



The Minden Town Board meeting was held Wednesday, March 7, 2012, at 1602 Esmeralda Avenue, Minden, Nevada.

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

Staff present: Greg Hill, George Keele, Trish Koepnick, Tim Russell, and Jenifer Scott.

The meeting was called to order by Chairman Stephans at 5:30 P.M.

The Pledge of Allegiance was led by Charles Condron.

Condron/Stangle moved for the approval of the agenda with the change to hear item # 5 first in order as requested by Jenifer Scott. Motion carried unanimously.

Bernard/Thaler moved to approve the minutes of the February 1, 2012 Board meeting. Motion carried unanimously.

**ACKNOWLEDGEMENT OF GIFTS:** Ms. Scott noted the gift of time and service by Rosebud's Dance Band, the Carson Valley Pops orchestra volunteers and Ms. Lucille Rao. Their efforts helped make the Centennial Dinner Dance a great success.

**ACKNOWLEDGEMENT OF SERVICE AWARDS:** None

**PUBLIC COMMENT:**

Robert McMillan complimented how nice the table skirts look, and said he can't wait for the Town logo to be placed on the front skirts.

He referred to the letters in the correspondence section of the packet, and asked what the policy is for answering letters such as this. He had spoken to Renee Mack and he understands her concerns. He asked if there has been a reply made other than the engineer saying they will monitor the water table. He also was concerned about the request for the meter fees to be eliminated during the winter months because of the similar requests that can follow from other customers.

Ms. Stangle said that she and Bruce Scott have met with Ms Mack; her well will be monitored on a regular basis and she appears to be satisfied.

Mr. Stephans said that the Westwood HOA can be on the agenda if they wish; Ms. Scott said that she has responded to the letter and that their request will be considered for the April agenda.

Mr. Condron said he thanked Mr. McMillan for asking for the table skirts; Mr. Thaler agreed and asked if he noticed that all of the Board members shirts match tonight, also.

Mr. Pohlman spoke in regard to the intertie agreement with the County and the Town of Minden. With Indian Hills on line now, he assumes that once the County said to reduce the rate to .45 the clock started. The accounting system for the County and town right now is incomplete and the County is not billing properly out of the intertie fund. There is supposed to be a meeting every year on the rates to be negotiated; he would like to see some agreement in place for the next fiscal year and the terms for payback by the County. The County is setting water rates for their systems for next fiscal year yet hasn't met with the Town yet. He is also happy to see that Burdick is buttoning up the work in his area. Ms. Scott said that she has spoken with the County manager concerning the interim rate for the next fiscal year.

Sandy Deyo asked for clarification on item 3 in the consent calendar. The discussion said that it would cost \$2100 for the Town, and the motion said \$3,600 for the removal of the trees; he felt it was vague about what is going on. Mr. Hill said \$3,600 is the actual cost to remove the trees, with \$1500 contributed by Mr. Woods. We have decided since then to use \$1,000 to plant four new trees; this decision was arrived at from the tree planting policy of \$250 per tree. Mr. McMillan noted that the curb and street needs to be repaired after this work. Mr. Hill said that the homeowner has elected to do a major overhaul of his yard and this will include removing existing curb and gutter and a new driveway section. The Town did help out a bit with this in a minor concrete saw cutting by Town staff.

**STAFF REPORTS:** Items on the Administrative Agenda will not be discussed during staff reports.

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

In addition to his written report, he gave an update on the banner poles. Gardnerville does not charge a fee to hang a banner. Last Friday he met with NDOT regarding this project and knows what needs to be done to be approved by NDOT. Advertising, phone numbers and emails are not appropriate. Everybody that puts up a banner needs to apply for a permit by NDOT, and this appears to be an easy process. We will have to provide a site plan with an additional fee of \$2500 that he did not include in last month's figures. We have to submit a traffic control plan as part of the project because of the cable being strung across the highway. The possibility of a donation of signal poles is not part of the picture at this point.

Mr. Thaler expressed frustration at how long this has taken and he would like to see an outline of how the

banner process happens. It is appropriate for the April meeting because of budget concerns spanning the fiscal years. It is close to the busy season and he would like to get this done.

