



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, September 7, 2011, at 1602 Esmeralda Avenue, Minden, Nevada.

5:30 P.M. CALL MEETING TO ORDER.

Board members present: Matt Bernard, Charlie Condron, Roxanne Stangle, John Stephans and Steve Thaler.

Staff present: Glade Myler in for George Keele, Greg Hill, Trish Koepnick and Bruce Scott.

Meeting was called to order by Chairman Stephans.

The Pledge of Allegiance was led by Ms. Stangle.

Mr. Stephans noted that Agenda Item Number 6 would be continued. Condron/Thaler moved for approval of agenda as amended. Motion carried unanimously.

Stangle/Bernard moved for approval of the minutes of the August 3, 2011 Board Meeting. Motion carried unanimously.

Thaler/Condron moved for approval of the minutes of the August 24, 2011 Special Board Meeting. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

ACKNOWLEDGEMENT OF SERVICE AWARDS: 25 Year Service Award was presented to Greg Hill. Mr. Stephans noted that he has done an outstanding job to say the least; we are very lucky to have Greg. He makes Minden look good and goes above and beyond the call of duty.

PUBLIC COMMENT:

Bill Chernock with the Carson Valley Chamber of Commerce and Visitors Authority invited the Town Board to participate in a research and branding program to replace the current Magiko Carson Valley theme. He has held two spots for interviews with the Town of Minden on Wednesday September 28.

Sandy Deyo said that he had comments triggered by the July special meeting. He feels that the Board needs to establish a procedure regarding special meetings. He does not think that there should be multiple items on the agenda for a special meeting because of lack of input. Also, at the July meeting there was action taken on fees. In the past there were three meetings before they enacted fee changes. Mr. Stephans clarified that his action was limited to the exchange of surface water rights for hookup fees, not rates.

Linda Burdick introduced herself as a principal with Burdick Excavating, and said she was present at the meeting regarding the award of the waterline project. Burdick has been in the Tahoe Basin for almost 30 years; they are always open to input and will work hard to make this project go smoothly. They appreciate the opportunity to work in the Town of Minden.

STAFF REPORTS.

1. Public Works: Monthly report of activities by Greg Hill.

All of the water main is approved and in service; we are emptying and filling the tank on a regular basis.

With the upgrade of Well 3 recently, we have been made aware by neighbors that it is quite noisy. Staff is investigating ways to get the noise to an acceptable level. The exhaust fan on the roof seems to be the issue, and we are hoping to come up with some good solutions, possibly a larger fan and a slower motor. Mr. Hill will send information to all Board members when it is resolved.

The ditch was cleaned out behind CVI, and Mr. Hill was happy to report that the cost was only \$3000. The adjacent property owners allowed the debris to be put on the bank and not haul it away. New culvert pipe was also installed. This will be part of our regular maintenance procedure.

The pillar project is finished with bronze lettering in place. There is a bit of controversy on the correct year to put on the pillars, since the Town was officially established in 1906 but the original pillars said 1905, which is what we decided to retain.

The open house for the new maintenance facility was discussed for either November 5th or 12th. Mr. Hill listed some ideas of what to put in the time capsule the crew is preparing.

We have three new employees: Jeff Donahue is the new Maintenance Tech II, Ray Drago will be working at the slough with Tina Fixman, and Dave Fontana is the new custodial worker at the CVIC Hall.

Mr. Hill is looking at options for internet connections at the new facility. There may be a temporary setup until the fiber is run; he will bring back alternatives next month. Phone service will have the same numbers and the County will monitor the fire system at no charge. The new facility is nearly done; the interior work is being finished and the certificate of occupancy is scheduled for September 30.

2. Engineering Report by Bruce Scott

Preliminary parcel map for the Seeman Ranch is being finalized; it is being handled by the Seeman Trust. When development occurs, annexation to Minden will be required.

