GARDNERVILLE TOWN BOARD

Meeting Agenda

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

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

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

Tuesday, March 1, 2016 **4:30 p.m.** **Gardnerville Town Hall**

MISSION STATEMENT

"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."

Copies of the finalized agenda were posted on February 25, 2016, on or before the third day prior to the meeting date, by Carol Louthan, Office Manager Signed: _____: in accordance with NRS Chapter 241 at following locations;
Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at _____:_____ A.M.
Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at _____:_____ A.M.
Gardnerville Post Office, 1267 US HWY 395 #L, Gardnerville NV 89410 at _____:_____ A.M.
Gardnerville Town Offices, 1407 HWY 395 N, Gardnerville NV 89410 at _____:_____ A.M. and on the Internet at www.gardnerville-nv.gov.

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Gardnerville Town Offices in writing at 1407 Highway 395, Gardnerville NV 894l0, or by calling (775) 782-7l34 at least 24 hours in advance.

Notice regarding NRS 237: The Gardnerville Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237.030 et seq. with respect to items on the agenda, and determines that each Rule which is on the agenda for which a BIS has been prepared does impose a direct and significant economic burden on a business or directly restricts the formation, operation or expansion of a business, and each Rule which is on the agenda for which a BIS has not been prepared does not impose a direct and significant economic impact on a business or directly restrict the formation, operation or expansion of a business.

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

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

INVOCATION – Colleen Kurczodyna, layperson from Carson Valley United Methodist Church

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

PLEDGE OF ALLEGIANCE – Cassandra Jones

PUBLIC INTEREST COMMENTS (No Action)
This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.
The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
February 2, 2016 Regular Board meeting, with public comment prior to Board action.

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 February 2016 claims**
4. For Possible Action: **Approve the FEAT of the CV's special event application for Autism 5K Charity Walk April 23, 2016 from 7:00 a.m. to 12:00 p.m. at Heritage Park.**
5. For Possible Action: **Approve a town street closure/park use application for closing Slaughterhouse, Ezell St. around the park, and portion of Gilman Ave from High School / Maple Drive to Ezell on June 19, 2016 for the Great Race and car show (a joint event of Main Street Gardnerville and the Town of Gardnerville).**

ADMINISTRATIVE AGENDA

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

6. Not for Possible Action: **Discussion on the Main Street Program Manager's Monthly Report of activities for February 2016. (approx. 10 minutes)**
   a. **Update on Heritage Park Gardens by Carol Sandmeier.**

7. For Possible Action: **Discussion to approve, approve with modifications or deny the authority of the Heritage Park Gardens committee to allow weddings and other special events on the town owned parcel, APN:1320-33-310-005; with public comment prior to Board action. (approx. 10 minutes)**

8. For Possible Action: **Discussion to provide information to staff to include in the Continuity Of Operations Plan (COOP) for Town Mission Essential Functions that the board considers priority or essential services provided during a one day, one day to one week, and one week to one month natural disaster; with public comment prior to Board action (approx. 45 minutes)**

9. For Possible Action: **Discussion on budget development for Fiscal Year 2016/2017 including, but not limited to;**
   a. **review of Towns Strategic Plan and Goals,**
   b. **review of the Town Values,**
   c. **review of the Tentative budget for 2016-2017 and review of the revenue estimates, and other matters properly related thereto, and**
   d. **review Revised 2016-2021 Capital improvement Plan (CIP); with public comment prior to Board action. (approx. 90 minutes)**

10. For Possible Action: **Discussion to approve a proposal from the Dubè Group for Architectural/ Engineering Services, in the amount of $42,975 for the creation of the Gardnerville Station Construction plans to be used in applying for a building permit to rehabilitate the former Eagle Gas Station; with public comment prior to Board action (approx. 15 minutes)**

11. Not For Possible Action: **Discussion on the Town Attorney's Monthly Report of activities for February 2016. (approx. 5 minutes)**

12. Not For Possible Action: **Discussion on the Town Manager's Monthly Report of activities for February 2016. (approx. 15 minutes)**

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

Adjourn

Next monthly meeting April 5, 2016

GARDNERVILLE TOWN BOARD

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Tuesday, February 2, 2016 **4:30 p.m.** **Gardnerville Town Hall**

4:30 P.M. Chairwoman Wenner was advised that the pastor who was supposed to do the invocation is not here tonight.

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

PRESENT:
Mary Wenner, Chairwoman
Ken Miller, Vice-Chairman
Lloyd Higuera
Cassandra Jones
Linda Slater
Mike Rowe, Town Counsel
Tom Dallaire, Town Manager
Geoff LaCost, Superintendent Town Public Works
Carol Louthan, Administrative Services Manager

PLEDGE OF ALLEGIANCE – Vice-Chairman Miller led the flag salute.

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.

Jeannie Lamb asked about the road cracks in Chichester Estates. I don't remember when they said they were going to be doing that.

Mr. Dallaire will be starting the crack sealing & repairing in the spring.

No further public comment.

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.
The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Mr. Rowe advised on item 8, if an amendment to that could be made to add "with public comment prior to board action." It was inadvertently left off the agenda.

No public comment.

Motion Higuera/Miller to approve the agenda with the correction to item #8 in regard to public comment. Motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
January 5, 2016 Regular Board meeting, with public comment prior to Board action.

No public comment.

Motion Slater/Jones to approve the previous minutes of January 5th, 2016. Motion carried unanimously.

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**
   Read and noted.
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**
   Accepted.
3. **For Possible Action: Approve January 2016 claims**
   Approved.

No public comment.

Motion Higuera/Slater to approve the consent calendar. Motion carried unanimously.

ADMINISTRATIVE AGENDA

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

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

Mr. Miller reported Mrs. Lochridge was not feeling well. She asked that her report, as presented, be entered into the record. If you have any questions I can answer them.

5. **For Possible Action: Discussion to accept legal counsel's summary of claims for tortious conduct as required annually per NRS 41.0385, with public comment prior to Board action.**

Mr. Rowe reported this is standard. It requires you receive a report on any tortious claims that may have been made in the preceding year. As you can see there have been none. The summary from the pool on page 5-3, property damage was paid in the amount of $462.50, but it's a pretty clean report. Make a motion to approve under the statute to become part of your public record.

No public comment.

Motion Higuera/Jones to accept legal counsel's summary of claims for tortious conduct as required annually by NRS 41.0385. Motion carried unanimously.

6. **For Possible Action: Approve Resolution No. 2016R-006 augmenting the Town of Gardnerville budget for fiscal year 2015-2016; with public comment prior to Board action.**

Mr. Dallaire informed board members this is getting pushed off a month at the county but we are ahead of schedule. We did go through and discuss with county staff where we are this year with the ending year. These are the funds that are moving forward and how we will distribute them. You have the original that we normally sign and the budget augmentation shows how it is distributed.

No public comment.

Motion Higuera/Slater to approve Resolution 2016R-006 augmenting the Town of Gardnerville budget for fiscal year 2015-2016. Motion carried unanimously.

7. **For Possible Action: Approve budget transfers for fiscal year 2015/2016; with public comment prior to board action.**

Mr. Dallaire went over the expense items receiving the funds from the augmentation.

Public comment.

Mrs. Jeannie Lamb asked about the cracks in the asphalt in the Chichester area. It's not on the list.

Mr. Dallaire explained it is on the road maintenance projects in the spring. We are getting the plans put together now.

Mrs. Lamb is over at the garden quite a bit. I noticed there are workers that get up on the top of the building at the park and there is a very high roof. Are they insured safety-wise? They are up there working. It looks dangerous.

Mr. Dallaire explained there is a tie off system on the roof that they hook up to with their harness.

Mrs. Jones added they would be covered by Worker's Comp as well, if they were injured on the job. We do have Worker's Comp insurance.

Mrs. Lamb asked if the town had an ambulance.

Mrs. Jones explained East Fork would provide that.

No further public comment.

Motion Jones/Higuera to approve the budget transfers for fiscal year 2015-2016. Motion carried unanimously.

8. For Possible Action: Approve, approve with modifications, or deny; the following updated town policies;
a. Bid Advertisement policy 12.1
b. Movies in the Park policy 18.35
c. Overhead Street Banner policy 29.1;
with public comment prior to Board action.

Mr. Dallaire explained these three policies are the ones that were updated this month. There is a list of policies we need to work on updating. The bid advertisement procedure changed in NRS. We just cut and pasted it from NRS. The movies in the park, the highlighted portion is all that changed. We didn't have an overhead street banner policy. It was more of a procedure. So we created it as a policy. There was one thing that we added telling them we are not a banner storage facility.

Mrs. Slater is glad to see item "g" added about the "town will not install dirty, tattered or non-compliant banners." We needed to have some regulations over what goes up visually across main street.

Mr. Dallaire has talked with staff and wind over 70 miles an hour we will take the banner down.

Mr. Miller didn't see anything in the procedure they need to apply to NDOT. They fill out our application.

Mr. Dallaire explained the applicant fills out our application and they have to provide NDOT approval before the banner goes up.

Mrs. Jones asked about striking the reservation of anytime in June. Do we want to preserve any space for the 4th of July celebration?

Mr. Dallaire does not have a banner for the fun run.

Mrs. Jones feels the phrase "the permittee shall repair and be made to comply with the banner detail" is awkward. I would recommend it be rephrased as "the permittee shall comply with the banner detail and shall repair the banner as necessary." That's my feedback for that policy. Number 12.1, right in the middle of the page it references the NRS for purchases between $25,000 and $50,000. It says that it's NRS 332.036. That statute does not exist. It should be .039, the same statute as the previous paragraph. On page 8-5, paragraph one, there are the words profit center end quote then a period. Grammatically the period should be inside the quote.

No public comment.

Motion Miller/Slater to approve with modifications the following updated town policies: bid advertisement, Policy 12.1, Movies in the Park policy 18.35 and Overhead Street Banner policy 29.1. Motion carried unanimously.

9. For Possible Action: Discussion to provide direction to staff on Town's Capital Improvement Plan (CIP) 2016-2020 to be submitted to the County and used for Town's budget development for Fiscal Year 2016/2017, including but not limited to;
a. Discuss finished projects
b. Discuss pending projects
c. Discuss and provide update to the town's 5 year CIP, fiscal years 2016-2020 and discussion on other matters, properly related thereto; with public comment prior to Board action.

Mr. Dallaire did get approval from Gohar, at the county, to push our CIP submittal from the end of February to after the budget is done. I explained to her we don't get notice from the state on what our projected budget will be until the 15th. Last year it was February 25th. Usually we hear this item in March. Linda gets to participate in the CIP this year. So we will just deal with the projects today and the budget next month. We wanted to show you what we have accomplished this year. (Power point presentation given) The Hellwinkel Channel and Pedestrian Path, boy scout projects, trip hazard remediation, Arbor Day event --

Mrs. Jones suggested getting GES involved (in Arbor Day) this year since it is right next door.

Mr. Dallaire continued with the Gardnerville station.

Mrs. Lamb thought the color scheme was attractive. Have all the neighborhood residents voiced their opinion regarding this project?

Mr. Dallaire answered yes.

Mrs. Lamb asked if they were glad to see something being done.

Mr. Dallaire answered yes. The people across the street are excited.

Mrs. Jones added we had several workshops with the public and invited feedback on the design and the color choices.

Mr. Dallaire resumed his report on the Gardnerville station. We replaced the carpet and air conditioner in the town office, reviewed plans on Courthouse Alley (Overland) and Virginia Ranch Road from Muller to before the ditch (Gardnerville Water Co.).

Vice-Chairman Miller asked if we have control over all the streets out there: Virginia Ranch, Muller Lane.

Mr. Dallaire answered not Muller Lane. Mathias was ours but now belongs to the county, as Muller Parkway.

Vice-Chairman Miller pointed out the more I drive Virginia Ranch, if you are not paying attention, it is easy to run the stop sign at Muller. We need a warning before the stop sign.

Mr. Dallaire continued his report on town projects: the irrigation box was cleaned near Kingslane/US 395, performed maintenance and repairs along the Gilman ponds.

Mrs. Jones suggested putting the power point on the town's website and Facebook. It is a great recap of what town staff has done over the last year. We should put it in a way that is accessible to the public.

Mr. Dallaire resumed his presentation with town events: Movies in the Park, the Great Race and car show, Freedom 5k/CV Pops and Splash Dogs

Mrs. Jones advised the school district is considering its calendar for next year. They put out surveys to parents as to whether we wanted the traditional schedule or an alternative schedule. August 19 to the 21st, if it was a traditional schedule would probably be the weekend right before school started. If they go to a more spread out year school would already be in session. We might ask the school district when they think school will start so the last movies in the park isn't the first Friday of the school year. Under the new proposal the start date might be as early as the first or second week of August.

Mr. Dallaire saw a problem last year with Splash Dogs leaving their equipment up on Sunday night. They left the pool up until Monday morning. It was hard for the school to get through. The street needs to be open Sunday night so Monday morning traffic can get around the park.

Vice-Chairman Miller felt the town needs to become part of the coffin races. The town could bring in bleachers.

Mr. Higuera commented it is such a great event we should continue and build on it.

Mr. Dallaire asked about the Christmas light show. We were talking with staff just seeing if you are interested in lighting it up and not have the light show. The cosmic ribbon part is getting expensive. We have to replace it every year. We have a design for a new tree where we have a channel so the ribbon is a little more protected. But basically we have to zip tie it to the tree that is up there and the zip ties are breaking the connections. The ribbon is pretty fragile. The ribbons are not cheap. We can redesign the tree, but it's a safety part putting a 15 foot tall tree on the pavilion. We would still decorate it.

Mrs. Jones asked when you talk about the light show are you talking the whole month?

Mr. Dallaire answered yes.

Mrs. Jones felt it is part of a family tradition now.

Mrs. Slater asked if we just had the lighting on the kickoff and then just on weekends?

Mr. Dallaire would still have to have all the ribbons. We are spending money year after year on those. Just wanted to make sure that was something you wanted to continue. Is there anything else you want to add? This year was the least amount of donations for the fireworks we received since we started.

Mrs. Slater recommended the next newsletter might have an article on the front page that without support this will be the last year for the fireworks.

Mrs. Jones suggested partnering with Main Street and using their network to help fundraise. It is about bringing boots to the ground in our immediate community. Part of that was between the Christmas Kickoff evening and the Parade of Lights visitors hopefully stay in the area, have dinner and do shopping. I can see it as being a benefit to Main Street.

Vice-Chairman Miller shared most of the Main Street members are one or two person shops. They don't have time to even come to the training meetings. Trying to get them to stay open on special events, it just doesn't happen.

Mrs. Jones' mentioned sponsorship level donations like Austin's House might help. It becomes a marketing expense.

Mr. Dallaire informed board members that is what we do.

Mrs. Slater would like to put a question on the survey asking if people are willing to help sponsor the fireworks. If they don't respond maybe it's an indication we shouldn't move forward with it anymore.

Mr. Dallaire went over the current projects: trails grant, Village Motel boundary line adjustment, Hussman storm drain replacement between Mill and High School, 395 crosswalk improvements, concrete work town-wide, bollards at Carrick detention pond, the Oxoby ramp is heaving, Industrial Way and Southgate need reconstructed and we are working on plans for the wall (recycling area) at the maintenance facility.

Mrs. Slater suggested acquiring the remaining acreage of the Hellwinkel property next to the Hellwinkel trail. It's in town. You could do a new building.

Mr. Dallaire added Mill Street to the project list for 16/17. The projects for next year include: sidewalk and ADA repairs, Valley Vision (do you want to continue adding money?). The county did not contribute this year.

Mrs. Slater asked Mr. Dallaire to contact Lisa Granahan and let her know per the discussion tonight we are wondering why they have not come forth with the funds. What are their intentions? Give us an update at the next meeting and then we can make a decision.

Mr. Dallaire has $60,000 for the Gardnerville Station. We might have to increase that. Road maintenance is still the same. Crack sealing is $15,000. We have a storm drain that needs replacing on Centertowne. The Toler to Raley's sidewalk, Hellwinkel barn and shop are on the list as well as tree treatment for aphids. Other projects to consider: purchase of property for maintenance yard, clean out Martin Slough north of the ponds, irrigation improvements for Kingslane project, path signage and landscaping amenities once the pathway goes in through the Ranch project.

Mr. LaCost is looking at a community orchard.

Mr. Dallaire has talked about replacing the brick with stamped or colored concrete at heritage park and along Gilman Ave. I was hoping to get a grant for the bridge at the Hellwinkel barns. We can apply for that in the future. The county is putting culverts under the new trail. I would like to replace the culverts with bridges. Maintenance-wise we will be a lot better off cleaning under the bridges, than culverts.

Mrs. Jones would want to keep recycling on the radar. On the crack sealing and microsurfacing, I didn't see Gardner Park, the older areas or the Ranch in the communities that are specified for crack repair and microsurfacing.

Mr. Dallaire explained crack repair is the large cracks that Jeannie was talking about. Crack sealing is the $15,000 we spend on the material only.

Mrs. Jones sees in 2017 the Industrial area and Stodick. I don't see Gardner Park, the old area of Gardnerville or the Ranch. We have to have maintenance. I don't want those communities falling off the radar.

Mr. Dallaire is trying to keep all the roads in there. Pretty soon those will be rebuilt. We have Douglas Avenue, Spruce and Cottonwood in Phase 1, $150,000. Then Cottonwood to High School is phase 2. Then we look at either Hussman, Gardner, Cemetery or Bell. We will contract with Nichols Consulting again this year for the pavement condition index. We do have a list of roads that are below PCI of 60. We should do the Ranch as a microsurface, but we haven't finished Chichester. We will be saw cutting some sections on Edlesborough and Granborough to see if that reduces the amount of big cracks that will make the crack situation more manageable.

Mrs. Jones has the list of roads that should undergo complete repair. I just want to make sure some of the communities that might not have a name are not getting lost.

Chairwoman Wenner asked if there is a calendar on what roads get done in what years?

Mr. Dallaire does not. We focus on zones each year. We have to get the guys out and crack fill. The new machine would keep up with two people shooting the material down.

Chairwoman Wenner asked what Mr. Dallaire needs from the board. Do you need the board to put the projects in order?

Mr. Dallaire just wants to make sure what we have on here is good with the board.

Mrs. Jones is looking ahead at future years. Under parks and rec I was thinking we want to make sure there are replacement for structures, benches, trash cans, trees and foliage.

Mr. Dallaire stated those are maintenance items.

Mrs. Jones felt as long as it gets in the budget it doesn't have to be on the CIP. But trail amenities, we need to look at future years replacement when they wear out.

Mr. Dallaire clarified that is maintenance. We don't have to do a CIP for that. Road maintenance has been $50,000 forever. I am planning on upping that in the future years. We can add the benches on the non-capital side and buy one bench a year.

Mrs. Jones is having a hard time differentiating between the maintenance of a capital project and payment of a capital project.

Mr. Dallaire will do some training on that.

Mrs. Jones asked that he forward the paperwork on the zones and the basic plan that is in place for addressing maintenance to those four zones.

Mr. Dallaire explained when you go out and look at the street and give it a PCI score, it tells you where, on the pavement condition curve, you are on a particular street. I don't know where we are on that yet because we only have three years' history, with 2 PCI reporting. So this will change with the next review, it will allow us to have three points on the curve. If we come up with a 20 year plan it will not be accurate.

Mrs. Slater felt Mr. Dallaire could bring that forward as an exception when you bring the budget forward. This is what was planned, however, we have another issue that we need to address or did address.

Mrs. Jones sees he is already doing that. In 2019 there is a phase 1 reconstruct opposite Chichester's maintenance. Part of what you are asking the board is, it appears we will have some funds next year that we can put into capital improvement and what projects should we consider.

Mr. Dallaire made the list and if there are others items you think of, bring them up next month or tonight if you have them. We are working with DDI on recycling. But we don't have a facility to do that and I don't know that we want to charge what it would take to man a recycling center.

Mrs. Jones would love to see us start conceptualizing what a recycling program would look like so we can get it into process two, maybe three years from now. For the next immediate year we need to do what we can to repair our flood structure and irrigation boxes.

Mr. Dallaire pointed out DDI will be a big player in that. If they have a facility plan and the county could help fund those improvements, then they can have it up and running. Once they get an agreement with Carson City then they can haul the trash to Carson and save fuel and maintenance on their operation. The rate they want to charge the towns in their plan is still $76 a ton.

Public comment.

Mr. Taylor Reid, local insurance professional, just moved back from California where I was for four years. I had a couple questions about the Eagle Gas station. You mentioned the petroleum fund. That is funding the removal of the contaminated soil?

Mr. Dallaire answered: "It is."

Mr. Reid asked if that is a state fund?

Mr. Dallaire responded: "It is." NDEP runs it and every time you fill up at the gas pump there is a certain amount of tax that goes into the petroleum fund. The petroleum fund is used to clean up contaminated gas station sites. It's a process to get into the fund. We used Brownfield originally when we removed the heating oil tanks. Once they were removed the cleanup portion went into the petroleum fund, and was covered. You have to submit a report to them and a plan of action. Once the action plan has been approved they say here is the scope of work and what we will do to fix the action. That has to be approved. It then goes out to bid and gets constructed. We are in the first step of a four step process.

Mr. Reid asked if with the prior owner any pollution coverage was available.

Mr. Dallaire answered the Eagle Gas site was noncompliant. The site didn't qualify to have the tanks removed. We applied for CDBG funds to have the tanks and distribution lines removed. That work was just completed.

Mr. Reid asked about the crosswalk improvements. What are the improvements? The crosswalk by Sharkey's I almost hit someone along with the car next to me.

Mr. Dallaire explained the crosswalk improvement project.

Mr. Reid heard your discussion on projects for the next couple years. What about a community garden?

Vice-Chairman Miller advised we already have one. That's been in place for the last three years.

No further public comment.

Mr. Higuera commended Mr. Dallaire. The CIP is really a nice piece of work. You covered all the bases. You really covered it well.

Chairwoman Wenner shared the bike rack program in Carson City is asking for sponsors.

Mrs. Jones mentioned at some point we will run out of locations for benches and people can sponsor bike racks.

Motion Higuera/Slater move to approve the town's Capital Improvement Program as written with the addition of items discussed by the board this evening for 2016 through 2020 to be submitted to the county and used for the town's budget development for fiscal year 2016/2017. Motion carried unanimously.

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

Mr. Rowe reported they are getting some good feedback on the Great Race. I was able to set up his presentation at the Antique Automobile Club chapter meeting in January where over 130 club members were present. It was really well received and we are working on a couple of other clubs to get the turnout. Reviewed the MOU on the gas station, reviewed a property damage report when one of the dumpsters got away and hit a Prius. There was minor property damage. Tom had sent AB493 to look at and it has no application to the town whatsoever. It is only for incorporated cities. Other than that, just routine items.

Mrs. Jones noticed we put $20,000 in the budget line for the truck litigation. Is that something on which we need a closed session.

Mr. Rowe advised it's not a closed session. I was going to ask you if we couldn't have a gathering. It would probably take us about a half hour to give you an update. You would not be able to take action. But Tom and I have a proposed course of action we'd like to go over with you. I think the amount is very conservative and don't think that is going to be anywhere near what the town will spend resolving this issue with the truck. I don't want to get too much further into it but lots of progress has been made. We would like to review it with you in a conference. We will go over it and see where we want to go.

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

Mr. Dallaire wanted to explain item 11-5/6. This was the letter the county wrote to Penny Hampton about the budget. There were three items the county had to justify on the audit. Two of them were the town's. The parks department budget was over by $2,000. The special revenue fund was over by $3,500. They combined the Main Street fund with the 610 fund and reported that to the state. The parks fund was whole on June 17th. I don't know when they are posting or if there is any way to tell if they have currently posted all claims. The money was there. It would have been a simple balance transfer. But when we pulled the report in the middle of June it was okay. We are

looking at not watering the detention basins as much. The other item, the special revenue fund was a non-budgeted expense. The air conditioning unit on this building was about $7,000. We purchased the building. It had an air conditioning unit on it. The air conditioner was in need of major repair and we have been fixing it the last three summers. We replaced the unit and finance put it under capital outlay. It wasn't budgeted because it wasn't a capital expense. I have a document I received in budget training that if we are replacing building equipment it is not a capital expense, but finance staff put it in there. I had some input on the letter. The explanation went to the county commissioners. There is a budget workshop coming up.

Mrs. Slater thought Mr. Dallaire could add an explanation paragraph to support the town's position.

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

No public comment.

Motion Wenner/Jones to adjourn at 7:12 p.m.

Respectfully submitted,

Mary Wenner Chairwoman	Tom Dallaire Town Manager

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Correspondence**

2. **Recommended Motion: Receive and file**
   Funds Available: ☐ Yes ☑ N/A

3. **Department:** Administration

   Prepared by: Tom Dallaire

4. **Meeting Date: March 1, 2016** **Time Requested:** N/A

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

6. **Background Information**: See attached.

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

8. **Board Action:**

   ☐ **Approved** ☐ **Approved with Modifications**
   ☐ **Denied** ☐ **Continued**

Dallaire, Tom

From: Nevada League of Cities & Municipalities <jwalker@nvleague.org>
Sent: Thursday, February 04, 2016 10:49 AM
To: Dallaire, Tom
Subject: City Courier - February 2016

February 2016 - In This Issue:

Mayor Lee no Longer "Skeptomistic"

Federal, State and Carson City

Henderson Scores Federal help

3 Innovative Ways Cities can Curb Overdose Deaths

Opioid Addiction

Whats Happening Around the League

NEVADA LEAGUE OF CITIES & MUNICIPALITIES

City Courier

Whats Happening around the League

The new League caucuses are holding organizational meetings this month. These caucuses will provide a framework for networking among our members with like demographics. Chairing the three caucuses are City of Henderson Councilwoman Gerri Schroder (Large Cities), City of West Wendover Mayor

Mayor Lee no Longer 'Skeptomistic' About North Las Vegas

Alexander Corey, Las Vegas Review Journal

Lee coined the word two years ago at his first State of the City address, when the city was dodging a state takeover and wrapping its arms around a long-term deficit of $152 million.

At his third city address Thursday, Lee was quick to point out economic stride

Emily Carter (Small Cities/Small Towns) and Town of Gardnerville Board Member Linda Slater (Small Towns/GIDs). We believe that the caucuses will enhance the membership benefits and make the League a stronger and more dynamic organization.

There are several delegates from the state attending the NLC Congressional City Conference in Washington D.C. NLC is a bipartisan organization dedicated to helping city leaders build better communities. Throughout the year, NLC advocates for cities and towns in Washington, D.C. through full-time lobbying and grassroots campaigns. The Congressional City Conference is a unique opportunity for city leaders to join NLC's efforts and advocate on behalf of NLC's federal action priorities, benefitting the state of Nevada and cities everywhere.

National League of Cities

Register now for the Congressional City Conference

Come to Washington, DC over March 5-9, 2016 to become a history-maker for your community. You'll get the information you need about federal policies affecting cities, and use what you've learned to make an impact on Capitol Hill.

Ana Navarro announced as our opening general session speaker.

s made since then.

He also doubled-down on his insistence that the city is diversifying its economy."When you think of Las Vegas, you think of the Strip," said Lee in prepared remarks. "When you think of North Las Vegas you will think of economic vitality, advanced manufacturing and progress."

North Las Vegas Mayor Lee delivers his State of the City address at the Texas Station Casino

The mayor's speech highlighted a $1 billion deal with electric car company Faraday Future that's expected to bring 4,500 jobs.

Phil Bethel, director of manufacturing and engineering with Faraday Future, said the company was proud to be a catalyst for development.

"The city of North Las Vegas is really moving in the right direction," Bethel said. Elizabeth Trosper, founder of Trosper Communications, said her clients at the Apex Industrial Park were excited about the incoming infrastructure, the rail in particular.