Mr. Bernard was surprised that the Gardnerville board does not charge for banner installation, and wondered how we would go about doing a formal policy.

Mr. Hill said that we have looked at our existing policy and need to start over because of the new location on Hwy 395. By next month we should have the goal of the policy and the costs in front of the Board.

Mr. Thaler said we should look at the Gardnerville policy as well as Carson City, and use the existing expertise.

Mr. Condron questioned the process of adopting a new policy. Mr. Keele said that there will be a need for more sophistication because of the NDOT requirements. In terms of the original ordinance, the County will want to look at it because we cannot assume jurisdiction over Highway 395.

**2. Engineering Report: Monthly report by Tim Russell of Resource Concepts, Inc.**

Mr. Russell elaborated on a few items in Bruce's report. The Lucerne project has a few more days with the underground portion of Lucerne and will be moving along to 10<sup>th</sup> Street. There is probably another two weeks of underground work, and hopefully the project will be done by mid April. The contractor is doing a good job but going slower than they had hoped.

The Buckeye Booster Station will be paving next week and the pumps will be on line by summer.

They are actively moving forward with the Heybourne Booster Station and hope to be able to finish this project by spring of 2013.

They have continued a monthly meeting of the regional water group; they are also working bimonthly with local entities to try to standardize details of requirements for building in the community. The County has been very cooperative in this.

Mr. Thaler wanted to know the game plan as we go forward concerning pumping for Carson City.

Mr. Russell said as part of the water rights transfers and permitting, we have been notifying domestic well owners within a certain radius of the wells that we are moving water rights into. It is our hope that some of the domestic well owners will allow us to use their wells for monitoring ground water and get a base line historic value to compare to.

Mr. Hill said that we have historical data from monitoring our own wells, and over the years have not seen too much of a change in levels. About 6-8 years ago we lowered a few pumps about 40 feet because we had concerns about the range, but the last few years we have not seen any significant changes.

Mr. Thaler said he know we do ours, but will we solicit others to monitor besides Ms. Mack? He has concerns about the public perception that the level will go down. Mr. Russell said we have to monitor some domestic wells because of the water right changes so we have to show there is no adverse effect or significant impact; if there is negative impact we will connect them into the system. Mr. Hill said he is working with Mr. Scott on this and there are locations we will be monitoring on a regular basis. Anyone who expresses concern and wants to be monitored will be monitored.

Mr. Bernard noted that the Muller family was concerned and they have agreed to have their well monitored, as well as two more wells in that vicinity.

Public comment:

Robert Pohlman asked if this includes people not in Minden but near Minden, in particular Frieda Lane. Mr. Russell said that the letters were sent to a radius, and it does not matter if they are in or out of the Town.

**3. Attorney Report: Monthly report by George Keele**

Mr. Keele said that it is not unusual when development coupled with Mother Nature causes concerns; it is natural for the water purveyor to work to allay any legitimate concerns.

Mr. Keele updated the Board about the ongoing ethics case concerning Sparks Councilman Kerrigan currently being heard by the Nevada Supreme Court concerning disclosure, safe harbor and ambiguity; he will keep the Board apprised of the decision which will probably come in the next two months.

Mr. Keele visited with Lisa Monroe regarding another environmental inspection of the old yard site; she felt it would not cost more than \$1,000 for a phase one preliminary environmental review. He asked if any Board member has a concern about this to let him know.

Mr. Bernard asked if this would be addressed under item 4 on the administrative agenda. Mr. Keele said that environmental concerns are expected to be an integral part of the agreement. They are a normal and expected dollar amount for environmental, therefore not agendized.

**4. Manager's Report: Monthly report by Jenifer Scott.**

Ms. Scott thanked the Pops Orchestra and Judy Sheldrew for all of their help making the CVIC Centennial dinner dance a tremendous success. She also asked the Board for input on the potential scheduling to walk

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the Gateway site with the new owners. In addition we will be having a budget workshop at a date to be determined. The Board training is tentatively set for April 19.