The County has indicated that they would strongly support using funds committed to Minden for economic development as part of the match that is needed for the NDOT grant at the Gateway entrance to Minden.

There is a proposal for a Maverick convenience store at the Gateway Center that might be on the agenda next month depending on submittals.

There has been some confusion between the District Attorney and Community Development on the process of the Street Cut ordinance, which we will watch to make sure we are all on the same page.

U.S. Bank has indicated their willingness to contact the mystery local buyer of the Gateway Center, and we are waiting for a response.

We are working with County on the creation of the Bently parcel.

We are working with the Ranch at Gardnerville regarding the dedication of water rights as an offset for the portion of fees having to do with water rights. Mr. Anderson is pulling information together concerning this; their offer will be presented to Town for formal action. Mr. Scott has sent a letter to the developer concerning the action of the July meeting.

We have filed the first block of water changes moving Carson City and Douglas County water to Minden wells. We have been coordinating with Churchill County; the biggest thing is to get through the protest period without any protest, as well as to notify domestic well owners within 2500 feet of Town wells. We will be required by the State engineer to monitor any domestic wells that express any interest to connect to our system. We went through this process when we put water into Well 8, and the bottom line is that we may have to hook someone up if it is felt that we adversely affect them. This is a factor but not necessarily a major problem.

Next meeting we will have a good summary of water projects and what capital projects we would like to go forward with, after looking at reserves and determining a comfort level there. We have met with the County concerning accounting both with reserves as well as pass through bills that will be billed back and reimbursed.

Mr. Stephans added that we will have a meeting on September 13th at Public Works, after which we will apprise the Board of the setup and framework for reimbursement.

3. Board member reports:

•Board member comments

- Mr. Bernard will keep Board informed about the Christmas event as the committee moves forward with planning.

- Mr. Thaler said that the Oct 1st celebration at Minden Park is looking for sponsorship. Everyone is invited to celebrate 150 years of Douglas County. He is also looking for someone to act as a liaison with the Carson Valley Arts Council replacing him; Mr. Condron expressed interest.

- Ms. Stangle said the final Farmers Market is next Tuesday, which is also the Special Election Day. The 27th annual Street Celebration will be this weekend. Also, on October 21st, the Ghost Walk will be in Minden, and all are welcome to get involved; it is a lot of fun.

- Mr. Condron said he would like to organize a meeting to finalize the Chapter 13 Master Plan update, and will go forward with this.

•Chairman's report

- Mr. Stephans read a letter of thanks to A&A Construction concerning their fee waiver and noted

our good working relationship.

He reminded all of the upcoming Minden Film Festival on September 16th and 17th. Admission is free both days. Mr. Condron offered to help on Friday night and Ms. Stangle will be there on Saturday. There will be buttons available to help celebrate 100 years of the CVIC Hall.

CONSENT CALENDAR FOR POSSIBLE ACTION

1. Approve July 2011 claims
2. Approval for a request from Minden Food Company for street closure on Esmeralda Avenue between 4th and 5th Streets for a fundraiser benefiting the Sierra Lutheran High School on September 22, 2011 from 3 p.m. to 9 p.m. and waiver of fees of \$500.00 for the Street Closure.

Stangle / Bernard moved to approve the consent calendar. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

1. For possible action: Discussion to approve, approve with conditions or deny a request to approve the process by which the Town Manager is selected. This process will include, but is not limited to, Human Resources minimum qualification screening, Town Board review and recommendation to Human Resources for interviews, and timeline to follow for the process. Appearance by Darcy Worms, Douglas County Human Resources Manager.

Darcy Worms said she was asked by the Board to discuss the process of choosing a Town Manager. The position closes September 23rd, at which time HR will rank the applications. Rating 1 applicants meet the qualifications as written in the job description, Rating 2 has other degrees and equivalent experience, and Rating 3 does not meet the qualifications. HR will present the applications in a binder alphabetically in each category of rating, to be delivered the week of September 26th to the Town office. The binder must not be photocopied or taken out of the office and no candidates may be contacted.

