entire maintenance path within the open space will be constructed by 12/31/16 provided the NDOT TAP grant application is not awarded by 12/31/14. The \$100,000 grant funding obligation provided by the Ranch at Gardnerville will be released at such time when the maintenance path is completed in its entirety within the town of Gardnerville.**

**Motion Slater/Wenner to adopt the motion as stated by Tom Dallaire.**

No public comment.

**Upon call for the vote, motion carried unanimously.**

**14. For Possible Action: Discussion on the Fiscal Year 2013-2014 Final Capital Improvement Plan (CIP), with public comment prior to Board action.**

Mr. Dallaire didn't change anything except for the highlighted areas. These were items that were brought to my attention by the finance department. The debt service is the last payment next year. We talked about buying an additional vehicle. We were looking at auctions for a work truck. We have the item on there so it is budgeted and we don't have to move it or change it later. All the projects are the same.

No public comment.

**Motion Higuera/Philips to approve the fiscal year 2013/2014 Final Capital Improvement Plan with the noted changes. Motion carried unanimously.**

**15. For Possible Action: Public hearing to adopt the Final Budget for the Town of Gardnerville's Fiscal Year 2013-2014, with public comment prior to Board action.**

Mr. Dallaire had a few changes. The County Commission has told me we are doing a presentation to them on the 9<sup>th</sup>. (Went through the power point presentation that will go in front of the commissioners with Board members)

The cost allocation will be a big part of the budget this year. He put back in the dumpster rental fees. They need to redo the agreement with the county or we will not be paying for that. After my meeting with them there is a lot of concern that I have relative to that document that needs to be clarified, mainly how they split things up and how they applied it. With what Tyler has prepared Steve can take it to the DA. I still think the town is part of the county and the 610 fund is paid for through taxes that all residents pay.

Vice-Chairman Slater asked what the alternative would be to the \$85,000 to the county.

Mr. Dallaire could hire somebody.

Mr. Altom asked if Mrs. Slater was saying if the interlocal contract was deemed not be in force. The contract is clearly in force right now. That is the reality. Under that we don't pay for county services. There is a mutual understanding the town and county provide mutually beneficial services. We clearly think it is renewed every five years. It renewed automatically in 2002, 2007 and 2012. Our understanding was the county manager brought this up in 2007 just briefly and Mike Rowe commented then it is in force. So there hasn't been any oral objection to that contract. You can terminate any time with four months' notice or a month before the end of the five-year term. Mike and I both agree the court would agree it renews every five years.

Mr. Dallaire budgeted for the option. We are working through the issues on the cost allocation.

Vice Chairman Slater felt they should be prudent on this issue.

Mr. Dallaire tried arguing about the taxes Gardnerville residents pay. Everybody else pays for the finance department but the county is going back and saying this is how much we'll charge you back. For the departments that have taxes East Fork, Paramedics and towns, those fees would be an increase to the general fund monies. But then as Gardnerville residents what kind of services are you getting from Douglas County that you are paying? One is the sheriff's office but what else, what kind of services?

Vice-Chairman Slater agreed we should be prudent and put it in the budget just to be prepared. We can always move it later. But we need to make sure we are covered.

Mr. Dallaire didn't include the dumpster rentals in the revenue portion. So I added that in to cover the costs. We are going through all the policies and hoping to bring that back next month.

Ms. Wenner asked about the intergovernmental revenue from the county.

Mr. Dallaire explained that was basically the C-tax.

No public comment.

**Motion Higuera/Slater to approve the final budget with modifications. Motion carried unanimously.**

**16. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for April 2013.**

Mr. Altom reported Tom sent him an email indicating what he had discussed with the county manager. I prepared a letter on behalf of the town stating to the county manager the interlocal contract is in effect and why. I let him know there is no other way he could read it. The court would read it the way we are reading it. I did not send it to the DA. But the county manager will send it I am sure. Prepared the public bench easements for the new benches and reviewed the agenda. I am watching the open meeting law Assembly Bill 65 and the possible changes. The senate is supposed to hear it tomorrow. There is also a public records request law change. They are going more and more in favor of the public.

Chairman Miller mentioned this is Mr. Altom's last meeting.

Mr. Altom had given his notice to Rowe & Hales in February.

The Board wished him the very best.

**17. Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for April 2013.**

Mr. Dallaire reported Denny Peters will be doing a presentation next month on the Hellwinkel channel.

Andy Costa worked for the school district for many years and his family wanted a bench at the school.

I went to the Nevada League of Cities board meeting with Linda. I am on the planning committee for the conference at Mont Bleu in September. I offered to have a special movie for the event. I don't know whether they will do that. Mr. Henderson still hasn't met with NACO to know what they are planning. We are still coming up with ideas on the handouts at the dinner that we could sponsor. We would like to hand out something that says Gardnerville.

Lisa Granahan handed out salsa at an event last year. The salsa is made local.

Vice-Chairman Slater suggested an ornament like the one Main Street did for the holiday.

Mr. Dallaire suggested the logo on the back and the Hellwinkel barn on the front. It would be commemorative.

David Ogles is doing his Eagle project. He has eight doggie pots that he will be installing: four on Toler and four at the Wal Mart detention pond.

Vice-Chairman Slater looked at the landscaping coming down Toler. Up further there seems to be some areas that are a little more sparse from the ones at the north end.

Mr. Dallaire put some rocks in but the kids have taken some of the shrubs. The trees were smaller so those will grow up to be columnar. We could put a couple more grasses in. The plan was to put more flowers in.

We talked about cost allocation. I attended a meeting this morning with Mike Rowe on Aspen Park. He did a review of the conditions for Aspen Park on the sidewalk, curb and gutter. We had an agreement to come up with a cost share that was being proposed with NDOT. NDOT pulled out and Jim rescinded those agreements in 2004. This might be coming back next month. There are two letters from Jim wanting to get the signed agreement. We will get more direction from Mike this next month. I have spoken to Michelle and they are going to let us go in there and clean out the slough. He will call her again and let her know the outcome of the meeting. Douglas County will wipe out those agreements at the June meeting. But we need the signed agreement to have it be finished.

I applied for \$3500 from Carson Subconservancy for the cleanup of the slough. Ed was supportive and willing to give us \$3500 for the project.

The last item was based on the valley vision and improving the S curve with Eagle Gas. I contacted NDOT and have sent this document to the person in charge of these projects, hopefully to spur some conversation on how to improve the S curve. He will go forward with the parking plan we have at Southgate. The county commissioners in '94 stated in Southgate 1 you can't park on the street. In order to change this I will get more input from the owners.

**18. For Possible Action: Discussion and possible action on the annual performance evaluation of Town Manager, Thomas Dallaire, including possible action to modify Town Manager's salary pursuant to adopted policies, with public comment prior to Board action.**

Mr. Dallaire mentioned last year's summary didn't have comments listed so it wasn't done this year either. We will include them next year. I didn't get the goals done for next year. Linda and I have talked in the past. I wanted to convert the project list from the strategic plan into a to-do list for me. Just didn't have enough time. I will keep working on it. I have started it. I just haven't gotten them all transferred. I will get that to you.

Ms. Wenner asked about a supervisor or employee.

Mr. Dallaire budgeted up to a tech 2 position as per what was decided last month. It will cost more if we hire a maintenance supervisor. A maintenance supervisor was an additional \$30,000. So that would be \$30,000 less on projects. I'm not as concerned about the Hellwinkel Ranch right now because of what Denny and I discussed. He is going through and doing the model and will report next month on whether the floodway will be of benefit or not.

Ms. Wenner asked about taking some stress off Mr. Dallaire.

Chairman Miller advised Josh will be leaving in August and at that time it would be an opportunity to redefine that position. I had an opportunity to work with town employees this last week. They are easy to work with. I had a very positive interaction with them.

Mr. Dallaire appreciates their efforts on this. I will add the things you feel need to be improved to my list of things to accomplish. The time management and organization is huge.

Mr. Altom spoke under public comment. Of all the of government clients I work with, Tom by far has more to do and more variety of what he has to do. He is doing two jobs at the same time. So, on a day-to-day basis when I interact with Tom it is clear that he has to do above and beyond, not close to what any of the other managers have to do. He does a great job and he has done a great job on the fly. He is not a government person by trade. I can't say enough about how hard it is to be in Tom's shoes from an attorney perspective.

Mr. Dallaire shared it is getting easier. I appreciate the Board's efforts in getting this back to Carol.

Vice-Chairman Slater mentioned in external relationships you scored really high. I would like to comment you have a variety of swings in here but when you look at the Board you are working with you have quite a diverse group that you work with. I think you are doing a great job and I think you ought to be very proud of the evaluation we gave you.

Ms. Wenner stated it wasn't easy to do the evaluation after only being here for four months. I talked with a lot of the other town managers and county employees Tom interacts with.

Mr. Dallaire believed for the four months Ms. Wenner has been here she did a great job. I appreciate all the work you did.

Mr. Philips asked what else we could give Mr. Dallaire besides pay. There is vacation.

Vice-Chairman Slater thought they could exceed the two percent limit.

Mr. Philips felt they could go to four percent.

**Motion Higuera/Philips to give the town manager/engineer a four percent merit increase.**

Mr. Altom stated for the record there is no public present.

**Upon call for the vote, motion carried unanimously.**

Chairman Miller mentioned former board member Tom Cook passed away recently and our thoughts and prayers are with the family and with his wife Rose.

**Motion Philips/Higuera to adjourn at 9:06 p.m.**

No public present.

**Upon call for the vote, motion carried.**

Respectfully submitted,

---

Ken Miller  
Chairman

---

Tom Dallaire  
Town Manager



**Gardnerville Town Board**  
**AGENDA ACTION SHEET**



1. **Title:** Correspondence

2. **Recommended Motion:** Receive and File

**Funds Available:**    ☐ Yes            ☒ N/A

3. **Department:** Administration

**Prepared by:** Tom Dallaire

4. **Meeting Date:** June 4, 2013            **Time Requested:** n/a

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

**Background Information:**

This section provides copies of letters or other correspondence received, that Staff feels are noteworthy for the Board members to review.

6. **Other Agency Review of Action:**    Not Required

7. **Board Action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued



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JTY 117 F



The floral arrangement is beautiful. Tom did get to see it and admire it. It reminded him of his tour of duty in Hawaii.

Tom loved & respected all of you so much and never ceased to be proud of the care you give to the Town of Gardnerville.


Continue to make this a wonderful place to live.

All of us who loved Tom send our deepest Thanks to all of you.