## 5. Board Member Reports:

Mr. Condron announced that the CVAC concerts have been terrific and they are bringing in some top notch entertainment. Also next Friday is the spring fest fundraiser for the Arts Council; \$35.00 a person includes dinner. CVAC would also like to meet with the manager concerning plans for their future and the relationship with the Town of Minden.

## CONSENT CALENDAR FOR POSSIBLE ACTION

*(Heard later in the meeting)*

1. Approval of claims through February 2012.
2. Approval of a request for the Town of Minden to waive the rental fees for the CVIC Hall and donate staff time for the Carson Valley Pops Orchestra's rehearsals and governing board meetings through March 2013.

## ADMINISTRATIVE AGENDA:

6:30 p.m.

1. **For possible action:** Discussion and possible action to approve, approve with conditions, continue or deny a request by Little City Race Series to change the date for a USAC Criterium bike race, from Friday, July 6, 2012 to Saturday, July 7 for a street closure permit including the following streets: Esmeralda Avenue from Eighth Street to Fourth Street: Fourth, Fifth, Sixth, Seventh and Eighth Street from Esmeralda Avenue to Mono Avenue; Mono Avenue from Fourth Street to Ninth Street; Ninth Street from Mono Avenue to Esmeralda Place, and Esmeralda Place from Ninth Street to Eighth Street. Appearance by Don Pattalock, Event Promoter.

*This item was heard later in the meeting.*

5. **For possible action:** Discussion and possible action to approve, approve with conditions, continue, or deny a request by Christine Fixman Landscaping to approve a proposal for contract landscaping services at Jakes Wetlands for the 2012 season in an amount not to exceed \$13,520. Appearance by Tina Fixman.

*This item was moved to be heard earlier at the request of the manager.*

Ms. Fixman thanked the Board for letting her participate with the Town at the wetlands and she has had nothing but support from the Town staff. She has submitted a rough sketch on what she would plan for the peninsula at Jake's, and she would love to get feedback on her concept. She has also submitted what she has accomplished in the last year and what she hopes to do in the next year. She asked if the Board had any questions.

No questions from the Board.

Public comment:

Sandy Deyo said that when Jake's Wetlands started the property to the west side was going to be developed and as part of this; the Town was to provide access for fire equipment. He questioned the status of this fire access. Town staff will check into this.

Mr. Condron asked if there is a long term plan for the Wetlands including a plan to address the weed problem. Mr. Hill said the original intention for Jake's was for a two phase project. The first phase has been developed, and the second phase was to address the peninsula, a possible bridge, as well as a learning center for children. There is no formal plan to move forward with that. The property to the east of the project was donated to the Town; this could be a possible parking lot, as there is not a lot of parking in the area. The Board could look at what to do with this parcel and the peninsula. Mr. Condron would like to see the work being done now planned to coincide with the long term plan. Ms. Fixman said that her expertise is getting the right plant material and promoting their growth. Mr. Hill said that we have not had the opportunity to take the time to learn what they can from Tina, as she has a lot of knowledge to pass along. Moving forward that should be a goal. Ms. Fixman said that she is hoping to get the growth very vigorous, and she has no intention of being at Jake's year after year. We will continue having a big problem with the blow-in from surrounding undeveloped property, as there are between 38-42 hours of man labor after a big blow-in of weeds.

Mr. Bernard spent time the other day at Jake's, it was his first look as a Board member. He would like to see enough natural plants to insure infill and is also concerned with the man hours for the weed removal. He suggested using sheep as Carson City does on "C" hill, and questioned the enforcement of weed control for the adjacent properties.

No further public comment.

Bernard/Condron moved to approve a proposal for contract landscaping services at Jakes Wetlands for the

2012 season in an amount not to exceed \$13,520, with \$1,820 from the current fiscal year 2011-12 and \$11,700 coming from fiscal year 2012-13. Motion carried unanimously.