Lee also said the long-term deficit had been reduced from $74 million last year to under $23 million this year, though city officials said that number could change depending on the outcome of collective bargaining talks and staffing increases. Depending on how much staff is added this year, the long-term deficit could fall between approximately $23 million and $107 million, according to Finance Director Darren Adair.

Federal, State and Carson City Agencies Team up to Find Homes for Homeless Vets

Submitted by: Jeff Munson, Carson Now

A federal grant aimed at providing permanent places to live in Carson City for veterans who are homeless has been awarded to the Nevada Rural Housing Authority, officials with the Department of Veterans Affairs and Housing and Urban Development announced Wednesday.

The $40,636 grant through the Department of Veterans Affairs and Housing and Urban Development combines rental assistance from HUD with case management and clinical services provided by VA.

"The Department of Veterans Affairs, Housing and Urban Development and our federal and local partners should be proud of the gains made in reducing veteran homelessness," said Secretary of Veterans Affairs Robert McDonald, "but

Ana Navarro is a well-known Republican strategist and a political analyst for CNN and CNN en Español. She is also a political contributor on ABC's The View. Respected on both sides of the aisle for her straight shooting and candor, Navarro frequently appears in the media, sought after by Meet the Press, Bill Maher's Real Time, Anderson Cooper 360, and The View, to name a few.

At the general session, she will discuss the latest hot button issues in politics, giving you an insider's view of the upcoming election and a roadmap for where the country is headed.

Ana Navarro will speak on Monday, March 7th at the opening general session.

"Friends of the League"

PLATINUM

POOL/PACT

GOLD

CenturyLink
Nevada Rural Housing Authority
Republic Services

SILVER

Charles Abbott & Associates

COPPER

L/P Insurance Services
Las Vegas Metro Chamber of Commerce
MassMutual Financial Group

so long as there remains a veteran living on our streets, we have more work to do. The vouchers made available today are a vital tool in our joint effort and when combined with the wrap-around health care and education and training services VA can provide, we can make sure veterans across the country have a home."

Nevada Rural Housing Authority

The grant will be used to help with the development of the Jeanell Drive Apartments in Carson City. Located on Jeanell Drive near the intersection of North Carson Street and East Winnie Lane, the development is a collaboration of NRHA, Nevada Rural Housing, Inc., Friends in Service Helping and Carson City Community Development.

"NRHA is proud to be a part of this significant accomplishment, which will provide much needed housing to our local homeless veterans and other homeless citizens," said NRHA Executive Director Gary Longaker. "This residence is an example of what can happen when local, state and federal partners are brought together to meet the needs of our community.

Henderson Scores Federal Help with Revitalization via 'Local Foods' Program

Jackie Valley, Las Vegas Sun

Five hundred residents in downtown Henderson live more than a mile from a grocery store, meaning the neighborhood is considered a "food desert" because of its lack of options.

That could be changing. Henderson was one of 27 communities nationwide selected to participate in "Local Food, Local Places," a federal initiative that promotes neighborhood revitalization efforts and access to healthy, local food.

The initiative was developed as a partnership among six federal agencies - U.S. Department of Agriculture, U.S. Centers for Disease Control and Prevention, Environmental Protection Agency, Department of Transportation, Appalachian Regional Commission and Delta Regional Authority - to improve quality of life for children and families in rural and tribal communities.

"Local Food, Local Places helps people access healthy local food and supports new businesses in neighborhoods that need investment," EPA Administrator Gina McCarthy said in a statement. "The program is good for the environment, public health and the economy. By helping bring healthy local food to market and offering new walking and biking options, Local Foods, Local Places can help improve air quality, support local economies and protect undeveloped green space."

Henderson officials said the city will develop a "connectivity plan that emphasizes

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Sherman Howard L.L.C.
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2016 Upcoming Events

February 29th
Board of Directors Meeting, City of Reno 10:00-2:00 p.m.

March 5-9th
NLC - Congressional City Conference
Washington, D.C.

May 23rd
Board of Directors Meeting
Southern Nevada location & time TBD

October 12-14th
NLC&M Annual Conference
City of Sparks

NARCAN®, a potentially lifesaving opioid withdrawal medication, is the only FDA-approved, ready-to-use nasal spray version of naloxone hydrochloride. It can stop or reverse the effects of an opioid overdose, and access to this medication will allow

food access." The city may explore the feasibility of community gardens, a network of corner stores with healthy food or a permanent location for a farmer's market.

Each community participant will be paired with experts who can help identify local assets and opportunities, set goals for revitalization projects, develop implementation plans and secure related resources from federal agencies.

The program launched in 2014 and has helped with projects such as opening downtown markets featuring local food, developing community gardens and planning cooperative grocery stores to revitalize main streets.

Henderson expects to release more information as plans develop.

3 Innovative Ways Cities can Curb Overdose Deaths

James Brooks, Cities Speak NLC

1. Funding from President Barack Obama's Fiscal Year 2017 budget proposal

The proposal includes $1 billion in new funding for states to expand access to medication-assisted treatments for opioid use disorders. Also included is funding for more addiction treatment providers under the National Health Service Corps.

2. Tools and resources from state and local organizations

Organizations representing state and local elected and appointed leaders (such as the National League of Cities, the National Association of Counties, the National Governor's Association, and the U.S. Conference of Mayors) are educating their members and providing tools to turn back the tide of heroin addiction through strategies such as medication-assisted treatments.

Most notably, the U.S. Communities Government Purchasing Alliance(together with Adapt Phama and Premier, Inc., and acting in partnership with local and state associations) is now making available the life-saving Narcan® Nasal Spray (naloxone hydrochloride), which helps stop or reverse the effects of an opioid overdose, at a steep discount.

3. The creation of local policy solutions

For their part, individual cities are also taking important action steps along the same lines. Naloxone access was cited by New York Mayor Bill De Blasio as a major component of his city's comprehensive effort to reduce opioid misuse and overdoses.

"By issuing a standing order for Naloxone and building capacity in our health network's ability to treat people most in need, we will save more lives," said New York City Health Commissioner Dr. Mary T. Basset in her comments with the mayor.

A creative response from law enforcement is also an important step.

Opioid Addiction 'a very real issue' for

public agencies to combat the number of drug-related overdose deaths across the country. Adapt Pharma is offering a 40-percent discount, $37.50 per dose ($75 for a 2 pack carton) in an effort to make the medication more affordable and accessible, through the U.S. Communities Purchasing Alliance and Premier, Inc. NARCAN® is a simple product; its ease of use can save lives, even in the most high stress situations.

Friends of the League Platinum Level

Nevada Legislator

John L. Smith, Las Vegas Review-Journal

Prescription opioid addiction happens in the best of families, but that fact provides small solace to Patricia Farley these days.

A mother of two and successful business owner, Farley is also a legislator who represents District 8 in the state Senate. She's one of four members of a family raised by a hardworking single father. In fact, most of Tom Farley's children learned the value of a strong work ethic, stayed in school and have achieved success in their lives.

But the family's collective best efforts haven't yet been able to pull 38-year-old brother James Farley from the abyss of oxycodone addiction.

"It's a very real issue," Farley said after reading a recent column highlighting the opioid abuse epidemic. "Right now I'm in the middle of intervening in my younger brother's life. ... I've been trying to get his straightened out. I've spent the last week and a half taking all of his options away. ... The sad reality is, it's not just him and his girlfriend. There are children involved."

It's not the first time. And as always in cases of long-term addiction, there's no shortage of collateral damage. Convicted of drug-related offenses and living in Tom Farley's home in Mesa, Arizona, James Farley has fathered four children - two of whom were born addicted to opiates. One baby was in the neonatal intensive care unit for more than six weeks. While the father has been in and out of trouble and treatment, they have been diagnosed with learning disabilities.

The son's opioid abuse has taken a toll on the ailing patriarch of the family, too. That's the waking nightmare: No family member goes untouched by addiction. Trust, money, relationships are all consumed along the way.

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Nevada League of Cities & Municipalities | 310 S. Curry Street | Carson City | NV | 89703

National City Council Meeting

Background

Members of the Nevada League of Cities and Municipalities voted during the organization's 2015 meeting in West Wendover to collectively participate in the launch of the National City Council Meeting.

The National City Council Meeting is modeled on the highly successful "National Night Out," an annual community-building campaign that promotes police-community partnerships to make neighborhoods safer places to live.

City Councils and other municipal governing bodies in Nevada will hold a National City Council Meeting in their community on May 3, 2016 to consider an agenda that addresses issues that matter locally and nationwide. Participants that cannot meet on May 3rd can hold meetings separately on a nearby date of their own choosing, but are encouraged to utilize an agenda that includes topics of shared interest to help create a conversation around issues that impact communities in Nevada and across the U.S.

The purpose of the National City Council Meeting, which can be added to an existing agenda or done as a special meeting, is to both educate the public on specific issues and to receive feedback. Suggested agenda items include, but are not limited to:

- **Marketplace Fairness** – Councils can discuss "E-fairness" legislation in Congress that will enable collection of sales and use taxes from out of state online sales. Councils can highlight how this legislation will boost local revenues without imposing new taxes, and how it strengthens the ability for local Main Street brick-and-mortar businesses to compete.
- **Municipal Bonds** – Cities and municipalities rely on the sale of tax-exempt municipal bonds to fund vital needs. Councils can discuss the importance of ensuring that Congress does not eliminate or limit the tax-exemption granted to municipal bonds, a move that could increase financing costs and reduce demand for these valuable financial tools.
- **Infrastructure** – Cities can provide an overview of the local jurisdiction's roads, bridges and other infrastructure, including upcoming projects, and receive feedback from the public on the area's needs. They can also discuss the importance of the recently passed *FAST Act*, a five year federal transportation package that funds highways, roads, bridges, rail transit and other vital projects.

- **Economic Development, Jobs, Education, Housing and Transportation** – These core areas of community development are always of high interest to the public. This would be an opportune time to discuss local initiatives and get feedback from the public.
- **Bicycle & Pedestrian Safety** – Councils could provide an overview of bicycle and pedestrian safety and educate residents about how their local community is working to improve safety in these areas, while also promoting local ordinances and the use of local bike paths, etc.
- **Community Resilience** – As extreme weather events become more common, communities can be provided with information about their area's emergency preparedness plans and resources. This can also include a "look forward" from local emergency management staff on potential events for upcoming seasons (i.e. flash flood season, fire season).

In preparation for a National City Council Meeting, local governing bodies can also survey their communities to ensure important local topics are discussed. Participating entities may also use the meeting to provide an overview of how a council operates for residents who may not be familiar with how meetings are run and opportunities provided for community input and comment.

Cities and other municipalities taking part in the National City Council Meeting are asked to **please register as participants by visiting www.cityofhenderson.com/nccm**. This webpage contains information about the event and those registering will also receive information via email to help with planning and promoting their own National City Council Meeting.

For more information, please contact Henderson Mayor Andy Hafen at (702) 267-2085 or via email at andy.hafen@cityofhenderson.com or contact David Cherry at (702) 768-4948 or via email at david.cherry@cityofhenderson.com.

Gardnerville Town Board

AGENDA ACTION SHEET

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

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

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

4. **Meeting Date: March 1, 2016**

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

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

7. **Background Information:**

Residential Accounts	*1786*
Commercial Accounts	*221*
Green Waste Accounts	*1305*
Cleanup Dumpsters	*6*
X-cans	*410*
# of new residential accounts	*7 accts transferred to new owners*
# of new commercial accounts	*0*
Minimum User Accounts	*35*
Total tons of trash	*343.69*
Total tons of Greenwaste	*1.59*

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

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Superintendent Town Public Works Monthly Report

Public Works & Parks – 02/2016

1. Storm drain ditches have been cleaned with a rental from Ahern allowing us to masticate willows that were impeding drainage flows. All or parts of the following storm drain ditches were completed: Cottonwood Slough, Martin Slough, Company Ditch, Decker Ditch. Dreyer Ditch was cut by hand.
2. All gravel alleys graded by A&A including Tognetti, Gasoline, and Frontier to repair potholes.
3. A hit and run was reported on a street light in front of the Overland. DCSO# 16SO04644. The damage was on a NV Energy pole therefore there should be no cost to the town.
4. Pre-emergent has been applied to all remaining areas.
5. Street sweeping of the town was performed on February 8th, 9th, 22th, and 23th.
6. The Crafco SS250 crack sealer has arrived. We have completed preventative maintenance issues including changing belts, oil, filters and touching up rust spots.
7. We are participating in a study to evaluate shrinking asphaltic concrete in the Chichester area. As we begin phase 2 of the study we saw cut relief joints February 25, 2016 on Petar and Edlesborough to see if this will lessen the severity of the cracks. Some cracks in Chichester have measured 10" in width historically. Following this report are the initial findings on Petar.
8. 200' of boundary fence in the Martin Slough was removed.
9. Street sign "Lampe Dr" was replaced at the corner of Lampe and Toler.
10. Replaced stop sign and decorative ring at Kingslane and US Highway 395.
11. Damaged ceiling tiles replaced at town offices.
12. Replaced plugins on Eddy Street electric vehicle charging station.

Health and Sanitation – 02/2016

1. Refuse Truck 608 had maintenance done replacing a head gasket and other parts.
2. Refuse Truck 617 will be sent to Reno soon to have electrical glitches resolved by Amrep.
3. Staff rehabilitated 5 dumpsters with new wheels and paint.
4. Health & Sanitation, Heritage Park Gardens (HPG), and Main Street Gardnerville are working with Douglas County High School art students to decorate a dumpster that will remain near HPG for green waste disposal.

Engineering – 02/2016

1. A storm drain on Hussman was replaced February 25-26, 2016 by Sierra View Equipment. The project was planned for this fiscal year and came in under budget.
2. A contract was entered into with Nichols Consulting Engineering (NCE) to survey the Pavement Condition Index (PCI) on town maintained roads. We have used NCE in the past to perform this survey and will provide consistent results. The survey is necessary to identify problem roads and schedule maintenance.
3. Removable bollards are scheduled to be installed March 2-3, 2016 by Morgan Construction Inc. at the Carrick Regional Detention Pond entrances. These will restrict vehicles from driving on the sidewalks.

Petar Lane Crack
Monitoring Locations
10+02
10+43
10+53
11+42
12+29
13+21
14+41
14+80
15+09
15+85
16+26
Granborough
Drive
Marion
Russell
Drive
Google earth
1994
Imagery Date: 4/16/2015 38°56'47.23" N 119°44'23.45" W elev 4762 ft eye alt 5387 ft

Petar Lane Wide Crack Movement 10-28-15 to 2-17-16		
Station	Crack Movement	Distance between Stations (cracks)
09+76	*NM	26'
10+02	1/4"	41'
10+43	1/4"	10'
10+53	3/8"	89'
11+42	5/8"	87'
12+29	5/8"	92'
13+21	3/4"	120'
14+41	5/8"	39'
14+80	1/4"	29'
15+09	1/4"	76'
15+85	1/2"	41'
16+26	1/8"	12'
16+38	*NM	

*NM = No Monitoring

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve February 2016 claims.**

2. **Recommended Motion: Approve as submitted**
   Funds Available: ☑ Yes ☐ N/A

3. **Department: Administration**

   Prepared by: Carol Louthan

4. **Meeting Date: March 1, 2016** **Time Requested:** N/A

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

6. **Background Information**: See attached.

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

8. **Board Action:**

   ☐ Approved **☐ Approved with Modifications**
   ☐ Denied **☐ Continued**

Accounts Payable by G/L Distribution Report

G/L Date Range 01/29/16 - 02/29/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **921 - Gardnerville Admin**										
Account **510.150 - Board Compensation**										
4288 - Higuera Lloyd W	2/16 BOARD	G'VILLE	Paid by Check # 644922		01/28/2016	02/05/2016	02/05/2016		02/05/2016	250.00
24008 - Jones Cassandra Esq	2/16 BOARD	G'VILLE	Paid by Check # 644944		01/28/2016	02/05/2016	02/05/2016		02/05/2016	250.00
28960 - Miller Kenneth	2/16 BOARD	G'VILLE	Paid by Check # 644979		01/28/2016	02/05/2016	02/05/2016		02/05/2016	250.00
2969 - Slater Linda	2-16 BOARD	G'VILLE	Paid by Check # 645064		01/28/2016	02/05/2016	02/05/2016		02/05/2016	250.00
			Account **510.150 - Board Compensation** Totals					Invoice Transactions	4	$1,000.00
Account **511.201 - PEBS-Ret.Medical**										
20219 - NV ST Public Employees	2-16 PREMIUMS	731	Paid by Check # 645588		02/01/2016	02/19/2016	02/19/2016		02/19/2016	8.88
			Account **511.201 - PEBS-Ret.Medical** Totals					Invoice Transactions	1	$8.88
Account **520.055 - Telephone Expense**										
29103 - Frontier	782-7134 1/16	77578271340502795	Paid by Check # 644897		01/16/2016	02/05/2016	02/05/2016		02/05/2016	103.92
29103 - Frontier	782-3856 1/16	77578235860808025	Paid by Check # 644897		01/16/2016	02/05/2016	02/05/2016		02/05/2016	51.91
			Account **520.055 - Telephone Expense** Totals					Invoice Transactions	2	$155.83
Account **520.089 - Power**										
2924 - NV Energy	791804 1-16	791804	Paid by Check # 645300		01/26/2016	02/12/2016	02/12/2016		02/12/2016	249.46
			Account **520.089 - Power** Totals					Invoice Transactions	1	$249.46
Account **520.092 - Heating**										
3021 - Southwest Gas-Las Vegas	0015779022 1-16	2410015779022	Paid by Check # 645068		01/19/2016	02/05/2016	02/05/2016		02/05/2016	181.86
3021 - Southwest Gas-Las Vegas	1072224004 1-16	2411072224004	Paid by Check # 645068		01/19/2016	02/05/2016	02/05/2016		02/05/2016	149.14
3021 - Southwest Gas-Las Vegas	1188600002 1-16	2411188600002	Paid by Check # 645068		01/19/2016	02/05/2016	02/05/2016		02/05/2016	164.87
			Account **520.092 - Heating** Totals					Invoice Transactions	3	$495.87
Account **520.136 - Rents & Leases Equipment**										
4753 - Ricoh USA Inc	95994931	1481234-3433221	Paid by Check # 645044		12/12/2015	02/05/2016	02/05/2016		02/05/2016	165.41
4753 - Ricoh USA Inc	96166962	1481234-3433221	Paid by Check # 645044		01/13/2016	02/05/2016	02/05/2016		02/05/2016	165.41
4753 - Ricoh USA Inc	5039800243	16769392	Paid by Check # 645336		01/01/2016	02/12/2016	02/12/2016		02/12/2016	116.73
			Account **520.136 - Rents & Leases Equipment** Totals					Invoice Transactions	3	$447.55

Accounts Payable by G/L Distribution Report

G/L Date Range 01/29/16 - 02/29/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **921 - Gardnerville Admin**										
Account **520.187 - Internet Expense**										
15887 - Charter Communications	0012509 2/16	8354110060012509	Paid by Check # 645450		02/02/2016	02/19/2016	02/19/2016		02/19/2016	65.00
Account **520.187 - Internet Expense** Totals								Invoice Transactions	1	$65.00
Account **520.200 - Training & Education**										
12997 - Do Co Procurement Program	1-16 DALLAIRE	G'VILLE	Paid by Check # 645468		01/27/2016	02/19/2016	02/19/2016		02/19/2016	20.00
Account **520.200 - Training & Education** Totals								Invoice Transactions	1	$20.00
Account **521.130 - Legal Services**										
10816 - Rowe Hales & Yturbide LLP	25521	G'VILLE	Paid by Check # 645047		01/19/2016	02/05/2016	02/05/2016		02/05/2016	2,322.00
Account **521.130 - Legal Services** Totals								Invoice Transactions	1	$2,322.00
Account **532.056 - Subscriptions**										
12997 - Do Co Procurement Program	1-16 DALLAIRE	G'VILLE	Paid by Check # 645468		01/27/2016	02/19/2016	02/19/2016		02/19/2016	650.00
Account **532.056 - Subscriptions** Totals								Invoice Transactions	1	$650.00
Account **533.800 - Office Supplies**										
11985 - Ace Hardware	104835/1	1236	Paid by Check # 645133		01/08/2016	02/12/2016	02/12/2016		02/12/2016	7.99
12997 - Do Co Procurement Program	1-16 DALLAIRE	G'VILLE	Paid by Check # 645468		01/27/2016	02/19/2016	02/19/2016		02/19/2016	153.15
12997 - Do Co Procurement Program	1-16 LOUTHAN	G'VILLE	Paid by Check # 645468		01/27/2016	02/19/2016	02/19/2016		02/19/2016	442.70
Account **533.800 - Office Supplies** Totals								Invoice Transactions	3	$603.84
Account **533.806 - Software**										
16648 - E Squared C Inc	43619	G'VILLE	Paid by Check # 645207		02/01/2016	02/12/2016	02/12/2016		02/12/2016	37.50
Account **533.806 - Software** Totals								Invoice Transactions	1	$37.50
Account **550.001 - Miscellaneous Expenses**										
4337 - NV ST Dept of Public Safety	38875 GVILLE	G'VILLE	Paid by Check # 645581		02/01/2016	02/19/2016	02/19/2016		02/19/2016	38.25
Account **550.001 - Miscellaneous Expenses** Totals								Invoice Transactions	1	$38.25
Department **921 - Gardnerville Admin** Totals								Invoice Transactions	23	$6,094.18

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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	105071/1	1236	Paid by Check # 645133		01/20/2016	02/12/2016	02/12/2016		02/12/2016	55.13
13485 - Ahern Rentals Inc	15545370-1	205304	Paid by Check # 645135		01/21/2016	02/12/2016	02/12/2016		02/12/2016	160.15
2121 - Meeks Lumber	929581	06G1570	Paid by Check # 645282		01/25/2016	02/12/2016	02/12/2016		02/12/2016	37.99
2510 - Parts House	655171	4170	Paid by Check # 645322		01/05/2016	02/12/2016	02/12/2016		02/12/2016	16.29
2510 - Parts House	654536	4170	Paid by Check # 645322		12/31/2015	02/12/2016	02/12/2016		02/12/2016	6.98
			Account **520.084 - Replacement & Repair** Totals					Invoice Transactions	5	$276.54
Account **520.089 - Power**										
2924 - NV Energy	791804 1-16	791804	Paid by Check # 645300		01/26/2016	02/12/2016	02/12/2016		02/12/2016	666.84
			Account **520.089 - Power** Totals					Invoice Transactions	1	$666.84
Account **520.090 - Water**										
2153 - Minden Town of	1862.01 1/16	1862.01	Paid by Check # 645286		01/26/2016	02/12/2016	02/12/2016		02/12/2016	24.05
			Account **520.090 - Water** Totals					Invoice Transactions	1	$24.05
Account **533.817 - Small Projects**										
27147 - Impact Construction	728	G'VILLE	Paid by Check # 644636		01/13/2016	01/29/2016	01/29/2016		01/29/2016	1,281.00
31624 - Splash Dogs Inc	8-15 DOCK JUMP	G'VILLE	Paid by Check # 644761		12/22/2015	02/05/2016	02/05/2016		02/05/2016	1,500.00
27147 - Impact Construction	733	G'VILLE	Paid by Check # 645516		02/02/2016	02/19/2016	02/19/2016		02/19/2016	2,100.00
27757 - Lochridge Paula	ROUND TABLE 2/16	REIMBURSE	Paid by Check # 645550		12/05/2015	02/19/2016	02/19/2016		02/19/2016	24.37
			Account **533.817 - Small Projects** Totals					Invoice Transactions	4	$4,905.37
			Department **923 - Parks & Recreation** Totals					Invoice Transactions	11	$5,872.80

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **520.084 - Replacement & Repair**										
11985 - Ace Hardware	104890/1	1236	Paid by Check # 645133		01/11/2016	02/12/2016	02/12/2016		02/12/2016	10.08
13485 - Ahern Rentals Inc	15590608-1	205304	Paid by Check # 645135		01/05/2016	02/12/2016	02/12/2016		02/12/2016	9.99
25328 - Michael Hohl Motor Co Inc	5474431	G'VILLE	Paid by Check # 645284		01/15/2016	02/12/2016	02/12/2016		02/12/2016	110.20
25328 - Michael Hohl Motor Co Inc	5475148	G'VILLE	Paid by Check # 645284		01/28/2016	02/12/2016	02/12/2016		02/12/2016	304.21
2510 - Parts House	655172	4170	Paid by Check # 645322		01/05/2016	02/12/2016	02/12/2016		02/12/2016	27.69
2510 - Parts House	655171	4170	Paid by Check # 645322		01/05/2016	02/12/2016	02/12/2016		02/12/2016	24.44
2510 - Parts House	654536	4170	Paid by Check # 645322		12/31/2015	02/12/2016	02/12/2016		02/12/2016	10.47
2510 - Parts House	658019	4170	Paid by Check # 645322		01/22/2016	02/12/2016	02/12/2016		02/12/2016	36.28
12997 - Do Co Procurement Program	1-16 PLUT	G'VILLE	Paid by Check # 645468		01/27/2016	02/19/2016	02/19/2016		02/19/2016	15.00
8043 - Mark Smith Tire Center Inc	71700136074	A17-14675	Paid by Check # 645555		01/29/2016	02/19/2016	02/19/2016		02/19/2016	964.40
			Account **520.084 - Replacement & Repair** Totals					Invoice Transactions	10	$1,512.76
Account **520.095 - Street Lights**										
2924 - NV Energy	791804 1-16	791804	Paid by Check # 645300		01/26/2016	02/12/2016	02/12/2016		02/12/2016	6,857.98
			Account **520.095 - Street Lights** Totals					Invoice Transactions	1	$6,857.98
Account **520.103 - Maint Road**										
11985 - Ace Hardware	105143/1	1236	Paid by Check # 645133		01/22/2016	02/12/2016	02/12/2016		02/12/2016	19.98
726 - Central Systems Electric Inc	197070	TOWNGA	Paid by Check # 645448		01/26/2016	02/19/2016	02/19/2016		02/19/2016	69.82
668 - Valley Garden Center LLC	110805	GVILLE	Paid by Check # 645683		01/22/2016	02/19/2016	02/19/2016		02/19/2016	24.50
			Account **520.103 - Maint Road** Totals					Invoice Transactions	3	$114.30
Account **520.116 - Veh. Maint-Co Shop**										
4268 - Do Co Vehicle Maintenance	12@15 TRANSFER	MOTOR POOL	Paid by Check # 644588		01/08/2016	01/29/2016	01/29/2016		01/29/2016	619.12
4268 - Do Co Vehicle Maintenance	1@16 TRANSFER	MOTOR POOL	Paid by Check # 645471		02/05/2016	02/19/2016	02/19/2016		02/19/2016	350.31
			Account **520.116 - Veh. Maint-Co Shop** Totals					Invoice Transactions	2	$969.43