Each Board member will independently pick five people that they would like interviewed. The number interviewed will depend on how many Board choices overlap. When this list is compiled, HR will begin background checks to speed up the process.

The Board members can suggest questions as well as choose from questions that HR already has. We are anticipating Monday October 24th as the interview date. There will be three interview panels, so the entire Board has the opportunity to be involved in the selection process. The Board could elect for each panel to have different questions tailored to the specialties of the panelists.

After the interviews, the Board will decide when to have an open meeting to make the selection.

Mr. Thaler said he was concerned that he will base his opinion on his set of questions that may not address all areas of his concerns. He suggested giving the applicants the questions just prior to the interview to prepare answers.

Mr. Stephans said that he like the idea of different questions for each panel and the candidate getting the questions ten minutes prior to panel interview.

Mr. Condron appreciates the hard work to create a process to involve the entire Board. He likes the panel process and has seen it work from both sides. He would like to make sure that we have the right structure and questions in the areas that we deem important, and he likes the concept of the opportunity for preparation.

Mr. Bernard appreciates all being able to get involved. He asked if there is an opportunity to probe deeper; Ms. Worms said that you can engage in conversation if it is a follow-up to something the candidate said. Interview time depends on how long you want the interviews to last and how many applicants are being interviewed. She suggested setting a time limit and number of questions to be fair to the applicants.

Mr. Condron encouraged creating a time line of the process so the Board can schedule accordingly.

Ms. Worms said binders will be delivered to the Town office the week on September 26th; she would like questions and a list of selected candidates back one week from the date the binder is delivered to the office. Darcy will put together a list of questions and dates and Ms. Koepnick will email to the Board.

Mr. Myler suggested that Mr. Keele review questions to be given the candidates; Mr. Stephans will check with Mr. Keele concerning this.

Public comment:

Mr. McMillan said he was not concerned with the selection process but the news releases that will come from this. As most citizens only know what they read in the paper, he questioned who will make the news releases concerning this. Mr. Stephans noted that the press is present to report on the meetings, and the only news release he anticipates will be the name of the person that we will hire.

Thaler/Stangle moved to approve the process that Darcy outlined to include the Board comments that were made. Motion carried unanimously.

2. For possible action: Discussion to approve, approve with conditions or deny a request to 1. Create and extend existing no parking zones on the north side of Mahogany Drive just east and west of the Douglas High School driveway and on the south side of Mahogany just west of the existing crosswalk between the Douglas High School property and the Carson Valley Swim Center and 2. Install a new crosswalk on Mahogany Drive at the LDS Church north side walkway. These requests include the installation of No Parking signs and crosswalk signs at locations shown on the map. Copies of the map may be viewed by the public during business hours at the Minden Town office, 1604 Esmeralda Avenue, Minden. Appearance by Public Works Superintendent Greg Hill.

Mr. Stephans noted a letter of support from the Superintendent of the School District in full support of this request as a safety issue.

Mr. Hill said this was continued from last month and he is hoping to address all of the issues this month. He has met with Jeff Foltz regarding regulations. Crosswalks need a minimum of 20 feet of red on either side, but there is no maximum amount. The proposal addresses safety issues in the crosswalk; there is also a concern about traffic turning out of DHS going towards Highway 88 with sight problems, as well as a sight problem to the west. This plan gives an additional 40 feet of red zone on the west side, and takes away all the parking along the north side of Mahogany east of the DHS driveway; it is not very practical to leave one parking space there. On the south side of Mahogany, the red curb will allow a better view of the crosswalk near the Swim Center.

Staff is also proposing a crosswalk for the kids crossing from the LDS Church to the High School.

Mr. Thaler said this is an excellent plan; he questioned how the location of the crosswalk came about. He asked if there is a legal place to put it, and if this is the most convenient. Crosswalks are for safety and crossing outside it limits the liability.