Rae Cook  
family

  
MAHOGANY

## Sister to Sister

 This West African symbol represents the love, devotion, and loyalty that are so much a part of the relationships black women share with one another. These friendships are the ties that bind us, the strength that holds us, and the spirit that sustains us, woman to woman, *Sister to Sister!*

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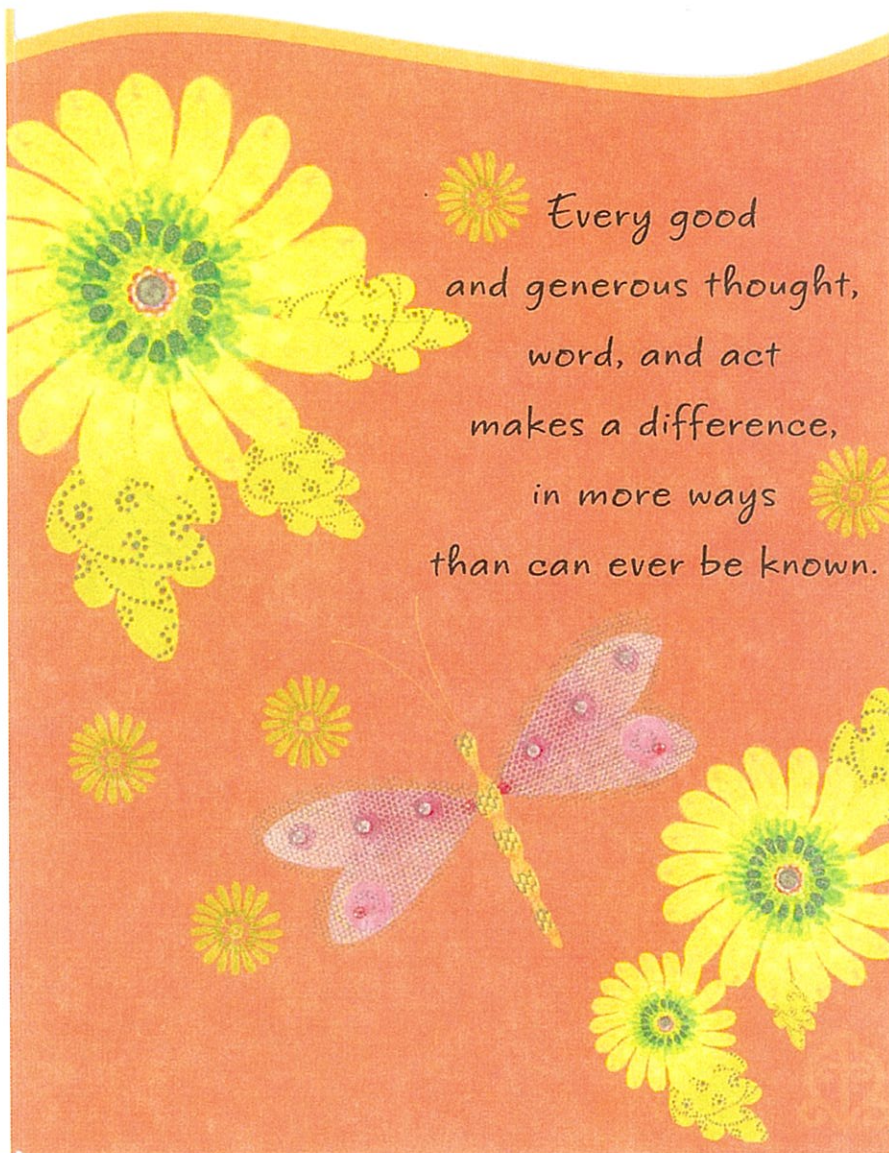
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Just so YOU know-  
thank you.

You made a difference- just  
as you all do every day.

Irises are so lovely (and Tom's  
favorite flower) and the rose  
will be enjoyed by us for many  
years and the Card meant so much.

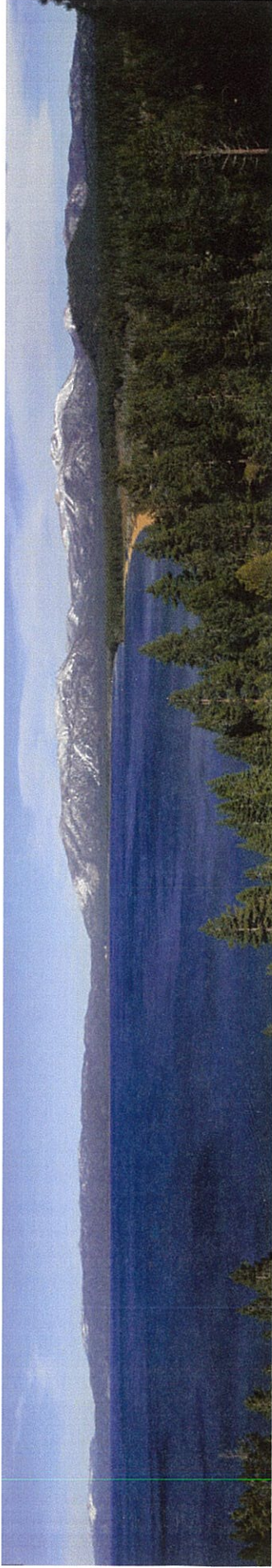
Thank you.

Rose Cook and the  
family.

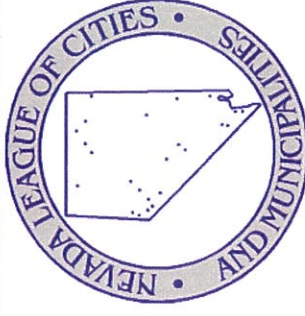
1-6







**SAVE THE DATE**  
**NEVADA ASSOCIATION OF COUNTIES**  
**&**  
**NEVADA LEAGUE OF CITIES & MUNICIPALITIES**  
**FOR OUR JOINT CONFERENCE**  
**AT**  
**STATELINE, DOUGLAS COUNTY, NEVADA**



**MONTBLEU RESORT**  
**SEPTEMBER 10-13, 2013**  
***DETAILS TO FOLLOW...***

Nevada Association of  
Counties

Contact: Elyse Monroy  
Office Manager

775-883-7863

[emonroy@nvnaco.org](mailto:emonroy@nvnaco.org)

Nevada League of Cities  
& Municipalities

Contact: Jo Walker  
Executive Assistant

775-882-2121

[nvleague@nvleague.org](mailto:nvleague@nvleague.org)



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **Title:** Health and Sanitation Monthly Report

2. **Recommended Motion:** Accept as submitted

**Funds Available:**    ☐ Yes            ☒ N/A

3. **Department:** Health and Sanitation

**Prepared by:** Carol Louthan

**Phone Number:** 782-7134

4. **Meeting Date:** June 4, 2013

**Time Requested:** none

5. **Agenda:**    ☒ Consent

☐ Administrative

6. **Background Information:**

Residential Accounts	1699
Commercial Accounts	214
Green Waste Accounts	1136
Cleanup Dumpsters	7
X-cans	649
# of new residential accounts	1 new owner & 10 accts transferred to new owners
# of new commercial accounts	0
Minimum User Accounts	41
Total tons of trash	302.9
Total tons of Greenwaste	51.6

7. **Other Agency Review of Action:**

8. **Board Action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued



**Gardnerville Town Board**

**AGENDA ACTION SHEET**



1. **Title:** Approve May 2013 claims
2. **Recommended Motion:** Approve claims as submitted

**Funds Available:** ☒ Yes    ☐ N/A

3. **Department:** Administration

**Prepared by:** Carol Louthan

4. **Meeting Date:** June 4, 2013      **Time Requested:** none

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

6. **Background Information:**

This report is generated through claims submitted to the Douglas County Comptroller by the Town. If backup material is necessary for your review it can be found on file at the Town office.

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

8. **Board Action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued



# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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										
Account 102.000 - Petty Cash										
2549 - Dallaire Tom-Petty Cash	4-13 WINE WALK	PETTY CASH	Paid by Check # 605385		04/23/2013	05/03/2013	05/03/2013		05/03/2013	500.00
Department 000 - Revenue				Account 102.000 - Petty Cash Totals				Invoice Transactions 1		\$500.00
Account 362.100 - Rent/Lease Income										
1821 - FEAT of the Carson Valley	HERITAGE 4/13 REFUND		Paid by Check # 605654		05/02/2013	05/10/2013	05/10/2013		05/10/2013	275.00
Department 921 - Gardnerville Admin				Account 362.100 - Rent/Lease Income Totals				Invoice Transactions 1		\$275.00
Account 510.150 - Board Compensation				Department 000 - Revenue Totals				Invoice Transactions 1		\$275.00
4288 - Higuera Lloyd W	5/13 BOARD	G'VILLE	Paid by Check # 605681		05/02/2013	05/10/2013	05/10/2013		05/10/2013	220.00
28960 - Miller Kenneth	5/13 BOARD	G'VILLE	Paid by Check # 605711		05/02/2013	05/10/2013	05/10/2013		05/10/2013	250.00
18629 - Philips Michael	5-13 BOARD	G'VILLE	Paid by Check # 605747		05/02/2013	05/10/2013	05/10/2013		05/10/2013	220.00
2969 - Slater Linda	5-13 BOARD	G'VILLE	Paid by Check # 605777		05/02/2013	05/10/2013	05/10/2013		05/10/2013	237.50
Account 510.150 - Board Compensation Totals								Invoice Transactions 4		\$927.50
Account 511.201 - PEBS-Ret.Medical										
20219 - NV ST Public Employees	5-13 PREMIUMS	731	Paid by Check # 606363		05/16/2013	05/24/2013	05/24/2013		05/24/2013	19.05
Account 511.201 - PEBS-Ret.Medical Totals								Invoice Transactions 1		\$19.05
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 4/13	77578271340502795	Paid by Check # 605422		04/16/2013	05/03/2013	05/03/2013		05/03/2013	96.24
29103 - Frontier	782-3856 4/13	77578238560808025	Paid by Check # 605422		04/16/2013	05/03/2013	05/03/2013		05/03/2013	44.09
5061 - Sprint/Nextel	268465621-105	268465621	Paid by Check # 605540		04/18/2013	05/03/2013	05/03/2013		05/03/2013	83.49
13097 - Verizon Wireless	9704175019	842011146-00001	Paid by Check # 606441		05/01/2013	05/24/2013	05/24/2013		05/24/2013	333.07
Account 520.055 - Telephone Expense Totals								Invoice Transactions 4		\$556.89
Account 520.060 - Postage/Po Box Rent										
25294 - F P Mailing Solutions	RT101502354	600003046	Paid by Check # 605404		04/05/2013	05/03/2013	05/03/2013		05/03/2013	44.92
Account 520.060 - Postage/Po Box Rent Totals								Invoice Transactions 1		\$44.92