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **520.155 - Licensing**										
2549 - Dallaire Tom-Petty Cash	1-16 G'VILLE2	PETTY CASH	Paid by Check # 644580		01/15/2016	01/29/2016	01/29/2016		01/29/2016	56.00
				Account **520.155 - Licensing** Totals				Invoice Transactions	1	$56.00
Account **521.100 - Professional Services**										
2702 - Resource Concepts Inc	16-00112	15-305/G'VILLE	Paid by Check # 645041		01/18/2016	02/05/2016	02/05/2016		02/05/2016	885.75
				Account **521.100 - Professional Services** Totals				Invoice Transactions	1	$885.75
Account **532.003 - Gas & Oil**										
3814 - Flyers Energy LLC	CFS1148486	8308	Paid by Check # 644889		01/15/2016	02/05/2016	02/05/2016		02/05/2016	352.61
3814 - Flyers Energy LLC	CFS1163058	8308	Paid by Check # 645488		01/31/2016	02/19/2016	02/19/2016		02/19/2016	317.68
				Account **532.003 - Gas & Oil** Totals				Invoice Transactions	2	$670.29
Account **532.019 - Storm Drain Maintenance**										
15836 - Summit Plumbing LLC	54999	G'VILLE	Paid by Check # 644732		01/06/2016	01/29/2016	01/29/2016		01/29/2016	1,012.42
				Account **532.019 - Storm Drain Maintenance** Totals				Invoice Transactions	1	$1,012.42
Account **532.028 - Uniforms**										
5785 - Alsco Inc	LREN1106661	000330	Paid by Check # 644775		01/05/2016	02/05/2016	02/05/2016		02/05/2016	4.39
5785 - Alsco Inc	LREN1108846	000330	Paid by Check # 644775		01/12/2016	02/05/2016	02/05/2016		02/05/2016	4.39
5785 - Alsco Inc	LREN1111019	000330	Paid by Check # 644775		01/19/2016	02/05/2016	02/05/2016		02/05/2016	19.39
5785 - Alsco Inc	LREN1113162	000330	Paid by Check # 644775		01/26/2016	02/05/2016	02/05/2016		02/05/2016	4.39
31444 - Negrete Eric	1-16 PANTS	REIMBURSEMENT/G'VILLE	Paid by Check # 645292		01/31/2016	02/12/2016	02/12/2016		02/12/2016	96.97
4287 - Red Wing Shoe Store	000000005-066	G'VILLE	Paid by Check # 645611		02/02/2016	02/19/2016	02/19/2016		02/19/2016	190.25
				Account **532.028 - Uniforms** Totals				Invoice Transactions	6	$319.78
Account **532.116 - Crack Seal Maintenance**										
11985 - Ace Hardware	105230/1	1236	Paid by Check # 645133		01/27/2016	02/12/2016	02/12/2016		02/12/2016	27.99
13485 - Ahern Rentals Inc	15675537-1	205304	Paid by Check # 645135		01/28/2016	02/12/2016	02/12/2016		02/12/2016	49.92
				Account **532.116 - Crack Seal Maintenance** Totals				Invoice Transactions	2	$77.91

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Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **562.000 - Capital Projects**										
13173 - First American Title Ins Co	129-901547594	2486440	Paid by Check # 644883		01/12/2016	02/05/2016	02/05/2016		02/05/2016	500.00
2012 - Lumos and Associates Inc	91072	8939.00	Paid by Check # 644965		01/14/2016	02/05/2016	02/05/2016		02/05/2016	7,120.00
31525 - Bramco Construction Corp	7162	G'VILLE	Paid by Check # 645434		01/14/2016	02/19/2016	02/19/2016		02/19/2016	832.17
31525 - Bramco Construction Corp	7167	G'VILLE	Paid by Check # 645434		02/10/2016	02/19/2016	02/19/2016		02/19/2016	881.06
				Account **562.000 - Capital Projects** Totals				Invoice Transactions	4	$9,333.23
				Department **926 - Other Public Works** Totals				Invoice Transactions	33	$21,809.85
				Fund **610 - Gardnerville Town** Totals				Invoice Transactions	67	$33,776.83

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Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **510.150 - Board Compensation**										
4288 - Higuera Lloyd W	2/16 BOARD	G'VILLE	Paid by Check # 644922		01/28/2016	02/05/2016	02/05/2016		02/05/2016	250.00
24008 - Jones Cassandra Esq	2/16 BOARD	G'VILLE	Paid by Check # 644944		01/28/2016	02/05/2016	02/05/2016		02/05/2016	250.00
28960 - Miller Kenneth	2/16 BOARD	G'VILLE	Paid by Check # 644979		01/28/2016	02/05/2016	02/05/2016		02/05/2016	250.00
2969 - Slater Linda	2-16 BOARD	G'VILLE	Paid by Check # 645064		01/28/2016	02/05/2016	02/05/2016		02/05/2016	250.00
			Account **510.150 - Board Compensation** Totals				Invoice Transactions		4	$1,000.00
Account **516.120 - Contract Salaries**										
21697 - Blue Ribbon Personnel Services	34884	653202	Paid by Check # 644549		01/08/2016	01/29/2016	01/29/2016		01/29/2016	705.31
21697 - Blue Ribbon Personnel Services	35008	653202	Paid by Check # 644802		01/15/2016	02/05/2016	02/05/2016		02/05/2016	753.88
21697 - Blue Ribbon Personnel Services	35133	653202	Paid by Check # 644802		01/22/2016	02/05/2016	02/05/2016		02/05/2016	740.00
21697 - Blue Ribbon Personnel Services	35262	653202	Paid by Check # 645164		01/29/2016	02/12/2016	02/12/2016		02/12/2016	760.81
21697 - Blue Ribbon Personnel Services	35391	653202	Paid by Check # 645433		02/05/2016	02/19/2016	02/19/2016		02/19/2016	545.75
			Account **516.120 - Contract Salaries** Totals				Invoice Transactions		5	$3,505.75
Account **520.055 - Telephone Expense**										
29103 - Frontier	782-7134 1/16	77578271340502795	Paid by Check # 644897		01/16/2016	02/05/2016	02/05/2016		02/05/2016	103.91
29103 - Frontier	782-3856 1/16	77578235860808025	Paid by Check # 644897		01/16/2016	02/05/2016	02/05/2016		02/05/2016	51.92
			Account **520.055 - Telephone Expense** Totals				Invoice Transactions		2	$155.83
Account **520.084 - Replacement & Repair**										
26482 - Peterbilt Truck Parts & Eq LLC	7040493	365290	Paid by Check # 645024		12/31/2015	02/05/2016	02/05/2016		02/05/2016	73.39
25251 - TEC Equipment Inc	714429R	62348	Paid by Check # 645084		01/05/2016	02/05/2016	02/05/2016		02/05/2016	39.52
25251 - TEC Equipment Inc	714462R	62348	Paid by Check # 645084		01/06/2016	02/05/2016	02/05/2016		02/05/2016	54.82
11985 - Ace Hardware	104781/1	1236	Paid by Check # 645133		01/05/2016	02/12/2016	02/12/2016		02/12/2016	.68
11985 - Ace Hardware	104943/1	1236	Paid by Check # 645133		01/13/2016	02/12/2016	02/12/2016		02/12/2016	1.65
11985 - Ace Hardware	105198/1	1236	Paid by Check # 645133		01/26/2016	02/12/2016	02/12/2016		02/12/2016	10.33
11985 - Ace Hardware	105294/1	1236	Paid by Check # 645133		01/29/2016	02/12/2016	02/12/2016		02/12/2016	4.47

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Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.084 - Replacement & Repair**										
7100 - Amrep Inc	275703	GAR050	Paid by Check # 645147		01/06/2016	02/12/2016	02/12/2016		02/12/2016	327.71
7100 - Amrep Inc	275706	GAR050	Paid by Check # 645147		01/06/2016	02/12/2016	02/12/2016		02/12/2016	481.56
2510 - Parts House	655155	4170	Paid by Check # 645322		01/05/2016	02/12/2016	02/12/2016		02/12/2016	57.98
2510 - Parts House	655171	4170	Paid by Check # 645322		01/05/2016	02/12/2016	02/12/2016		02/12/2016	24.44
2510 - Parts House	654536	4170	Paid by Check # 645322		12/31/2015	02/12/2016	02/12/2016		02/12/2016	10.48
25251 - TEC Equipment Inc	84698	62348	Paid by Check # 645368		01/31/2016	02/12/2016	02/12/2016		02/12/2016	4,815.34
3890 - Arata Equipment Co.	1-84582	1015	Paid by Check # 645420		02/21/2016	02/19/2016	02/19/2016		02/19/2016	710.65
3890 - Arata Equipment Co.	1-84624	1015	Paid by Check # 645420		01/25/2016	02/19/2016	02/19/2016		02/19/2016	1,792.57
29660 - Novus Glass Carson Valley	W002151	G'VILLE	Paid by Check # 645576		01/28/2016	02/19/2016	02/19/2016		02/19/2016	325.00
12198 - O'Reilly Auto Parts	3530-424171	1075650	Paid by Check # 645591		11/30/2015	02/19/2016	02/19/2016		02/19/2016	13.98
12198 - O'Reilly Auto Parts	3530-424455	1075650	Paid by Check # 645591		12/01/2015	02/19/2016	02/19/2016		02/19/2016	6.58
12198 - O'Reilly Auto Parts	3530-424640	1075650	Paid by Check # 645591		12/02/2015	02/19/2016	02/19/2016		02/19/2016	15.75
12198 - O'Reilly Auto Parts	3530-424789	1075650	Paid by Check # 645591		12/03/2015	02/19/2016	02/19/2016		02/19/2016	99.99
12198 - O'Reilly Auto Parts	3530-424933	1075650	Paid by Check # 645591		12/04/2015	02/19/2016	02/19/2016		02/19/2016	(99.99)
12198 - O'Reilly Auto Parts	3530-424937	1075650	Paid by Check # 645591		12/04/2015	02/19/2016	02/19/2016		02/19/2016	15.84
12198 - O'Reilly Auto Parts	3530-425236	1075650	Paid by Check # 645591		12/06/2015	02/19/2016	02/19/2016		02/19/2016	(67.98)
12198 - O'Reilly Auto Parts	3530-425799	1075650	Paid by Check # 645591		12/09/2015	02/19/2016	02/19/2016		02/19/2016	12.99
12198 - O'Reilly Auto Parts	3530-425948	1075650	Paid by Check # 645591		12/10/2015	02/19/2016	02/19/2016		02/19/2016	59.94
12198 - O'Reilly Auto Parts	3530-427062	1075650	Paid by Check # 645591		12/17/2015	02/19/2016	02/19/2016		02/19/2016	(4,386.00)
12198 - O'Reilly Auto Parts	3530-427109	1075650	Paid by Check # 645591		12/17/2015	02/19/2016	02/19/2016		02/19/2016	3,250.00
12198 - O'Reilly Auto Parts	3530-427706	1075650	Paid by Check # 645591		12/21/2015	02/19/2016	02/19/2016		02/19/2016	29.98
12198 - O'Reilly Auto Parts	3530-428096	1075650	Paid by Check # 645591		12/23/2015	02/19/2016	02/19/2016		02/19/2016	6.79

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Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.084 - Replacement & Repair**										
12198 - O'Reilly Auto Parts	3530-428317	1075650	Paid by Check # 645591		12/24/2015	02/19/2016	02/19/2016		02/19/2016	28.86
12198 - O'Reilly Auto Parts	3530-428804	1075650	Paid by Check # 645591		12/28/2015	02/19/2016	02/19/2016		02/19/2016	25.07
12198 - O'Reilly Auto Parts	3530-429056	1075650	Paid by Check # 645591		12/30/2015	02/19/2016	02/19/2016		02/19/2016	3,250.00
12198 - O'Reilly Auto Parts	3530-429787	1075650	Paid by Check # 645591		01/04/2016	02/19/2016	02/19/2016		02/19/2016	6.58
12198 - O'Reilly Auto Parts	3530-429829	1075650	Paid by Check # 645591		01/04/2016	02/19/2016	02/19/2016		02/19/2016	234.77
12198 - O'Reilly Auto Parts	3530-430006	1075650	Paid by Check # 645591		01/05/2016	02/19/2016	02/19/2016		02/19/2016	52.98
12198 - O'Reilly Auto Parts	3530-430025	1075650	Paid by Check # 645591		01/05/2016	02/19/2016	02/19/2016		02/19/2016	31.62
12198 - O'Reilly Auto Parts	3530-430729	1075650	Paid by Check # 645591		01/09/2016	02/19/2016	02/19/2016		02/19/2016	6.38
12198 - O'Reilly Auto Parts	3530-431143	1075650	Paid by Check # 645591		01/12/2016	02/19/2016	02/19/2016		02/19/2016	43.85
12198 - O'Reilly Auto Parts	3530-431877	1075650	Paid by Check # 645591		01/16/2016	02/19/2016	02/19/2016		02/19/2016	(103.49)
12198 - O'Reilly Auto Parts	3530-432298	1075650	Paid by Check # 645591		01/19/2016	02/19/2016	02/19/2016		02/19/2016	74.14
12198 - O'Reilly Auto Parts	3530-432300	1075650	Paid by Check # 645591		01/19/2016	02/19/2016	02/19/2016		02/19/2016	32.17
12198 - O'Reilly Auto Parts	3530-432371	1075650	Paid by Check # 645591		01/19/2016	02/19/2016	02/19/2016		02/19/2016	269.85
12198 - O'Reilly Auto Parts	3530-432904	1075650	Paid by Check # 645591		01/22/2016	02/19/2016	02/19/2016		02/19/2016	6.73
12198 - O'Reilly Auto Parts	3530-433300	1075650	Paid by Check # 645591		01/25/2016	02/19/2016	02/19/2016		02/19/2016	19.47
12198 - O'Reilly Auto Parts	3530-433433	1075650	Paid by Check # 645591		01/26/2016	02/19/2016	02/19/2016		02/19/2016	3.98
12198 - O'Reilly Auto Parts	3530-424936	1075650	Paid by Check # 645591		12/04/2015	02/19/2016	02/19/2016		02/19/2016	99.99
21369 - Silver State Towing LLC Inc	16432-H	TOWNGVIL	Paid by Check # 645642		01/27/2016	02/19/2016	02/19/2016		02/19/2016	750.00
			Account **520.084 - Replacement & Repair** Totals					Invoice Transactions	47	$12,521.41
Account **520.089 - Power**										
2924 - NV Energy	791804 1-16	791804	Paid by Check # 645300		01/26/2016	02/12/2016	02/12/2016		02/12/2016	315.78
				Account **520.089 - Power** Totals				Invoice Transactions	1	$315.78

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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 **520.092 - Heating**										
3021 - Southwest Gas-Las Vegas	0015779022 1-16	2410015779022	Paid by Check # 645068		01/19/2016	02/05/2016	02/05/2016		02/05/2016	181.86
3021 - Southwest Gas-Las Vegas	1072224004 1-16	2411072224004	Paid by Check # 645068		01/19/2016	02/05/2016	02/05/2016		02/05/2016	149.13
3021 - Southwest Gas-Las Vegas	1188600002 1-16	2411188600002	Paid by Check # 645068		01/19/2016	02/05/2016	02/05/2016		02/05/2016	494.59
			Account **520.092 - Heating** Totals					Invoice Transactions	3	$825.58
Account **520.130 - Rents & Leases Bldgs**										
10816 - Rowe Hales & Yturbide LLP	25541	G'VILLE	Paid by Check # 645047		01/19/2016	02/05/2016	02/05/2016		02/05/2016	420.00
			Account **520.130 - Rents & Leases Bldgs** Totals					Invoice Transactions	1	$420.00
Account **520.136 - Rents & Leases Equipment**										
4753 - Ricoh USA Inc	95994931	1481234-3433221	Paid by Check # 645044		12/12/2015	02/05/2016	02/05/2016		02/05/2016	165.41
4753 - Ricoh USA Inc	96166962	1481234-3433221	Paid by Check # 645044		01/13/2016	02/05/2016	02/05/2016		02/05/2016	165.41
4753 - Ricoh USA Inc	5039800243	16769392	Paid by Check # 645336		01/01/2016	02/12/2016	02/12/2016		02/12/2016	116.73
			Account **520.136 - Rents & Leases Equipment** Totals					Invoice Transactions	3	$447.55
Account **520.155 - Licensing**										
30022 - Briggs Jaired Owen	1-16 CDL LIC	REIMBURSE	Paid by Check # 644553		01/14/2016	01/29/2016	01/29/2016		01/29/2016	13.25
29934 - Grove Ronald	CDL99306747 1-16	REIMBURSE	Paid by Check # 644626		01/15/2016	01/29/2016	01/29/2016		01/29/2016	13.25
			Account **520.155 - Licensing** Totals					Invoice Transactions	2	$26.50
Account **520.187 - Internet Expense**										
15887 - Charter Communications	0012509 2/16	8354110060012509	Paid by Check # 645450		02/02/2016	02/19/2016	02/19/2016		02/19/2016	65.00
			Account **520.187 - Internet Expense** Totals					Invoice Transactions	1	$65.00
Account **520.197 - Landfill Expense**										
15853 - Carson City Landfill	228079 1-16	228079	Paid by Check # 645440		02/01/2016	02/19/2016	02/19/2016		02/19/2016	17,382.60
9016 - Douglas Disposal Inc	40990612 1/16	40990612	Paid by Check # 645474		02/01/2016	02/19/2016	02/19/2016		02/19/2016	4,608.83
			Account **520.197 - Landfill Expense** Totals					Invoice Transactions	2	$21,991.43
Account **521.135 - Legal-Collection Cost**										
2549 - Dallaire Tom-Petty Cash	2-16 G'VILLE	PETTY CASH	Paid by Check # 645196		01/28/2016	02/12/2016	02/12/2016		02/12/2016	14.00
			Account **521.135 - Legal-Collection Cost** Totals					Invoice Transactions	1	$14.00

Accounts Payable by G/L Distribution Report

G/L Date Range 01/29/16 - 02/29/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **532.003 - Gas & Oil**										
3814 - Flyers Energy LLC	CFS1148486	8308	Paid by Check # 644889		01/15/2016	02/05/2016	02/05/2016		02/05/2016	604.31
3814 - Flyers Energy LLC	CFS1163058	8308	Paid by Check # 645488		01/31/2016	02/19/2016	02/19/2016		02/19/2016	513.75
				Account **532.003 - Gas & Oil** Totals				Invoice Transactions	2	$1,118.06
Account **532.028 - Uniforms**										
5785 - Alsco Inc	LREN1106661	000330	Paid by Check # 644775		01/05/2016	02/05/2016	02/05/2016		02/05/2016	4.39
5785 - Alsco Inc	LREN1108846	000330	Paid by Check # 644775		01/12/2016	02/05/2016	02/05/2016		02/05/2016	4.39
5785 - Alsco Inc	LREN1111019	000330	Paid by Check # 644775		01/19/2016	02/05/2016	02/05/2016		02/05/2016	19.39
5785 - Alsco Inc	LREN1113162	000330	Paid by Check # 644775		01/26/2016	02/05/2016	02/05/2016		02/05/2016	4.39
31444 - Negrete Eric	1-16 PANTS	REIMBURSEMENT/G'VILLE	Paid by Check # 645292		01/31/2016	02/12/2016	02/12/2016		02/12/2016	96.97
4287 - Red Wing Shoe Store	000000005-066	G'VILLE	Paid by Check # 645611		02/02/2016	02/19/2016	02/19/2016		02/19/2016	190.24
				Account **532.028 - Uniforms** Totals				Invoice Transactions	6	$319.77
Account **533.800 - Office Supplies**										
11985 - Ace Hardware	104835/1	1236	Paid by Check # 645133		01/08/2016	02/12/2016	02/12/2016		02/12/2016	7.99
				Account **533.800 - Office Supplies** Totals				Invoice Transactions	1	$7.99
Account **533.806 - Software**										
16648 - E Squared C Inc	43619	G'VILLE	Paid by Check # 645207		02/01/2016	02/12/2016	02/12/2016		02/12/2016	37.50
				Account **533.806 - Software** Totals				Invoice Transactions	1	$37.50
				Department **925 - Health & Sanitation** Totals				Invoice Transactions	82	$42,772.15
				Fund **611 - Gardnerville Health & San** Totals				Invoice Transactions	82	$42,772.15

Accounts Payable by G/L Distribution Report

G/L Date Range 01/29/16 - 02/29/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **614 - G'ville Ad Val Cap Proj**										
Department **730 - G'ville Ad Val Cap Proj**										
Account **564.500 - Machinery & Equipment**										
31610 - Big Truck & Equipment Sales LLC	2001 CRAFCO 1 -16	4398	Paid by Check # 644545		01/07/2016	01/29/2016	01/29/2016		01/29/2016	17,555.00
			Account **564.500 - Machinery & Equipment** Totals					Invoice Transactions	1	$17,555.00
			Department **730 - G'ville Ad Val Cap Proj** Totals					Invoice Transactions	1	$17,555.00
			Fund **614 - G'ville Ad Val Cap Proj** Totals					Invoice Transactions	1	$17,555.00
			Grand Totals					Invoice Transactions	150	$94,103.98

* = Prior Fiscal Year Activity

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve the FEAT of the CV's special event application for Autism 5K Charity Walk April 23, 2016 from 7:00 a.m. to 12:00 p.m. at Heritage Park.**

2. **Recommended Motion: Approve on consent.**
   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: March 1, 2016 Time Requested:**

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

Background Information:

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

Board Action: See attached application. This event is considered a Class 1 under the park policy. They have paid their deposit and insurance has been provided.

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

Town of Gardnerville Nevada

RECEIVED
FEB 02 2016
By

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

Date of Application (*must be submitted 10 business days prior to event*): 2/1/16

Organization: FEAT of the Carson Valley Corporation: Yes ✓ No ____
*(If a corporation, a copy of the **Articles of Incorporation must be attached**)* ✓

Contact Person: Tara Addco email: LV2Plan@aol.com

Home/Cell Phone: 775-230-5872 Business Phone: 775-721-2921 Fax: ____

Mailing Address: 1772 Iris Court, Minden, NV 89423
*(If corporation, attach home or business phone and addresses of **president, vice-president** and **secretary**)*

Requesting: **Heritage Park** ✓ Is request for exclusive use of park: Yes ✓ No ____
If Heritage Park but not exclusive use, describe which area of park is being requested:

Requesting: **Street Closure** ____ Street(s) proposing to be closed: ____

(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: **Other** ____ Location of Event/Activities (*if other than Heritage Park*):

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

Name and description of event, concessions, fund-raiser, etc.: 5K Walk | 10K run fundraiser

Event date(s): 4/23/16 Event hours *(including set up & tear down)*: 7am – 12pm

This event is: Non-Profit: ✓ For Profit: ____ Closed to Public: ____ Open to Public: ____
*(Non-profit organizations must submit **IRS 501c** letter with application)* ✓

If non-profit event, describe who benefits from proceeds of event:
children who have autism

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:

100

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: Warren Reed Insurance Phone:

*(Certificate of Insurance **must be attached to this application** and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)*

Is a fee charged to attend the event: Yes____ No ✓
Is food being served: Yes____ No ✓ If yes, Health Permit #____
Will alcohol be sold or served: Yes____ No ✓ Liquor licenses/permits may be required
Will there be band or amplified music: Yes ✓ No____
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes ✓ No ____
If yes, specify quantity, dimensions, etc: 10 — 10x10's

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

(Groups of 50 or more are require to pay a minimum of one $25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

Water and Sanitation Plan if food sold or consumed during event:

(Town's water coupler is available if you use hoses for water)

Other Town services, if required:

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area:
(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may not be used for parking unless a letter of owner's permission is submitted)

Fire/Emergency Medical Services Plan:

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

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

Event Layout: All 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.**

A copy of the approved form MUST be at the event

WAIVER OF LIABILITY

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

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

Authorized Representative(s) of Applicant:

[signature]	Tara C. ADDED	1/30/16
Signature	*Printed Name*	*Date*

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

(Town Office Use Only)

Heritage Park:
Usage $25/hr ($300/day max) Paid $ N/A **Date:**

Park Deposit $300 **Paid $** 300 — **Date:** 2/1/16 # 4445063
Dumpster $25/each **Paid $** 25 — **Date:** 2/1/16 "
Additional Fees/Description **$**_____
Deposit Refunded **Paid $**_____ **Date:**_____ **Facility Reviewed:**_____

Street Closure:
Application Fee $100 **Paid $**_____ **Date:**_____

Scheduled for Town Board Agenda:_____ **Approved:**_____
Scheduled for Douglas County Commissioner Agenda:_____ **Approved:**_____

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve a town street closure/park use application for closing Slaughterhouse, Ezell St. around the park, and portion of Gilman Ave from High School / Maple Drive to Ezell on June 19, 2016 for the Great Race and car show (a joint event of Main Street Gardnerville and the Town of Gardnerville).**

2. **Recommended Motion: Approve on consent**
   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: March 1, 2016 Time Requested: N/A**

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

Background Information:

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

8. **Board Action: See attached application.**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Town of Gardnerville Nevada

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

Date of Application (*must be submitted 10 business days prior to event*): February 17, 2016

Organization: Town of Gardnerville and Main Street Gardnerville Corporation: Yes_____ No X
*(If a corporation, a copy of the **Articles of Incorporation must be attached**)*

Contact Person: Tom Dallaire/Paula Lochridge/Carol Louthan email: tdallaire@douglasnv.us or plochridge@mainstreetgardnerville.org
Home/Cell Phone:_____ Business Phone:775-782-7134 Fax: 775-782-7135
Mailing Address 1407 Highway 395 N, Gardnerville, NV 89410
*(If corporation, attach home or business phone and addresses of **president, vice-president** and **secretary**)*

Requesting: **Heritage Park** X Is request for exclusive use of park: Yes X No _____
If Heritage Park but not exclusive use, describe which area of park is being requested:
Pavilion side of the park
Requesting: **Street Closure** X Street(s) proposing to be closed:
Courthouse Street (both sides), Slaughterhouse Street, Ezell Street (both sides) and a portion of Gilman Avenue from Maple to Chichester Drive.
(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: **Other** _____ Location of Event/Activities (*if other than Heritage Park*):
_____
(Submit letter of property owner's permission if event is to be held on private property)

Name and description of event, concessions, fund-raiser, etc.: The Great Race and car show
_____

Event date(s): June 19, 2016 Event hours *(including set up & tear down): 7:00 a.m. – 5:00 p.m.*
This event is: Non-Profit: X For Profit:_____ Closed to Public:_____ Open to Public: X
*(Non-profit organizations must submit **IRS 501c** letter with application)*

If non-profit event, describe who benefits from proceeds of event:_____

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event: 400
_____ *(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)*

Event Insurance Carrier: Pool/Pact_____ Phone:_____ *(Certificate of Insurance **must be attached to this application** and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)*

Is a fee charged to attend the event: Yes_____ No X
Is food being served: Yes X No_____ If yes, Health Permit #Overland serving food for Great Race participants and food vendors for spectators.
Will alcohol be sold or served: Yes X No_____ Liquor licenses/permits may be required
Will there be band or amplified music: Yes X No_____
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes X No _____
If yes, specify quantity, dimensions, etc: 20X40 tent with chairs and tables

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan: *Town Staff will clean up and put into dumpsters to be picked up on Monday.*

(Groups of 50 or more are require to pay a minimum of one $25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

Water and Sanitation Plan if food sold or consumed during event:_____

(Town's water coupler is available if you use hoses for water)

Other Town services, if required:_____

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area: Gardnerville Elementary School, Carson Valley Middle School and vacant lot across from park.
(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may not be used for parking unless a letter of owner's permission is submitted)

Fire/Emergency Medical Services Plan: Will coordinate event with sheriff and East Fork Fire

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:_____

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

Event Layout: All 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.**

A copy of the approved form MUST be at the event

WAIVER OF LIABILITY

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

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

Authorized Representative(s) of Applicant:

_____ _____ _____

_____ _____ _____

_____ _____ _____

Signature *Printed Name* *Date*

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

(Town Office Use Only)

Heritage Park:

Usage $25/hr ($300/day max) **Paid $**_____ **Date:**_____

Park Deposit $300 **Paid $**_____ **Date:**_____

Dumpster $25/each **Paid $**_____ **Date:**_____

Additional Fees/Description **$**_____

Deposit Refunded **Paid $**_____ **Date:**_____ **Facility Reviewed:**_____

Street Closure:

Application Fee $100 **Paid $**_____ **Date:**_____

Scheduled for Town Board Agenda:_____ **Approved:**_____

Scheduled for Douglas County Commissioner Agenda:_____Approved:_____

Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for February 2016.
   a. Update on Heritage Park Gardens by Carol Sandmeier.

