



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, May 1, 2013, at 1602 Esmeralda Avenue, Minden, Nevada.

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

Staff present: Greg Hill, Jenifer Davidson, Trish Koepnick, Bruce Scott and Zach Wadle.

The meeting was called to order at 5:30 p.m. by Chairman Condron.

The Pledge of Allegiance was led by Mr. Thaler.

Thaler moved for the approval of the agenda as published. Motion carried unanimously.

Stephans/Stangle moved for the approval of the minutes of the April 3, 2013 Board Meeting. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

ACKNOWLEDGEMENT OF SERVICE AWARDS: None

PUBLIC COMMENT:

Ella Dillwith thanked the Board for the use of the CVIC Hall saying that the CVMS drama event earned \$3,250 for Austin's house.

Mr. McMillan congratulated the Town on getting the fence down at Gateway Center.

STAFF REPORTS:

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

A bearing went out in the motor at Well 2 and a loaner was put in this afternoon. On Sunday a motor winding at Well 5 burned out. Both motors will be sent in for repair. It might be good to keep a standby motor.

There was a report of a sinkhole at 395 and Lucerne; Burdick has been contacted and will repair this under warranty.

There was a delivery of topsoil today on County Road, which will be put down after a homeowner at the site fixes a leak.

Work has started at the CVI amphitheater; the waterline is now being put in.

An update was given on the progress of the Heybourne Booster.

An audit was conducted on the water system to see the condition of the meters, etc. We are planning to do this annually.

Mr. Bernard asked about the metal plates in the sidewalks; Greg said that it is a method to save the trees so the roots have space to grow.

Mr. Thaler asked about the design of the CVI amphitheater; Mr. Hill said the plans were revised to remove some roofing and move the bathrooms.

2. Engineering Report: Monthly report by Bruce Scott.

Mr. Scott said he remains hopeful that the Town will get funding from NDOT. They are working on some design revisions that will come back to the Board.

New subdivision mapping is going forward at the Ranch; it will be coming to the Board for approval.

Prices from well drillers on a new test well will be coming before the Board at the next meeting. This well would be built shallower than previous plans because deeper levels have tested for more arsenic.

In working with Douglas County on design standards and requirements, they are addressing the ability of the Towns to manage, inspect and approve their own projects, in particular in relation to roads. This would be a formal change to the county ordinance.

Mr. Thaler asked Mr. Scott why we would not look at the Gateway project as a big project and go out to bid, how the landscape architect is getting direction, and who is going to clean the weeds. Mr. Scott said

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that originally there was going to be a joint effort with the former owners. After the Town was awarded the NDOT grant the development went bankrupt. The Board has asked for the original design to be re reviewed again; a fair amount has been invested in original design and now we have the loose ends of Maverik, the fence, and safety issues. Mr. Hill said that he met with a Maverik representative and their intention is to clean up the property by mowing it down to keep dust down. Ms. Davidson noted that the CCRs for the center are being looked at for revision.

Mr. Bernard asked when the drop dead date was to decide on the Gateway plan in order to be done by winter; Mr. Scott felt that we could finish this year if we had direction by summer. If we are able to get the NDOT money it will make a huge difference on how it is bid out.

3. Attorney Report: Monthly report by Zach Wadle

Negotiations with the new Town attorney are ensuing. Mr. Condron thanked Mr. Wadle for all of the time he has given the Town.

4. Manager's Report: Monthly report by Jenifer Davidson

Ms. Davidson thanked the admin staff for efforts in whittling down the past due accounts; we are trying to have the least possible carryover to the next fiscal year. She has taken a stern approach in dealing with pass through billing, leveraging water permit purchases to get these current.

There will be a presentation on undergrounding Highway 395 utilities at the June meeting, and possibly seek Board direction at that time.

A request from Syncon Homes to transfer more water permits will be at the June meeting.

We have a draft of Mr. Russell's agreement, and are trying to get best rate possible. Mr. Condron asked for Board input on the draft.

Ms. Davidson will be making a presentation for the Jakes' grant next week and welcomed Board input.

Lisa Granahan was given a list of all possible capital projects by the Town, in conjunction with economic development grants; we are also looking at feasibility and possible grants for using solar power in town facilities.

5. Board member committee reports:

Policy and Procedure Review- Steve Thaler: No report.

Event Planning- Roxanne Stangle reminded everyone about the June 8th breakfast, and said that we are going forward with planning the 4th of July event.

