



The Minden Town Board meeting was held on Wednesday, June 3, 2009, at 1602 Esmeralda Avenue in Minden, Nevada, beginning at 6:00 p.m.

Board members present: Ross Chichester, Dave Sheets, John Stephans, and Steve Thaler.

Staff present: Greg Hill, George Keele, Trish Koepnick, and Bruce Scott.

I. Meeting called to order by Chairman Sheets

1. Pledge of allegiance led by John Stephans
2. Stephans/Chichester moved to approve the agenda as published. Motion carried unanimously.
3. Chichester/Stephans moved to approve the minutes of May 6, 2009.
4. Approval of vouchers
5. Public comments
 - a. Sheila Byington encouraged the Board to attend the Holiday Inn Express ribbon cutting as well as the 1st Annual Carson Valley Days golf tournament.
 - b. Bev Giannopoulos said she felt that the first concert was enjoyed by all and the first Farmers Market had a good turnout even with the rainy weather.
 - c. Robb Hellwinkel said that the COD Casino is still going forward and hopefully will be going out to bid in no longer than 60 days; Schatt's bakery is also still in the works.

II. Staff Reports

1. Public Works: Greg Hill
 - a. Street Rehabilitation paving is completed, the valve raising will finish up next week. The last piece of pipe was installed on alley waterline, with conversion scheduled for Monday. Repaving of areas affected by the waterline will be completed next week. County Road should be better than when project started.
 - b. The new county water connection is now delivering 2100 gpm; largest flow is 4800 gpm. Half of Town's capacity is being delivered to the county.

- c. A new Consumer Confidence Report has been prepared for the state; water meets all requirements.
 - d. The employees completed safety training in fall protection and safe forklift operating.
 - e. A meeting was held with Q & D about construction management. RCI is putting a package together for proscribed process to ask at least 3 potential construction companies to respond with proposals. We will reconvene subcommittee to hear proposals, and then come to board for approval. It is conceivable to be well under way in 4-6 months.
 - f. There is a pilot program through CVSC district that can help with the education of water conservation. This includes installing smart line weather stations so watering is correct amount. Packets for irrigation will be available next month, any board members interested should contact Greg.
 - g. NV Energy is scheduled to install the power pole tomorrow at Well 1. Improvements for drainage are complete. We will be doing all the samples that have not been done while the well is off; it should be back on line by the 3rd week in July.
2. Engineering Report: Bruce Scott
- a. Street sealing will start June 8.
 - b. Bruce Race has agreed to work with the Town to finish design guidelines. He may be on West Coast in August; we hope to take advantage of this and clean up the Plan for Prosperity and be ready for the next phase of growth.
 - c. Bruce met with Jeremy and David at Anderson Engineering about the COD casino project. Streets, curb and gutter are the Town's responsibility, and other elements (non street improvements) have been cost shared to a degree. This concern will probably be on the next agenda to decide what the Town wants to do at the COD project. Mr. Sheets would like to have the history of what we have done in the past available.
 - d. Trudy at RCI will lead up a concerted effort to clean up the weeds at Jake's Meadow to let the desirable species move forward.
 - e. Water rights: There have been some potential water rights sales inquiries. We are processing the reimbursement of Mike Hickey's refund for the deposit. Designing with Nature check has been voided.
 - f. Bruce has been working with Douglas County and their consultant Manhard Engineering on the water pipeline for the north valley.

3. Attorney Report: George Keele

a. George has visited with 3 board members this month concerning status of Minden Gateway Center. His memorandum covers the status of the Holiday Inn Express and the Gateway Center. One of the Town's interests is to get offsite improvements done so we do not have a lingering eyesore as the gateway to Minden. John Stephans will go the creditors meeting with Mr. Keele. Mr. Sheets felt that the hotel owner has been beaten up enough, but he still has concerns about safety. County can shut them down in 90 days if they choose.

b. Leases for the rental units might need to come back to Board over the matter of utilities.

c. Mr. Keele's bill was delayed for reasons having to do with the legislature; he has adjusted invoices by \$3000.00 because of the delay.

d. Water ordinance was moving forward but it is now pulled off of the county agenda; trash is still on agenda. George will attend the meeting.

e. The resolution for the salary increase for Minden board members that went into effect July 2008 was never done. According to Ms. Gregory at the DA's office, the Board was eligible for the salary increase and it was approved by the county commissioners but never done by resolution. That will now be taken care of.

4. Board member reports:

- Chairman's report and comments

- a. The Calliope and also the Douglas County panel truck will be in the Carson Valley Days parade, and any participants are welcome.

- b. There will be a special meeting on June 29 to discuss the rates; it will also include Mr. Park of Gardnerville and maybe one of his board members.

- c. The first Farmers Market was well received in spite of the rainy weather.

- d. Michael Brown agreed with Mr. Sheets to pull the water ordinance off the county commissioner agenda and take another look at the language. The two staffs will get together down the road and figure the next step.

- e. August 11 from 6:00 to 8:00 pm was agreed upon for the meeting with the county commissioners. The Town will host.

- f. Sheila Byington reported on the Hot August Nights Poker Run lunch stop returning to Minden again this year on August 6. They are expecting 600 cars; the Lions Club will do hamburgers and

sandwiches, with possible participation also from Lira's Market and Barone Reed.

- Board member reports and comments
 - a. John Stephans: The first meeting to discuss ideas about new ideas for the Christmas kickoff weekend will be June 2 at 5:00. Anybody interested is invited; we are looking at new possibilities. We have also been approached by Roger Harker concerning LED lights; we will schedule a meeting to further discuss this possibility.