2. **Recommended Motion: Receive and file**
   a. Funds Available: ☐ Yes ☑ N/A

3. **Department:** Administration

4. **Prepared by:** Paula Lochridge

5. **Meeting Date:** March 1, 2016 **Time Requested:** 10 minutes

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

7. **Background Information** N/A

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

9. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

Main Street Gardnerville's Program Manager Report
March 1, 2016

- Main Street Gardnerville has been logging our volunteer hours since our inception in 2008... as of Dec. 31, 2015, our volunteers have logged over 30,800 hours at an approximate value of $630,447!!

Volunteer Hours Logged Since 2008

Year	Hours Logged	Approx. Value
2008 & 2009	2,799	$56,689
2010	2,025	$40,500
2011	3,720	$74,400
2012	4,650	$93,000
2013	6,424	$128,480
2014	5,298	$100,926
2015	5,916	$136,482
2016		
Totals:	**30,832**	**$630,477**

- We are confirmed with Laura Cole-Rowe, with the California Main Street Alliance, for a Board Training workshop on Friday, March 18th from 1-5 pm. Location yet to be determined. The Town Board Members are invited to join us. Please let me know if you are interested in attending. Location TBD.
- We held another bench dedication on February 13th… this one was for a bench in honor of Sgt. Ronald Bushey, DCSO and it was placed in front of the Overland Restaurant & Pub. The Overland also put in a blue light bulb above the Gardnerville Fire Station sign that remains on in honor of all law enforcement.
- We've confirmed a date for a "Let's Sweep the Town" event on May 14th. We'll work with Tom Dallaire and Geoff LaCost to determine a list of potential tasks.
- We've finalized a sponsorship proposal packet in the hopes of securing more sponsors for our events. One specifically for projects is currently being developed.

Date: January 12, 2016

To: Paula Lochridge
Main Street Gardnerville

From: Laura Cole Rowe, CMSM
California Main Street Alliance

Subject: Main Street Training for Main Street Gardnerville

Dear Paula:

On behalf of California Main Street Alliance, It is with great pleasure that I submit the following proposal to provide services of Main Street training for Main Street Gardnerville.

The proposal outlines the scope of work and cost for a four hour (half day) training for your organization to better understand the Main Street Approach® to downtown revitalization.

Once you have a chance to review the proposal, please feel free to call with any questions or comments.

Understanding of the Project:

Main Street Gardnerville has requested a board training session to learn more about the refreshed Main Street Approach® to downtown revitalization, board roles and responsibilities and funding.

The training will give the board a chance to better understand the refreshed Main Street to Revitalization®, share ideas and strategies, program funding/fundraising and talk about the roles and responsibilities of the board and committees.

Proposed Scope of Work

For this four-hour session, California Main Street Alliance would present the following training sessions. If you would like to vary this to other subjects, please let me know.

Main Street Approach Refresh: An Overview of the Main Street Approach to Revitalization 2.0 (1 hour, 15 minutes)

- Updates to the Main Street approach and what they mean to your existing program, including the three components of the new Main Street Approach: Community Vision and Market Understanding, "Transformation Strategies" and how they use the Four-Point framework (Design, Organization, Promotion and Economic Vitality), and outcome measurement.

Roles and Responsibilities of the Board and Committees (1 hour, 15 minutes)

Board of Directors

- Working as a team
- Establishing policy and procedures
- Financial responsibilities
- Understanding legal issues and responsibilities
- Responsibilities as Individual Members
- Role of Executive Committee
- Officers' roles

Committees

- The Roles of Committees for Main Street
- Overview of Committee Process and Examples
    - Committee Goals
    - Objectives for each committee
    - Projects
    - Tasks

Fundraising and Funding (1 hour, 15 minutes)

- Role in raising funds and securing resources
- Mobilizing the Board
- Common obstacles and solutions
- Ways to Encourage More Involvement
- Linking Strategic goals with everyday funding needs
- A fundraising plan is much more than your budget
- What is Your Funding Pie?

Dates Available for Training

As we discussed, I am currently available to hold the training after March 1 except for the following dates:

March 8-10
March 25

March 15th, 1-5pm

I am also available in April; please call to discuss dates.

Deliverables and Fees

4 hour (half-day) training - **$400**, plus travel costs to Gardnerville, plus mileage is $.575 per mile (396 mile round-trip) Consultant will also require one night's lodging in Gardnerville the evening of the training. Most Main Street Associations make the lodging arrangements directly with a hotel in their area, and many have the room donated.

All session reference materials relevant to training during all sessions are included.

Consultant's Background and References

lauracolerowe consulting, Suisun City, CA
email: lauracolerowe@yahoo.com
phone: 707.631.5029
web: www.lauracolerowe.com

lauracolerowe consulting is a firm specializing in downtown, Main Street® and nonprofit/organizational development, organizational assessments, strategic planning, special event planning and marketing plans are our specialty.

lauracolerowe consulting is contracted with the California Main Street Alliance (CAMSA) for training and other services for the California Main Street program.

Our services include:

- Organizational assessments for both non-profit & downtown organizations
- Downtown association development
- Meeting & retreat facilitation
- Board & staff development
- Mission & vision statements
- Strategic planning
- Marketing plan development
- Special events consulting & management
- Main Street Approach® to Downtown Revitalization

Laura Cole-Rowe (Principal - lauracolerowe consulting)

Ms. Cole-Rowe completed her Certified Main Street Manager designation from the National Main Street Center in 2004. She has more than 24 years of downtown management experience, including association management, special event planning and promotion, marketing, financial projections, economic development, fundraising, historic preservation, grant writing and governmental relations.

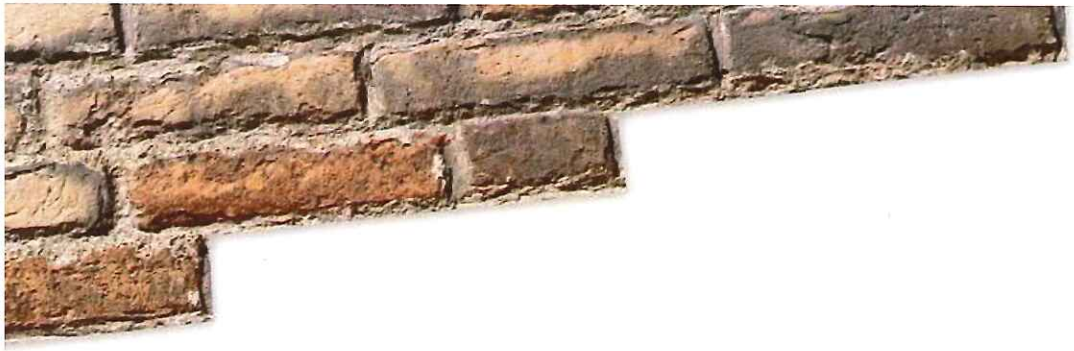
After 10 productive years with the highly successful Davis Downtown Business Association (formerly a California Designated Main Street Community), Ms. Cole-Rowe went back to consulting to work with an exciting and wide variety of non-profit organizations and public entities, helping them with marketing, events, conference planning and organizational development.

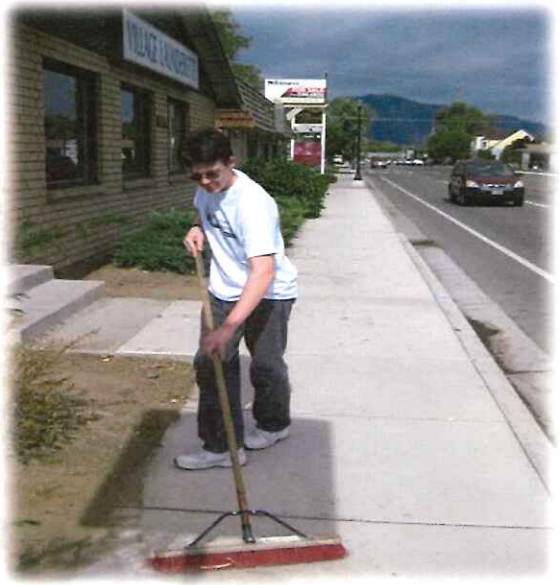
Laura has started many successful special events, including the Napa Chef's Market, the Suisun Waterfront Festival Market in 1996 and Davisfest.

In addition to her consulting work, she is called on to write for *Main Street Now (formerly Main Street News)* – the journal of the National Trust's National Main Street Center, and is a sought after speaker for both statewide and national downtown conferences in the field of marketing, including the National Main Street Conference in Philadelphia on podcasting. Her marketing efforts have been frequently highlighted in the publication *Downtown Promotion Reporter.*

Bushey Bench Dedication: The ***Overland Restaurant & Pub*** took the celebration of Sgt. Bushey's life a step further by adding the special touch of a blue light burning in honor of our law enforcement!

8-6





"Let's Sweep the Town"
event planed for
May 14, 2016
8:30 am – 12:30 pm with
BBQ lunch afterwards.

6-9

Press Release: Main Street Gardnerville Hosts another Bench Dedication
Release Date: Immediate as of 2/22/16
Contact: Paula Lochridge, Program Manager
Phone: 775.782.8027
E-Mail: plochridge@mainstreetgardnerville.org

New Additions to Main Street Gardnerville

Main Street Gardnerville is pleased to announce two more benches have been installed along the Highway 395 corridor through the Main Street District as part of its downtown beautification efforts.

One of those benches was in honor of Roger Sandmeier and it was placed near the Masons Lodge No. 33, F. & A.M. in October.

The second bench was placed near the Overland Restaurant and Pub in honor of Sgt. Ronald Bushey on February 13th. The Overland has installed a blue light near this bench which they have burning in support of our law enforcement.

The benches were installed by the Town of Gardnerville staff in support of the Main Street Gardnerville program's efforts to create a pedestrian friendly downtown.

Thanks to sponsorships such as these, Main Street Gardnerville already has 15 benches placed throughout the downtown district. Each bench is sponsored for different reasons: as a memorial, a tribute or as a thank you and sponsored by a service group, a business, an individual or a family. Each bench will have a plaque affixed to it, honoring your service club, business, individual or family.

For more information on the Main Street Gardnerville program or on how you can sponsor a bench, please contact the Main Street Gardnerville Program Manager at 775-782-8027 or Info@MainStreetGardnerville.org.

Main Street Gardnerville
Ph: 775.782.8027 1407 Hwy 395 N, Gardnerville, NV 89410 Fax: 775.782.7135
www.mainstreetgardnerville.org
Main Street Gardnerville is a 501c6 nonprofit corporation and is an equal opportunity provider and employer.

Press Release: Main Street Gardnerville's Flower Baskets for 2016
Release Date: Immediate Release, February 22, 2016
Contact: Paula Lochridge, Program Manager
Phone: 775.782.8027
E-Mail: plochridge@mainstreetgardnerville.org

Main Street Gardnerville will soon be in bloom thanks to the community's support of the Flower Basket program. The sponsorship rate will increase from $85 to $95 on March 1st.

As in previous years the goal is to hang 68 beautiful flowering baskets on lamp posts in the Main Street District. With your help we will be able to keep "Main Street in Bloom" all summer long while you and visitors alike enjoy these gorgeous flower arrangements.

The flower baskets are grown by students in the Horticultural and FFA Programs at Douglas High and Smith Valley Schools as well as staff and students at China Spring Youth Camp.

The basket you sponsor will be hung on Main Street at the start of summer as part of the Main Street Gardnerville Flower Committee's continuous efforts to beautify downtown Gardnerville.

To sponsor a basket, call the Main Street Gardnerville office at 775-782-8027. In return for your payment, you will receive a card with a special message intended for your use. Consider this opportunity as a thoughtful way to say Happy Mother's Day or, perhaps the perfect gift for a birthday, anniversary, graduation or other special occasion.

Please pre-order now and become a sponsor either for the first time or once again. The proceeds from these donations are twofold: two-thirds of the funds support schools and their valuable programs and the remainder supports the Main Street Gardnerville Flower Program.

For more information on the Main Street Gardnerville Program, please visit our website at MainStreetGardnerville.org. Main Street Gardnerville is a 501(c)6 non-profit corporation and an equal opportunity provider and employer.

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2016 Sponsorship Opportunities

MAIN STREET Gardnerville NEVADA

Sponsorship Benefits

Sponsorship of a MSG event will provide you with the opportunity to:

- Strategically generate visibility for your business
- Invest in the community through quality programming
- Associate your business with a successful community development initiative
- Support our mission of revitalizing Downtown

OUR MISSION

The mission of the Main Street Gardnerville Program, in partnership with the town, county, business and community, is to revitalize downtown Gardnerville utilizing design, organization, promotion & economic district vitality to develop the unique identity and preserve the historic nature of our community.

Featured Events

Thirsty Third Thursday Wine Walks
May - September
More than 40 businesses typically participate with an average attendance of 300 each month.

Freedom 5K Fun Run & Yankee Doodle Dash
July 4th
A fun and healthy way for everyone to start the holiday celebration.

Heritage Park Gardens Fall Festival
October
Help celebrate the Harvest Season with fun things to do in the gardens!

Main Street Mingles
Every Quarter
An opportunity to talk about upcoming events, projects or things in general that might have an impact on our downtown district.

Slaughterhouse Lane Coffin Races
October
A family - friendly event that is a great way to kick off the Halloween Season.

Main Street Gardnerville
Ph: 775.782.8027 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 Fax: 775.782.7135
www.MainStreetGardnerville.org Info@MainStreetGardnerville.org

Main Street Gardnerville is a 501c6 non-profit corporation & an equal opportunity provider and employer.

MAIN STREET Gardnerville NEVADA

2016 Sponsorship Opportunities

Presenting Sponsor Benefits

- Exclusivity by business sector
- Premiere logo inclusion on all printed materials
- Premiere inclusion in all paid advertising (radio and/or newspaper)
- Premiere logo inclusion in and link from all electronic communications (e-newsletters, MSG website, Facebook announcements, etc.)
- Inclusion in all press releases (event editorial coverage)
- Premiere event presence, including banner placement, mentions at event and booth presence (if applicable)
- TBD cross-promotional opportunities and other special benefits

Event Sponsor Benefits

- Logo inclusion on all printed materials
- Inclusion in select paid advertising (radio and/or newspaper)
- Logo inclusion in and link from all electronic communications (e-newsletters, MSG website, Facebook announcements, etc.)
- Inclusion in all press releases
- Event presence, including mentions at event and booth presence (if applicable)
- TBD cross-promotional opportunities and other special benefits

Supporting Sponsor Benefits

- Logo inclusion on all printed materials
- Inclusion in select paid advertising (radio and/or newspaper)
- Company name in and link from all electronic communications (e-newsletters, MSG website, Facebook announcements, etc.)
- Event presence, including mentions at event and booth presence (if applicable)
- TBD cross-promotional opportunities and other special benefits

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2016 Sponsorship Opportunities

Thirsty Third Thursday Wine Walks

Sponsorship Levels:

Presenting Sponsor: $1000
Event Sponsor: $500
Supporting Sponsor: $250

Timing: May-September

Target Audience: Adults, 21 and older.

Estimated Attendance: Average 300 per month.

Objective: To encourage people to visit the Main Street District and re-discover all of the great businesses downtown.

Freedom 5K Fun Run & Yankee Doodle Dash

In partnership with the Town of Gardnerville

Sponsorship Levels:

Presenting Sponsor: $500
Event Sponsor: $250
Supporting Sponsor: $100

Timing: July 4th

Target Audience: Adults, children, families.

Estimated Attendance: 200

Objective: Promotes a healthy and fun way to start the holiday celebration with family and friends.

Slaughterhouse Lane Coffin Races

Sponsorship Levels:

Presenting Sponsor: $1000
Event Sponsor: $500
Supporting Sponsor: $250

Timing: October

Target Audience: Adults, children, families.

Estimated Attendance: 400

Objective: A family - friendly event that is a great way to kick off the Halloween Season.

6-14

Main Street Gardnerville
Ph: 775.782.8027 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 Fax: 775.782.7135
www.MainStreetGardnerville.org Info@MainStreetGardnerville.org

Main Street Gardnerville is a 501c6 non-profit corporation & an equal opportunity provider and employer.

2016 Sponsorship Opportunities

Heritage Park Gardens Fall Festival

Sponsorship Levels:

Presenting Sponsor: $500
Event Sponsor: $250
Supporting Sponsor: $100

Timing: October

Target Audience: Adults, children, families.

Estimated Attendance: 200

Objective: Help celebrate the Harvest Season with fun things to do in the gardens. We have partnered with East Fork Gallery to combine their Annual Scarecrow Festival with this event.

Main Street Mingles

Sponsorship Levels:

Presenting Sponsor: $150
Event Sponsor: $75
Supporting Sponsor: $25

Timing: Quarterly

Target Audience: Adults—Business Owners & Residents.

Estimated Attendance: 30-50

Objective: An opportunity to talk about upcoming events, projects or things in general that might have an impact on our downtown district.

More Event Sponsorship Opportunities Coming Soon

Visit us online at www.MainStreetGardnerville.org and Find us on Facebook & Twitter

Main Street Gardnerville
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6-15

2016 Sponsorship Form

Please check the event and level at which you wish to sponsor.

Business Name:_____ Contact Name:_____

Mailing Address:_____

Phone:_____ Email:_____

- My check is enclosed. *(Please make checks out to Main Street Gardnerville.)*
- Please bill me. *(Payment must be received within 30 days of being invoiced.)*
- Please charge my credit card. *(This can be done over the phone or on-line. Contact us for details.)*

Please return form to:

Main Street Gardnerville, 1407 Hwy 395 N, Gardnerville, NV 89410

Fax: 775-782-7135 **Email:** Info@MainStreetGardnerville.org

PLEASE CHECK ALL THAT APPLY BELOW:

Thirsty Third Thursday Wine Walks

- ☐ Presenting Sponsor: $1,000
- ☐ Event Sponsor: $500
- ☐ Supporting Sponsor: $250

Freedom 5K Fun Run &

- ☐ Presenting Sponsor: $500
- ☐ Event Sponsor: $250
- ☐ Supporting Sponsor: $100

Heritage Park Gardens Fall Festival

- ☐ Presenting Sponsor: $500
- ☐ Event Sponsor: $250
- ☐ Supporting Sponsor: $100

Main Street Mingles

- ☐ Presenting Sponsor: $150
- ☐ Event Sponsor: $75
- ☐ Supporting Sponsor: $25

Slaughterhouse Lane Coffin Races

- ☐ Presenting Sponsor: $1,000
- ☐ Event Sponsor: $500
- ☐ Supporting Sponsor: $250

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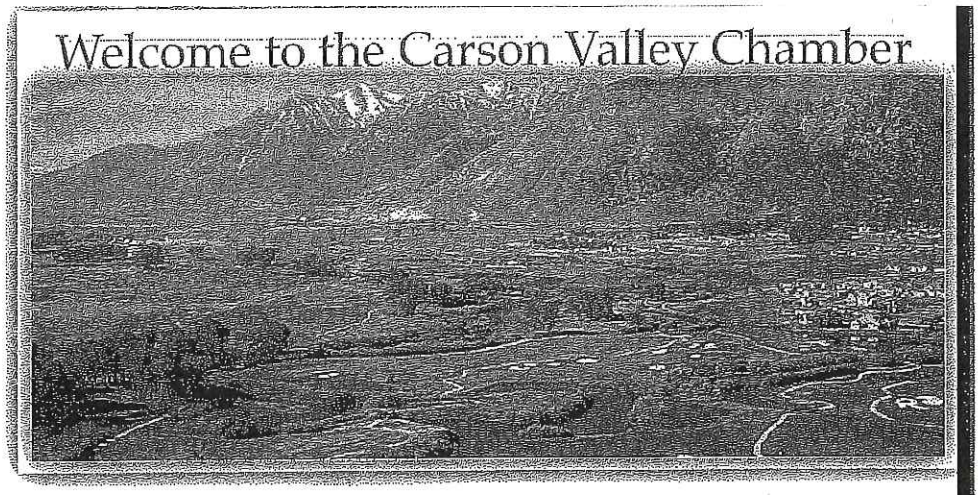
6-16

Carson Valley

Chamber of Commerce

LOCAL FIRST
SUPPORT LOCAL BUSINESS



Chamber | Members | Programs | News and Events | Relocation

News and Events

Commerce Tax
70th Anniversary Gala
Event Calendar
CV Days Golf Tournament
Business Showcase
Membership Luncheons
Parade of Lights
Job Fair
Ribbon Cuttings
Latest News

Events Calendar

Using Census Data - Intro

Back to Calendar

Back to Calendar

Date: March 8, 2016 Time: 9:00 AM - 12:00 PM

Event Description

Your Community by the Numbers:
Introduction to the American Fact Finder

Learn to use the American Fact Finder to access the most current and relevant demographic, socioeconomic, and housing statistics about your community. During this training, you will learn about
Census Bureau Programs, geographies and Data Sets available, and how to use the search and navigation features of the AFF. We will also download tables and create thematic maps.

GE Energy is proud to be your neighbor

Using Census Data - Your Business by the Numbers

Back to Calendar

Back to Calendar

Date: March 8, 2016 Time: 1:00 PM - 4:00 PM

Event Description

Your Business by the Numbers:
Introduction to Economic Programs

This presentation is designed for business people interested in growing their business, raising their awareness of the local community and local competition among many other uses. ,the course content will include training on basic navigation of the Census website, business.census.gov, including an introduction to American Fact Finder, a portal to Census data, and an overview of the data available from the Economic Census, Survey of Local Business Owners, Local Employment Dynamics, the Open for Business App and other business tools pertinent to marketing, managing and growing your business.

Pick a plot and get growing!

Community garden plots with irrigation are available at Heritage Park Gardens, conveniently located next to Heritage Park in downtown Gardnerville. Annual prices cover the growing season from April 1st through March 30th.

For more information please contact Carol Sandmeier or Paula Lochridge

CJSandmeier@aol.com
PLochridge@mainstreetgardnerville.org

2016 Plot Sizes/Prices

Small (approx. 4'x5') - $30
Medium (approx. 4'x10') - $50
Large (approx. 4'x15') - $70

8-1-9

Main Street Gardnerville

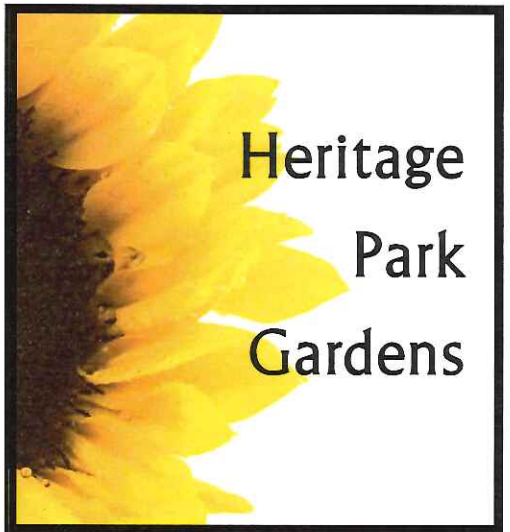
1407 Hwy 395 N
Gardnerville, NV 89410
Office: 775.782.8027
Email: info@mainstreetgardnerville.org

Visit our website!
www.mainstreetgardnerville.org

Experience the Past...
Enrich the Present...
Embrace the Future.

For more information, to rent a plot, volunteer and/or donate, please contact Carol Sandmeier or Paula Lochridge

CJSandmeier@aol.com
PLochridge@mainstreetgardnerville.org
775.782.8027



Heritage Park Gardens

YOUR COMMUNITY GARDEN
TOGETHER WE GROW, TOGETHER WE THRIVE

A place to learn, grow, share, and beautify...
To cultivate and nurture our community.

Heritage Park Gardens is an ongoing project of Main Street Gardnerville in cooperation with the Town of Gardnerville.

MAIN STREET Gardnerville NEVADA

Main Street Gardnerville is a 501(c)(6) organization and an equal opportunity provider and employer

Children's Garden

2016 Workshops

April 9th - 10 AM "Plant a Circle Garden"

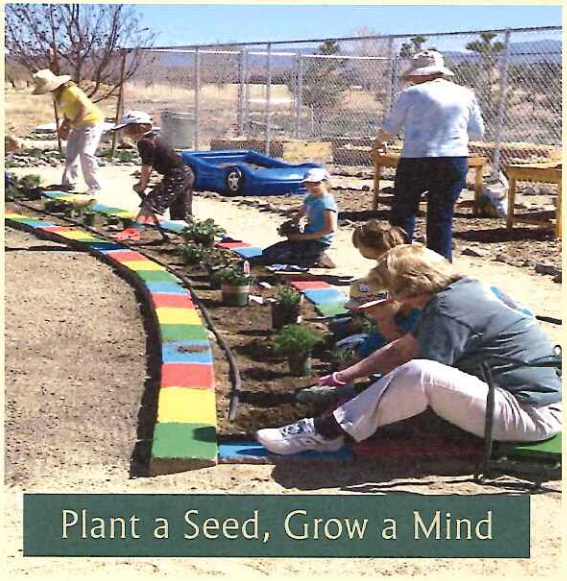
May 21st - 10 AM Plant a "Take Home Garden" and learn about "Wonderful Worms"

October 1st - 10 AM "Bees" demo and Pumpkin Raffle

Garden based education programs for children of all ages. For specific Children's Garden Information please contact:

Barb Bardecker at 671.0088
bbardecker@frontier.com

Vicki Bates at 790.0721
vrbates@charter.net



Volunteer Opportunities

All Kinds of Help Needed

Community Gardening Work Days

2nd Wednesday Evening
(June thru ?) 5:00 - 7:00 PM

4th Saturday Morning
(February thru November) 9:00 AM - Noon

HPG Committee Meetings
2nd Tuesday 3PM - Gardnerville Town Offices

Come Walk the Labyrinth

Labyrinths are used throughout the world as a way to quiet the mind, recover a balance in life, to meditate, gain insight, reduce stress, to create and celebrate. There is no right or wrong way to walk a labyrinth. They are open to all people and all ages.

Walk Calmly in Peace and Harmony

2016 Garden Special Events

April 9th - Garden Opener
May 21st - Annual Open House
October 1st - Fall Harvest Celebration
December 31st - Annual Labyrinth New Years Eve Walk

Arrange for your Special Event at the Garden Gazebo

Weddings, Anniversaries, Birthdays

Rock Painting for Garden Goodies Project

3rd Friday 10:00 AM– ?

Douglas County Extension Office

6-19

Heritage Park Gardens Presents

The Growing to Share Cookbook

A Partnership with Main Street Gardnerville, Carson Valley Community Food Closet, and Douglas County Social Services

1st Edition: 2015

Gardnerville, Nevada

6-20

Introduction

The "Growing to Share Cookbook" is made possible by a USDA Specialty Crop Block Grant.

Heritage Park Gardens is a community garden that was initiated in 2011 as a project of Main Street Gardnerville in cooperation with the Town of Gardnerville. It was established "to provide a place to learn, grow, share, and beautify . . . to cultivate and nurture our community."

Starting with just ten growing spaces, the gardens have expanded to include 18 plots for the general public, three demonstration beds, three gardens provided to youth groups and five additional spaces constructed in 2014 as part of a "Growing to Share" grant. A large Children's Garden area was dedicated in the spring of 2015. The Gardens include a meditation Labyrinth.

During the 2015 growing season, the gardeners in the Growing to Share program selected, planted, grew and harvested fresh food from their Heritage Park Community Gardens spaces. Some of the food went to their own households and some produce was shared with others through the Carson Valley Community Food Closet. This cookbook includes a few of the yummy recipes they used with their harvested vegetables.