Capital Improvement Plan- Matt Bernard: No report.

New Development Applications- John Stephans: No report.

Minden Water- Charlie Condron thanked the staff for a lot of hard work with the water rate negotiations. It has stalled a bit at the county level, and he would like it finished up by the beginning of the fiscal year. He asked the Board to review the draft and said there should be a special meeting to address this before the June meeting. He would like to get this on the commissioner agenda for their mid May meeting. The community is welcome to review this document.

6. Chairman Report: Mr. Condron encouraged all to attend the Carson Valley Arts Council's last season performance next Friday.

CONSENT AGENDA FOR POSSIBLE ACTION

1. Approval of April 2013 financial report including claims paid March 22, 2013 through April 18, 2013.

2. Approval of a request to waive park rental fees associated with the High School Arts in the Park event on October 5, 2013.

3. Approval of a request to (1) co-sponsor/host with the Carson Valley Visitor's Authority (CVVA) a stop on the 2013 Hot August Nights Poker Run, August 8, 2013, from 9:30 a.m. to 3:00 p.m. This event will include closure of: Esmeralda Avenue between Sixth Street and Fourth Street; Fifth Street between Esmeralda Avenue and Mono Avenue; Mono Avenue between Fifth Street and Sixth Street; and Sixth Street between Mono Avenue and Esmeralda Avenue; (2) contribute an amount not to exceed two hundred dollars (\$200) to CVVA to be used to purchase lunches for volunteers parking

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cars at the event; and (3) waive street closure and trash pickup fees, and provide Town Staff and Town equipment to support the event.

4. Approval of an outdoor festival entertainment event application by Carson Valley Active 20-30 Club #85 for the 103rd annual Carson Valley Days June 5th-10th, 2013. This event includes closure of the following streets from 7:00 am to 1:00 pm, Saturday June 8th, for the Carson Valley Days parade: Sixth Street from County Road to US HWY 395 and Esmeralda Avenue from Sixth Street to US HWY 395.
 5. Approval of the 2nd Annual Minden Carson Valley Days breakfast in Minden Park on Saturday June 8th. This event includes closure of Fifth Street between Mono Avenue and Esmeralda Avenue from 6:45am to 11:00 am.
- Stephans/Stangle moved to approve the consent agenda. Motion carried unanimously.

ADMINISTRATIVE AGENDA

1. a. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a proposal by Christine Fixman Landscaping for contract landscaping services at the Highway 88 Round-about for the 2013/2014 season in an amount not to exceed \$3,250 for labor and materials. Appearance by Tina Fixman.

Ms. Davidson said that in early spring she met with Ms. Fixman to look at budget concerns, and areas that staff has had difficulty in finding time to maintain. The roundabout is designed to be low maintenance and has been on the back burner; due to this it now needs a lot of care.

Mr. Thaler wants to make sure that we are being careful with our money; he asked why did we not see a request for more staff if we cannot do this. He expressed concern about accepting new project maintenance without adding personnel or seeking private contract.

Ms. Stangle said that it is not that staff is not willing to do the work, but they do not have enough time. This seems cheaper than hiring new personnel.

Mr. Stephans noted that we are short-handed because of resignations from seasonal as well as permanent employees.

Ms. Fixman said that she does not want to point fingers, and she has a good relationship with staff. The Town has a problem with the gardening side of things; the plants need a high level of care and maintenance in order to survive. She still is not reassured that the staff knows how to fertilize more than just the turf. There is a wealth of things that need to be done year round not getting done, and the Town either needs to sub out or hire more staff. She believes that her expertise can dovetail with the Town staff. If this was put out to bid there are very few people that have knowledge of the whole process from irrigation to care of the plants.

Mr. Bernard said that she is the best bang for the buck we have going, and he understands what she is saying. She very much helps fill in the gap. Mr. Thaler agreed with Ms. Fixman's concepts.

Public comment: None

Bernard/Stephans moved to approve a proposal by Christine Fixman Landscaping for contract landscaping services at the Highway 88 round-about for the 2013/2014 season in an amount not to exceed \$3,250 for labor and materials. Motion carried unanimously.

b. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a proposal by Christine Fixman Landscaping for contract landscaping services at Jakes Wetlands for the 2013/2014 season in an amount not to exceed \$13,520 for routine maintenance, \$3,500 for debris removal and \$3,200 in planting and irrigation materials. Appearance by Tina Fixman.