**2. Not for possible action: Presentation and possible discussion regarding status of proposed Maverik Gas Station at the Minden Gateway Center. Presentation to include brief history of Gateway Center site, review of previous approved architectural elements, and tentative project schedule. Appearance by Jeremy Hutchings, Director of Engineering, RO Anderson.**

Mr. Bernard gave a disclosure that he has a conflict of interest in this matter as he works in a private capacity in the interest of others. He is doing work for the Maverik Gas station and also works at the same firm as Mr. Hutchings, and he believes that this is a clear conflict of interest.

Jeremy Hutchings introduced Stephanie Hicks from Anderson Engineering and Don Lindquist of Maverik Gas station. The presentation tonight is being given as informational and an overall picture of the project known as Minden Gateway Center. This is a phased project; phase 1 is the existing Holiday Inn Express, phase 2 is the project presented tonight which is the gas station, and phases 3-7 are unknown and based on the number of parcels. The main approval will be through design review process, they are not looking for any variances at this time. They plan to be back in April to ask for approval of this project from the Town. Construction will be planned June through September, and would create 12-15 jobs to support the store. Mr. Hutchings gave a brief history of the development, which was previously approved and partly constructed, and showed proposed features of the gas station and market.

Mr. Stephens said he is very glad to see development going there; he is very tired of the weeds.

Mr. Condran said he is excited about Maverik coming into our community. He encouraged the inclusion of some of the things in the original design, including awnings over the pumps and some angles that would sharpen it up. He said up to 80% of people in the area pass by there and this could be a great source of tax revenue.

Mr. Thaler asked if Maverik is competitive with other local gas stations, and Donald Lindquist with Maverick said they will match or beat anybody's price. They have an Adventure Card and one can accumulate points and get a 2 cent discount with this card.

Mr. Hutchings said that directly along Hwy 88 there will be a sidewalk buffer which will be like what is in front of Nevada State Bank. Their design will be contiguous coming around the curve to the park to tie it together; timing would be the only issue but they will cooperate. Mr. Russell will forward existing plan to Mr. Lindquist. Mr. Hill questioned how this plan fits into existing infrastructure. There is one large change which is relocating the underground detention field. They will be working with the "no mans land" on the existing problem at the site of Home Grown Grill. Also, there are no plans to put existing power lines underground.

Public comment:

Robert McMillan said he has no objections, only questions. Is this going to become a public street with the roundabout, and what if an accident occurs on private property? Mr. Keele said that Mr. Chichester had always indicated that Douglas County Sheriff's Department has a policy of helping, and are invited into parking lots, although they will not enforce traffic flow on private property unless life is endangered. Also, it was confirmed that there will be 6 islands for pumps. Mr. McMillan is concerned that the existing traffic pattern is not convenient. Mr. Hutchings said there are two driveways off 88 and one off 395 with a deceleration lane on both highways and that the widths exceed the County requirements.

Debra Lang spoke representing the Holiday Inn Express saying no one is more excited than they are. This will benefit them considerably because of access on Highway 88, as their address is on State Route 88 which now has no access, as well as the chain link fence coming down. She asked the Board for their support.

Mr. Thaler addressed the tasks of beautifying the entrance to the Town of Minden; is it just cost prohibitive to put the power underground or will it be addressed at a later date? Mr. Hutchings said that it has not been considered and is extremely expensive. Also, the development of the rest of the center will be driven by the economy.

**3. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Donald E. Bently, President of Bently Pressurized Bearing Company, to formally consider and accept or reject an offer to purchase the maintenance facility located at 1613 Water Street in the amount of \$115,000. Appearance by Rob Evans, Representative of Mr. Bently.**

Rob Evans, Property Manager for Mr. Bently, said it is his job to recruit new businesses to the area and to generate revenue for both Mr. Bently and the Town. He would like to make an offer for this property. Mr. Condran asked Mr. Keele what process is to be followed to sell property in line with NRS. Mr. Keele said there are exceptions; he read the statute to the Board. There is flex in state law that allows negotiation with

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a prospective buyer without advertising for competitive bids and asking for County approval. The former parcel we sold met the unique requirement and this parcel would definitely meet it. Appraisal should be by two disinterested competent appraisers who are taxpayers of the town unless there are none, and then one from outside the Town can be chosen. The property is not to be sold for less than  $\frac{3}{4}$  of the appraised value. He recommends that if the Board moves in the direction of selling the property, the first step would be to follow the statutes and get an appraiser.