32

# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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 520.084 - Replacement & Repair										
397 - Bing Materials	133276	GARDN	Paid by Check # 605351		04/22/2013	05/03/2013	05/03/2013		05/03/2013	92.75
2549 - Dallaire Tom-Petty Cash	4-13 GVILLE	PETTY CASH	Paid by Check # 605385		04/23/2013	05/03/2013	05/03/2013		05/03/2013	8.00
3472 - Whipple Electric&Security Inc	144	19	Paid by Check # 605572		04/12/2013	05/03/2013	05/03/2013		05/03/2013	37.50
726 - Central Systems Electric Inc	145817	TOWNGA	Paid by Check # 605627		04/30/2013	05/10/2013	05/10/2013		05/10/2013	53.56
2121 - Meeks Lumber	743464	06G1570	Paid by Check # 605981		04/29/2013	05/17/2013	05/17/2013		05/17/2013	10.45
Account 520.089 - Power								Invoice Transactions 5		\$202.26
2924 - NV Energy	791804 4-13	791804	Paid by Check # 605729		04/25/2013	05/10/2013	05/10/2013		05/10/2013	165.65
Account 520.090 - Water								Invoice Transactions 1		\$165.65
1429 - Gardnerville Water Company	640.01 4/13	640.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	22.33
1429 - Gardnerville Water Company	690.01 4/13	690.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	39.42
Account 520.092 - Heating								Invoice Transactions 2		\$61.75
3021 - Southwest Gas-Las Vegas	0015779022 4-13	2410015779022	Paid by Check # 605538		04/17/2013	05/03/2013	05/03/2013		05/03/2013	30.64
3021 - Southwest Gas-Las Vegas	1072224004 4-13	2411072224004	Paid by Check # 605538		04/17/2013	05/03/2013	05/03/2013		05/03/2013	52.32
3021 - Southwest Gas-Las Vegas	1188600002 4-13	2411188600002	Paid by Check # 605538		04/17/2013	05/03/2013	05/03/2013		05/03/2013	17.83
Account 520.098 - Janitorial Services								Invoice Transactions 3		\$100.79
27347 - A+ Janitorial Service	TOG0313	GVILLE	Paid by Check # 605581		04/29/2013	05/10/2013	05/10/2013		05/10/2013	127.50
27347 - A+ Janitorial Service	TOG0413	GVILLE	Paid by Check # 605581		04/29/2013	05/10/2013	05/10/2013		05/10/2013	85.00
Account 520.136 - Rents & Leases Equipment								Invoice Transactions 2		\$212.50
3519 - Xerox Corporation	067841963	716307012	Paid by Check # 606136		05/01/2013	05/17/2013	05/17/2013		05/17/2013	224.55
Account 520.136 - Rents & Leases Equipment								Invoice Transactions 1		\$224.55





# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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 520.187 - Internet Expense										
15887 - Charter Communications	0012509 5/13	8354110060012509	Paid by Check # 606210		05/02/2013	05/24/2013	05/24/2013		05/24/2013	36.00
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$36.00
Account 521.130 - Legal Services										
10816 - Rowe Hales & Yturbe LLP	22319	G'VILLE	Paid by Check # 605519		04/19/2013	05/03/2013	05/03/2013		05/03/2013	2,362.16
				Account 521.130 - Legal Services Totals				Invoice Transactions 1		\$2,362.16
Account 533.800 - Office Supplies										
12997 - Do Co Procurement Program	4-13 DALLAIRE	MINDEN	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	21.00
12997 - Do Co Procurement Program	4-13 LOUTHAN	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	46.85
				Account 533.800 - Office Supplies Totals				Invoice Transactions 2		\$67.85
Account 533.806 - Software										
12997 - Do Co Procurement Program	4-13 DALLAIRE	MINDEN	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	550.00
				Account 533.806 - Software Totals				Invoice Transactions 1		\$550.00
Account 550.001 - Miscellaneous Expenses										
12997 - Do Co Procurement Program	4-13	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	53.55
4337 - NV ST Dept of Public Safety	LOCHRIDGE 28977 G'VILLE	880005	Paid by Check # 606358		05/01/2013	05/24/2013	05/24/2013		05/24/2013	37.50
				Account 550.001 - Miscellaneous Expenses Totals				Invoice Transactions 2		\$91.05
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 31		\$5,622.92
Department 923 - Parks & Recreation										
Account 520.037 - Weed Spraying										
1130 - Do Co Weed Control	30963W	G'VILLE	Paid by Check # 606247		05/06/2013	05/24/2013	05/24/2013		05/24/2013	41.19
				Account 520.037 - Weed Spraying Totals				Invoice Transactions 1		\$41.19

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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										
11985 - Ace Hardware	080782/1	1236	Paid by Check # 605322		03/01/2013	05/03/2013	05/02/2013		05/03/2013	27.98
11985 - Ace Hardware	080849/1	1236	Paid by Check # 605322		03/05/2013	05/03/2013	05/02/2013		05/03/2013	9.90
11985 - Ace Hardware	080953/1	1236	Paid by Check # 605322		03/08/2013	05/03/2013	05/02/2013		05/03/2013	11.93
11985 - Ace Hardware	080999/1	1236	Paid by Check # 605322		03/11/2013	05/03/2013	05/02/2013		05/03/2013	5.58
11985 - Ace Hardware	081099/1	1236	Paid by Check # 605322		03/15/2013	05/03/2013	05/02/2013		05/03/2013	.99
11985 - Ace Hardware	081329/1	1236	Paid by Check # 605322		03/25/2013	05/03/2013	05/02/2013		05/03/2013	17.48
11985 - Ace Hardware	081358/1	1236	Paid by Check # 605322		03/26/2013	05/03/2013	05/02/2013		05/03/2013	142.08
2297 - ASJ Small Engines Inc	14042	G'VILLE	Paid by Check # 605335		04/29/2013	05/03/2013	05/03/2013		05/03/2013	79.98
1268 - Ewing Irrigation Products	6162271	30447	Paid by Check # 605403		04/12/2013	05/03/2013	05/03/2013		05/03/2013	98.49
18821 - Fastenal Industrial/Cons Suppl	NVMIN33362	NVMIN0011	Paid by Check # 605405		03/05/2013	05/03/2013	05/03/2013		05/03/2013	6.88
13485 - Ahern Rentals Inc	12018608-1	205304	Paid by Check # 605591		04/24/2013	05/10/2013	05/10/2013		05/10/2013	31.99
13485 - Ahern Rentals Inc	12021641-1	205304	Paid by Check # 605591		05/01/2013	05/10/2013	05/10/2013		05/10/2013	82.44
2121 - Meeks Lumber	739042	06G1570	Paid by Check # 605981		04/05/2013	05/17/2013	05/17/2013		05/17/2013	34.17
2121 - Meeks Lumber	739687	06G1570	Paid by Check # 605981		04/09/2013	05/17/2013	05/17/2013		05/17/2013	24.68
2121 - Meeks Lumber	1515379	06G1570	Paid by Check # 605981		04/12/2013	05/17/2013	05/17/2013		05/17/2013	(13.77)
11985 - Ace Hardware	081717/1	1236	Paid by Check # 606144		04/09/2013	05/24/2013	05/24/2013		05/24/2013	96.97
11985 - Ace Hardware	081804/1	1236	Paid by Check # 606144		04/12/2013	05/24/2013	05/24/2013		05/24/2013	23.99
Account 520.089 - Power			Account 520.084 - Replacement & Repair Totals				Invoice Transactions 17			\$681.76
2924 - NV Energy	791804 4-13	791804	Paid by Check # 605729		04/25/2013	05/10/2013	05/10/2013		05/10/2013	460.18
			Account 520.089 - Power Totals				Invoice Transactions 1			\$460.18

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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 520.090 - Water										
1429 - Gardnerville Water Company	1302.01 4/13	1302.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	498.32
1429 - Gardnerville Water Company	1321.01 4/13	1321.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	68.00
1429 - Gardnerville Water Company	1340.01 4/13	1340.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	60.25
1429 - Gardnerville Water Company	1348.01 4/13	1348.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	638.91
1429 - Gardnerville Water Company	1373.01 4/13	1373.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	80.76
1429 - Gardnerville Water Company	1745.01 4/13	1745.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	124.35
1429 - Gardnerville Water Company	2139.01 4/13	2139.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	75.41
1429 - Gardnerville Water Company	2140.01 4/13	2140.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	44.00
1429 - Gardnerville Water Company	2226.01 4/13	2226.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	198.81
1429 - Gardnerville Water Company	2297.01 4/13	2297.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	407.59
1429 - Gardnerville Water Company	2431.01 4/13	2431.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	108.50
1429 - Gardnerville Water Company	2593.01 4/13	2593.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	120.89
1429 - Gardnerville Water Company	2624.01 4/13	2624.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	107.99
					Account 520.090 - Water Totals			Invoice Transactions 13		\$2,533.78
3814 - Flyers Energy LLC	CFS0652093	8308	Paid by Check # 606263		04/30/2013	05/24/2013	05/24/2013		05/24/2013	200.29
					Account 532.003 - Gas & Oil Totals			Invoice Transactions 1		\$200.29
22021 - Silver State Vehicle & Trailer	4515	G'VILLE	Paid by Check # 605536		04/24/2013	05/03/2013	05/03/2013		05/03/2013	1,163.62
					Account 533.802 - Small Equipment Totals			Invoice Transactions 1		\$1,163.62

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## Payment Date Range 05/01/13 - 05/30/13

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
Department 926 - Other Public Works										
Account 520.103 - Maint Road										
726 - Central Systems Electric Inc	145773	TOWNGA	Paid by Check # 605627		04/25/2013	05/10/2013	05/10/2013		05/10/2013	56.85
8692 - Silver State Barricade Inc	67445	G'VILLE	Paid by Check # 605772		04/15/2013	05/10/2013	05/10/2013		05/10/2013	3,470.48
23092 - Brandon Industries Inc	99170	GNVGARDNERVI	Paid by Check # 606186		05/03/2013	05/24/2013	05/24/2013		05/24/2013	3,438.00
8692 - Silver State Barricade Inc	67872	G'VILLE	Paid by Check # 606414		05/08/2013	05/24/2013	05/24/2013		05/24/2013	76.98
Account 520.103 - Maint Road Totals Invoice Transactions 4										
3814 - Flyers Energy LLC	CFS0645468	8308	Paid by Check # 605413		04/15/2013	05/03/2013	05/03/2013		05/03/2013	332.11
3814 - Flyers Energy LLC	CFS0652093	8308	Paid by Check # 606263		04/30/2013	05/24/2013	05/24/2013		05/24/2013	352.66
Account 532.003 - Gas & Oil Totals Invoice Transactions 2										
12997 - Do Co Procurement Program	4-13 DALLAIRE	MINDEN	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	426.61
15836 - Summit Plumbing LLC	42387	G'VILLE	Paid by Check # 606421		04/08/2013	05/24/2013	05/24/2013		05/24/2013	9,266.65
Account 532.019 - Storm Drain Maintenance Totals Invoice Transactions 2										
26819 - Martin Jody	4-13 PANTS	REIMBURSE	Paid by Check # 605473		04/21/2013	05/03/2013	05/03/2013		05/03/2013	14.91
5785 - Alisco Inc	LREN800364	000330	Paid by Check # 605595		04/02/2013	05/10/2013	05/10/2013		05/10/2013	4.35
5785 - Alisco Inc	LREN802606	000330	Paid by Check # 605595		04/09/2013	05/10/2013	05/10/2013		05/10/2013	4.34
5785 - Alisco Inc	LREN804763	000330	Paid by Check # 605595		04/16/2013	05/10/2013	05/10/2013		05/10/2013	4.35
5785 - Alisco Inc	LREN806891	000330	Paid by Check # 605595		04/23/2013	05/10/2013	05/10/2013		05/10/2013	4.34
5785 - Alisco Inc	LREN809006	000330	Paid by Check # 605595		04/30/2013	05/10/2013	05/10/2013		05/10/2013	4.35
16322 - Plut Michael R	5-13 PANTS	G'VILLE	Paid by Check # 606379		12/15/2012	05/24/2013	05/24/2013		05/24/2013	23.16
16322 - Plut Michael R	5-13 BOOTS	G'VILLE	Paid by Check # 606379		12/15/2012	05/24/2013	05/24/2013		05/24/2013	12.38
4287 - Red Wing Shoe Store	660000003479	G'VILLE	Paid by Check # 606387		05/03/2013	05/24/2013	05/24/2013		05/24/2013	81.00
4287 - Red Wing Shoe Store	660000003486	G'VILLE	Paid by Check # 606387		05/11/2013	05/24/2013	05/24/2013		05/24/2013	19.00
Account 532.028 - Uniforms Totals Invoice Transactions 10										
										\$172.18