Ms. Fixman said that there is a need for rehabilitation where the dredging at Jake's was done. No chemicals can be used near the water and there are lots of weeds. Debris from the empty lots weeds, etc being blown in; if the surrounding fields were taken care of the issue would go away. Routine maintenance time amounts to around 8 hours a week.

Public comment: None

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Stangle/Stephans moved to approve a proposal by Christine Fixman Landscaping for contract landscaping services at Jakes Wetlands for the 2013/2014 season in an amount not to exceed \$13,520 for routine maintenance, \$3,500 for debris removal and \$3,200 in planting and irrigation materials. Motion carried unanimously.

2. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request by the Family Support Council to close Fifth Street between Esmeralda Avenue and Mono Avenue in conjunction with a fundraising even in Minden Park called "Chillin' and Grillin' Barbecue Cook-off" on Saturday, June 15, 2013 from 8:00 am until 9:00 pm. Appearance by Piper Smith, Event Coordinator, Family Support Council.

Ms. Smith referred to her letter and noted that the request for the street closure is to comply with health department regulations as well as for safety reasons. All proceeds will go to Family Support Council.

No Board questions. Mr. Thaler said that he would like to compete in the cook-off.

Ms. Davidson said in her recommendation she asked that the nonprofit discount of 50% be applied to the street closure in this case.

Public comment: None

Thaler/Stephans moved to approve the request by the Family Support Council to close Fifth Street between Esmeralda Avenue and Mono Avenue in conjunction with a fundraising event in Minden Park called "Chillin' and Grillin' Barbecue Cook-off" on Saturday, June 15, 2013 from 8:00 am until 9:00 pm., with a 50% waiver on the fee. Ms. Stangle said that the downtown businesses will be donating the \$250 fee.

Ms. Smith expressed abundant thanks and noted that she is a great supporter of parks but realizes that they need to pay for themselves. She feels that Minden is one of the prettiest Towns she has ever seen.

Shirley Gibson introduced herself as the new Executive Director of the Family Support Council and thanked the Board and downtown businesses very much.

3. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request by the Douglas County School District to commit to an amount not to exceed \$20,000 to purchase and install playground equipment at the District Office located at 1638 Mono Avenue in Minden. Appearance by Dr. Lisa Noonan, Superintendent, Douglas County School District.

Mr. Thaler excused himself as the Douglas County School District is his employer.

Ms. Noonan gave the background for this request. An unfunded mandate was given to the school district with new safety guidelines and requirements as far as playground equipment, and all schools were assessed. Once you have been told something is unsafe, it is a liability to keep the equipment. They came up with a plan to bring the elementary schools into compliance, but at the district office, where the old playground equipment was, is now gone and they are looking for other agencies to help replace the equipment as they view it more as a local park. She feels that the appropriate amount needed is closer to \$10,280.

Mr. Bernard appreciated her request, and is worried that the district would want to take away the character of that playground. He asked why, if there is \$600,000 budgeted, they could not find \$10,000 of that for the district office. He feels Minden has been a great partner with the school district, and hoped that they could find some money.

Ms. Stangle was concerned that the majority of kids that use this playground are older and the proposed equipment is for younger kids.

Mr. Stephans had a hard time with the type of equipment for the younger group; he appreciates the situation.

Ms Noonan asked the Board to not feel pressure; she will continue to look for donations and will find a way to get it done. Also, she will try to get a handle on the age group they are trying to serve.

Public comment:

Ms. Davidson read a letter from Marlena Hellwinkel requesting the Town not support this request; this is on school property and they should replace the equipment.

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Robb Hellwinkel said the problem is that we need less government, not more; there will always be liability issues at playgrounds. He is absolutely not supportive of the Town paying for any of this.

Robert McMillan said that this is what happens when Washington gets a brainstorm and writes a lot of new regulations. We should all remember that this property was deeded to school district as long as it is a school; if not it goes back to Dangberg. He does not approve of replacing the old equipment with plastic, and feels that we should put up a sign that says it was removed because of federal regulations.

George Brunz said that what they plan to put in is a joke and ugly. Is it too much to come up with a swing? He thinks that these regulations are stupid and fears what they might require next.

Bernard/Stephans moved to deny the request by the Douglas County School District to commit to an amount not to exceed \$20,000 to purchase and install playground equipment at the District Office located at 1638 Mono Avenue in Minden. Motion carried unanimously.