Public comment:

Kirk Chiapella, Carson Valley Swim Center Director, said he was dismayed to see how the red zone had expanded. If there are no cars parked he felt that it might become a drag strip. The real problem is who is driving out of the parking lot. Also, people will start parking on Highway 88 instead and that might be a bigger problem. There might have been a number of people here tonight to dispute this item if they had known about it. They will lose five spots on the street that he does not believe need to be lost. He supported a red zone for a smaller line of site, but not this plan. Another issue is the tenth graders reach driving age and as the year goes on there will be more cars, as well as the kids that do not want to pay the parking fees.

Mr. Myler excused himself from any legal matter concerning the LDS Church.

Public comment:

Mr. McMillan said that he favors signs saying "No Parking Between Signs" because in winter and when cars are parked one cannot tell the color of the curb. This will cost more but create more safety.

Sandy Deyo questioned if there will be red paint 20 feet on both sides of the proposed crosswalk. Mr. Hill said that this is discretionary but not regulatory, and he suggested holding off on that.

Condrion/Thaler moved to create and extend existing no parking zones on the north side of Mahogany Drive just east and west of the Douglas High School driveway and on the south side of Mahogany just west of the existing crosswalk between the Douglas High School property and the Carson Valley Swim Center, and install a new crosswalk on Mahogany Drive at the LDS Church north side walkway. This includes the installation of No Parking signs and crosswalk signs at locations shown on the map. Motion carried unanimously.

Mr. Hill noted that after this approval it will go to County Board of Commissioners; and people who are opposed can be heard at these hearings.

3. For possible action: Discussion to approve, approve with conditions, continue or deny conceptual ideas by East Fork Swim Center concerning upcoming parking lot expansion plans. Appearance by Kirk Chiapella, Carson Valley Swim Center Director.

Mr. Chiapella said that this agenda item is a project that will go to minor design review with the County; it is on the southeast corner of the property and will add 17 parking spots and additional landscaping.

Public comment:

Travis Lee, Senior Services and Transportation Manager, asked if the Dart buses can turn right on 88 out of this proposed exit. Mr. Chiapella said yes, and that it may require broadening Hwy 88 for a short distance for this right hand turn only. Mr. Lee said this will make bus access easier and he totally supports it.

Sandy Deyo said that he hopes the County considers a long lane for traffic to come from the Swim Center onto Hwy 88, as traffic is accelerating right there.

Bernard/Condrón moved to provide conceptual approval for the parking lot expansion at the East Fork Swimming Pool District on Highway 88 subject to Town staff review and approval of the final construction and landscape plans prior to building permit approval and construction. Motion carried unanimously.

4. For possible action: Discussion to approve, approve with conditions, continue or deny changes to the C.V.I.C. Hall rental policy as suggested by Staff and Town Board.

Ms. Koepnick noted the policy will be corrected to remove the words “remarkably” in regard to circumstances associated with waiver of fees.

Mr. Thaler asked for clarification on the public agency rate and the fee assessed for public agencies when revenue is generated. The fee for opening and closing the building will be assessed as the only fee for Douglas County; if there is revenue generated the 25% discount will be given.

Stangle/Condrón moved to approve the C.V.I.C. Hall rental policy as presented to the Board. Motion carried unanimously.

5. For possible action: Discussion to approve, approve with conditions, continue or deny a request by the Carson Valley Chamber of Commerce to waive fees for the Carson Valley Chamber of Commerce Bunco/Poker After Hours function, September 30, 2011. Appearance by the Chamber of Commerce.

Alicia Main and Bill Chernock represented the Chamber. On the last event they made \$16.00, even with no rental fee and the food and drink donated. They are asking to pay no rental fees again. They learned a lot from the first event; the venue is perfect for this kind of event and gives great exposure of the Hall. They hope to get to the point of full events in both Spring and Fall with over 100 participants. They feel that they do a fair amount of good for the businesses on Esmeralda. Also, they will be partnering this time with the Bunco for Breast Cancer done with G.E.