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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 532.116 - Crack Seal Maintenance										
5352 - Construction Sealants & Supply	484887	GARDNT	Paid by Check # 606226	05/08/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	4,968.66
3953 - Eastern Sierra Feed	520060	19530	Paid by Check # 606252	04/17/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	78.10
3953 - Eastern Sierra Feed	520557	19530	Paid by Check # 606252	04/23/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	66.38
3953 - Eastern Sierra Feed	521190	19530	Paid by Check # 606252	04/30/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	82.72
Account 533.802 - Small Equipment			Account 532.116 - Crack Seal Maintenance Totals					Invoice Transactions 4		\$5,195.86
22021 - Silver State Vehicle & Trailer	4515	G'VILLE	Paid by Check # 605536	04/24/2013	05/03/2013	05/03/2013	05/03/2013	05/03/2013	05/03/2013	1,163.63
Account 533.802 - Small Equipment Totals			Account 533.802 - Small Equipment Totals					Invoice Transactions 1		\$1,163.63
Fund 611 - Gardnerville Health & San			Department 926 - Other Public Works Totals					Invoice Transactions 35		\$29,955.62
Account 115.000 - Accounts Receivable			Fund 610 - Gardnerville Town Totals					Invoice Transactions 106		\$45,749.48
12807 - Conrow Laura	102341	G'VILLE	Paid by Check # 606225	05/15/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	92.24
Account 115.000 - Accounts Receivable Totals			Account 115.000 - Accounts Receivable Totals					Invoice Transactions 1		\$92.24
Department 925 - Health & Sanitation										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	5/13 BOARD	G'VILLE	Paid by Check # 605681	05/02/2013	05/10/2013	05/10/2013	05/10/2013	05/10/2013	05/10/2013	220.00
28960 - Miller Kenneth	5/13 BOARD	G'VILLE	Paid by Check # 605711	05/02/2013	05/10/2013	05/10/2013	05/10/2013	05/10/2013	05/10/2013	250.00
18629 - Philips Michael	5-13 BOARD	G'VILLE	Paid by Check # 605747	05/02/2013	05/10/2013	05/10/2013	05/10/2013	05/10/2013	05/10/2013	220.00
2969 - Slater Linda	5-13 BOARD	G'VILLE	Paid by Check # 605777	05/02/2013	05/10/2013	05/10/2013	05/10/2013	05/10/2013	05/10/2013	237.50
Account 510.150 - Board Compensation Totals			Account 510.150 - Board Compensation Totals					Invoice Transactions 4		\$927.50
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 4/13	77578271340502795	Paid by Check # 605422	04/16/2013	05/03/2013	05/03/2013	05/03/2013	05/03/2013	05/03/2013	96.25
29103 - Frontier	782-3856 4/13	77578238560808025	Paid by Check # 605422	04/16/2013	05/03/2013	05/03/2013	05/03/2013	05/03/2013	05/03/2013	44.09
5061 - Sprint/Nextel	268465621-105	268465621	Paid by Check # 605540	04/18/2013	05/03/2013	05/03/2013	05/03/2013	05/03/2013	05/03/2013	83.50
13097 - Verizon Wireless	9704175019	842011146-00001	Paid by Check # 606441	05/01/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	05/24/2013	333.07
Account 520.055 - Telephone Expense Totals			Account 520.055 - Telephone Expense Totals					Invoice Transactions 4		\$556.91

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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 520.060 - Postage/Po Box Rent 25294 - F P Mailing Solutions RI101502354		600003046	Paid by Check # 605404		04/05/2013	05/03/2013	05/03/2013		05/03/2013	44.93
			Account 520.060 - Postage/Po Box Rent Totals					Invoice Transactions 1		\$44.93
11985 - Ace Hardware 080776/1		1236	Paid by Check # 605322		03/01/2013	05/03/2013	05/02/2013		05/03/2013	8.50
11985 - Ace Hardware 080953/1		1236	Paid by Check # 605322		03/08/2013	05/03/2013	05/02/2013		05/03/2013	17.88
11985 - Ace Hardware 080997/1		1236	Paid by Check # 605322		03/11/2013	05/03/2013	05/02/2013		05/03/2013	18.44
397 - Bing Materials 133276		GARDN	Paid by Check # 605351		04/22/2013	05/03/2013	05/03/2013		05/03/2013	92.75
18821 - Fastenal Industrial/Cons Suppl NVMIN33362		NVMIN0011	Paid by Check # 605405		03/05/2013	05/03/2013	05/03/2013		05/03/2013	10.33
18821 - Fastenal Industrial/Cons Suppl NVMIN34176		NVMIN0011	Paid by Check # 605405		04/12/2013	05/03/2013	05/03/2013		05/03/2013	5.10
3814 - Flyers Energy LLC 13-836451		8308	Paid by Check # 605413		04/11/2013	05/03/2013	05/03/2013		05/03/2013	673.75
3472 - Whipple Electric&Security Inc 144		19	Paid by Check # 605572		04/12/2013	05/03/2013	05/03/2013		05/03/2013	37.50
5785 - AlSCO Inc LREN804763		000330	Paid by Check # 605595		04/16/2013	05/10/2013	05/10/2013		05/10/2013	7.50
726 - Central Systems Electric Inc 145817		TOWNGA	Paid by Check # 605627		04/30/2013	05/10/2013	05/10/2013		05/10/2013	53.56
2121 - Meeks Lumber 743464		06G1570	Paid by Check # 605981		04/29/2013	05/17/2013	05/17/2013		05/17/2013	10.44
8043 - Mark Smith Tire Center Inc 71700028418		A17-14675	Paid by Check # 606320		04/11/2013	05/24/2013	05/24/2013		05/24/2013	431.92
8043 - Mark Smith Tire Center Inc 71700030393		A17-14675	Paid by Check # 606320		04/29/2013	05/24/2013	05/24/2013		05/24/2013	90.00
24693 - NC Auto Parts 31070162		79090	Paid by Check # 606347		04/16/2013	05/24/2013	05/24/2013		05/24/2013	76.12
2510 - Parts House 494690		4170	Paid by Check # 606370		04/04/2013	05/24/2013	05/24/2013		05/24/2013	129.54
2510 - Parts House 496109		4170	Paid by Check # 606370		04/15/2013	05/24/2013	05/24/2013		05/24/2013	100.75
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 16		\$1,764.08
2924 - NV Energy Account 520.089 - Power 791804 4-13		791804	Paid by Check # 605729		04/25/2013	05/10/2013	05/10/2013		05/10/2013	269.28
			Account 520.089 - Power Totals					Invoice Transactions 1		\$269.28

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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 520.090 - Water										
1429 - Gardnerville Water Company	640.01 4/13	640.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	22.32
1429 - Gardnerville Water Company	690.01 4/13	690.01	Paid by Check # 605923		05/03/2013	05/17/2013	05/17/2013		05/17/2013	39.42
				Account 520.090 - Water Totals				Invoice Transactions 2		\$61.74
3021 - Southwest Gas-Las Vegas	0015779022 4-13	2410015779022	Paid by Check # 605538		04/17/2013	05/03/2013	05/03/2013		05/03/2013	30.65
3021 - Southwest Gas-Las Vegas	1072224004 4-13	2411072224004	Paid by Check # 605538		04/17/2013	05/03/2013	05/03/2013		05/03/2013	52.32
3021 - Southwest Gas-Las Vegas	1188600002 4-13	2411188600002	Paid by Check # 605538		04/17/2013	05/03/2013	05/03/2013		05/03/2013	53.49
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$136.46
27347 - A+ Janitorial Services	TOG0313	G'VILLE	Paid by Check # 605581		04/29/2013	05/10/2013	05/10/2013		05/10/2013	127.50
27347 - A+ Janitorial Service	TOG0413	G'VILLE	Paid by Check # 605581		04/29/2013	05/10/2013	05/10/2013		05/10/2013	85.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 2		\$212.50
4268 - Do Co Vehicle Maintenance	4@13 TRANSFER	MOTOR POOL	Paid by Check # 605901		05/03/2013	05/17/2013	05/17/2013		05/17/2013	90.00
				Account 520.116 - Veh. Maint-Co Shop Totals				Invoice Transactions 1		\$90.00
3519 - Xerox Corporation	067841963	716307012	Paid by Check # 606136		05/01/2013	05/17/2013	05/17/2013		05/17/2013	224.55
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		\$224.55
15887 - Charter Communications	0012509 5/13	8354110060012509	Paid by Check # 606210		05/02/2013	05/24/2013	05/24/2013		05/24/2013	35.99
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		\$35.99
15853 - Carson City Landfill	10026504	228079	Paid by Check # 605863		04/01/2013	05/17/2013	05/17/2013		05/17/2013	585.80
15853 - Carson City Landfill	10026811	228079	Paid by Check # 605863		04/02/2013	05/17/2013	05/17/2013		05/17/2013	419.34
15853 - Carson City Landfill	10027107	228079	Paid by Check # 605863		04/03/2013	05/17/2013	05/17/2013		05/17/2013	434.42
15853 - Carson City Landfill	10027112	228079	Paid by Check # 605863		04/03/2013	05/17/2013	05/17/2013		05/17/2013	352.06
15853 - Carson City Landfill	10027162	228079	Paid by Check # 605863		04/03/2013	05/17/2013	05/17/2013		05/17/2013	376.42