4. For possible action: Discussion and possible action by Town Board resolution to, effective July 1, 2013, increase by an amount not to exceed 2% Town trash removal rates for all classes of service, taking into consideration increases in salaries, benefits and operating and maintenance costs since July of 2009. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson said that this is the 2nd reading of the trash rate increase at 2%; this increase is included in the 2013-14 budget.

Built in to this is the conservative vehicle replacement figure of \$250,000, with the understanding that the trucks are in inventory for ten years, and with this schedule, we can set aside money for work on older vehicles. At the present time a new trash truck would cost \$211,000; we anticipate a 3% annual increase. We can balance with 2%, but looking to the future we need to come up with a reserve policy. The bottom line is if we set a depreciation schedule on the vehicles that we have, we should be holding this in reserves for replacement. We are not that far from where we should be in a depreciation schedule. With a 2% increase this year, she will most likely recommend an increase again in next year's budget.

Ms. Stangle thanked Ms. Davidson for the abundant time she has spent with Ms. Stangle to explain these concepts and the trash budget.

Mr. Stephans commented that he feels it is important to understand repair and replacement in a rate schedule as opposed to depreciation, and suggested that those working on the capital improvement budget look at 1, 3, 5 and 10 years, and feels that we are at a pretty good level. Mr. Bernard questioned the change in the trash reserves; Ms. Davidson said that there were transfers as we have exceeded the repair budget for trash.

Thaler said that reserves are built two ways: depreciation, as well as what we do not spend. Someday he feels that we need to separate out the depreciation figures in the reserves. Davidson said that depreciation is a tool not a number; the depreciation set aside in the budget is a budget goal mark. She advocates setting aside in reserves less than the amount of depreciation each year, budgeting what they are going to need in capital equipment, rather than in depreciation. What you have in depreciation and what you have in reserves; they won't always match. We should be increasing this budget 1% every year. She is ok with 2% knowing that she will be asking for 1-2% next year.

Mr. Condron felt that we are just postponing a higher increase.

Public comment: None

Stangle/Stephans moved to approve the resolution to, effective July 1, 2013, increase by an amount not to exceed 2% Town trash removal rates for all classes of service, taking into consideration increases in salaries, benefits and operating and maintenance costs since July of 2009. Motion carried unanimously.

5. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to adopt the revised CVIC Hall Rental Policy and Procedures dated May 1, 2013. Appearance by Jenifer Davidson, Town Manager

Ms. Davidson reviewed the major changes in the policy. Goal of committee was basically to see how non profits could be treated equitably. The hope is to generate revenue on fees that we currently waive, and be fair to all. The quid pro quo concept remains in effect, and could be extended to other non-profits.

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She is planning to schedule a meeting with all service groups that this will affect. All deposit checks will be now be deposited, even the Minden residents.

Mr. Bernard said that seeing that we go deeper in debt, he wonders how this policy will change the revenue. He would hate to see the Hall not get used and does not want to scare people away.

Mr. Condron questioned the line concerning extenuating circumstances and the exceptions by the Chairman. Ms Davidson said that the policy is only as enforceable as we make it and asked if passed that we stick to our guns. Her concern is that any member of the public can request to be on the agenda, but this would need to pass the agenda setting meeting.

Mr. Thaler said this should prevent a request for waivers, however he is not 100% confident that the committee did not miss something. That possibility is why it is written with the ability for the chairman to allow it. We might need to look at new ways to get revenue, especially as other venues open. He feels that being in the hole is not all because of waivers.

Public comment: None

Thaler/Bernard moved to approve a request to adopt the revised CVIC Hall Rental Policy and Procedures dated May 1, 2013. Motion carried unanimously.

6. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny the Town of Minden's final equipment acquisition list for Fiscal Year 2013-2014. This action may include discussion and approval of all or a portion of the equipment on the acquisition list. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson said we have attachments A and B, as Mr. Stephans made a request for the bucket truck to be reconsidered.

Mr. Stephans said we approved the bucket truck for the current year budget. We prolonged the purchase, and when the quote came in it was about \$8000 over budget. Mr. Stephans feels that the purchase is justified and wants to look at it again, with the hope to enlighten the board. Mr. Condron noted that Ms. Stangle also asked for this to be on, and there is money in the budget for the purchase.

Mr. Thaler said this is a lot like banner poles; his issue is that we did not get enough bids.