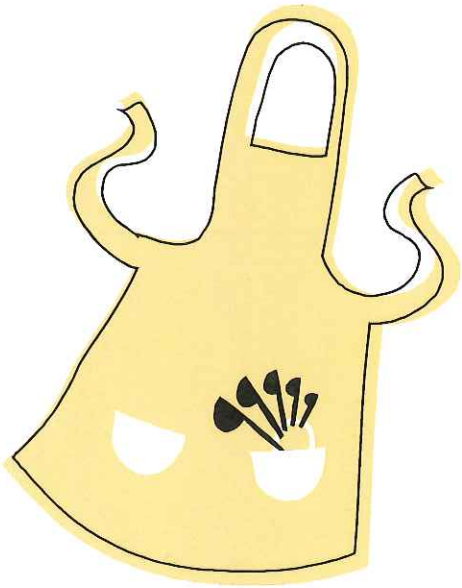
ENJOY!!!

MAIN STREET Gardnerville NEVADA

Food Closet CARSON VALLEY COMMUNITY

Heritage Park Gardens are located to the North of Heritage Park on Ezill Street in downtown Gardnerville. If you are interested in getting involved, contact: cjsandmeier@aol.com or

Info@MainStreetGardnerville.org



6-21

Beet Ginger Sauerkraut Recipe

Prep time: 30 mins Total time: 30 mins Ferment time: 7–14 days

Serves: 1-quart (946 mL) jar

From stupideasypaleo.com

Ingredients

- 2 lb (907 g) green cabbage (you'll use half unless making a double batch)
- 8 oz (227 g) red beets
- 2–3 oz (57–85 g) fresh ginger
- 1-1/2 tbsp (22 g) coarse sea salt (I like this one)
- If you need extra brine, use 1 tsp (5 g) salt in 1 cup (237 mL) water

Instructions:

The basic method for making sauerkraut goes like this:

Thinly slice the vegetables, then salt them. Pulverize the veggies by crushing them with your hands to release the juices. Pack them tightly into a jar, submerging the veggies underneath the brine. Cover with something—like fabric—so dust and bugs stay out, but air can still escape. (Gas is generated as part of the fermentation process, so don't cover it with an airtight lid unless it's one specifically made for fermenting or you run the risk of the jar exploding due to pressure.) Let it sit in a dark cabinet for at least a week—or longer, depending on how sour you like it—then refrigerate.

Cut the cabbage in half. You'll only be using half for this recipe, unless you decide to double it. (In that case, you'll need to double the amount of beets, ginger, and sea salt, and you'll need another jar set-up.) Very thinly slice the cabbage. I used a mandolin, but I've done it plenty of times with a sharp knife. Toss the cabbage into a very large bowl.

To prepare the beets, I scrubbed but didn't peel them. If you'd like, you can peel them, but it's just an extra step. I thinly sliced the beets into rounds using a mandolin, then stacked them up, and sliced them into matchsticks. Alternatively, you could shred them in a food processor or with a box grater (but that is SUPER messy because beet juice stains). Place the beets into the bowl with the cabbage.

For the ginger, I grated it down finely using a microplane grater. You could also mince it by hand, just be sure the pieces are very small since biting into chunks of ginger is very spicy. Place the grated ginger in the bowl with the beets and cabbage.

Now, add the salt. With clean hands, start to scrunch the veggies as you mix everything together. You have to get aggressive here because you're trying to break down the cells in the veggies and (with the help of the salt) draw out the moisture. This takes at least 5 minutes of scrunching and squeezing. (Yay for kitchen fitness!) If there's not a lot of moisture after that time, add more by making some brine (salt water) with 1 teaspoon salt in 1 cup of water. Some cabbages are just drier than others. C'est la vie!

Pack the veggies into a wide-mouth quart-sized Mason jar. Really push them down. (I use my fist or a spoon.) The veggies should come up to about the shoulder of the jar. If there is not at least an inch of liquid covering the veggies, add some brine to cover.

Now, you have a couple options: use a special lid for fermenting to cap it all off or use a simple DIY cover. For this batch, I used a new prototype lid from Kraut Source. It uses a spring mechanism to hold the veggies down under the brine. However, if you don't have that, the other method I've used successfully is to place a 4-ounce jelly jar INTO the wide-mouth jar to keep the veggies submerged. It works really, really well. Click here to see pictures and video.

Place the jar into a bowl or on a plate in case any liquid bubbles out. If you're using the jar in jar method, cover with a kitchen towel and place in a cupboard or pantry for at least a week. Check the level of the liquid every couple days. If the level has dropped, add more brine. After a week, remove a bit of kraut with a fork and test the flavor. If it's not sour enough for your liking, keep fermenting. (I find that it's good for me around 10-14 days, but everyone is different. Some like to keep it going for weeks!) When it's done, cover with a metal Mason jar lid and refrigerate. Keeps for a few months. Remember to keep the kraut submerged in brine the whole time, even in the fridge or it'll mold.

6-22

KALE AND APPLE SALAD

Ingredients	Directions
2 c. walnuts	Roast walnuts by tossing in olive oil and spreading onto a cookie sheet. Roast at 350° until browned—about 10-12 minutes.
3 T. olive oil	Let walnuts cool. Finely chop ¼ c. for the dressing and reserve the rest to go whole into the salad.
1/3 c. vinegar or lemon juice	Make dressing: in a blender combine olive oil, vinegar, oil, Dijon, Greek yogurt, and salt. Blend until smooth. Then stir in 1/4 c. walnuts.
½ c. oil	Prepare salad: tear kale into bite sized pieces and place in a large bowl. Chop apple and add to kale. Also add the reserved walnut pieces. Toss with the dressing and serve.
1 T Dijon mustard	
3 T Greek yogurt	
½ tsp salt	
Kale 1 apple	

PUREED PUMPKIN

from greatbasinbasketcsa.com

Ingredients	Directions
One sugar pumpkin (or any pumpkin)	Heat oven to 400° Cut the stem off pumpkin Halve the pumpkin and remove all seeds and strings Place pumpkin, cut side down, into an oven-safe dish Roast pumpkin for 30-45 minutes. You may have to increase the temperature or time for larger pumpkin. When the flesh is soft (test with a fork or toothpick) your pumpkin is done. Let cool. Scoop out pumpkin flesh into blender or food processer and puree until smooth. You may want to add 1 Tbsp of water to smooth it out.

Notes: You can freeze the puree in a freezer-safe container for up to 3 months or put it in fridge for up to 1 week.

Microwave option: Place the pumpkin in a glass pan, cut side down and cook for 10 minutes. Check to see if it is soft, and if not add 5 more minutes or until it is soft.

6-23

ZUCCHINI RELISH

Ingredients	Directions
10 c. washed, shredded zucchini 3 small white onions, chopped	The day before:
1 green bell pepper, diced	
1 red bell pepper, diced	Place zucchini, onions, peppers, salt and celery seed in a bowl. Mix well and store in a covered container in the refrigerator overnight.
4 Tbsp salt	
2 Tbsp celery seed	Day 2: rinse the bowl of ingredients thoroughly. In a large pan, heat sugar, vinegar, turmeric, nutmeg, mustard, and corn starch.
4 ½ c. sugar	Add zucchini mixture. Bring to a boil and cook for 20 minutes.
2 ½ c. white vinegar	
1 ½ tsp turmeric	Preserve in hot mason jars, or store in air tight containers for up to 2 weeks in the refrigerator.
1 ½ tsp nutmeg	
1 ½ dry mustard	
2 Tbsp corn starch	

BROCCOLI SALAD

Ingredients	Directions
3 cups chopped broccoli	In a large bowl, mix broccoli, sunflower seeds, onion, and bacon. In a smaller bowl, whisk mayo, sugar, and cider vinegar. Pour dressing atop the broccoli mixture and mix well. Serve right away or store for up to 3 days in the refrigerator.
½ c. sunflower seeds	
½ red onion, chopped	
1 lb. bacon, cooked and crumbled	
Dressing	
1 cup mayo	
½ cup sugar	
4 tsp. apple cider vinegar	

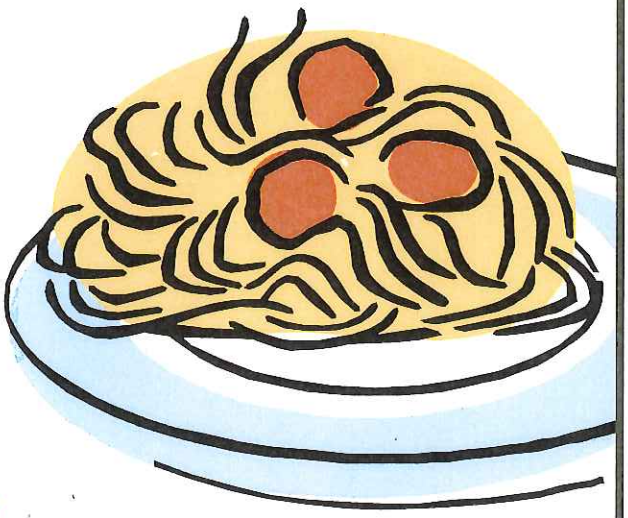
6-24

VEGETARIAN "MEAT" SAUCE

Ingredients	Directions
10-15 tomatoes cut into quarters	Put tomatoes, garlic, and onion in a sauce pan and simmer for 20 minutes.
1 head of garlic, peeled	Let tomato mixture cool for 15 minutes then blend in a blender or food processor for 30-60 seconds, depending on how chunky you like the sauce.
1 onion peeled and cut into quarters	Add spices, VP, and olive oil and stir well.
2 Tbsp. basil	If you are eating right away, reheat in a saucepan until hot.
3 Tbsp. ground flax seeds	Mixture can be stored in the refrigerator for up to 2 weeks if stored in hot canning jars, otherwise use within one week.
1 Tbsp. black pepper	
½ cup textured vegetable protein (TVP) to give it meat texture	
3 Tbsp. olive oil	
Other herbs/spices as desired	

LOW CARB "SPAGHETTI"

Ingredients	Directions
2 zucchini, chopped	In a large sauté pan, cook onion and garlic in the olive oil until soft.
7 Roma tomatoes, quartered	Add zucchini and yellow squash and sauté for 3 minutes.
1 onion peeled and chopped	Add tomatoes and sauté, covered, for 3 more minutes.
2 Tbsp. olive oil	Spoon mixture over prepared spaghetti sauce and serve.
2 yellow squash, chopped	
2 cloves garlic, peeled and chopped	
1 medium spaghetti squash, seeded and prepared	



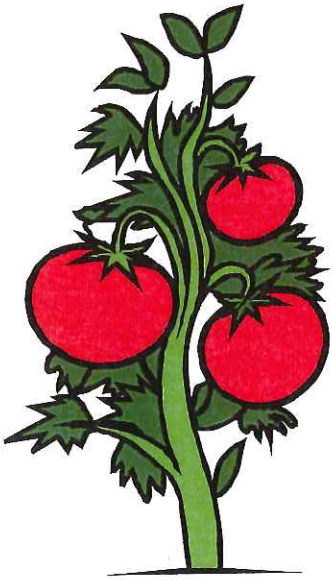
6-25

TOMATO CRUMBLE

Ingredients	Directions
4 to 6 cups diced, fresh tomatoes	Preheat oven to 350°.
Crumbled Feta cheese	In a mixing bowl, combine tomatoes, shallots, feta, and herbs.
Finely chopped shallots or chives	
Chopped herbs like thyme or basil	Pour mixture into a baking dish (like a pie dish) and top with freshly ground pepper.
-fresh ground pepper, to taste	In a separate bowl, mix flour and parmesan.
1 cup flour	Sprinkle cheese mixture over the tomato mixture.
½ cup parmesan	Cube butter and dot the top of the cheese mixture with the butter.
5-6 tablespoons of butter	Bake for 30 minutes or until bubbly.

GREEN TOMATO CAKE

Ingredients	Directions
4 cups chopped green tomatoes	Place chopped tomatoes in a bowl and sprinkle with 1 tablespoon salt. Let stand 10 minutes. Place in a colander, rinse with cold water and drain.
1 tablespoon salt	
1/2 cup butter	Preheat oven to 350 degrees F (175 degrees C). Grease and flour a 9x13 inch baking pan.
2 cups white sugar	
2 eggs	Cream butter and sugar. Add eggs and beat until creamy.
2 cups all-purpose flour	Sift together flour, cinnamon, nutmeg, soda and 1/4 teaspoon salt. Add raisins and nuts to dry mixture; add dry ingredients to creamed mixture. Dough will be very stiff. Mix well.
1 teaspoon ground cinnamon	
1 teaspoon ground nutmeg	
1 teaspoon baking soda	
1/4 teaspoon salt	Add drained tomatoes and mix well. Pour into the prepared 9 x 13 inch pan.
1/2 cup raisins	
1/2 cup chopped walnuts	Bake for 40 to 45 minutes in the preheated oven, or until toothpick inserted into cake comes out clean.



Carson Valley Community Food Closet
Like This Page · 1 hr

The wonderful volunteers of Main Street Gardnerville Heritage Park Gardens will be at the Food Closet today, Wednesday and Friday this week to encourage recipients to participate in Share Your Gardens. This is a collaboration with Douglas County NV Social Services, Heritage Park Gardens and the Food Closet to get our clients growing healthy, fresh produce. Participation is completely FREE!

Like · Comment · Share

Main Street Gardnerville and Stacey Sigafus like this.

1 share

Write a comment...

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Frozen Party Pack
amazon.com
Treat your party guests like royalty with this Frozen party bundle pack. Shop now.

6-27

From: UP AND AT'EM CLASS-TWO

Thank you for
putting together the
lovely flower baskets
They lift our spirits!!
And add beauty to our city!

Up & Let 'Em Class

RECEIVED
FEB 1 8 2016
By

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve, approve with modifications or deny the authority of the Heritage Park Gardens committee to allow weddings and other special events on the town owned parcel, APN: 1320-33-310-005; with public comment prior to Board action.**

2. **Recommended Motion: To approve authorization for the Heritage Park Gardens Committee to allow weddings and other special events on the town owned parcel, APN: 1320-33-310-005; with public comment prior to Board action.**

Funds Available: ☐ **Yes** ☑ **N/A**

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: March 1, 2016 Time Requested: 10 minutes**

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

Background Information: Being allowed to hold such events in the gardens will not only help to raise awareness of the project and the Main Street Gardnerville (MSG) program, but will enable MSG to bring in revenue that could help our fundraising efforts to sustain the program.

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

8. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to provide information to staff to include in the Continuity Of Operations Plan (COOP) for Town Mission Essential Functions that the board considers priority or essential services provided during a one day, one day to one week, and one week to one month natural disaster; with public comment prior to Board action**

2. **Recommended Motion: Based on discussion. Motion to direct staff to update and bring back the final Mission Essential Functions forms for review and final approval for entry into the Towns COOP plan.**
   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: March 1, 2016 Time Requested: 45 minutes**

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

Background Information: In 2011 town staff participated with East Fork Fire (Emergency Manager) to perform an exercise that created a county wide Continuity of Operations Plan. Staff, with the help of a consultant paid by the County Emergency manager, held several workshops to gather the information and assemble the data to be part of this COOP plan where we entered the gathered data into a program at www.Nevadacontinuity.com. This month Emergency Management provided a workshop on a countywide flood guide. The majority of Gardnerville board members participated in that exercise and while still fresh in your minds, staff was hoping to have a conversation with the board about the town's mission essential functions. So please be thinking about the attached questions, which stemmed from the workshop we attended.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

The list below are the services the town can provide for your reference:

18.06.030 Services

A. The town shall provide the following services to its residents:

1. Volunteer fire and police protection systems in conjunction with county, state or volunteer fire and police protection systems;
2. Drainage;
3. Solid waste disposal;
4. Parks;
5. Recreation;
6. Streets, alleys, sidewalks;
7. Street lights;
8. Water distribution;
9. Acquisition, disposal, annexation or de-annexation, maintenance and improvement of town property provided the town advisory board presents any proposed acquisition, disposal, annexation or de-annexation, maintenance and improvement of town property to the board of county commissioners for review and approval.

Essential Versus Non-Essential: The distinction between these two categories is whether or not a function must be performed during a crisis. **Essential functions are those that have to be performed during emergencies. Essential functions are both important and urgent.** If an organization determines that a function may have to be performed during or immediately after an emergency, it should be identified as essential. Functions that can be deferred until after the emergency should be identified as nonessential.

Staff is looking to have a discussion with the Board to define the mission essential and non-essential functions for the Town of Gardnerville. Please see the attached list of programs staff developed for the Priority Based Budgeting process. Each program is assigned FTE and a budget and used for the cost allocation report the county provides.

Questions to Consider during the discussion;

1. Why does the Town of Gardnerville exist?
2. What is the purpose of the town?
3. What are the Core Functions we provide?

- Four-Step Process

  - Step 1: Use the Mission, Vision, Core Values, Strategic Plan to identify operational function. These are provided in the next agenda item in your packet. Determine the operational functions from this list. See staff list provided.

  - Step 2: Review list of all operational functions & determine which functions:
    - Should be resumed within 12 hours and are sustainable for up to 30 days

    (remember to include those functions that are essential only following an emergency)
  - Step 3: identify critical processes and services necessary to perform essential functions
  - Step 4: Prioritize essential functions
    - This becomes the list for the used for (pg 8-6);
      - One Day Disruption
      - One Day to One Week Disruption
      - One Week to One Month Disruption

There are several hazards we need to be aware of in our valley and we need to be prepared for an emergency not every emergency but we need to know how to handle and know protocol during an emergency. **The objective of our emergency management program is to protect public health and safety and preserve public and private property.**

HAZARD SUMMARY	DOUGLAS C OUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN				
	Likelihood of Occurrence *	Estimated Impact on Public Health & Safety		Estimated Impact on Property	
Hazard Type:	**(See below)**	**Limited Major**	**Moderate**	**Limited Major**	**Moderate**
Natural					
Drought	LIKELY	LIMITED		MODERATE	
Earthquake	LIKELY	MAJOR		MAJOR	
Flash Flooding	LIKELY	MODERATE		MAJOR	
Flooding	LIKELY	MODERATE		MAJOR	
Tornado	UNLIKELY	MAJOR		MAJOR	
Wildfire	HIGHLYLIKELY	MAJOR		MAJOR	
Windstorm: Dust Event	LIKELY	MODERATE		MODERATE	
Winter Storm	LIKELY	MODERATE		MODERATE	
Volcanic Eruption	UNLIKELY	MAJOR		MAJOR	
Technological					
Bridge Failure	LIKELY	MAJOR		LIMITED	
Dam Failure	UNLIKELY	HIGH		HIGH	
Energy/Fuel Shortage	LIKELY	MODERATE		LIMITED	
Hazmat Oil Spill (fixed site)	LIKELY	MAJOR		LIMITED	
Hazmat Oil-Spill (transport)	LIKELY	MAJOR		LIMITED	
Major Structural Fire	LIKELY	MODERATE		MODERATE	
Radiological Incident	UNLIKELY	MODERATE		LIMITED	
Water System Failure	UNLIKELY	MODERATE		LIMITED	
Telephone Failure	UNLIKELY	MAJOR		LIMITED	
Security					
Active Shooter	OCCASIONAL	MAJOR		LIMITED	
Bomb Threat	OCCASIONAL	MODERATE		LIMITED	
Civil Disorder	UNLIKELY	MAJOR		MAJOR	
Enemy Military Attack	UNLIKELY	MAJOR		MAJOR	
Terrorism	UNLIKELY	MAJOR		MAJOR	
* **Likelihood of Occurrence: Unlikely, Occasional Likely, or Highly Likely**					

FORM 3

CANDIDATE MISSION ESSENTIAL FUNCTIONS WORKSHEET

Function Description	Mission/ Non-Mission	Supporting Activity/ Non-Supporting Activity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Instructions: Mission essential functions for your district/circuit must be determined and prioritized. The performance of highest priority items will need to be resumed as quickly as possible and should be grouped under item 1., below. The template allows for both a second tier of items grouped under item 2. and a third tier under item 3. If you need more than three groupings, additional groupings can be added. Regardless of the number of groupings, all court functions must be resumed within one month of the disruption.

1. Mission essential functions that must be performed given a **One Day** disruption. (From highest priority to lowest)
   a. _____
   b. _____
   c. _____
   (Use as many additional bullets as necessary.)

   Note: After one day of emergency operations either normal operations must be reinstated or emergency operations must ensure the functions listed in 2., below are performed.

2. Mission essential functions that must be performed given a disruption of greater than **One Day** but less than **One Week**.
   (From highest priority to lowest)
   a. All Functions listed in 1., above
   b. _____
   c. _____
   d. _____
   (Use as many additional bullets as necessary.)

   Note: After one week of emergency operations either normal operations must be reinstated or emergency operations must ensure the functions listed in 3., below are performed.

3. Mission essential functions that must be performed given a disruption of greater than **One Week** but less than **One Month**.
   (From highest priority to lowest)
   a. All Functions listed in 1. and 2., above
   b. _____
   c. _____
   d. _____
   e. (Use as many additional bullets as necessary.)

   Note: After one month of emergency operations all court functions must be resumed at some level.

Town of Gardnerville Nevada

Town of Gardnerville
Priority Based Budgeting FY 2016-17
Programs the Town performs/offers

FUND	DIVISION	PROGRAM NAME	PROGRAM NUMBER	COMMUNITY PROGRAM DESCRIPTION
610	Administration	**Community Organization Support (Main Street, Historical Society, Businesses)**	370	Only one (Main Street) takes a significant amount of time and funds.
610	Parks (923)	**Park maintenance (trees, restroom, mowing, trimming, landscaping) Fund Main Street - Museum yard upkeep**	375	Mowing is the most significant time consuming item in the summer. Over the whole year though I'm not sure it would be worth breaking it down. But let me know if you would like this item broken down further.
610	Parks (923)	**Maintenance of vehicles and equipment**	376	Maintains mowers, weed wackers, blowers, genreators, air compressors and hand equipment
610	Parks (923)	**Trail Development**	377	Develop trails for pedestrian access throughout the town
610	Parks (923)	**Maintenance of trails**	378	Maintenance of trails (eradicate weeds and stickers; trim shrubs and trees)
610	Parks (923)	**Wetlands(Phase 1-4 Martin Slough/Water Rights/Open Space/Pond maintenance**	379	Maintain 18.36 acres of wetland (Phase 1-IV -Martin Slough);work with state to bring water rights donated to town up to current owner; maintain ponds (algae control, water level, dredge when needed)
610	Parks (923)	**Tree City USA**	380	Maintain Tree City USA status (trim trees, plant trees, remove trees, report all time and money spent to
610	Parks (923)	**Development of new community events**	381	Work with Main Street and CV Arts Council on 4th of July event - fun run/chalk artfest. Work on expanding and refining this event. (Could be combined with special events)
610	Parks (923)	**Special Events (Movies in the Park, Christmas Kickoff, Fun Run)(revised)**	382	Book movies, create flyers, power point presentations for events, get sponsors, publicity, music, set up of equipment, rental of equipment if needed, set up vendors for some events, coordinate entertainment, put up lights, create light show
610	Parks (923)	**Maintain Open Space (Ranch at Gardnerville, Hellwinkel property)**	383	Maintain (trim shrubs and trees, weed abatement, mow native grass) 7.73 acres of open space (Hellwinkel property) and 30.77 acres of open space (The Ranch at Gardnerville)
610	Parks (923)	**Holiday decorations (Downtown)**	384	Hang Christmas decorations down Main Street, put up decorations on pavilion, decoration on Toler, Admin building and maintenance building
610	Public Works (926)	**Town Project Review (revised)**	385	Combine with development review
610	Public Works (926)	**Project/Development review**	386	Project review/development review of new and expanding projects in an effort to bring consistancy to new construction. Follow Plan for Prosperity and Vision discussions.
610	Public Works (926)	**Maintenance of vehicles and equipment**	387	Maintain public works (five) vehicles and equipment (i.e. crack sealer, trailers, snow equipment etc.)
610	Public Works (926)	**Street lighting/Street lighting maintenance (town owned lights)**	388	Report street lights outages to NV Energy for lights maintained by NV Energy. Either repair or sub out light outages on town maintained lights. Pay energy bills)
610	Public Works (926)	**Street Sweeping**	389	Sweep all town streets once a month in winter and sumer and at least twice or more a month in fall and spring
610	Public Works (926)	**Flood mitigation**	390	Design, construct and implement measures to alleviate flooding. Working on being part of the hazard mitigation plan, submit grants.
610	Public Works (926)	**Street striping maintenance**	391	Restripe crosswalks, parking areas, stop bars, speed limits on pavement,

Town of Gardnerville
Priority Based Budgeting FY 2016-17
Programs the Town performs/offers

FUND	DIVISION	PROGRAM NAME	PROGRAM NUMBER	COMMUNITY PROGRAM DESCRIPTION
610	Public Works (926)	**Maintenance of Street Signs**	392	Maintain all street signs, traffic signs (bring old signs up to code, worn signs replaced)
610	Public Works (926)	**Maintenance and repair of storm drains**	393	Check storm drains periodically for blockages, vacuum out storm drains, clean out drains,
610	Public Works (926)	**Street repair and maintenance**	394	Crack seal, crack fill, chip seal, slurry seal, overlays, reconstructs, maintain PCI index
610	Public Works (926)	**Graffiti abatement**	395	Periodically drive around town and check for graffiti. Remove with graffiti remover, paint over or both.
610	Public Works (926)	**Emergency storm response**	396	Be available when storms are imminent to clear storm drains, open water gates, warn residents, public announcements (Facebook, Twitter, website)
610	Public Works (926)	**Maintenance & repair of sidewalks**	397	Work on ADA access, pull weeds, write letters to owners with sidewalk issues, maintain town
610	Public Works (926)	**Maintenance of medians & roadside landscaping**	398	Weed, trim and mow town owned medians and roadside landscaping (Toler, Waterloo, Highway 395/Toler, Gilman, Stodick Pkwy
610	Public Works (926)	**Detention & retention basin maintenance**	399	Weed, trim and mow Stodick detention basin, Carrick/Grant detention basin
610	Public Works (926)	**Ditch & culvert maintenance**	400	Clean out culverts and ditches routinely or when blocked
610	Public Works (926)	**Snow Removal**	401	Sand intersections and now removal when snow is about six inches.
610	Public Works (926)	**Stormwater pollution prevention**	402	Clean spills, notices on storm drains, put out literature to enlighten residents
611	H & S (925)	**Solid waste pickup (residential & commercial), administration**	371	Pick up commercial(2yd bins) and residential trash (90 gallon totes) every weekday. Bill commercial monthly and residential quarterly. Make deposits. Reconcile accounts w/county. Answer phones. Take credit card payments.
611	H & S (925)	**Vehicle & Equipment Maintenance**	372	Maintain trash vehicles and equipment
611	H & S (925)	**Greenwaste Recycling Program**	373	Pick up greenwaste cans (90 gallon totes) every Tuesday between April and December and dump at Bently Agrowdynamics
611	H & S (925)	**Curbside leaf and limb program**	374	Every April and November free pickup of extra trash, limbs and leaves on designated week of month

FUND	DIVISION	PROGRAM NAME	PROGRAM NUMBER	GOVERNANCE PROGRAM DESCRIPTION
610	Admin (921)	**Public Information**	9128	Take walk-ins' payments, respond to questions or concerns from the public. Respond to public needs.
610	Admin (921)	**Facility Maintenance**	9130	maintenace of town owned faclities, buildings, shop, lights and water damage and cleaning windows and buildings.
610	Admin (921)	**Administration and outside support (Website, Inventory, customer service)**	9129	keep website updated, facebook account up to date. Resolve public concerns in parks, stormdrains, and in public rights of way. Work on board packet and presentation materials and public files. Prepare invoices for payment. Keep files up to date. Deposits. Works orders. Minutes of meetings. Newsletters. Order supplies.