Mr. Thaler affirmed that we co-sponsored the event last spring, and no fees were charged, and wondered how this fits in with the policy we just approved. Is this an extenuating circumstance? Is the benefit to the Town worthy of the waiver? What benefits does this hold for the Town and the County? Mr. Chernock said they are like any other entity that needs to make money these days. If it becomes popular, a benefit is the exposure of bringing people from wider areas; we also provide the opportunity to put businesses in front of 250 people. If we go over the top it would be great to designate a charity to receive part of the proceeds; that charity would be predetermined and marketed. At this point it serves to generate money to pay the Chamber’s own bills.

Mr. Thaler confirmed that if they did not waive the fees this would fall under the discount for non profit. Mr. Chernock said that they will go ahead with this event regardless of the Board action tonight; they want to get to the point where they can pay. Their overhead is around \$1,200 -1,300 for the prizes.

Mr. Thaler said that we do want to showcase this facility but this is not extraordinary circumstance; this is tough as we just did our policy.

Roxanne suggested working with the Chamber on publicizing Town events in a bartering situation rather than payment, as we are also Chamber members. This could be part of our working relationship. Mr. Chernock said that Town of Minden events are already publicized regardless of the cost, as we have an existing partnership relationship, but we could increase that activity.

Mr. Thaler said this should not be a quid pro quo, but we should be able to assume on our part that we can

expect something from the Chamber. In this and a lot of other things we are partners and want to continue to do these events, and obviously they will help us promote the Town of Minden. If the event becomes a huge money maker they would not come to us for waiver again.

Mr. Bernard asked if we once again approached this as a co-sponsor if it would be different than a waiver. Mr. Stephans said that we cannot co-sponsor as it was not agendaized as such.

Mr. Myler said that we could not cosponsor anyway, as the Town cannot participate in games of chance. Mr. Stephans said that this was not a problem when it came up last time.

Public comment:

Robert McMillan: He is not against the Chamber as they do a good job and they need finances, but a game of chance in a public building brings up issues he finds hard to accept. Mr. Chernock replied that this does involve skill and the same notion would apply to many things like a 50-50 raffle that take place in the Hall.

Thaler/Bernard moved to waive fees for the Carson Valley Chamber of Commerce Bunco/Poker After Hours function, September 30, 2011, noting this is out of the ordinary and we would like to see this become a huge event; he believes that it warrants an exception to our most recently approved policy. Motion carried with Stephans voting yes and Condron/Stangle voting no.

6. Not for possible action: Presentation by Frontier Communications concerning a proposal for a WiFi hotspot in Minden Park. Appearance by Marcy Fox and Kristen Glenn. Item Continued.

7. For possible action: Discussion to approve, approve with conditions, continue or deny a request to install a monument sign at the Buckeye Maintenance Facility on Buckeye Road, Minden, with a not to exceed cost of \$21,000.

Mr. Hill distributed copies of the quote he received today. The estimate in the packet of \$21,000 was based on the sign at Jakes Wetlands; the quote from Carson Valley Signs is \$18,584.00. He showed a rendering noting the wording of Home of Team Minden--Serving the Community With Dedication And Pride. It is a synthetic pre-fabricated sign similar to the sign as you enter the Carson Valley; they are not real stones but look like it. This facility will serve the community for many years; it was a large investment and this sign would be an excellent statement for the facility. It will be paid for out of the fixtures budget of \$100,000.

Mr. Myler was told that the design meets County Code, as it must be a monument sign.

Mr. Thaler said he is not a big fan of wording "Home of Team Minden." These are tax dollars being spent and he would prefer just the dedication and pride wording. He would like to go out to bid and get some competition.

Mr. Condron noted concerned with the expenditure. He appreciated using the money allocated but it was not intended for a sign; we will need that money for things we do not even know we need yet. He likes the concept but believes that we need to wait; there is no need to rush into it and maybe a year from now we could consider this.