Mr. Hill said that one of the vendors has attempted to contact a Ford dealer in Reno and they have been unresponsive. He contacted the people who gave us bids and they are working on new specs of staying under \$90,000 without sacrificing the reach and safety. They said they will help us get to that number and get more bids. Both bidders said they could get to that number if they made changes. The specification was written around a Dodge because of a higher quality. They have not necessarily been satisfied with Chevy and Ford. Mr. Thaler said that we should be bidding all makes and models. Greg said that when you spec it out you need to specify make and model; this is typical of any equipment that we buy. You buy the cab and chassis, and then you buy the body; there are not that many people who make this type of equipment. They would have to give up a lot to get to the \$90,000.

Ms. Stangle spoke in favor of this purchase; there is a big use for a bucket truck and she believes in giving the employees the equipment to do their job. We spend a lot of money on this Board, and she does not want to see corners cut for the employees and safety. Mr. Condron felt that we need to continue the process as we directed and then if we cannot find a better deal, we continue the process again. Mr. Hill should have another set of bids before the Board at the June meeting.

Public comment: None

Stephans/Thaler moved to approve Town of Minden's final capital equipment acquisition list for Fiscal Year 2013-2014 with the stipulation that a budget truck for \$90,000 be included in the capital budget meeting the safety requirements and requirements of the staff for the fiscal year 2013-14; this may be purchased out of this year's budget if the bids come in at \$90,000 or less, and if not it may be purchased out of next year's budget. Motion carried unanimously.

7. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny the Town of Minden's final capital projects list for Fiscal Year 2013-2014. This item does not include further action on projects previously approved and funded. This action may

include discussion and approval of all or a portion of projects on the capital projects list. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson said that this final version has one minor change; the Jakes' grant match figure was reduced to the actual amount of the grant match. The budget was balanced with the difference going into reserves in 636. The money for the roads is in the capital improvements and then shown in the 636 budget transferring to 630.

Bernard/Stephans moved to approve Town of Minden's final capital projects list for Fiscal Year 2013-2014. Motion carried unanimously.

8. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny the Town of Minden Fiscal Year 2013-2014 Final Budget. Appearance by Jenifer Davidson, Town Manager.

The amount that will be carried over in 636 is 1.2 million. Ms. Davidson will be assembling a report of what funds have been committed from reserves. Ms. Davidson will be working with Mr. Stephans to look at reserves, to get a working number to come up with a policy.

Public comment: none

Thaler/Stangle moved to approve the Town of Minden Fiscal Year 2013-2014 Final Budget. Motion carried unanimously.

9. For possible action: Discussion and possible action on the Town Board's positions on any bill or bill draft request ("BDR") listed on the Nevada Legislature website (<https://www.leg.state.nv.us/Session/77th2013/>) for the 77th (2013) Nevada Legislative Session, including, without limitation:

a. **Assembly Bill 157 (BDR 48-565):** An act relating to water; revising provisions relating to water furnished by a municipal water system for domestic use in certain counties; authorizing a consumer of water furnished by a municipal water system to drill a well for domestic use, use a preexisting well for that use or obtain alternative water service under certain circumstances; limiting the amount of revenue that a municipal water system may generate; and providing other matters properly relating thereto.

b. **Assembly Bill 387 (BDR 30-564):** An act relating to public financial administration; requiring that certain proposals relating to bonding by a municipality in certain smaller counties be approved by two-thirds of the electors of the municipality; requiring such a municipality to discontinue the collection of certain taxes under certain circumstances; requiring a local government in certain smaller counties to use the proceeds of certain taxes for the specific purpose for which the tax was levied; establishing a limit on the amount of revenue that may be raised or collected by such a local government in a fiscal year; and providing other matters properly relating thereto.

Mr. Condron asked if there were any more bills to be made aware of, as these two have been put to rest. Staff will look into this.

The Board will be kept posted as far as the special meeting to consider something as far as the County agreement. We do not want to approve something and have them make changes that need to come back to the Board. The draft the Board has seen is now at legal counsel in Douglas County. At this point very little change is anticipated.

Mr. Condron thanked staff for their patience and hard work, and asked thoses with concerns to discuss with Ms. Davidson.

Mike Olsen verified that the special meeting referred to was about the interlocal agreement on the water rate.

ADJOURNMENT

Bernard/Stephans moved to adjourn the meeting at 8:45. Motion carried unanimously.