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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 520.197 - Landfill Expense										
15853 - Carson City Landfill	10027379	228079	Paid by Check # 605863		04/04/2013	05/17/2013	05/17/2013		05/17/2013	341.62
15853 - Carson City Landfill	10027386	228079	Paid by Check # 605863		04/04/2013	05/17/2013	05/17/2013		05/17/2013	487.78
15853 - Carson City Landfill	10027415	228079	Paid by Check # 605863		04/04/2013	05/17/2013	05/17/2013		05/17/2013	397.30
15853 - Carson City Landfill	10027650	228079	Paid by Check # 605863		04/05/2013	05/17/2013	05/17/2013		05/17/2013	426.88
15853 - Carson City Landfill	10027651	228079	Paid by Check # 605863		04/05/2013	05/17/2013	05/17/2013		05/17/2013	375.84
15853 - Carson City Landfill	10028278	228079	Paid by Check # 605863		04/08/2013	05/17/2013	05/17/2013		05/17/2013	520.26
15853 - Carson City Landfill	10028495	228079	Paid by Check # 605863		04/09/2013	05/17/2013	05/17/2013		05/17/2013	350.32
15853 - Carson City Landfill	10028742	228079	Paid by Check # 605863		04/10/2013	05/17/2013	05/17/2013		05/17/2013	444.28
15853 - Carson City Landfill	10028746	228079	Paid by Check # 605863		04/10/2013	05/17/2013	05/17/2013		05/17/2013	401.36
15853 - Carson City Landfill	10028770	228079	Paid by Check # 605863		04/10/2013	05/17/2013	05/17/2013		05/17/2013	327.70
15853 - Carson City Landfill	10023534 CR	228079	Paid by Check # 605863		04/11/2013	05/17/2013	05/17/2013		05/17/2013	(381.06)
15853 - Carson City Landfill	10029041	228079	Paid by Check # 605863		04/11/2013	05/17/2013	05/17/2013		05/17/2013	441.96
15853 - Carson City Landfill	10029072	228079	Paid by Check # 605863		04/11/2013	05/17/2013	05/17/2013		05/17/2013	423.98
15853 - Carson City Landfill	10029076	228079	Paid by Check # 605863		04/11/2013	05/17/2013	05/17/2013		05/17/2013	328.86
15853 - Carson City Landfill	10029329	228079	Paid by Check # 605863		04/12/2013	05/17/2013	05/17/2013		05/17/2013	404.26
15853 - Carson City Landfill	10029350	228079	Paid by Check # 605863		04/12/2013	05/17/2013	05/17/2013		05/17/2013	402.52
15853 - Carson City Landfill	10030343	228079	Paid by Check # 605863		04/16/2013	05/17/2013	05/17/2013		05/17/2013	494.16
15853 - Carson City Landfill	10030494	228079	Paid by Check # 605863		04/17/2013	05/17/2013	05/17/2013		05/17/2013	452.98
15853 - Carson City Landfill	10030498	228079	Paid by Check # 605863		04/17/2013	05/17/2013	05/17/2013		05/17/2013	383.96
15853 - Carson City Landfill	10030521	228079	Paid by Check # 605863		04/17/2013	05/17/2013	05/17/2013		05/17/2013	364.82
15853 - Carson City Landfill	10030786	228079	Paid by Check # 605863		04/18/2013	05/17/2013	05/17/2013		05/17/2013	408.90
15853 - Carson City Landfill	10030791	228079	Paid by Check # 605863		04/18/2013	05/17/2013	05/17/2013		05/17/2013	371.78

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

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 520.197 - Landfill Expense										
15853 - Carson City Landfill	10030842	228079	Paid by Check # 605863		04/18/2013	05/17/2013	05/17/2013		05/17/2013	455.30
15853 - Carson City Landfill	10031094	228079	Paid by Check # 605863		04/19/2013	05/17/2013	05/17/2013		05/17/2013	432.68
15853 - Carson City Landfill	10031100	228079	Paid by Check # 605863		04/19/2013	05/17/2013	05/17/2013		05/17/2013	353.80
15853 - Carson City Landfill	10031915	228079	Paid by Check # 605863		04/22/2013	05/17/2013	05/17/2013		05/17/2013	588.70
15853 - Carson City Landfill	10032285	228079	Paid by Check # 605863		04/23/2013	05/17/2013	05/17/2013		05/17/2013	420.50
15853 - Carson City Landfill	10032582	228079	Paid by Check # 605863		04/24/2013	05/17/2013	05/17/2013		05/17/2013	505.76
15853 - Carson City Landfill	10032585	228079	Paid by Check # 605863		04/24/2013	05/17/2013	05/17/2013		05/17/2013	430.94
15853 - Carson City Landfill	10032603	228079	Paid by Check # 605863		04/24/2013	05/17/2013	05/17/2013		05/17/2013	364.24
15853 - Carson City Landfill	10032866	228079	Paid by Check # 605863		04/25/2013	05/17/2013	05/17/2013		05/17/2013	440.22
15853 - Carson City Landfill	10032885	228079	Paid by Check # 605863		04/25/2013	05/17/2013	05/17/2013		05/17/2013	411.22
15853 - Carson City Landfill	10032935	228079	Paid by Check # 605863		04/25/2013	05/17/2013	05/17/2013		05/17/2013	457.04
15853 - Carson City Landfill	10033931	228079	Paid by Check # 605863		04/29/2013	05/17/2013	05/17/2013		05/17/2013	585.22
15853 - Carson City Landfill	10034292	228079	Paid by Check # 605863		04/30/2013	05/17/2013	05/17/2013		05/17/2013	476.76
9016 - Douglas Disposal Inc	40990612 4/13	40990612	Paid by Check # 606249		05/01/2013	05/24/2013	05/24/2013		05/24/2013	1,581.92
Account 521.130 - Legal Services					Account 520.197 - Landfill Expense Totals		Invoice Transactions 41			\$17,842.80
10816 - Rowe Hales & Yturbe LLP	22319	G'VILLE	Paid by Check # 605519		04/19/2013	05/03/2013	05/03/2013		05/03/2013	45.00
Account 521.135 - Legal-Collection Cost					Account 521.130 - Legal Services Totals		Invoice Transactions 1			\$45.00
12997 - Do Co Procurement Program	4-13 LOUTHAN	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	74.00
Account 532.003 - Gas & Oil					Account 521.135 - Legal-Collection Cost Totals		Invoice Transactions 1			\$74.00
3814 - Flyers Energy LLC	CF50645468	8308	Paid by Check # 605413		04/15/2013	05/03/2013	05/03/2013		05/03/2013	1,295.13
3814 - Flyers Energy LLC	CF50652093	8308	Paid by Check # 606263		04/30/2013	05/24/2013	05/24/2013		05/24/2013	1,447.32
Account 532.003 - Gas & Oil Totals					Account 532.003 - Gas & Oil Totals		Invoice Transactions 2			\$2,742.45

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 611 - Gardnerville Health &amp; San</b>										
Department 925 - Health & Sanitation										
Account 532.028 - Uniforms										
26819 - Martin Jody	4-13 PANTS	REIMBURSE	Paid by Check # 605473		04/21/2013	05/03/2013	05/03/2013		05/03/2013	14.91
5785 - AlSCO Inc	LREN800364	000330	Paid by Check # 605595		04/02/2013	05/10/2013	05/10/2013		05/10/2013	4.34
5785 - AlSCO Inc	LREN802606	000330	Paid by Check # 605595		04/09/2013	05/10/2013	05/10/2013		05/10/2013	4.35
5785 - AlSCO Inc	LREN804763	000330	Paid by Check # 605595		04/16/2013	05/10/2013	05/10/2013		05/10/2013	4.34
5785 - AlSCO Inc	LREN806891	000330	Paid by Check # 605595		04/23/2013	05/10/2013	05/10/2013		05/10/2013	4.35
5785 - AlSCO Inc	LREN809006	000330	Paid by Check # 605595		04/30/2013	05/10/2013	05/10/2013		05/10/2013	4.34
16322 - Plut Michael R	5-13 PANTS	G'VILLE	Paid by Check # 606379		12/15/2012	05/24/2013	05/24/2013		05/24/2013	23.16
16322 - Plut Michael R	5-13 BOOTS	G'VILLE	Paid by Check # 606379		12/15/2012	05/24/2013	05/24/2013		05/24/2013	12.38
4287 - Red Wing Shoe Store	660000003479	G'VILLE	Paid by Check # 606387		05/03/2013	05/24/2013	05/24/2013		05/24/2013	80.99
4287 - Red Wing Shoe Store	660000003486	G'VILLE	Paid by Check # 606387		05/11/2013	05/24/2013	05/24/2013		05/24/2013	19.01
Account 532.028 - Uniforms Totals Invoice Transactions 10										\$172.17
Account 533.800 - Office Supplies										
12997 - Do Co Procurement Program	4-13 DALLAIRE	MINDEN	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	20.99
12997 - Do Co Procurement Program	4-13 LOUTHAN	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	40.04
Account 533.800 - Office Supplies Totals Invoice Transactions 2										\$61.03
Department 925 - Health & Sanitation Totals Invoice Transactions 93										\$25,261.39
Fund 611 - Gardnerville Health & San Totals Invoice Transactions 94										\$25,353.63
<b>Fund 811 - Gardnerville Main Street</b>										
Account 155.000 - Prepaid Expense										
29213 - ACE USA	2013115000000	N04841852	Paid by Check # 605588		04/25/2013	05/10/2013	05/10/2013		05/10/2013	199.00
Account 155.000 - Prepaid Expense Totals Invoice Transactions 1										\$199.00
<b>Department 960 - Gardnerville Main Street</b>										
Account 520.055 - Telephone Expense										
5061 - Sprint/Nextel	268465621-105	268465621	Paid by Check # 605540		04/18/2013	05/03/2013	05/03/2013		05/03/2013	2.49
13097 - Verizon Wireless	9704175019	842011146-00001	Paid by Check # 606441		05/01/2013	05/24/2013	05/24/2013		05/24/2013	184.58
Account 520.055 - Telephone Expense Totals Invoice Transactions 2										\$187.07