Family Disaster Planning for Town of Gardnerville

The Town of Gardnerville understands the importance of personnel preparing their families for disaster events. The information below provides assistance to Town of Gardnerville personnel for developing Family Disaster Plans and encourages them to learn more about how to be prepared.

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services -- water, gas, electricity or telephones -- were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can -- and do -- cope with disasters by preparing in advance and working together as a team. Follow the steps listed below to create your family's disaster plan. Knowing what to do is your responsibility for your best protection.

FOUR STEPS TO SAFETY

1. Find Out What Could Happen to You

- Contact your local Red Cross chapter or emergency management office -- be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day-care center, and other places where your family spends time.

2. Create a Disaster Plan

- Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet: 1. Right outside your home in case of a sudden emergency, like a fire. 2. Outside your neighborhood in case you can't return home. Everyone must know the locations address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete this Checklist

8-9

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas, and electricity at the main switches.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

4. Practice and Maintain Your Plan

- Quiz your children every six months so they remember what to do.
- Conduct fire and emergency evacuation.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and charge the batteries at least once a year.

For more information on Family Disaster Planning, visit the Federal Emergency Management Agency's (FEMA) website for family disaster planning at www.READY.gov.

8-10

A **72 Hour Kit** is essential for any emergency. Your **72 Hour Kit** could mean the difference between life and death. We recommend purchasing your **72 Hour Kit** only through an established and reputable company.

There are many types of disasters and emergencies: floods, fires, earthquakes, hurricanes and tornadoes. in many cases, a 72 hour kit could mean the difference between life and death. It is estimated that after a major disaster, it may take up to three days for relief workers to reach some areas. It would be wise to consider a 72 hour kit that you could live on for 7-10 days. In such a case, If you live in a disaster prone area a 72-hour kit is the minimum you should have available. Plan your 72 hour kit according to your familys' size.

***** 72 Hour Kit Info You Need To Know *****

1) Your 72 hour kit should be in a portable container located near an exit of your house or better, sheltered in your backyard.

2) Each family member should have their own 72 hour kit with food, clothing and water. Distribute heavy items between kits.

3) Enclose the extra clothing, matches, personal documents, and other items damageable by smoke or water in plastic to protect them.

4) Keep a light source in the top of your 72 hour kit, so you can find it quickly in the dark.

5) Personalize your 72 hour kit. Make sure you fill the needs of each family member.

6) Inspect your 72 hour kit at least twice a year. Rotate food and water every six months. Don't forget to check your medications. Check children's clothing for proper fit. Adjust clothing for winter or summer needs. Check expiration dates on batteries, light sticks, warm packs, food and water.

7) Consider the needs of elderly people as well as those with handicaps or other special needs when building your 72 hour kit. For example: for babies, store diapers, washcloth, ointment, bottles and pacifiers, and other special supplies.

72 Hour Emergency Kit

By Rachel Woods, About LDS Guide, http://lds.about.com

Notes:

- Update your kit every six months (put a note in your calendar/planner) to make sure that: all food, water, and medication are fresh (not expired), clothing fits, personal documents and credit cards are up to date, and batteries are charged.
- Small toys/games are important too as they will provide some comfort and entertainment during a stressful time.
- Older children can be responsible for their own pack of items/clothes too.
- You can include any other items you feel are necessary for your family's survival.
- Some items and/or flavors might leak, melt, "flavor" other items, or break open. Dividing groups of items into individual Ziploc bags might help prevent this.

Food and Water

(3 day supply of food & water per person when no refrigeration/cooking is available)

☐ Protein/Granola Bars
☐ Trail Mix/Dried Fruit
☐ Crackers/Cereals (for munching)
☐ Canned Tuna, Beans, Meat, Vienna Sausages, etc ("pop-top" cans might leak/ explode & Jerky can "flavor" other items)
☐ Canned Juice
☐ Candy/Gum (Jolly ranchers can melt & mint gum might "flavor" other items)
☐ Water (1 Gallon/4 Liters per person)

Bedding and Clothing

☐ Change of Clothing (short and long sleeve shirts, pants, socks, jackets, etc.)
☐ Undergarments
☐ Rain Coat /Poncho
☐ Blankets and Emergency Heat Blankets
☐ Cloth Sheet
☐ Plastic Sheet

Fuel & Light

☐ Battery Lighting (Flashlights, Lamps)
☐ Extra Batteries
☐ Flares
☐ Candles
☐ Lighter
☐ Water-Proof Matches

Miscellaneous

☐ Bag or Bags to put 72 hour kit items in (such as duffel bags or hiking back packs, which work great)
☐ Infant Needs (if applicable)

Equipment

☐ Can Opener
☐ Dishes/Utensils
☐ Shovel
☐ Radio (with batteries!)
☐ Pen and Paper
☐ Axe
☐ Pocket Knife
☐ Rope
☐ Duct Tape

Personal Supplies & Medication

☐ First Aid Supplies
☐ Toiletries (roll of toilet paper—remove center tube to easily flatten into a zip-lock bag, feminine hygiene, folding brush, etc)
☐ Cleaning Supplies (mini hand sanitizer, soap, shampoo, dish soap, etc. Warning: Scented soap might "flavor" food items.)
☐ Immunizations Up-to Date
☐ Medication (Acetaminophen, Ibuprofen, children's medication, etc.)
☐ Prescription Medication (for 3 days)

Personal Documents and Money

(Place these items in a water-proof container!)

☐ Scriptures (miniature ones are lighter)
☐ Genealogy Records
☐ Patriarchal Blessing
☐ Legal Documents (Birth/Marriage Certificates, Wills, Passports, Contracts)
☐ Vaccination Papers
☐ Insurance Policies
☐ Cash
☐ Credit Card
☐ Pre-Paid Phone Cards

Personal and Family Preparedness

Your role as an emergency responder or participant will have you working away from your home and family for up to 72 hours. Take the time now to prepare yourself and your family for this event. Build a self-survival bag and a family disaster kit. The self-survival kit is what you will need to be at work for the time. The family disaster kit is what your family will need to have on hand while you are away at work. You can't help others until you have helped your family. Please register your cell phone to your address for our Reverse 9-1-1 program. This will enable you to receive warnings that affect your home on your cell phone. https://douglascounty.onthealert.com/

Self-Survival Bag (Field Responders and Personal Preparedness)

8-13

- Personal prescriptions and eyeglasses
- Food and water (12-hours' worth)
- Flashlight with extra batteries
- Whistle
- Baby wipes/toilet paper
- Change of clothes
- Pocket knife
- Blanket
- Matches
- First aid kit
- Chargers for cell phones, laptop, etc.
- Agency identification and PPE
- Any materials identified in this guide for your position
- This guide

Family Disaster Kit

- Water: 1 gallon per person, per day
- 3-day supply of non-perishable food
- Flashlight with extra batteries
- First aid kit
- Fire extinguisher
- AM/FM radio to hear Blosser & Brooks soothing voices
- Have a way to heat your home without electricity
- Have a family communications plan
- Consider downloading the free Red Cross phone app "Emergency" for ways to communicate with family members, alerts and other ideas on preparedness
- Visit www.ready.gov for more ideas

EOC Participants

If assigned or requested to work in the EOC, please bring the following items at a minimum.

- Cell phone, laptop and chargers!
- Change of clothing
- Personal medication
- Agency Identification
- This guide!
- Your assigned EOP

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion on budget development for Fiscal Year 2016/2017 including, but not limited to;**
   a. **review of Towns Strategic Plan and Goals,**
   b. **review of the Town Values,**
   c. **review of the Tentative budget for 2016-2017 and review of the revenue estimates, and other matters properly related thereto, and**
   d. **review Revised 2016-2021 Capital improvement Plan (CIP); with public comment prior to Board action.**

2. **Recommended Motion: Based on board discussion Provide direction to staff on the tentative budget for next month.**
   Funds Available: ☐ Yes ☐ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: March 1, 2016 Time Requested: 90 minutes**

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

Background Information: March is usually when we discuss the Town, Mission, Vision, Values and Strategies, then review the budget and CIP. Last month we reviewed the CIP.
We can use the prior item to determine additional programs or revisions to the strategic plan or actions.
The budget, as prepared by staff, will be modified per our discussion and approved at next month's meeting as the tentative budget.
The State released preliminary numbers on February 16th this year.
The county has responded to the state on the rate to be applied in Gardnerville at 0.6677. The state currently shows 0.7628 (Last year was 0.7496 generating $1,483,332 in revenue)
Staff estimated Ad Valorem $1,150,000. (Last Year was $1,102,393)
C tax funds are estimated at $277,987 (last year was $265,723)

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

8. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

Town Strategic Plan

Town's Mission:

"The Town of Gardnerville provides high quality services based upon community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while pro-actively preparing for the future. We will be accessible and fully accountable to our community."

Town's Core Values:

Directive: The Town values statement shall establish the core values that assist in fulfilling the Town mission.

1. We are proud of our historical, environmental, and cultural heritage, and will strive to project improved community awareness.

2. Our community is our number one priority. We will strive to meet the needs of all, while balancing our services to meet community wide needs.

3. The Town values honesty, integrity, and ethics. As community representatives, we strive to treat our staff, customers, and suppliers as we would want to be treated.

4. The Town values our employees, and strives to foster an atmosphere of teamwork and cooperation.

5. The Town operates as an "open" government which is accessible and fully accountable to our community.

6. The Town is always open to new ideas, and treats all ideas fairly.

Town's Vision:

"Gardnerville is a destination for all ages; an active, safe town, well connected with accessible trails for walking, running and cycling. The town is business friendly and encourages a diverse mix of businesses with ample parking. History and heritage are cherished and well preserved. Gardnerville offers blue skies, clean air and many activities to enjoy, inside and out, all year round. "

Town's Strategic Theme:

Economic Vitality
Strong sense of community
Infrastructure that attributes to a safe and healthy community
Government Transparency / Efficiency / Accountability

Economic Vitality

Goal A Support a "business friendly" environment that attracts new businesses and is responsive to the needs of the current business community.

Goal B Develop strategies for attracting and retaining business

Goal C Support Main Street Gardnerville in revitalization efforts of the downtown District

Goal D Work cooperatively with other agencies and governments in economic development.

	Actions	Status	Comments
1.1	Work with Main Street and local businesses to revitalize and enhance the Downtown District through the beatification efforts of the Main Street Program.	**Ongoing**	• Maintaining the downtown core. • installed conduit for future Braudband access into down town for more connection points for area distributors. • Monitor street light outages. • Maintain roads and storm drains. • Work Closely Main Street for the Downtown Core business.
1.2	Continue to enhance and nurture relationships with other government agencies, Chamber of Commerce, NNDA, WNDD, the Douglas County Business Council, and other organizations.	**Ongoing**	• Regular meetings with the Town managers and GID managers to discuss operations and trainign and other issues. • Working well with the county staff on issues and code revisions and plan reviews. • Town Staff Still participating in SET. Which seems to be losing traction. • Board member participates in Rural Roundup
1.3	Work with other agencies to streamline the plan review process while maintaining the interests of community residents and businesses.	**Ongoing**	• Working with County and minden Staff on projects and corrdinting our efforts on plan review common to Minden and Gardnerville

9-3

	Actions	Status	Comments
1.4	Encourage and contribute in both financial and non-financial means assisting the program and activities of Main Street Gardnerville that are beneficial to the community.	**Ongoing**	• Town & Main Street provides events to encurage residents and visitors to bring family and frends into town to attend events, Movies in the Park, Wine Walks, Christmas kickoff, our involvement with Pardae of Lights, This Coming Year Great Race
1.5	Coordinate and participate in creating a parking district section in county code to increase the building potential of the smaller parcel located within the town.	**ongoing**	•The parking District may finally be making some headway this coming year. The town Staff will partcipate in any effort that will help create some sort of district.
1.6	Work with other agencies to make Muller Parkway a truck bypass. After bypass is complete work to create a center median on Main Street to beautify the downtown.	**in progress**	•Gardnerville Station cleanup is ongoing. • County did not fund options presented by staff for bypass. • Staff partipated in efforts and meetings for plans and projects needed county wide.
1.7	Explore areas of possible expansion for town east and west (Douglas or Mission Street)	**no action**	• Master plan revision coming up - Staff will participate and hope to get a workshop for the town of gardnerville to get input on mixed use and other areas within the town. Multi Family, additional industrial area.
1.8	Work on Industrial Park infrastructure as well as Access other than 395, signage, parking and traffic patterns.	**Ongoing**	•Town is working on this years road project. Patching and surface improvments in Industrial\
1.9	Improve pedestrian accessibility in the Downtown District and historical areas of town.	**Ongoing**	• Town is working on Crosswalk Project - in Design Phase now • Sharkeys sidewalk and Strom Drain updated Ground all ADA trip Hazards Continuoe to work on specific Concrete repairs
1.10	Work with other agencies to improve traffic control at the intersection of 756 and Waterloo.	**Ongoing County Controlled**	County just re-did waterloo this year. No improvements for the intersection were contiplated. County is working on Transportation plan - May have an opportunity for input on that update.

9-4

Strong Sense of Community

Goal A	Maintain Gardnerville's "small town" look and feel and develop a richer sense of ownership from the Town's residents and businesses as evidenced through increased pedestrian traffic, monthly events and continued focus on beautification projects.
Goal B	Support community activities and family oriented events.
Goal C	Support fund-raising opportunities that further community goals.
Goal D	Support policies that maintain Gardnerville's heritage while allowing for well managed and complimentary growth in development and recreational opportunities while conserving our historical, environmental and cultural resources.
Goal E	Continue to market the Town through presentations to community and civic groups as well as prospective businesses of our town. Encourage new business to come to town.

Actions		Status	Comments
2.1	Actively solicit and encourage community involvement in town planning.	**Ongoing**	Not much Planning going on. Master plan update is coming up. Hold WORKSHOPS for Gardnerville area, Mixed use, vs. NC and additional multifamily and industrial area
2.2	Encourage and utilize volunteer opportunities for town projects.	**Ongoing**	EAGLE PROJECTS. Community service groups annual participation in "Sweep the Town"
2.3	Encourage staff and Board to be involvement in community activities.	**Needs Improvement**	Geoff is in Leadership this year
2.4	Encourage partnerships to preserve culturally and historically sensitive areas and buildings within the town.	**Needs Improvement**	Geoff in leadership this year Tom attends Chamber, CVVA meetings and Functions. Improve attendance at Chamber lunches, open houses and community events.

9-5

	Actions	Status	Comments
2.5	Continue to work with the private sector to encourage and enhance Downtown revitalization.	**ongoing**	Partner with Sharkeys to get imprvements done. Trinity lutherns and mill street is next on the list.
2.6	A Board Member will serve as liaison to the Nevada League of Cities, Carson Valley Arts Council and Main Street Gardnerville.	**in progress**	
2.7	Improve pedestrian access throughout town and determine linkage opportunities for future development.	**Needs Improvement**	Need to plan future links and be involved more in the county process on the Master plan Update.

9-6

Infrastructure that attributes to a safe and healthy community

Goal A	Continue to seek new ways of providing services more effectively and efficiently.
Goal B	Provide town services at the lowest cost possible for the residents and businesses.
Goal C	Work with other government entities on joint economic planning and development that creates "destination" for residents and visitors alike.

	Actions	Status	Comments
3.1	Actively solicit opportunities to plant street trees and flowers throughout town. Possibly initiate themed landscaping.	**Ongoing Almost Complete**	Street Trees effect site visibility of driveways Eagle project have most lineal areas looks the same flower planting this year by Eagle Scout or rotary will help with flowers through out town.
3.2	Be aggressive with maintenance activities to reduce long-term costs and preserves infrastructure in a desirable condition.	**Ongoing Needs Improvement**	now that Hellwinkel is complete we can focus on this item
3.3	Strive to attain a Pavement Condition Index that preserves pavement before reconstruction is necessary.	**Needs Improvement**	Continue to get PCI inspections and update Micro Paver This will be the third time . Contract about every 18 months. Staff will work on CPI report and Plan
3.4	Encourage staff to seek additional work related training to create efficiency and improve operations.	**Needs Improvement**	
3.5	Encourage community involvement in Town operations.	**Needs Improvement**	

Actions		Status	Comments
3.6	Jointly bid projects with other government agencies to reduce cost.	**Needs Improvement**	Need to get plans done and coordinated on time to go out to bid at the same time.
3.7	Actively pursue a bypass (Muller Parkway) to get truck traffic off main street	**Needs Improvement**	Needs County Support and funding. This is not something the town can do on its own.
3.8	Add bike lanes, public transportation, educate residents about public transportation, connection of Gardnerville and Minden with public transportation	**Needs Improvement**	Added Bikelane in Chichester. Any oother areas?
3.9	Work with other agencies on parking district and getting parking downtown.	No action	
3.10	Work with developers and other agencies in an effort to connect each subdivision with sidewalks and trails with signage for a more walkable community.	**ongoing**	So far we have been Susscessful with getting path access that is maintainable
3.11	Develop relationships with businesses with excess parking to share access and parking with businesses that have inadequate parking.	**Needs Improvement**	Need to get out and meet the businsess of Gardnerville so I can gather information on their concerns or issues.

8-b

Government Transparency/ Efficiency/ Accountability

Goal A	Maintain a well managed and fiscally sound, open, accountable, and progressive government.
Goal B	Continue the Town's Internet presence through regular updates to the town website and be active on Face Book and Twitter.
Goal C	Continue to develop and nurture relationships with other government agencies.
Goal D	Continue to seek new ways of providing services effectively and efficiently.
Goal E	Continue to develop Town Asset Management Systems that account for condition, costs, and location.

	Actions	Status	Comments
4.1	Board packets are generated electronically for use by the public.	**Ongoing**	This seems to be going well. NRS does not require this service by towns our size.
4.2	Bids are to be electronically distributed and allowing cost savings to the contractor, saving the town time and resources.	**Ongoing**	We continue to place bids on the website and extend invitations to locate contractors for the work.
4.3	Encourage community involvement in Town planning.	**Ongoing**	we could use more public participation. Workshops have been successful with the Gardnerville station planning. But not everyone is being notified. Getting the invitations out to the public has been problematic.
4.4	Perform routine maintenance operations efficiently and effectively on streets, storm drains systems, ponds, trails and parks, and landscape areas.	**Ongoing**	Purchased a new crack seal machine. Its working well. We are trying saw cutting the ac to create smaller cracks and cmore controlled to minimze the size of the crack. We have lots of open space, and parks to maintain. We added an additional full time staff memeber.

b-9

	Actions	Status	Comments
4.5	Promote connected developments through multi modal trails and providing pedestrian connections throughout town.	**ongoing**	Very susscessful getting patsh througth the ranch and will continue to ask for trails and patch the town maintain.
4.6	Track cost of benefit for purchasing backhoe as opposed to renting.	**in progress**	finally needed a two track excavator for ditch maintenance.
4.7	Utilize the new work order system to track staff work progress and maintenance.	**in progress**	Gettign this up and running. Taking longer than I anticipted but should be operational this year.

2016/2017 FY
Visioning / Strategic plan –

List at least one goal you would like to see completed in the 2016/17 budget cycle

Are we to the point where we need to set new goals?

List at least one vision for Gardnerville you see the town being able to achieve in the next five to ten years

Funding a vision is always a difficult task. Please list any ideas you have on how your vision could become a reality.

Are the projects we are working on or have talked about still the direction you see Gardnerville going?

Is there one that is more of a priority than another?

Town Strategic Plan

LAST YEAR'S INPUT BY BOARD

Questions asked of Board Members:

1. List at least one goal you would like to see completed in the 2016 budget cycle
2. Are we to the point where we need to set new goals?
3. List at least one vision for Gardnerville you see the town being able to achieve in the next five to ten years
4. Funding a vision is always a difficult task. Please list any ideas you have on how your vision could become a reality.
5. Are the projects we are working on or have talked about still the direction you see Gardnerville going?
6. Is there one that is more of a priority than another?

Board Member Answers Summarized

Linda:

- Finish the 2013 goals
- 2016+ extend the decorative lighting south
- Replace deteriorated sidewalks downtown, standardize widths and replace deteriorated curb and gutter. Clean up what we have existing.
- Dog Park in south @ Carrick Pond
- Draining @ "S" Curve and Gardnerville Station.
- Wooden poles to decorative street lights.
- Set aside funds for projects, and if grants are available then apply to assist with the project.
- Project priorities are to fix safety issues.

Ken:

- Approach building owners to improve their building – what would they like to see done.
- Provide them an alternative or match on the improvement projects.
- Meet existing goals and projects
- Acquire property @ Heritage Park – Make offer or pay over a couple years, maybe sell to a foundation.
- Pick a project : mural for the building, take donations.
- Get beatification done
- Crowdfunding – community funding
- Street improvements 1st priority.

Town Strategic Plan

Mary:

- Tanks pulled in gas station
- Do the drainage part of the project
- Agree upon the Muller Lane or other bypass – get trucks off 395.
- Partner to get bonds issued for bypass.
- Infrastructure our main priority.

Lloyd:

- NDOT Crossings - get complete.
- Gardnerville Station
- Do some signage – Attendance to Workshop needs to be high.
    - Put a sign on site to advertise the workshop.
- Trails
- Funding, prioritizing and start saving.
- Have to get the trucks off of Hwy 395

Cassandra:

- Shape the Town
- Walkability
- Sidewalks wider
- Recycling – 5-10 yrs out. Create a business plan – See recycling materials.
- 15 months – Eagle Gas – Improve Main Street
- Complete projects we are working on. – No new goals until existing one complete.
    - Once achieved – Vision casting - create the next generation of goals.
    - Barn done & station complete - lease the facilities.
- Infrastructure #1 priority – streets & storm sewer
- Trash #2 priority

Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Fund: 610 - Gardnerville Town								
REVENUES								
RE05 - Taxes								
311.100	Ad Valorem Current	4.3%	$ 1,150,000.00	$ 1,102,393.00	$ 787,688.76	$ 963,939.10	$ 917,618.39	$ 925,421.81
311.120	Ad Valorem Delinquent		$ -	$ -	$ 15,187.03	$ 11,396.23	$ 2,582.30	$ 17,538.83
311.200	Centrally Assessed Property Taxes		$ -	$ -	$ 16,127.85	$ -	$ -	$ -
311.600	Ag Deferred Taxes		$ -	$ -	$ -	$ -	$ -	$ -
311.610	New Construction Current		$ -	$ -	$ -	$ -	$ -	$ -
311.700	Personal Property Current		$ -	$ -	$ 53,795.55	$ 58,344.48	$ 57,879.97	$ 46,210.99
311.800	Personal Property Delinq		$ -	$ -	$ 509.98	$ 2,262.52	$ 811.87	$ 1,997.09
	Account Classification Total: RE05 - Taxes	4.3%	$ 1,150,000.00	$ 1,102,393.00	$ 873,309.17	$ 1,035,942.33	$ 978,892.53	$ 991,168.72
RE15 - Intergovernmental Revenue								
321.300	Gaming-NRS Co. Lic	44.4%	$ 26,000.00	$ 18,000.00	$ 20,601.66	$ 16,492.50	$ 22,185.00	$ 21,645.00
331.010	St-Consolid.Tax Dist.	4.6%	$ 277,987.00	$ 265,723.00	$ 111,724.34	$ 264,255.52	$ 254,577.76	$ 245,034.43
331.110	Grant-EDA		$ -	$ -	$ -	$ -	$ -	$ -
331.140	Grant In Aid Other	0.0%	$ -	$ 123,500.00	$ -	$ -	$ -	$ 3,500.00
331.185	Grant Match		$ -	$ -	$ -	$ -	$ -	$ -
331.280	Grant-FEMA		$ -	$ -	$ -	$ -	$ -	$ -
331.286	Grant-Nonpoint Source		$ -	$ -	$ -	$ -	$ -	$ -
332.510	Grant-CDBG		$ -	$ -	$ 88,700.00	$ -	$ -	$ -
332.805	Grant-USDOT		$ -	$ -	$ -	$ -	$ -	$ -
334.121	Grant In Aid-State(P)		$ -	$ -	$ -	$ -	$ -	$ -
334.123	Grant-State Q1	0.0%	$ -	$ 307,250.00	$ 307,250.00	$ -	$ -	$ -
334.230	Grant-Traffic Safety		$ -	$ -	$ -	$ -	$ -	$ -
334.801	Nv Div Of Forestry-State		$ -	$ -	$ -	$ -	$ -	$ -
335.402	Sccrt		$ -	$ -	$ -	$ -	$ -	$ -
337.100	State Reimbursement		$ -	$ -	$ 822.50	$ 37,705.61	$ 13,527.87	$ -
	Account Classification Total: RE15 - Intergovernmental Revenue	-57.5%	$ 303,987.00	$ 714,473.00	$ 529,098.50	$ 318,453.63	$ 290,290.63	$ 270,179.43
RE20 - Charges For Service								
335.600	DMV 5%		$ -	$ -	$ -	$ -	$ -	$ -
335.602	Mv Priv.-Special		$ -	$ -	$ -	$ -	$ -	$ -
341.620	Professional Fees		$ -	$ -	$ -	$ -	$ -	$ -
341.625	Prof. Fees/ App.Req.	0.0%	$ 5,000.00	$ 5,000.00	$ 3,736.00	$ 4,784.29	$ 6,247.50	$ 12,633.43
	Account Classification Total: RE20 - Charges For Service	0.0%	$ 5,000.00	$ 5,000.00	$ 3,736.00	$ 4,784.29	$ 6,247.50	$ 12,633.43
RE27 - Interest Revenue								
361.200	Interest On Investment		$ -	$ -	$ -	$ -	$ 2,757.49	$ 651.54
361.205	Investment-FMV Adjust		$ -	$ -	$ -	$ 701.09	$ (53.23)	$ (1,036.50)
361.211	Invest. Earnings-LGIP		$ -	$ -	$ 98.23	$ 366.92	$ -	$ -
361.212	Invest. Earnings-BNY Mellon		$ -	$ -	$ 910.03	$ 2,301.79	$ -	$ -
	Account Classification Total: RE27 - Interest Revenue		$ -	$ -	$ 1,008.26	$ 3,369.80	$ 2,704.26	$ (384.96)
RE30 - Miscellaneous Revenue								
360.100	Cash Overs/Shorts		$ -	$ -	$ -	$ -	$ -	$ -
360.205	Downtown Vision Committ.		$ -	$ -	$ -	$ -	$ -	$ -
360.210	Merchandise Sales		$ -	$ -	$ 161.00	$ 10.00	$ 260.00	$ 145.00
360.800	Miscellaneous		$ -	$ -	$ -	$ (99.00)	$ 561.68	$ 12,379.66
360.901	Reimbursements		$ 25,244.00	$ -	$ 861.61	$ 2,130.00	$ 8,325.61	$ 2,654.27
362.100	Rent/Lease Income		$ -	$ -	$ 850.00	$ 1,292.36	$ 3,651.25	$ 1,315.00
367.102	Donations		$ -	$ -	$ 1,499.00	$ 2,669.04	$ 2,100.00	$ -
	Account Classification Total: RE30 - Miscellaneous Revenue		$ 25,244.00	$ -	$ 3,371.61	$ 6,002.40	$ 14,898.54	$ 16,493.93
RE35 - Other Financing Sources								
360.750	Loan Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
391.100	Sale Of Property		$ -	$ -	$ -	$ 2,500.00	$ -	$ -
392.000	Transfers In		$ -	$ -	$ -	$ -	$ -	$ -