Mr. Thaler verified the cost of the property the Town sold near Douglas High School. His opinion is that it is not the right time to put the parcel up for sale because of the present market value. He believes that we should get it into shape and lease it.

Ms. Stangle was unsure why this is on the agenda tonight. Mr. Bernard said that last month the Board spoke in favor of leasing, and not selling, but did not motion to affirm that.

Public comment:

Howard Herz is a tenant of Mr. Bently at 1617 Water Street, and asked if it would be appropriate for the Town to look at a three way exchange that would be beneficial for all parties.

Condrón/Thaler motioned to reject the offer by Don Bently, President of Bently Pressurized Bearing Company, to formally purchase the facility located at 1613 Water Street for \$115,000.

**4. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request by Town Staff for 1) adoption of a mock lease drafted by the Town Attorney with assistance from the Town Manager and a member of the Town Board for the recently vacated maintenance facility parcel located at 1613 Water Street; and 2) if item 4.1 above is approved, direct Town Manager, Town Attorney and a member of the Town Board to develop a proposed rent schedule based on comparable rents in the area of the facility for consideration and possible action by the Board at a future Town Board meeting. Appearance by Jenifer Scott, Town Manager. Public comment.**

Ms. Scott met with Mr. Keele to review the mock lease, and the new red lined version before the Board today. Also, Mr. Bernard met with Mr. Keele about his concerns.

Mr. Bernard said that he met with Mr. Hill and Mr. Scott to clarify the issues on the site and what exactly would be for lease. The old well building would not be available. An area was determined that would be for lease in conjunction with the back building that will be leased. He thinks that if the committee and manager are happy with this they can bring back a document and go forward looking for a tenant.

Mr. Thaler wondered what it would take to get the facility rentable. Mr. Bernard said that depends on who leases it and the use; he recommends finding someone who will rent as is. Mr. Thaler asked if anyone has approached the County to see if they may need it. Mr. Bernard said that they were working on the lease first and have not solicited it.

Mr. Condrón asked if we ever considered putting in the first right of refusal to attract a higher quality lessee. Mr. Keele said that it can be negotiated; this is a bargaining point in the lease. That entices them to do their own tenant improvements, and creates a good playing field in terms of the lease.

Mr. Stephans noted that we have talked about environmental study; it is the same thing as the firehouse and a formality we have to address. Mr. Keele said in a lease agreement we have to warrant that it is fit for habitation, we would be remiss for not spending the money on this and normally a tenant will require this. The study looks for any red flags and takes samples; this could extend to asbestos in the building as well as chemicals in the earth. Mr. Keele said that he has no problem with Mr. Bernard and Mr. Condrón working with Jenifer on comparable leases and structure of the lease agreement. He said that Wayne Carlson has reviewed this agreement and he feels comfortable with it; it comes down to needing the correct provisions to be careful and boilerplate for the environmental portion. Ms. Scott has a clean version for the starting point for the committee.

Mr. Thaler asked what else we really have to do; he would like to see a lease before them at the April meeting? Mr. Keele said it will be up to the Board to decide dollars and cents; the committee should have a lease for approval at the next meeting.

Public comment:

Rob Evans reviewed a list of items for the Board to consider in conjunction with being in the leasing world. These included compliance for disability, finder's fee for an agent, advertising expenses, repairs, cleaning, roofing, whether commercial tenants pay taxes, credit applications, approvals, and lease negotiations, including deposits and insurance requirements. Expect tenant requests for improvements. Mr. Bently is very concerned about possible environmental contamination from a tenant of this property. There are also rent collection problems, cost of segregating areas on the property and the need to have 24-7 access. In conclusion, he wished the Town good luck in this endeavor.

Sandy Deyo expressed concern about the well. He wonders what will protect the facility. Regardless if we sell or lease, the Board really needs to think about this.