Mr. Bernard echoed Mr. Condron's concerns about use of the budgeted money. He definitely believes we need to put up an address; and was concerned with having too many slogans. Mr. Hill agreed there will be things that we will need but he has been trying to figure out everything we need. We are not required to go out to bid, but we can.

Public comment:

Sandy Deyo said his major problem is the label "Home of Team Minden." The "Team" is not just the Public Works Department, but it includes the office staff and the Board.

Stangle/Thaler motioned to continue this item for at least three months with a little more research. Motion carried unanimously. Meanwhile, the staff will create a temporary sign with the Public Works Facility address on it to attach to fence or gate.

8. For possible action: Discussion to approve, approve with conditions, continue or deny a request to accept the \$220,000 grant from NDOT, and direct staff to pursue the funding of the \$100,000 match as required under the terms of the NDOT approval. Appearance by Town Engineer.

Mr. Scott said we have been notified by NDOT that they have \$220,000 to provide for this project, which is the landscaping planned for the intersection of Highway 395 and 88. This is a green project because it requires less maintenance and water. NDOT needs a motion from this Board to lock in the grant. With the feedback of support from Douglas County and the potential of participation from the developer of the Gateway Center, it would look as if we might not have to dip into Town funds. The worse case scenario is

that we might have to give the grant back.

Mr. Stephans verified that if we lock in the grant, we are not committed to the whole \$100,000. Mr. Scott said that NDOT is moving against the bonds for improvements of Hwy 88, and Mr. Scott sees this as the Town having a window to gather support and make sure that the pieces are fitting before moving forward with the process. This is not a financial commitment approval; the project can be tailored and will come back to the Board as we have to go out to bid and will need to come to the Board for approval.

Mr. Thaler noted that it could come in bid for less. He feels this is a high priority and we need to consider it as such. Now that we have NDOT committed we must keep going. He believes that the participation will happen. Visibility is far more than the County Road ditch project, and it is hugely important for us to take advantage of this opportunity. Mr. Scott said it helps that we are viewed by NDOT as a successful grantee. Mr. Thaler believes that Douglas County will partner with us. It is not just about the economic money promised two years ago. He would like to see Douglas County give us additional money as this is the entrance to the County seat and it is also for their benefit.

Mr. Bernard thanked Mr. Scott for being proactive in pursuing this grant. He asked how the figure of \$220,000 was arrived at, and if it would be okay to modify this plan. Mr. Scott said that the hard cost without design engineering was \$320,000, and NDOT is asking for a match of \$100,000 if they absorb \$220,000. Bruce said there will undoubtedly be modifications and adjustments, which will come back to the Board. Mr. Scott will get the original plan out to the Board.

Mr. Bernard asked how we formally approach Douglas County to ensure they are with us in this.

Mr. Thaler said that even if we do not know the potential owners, he believes that we should do this whether it gets developed or not. He would like the developers to bring money to the table because it would be beneficial to them in this case. We need to consider that it might cost us, but it is the right thing to do. Mr. Scott said that he believes that our staff could do "in kind" for part of the match, without creating a hard cost.

Public comment: None

Stangle/Condran moved to approve a request to accept the \$220,000 grant from NDOT, and direct staff to pursue the funding of the \$100,000 match as required under the terms of the NDOT approval. Motion carried unanimously.

9. For possible action: Discussion to approve, approve with conditions, continue or deny a request to approve bid for the 2011 Lucerne Waterline in the amount of \$1,131,067.70 to Burdick Excavating Company. Appearance by Town Engineer.

Mr. Scott said there were nine bidders with good bids. The net result if approved tonight is that we will be keeping the cost for the materials and construction of the Lucerne waterline about \$100,000 under the budget that was set. Mr. Scott has worked with this company and they are capable.