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 811 - Gardnerville Main Street Department 960 - Gardnerville Main Street Account 520.064 - Travel										
2135 - Caldara Dorette	4/13-17/13	TRAVEL	Paid by Check # 605361		04/17/2013	05/03/2013	05/03/2013		05/03/2013	326.64
12997 - Do Co Procurement Program	4-13 LOCHRIDGE	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	2,963.36
				Account 520.064 - Travel Totals				Invoice Transactions 2		\$3,290.00
12997 - Do Co Procurement Program	4-13 LOCHRIDGE	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	200.00
				Account 520.072 - Advertising Totals				Invoice Transactions 1		\$200.00
12997 - Do Co Procurement Program	4-13 LOCHRIDGE	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	(35.00)
				Account 520.200 - Training & Education Totals				Invoice Transactions 1		(\$35.00)
16648 - E Squared C	40145	G'VILLE	Paid by Check # 605398		04/15/2013	05/03/2013	05/03/2013		05/03/2013	641.25
				Account 521.100 - Professional Services Totals				Invoice Transactions 1		\$641.25
11558 - Costco-Comptroller	7237 4/13..	7003731100017237	Paid by Check # 605636		04/26/2013	05/10/2013	05/10/2013		05/10/2013	10.59
12997 - Do Co Procurement Program	4-13 LOCHRIDGE	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	53.55
				Account 550.001 - Miscellaneous Expenses Totals				Invoice Transactions 2		\$64.14
10427 - Chef Federic.com	442013	G'VILLE	Paid by Check # 605375		04/10/2013	05/03/2013	05/03/2013		05/03/2013	780.00
10426 - Cle Hospitality	4-4-13 G'VILLE	G'VILLE	Paid by Check # 605378		04/05/2013	05/03/2013	05/03/2013		05/03/2013	402.72
11553 - Palio Deborah	5-13 G'VILLE	REIMBURSEMENT	Paid by Check # 605743		04/03/2013	05/10/2013	05/10/2013		05/10/2013	59.96
12997 - Do Co Procurement Program	4-13 LOCHRIDGE	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	55.06
				Account 550.235 - Organization Committee Totals				Invoice Transactions 4		\$1,297.74

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# Accounts Payable by G/L Distribution Report

Payment Date Range 05/01/13 - 05/30/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 811 - Gardnerville Main Street</b>										
Department 960 - Gardnerville Main Street										
Account 550.236 - Design Committee										
27147 - Impact Construction	453	G'VILLE	Paid by Check # 605447		04/24/2013	05/03/2013	05/03/2013		05/03/2013	500.00
13485 - Ahern Rentals Inc	12014562-1	205304	Paid by Check # 605591		04/24/2013	05/10/2013	05/10/2013		05/10/2013	321.66
13485 - Ahern Rentals Inc	12024362-1	205304	Paid by Check # 605591		04/26/2013	05/10/2013	05/10/2013		05/10/2013	7.29
11558 - Costco-Comptroller	7237 4/13..	7003731100017237	Paid by Check # 605636		04/26/2013	05/10/2013	05/10/2013		05/10/2013	353.77
2121 - Meeks Lumber	742946	06G1570	Paid by Check # 605981		04/26/2013	05/17/2013	05/17/2013		05/17/2013	63.89
2121 - Meeks Lumber	742947	06G1570	Paid by Check # 605981		04/26/2013	05/17/2013	05/17/2013		05/17/2013	1.98
11985 - Ace Hardware	082130/1	1236	Paid by Check # 606144		04/26/2013	05/24/2013	05/24/2013		05/24/2013	25.99
758 - China Spring Youth Camp	422	G'VILLE	Paid by Check # 606218		05/06/2013	05/24/2013	05/24/2013		05/24/2013	990.00
14747 - Home Depot (Gville)	3254268	7513	Paid by Check # 606288		05/01/2013	05/24/2013	05/24/2013		05/24/2013	53.56
21762 - James Ron	HP	REIMBURSE	Paid by Check # 606298		05/01/2013	05/24/2013	05/24/2013		05/24/2013	353.43
28643 - Petersen Mfg Co Inc	GARDENS*2013 57378	G'VILLE	Paid by Check # 606374		05/09/2013	05/24/2013	05/24/2013		05/24/2013	2,186.00
1308 - Smith Valley FFA	PT-001	G'VILLE	Paid by Check # 606416		05/07/2013	05/24/2013	05/24/2013		05/24/2013	1,100.00
1308 - Smith Valley FFA	POT-001	G'VILLE	Paid by Check # 606416		05/15/2013	05/24/2013	05/24/2013		05/24/2013	1,426.00
3457 - Western Nevada Supply Company	15509351	71273	Paid by Check # 606452		04/25/2013	05/24/2013	05/24/2013		05/24/2013	985.22
Account 550.236 - Design Committee Totals										Invoice Transactions 14
										\$8,368.79
Account 550.237 - Promotion Committee										
10426 - Cle Hospitality	3-19-13	G'VILLE	Paid by Check # 605378		03/29/2013	05/03/2013	05/03/2013		05/03/2013	87.00
7132 - Accolades	9116 BALANCE	G'VILLE	Paid by Check # 605586		04/30/2013	05/10/2013	05/10/2013		05/10/2013	1,000.00
12997 - Do Co Procurement Program	4-13	G'VILLE	Paid by Check # 605891		04/27/2013	05/17/2013	05/17/2013		05/17/2013	224.56
Account 550.237 - Promotion Committee Totals										Invoice Transactions 3
Department 960 - Gardnerville Main Street Totals										Invoice Transactions 30
Fund 811 - Gardnerville Main Street Totals										Invoice Transactions 31
Grand Totals										Invoice Transactions 231
										\$1,311.56
										\$15,325.55
										\$15,524.55
										\$86,627.66

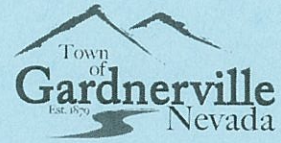
\* = Prior Fiscal Year Activity

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Gardnerville Town Board

AGENDA ACTION SHEET



1. For Possible Action: Approve Budget Transfers for fiscal year 12/13
2. Recommended Motion: Approve budget transfers for fiscal year 12/13  
Funds Available: ☒ Yes ☐ N/A

3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: June 4, 2013 Time Requested: N/A

5. Agenda: ☒ Consent ☐ Administrative

Background Information: See attached

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

7. Board Action:

☐ Approved

☐ Denied

☐ Approved with Modifications

☐ Continued



**Douglas County Comptroller's Office**

**Budget Augmentation/Transfer Form**

Date of Request: 6/4/2013  
 For Fiscal Year: 12/13

Requested By: Tom Dallaire  
 Fund/Department: 610/921

						DR	CR	CR	DR
Account Name						Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Rents & Leases	610	921	520	136			385	
2	Professional Services	610	921	521	100			852	
3	Legal Services	610	921	521	130			8,625	
4	Small Equipment	610	921	533	802			1,152	
5	Software	610	921	533	806			805	
6	Machinery & Equipment	610	921	564	500				4,200
7	Misc Expenses	610	921	550	001				1,000
8	Subscriptions	610	921	532	056				3,600
9	Capital Projects	610	926	562	000				3,019
10									
11									
12									
13									
14									
<b>Totals</b>						-	-	11,819	11,819
<b>Net Change</b>						-	-	-	

**Purpose:**

1. Copier lease; 2. Scanning/CD 3. Extra legal (park policy, resolution, bankruptcy, cost allocation)  
 4. Computers for Marie & Carol & power supply for server 5. Windows software

Department Head or Comptroller Signature: \_\_\_\_\_

**Comptroller's Office Use Only**

Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Journal # \_\_\_\_\_

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**Douglas County Comptroller's Office**

**Budget Augmentation/Transfer Form**

Date of Request: 6/4/2013  
 For Fiscal Year: 12/13

Requested By: Tom Dallaire  
 Fund/Department: 610-923

					DR	CR	CR	DR
Account Name					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Power	610	923	520 089			1,500	
2	Special Projects	610	923	533 817			28,000	
3	Operating Supplies	610	923	532 001				1,200
4	Maint Equip	610	923	520 107				1,500
5	Capital Projects	610	926	562 000				26,800
6								
7								
8								
9								
10								
11								
12								
13								
14								
<b>Totals</b>					-	-	29,500	29,500
<b>Net Change</b>					-		-	

**Purpose:**

1. HP restrooms 2. \$41,379 Toler, \$4775 cameras,

Department Head or Comptroller Signature: \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Journal # \_\_\_\_\_

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**Douglas County Comptroller's Office**

**Budget Augmentation/Transfer Form**

Date of Request: 6/4/2013  
 For Fiscal Year: 12/13

Requested By: Tom Dallaire  
 Fund/Department: 610-926

						DR	CR	CR	DR
Account Name						Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Road Maintenance	610	926	520	103			163,000	
2	Engineering	610	926	521	200			10,575	
3	Small Equipment	610	926	533	802			1,164	
4	Maint Equip	610	926	520	107				2,000
5	Capital Projects	610	926	562	000				172,739
6									
7									
8									
9									
10									
11									
12									
13									
14									
<b>Totals</b>						-	-	174,739	174,739
<b>Net Change</b>						-		-	

**Purpose:** 1. Chichester crack seal, crack fill & microsurfacing, decorative signs  
2. Valley Vision, microsurface testing, Micropaver training  
3. Trailer for mowers

Department Head or Comptroller Signature: \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Journal # \_\_\_\_\_

4-4

## Town of Gardnerville Transfers within the Town budget

### Administrative Fund 610

#### 921 Admin

Rents and Leases	\$	385	Copier rental and service contract is based on the number of copies we have made during the month.
Professional services	\$	852	Scanning / Cd of all past board meeting packets, minutes and agendas.
Legal Services	\$	8,625	The usage of Rowe and Hales has increased over the past couple months on town issues, changes to town policy and standards, and issues that arise during the month.
Small Equipment	\$	1,152	The line item was budgeted in Machinery and Equipment, and needed to be in Small Equipment per finance.
Software	\$	805	This is the server software, one would think this would have been included in the price of a new Server, it was not budgeted for nor included in IT proposal for the new server.

#### 923 Parks

Power	\$	1,500	The last electrical bill was really high. We are working on identifying the excessive use of power within the bathroom or pavilion facility.
special Projects	\$	28,000	This is the line item we purchased the new video camera from and we paid for Toler Lane landscaping. All of Toler improvements were not budgeted within one year, we were going to complete one section a year for three years. We did \$28,000 more work with several contracted tasks, rocks, and DG hauling at various times, and the excavating of all the material from the site.

#### 926 Public Works

Road Maintenance	\$	163,000	Finance wants all road maintenance type projects to come from this fund within services and supplies. We have historically billed and budgeted this contracted work out of Capital Projects. It is not a capital type project. So the additional funds will cover the costs of Chichester crack repair, crack seal and microsurfacing project which is starting June 2nd. We have also purchased updated signs, updated the required font for street names along the highway on a few decorative poles to finish off the industrial area. Staff will be installing those as soon as the weeds are under control.
Engineering	\$	10,575	We will also incur a cost for testing and inspection from Lumos and Associates who does have experience with microsurfacing. The town also paid \$7,000 into the Valley Vision plan as directed by the previous and current chairman
Trailer	\$	1,164	A new utility trailer was purchased to haul the larger lawn mower around.



**Gardnerville Town Board**

**AGENDA ACTION SHEET**



1. **For Possible Action:** Approve the minor modification to the 613 debt fund for the 13/14 budget.
2. **Recommended Motion:** Approve minor modification to the 613 debt fund for the 13/14 budget  
Funds Available: ☒ Yes ☐ N/A
3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** June 4, 2013 **Time Requested:** N/A
5. **Agenda:** ☒ Consent ☐ Administrative

**Background Information:** 613 Debt Budget was approved last month. With the finance departments review of the funds they found a typo on my account and town staff was instructed to remove the cost allocation from this fund. This represents the modifications that were made and approved by the county commissioners on May 20<sup>th</sup>.