Bernard/ Stangle moved to approve the adoption of a mock lease drafted by the Town Attorney to be

finalized in coordination with the Town manager and the two committee members and work at the same time to develop a proposed rent schedule based on comparable rents in the area of the facility at 1613 Water Street and bring back next month for final approval. Motion carried unanimously.

**5. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request by Christine Fixman Landscaping to approve a proposal for contract landscaping services at Jakes Wetlands for the 2012 season in an amount not to exceed \$13,520. Appearance by Tina Fixman.**

*This item was moved to be heard earlier at the request of the manager.*

**6. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request for the Town of Minden to sponsor: 1) the 27th Annual Minden Spring Arts and Crafts Festival and Car Show, June 2-3, 2012; 2) the Minden Fall Arts and Crafts Show, July 28-29, 2012. Town approval will include closure of Esmeralda between US Highway 395 and Sixth Street, Fifth Street between Esmeralda Avenue and Mono Avenue, and Mono Avenue between Fifth Street and Sixth Street. Appearance by Howard Herz.**

Roxanne Stangle stated that she has been involved with these next two items on the agenda for a number of years, therefore she will be abstaining. Her pecuniary interest is that she has put on and been actively involved in these events over the last 27 years and she does make a little bit of money off of them. Mr. Stephans said that this is noted for both items 6&7.

Howard Herz said the events go back about 27 years. Originally the Chamber of Commerce was involved and operated the craft fairs; after about 8 years the Chamber took their interest in a different direction and the Minden Business Group was formed. They took these events over in an effort to enhance the downtown Minden area. At present a combination of the Minden Business Group and Minden Fest operates the craft fairs. Over these 27 years there has been a lot of activity with the Town of Minden. At least \$60,000k was donated to the Clock Park, about \$25,000 contributed for sidewalk projects and things of that nature as well as donations to non profits for use of the CVIC Hall to compensate the Town of Minden. It has been a combination between the Town and private businesses trying to give back to the Town. The two fair events total 6 days. At the June event Mono Street is not closed. The event goes from Hwy 395 down Esmeralda to 6<sup>th</sup> street; it does not close 6<sup>th</sup> street but 5<sup>th</sup> is closed between Esmeralda and Mono because of the car show. The July event is a craft fair that goes from 395 to 5<sup>th</sup> Street. There will be no need for tables this year, they will do their own no parking signs but they do request the use of 24 chairs. They will provide their own sani-huts even though not required. They are basically asking for the same consideration that the Town has given in the past.

Mr. Bernard questioned the change in schedule. Mr. Herz said that it was moved from September to an earlier date due to various scheduling conflicts. Mr. Bernard also asked why Christmas is not addressed; Mr. Herz said that we are not addressing it at this meeting.

No public comment.

Thaler/Condron moved to approve the request for the Town of Minden to sponsor the 27th Annual Minden Spring Arts and Crafts Festival and Car Show, June 2-3, 2012 and the Minden Fall Arts and Crafts Show, July 28-29, 2012. Motion carried unanimously with Stangle abstaining.

**7. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request for the Town of Minden to sponsor the Esmeralda Avenue Farmer's Markets on multiple dates in 2012. Town approval will include closure of Esmeralda between Fourth Street and Fifth Street. Appearance by Howard Herz.**

Ms. Stangle noted that she adopted her disclosure and abstention identical with what she said for item #6.

Mr. Herz said that for the past five years their group has also been the sponsor of the Farmers Market on Tuesday evening. The set up begins at 3 pm and they try to make sure that the parking lot for the Town is accessible. They use their own garbage cans and empty the permanent cans; in past years the Town has supplied the bags to replace the permanent can bags. They try to leave everything as clean as or cleaner than they find it.

Mr. Condron asked for the start and end date of the markets. Howard said they would like to start May 22 and run 19-20 markets, but they are at the mercy of the growing season.

No public comment.