III Discussion and possible action to approve, approve with conditions, deny, or continue request for approval of renewal proposal from Nevada Public Agency Insurance Pool for casualty and liability insurance and approval of invoice for fiscal year 2009-2010.

Bruce Hollander from Warren Reed Insurance noted that the policy reflects a 5% increase. Mr. Keele said that it seems the premium was higher after 9-11. Mr. Hollander referred to a bar graph showing costs, included in the record.

Chichester/Thaler motioned to approve the renewal proposal from Nevada Public Agency Insurance Pool for casualty and liability insurance and approval of invoice for fiscal year 2009-2010. Motion carried unanimously.

Robb Hellwinkel questioned if the Town could shop insurance or if it is mandated to go with Pool. Ross said the reason for the Pact pool is to provide stabilized insurance coverage; it is the best deal to get all the various types of insurance that we need.

IV. Discussion and possible action to approve, approve with conditions, deny, or continue request to adopt Minden Street policy regarding specifications for construction, maintenance, and related matters for all streets and alleys within the Town of Minden.

Mr. Scott addressed this item. We are working to get policy direction from the Board to have roadway and street development standards to integrate with Douglas County development code, i.e., accepting streets that are not full width, sidewalks on both sides of the streets, etc. One current issue is that the County handicap ramp standard is different from towns.

Board discussion included sidewalks on both sides of the street, width no more than 60 feet wide unless a collector, paved alleys are difficult to maintain and should be to the gravel standard with the exception of alleys like the post office. Maintenance of alleys should be homeowners' responsibility. Future street lights and street signs should be consistent with new standard throughout the whole Town. Greg asked for clarification concerning ongoing retrofit of street signs and reminded the board that the new signs cost \$1,000 as opposed to \$300 for the old style. We could possibly budget as part of the street maintenance work.

Mr. Hill mentioned that hammerheads are a problem with trash trucks; cans need to come out to main road.

Mr. Chichester would like to get away from private streets and see subdivisions built to same standard width and structure, as well as being under the Town maintenance program. Private streets are not taken care of as well, but the residents still pay Town taxes. We need to clarify the issues that arise from narrow but structurally sound streets that are at the county standard, such as snow removal, parking, etc.

Medians have usually been accepted by the Town; parkways are often not within the street right of way anymore but can be in part on private property. We need to define the rules of acceptance, keeping in mind the landscape assessment district. Development code often requires parkways in order to get the lined streets, and the Board would want to see the parkways be the homeowner's responsibility.

Mimi Moss would like the opportunity to work with Town staff to help come up with what is best for Minden concerning this issue. Mr. Scott clarified that the LaCosta alleys are maintained by the Town. Private streets are never maintained by the county; they are built to county standards unless there is a variance, usually to the width. A standard local street has a 60 feet right of way which includes a park strip, the travel lane, and parking on the street. Reducing the width usually makes the park strips the property owners responsibility; they are no longer in the right of way. Possibly the Town could install signs on the narrow streets for a tow away zone. Concerning street lights, Ms. Moss cautioned on not projecting light up, the Town needs to pick what makes sense.

Mr. Scott will take this input from the Board, work with Mimi, county engineering staff, and Town staff and will bring back to the Board.

Sandy Deyo said the Winhaven Gardens only used snow removal once that he recalls. HOA budget has a fund for road maintenance as well as a fund for road replacement most likely in 20 years.

IV. Discussion and possible action to approve, approve with conditions, deny, or continue request for approval of Town of Minden sidewalk policy as related to fixed-asset governmental accounting for Douglas County.

Anne Henderson of the County Comptrollers office has been patient waiting for Mr. Keele's determination on this issue. George referred and read from his memo as well as Ms. Henderson's memo. The Governmental Accounting Standards Board has determined that a government shall report a capital asset when it has responsibility for managing repair and maintenance. In the Town of Minden the property owner has responsibility for maintaining the sidewalks adjacent to Town's streets, and decides what maintenance will be done and when. George would suggest that the Town book as assets anything that fronts town property, not accept any new sidewalks from developers, and the 50-50 cost share to be paid out of maintenance and repair.

Chichester/Stephans moved to send the letter as drafted by Mr. Keele to the County Comptroller, asking her not to record sidewalks that do not back to the town property as

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capital assets. Motion carried unanimously, noting that the draft letter will be worded to delete the part that begins with “except in so far” and concludes with the word “reconstruction”.

V. Discussion and possible action on Town of Minden CVIC Hall Policy in relation to changes in liability insurance coverage and additional deposit for non-Douglas County residents and related items.

Mr. Stephans noted updated policy with rate changes. He is concerned that people who rent the Hall have motivation to take care of it. He proposed a higher deposit if applicant resides outside of Douglas County and minimum of a million dollar liability insurance. We must be mindful of consistent standards. Policy will no longer refer to more insurance required at the discretion of the Board.

Chichester/Thaler moved to have the deposit rate for Douglas County residents remain at remain at \$400.00, the deposit rate for non Douglas County residents be raised to \$1,000.00 and anyone using or renting the Hall will provided a certificate of insurance of not less than one millions dollars naming the Town as an additional insured. Motion passed unanimously.

Mr. Keele noted the changes that need to be made to the exhibits for the CVIC Hall policy paperwork. Mr. Thaler noted that we need to keep in mind that we are still determining the structural capability of the balcony.

Chichester/Stephans moved to adjourn the meeting at 8:15 P.M. Motion carried unanimously.