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

# Town of Gardnerville <Final Budget>

Account Number	Description	2014 County Manager	2013 Amended Budget	2013 Actual Amount	2012 Actual Amount	2011 Actual Amount	2010 Actual Amount
<b>Fund</b>	<b>613</b>	<b>Gardnerville Debt</b>					
<b>Revenue</b>							
<b>Department</b>	<b>000</b>	<b>Revenue</b>					
<u>Interest Revenue</u>							
361.200	Interest On Investment	\$0.00	\$300.00	\$0.24	\$1.30	\$439.99	\$440.39
361.205	Investment-FMV Adjust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total Interest Revenue</u>		\$0.00	\$300.00	\$0.24	\$1.30	\$439.99	\$440.39
<u>Other Financing Sources</u>							
392.000	Transfers In	\$122,982.00	\$122,982.00	\$122,982.00	\$144,433.00	\$138,175.00	\$144,356.00
<u>Total Other Financing Sources</u>		\$122,982.00	\$122,982.00	\$122,982.00	\$144,433.00	\$138,175.00	\$144,356.00
<u>Beg. Fund Bal./Reserves</u>							
301.000	Opening Fund Balance	\$605.00	\$306.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total Beg. Fund Bal./Reserves</u>		\$605.00	\$306.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Department Total: Revenue</b>		<b>\$123,587.00</b>	<b>\$123,588.00</b>	<b>\$122,982.24</b>	<b>\$144,434.30</b>	<b>\$138,614.99</b>	<b>\$144,796.39</b>
Revenue Totals		\$123,587.00	\$123,588.00	\$122,982.24	\$144,434.30	\$138,614.99	\$144,796.39
<b>Expenses</b>							
<b>Department</b>	<b>922</b>	<b>Gardnerville Debt</b>					
<u>Salaries &amp; Wages</u>							
511.166	Sick Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.167	Vacation Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.168	Vacation Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.169	Comp Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total Salaries &amp; Wages</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Services &amp; Supplies</u>							
521.500	Admin & Overhead	\$335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.006	Fiscal Agent Charges	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
<u>Total Services &amp; Supplies</u>		\$535.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00

# Town of Gardnerville <Final Budget>

Account Number	Description	2014 County Manager	2013 Amended Budget	2013 Actual Amount	2012 Actual Amount	2011 Actual Amount	2010 Actual Amount
<b>Fund</b>	<b>613</b>						
<b>Department</b>	<b>922</b>						
<u>Debt Service</u>							
550.003	Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.004	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.021	Loan Principal	\$112,942.00	\$108,234.00	\$108,234.00	\$124,222.00	\$118,948.00	\$113,905.00
550.022	Loan Interest	\$10,040.00	\$14,748.00	\$14,735.31	\$20,210.96	\$25,441.89	\$30,450.84
550.025	Loan Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total Debt Service</u>		\$122,982.00	\$122,982.00	\$122,969.31	\$144,432.96	\$144,389.89	\$144,355.84
<u>Ending Fund Bal/Reserves</u>							
625.103	Appropriated Reserve	\$70.00	\$406.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total Ending Fund Bal/Reserves</u>		\$70.00	\$406.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Department Total: Gardnerville Debt</b>		<b>\$123,587.00</b>	<b>\$123,588.00</b>	<b>\$123,169.31</b>	<b>\$144,632.96</b>	<b>\$144,589.89</b>	<b>\$144,555.84</b>
Revenue Totals:		\$123,587.00	\$123,588.00	\$122,982.24	\$144,434.30	\$138,614.99	\$144,796.39
Expense Totals		\$123,587.00	\$123,588.00	\$123,169.31	\$144,632.96	\$144,589.89	\$144,555.84
<b>Fund Total: Gardnerville Debt</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$187.07)</b>	<b>(\$198.66)</b>	<b>(\$5,974.90)</b>	<b>\$240.55</b>



# Budget Worksheet Report

Account Number Description 2014 Commissioner  
Fund 613 Gardnerville Debt

Revenue  
Department 000 Revenue

Interest Revenue

361.200 Interest On Investment \$0.00

361.205 Investment-FMV Adjust \$0.00

Total: Interest Revenue \$0.00

Other Financing Sources

392.000 Transfers In \$122,982.00

Total: Other Financing Sources \$122,982.00

Beg. Fund Bal./Reserves

301.000 Opening Fund Balance \$406.00

Total: Beg. Fund Bal./Reserves \$406.00

Department Total: Revenue \$123,388.00

Revenue Totals \$123,388.00

Expenses

Department 922 Gardnerville Debt

Salaries & Wages

511.166 Sick Buyback \$0.00

511.167 Vacation Payout \$0.00

511.168 Vacation Buyback \$0.00

511.169 Comp Payout \$0.00

Total: Salaries & Wages \$0.00

Services & Supplies

521.500 Admin & Overhead \$0.00

550.006 Fiscal Agent Charges \$0.00

Total: Services & Supplies \$0.00



# Budget Worksheet Report

Account Number	Description	2014 Commissioner
<b>Fund</b>	<b>613</b>	<b>Gardnerville Debt</b>
<b>Department</b>	<b>922</b>	<b>Gardnerville Debt</b>
<u>Debt Service</u>		
550.003	Bond Principal	\$0.00
550.004	Bond Interest	\$0.00
550.021	Loan Principal	\$112,942.00
550.022	Loan Interest	\$10,040.00
550.025	Loan Fees	\$0.00
<u>Total Debt Service</u>		\$122,982.00
<u>Ending Fund Bal/Reserves</u>		
625.103	Appropriated Reserve	\$406.00
<u>Total Ending Fund Bal/Reserves</u>		\$406.00
<b>Department Total: Gardnerville Debt</b>		<b>\$123,388.00</b>
<u>Revenue Totals:</u>		\$123,388.00
<u>Expense Totals</u>		\$123,388.00
<b>Fund Total: Gardnerville Debt</b>		<b>\$0.00</b>
<b>Revenue Grand Totals:</b>		\$123,388.00
<b>Expense Grand Totals:</b>		\$123,388.00
<b>Net Grand Totals:</b>		\$0.00

**Gardnerville Town Board**

**AGENDA ACTION SHEET**



1. **For Possible Action:** Approve a special event application for Austin's House Poker Run Fundraiser scheduled for September 7, 2013 at Heritage Park and waive park fees.
2. **Recommended Motion:** Approve special event application for Austin's House Power Run Fundraiser scheduled for September 7, 2013 at Heritage Park and waive park fees.  
Funds Available: ☐ Yes ☒ N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** June 4, 2013 **Time Requested:** N/A

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

**Background Information:** See attached. Will furnish insurance certificate closer to event.

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

7. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



SEPT-7, 2013

# Reservation Form and Release of Liability and Indemnification Agreement

For Town Park Use, Street Closures, and/or Special Events

1407 Highway 395

Gardnerville, Nevada 89410

(775) 782-7134 (775) 782-7135 Fax

Date of Application: 5-6-13

(Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)

Location of Event/Activities: HERITAGE PARK  
(Submit letter of property owner's permission if event is to be held on private property)

Street(s) proposing to be closed: Ø  
(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes ☒ No ☐

If No, describe which Town park you are requesting to reserve: \_\_\_\_\_

If exclusive park use not being requested, describe which area of the Town park is being requested to be used: \_\_\_\_\_

Name of Applicant Organization or Business: AUSTIN'S HOUSE Corporation: Yes ☐ No ☒  
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: DANNY VILLALOBOS Supervisor of Activity: SAME

Home Telephone #: 775-721-7111 Business Telephone #: 775-782-7111 Fax #: 775-782-7165  
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: CENTURY 21 CORD PROPERTIES  
1674 HWY 395 MINDEN, NV 89423  
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: \_\_\_\_\_

Type of Activity Town Park will be used for: BBQ, RAFFLES, AUCTION, MUSIC

Will alcohol be sold or served? Yes ☒ No ☐  
(If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits)

Band or amplified music? Yes ☒ No ☐

This event is Non-Profit ☒ For Profit ☐ Closed to Public ☐ Open to Public ☒



Will a fee be charged to attend the event? Yes ☒ No ☐

Date(s) Requested (include setup and tear down time): 9/7/13 8AM-5PM

Event hours: NOON-3 PM 8AM-5PM

Describe proposed event, concessions, fund-raisers, etc.: BBQ LUNCH SERVED, RAFFLES, AUCTION, LIVE BAND ETC.

Town services, if any, required:

(Electrical outlets, restroom/toilet facilities, etc.)

Will you have tents, bounce houses, canopies, dance floors etc? Yes ☒ No ☐

If Yes, specify quantity, dimensions, etc.: THREE 20x20 CANOPIES, INSTALLED BY SIEDDA CANOPIES. THEY DO NOT USE STAKES, THEY USE BUCKETS AS WEIGHTS FOR SECURING THE CANOPIES (5)

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 200 +-

(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)  
\*Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster)

\* Event Insurance Carrier & Telephone #: 775-723-9333 - Allied Insurance  
Served by Carson Valley (Ins). Policy # HDM 0849432769  
(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: NO SECURITY IS NEEDED

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: TUBS/TROUGHS FILLED W/ ICE AND BOTTLED WATER. PULLED PORK SANDWICHES, BEANS, SALAD AND COOKIES SERVED FOR LUNCH.