Condron/Thaler moved to approve the request for the Town of Minden to sponsor the Esmeralda Avenue Farmer's Markets on multiple dates in 2012. This will include closure of Esmeralda between Fourth Street and Fifth Street. Motion carried unanimously with Stangle abstaining.

**8 For possible action: Discussion and possible action to approve, approve with conditions, continue,**

**or deny a request to define the evaluation process and set goals and expectations to serve as the basis for the Town Manager's annual evaluations as set forth in the Employment Contract between the Town of Minden and Jenifer Scott, Town Manager. Public comment.**

Mr. Condron said that input from the Board was given to Mr. Keele, and then he summarized it. He got the blessing from Darcy Worms and has met with Ms. Scott about this. It is a collaborative effort between Board and individual. He started with the traits that they were looking for when looking for the Town manager. It is not so easy to tell how residents feel about the manager. There has to be some latitude to accomplish goals, so there is a bit of open-endedness to some of these goals. They established a priority list and he is very open to revisiting the priorities as they originated with him. He would rather see this evaluation be run fiscal year to fiscal year. He envisions Ms. Scott defending her accomplishment of goals by presenting her portfolio on what she has done. This would be an agenda item in December. Ms. Scott did question if the ambassador is to reach out to special interest groups or does it really mean any groups that work with the Town of Minden?

Mr. Stephans said that in his years in private industry he followed this format. It creates accountability, you accountable; but if there is more on Ms. Scott's plate than she can handle she needs to speak up.

Mr. Thaler said this is appropriate for this level of position and he really appreciates what Mr. Condron has put together. He asked how Mr. Condron sees the process in December; he would like to see Ms. Scott Jen present and they equate what they have experienced.

Mr. Bernard thanked Mr. Condron and appreciated how he incorporated everyone's comments. Ms. Scott has been tasked with many things; he verified that what he heard was that she will come to the December meeting and give a presentation on what she has done. We could also have a midway report to evaluate.

Ms. Stangle encouraged setting a date for an update.

Mr. Stephans asked for Ms. Scott's comments; he felt that we need to have updates so she does not feel under the gun. It is incumbent on her to communicate with each board member individually. He feels this is a dream compared to some evaluation processes he has seen. He would leave it up to Ms. Scott to give her the opportunity to have it on agenda to flush it out. He thinks it is trend setting.

Ms. Scott expressed concern that there is a lot here. She is excited about the bar being set this high and she is capable and anxious to prove it. She sees progress but not so much accomplishments. It is like a living and breathing organism that will shape her career and will help the Board moving forward. One of the most important things is setting the priorities of the Board, and she thanked the Board for putting this forward. Mr. Condron said that these would be easier to define if we had a strategic plan for the Town; it would dovetail in with her goals and also the goals that she would set for the employees. Mr. Stephans said that this is a good starting document for this.

No public comment.

Mr. Keele noted the genius in the structure of this and expressed great excitement about it.

Condron/Stangle approved the defining of the evaluation process, and set goals and expectations to serve as the basis for the Town Manager's annual evaluations as set forth in the Employment Contract between the Town of Minden and Jenifer Scott, Town Manager. Motion carried unanimously.

*At this point the Board heard the consent calendar*

**CONSENT CALENDAR FOR POSSIBLE ACTION**

1. Approval of claims through February 2012.
2. Approval of a request for the Town of Minden to waive the rental fees for the CVIC Hall and donate staff time for the Carson Valley Pops Orchestra's rehearsals and governing board meetings through March 2013.

Mr. Thaler pulled Item Number 2 for discussion and more information, to be heard under the administrative agenda.

Bernard/Thaler moved to approve the claims through February 2012.

Administrative agenda:

*From consent calendar:* Approval of a request for the Town of Minden to waive the rental fees for the CVIC Hall and donate staff time for the Carson Valley Pops Orchestra's rehearsals and governing board meetings through March 2013.

Judy Sheldrew, President of the Board of the Carson Valley Pops Orchestra said this is a duplicate of the request of the board last time. The Pops practice Monday nights and the Board meets once a month. The Pops give four free concerts a year for the Town of Minden.