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
393.100	Bond Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE35 - Other Financing Sources			$ -	$ -	$ -	$ 2,500.00	$ -	$ -
RE40 - Beg.Fund Bal./Reserves								
301.000	Opening Fund Balance	-55.3%	$ 180,000.00	$ 402,480.00	$ -	$ -	$ -	$ -
301.100	Opening Fund Reserves		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE40 - Beg.Fund Bal./Reserves		-55.3%	$ 180,000.00	$ 402,480.00	$ -	$ -	$ -	$ -
	REVENUES Total	**-25.2%**	**$ 1,664,231.00**	**$ 2,224,346.00**	**$ 1,410,523.54**	**$ 1,371,052.45**	**$ 1,293,033.46**	**$ 1,290,090.55**
EXPENSES								
Department:	**921 - Gardnerville Admin**							
EX10 - Salaries & Wages								
510.000	Salaries & Wages	-60.0%	$ 62,929.00	$ 157,465.00	$ 88,515.12	$ 104,514.11	$ 93,357.54	$ 83,907.72
510.150	Board Compensation	0.0%	$ 15,300.00	$ 15,300.00	$ 10,025.00	$ 15,475.00	$ 15,300.00	$ 13,770.00
511.165	Holiday Overtime		$ -	$ -	$ 243.80	$ 914.44	$ 1,659.45	$ -
511.166	Sick Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ 813.98	$ 122.93
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.170	Overtime		$ -	$ -	$ 352.06	$ 475.12	$ 745.11	$ 766.72
511.171	Holidays		$ -	$ -	$ 5,196.01	$ 4,991.15	$ 4,223.78	$ 6,253.32
511.172	Comp Paid		$ -	$ -	$ 1,165.57	$ 16.73	$ 296.56	$ 39.46
511.173	Vacation		$ -	$ -	$ 10,729.67	$ 7,465.11	$ 6,394.51	$ 10,775.35
511.174	Sick		$ -	$ -	$ 3,647.43	$ 3,818.13	$ 1,861.65	$ 8,583.34
516.120	Contract Salaries		$ -	$ -	$ -	$ 2,540.16	$ -	$ -
Account Classification Total: EX10 - Salaries & Wages		**-54.7%**	$ 78,229.00	$ 172,765.00	$ 119,874.66	$ 140,209.95	$ 124,652.58	$ 124,218.84
EX15 - Employee Benefits								
511.180	Benefits		$ 27,592.35	$ -	$ -	$ -	$ -	$ -
511.181	Retirement		$ -	$ 29,933.00	$ 23,700.91	$ 30,904.88	$ 29,898.09	$ 30,695.28
511.182	Pact Workers Comp		$ -	$ 2,345.00	$ 1,350.67	$ 3,064.40	$ 2,651.32	$ 2,901.97
511.183	Group Insurance		$ -	$ -	$ -	$ -	$ -	$ -
511.184	Unemployment		$ -	$ 555.00	$ 455.34	$ 537.22	$ 575.88	$ 617.60
511.186	Medicare		$ -	$ 1,585.00	$ 1,260.42	$ 1,682.09	$ 1,526.35	$ 1,709.14
511.187	Uniform Allowance		$ -	$ -	$ -	$ -	$ -	$ -
511.188	Co. Dependent Insurance		$ -	$ -	$ -	$ -	$ -	$ -
511.190	Pact Other		$ -	$ -	$ -	$ 80.04	$ 391.64	$ 417.74
511.195	Oasdi		$ -	$ 146.00	$ 8.95	$ 1.66	$ 2.77	$ 95.72
511.201	PEBS-Ret.Medical		$ -	$ -	$ -	$ -	$ -	$ -

Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
	Account Classification Total: EX15 - Employee Benefits	**-20.2%**	$ 27,592.35	$ 34,564.00	$ 26,776.29	$ 36,270.29	$ 35,046.05	$ 36,437.45
EX20 - Services & Supplies								
520.055	Telephone Expense	0.0%	$ 3,600.00	$ 3,600.00	$ 2,211.69	$ 3,436.02	$ 3,370.56	$ 3,383.59
520.060	Postage/Po Box Rent	-42.9%	$ 2,000.00	$ 3,500.00	$ 913.81	$ 1,064.45	$ 1,541.33	$ 1,766.91
520.064	Travel	0.0%	$ 7,500.00	$ 7,500.00	$ 1,431.21	$ 7,692.64	$ 2,524.58	$ 2,669.62
520.072	Advertising	-34.3%	$ 2,300.00	$ 3,500.00	$ 1,142.13	$ 1,100.70	$ 1,924.44	$ 2,243.62
520.080	Insur.-Liability	0.0%	$ 8,900.00	$ 8,900.00	$ 6,992.25	$ 7,818.82	$ 8,156.14	$ 8,859.79
520.084	Replacement & Repair	0.0%	$ 1,000.00	$ 1,000.00	$ 341.75	$ 955.97	$ 656.26	$ 618.26
520.089	Power	3.8%	$ 2,700.00	$ 2,600.00	$ 1,569.74	$ 2,642.13	$ 2,640.20	$ 2,146.31
520.090	Water	20.0%	$ 600.00	$ 500.00	$ 455.38	$ 459.48	$ 350.29	$ 424.49
520.092	Heating	0.0%	$ 1,850.00	$ 1,850.00	$ 1,226.16	$ 1,746.04	$ 1,828.15	$ 1,530.43
520.093	Utilities-Sewer	0.0%	$ 400.00	$ 400.00	$ 265.41	$ 352.58	$ 1,959.18	$ 352.58
520.097	Maint B&G	-28.6%	$ 2,500.00	$ 3,500.00	$ 1,062.64	$ 8,281.76	$ 10,062.30	$ 1,139.78
520.098	Janitorial Services	16.7%	$ 1,400.00	$ 1,200.00	$ 600.00	$ 1,344.53	$ 1,317.50	$ 924.97
520.107	Maint Equip	0.0%	$ 200.00	$ 200.00	$ -	$ 397.31	$ -	$ 112.50
520.108	Maint Office Equip		$ -	$ -	$ -	$ -	$ -	$ -
520.123	Deductable		$ -	$ -	$ -	$ -	$ -	$ -
520.130	Rents & Leases Bldgs		$ -	$ -	$ -	$ -	$ -	$ -
520.136	Rents & Leases Equipment	13.3%	$ 3,400.00	$ 3,000.00	$ 1,934.21	$ 2,956.01	$ 3,175.08	$ 2,475.17
520.169	EMRB Assessment		$ 85.00	$ -	$ 81.00	$ 67.50	$ 67.50	$ 62.50
520.170	Memberships	2.9%	$ 5,400.00	$ 5,250.00	$ 4,395.05	$ 4,880.95	$ 3,182.64	$ 2,967.56
520.187	Internet Expense	0.0%	$ 810.00	$ 810.00	$ 645.00	$ 780.00	$ 595.11	$ 504.39
520.200	Training & Education	0.0%	$ 5,000.00	$ 5,000.00	$ 2,499.00	$ 3,076.35	$ 3,001.90	$ 1,709.95
520.210	Election Expense		$ -	$ -	$ -	$ -	$ -	$ -
520.415	PACT Agent Compensation	17.6%	$ 1,000.00	$ 850.00	$ 259.75	$ 951.00	$ 919.00	$ 831.00
521.100	Professional Services	25.0%	$ 2,500.00	$ 2,000.00	$ 550.00	$ -	$ 64,000.00	$ 71,351.67
521.130	Legal Services	-50.0%	$ 20,000.00	$ 40,000.00	$ 9,682.00	$ 14,224.25	$ 14,350.50	$ 24,899.86
521.135	Legal-Collection Cost		$ -	$ -	$ -	$ -	$ -	$ -
521.160	Auditing		$ -	$ -	$ -	$ -	$ -	$ -
521.404	Moving Expenses		$ -	$ -	$ -	$ -	$ -	$ -

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
521.500	Admin & Overhead		$ -	$ -	$ -	$ -	$ -	$ -
532.001	Op.Supplies		$ -	$ -	$ -	$ -	$ -	$ -
532.055	Books & Periodicals	0.0%	$ 300.00	$ 300.00	$ -	$ -	$ -	$ -
532.056	Subscriptions	-82.8%	$ 1,950.00	$ 11,360.00	$ 9,459.97	$ 4,817.30	$ 3,783.84	$ 3,480.84
532.109	Bottled Water		$ -	$ -	$ -	$ -	$ -	$ -
532.118	Major Repair and Maintenance		$ -	$ -	$ -	$ -	$ -	$ -
533.800	Office Supplies	20.0%	$ 6,000.00	$ 5,000.00	$ 5,021.45	$ 6,561.35	$ 3,784.58	$ 4,695.09
533.802	Small Equipment	140.0%	$ 3,000.00	$ 1,250.00	$ -	$ 1,253.78	$ -	$ 1,651.66
533.806	Software	-23.5%	$ 1,300.00	$ 1,700.00	$ 675.00	$ 1,953.54	$ 1,157.50	$ 1,004.92
533.813	Office Products Program		$ -	$ -	$ -	$ -	$ -	$ -
533.817	Small Projects	66.7%	$ 5,000.00	$ 3,000.00	$ 1,500.00	$ -	$ -	$ -
540.000	Grants & Contributions		$ -	$ -	$ -	$ -	$ 25,000.00	$ -
550.001	Miscellaneous Expenses	100.0%	$ 1,000.00	$ 500.00	$ 991.33	$ 614.75	$ 8,682.31	$ 1,098.55
550.048	Downtown Vision		$ -	$ 21,783.00	$ 12,000.00	$ 69,000.00	$ 20,000.00	$ -
Account Classification Total: EX20 - Services & Supplies		**-34.5%**	$ 91,695.00	$ 140,053.00	$ 67,905.93	$ 148,429.21	$ 188,030.89	$ 142,906.01
EX22 - Debt Service								
521.300	Debt Issuance Costs		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX22 - Debt Service			$ -	$ -	$ -	$ -	$ -	$ -
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		$ -	$ -	$ -	$ -	$ -	$ -
562.200	Buildings		$ -	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
564.500	Machinery & Equipment		$ -	$ -	$ -	$ 3,500.00	$ -	$ -
564.602	Office Equipment		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX25 - Capital Outlay/Projects			$ -	$ -	$ -	$ 3,500.00	$ -	$ -
Department Total: 921 - Gardnerville Admin		-43.1%	$ 197,516.35	$ 347,382.00	$ 214,556.88	$ 328,409.45	$ 347,729.52	$ 303,562.30

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Department:	**923 - Parks & Recreation**							
EX20 - Services & Supplies								
520.037	Weed Spraying	14.3%	$ 4,000.00	$ 3,500.00	$ 1,884.57	$ 3,930.98	$ 3,006.21	$ 2,188.58
520.084	Replacement & Repair	0.0%	$ 15,000.00	$ 15,000.00	$ 14,511.00	$ 26,732.12	$ 18,024.78	$ 10,583.21
520.089	Power	26.3%	$ 6,000.00	$ 4,750.00	$ 3,613.08	$ 5,822.87	$ 4,993.79	$ 4,909.03
520.090	Water	0.0%	$ 21,500.00	$ 21,500.00	$ 12,478.15	$ 22,745.22	$ 17,909.49	$ 20,758.73
520.093	Utilities-Sewer	-40.0%	$ 600.00	$ 1,000.00	$ 379.16	$ 503.70	$ 503.70	$ 341.70
520.097	Maint B&G	0.0%	$ 3,500.00	$ 3,500.00	$ 696.00	$ 5,606.74	$ 2,944.20	$ 825.00
520.107	Maint Equip		$ -	$ -	$ -	$ -	$ -	$ -
520.136	Rents & Leases Equipment		$ -	$ -	$ -	$ -	$ -	$ -
532.001	Op.Supplies	600.0%	$ 10,500.00	$ 1,500.00	$ 255.00	$ -	$ -	$ 74.96
532.003	Gas & Oil	-16.7%	$ 2,500.00	$ 3,000.00	$ 1,061.17	$ 2,488.54	$ 2,436.60	$ 2,190.67
532.118	Major Repair and Maintenance		$ 9,000.00	$ -	$ -	$ -	$ -	$ -
533.802	Small Equipment	0.0%	$ 2,500.00	$ 2,500.00	$ -	$ 1,253.16	$ 593.43	$ 1,583.57
533.817	Small Projects	9.7%	$ 31,800.00	$ 29,000.00	$ 14,384.56	$ 14,032.48	$ 23,329.15	$ 68,027.75
Account Classification Total: EX20 - Services & Supplies		**25.4%**	$ 106,900.00	$ 85,250.00	$ 49,262.69	$ 83,115.81	$ 73,741.35	$ 111,483.20
EX25 - Capital Outlay/Projects								
561.100	Land		$ -	$ -	$ -	$ -	$ -	$ -
562.000	Capital Projects - Toler to raleys sidewalk		$ 35,000.00	$ -	$ -	$ -	$ -	$ -
562.200	Buildings - Hellwinkel Barns		$ 60,000.00	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
563.300	Improvements		$ -	$ -	$ -	$ -	$ -	$ -
563.301	Park Improvements		$ -	$ -	$ -	$ -	$ -	$ -
564.500	Machinery & Equipment		$ -	$ -	$ -	$ -	$ 11,543.25	$ -
Account Classification Total: EX25 - Capital Outlay/Projects			$ 95,000.00	$ -	$ -	$ -	$ 11,543.25	$ -
Department Total: 923 - Parks & Recreation		**136.8%**	$ 201,900.00	$ 85,250.00	$ 49,262.69	$ 83,115.81	$ 85,284.60	$ 111,483.20

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Department:	**926 - Other Public Works**							
EX10 - Salaries & Wages								
510.000	Salaries & Wages	5.0%	$ 247,761.65	$ 235,943.00	$ 109,330.09	$ 178,303.25	$ 170,672.10	$ 154,223.46
510.125	Salaries-Other		$ -	$ -	$ -	$ -	$ -	$ -
511.165	Holiday Overtime		$ -	$ -	$ -	$ 305.43	$ 832.30	$ -
511.166	Sick Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.170	Overtime	0.0%	$ 2,000.00	$ 2,000.00	$ 243.85	$ 455.17	$ 969.49	$ 447.43
511.171	Holidays		$ -	$ -	$ 6,831.05	$ 8,707.56	$ 7,424.17	$ 6,922.90
511.172	Comp Paid		$ -	$ -	$ 1,091.88	$ 4,356.45	$ 1,339.52	$ 1,651.49
511.173	Vacation		$ -	$ -	$ 7,444.03	$ 9,507.52	$ 9,727.60	$ 7,683.99
511.174	Sick		$ -	$ -	$ 4,433.41	$ 5,441.85	$ 5,734.64	$ 6,913.73
Account Classification Total: EX10 - Salaries & Wages		**5.0%**	$ 249,761.65	$ 237,943.00	$ 129,374.31	$ 207,077.23	$ 196,699.82	$ 177,843.00
EX15 - Employee Benefits								
511.180	Benefits		$ 120,499.95	$ -	$ -	$ -	$ -	$ -
511.181	Retirement		$ -	$ 64,324.00	$ 33,145.65	$ 50,305.75	$ 44,733.29	$ 36,454.31
511.182	Pact Workers Comp		$ -	$ 7,647.00	$ 3,064.46	$ 6,930.00	$ 6,689.50	$ 5,402.55
511.183	Group Insurance		$ -	$ 42,273.00	$ 24,062.85	$ 34,981.89	$ 29,802.83	$ 26,997.48
511.184	Unemployment		$ -	$ 1,181.00	$ 624.93	$ 889.82	$ 943.39	$ 833.48
511.186	Medicare		$ -	$ 3,422.00	$ 1,755.80	$ 2,800.24	$ 2,690.47	$ 2,346.94
511.187	Uniform Allowance		$ -	$ -	$ -	$ -	$ -	$ -
511.188	Co. Dependent Insurance		$ -	$ -	$ -	$ -	$ -	$ -
511.195	Oasdi		$ -	$ 386.00	$ -	$ 66.76	$ 265.11	$ 927.02
Account Classification Total: EX15 - Employee Benefits		**1.1%**	$ 120,499.95	$ 119,233.00	$ 62,653.69	$ 95,974.46	$ 85,124.59	$ 72,961.78
EX20 - Services & Supplies								
520.017	Snow Removal	0.0%	$ 1,500.00	$ 1,500.00	$ 307.75	$ 254.86	$ 133.74	$ -
520.037	Weed Spraying	130.8%	$ 6,000.00	$ 2,600.00	$ 4,223.06	$ 1,958.87	$ 2,016.07	$ 1,019.08
520.060	Postage/Po Box Rent		$ -	$ -	$ -	$ -	$ -	$ -
520.080	Insur.-Liability	0.0%	$ 8,900.00	$ 8,900.00	$ 6,992.25	$ 7,318.82	$ 8,156.13	$ 8,795.78
520.084	Replacement & Repair	0.0%	$ 10,000.00	$ 10,000.00	$ 7,742.88	$ 21,782.34	$ 14,209.99	$ 7,464.82
520.089	Power		$ -	$ -	$ -	$ -	$ -	$ -
520.092	Heating		$ -	$ -	$ -	$ -	$ -	$ -
520.093	Utilities-Sewer		$ -	$ -	$ -	$ -	$ -	$ -
520.095	Street Lights	12.7%	$ 80,000.00	$ 71,000.00	$ 45,691.45	$ 80,213.41	$ 74,645.78	$ 69,875.62
520.103	Maint Road	-83.6%	$ 50,000.00	$ 304,000.00	$ 19,822.94	$ 233,989.18	$ 112,733.07	$ 285,805.79
520.107	Maint Equip		$ -	$ 2,500.00	$ 94.88	$ 860.86	$ 189.75	$ 412.56
520.116	Veh. Maint-Co Shop	0.0%	$ 10,000.00	$ 10,000.00	$ 1,244.28	$ 11,833.77	$ 6,981.31	$ 4,307.20
520.136	Rents & Leases Equipment		$ 400.00	$ -	$ -	$ -	$ -	$ -
520.141	Rents/Leases Other		$ -	$ -	$ -	$ -	$ -	$ -
520.155	Licensing	0.0%	$ 50.00	$ 50.00	$ 56.00	$ 34.25	$ 14.00	$ 28.50
520.169	EMRB Assessment		$ -	$ -	$ -	$ -	$ -	$ -
520.170	Memberships		$ -	$ -	$ -	$ -	$ -	$ -

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
520.200	Training & Education	0.0%	$ 1,000.00	$ 1,000.00	$ -	$ -	$ 652.12	$ -
521.100	Professional Services		$ -	$ -	$ 885.75	$ -	$ -	$ -
521.200	Engineering	0.0%	$ 25,000.00	$ 25,000.00	$ 5,625.00	$ 10,182.38	$ 5,578.75	$ 17,074.87
521.201	Engineering/Applicant Req		$ -	$ -	$ -	$ -	$ -	$ -
521.202	Engineering /Annex		$ -	$ -	$ -	$ -	$ -	$ -
521.500	Admin & Overhead		$ -	$ -	$ -	$ -	$ -	$ -
532.001	Op.Supplies		$ 1,500.00	$ -	$ 255.00	$ -	$ -	$ -
532.003	Gas & Oil	0.0%	$ 9,000.00	$ 9,000.00	$ 3,785.74	$ 6,845.58	$ 10,763.69	$ 8,303.68
532.019	Storm Drain Maintenance	-43.3%	$ 8,500.00	$ 15,000.00	$ 3,212.42	$ 46,319.23	$ 11,150.46	$ 20,144.98
532.028	Uniforms	0.0%	$ 2,800.00	$ 2,800.00	$ 2,186.80	$ 3,153.68	$ 2,614.02	$ 2,256.27
532.055	Books & Periodicals		$ -	$ -	$ -	$ -	$ -	$ -
532.056	Subscriptions		$ -	$ -	$ -	$ -	$ -	$ -
532.116	Crack Seal Maintenance	0.0%	$ 20,000.00	$ 20,000.00	$ 152.90	$ 17,371.49	$ 22,789.97	$ 26,089.56
532.118	Major Repair and Maintenance		$ 250,000.00	$ -	$ -	$ -	$ -	$ -
533.802	Small Equipment	-60.9%	$ 5,000.00	$ 12,791.00	$ 13,193.44	$ 8,225.61	$ -	$ 1,163.63
533.806	Software		$ -	$ -	$ -	$ -	$ -	$ -
533.817	Small Projects			$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX20 - Services & Supplies		**-1.3%**	$ 489,650.00	$ 496,141.00	$ 115,472.54	$ 450,344.33	$ 272,628.85	$ 452,742.34
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		$ -	$ 357,250.00	$ 606,180.35	$ 169,359.13	$ 124,944.92	$ 113,570.78
562.200	Buildings		$ -	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
563.300	Improvements		$ -	$ -	$ -	$ -	$ -	$ -
563.900	Board Designated	-39.6%	$ 254,903.05	$ 422,115.00	$ -	$ -	$ -	$ -
564.500	Machinery & Equipment		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX25 - Capital Outlay/Projects		**-67.3%**	$ 254,903.05	$ 779,365.00	$ 606,180.35	$ 169,359.13	$ 124,944.92	$ 113,570.78
EX30 - Other Financing Uses								
618.700	Transfers Out		$ -	$ -	$ -	$ 122,363.54	$ 123,469.00	$ 122,982.00
619.000	Contingency	3.3%	$ 40,000.00	$ 38,715.00	$ -	$ -	$ -	$ -
Account Classification Total: EX30 - Other Financing Uses		**3.3%**	$ 40,000.00	$ 38,715.00	$ -	$ 122,363.54	$ 123,469.00	$ 122,982.00
EX35 - Ending Fund Bal/Reserves								
625.107	Improvements Reserve		$ -	$ -	$ -	$ -	$ -	$ -
625.140	Road Reserve		$ -	$ -	$ -	$ -	$ -	$ -
625.500	Buildings Reserve		$ -	$ -	$ -	$ -	$ -	$ -
699.000	Ending Fund Balance	2.7%	$ 110,000.00	$ 107,113.00	$ -	$ -	$ -	$ -
Account Classification Total: EX35 - Ending Fund Bal/Reserves		**2.7%**	$ 110,000.00	$ 107,113.00	$ -	$ -	$ -	$ -
Department Total: 926 - Other Public Works		**-28.9%**	$ 1,264,814.65	$ 1,778,510.00	$ 913,680.89	$ 1,045,118.69	$ 802,867.18	$ 940,099.90
	EXPENSES Total		$ 1,664,231.00	$ 2,211,142.00	$ 1,177,500.46	$ 1,456,643.95	$ 1,235,881.30	$ 1,355,145.40
Fund REVENUE	Total: 610 - Gardnerville Town		$ 1,664,231.00	$ 2,224,346.00	$ 1,410,523.54	$ 1,371,052.45	$ 1,293,033.46	$ 1,290,090.55
Fund EXPENSE	Total: 610 - Gardnerville Town		$ 1,664,231.00	$ 2,211,142.00	$ 1,177,500.46	$ 1,456,643.95	$ 1,235,881.30	$ 1,355,145.40
	Fund Total: 610 - Gardnerville Town		$ -	$ 13,204.00	$ 233,023.08	$ (85,591.50)	$ 57,152.16	$ (65,054.85)

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Fund:	**611 - Gardnerville Health & San**							
REVENUES								
RE20 - Charges For Service								
344.300	Trash	11.4%	$ 575,000.00	$ 516,000.00	$ 398,771.13	$ 564,532.21	$ 510,489.26	$ 503,494.25
344.301	Extra Pickup Surcharge		$ -	$ -	$ 350.00	$ 627.50	$ 681.50	$ 530.00
344.310	Landfill Fees	-0.7%	$ 400,000.00	$ 403,000.00	$ 294,093.25	$ 404,386.47	$ 352,557.44	$ 347,636.20
344.315	Dumpster Rental		$ -	$ -	$ 490.79	$ 19,386.00	$ 37,184.38	$ 35,773.17
344.316	Lock & Key Sales		$ -	$ -	$ 41.00	$ 97.00	$ 103.00	$ 78.00
344.317	Dumpster Replace Fee		$ -	$ -	$ 70.00	$ 380.00	$ 348.00	$ 505.00
360.810	Late Charges	0.0%	$ 5,000.00	$ 5,000.00	$ 4,144.29	$ 8,644.14	$ 7,779.36	$ 7,724.71
Account Classification Total: RE20 - Charges For Service		6.1%	$ 980,000.00	$ 924,000.00	$ 697,960.46	$ 998,053.32	$ 909,142.94	$ 895,741.33
RE27 - Interest Revenue								
361.200	Interest On Investment		$ -	$ -	$ -	$ -	$ 3,113.70	$ 255.15
361.205	Investment-FMV Adjust		$ -	$ -	$ -	$ 406.01	$ 177.18	$ (1,147.63)
361.211	Invest. Earnings-LGIP		$ -	$ -	$ 155.39	$ 352.39	$ -	$ -
361.212	Invest. Earnings-BNY Mellon		$ -	$ -	$ 1,385.19	$ 2,561.49	$ -	$ -
Account Classification Total: RE27 - Interest Revenue			$ -	$ -	$ 1,540.58	$ 3,319.89	$ 3,290.88	$ (892.48)
RE30 - Miscellaneous Revenue								
360.800	Miscellaneous		$ -	$ -	$ -	$ 2,199.92	$ 2,275.00	$ 615.06
360.820	Returned Check Fees		$ -	$ -	$ -	$ 25.00	$ 75.00	$ 100.00
360.901	Reimbursements		$ -	$ -	$ -	$ 3,773.04	$ -	$ -
Account Classification Total: RE30 - Miscellaneous Revenue			$ -	$ -	$ -	$ 5,997.96	$ 2,350.00	$ 715.06
RE33 - Contributed Capital								
344.750	Assets Dedicated/Donated		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE33 - Contributed Capital			$ -	$ -	$ -	$ -	$ -	$ -
RE35 - Other Financing Sources								
391.100	Sale Of Property		$ -	$ -	$ -	$ -	$ -	$ -
392.000	Transfers In		$ -	$ -	$ -	$ -	$ -	$ -
393.100	Bond Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
393.101	Bond Proceeds Offset		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE35 - Other Financing Sources			$ -	$ -	$ -	$ -	$ -	$ -
RE37 - Depreciation/Amortizaion								
360.849	Amortization- Add Back		$ -	$ -	$ -	$ -	$ -	$ -
360.850	Depreciation Add-Back		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE37 - Depreciation/Amortizaion			$ -	$ -	$ -	$ -	$ -	$ -
RE40 - Beg.Fund Bal./Reserves								
301.200	Operating Res-Beg.	0.0%	$ 50,000.00	$ 50,000.00	$ -	$ -	$ -	$ -
301.250	Capital Res.-Beg.	-21.9%	$ 311,085.00	$ 398,398.00	$ -	$ -	$ -	$ -
Account Classification Total: RE40 - Beg.Fund Bal./Reserves		-19.5%	$ 361,085.00	$ 448,398.00	$ -	$ -	$ -	$ -
	REVENUES Total	-2.3%	$ 1,341,085.00	$ 1,372,398.00	$ 699,501.04	$ 1,007,371.17	$ 914,783.82	$ 895,563.91