Mr. Stephans said his understanding was that in order to do this we will be into reserves, since it will exceed the 10 million dollars from the water rights sale to Carson City. Mr. Scott confirmed this and said that it is a critical part of the projects. He will not ask the Board to spend any more money until a comfort level is set.

Mr. Thaler said we will be at the point where we will not approve any more, and he and looks forward to final figures in order to make a policy decision on what is a comfortable reserve.

Public comment:

Randy Harris representing H&S Construction asked if this includes the connection between 10th Street and Lucerne Street, and was told that yes it does.

Bernard/Condran moved to award the bid for the 2011 Lucerne Waterline in the amount of \$1,131,067.70 to Burdick Excavating Company, and authorize the Chairman to execute the agreement. Motion carried unanimously.

10. For possible action: Discussion to approve, approve with conditions, continue or deny a request to accept Easements for Waterline Constructions from (a) 1664 Minden LLC; (b) H&S Construction; (c) Garden Professional Center LLC. Appearance by Town Engineer.

This is the companion to the project that was just approved. Randy Harris is one of the entities who we have asked for an easement; in granting the easement he will get parking lot improvements. Mr. & Mrs. Sheridan as well as Mr. Morin have agreed to give easements.

Public Comment:

Randy Harris asked how customers will get into his business when the waterline is being constructed. Mr. Scott said we will have a specific schedule from the contractor and the timing and work will be coordinated with the property owners. There will be continuous access in on one side, with the Town committed to cleanup and repave.

Condron Thaler moved to approve a request to accept Easements for Waterline Constructions from (a) 1664 Minden LLC; (b) H&S Construction; (c) Garden Professional Center LLC. Motion carried unanimously.

11. For possible action: Discussion to approve, approve with conditions, continue or deny a request to remove the amount of \$51,468.00 from the construction budget category “Cold Weather Protection” for the Buckeye Maintenance Facility to a new category under the heading “Contingency” with no overall change in the project budget. Appearance by Town Engineer.

Q&D construction has moved through this project swiftly, which will result in some savings in cold weather protection as well as administrative savings. During the course of construction there have been minor changes to the original plan that were time critical and given approval. This switch within the original budget would pay for some of the costs that have been incurred. There will be a clear record of what will be paid and with Board approval tonight there would be no need to wait for the end of project and a change order.

Mr. Hill said some changes were owner-requested, some were from Douglas County; they are just small changes. Right now we are at 1.3 percent in change orders; we are doing very well with estimates of savings around \$80,000 that would be split between Q&D and the Town. After purchasing the property, there were delays before the project started, but when it started it went extremely fast. In hindsight we should probably have gone through the plans before they started. To date the change orders amount to \$38,000, but there will be more coming down.

Mr. Thaler felt that the Board was being asked to vote for something that we do not have the back up for. When it is said and done, what about the bottom line? Is there a plan to spend the remainder of it? We're so close to finishing but now we are coming up with unknowns. Mr. Hill said that we are not adding to the cost of the project; if we built this in the cold weather we would have had to find this money if had not been budgeted. Mr. Scott said there was no contingency for the budget in this project; nothing was built into this contract. This was recommended by the architect but not done; this is the downfall of not having a contingency fund.

Ms. Stangle verified that this is part of the budget; we are just moving to pay for what is already done.

Mr. Thaler said the ultimate goal is to save as much money as we can because we made a commitment but had to shuffle to come up with the money. We need to be sure that we still try to save money in the end and not consider it an open checkbook.

Mr. Bernard said he appreciates Mr. Thaler's point but is surprised that there was no contingency built in; it is very rare to not have a contingency.

Bernard/Condron moved to approve request to remove the amount of \$51,468.00 from the construction budget category “Cold Weather Protection” for the Buckeye Maintenance Facility to a new category under the heading “Contingency” with no overall change in the project budget. Motion carried unanimously.

ADJOURNMENT

Condron/Stangle motioned for adjournment. Motion carried unanimously.