Event Clean-up/Sanitation/Garbage Plan: TOLG USUALLY GIVES ME KEY FOR TRASH BIN & GARBAGE CAN LIDERS FOR EXISTING CANS. "PIT STOP AUTO" SUPPLIES US WITH 4 EXTRA PORT-A-POTTIES  
(Garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan:

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area:

(Heritage Park Parking MUST remain open for visitors at all times)

Event Layout: Applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. **If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.**

### WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: [Signature] Date: 5/6/13

\_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is a corporation, must include signature of president, vice president, and secretary of corporation) \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name(s) of Authorized Representative(s) of Applicant above: DANIEL VILLALOBOS

\_\_\_\_\_

\_\_\_\_\_

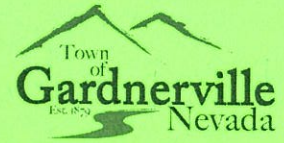
(Town Office Use Only)

Application Fees Paid: \_\_\_\_\_  
Deposit amount Paid: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ Facility Reviewed: \_\_\_\_\_  
Scheduled for Town Board Agenda: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Scheduled for Douglas County Commissioner Agenda: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_

*A copy of the approved application **MUST** be at the event*

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve a special event application for the American Cancer Society's team spirit rally for Relay for Life, June 12, 2013 at Heritage Park and waive park fees.
2. **Recommended Motion:** Approve a special event application for the American Cancer Society's team spirit rally for Relay for Life, June 12, 2013 at Heritage Park and waive park fees.  
Funds Available: ☒ Yes ☐ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** June 4, 2013 **Time Requested:** N/A

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

**Background Information:** See attached. Insurance and deposit to be submitted in the next few days.

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

7. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



# Reservation Form and Release of Liability and Indemnification Agreement

For Town Park Use, Street Closures, and/or Special Events

1407 Highway 395

Gardnerville, Nevada 89410

(775) 782-7134 (775) 782-7135 Fax

Date of Application: 5/3/2013

(Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)

Location of Event/Activities: \_\_\_\_\_

(Submit letter of property owner's permission if event is to be held on private property)

Street(s) proposing to be closed: \_\_\_\_\_

(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes ☒ No ☐

If No, describe which Town park you are requesting to reserve: \_\_\_\_\_

If exclusive park use not being requested, describe which area of the Town park is being requested to be used: \_\_\_\_\_

Name of Applicant Organization or Business: American Cancer Society Relay for Life Corporation: Yes ☐ No ☐  
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: Dahleen Kandler Supervisor of Activity: Same

Home Telephone #: 265-7436 Business Telephone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: 812 Long Valley Rd Gardnerville, NV 89460  
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: Same

Type of Activity Town Park will be used for: Team Spirit Rally for Relay For Life

Will alcohol be sold or served? Yes ☐ No ☒  
(If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits)

Band or amplified music? Yes ☒ No ☐

This event is Non-Profit ☒ For Profit ☐ Closed to Public ☐ Open to Public ☐

Will a fee be charged to attend the event? Yes \_\_\_\_\_ No ☒

Date(s) Requested (include setup and tear down time): June 12<sup>th</sup>, 2013

Event hours: 6-730 PM

Describe proposed event, concessions, fund-raisers, etc.: Build team spirit, cheer on teams

Town services, if any, required: \_\_\_\_\_

(Electrical outlets, restroom/toilet facilities, etc.)

Will you have tents, bounce houses, canopies, dance floors etc? Yes \_\_\_\_\_ No ☒

If Yes, specify quantity, dimensions, etc.: \_\_\_\_\_

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 30-50

(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)  
\*Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster)

→ Event Insurance Carrier & Telephone #: \_\_\_\_\_

(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: None

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: N/A

Event Clean-up/Sanitation/Garbage Plan: Should not have any trash

(Garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: not needed

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: not needed

(Heritage Park Parking MUST remain open for visitors at all times)



Event Layout: Applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.

### WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: Darren A Bender Date: 5/3/2013

\_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is a corporation, must include signature of president, vice president, and secretary of corporation) \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name(s) of Authorized Representative(s) of Applicant above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Town Office Use Only)

Application Fees Paid: \_\_\_\_\_  
Deposit amount Paid: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ Facility Reviewed: \_\_\_\_\_  
Scheduled for Town Board Agenda: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Scheduled for Douglas County Commissioner Agenda: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_

*A copy of the approved application **MUST** be at the event*

**Gardnerville Town Board**

**AGENDA ACTION SHEET**



1. **For Possible Action:** Approve a special event application for a Celebration of Life Ceremony scheduled for July 20, 2013 at 9:30 a.m. at Heritage Park.
2. **Recommended Motion:** Approve a special event application for a Celebration of Life Ceremony scheduled for July 20, 2013 at 9:30 a.m. at Heritage Park.  
Funds Available: ☐ Yes ☒ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** June 4, 2013 **Time Requested:** N/A

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

**Background Information:** See attached.

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

7. **Board Action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued



## Reservation Form and Release of Liability and Indemnification Agreement

For Town Park Use, Street Closures, and/or Special Events

1407 Highway 395

Gardnerville, Nevada 89410

(775) 782-7134 (775) 782-7135 Fax

Date of Application: 5/21/2013

(Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)

Location of Event/Activities: HERITAGE PARK

(Submit letter of property owner's permission if event is to be held on private property)

Street(s) proposing to be closed: N/A

(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes ☒ No ☐

If No, describe which Town park you are requesting to reserve: \_\_\_\_\_

If exclusive park use not being requested, describe which area of the Town park is being requested to be used:

PAVILION AREA

Name of Applicant Organization or Business: TAMCOOK FAMILY Corporation: Yes ☐ No ☒  
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: ROSE COOK Supervisor of Activity: N/A

Home Telephone #: 782-4626 Business Telephone #: N/A Fax #: N/A  
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: 1525 HUSSMAN AVE, GARDNERVILLE, NV.  
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: 1525 HUSSMAN AVE., GARDNERVILLE, NV. 89410

Type of Activity Town Park will be used for: CELEBRATION OF LIFE CEREMONY

Will alcohol be sold or served? Yes ☐ No ☒  
(If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits)

Band or amplified music? Yes ☒ No ☐

This event is Non-Profit ☒ For Profit ☐ Closed to Public ☒ Open to Public ☐

pd \$75  
CR# 6791  
\$

Will a fee be charged to attend the event? Yes \_\_\_\_\_ No X

Date(s) Requested (include setup and tear down time): JULY 20, 2013

Event hours: 9:30 A.M. - NOON

Describe proposed event, concessions, fund-raisers, etc: CELEBRATION OF LIFE

Town services, if any, required: ELECTRICAL OUTLET, RESTROOM/TOILET FACILITIES

(Electrical outlets, restroom/toilet facilities, etc.)

Will you have tents, bounce houses, canopies, dance floors etc? Yes X No \_\_\_\_\_

If Yes, specify quantity, dimensions, etc.: CANOPY IF WEATHER CONDITIONS MAKE IT NECESSARY. SIZE UNKNOWN @ THIS TIME  
(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 25-100

(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)  
\*Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster)

Event Insurance Carrier & Telephone #: SAFECO INSURANCE - WARREN REED  
INSURANCE, INC. 715-782-2277  
(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: N/A

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: N/A

Event Clean-up/Sanitation/Garbage Plan: EXISTING TRASH CONTAINERS -  
RESTROOMS WILL BE LEFT IN A CLEAN CONDITION.

(Garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: N/A

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: N/A - HERITAGE PARK EXISTING PARKING WILL BE USED +  
(Heritage Park Parking MUST remain open for visitors at all times) NOT BLOCKED FOR OTHER USAGE

Event Layout: Applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.

### WAIVER OF LIABILITY

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

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

Signature(s) of Authorized Representative(s) of Applicant: Rose Cook Date: 5/21/2013

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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

Printed Name(s) of Authorized Representative(s) of Applicant above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Town Office Use Only)

Application Fees Paid: \_\_\_\_\_  
Deposit amount Paid: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ Facility Reviewed: \_\_\_\_\_  
Scheduled for Town Board Agenda: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Scheduled for Douglas County Commissioner Agenda: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_

A copy of the approved application **MUST** be at the event





# CERTIFICATE OF LIABILITY INSURANCE

COOKTH1

OP ID: KG

DATE (MM/DD/YYYY)

05/21/13

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).

<b>PRODUCER</b> Warren Reed Insurance, Inc. 1521 Highway 395 North Gardnerville, NV 89410 Bruce E. Hollander		775-782-2277 775-782-7387	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): <b>E-MAIL ADDRESS:</b>	<b>FAX</b> (A/C, No):
			<b>INSURER(S) AFFORDING COVERAGE</b>	
			<b>INSURER A: Safeco Insurance Companies</b>	
			<b>INSURER B:</b>	
			<b>INSURER C:</b>	
			<b>INSURER D:</b>	
			<b>INSURER E:</b>	
			<b>INSURER F:</b>	

**INSURED**  
Rose Cook  
1525 Hussman Blvd.  
Gardnerville, NV 89410

NAIC #  
24740**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMPIOP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Home Owners	X		OA3218190	11/30/12	11/30/13	LIABILITY 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Heritage Park- July 20th, 2013.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Gardnerville  
1407 Hwy 395  
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  
Bruce E. Hollander

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve the grant in the amount of \$3,500.00 from Carson River Sub Conservancy District to assist in the cottonwood slough stream restoration project, in which the town contracted with Nevada Division of Forestry in the estimated amount of \$7,834.24, and authorize the chairman to sign the contract with the Carson River Sub Conservancy District.
2. **Recommended Motion:** Approve the grant in the amount of \$3,500.00 from Carson River Sub Conservancy District to assist in the Cottonwood slough stream restoration project, and authorize the chairman to sign the contract with the Carson River Sub Conservancy District.

Funds Available: ☒ Yes ☐ N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** June 4, 2013 **Time Requested:** N/A

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

**Background Information:** I approached the Carson River Subconservancy to help fund the Cottonwood slough restoration project. At the Subconservancy's last board meeting, the board agreed to fund the requested \$3,500 for the project. The contract between the Town and the Carson River Subconservancy is attached and funding will be provided when the project is complete.

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

7. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



**Gardnerville Town Board**

**AGENDA ACTION SHEET**



1. **For Possible Action:** Approve the letter of support to send with the grant application, the Town's \$25,000 in match funds for the Nevada Department of Transportation (NDOT) Transportation Alternative Program (TAP) grant which will fund the construction of the Martin Slough multi-model trail extending from the Martin Slough Ponds to Lucerne Avenue, and the Town's commitment to maintain said trail within the town of Gardnerville.
2. **Recommended Motion:** Approve the letter of support to send with the grant application, the Town's \$25,000 in match funds for the Nevada Department of Transportation (NDOT) Transportation Alternative Program (TAP) grant which will fund the construction of the Martin Slough multi-model trail extending from the Martin Slough Ponds to Lucerne Avenue, and the Town's commitment to maintain said trail within the town of Gardnerville.
3. **Funds Available:** ☒ Yes ☐ N/A
4. **Department:** Administration  
  
Prepared by: Tom Dallaire
5. **Meeting Date:** June 4, 2013 **Time Requested:**
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

April 3, 2012

Tim Mueller, TE Program Coordinator  
FY 2013 Transportation Enhancement  
Nevada Department of Transportation  
1263 S. Stewart Street  
Carson City, NV 89712

**Letter of Support  
Nevada Department of Transportation  
FY 2013 Transportation Alternatives Program  
Douglas County, Nevada**

Dear Mr. Mueller:

Please accept this letter expressing the Gardnerville Town Board's support of the Douglas County application for funding **The Martin Sough Multimodal trail**, extending from Gardnerville's Martin slough pond to Minden's Jake's Wetlands. The Town board took action on June 4, 2013, to support the submittal of Douglas County's grant application and has pledged up to \$25,000 in matching funds for this project, and to maintain the portion of this trail that is located within the Gardnerville Town boundary.

We believe this project is consistent with the Nevada Department of Transportation, Douglas County, and the Town of Gardnerville's strategic plan to provide a safe, all-weather, bicycle and pedestrian connection to neighborhoods, parks, and school facilities.

As you review and consider transportation projects for funding, we ask you to support this project proposed by Douglas County.

Sincerely,

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Ken Miller  
Chairman

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Linda Slater  
Vice-Chairman

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Michael Philips, Sr.  
Board Member

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Mary Wenner  
Board Member

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Lloyd Higuera  
Board Member

10-2