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
EXPENSES								
EX10 - Salaries & Wages								
510.000	Salaries & Wages	17.7%	$ 325,616.27	$ 276,705.00	$ 126,653.50	$ 218,931.56	$ 208,878.17	$ 209,186.64
510.125	Salaries-Other		$ -	$ -	$ 1,480.00	$ (5,335.29)	$ 622.58	$ 1,990.09
510.150	Board Compensation	0.0%	$ 15,300.00	$ 15,300.00	$ 10,025.00	$ 15,225.00	$ 15,300.00	$ 13,770.00
511.165	Holiday Overtime		$ -	$ -	$ 1,136.68	$ 1,704.18	$ 2,321.88	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.170	Overtime	28.6%	$ 4,500.00	$ 3,500.00	$ 3,761.09	$ 3,982.40	$ 2,994.36	$ 6,506.29
511.171	Holidays		$ -	$ -	$ 8,541.23	$ 11,678.76	$ 9,758.04	$ 11,163.59
511.172	Comp Paid		$ -	$ -	$ 1,074.76	$ 3,201.65	$ 1,046.52	$ 547.47
511.173	Vacation		$ -	$ -	$ 10,903.58	$ 15,521.36	$ 12,634.63	$ 17,425.29
511.174	Sick		$ -	$ -	$ 3,596.50	$ 12,362.63	$ 7,994.46	$ 9,462.12
511.176	Call Back		$ -	$ -	$ -	$ -	$ 112.35	$ -
516.120	Contract Salaries		$ -	$ -	$ 19,940.70	$ 5,204.16	$ -	$ 11,849.67
Account Classification Total: EX10 - Salaries & Wages		16.9%	$ 345,416.27	$ 295,505.00	$ 187,113.04	$ 282,476.41	$ 261,662.99	$ 281,901.16
EX15 - Employee Benefits								
511.180	Benefits		$ 155,290.61	$ -	$ -	$ -	$ -	$ -
511.181	Retirement		$ -	$ 77,046.00	$ 41,717.91	$ 66,748.57	$ 61,410.97	$ 54,991.01
511.182	Pact Workers Comp		$ -	$ 8,580.00	$ 3,350.64	$ 8,295.76	$ 7,324.52	$ 7,080.91
511.183	Group Insurance		$ -	$ 42,921.00	$ 25,156.67	$ 41,210.20	$ 43,144.67	$ 40,791.02
511.184	Unemployment		$ -	$ 1,385.00	$ 752.07	$ 1,081.88	$ 1,170.63	$ 1,145.69
511.186	Medicare		$ -	$ 4,012.00	$ 2,152.34	$ 3,627.69	$ 3,324.59	$ 3,284.88
511.187	Uniform Allowance		$ -	$ -	$ -	$ -	$ -	$ -
511.188	Co. Dependent Insurance		$ -	$ -	$ -	$ -	$ -	$ -
511.190	Pact Other		$ -	$ -	$ -	$ 80.04	$ 391.64	$ 401.47
511.195	Oasdi		$ -	$ 96.00	$ -	$ -	$ -	$ -
511.202	OPEB Expense		$ -	$ -	$ -	$ 13,373.00	$ 2,017.00	$ 6,208.00
511.203	Pension Expense		$ -	$ -	$ -	$ (6,857.00)	$ -	$ -
Account Classification Total: EX15 - Employee Benefits		15.9%	$ 155,290.61	$ 134,040.00	$ 73,129.63	$ 127,560.14	$ 118,784.02	$ 113,902.98
EX20 - Services & Supplies								
520.055	Telephone Expense	0.0%	$ 3,500.00	$ 3,500.00	$ 2,211.68	$ 3,436.04	$ 3,370.53	$ 3,061.80
520.060	Postage/Po Box Rent	0.0%	$ 4,200.00	$ 4,200.00	$ 3,073.31	$ 3,203.09	$ 4,294.04	$ 3,756.77
520.064	Travel	0.0%	$ 1,000.00	$ 1,000.00	$ -	$ 1,077.74	$ 663.74	$ -
520.072	Advertising	0.0%	$ 1,500.00	$ 1,500.00	$ 355.38	$ 216.00	$ 807.02	$ 1,358.26
520.080	Insur.-Liability	0.0%	$ 8,900.00	$ 8,900.00	$ 6,992.24	$ 7,318.82	$ 8,656.14	$ 8,859.79
520.084	Replacement & Repair	8.3%	$ 65,000.00	$ 60,000.00	$ 33,901.32	$ 73,091.95	$ 38,281.49	$ 38,705.34
520.089	Power	0.0%	$ 2,800.00	$ 2,800.00	$ 1,692.21	$ 2,723.70	$ 2,673.19	$ 2,857.17
520.090	Water	7.7%	$ 700.00	$ 650.00	$ 382.48	$ 674.22	$ 617.56	$ 467.57
520.092	Heating	-14.3%	$ 3,000.00	$ 3,500.00	$ 1,982.38	$ 2,590.51	$ 2,766.42	$ 2,420.05
520.093	Utilities-Sewer	0.0%	$ 380.00	$ 380.00	$ 265.41	$ 352.59	$ 366.62	$ 352.59
520.097	Maint B&G	-60.0%	$ 1,000.00	$ 2,500.00	$ 1,322.77	$ 10,707.59	$ 18,424.90	$ 1,394.37
520.098	Janitorial Services	11.1%	$ 1,500.00	$ 1,350.00	$ 600.00	$ 1,344.51	$ 1,317.50	$ 924.98
520.107	Maint Equip	0.0%	$ 15,000.00	$ 15,000.00	$ 13,730.87	$ 37,752.79	$ 23,609.99	$ 25,235.47
520.108	Maint Office Equip		$ -	$ -	$ -	$ -	$ -	$ -
520.110	Veh. Maint-Shop Parts		$ -	$ -	$ -	$ -	$ -	$ -
520.116	Veh. Maint-Co Shop	150.0%	$ 5,000.00	$ 2,000.00	$ 2,719.64	$ 586.45	$ 5,864.92	$ 2,920.31
520.123	Deductable		$ -	$ -	$ -	$ -	$ -	$ -
520.130	Rents & Leases Bldgs		$ -	$ -	$ 420.00	$ -	$ -	$ -
520.136	Rents & Leases Equipment	19.0%	$ 2,500.00	$ 2,100.00	$ 1,574.85	$ 2,956.01	$ 3,175.06	$ 2,475.22
520.155	Licensing	0.0%	$ 250.00	$ 250.00	$ 444.25	$ 63.25	$ 147.75	$ 41.00
520.169	EMRB Assessment		$ -	$ -	$ -	$ -	$ -	$ -
520.170	Memberships		$ -	$ -	$ -	$ -	$ -	$ -

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
520.187	Internet Expense	0.0%	$ 810.00	$ 810.00	$ 455.00	$ 780.00	$ 595.10	$ 504.39
520.195	Street Sweeping		$ -	$ -	$ -	$ -	$ -	$ -
520.197	Landfill Expense	8.0%	$ 270,000.00	$ 250,000.00	$ 134,778.62	$ 255,572.09	$ 237,897.28	$ 226,590.99
520.198	Recycling Expense		$ 8,000.00	$ -	$ 137.20	$ -	$ -	$ -
520.200	Training & Education	0.0%	$ 2,000.00	$ 2,000.00	$ -	$ 575.00	$ 271.95	$ 97.50
521.100	Professional Services			$ 3,800.00	$ -	$ -	$ -	$ 3,351.67
521.130	Legal Services	-93.2%	$ 1,500.00	$ 22,000.00	$ 3,715.00	$ 953.25	$ 369.50	$ 697.50
521.135	Legal-Collection Cost	0.0%	$ 500.00	$ 500.00	$ (100.08)	$ (39.44)	$ (203.38)	$ (332.60)
521.140	Physicals	0.0%	$ 800.00	$ 800.00	$ 150.00	$ 75.00	$ 150.00	$ 150.00
521.151	Drug/Alcohol Testing		$ -	$ -	$ -	$ -	$ -	$ -
521.160	Auditing		$ -	$ -	$ -	$ -	$ -	$ -
521.404	Moving Expenses		$ -	$ -	$ -	$ -	$ -	$ -
521.500	Admin & Overhead	66.1%	$ 34,000.00	$ 20,464.00	$ -	$ -	$ -	$ -
532.001	Op.Supplies		$ 2,500.00	$ -	$ -	$ -	$ -	$ -
532.003	Gas & Oil	-90.0%	$ 4,500.00	$ 45,000.00	$ 13,327.88	$ 33,901.20	$ 40,204.68	$ 39,924.12
532.028	Uniforms	0.0%	$ 3,200.00	$ 3,200.00	$ 2,018.63	$ 2,898.77	$ 2,614.01	$ 2,104.85
532.055	Books & Periodicals		$ -	$ -	$ -	$ -	$ -	$ -
532.056	Subscriptions	4900%	$ 2,500.00	$ 50.00	$ 28.60	$ 67.30	$ 26.30	$ 325.55
532.109	Bottled Water		$ -	$ -	$ -	$ -	$ -	$ -
532.118	Major Repair and Maintenance		$ -	$ -	$ -	$ -	$ -	$ -
533.800	Office Supplies	12.5%	$ 4,500.00	$ 4,000.00	$ 4,690.03	$ 4,358.01	$ 3,752.22	$ 2,967.40
533.802	Small Equipment	-79.4%	$ 3,000.00	$ 14,598.00	$ 4,386.00	$ 1,253.78	$ -	$ 1,651.67
533.806	Software	0.0%	$ 3,000.00	$ 3,000.00	$ 2,406.00	$ 2,687.00	$ 2,993.50	$ 3,470.80
533.813	Office Products Program		$ -	$ -	$ -	$ -	$ -	$ -
533.817	Small Projects	-27.3%	$ 8,000.00	$ 11,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ -
550.001	Miscellaneous Expenses		$ -	$ -	$ -	$ -	$ -	$ -
550.006	Fiscal Agent Charges		$ -	$ -	$ -	$ -	$ -	$ 200.00
550.100	Bank Fees-Credit Card Processing	16.7%	$ 3,500.00	$ 3,000.00	$ 2,265.65	$ 3,006.68	$ 2,899.52	$ -
550.203	Collection Loss		$ -	$ -	$ 4,992.07	$ (141.34)	$ (159.08)	$ 1,315.64
Account Classification Total: EX20 - Services & Supplies		-5.1%	$ 468,540.00	$ 493,852.00	$ 252,919.39	$ 462,042.56	$ 414,448.47	$ 377,850.17
EX22 - Debt Service								
521.300	Debt Issuance Costs		$ -	$ -	$ -	$ -	$ -	$ -
521.301	Debt Issue Cost Offset		$ -	$ -	$ -	$ -	$ -	$ -
550.003	Bond Principal		$ -	$ -	$ -	$ -	$ -	$ -
550.004	Bond Interest		$ -	$ -	$ -	$ -	$ -	$ -
550.021	Loan Principal		$ -	$ -	$ -	$ -	$ -	$ -
550.022	Loan Interest		$ -	$ -	$ -	$ -	$ -	$ -
550.990	Debt-Principal Offset		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX22 - Debt Service			$ -	$ -	$ -	$ -	$ -	$ -

Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		$ -	$ 87,916.00	$ -	$ -	$ 11,235.00	$ -
562.200	Buildings		$ -	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
563.990	Capital Project Offset		$ -	$ -	$ -	$ -	$ (11,235.00)	$ -
564.500	Machinery & Equipment		$ -	$ -	$ -	$ -	$ 242,237.42	$ -
564.602	Office Equipment		$ -	$ -	$ -	$ -	$ -	$ -
564.609	Data Processing Equipment		$ -	$ -	$ -	$ -	$ -	$ -
564.700	Motor Vehicles		$ -	$ -	$ -	$ 2,612.31	$ 7,028.27	$ -
564.990	Capital Outlay Offset		$ -	$ -	$ -	$ (6,112.31)	$ (249,265.69)	$ -
Account Classification Total: EX25 - Capital Outlay/Projects			$ -	$ 87,916.00	$ -	$ (3,500.00)	$ -	$ -
EX28 - Miscellaneous								
550.060	Loss On Asset Disposition		$ -	$ -	$ -	$ 3,500.00	$ -	$ -
Account Classification Total: EX28 - Miscellaneous			$ -	$ -	$ -	$ 3,500.00	$ -	$ -
EX30 - Other Financing Uses								
618.700	Transfers Out		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX30 - Other Financing Uses			$ -	$ -	$ -	$ -	$ -	$ -
EX33 - Depreciation								
550.027	Depreciation		$ -	$ 50,000.00	$ -	$ 52,270.86	$ 50,613.28	$ 69,267.10
Account Classification Total: EX33 - Depreciation			$ -	$ 50,000.00	$ -	$ 52,270.86	$ 50,613.28	$ 69,267.10
EX34 - Amortization								
550.026	Amort.-Bond Issue Costs		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX34 - Amortization			$ -	$ -	$ -	$ -	$ -	$ -
EX35 - Ending Fund Bal/Reserves								
625.200	Operating Reserves	0.0%	$ 50,000.00	$ 50,000.00	$ -	$ -	$ -	$ -
625.250	Capital Impr. Reserves	23.3%	$ 321,838.12	$ 261,085.00	$ -	$ -	$ -	$ -
625.500	Buildings Reserve		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX35 - Ending Fund Bal/Reserves		19.5%	$ 371,838.12	$ 311,085.00	$ -	$ -	$ -	$ -
	EXPENSES Total	-2.3%	$ 1,341,085.00	$ 1,372,398.00	$ 513,162.06	$ 924,349.97	$ 845,508.76	$ 842,921.41
Fund REVENUE	Total: 611 - Gardnerville Health & San		$ 1,341,085.00	$ 1,372,398.00	$ 699,501.04	$ 1,007,371.17	$ 914,783.82	$ 895,563.91
Fund EXPENSE	Total: 611 - Gardnerville Health & San		$ 1,341,085.00	$ 1,372,398.00	$ 513,162.06	$ 924,349.97	$ 845,508.76	$ 842,921.41
Fund Total: 611 - Gardnerville Health & San			$ -	$ -	$ 186,338.98	$ 83,021.20	$ 69,275.06	$ 52,642.50

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Fund:	**613 - Gardnerville Debt**							
REVENUES								
RE27 - Interest Revenue								
361.200	Interest On Investment		$ -	$ -	$ -	$ -	$ 10.94	$ 0.24
361.205	Investment-FMV Adjust		$ -	$ -	$ -	$ -	$ 0.19	$ (0.19)
361.211	Invest. Earnings-LGIP		$ -	$ -	$ -	$ 0.25	$ -	$ -
361.212	Invest. Earnings-BNY Mellon		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: RE27 - Interest Revenue		$ -	$ -	$ -	$ 0.25	$ 11.13	$ 0.05
RE35 - Other Financing Sources								
392.000	Transfers In		$ -	$ -	$ -	$ 122,363.54	$ 123,469.00	$ 122,982.00
	Account Classification Total: RE35 - Other Financing Sources		$ -	$ -	$ -	$ 122,363.54	$ 123,469.00	$ 122,982.00
RE40 - Beg.Fund Bal./Reserves								
301.000	Opening Fund Balance		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: RE40 - Beg.Fund Bal./Reserves		$ -	$ -	$ -	$ -	$ -	$ -
	REVENUES Total		$ -	$ -	$ -	$ 122,363.79	$ 123,480.13	$ 122,982.05
EXPENSES								
EX10 - Salaries & Wages								
511.165	Holiday Overtime		$ -	$ -	$ -	$ -	$ -	$ -
511.166	Sick Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: EX10 - Salaries & Wages		$ -	$ -	$ -	$ -	$ -	$ -
EX20 - Services & Supplies								
521.500	Admin & Overhead		$ -	$ -	$ -	$ -	$ -	$ -
550.006	Fiscal Agent Charges		$ -	$ -	$ -	$ -	$ -	$ 200.00
	Account Classification Total: EX20 - Services & Supplies		$ -	$ -	$ -	$ -	$ -	$ 200.00
EX22 - Debt Service								
550.003	Bond Principal		$ -	$ -	$ -	$ -	$ -	$ -
550.004	Bond Interest		$ -	$ -	$ -	$ -	$ -	$ -
550.021	Loan Principal		$ -	$ -	$ -	$ 117,855.00	$ 112,942.00	$ 108,234.00
550.022	Loan Interest		$ -	$ -	$ -	$ 5,126.70	$ 10,039.66	$ 14,735.31
550.025	Loan Fees		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: EX22 - Debt Service		$ -	$ -	$ -	$ 122,981.70	$ 122,981.66	$ 122,969.31
EX35 - Ending Fund Bal/Reserves								
625.103	Appropriated Reserve		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: EX35 - Ending Fund Bal/Reserves		$ -	$ -	$ -	$ -	$ -	$ -
	EXPENSES Total		$ -	$ -	$ -	$ 122,981.70	$ 122,981.66	$ 123,169.31
	Fund REVENUE Total: 613 - Gardnerville Debt		$ -	$ -	$ -	$ 122,363.79	$ 123,480.13	$ 122,982.05
	Fund EXPENSE Total: 613 - Gardnerville Debt		$ -	$ -	$ -	$ 122,981.70	$ 122,981.66	$ 123,169.31
	Fund Total: 613 - Gardnerville Debt		$ -	$ -	$ -	$ (617.91)	$ 498.47	$ (187.26)
Fund:	**614 - G'ville Ad Val Cap Proj**							
REVENUES								
RE15 - Intergovernmental Revenue								
331.135	Distr. from County	0.3%	$ 46,000.00	$ 45,883.00	$ 28,782.45	$ 44,841.59	$ 42,513.33	$ 44,951.91
334.121	Grant In Aid-State(P)		$ -	$ -	$ -	$ -	$ -	$ -
337.100	State Reimbursement		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: RE15 - Intergovernmental Revenue		$ 46,000.00	$ 45,883.00	$ 28,782.45	$ 44,841.59	$ 42,513.33	$ 44,951.91

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Town of Gardnerville

2013- 2016/2017 Preliminary Budget

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
RE27 - Interest Revenue								
361.200	Interest On Investment		$ -	$ -	$ -	$ -	$ 496.41	$ 50.52
361.205	Investment-FMV Adjust		$ -	$ -	$ -	$ 85.07	$ (13.42)	$ (180.38)
361.211	Invest. Earnings-LGIP		$ -	$ -	$ 29.26	$ 66.06	$ -	$ -
361.212	Invest. Earnings-BNY Mellon		$ -	$ -	$ 266.26	$ 470.12	$ -	$ -
Account Classification Total: RE27 - Interest Revenue			$ -	$ -	$ 295.52	$ 621.25	$ 482.99	$ (129.86)
RE30 - Miscellaneous Revenue								
360.800	Miscellaneous		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE30 - Miscellaneous Revenue			$ -	$ -	$ -	$ -	$ -	$ -
RE35 - Other Financing Sources								
360.750	Loan Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
392.000	Transfers In		$ -	$ -	$ -	$ -	$ -	$ -
393.100	Bond Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE35 - Other Financing Sources			$ -	$ -	$ -	$ -	$ -	$ -
RE40 - Beg.Fund Bal./Reserves								
301.100	Opening Fund Reserves	3.4%	$ 115,000.00	$ 111,261.00	$ -	$ -	$ -	$ -
Account Classification Total: RE40 - Beg.Fund Bal./Reserves			$ 115,000.00	$ 111,261.00	$ -	$ -	$ -	$ -
	REVENUES Total		$ 161,000.00	$ 157,144.00	$ 29,077.97	$ 45,462.84	$ 42,996.32	$ 44,822.05
EXPENSES								
EX10 - Salaries & Wages								
511.165	Holiday Overtime		$ -	$ -	$ -	$ -	$ -	$ -
511.166	Sick Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX10 - Salaries & Wages			$ -	$ -	$ -	$ -	$ -	$ -
EX20 - Services & Supplies								
550.006	Fiscal Agent Charges		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX20 - Services & Supplies			$ -	$ -	$ -	$ -	$ -	$ -
EX22 - Debt Service								
521.300	Debt Issuance Costs		$ -	$ -	$ -	$ -	$ -	$ -
550.021	Loan Principal		$ -	$ -	$ -	$ -	$ -	$ -
550.022	Loan Interest		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX22 - Debt Service			$ -	$ -	$ -	$ -	$ -	$ -
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		$ -	$ -	$ -	$ -	$ -	$ -
562.200	Buildings		$ -	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
564.500	Machinery & Equipment		$ -	$ -	$ 17,555.00	$ -	$ 10,026.71	$ 40,049.90
564.700	Motor Vehicles	-20.0%	$ 68,000.00	$ 85,000.00	$ 62,877.00	$ 2,612.31	$ 39,616.48	$ -
Account Classification Total: EX25 - Capital Outlay/Projects			$ 68,000.00	$ 85,000.00	$ 80,432.00	$ 2,612.31	$ 49,643.19	$ 40,049.90
EX30 - Other Financing Uses								
618.700	Transfers Out		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX30 - Other Financing Uses			$ -	$ -	$ -	$ -	$ -	$ -
EX35 - Ending Fund Bal/Reserves								
625.103	Appropriated Reserve	28.9%	$ 93,000.00	$ 72,144.00	$ -	$ -	$ -	$ -
Account Classification Total: EX35 - Ending Fund Bal/Reserves			$ 93,000.00	$ 72,144.00	$ -	$ -	$ -	$ -
	EXPENSES Total		$ 161,000.00	$ 157,144.00	$ 80,432.00	$ 2,612.31	$ 49,643.19	$ 40,049.90
Fund REVENUE	Total: 614 - G'ville Ad Val Cap Proj		$ 161,000.00	$ 157,144.00	$ 29,077.97	$ 45,462.84	$ 42,996.32	$ 44,822.05
Fund EXPENSE	Total: 614 - G'ville Ad Val Cap Proj		$ 161,000.00	$ 157,144.00	$ 80,432.00	$ 2,612.31	$ 49,643.19	$ 40,049.90
	Fund Total: 614 - G'ville Ad Val Cap Proj		$ -	$ -	$ (51,354.03)	$ 42,850.53	$ (6,646.87)	$ 4,772.15

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Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve a proposal from the Dubè Group for Architectural / Engineering Services, in the amount of $42,975 for the creation of the Gardnerville Station Construction plans to be used in applying for a building permit to rehabilitate the former Eagle Gas Station; with public comment prior to Board action.**
2.
3. **Recommended Motion: Motion to approve the Dube Contract for Architectural / Engineering Services in the amount of $42,975 for the construction plans for the Gardnerville Station building improvements.**

   Funds Available: ☑ Yes ☐ N/A
   - **Board Designated account has funds for this. $422,115**
   - **Legal service we can transfer $15,000 to the project $27,975 out of B.D.**

4. **Department: Administration**

5. **Prepared by: Tom Dallaire**

6. **Meeting Date: March 1, 2016 Time Requested: 15 minutes**

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

Background Information: The town was not successful in gaining County support for the CDBG submittal for this year. We will apply again at the end of this year for the construction portion of the building. But this year we could prepare plans so we are ready for construction of the structure improvements only while we focus the rest of the year on the site cleanup. Staff will continue to search for alternate funding opportunities for the project.

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

9. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

dubé group

ARCHITECTURE

February 12, 2016

Tom Dallaire, P.E., CEO
Town of Gardnerville
1407 Highway 395 N
Gardnerville, NV 89410

RE: Gardnerville Station
Proposal for Architectural / Engineering Services

Dear Tom:

Thank you very much for the opportunity to submit this proposal for architectural / engineering services for the adaptive re-use of the old service station located at 1395 Highway 395 North in Gardnerville, Nevada.

Scope of Work The basic scope of services consists of the following:

- Architectural Design
  - Design and preparation of bid documents per Town of Gardnerville and Douglas County requirements
  - Building code, life safety and ADA code analysis
  - Building envelope architectural calculations
  - Coordination of all disciplines
  - Weekly design meetings
  - Construction administration
  - Coordination with local jurisdictions having authority as required for obtaining permits and approvals

- Structural Design
  - Preliminary structural analysis
  - Structural design including beam to wall connections and wall reinforcing to accommodate flexural stresses

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458 court street | reno, nevada 89501 | thedubegroup.com

Proposed Fee A lump sum breakdown for professional services is as follows:

Basic Services	$39,950.00
Architecture	
Structural Engineering	
MPE Engineering	
Optional Scope of Services	$ 3,025.00
IT Systems Design	
Grand Total	**$ 42,975.00**

Additional Services: Our proposal is based on our scope of services being conducted in our offices located in Reno, NV. Included in the proposed fee are up to three on-site trips to Gardnerville per discipline. Additional on-site trips are billed at fixed fee of $750 per day per discipline. Printing, postage and delivery expenses are billed at cost plus 20%. Should the project scope or schedule materially change from our proposed scope of work, fees will be reviewed and adjusted accordingly by mutual agreement. Major revisions to the scope of work that are inconsistent with previous direction or otherwise outside our control shall also be considered additional services.

Again, we thank you for the opportunity to submit this proposal. Please look it over and we can discuss any concerns you may have. We look forward to hearing from you!

Sincerely,

DUBÉ GROUP ARCHITECTURE
Peter R. Dubé, NCARB, AIA, Principal

NV Architect License No. 2443

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>Not For Possible Action:</u> Discussion on the Town Attorney's Monthly Report of activities for February 2016.**

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

3. **Department: Administration**

   Prepared by: Tom Dallaire

4. **Meeting Date: March 1, 2016 Time Requested: 5 minutes**

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

6. **Background Information: Presented at meeting.**

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

8. **Board Action:**

   ☐ Approved ☐ Approved with Modifications
   ☐ Denied ☐ Continued

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>Not For Possible Action:</u> Discussion on the Town Manager's Monthly Report of activities for February 2016.**

2. **Recommended Motion: None required.**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: March 1, 2016 Time Requested: 10 minutes**

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

   Background Information: See attached report.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

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

Town Manager Monthly Report
March 2016 Board Meeting

A. **Gardnerville Station (former Eagle Gas):** Submitted claims for fence and plates. Petro Fund reimbursements coming next month. Continue to wait on McGinley and NDEP for approvals of the work. We continue to wait on SHPO on the MOA review. Sounds like we will need additional pictures of adjacent structures. Candace and I met with the right-of-way department and now have a list of folks we need to talk to on the "S" Curve.

B. **395 Crosswalks:** Met with Tim at Lumos to review 60% progress plans. NDOT has reviewed them. There are right-of-way issues which will only delay the project further while NDOT handles those issues. Lumos is double checking the street right-of-way so we can be positive it is located on the plan correctly. NDOT needs to obtain easements and actual right-of-way. Not sure why this is an issue at this point... We have a meeting at NDOT next week to discuss some of the comments made by NDOT on the 60% plans. Lumos will proceed with finalizing the plans.

C. **Kingslane Sidewalk Project:** Received reply from Gary Whistler and signed the contract form for NV energy. This is moving forward. Slowly. We need to get the plans complete. Still have not received comments from NDOT. I will discuss that with them when I go up next week.

D. **Hellwinkel Channel:** We are waiting for NV energy to come back and remove the cut off power poles. We are going to have Impact there to finish the sidewalk at that time. In the meantime we are hoping the grass is growing. It's growing under the mat on the steep slope, but not the field.

E. **Great Race**: I did another presentation to Silver State Model 'T' club in Carson. They want to participate in the Great Race and have up to 10 cars from their club. We discussed plans further, reviewed the application for venders and the car show. Keep June 19th, Father's Day in 2016 open for the event.

F. **Hussman Storm Drain Project**: - Ray VanWinkle onsite installing the pipe and will be done by the board meeting. Thank you Mike Rowe for letting us proceed with the project.

G. **Office Items:**

- Attended the flood workshop training by East Fork.
- Finished town tour with Cassandra. Anyone else like a town tour?
- Spent most of the time in the office on emails and figuring data for the preliminary budget.
- Reviewed ideas for Mill Street gutter issues. We will start the Mill Street plans once we get a plan for the intersection of Mill and 395. This is going to take some coordination between all the entities to get this to work out.
- Coordinated all the alley grading by A&A Construction. Still need to raise an SS manhole on Tognetti alley.
- Attended a portion of the Open Meeting Law training by the AG's office with Mike Rowe and Ken.
- Sent GIS data to Facility Dude (work order system).
- The school district is going through the appraisal process now on the Old Gym Playhouse. We should know more once that is complete.
- No news from the county on the alley. When I asked about it they have not looked at it. But they did ask what the town wanted to do about it. It does not make sense to have it maintained by the county. If we get a paver in there, I would like to fix the drainage and pave the parking at the jail.
- Is everyone ok with me attending the Main Street Conference May 22-25, Wisconsin?
- I will be at the Mint 400 March 10-13.