Mr. Thaler noted that he had two calls from service clubs that wanted to know about this item, and he wanted to make sure of the terms.

Mr. Bernard questioned the 4th of July. Ms. Sheldrew said that they are committed to Minden this year, and we need to see if this will be something every year for the 4<sup>th</sup> or every other year. She said they are anxious, willing and able to assist in Minden events and anything else they can do to help. The Centennial

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dance was wonderful and they appreciate the wonderful relationship they have with the Town of Minden. Mr. Stephans said the events committee will be working on answering this question about the 4<sup>th</sup> of July. Condrón/Thaler moved to approve a request for the Town of Minden to waive the rental fees for the CVIC Hall and donate staff time for the Carson Valley Pops Orchestra's rehearsals and governing board meetings through March 2013. Motion carried unanimously.

**1. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Little City Race Series to change the date for a USAC Criterium bike race, from Friday, July 6, 2012 to Saturday, July 7 for a street closure permit including the following streets: Esmeralda Avenue from Eighth Street to Fourth Street: Fourth, Fifth, Sixth, Seventh and Eighth Street from Esmeralda Avenue to Mono Avenue; Mono Avenue from Fourth Street to Ninth Street; Ninth Street from Mono Avenue to Esmeralda Place, and Esmeralda Place from Ninth Street to Eighth Street. Appearance by Don Pattalock, Event Promoter.**

*This item was moved to the end of the meeting.*

There are two items to be addressed tonight: a request to change the date to July 7 from July 6, as there will be no event in Reno, as well as a decision on the route to be used. Previously, the course went to 5<sup>th</sup> street but they are requesting to go up to 4<sup>th</sup> Street.

Ms. Stangle said she has talked to neighbors and businesses. Extending to 4<sup>th</sup> Street on Saturday will affect the businesses. There is also concern about security, and on behalf of the residents we need to require portable toilets.

Mr. Stephans said that there is a concern and a disappointment because they did not show up for the meeting tonight.

Mr. Thaler said his questions were answered last time. He liked the race course going to 5<sup>th</sup> Street and questioned the need to change to 4<sup>th</sup> Street. Ms. Scott said this makes it closer to the standard length for a course of this nature.

Mr. Condrón said that the community will benefit from this. Perhaps we can tentatively approve based on response to some requests.

Ms. Stangle said there are times you do what is better for the community and you cannot always relate this in dollars and cents.

Mr. Bernard said that this is a great opportunity to have them here. We hashed a lot of this out last time; it comes down to trusting them. He advocates discussing route and date change and he is glad to support this event.

Public Comment:

Howard Herz asked when the race will be finished; Ms. Scott said they are planning to have events until 5 pm and will coordinate with the church.

Sandy Deyo felt that we should move the course up to 10<sup>th</sup> Street and eliminate going to 4<sup>th</sup> Street, as the construction of the water line will no longer be a concern.

Bernard/Condrón moved to approve a request by Little City Race Series to change the date for a USAC Criterium bike race, from Friday, July 6, 2012 to Saturday, July 7 for a street closure permit including the following streets: Esmeralda Avenue from Eighth Street to Fourth Street: Fourth, Fifth, Sixth, Seventh and Eighth Street from Esmeralda Avenue to Mono Avenue; Mono Avenue from Fourth Street to Ninth Street; Ninth Street from Mono Avenue to Esmeralda Place, and Esmeralda Place from Ninth Street to Eighth Street. Ms. Scott will draft a letter to address concerns.

## **5. Board Member Reports Continued**

Mr. Stephans said that he has a great time at the dinner dance, and thanked the staff for the hard work and also thanked the Rosebuds Band for great music. He looks forward to more events for the CVIC Centennial.

Mr. Keele said this is an excellent opportunity to understand the principles applied tonight. His opinion was that Ms. Stangle had no greater benefit in the last item and could speak for all the merchants including her. When she had the pecuniary interest as she did in two agenda items, she wisely disqualified herself.

## **ADJOURNMENT**

Condrón/Bernard moved to adjourn the meeting at 9:15 pm. Motion carried unanimously.