



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

Board members present: Matt Bernard, Charlie Condron, Roxanne Stangle, and John Stephans. Steve Thaler was not in attendance.

Staff present: Greg Hill, Jenifer Davidson, Trish Koepnick, Bruce Scott and Ryan Russell.

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

The Pledge of Allegiance was led by Mr. Stephans.

Mr. Condron noted that agenda item #2 has been pulled and will possibly be on the July agenda.

Stangle/Bernard moved for the approval of the agenda as published. Motion carried unanimously.

Ms. Davidson noted that item # 2 in the May minutes should denote that the motion was carried unanimously.

Bernard/Stangle moved for the approval of the minutes of the May 2013 Board Meeting, as corrected. Motion carried unanimously.

Acknowledgement of Gifts: Ms. Davidson acknowledged Model Dairy's contribution to the Carson Valley Days breakfast being held on Saturday.

Acknowledgement of Service Awards: Ms. Davidson noted that staff had prepared a thank you card for Zach Wadle and asked the Board to sign.

Public comment:

Bob Pohlman thanked the Board and the negotiating water committee for the hard work on the rate negotiation. He appreciates the request to add into their tables their operating expenses and depreciation for the retail customers of Douglas County.

Howard Herz said that they had a very successful event this weekend; he thanked the Board for their support and presented \$250 towards the \$500 pledged.

Robert McMillan welcomed onboard Ryan Russell saying that he had a big pair of shoes to fill; he looked forward to seeing a lot of him in the coming years.

Sandy Deyo asked if consent item 3 will be open for public comment, and Mr. Condron said that he will ask for public comment on this item.

STAFF REPORTS:

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

Regarding the Well 7 conflict between the sewer main and the existing well, MGSD has approved a relocation of the sewer line to meet the regulation of 50 feet away. This will facilitate the project to go forward. MGSD will not pay for the relocation. At the time it was put in there were no objections from the State.

Mr. Bernard asked why we would spend the money for the sewer relocation for just 5-7 years of use. We may re-drill the well in the future, but that would cost much more.

Mr. Hill said that as of now we are pumping close to capacity because of high summertime demand, so this is a short term solution to increase capacity. Mr. Scott said the Well 7 is being paid by retail, and a re-drill would be paid out of wholesale in the future.

Heybourne Booster Pump station is progressing well, the building is nearly completed.

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The long awaited completion of County Road is very close. We are just waiting for the mulch. CVI Amphitheater project is also progressing well and will probably be done in the next month or two.

A preconstruction meeting on the COD project was held; they will be starting next week.

One of our full time employees left us recently; we will be interviewing tomorrow to replace him.

2. Engineering Report: Monthly report by Bruce Scott

Mr. Scott will be working with Jenifer regarding the slough trail maintenance and dedication when it comes to Minden's involvement. They are pursuing issues with open space and trails related to the Ranch at Gardnerville and the approval of the subdivision map that has been delayed; this includes working with Town of Gardnerville concerning Martin slough, and use of water rights in the slough.

Tim Russell will sit in for Mr. Scott at the July meeting. There will also be bids for street rehab, with street sealing on the August agenda. The Board can determine the timing for the Esmeralda street improvements associated with the COD garage. Also, there will be a summary to help make the decision concerning moving forward with the test well drilling at the Buckeye site.

Work continues on cleaning up some surface water right dedication bits and pieces, and getting them into town ownership with the Water Master's office.

3. Attorney Report: Monthly report by Ryan Russell

He has prepared the amendments for Indian Hills and Carson City agreements as instructed, working with the Town manager and RCI, as well as spending some time getting up to speed on Town business.

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

In regard to resident survey, she noticed that a lot of residents said that they do not go to Town events. She would like to address this with the citizen advisory committee and Ms Stangle, who is the head of the events committee as well as the citizen advisory committee.

Mr. Bernard asked how she sees the undergrounding on Highway 395 going forward. She said that there will be a complete presentation at the July meeting. She is looking at grants and finding that budgets are cut, but will be ready when any opportunities open up. Don French has been on vacation, which has caused the delay at NV Energy, as he is the only one with the knowledge concerning this. This is phased because the grant writing will be easier in chunks. The whole project goes from Sunset Park to Gateway Center, with the first phase from Highway 88 to 5th Street being the longest area at a reasonable cost compared to a more complex situation for the remainder of the project.

5. Board member committee reports: Discussion may include a report on Board Member activities including committee assignments or general information of interest to the Board.

Policy and Procedure Review- No report as Mr. Thaler was not present.

Event Planning- Roxanne Stangle said that the complimentary breakfast on June 8 will have a total of 11 people working, with serving starting at about 7am. She also asked for calendars to be marked for July 4, inviting all to come and join us.

Capital Improvement Plan- Matt Bernard said that there is nothing new to report. He reminded the Board that he asked for input on priorities, to be used in the budget process for next year.

New Development Applications- John Stephans said he had nothing to report. Mr. Scott acknowledged that he did not include Mr. Stephans in the tentative projects being brought to the County, and he will work with Mr. Stephans in the future to keep him informed.

Minden Water- Charlie Condron noted that the interlocal water agreement is on the County agenda for tomorrow and hopes it goes through smoothly.

6. Chairman Report: Monthly report by Chairman Condron

Mr. Condron noted that they had a nice staff appreciation get together the other day, with very high attendance. Mr. Farnsley will be leaving the Arts Council, and they are looking for a new director.

CONSENT AGENDA FOR POSSIBLE ACTION

1. Approval of May 2013 financial report including claims paid April 18, 2013 through May 23, 2013.
2. Approval of a policy renewal from Nevada Public Agency Insurance Pool (POOL) and authorization of payment to POOL in the amount of Forty-five thousand five hundred eighty-two dollars and seventy-seven cents (\$45,582.77) for Fiscal Year 2013-2014.
3. Approval of a request by Mimi Moss, Douglas County Community Development Director to 1) direct Town Staff to author a letter of support for the Martin Slough trail project addressed to NDOT to be signed by the Chair of the Minden Town Board and included as part of the submittal for the 2013 grant application; and 2) recommit matching funds and/or in-kind service assistance to the Martin Slough trail project in an amount not to exceed \$25,000; and 3) agree to maintain the portion of the pedestrian path within the Minden Town boundary once the path is constructed to the design standard.
4. Approval of a request by Syncon Homes to transfer previously paid water service connection fees from lots in La Costa Subdivision to lots in Monterra Subdivision with the conditions that Syncon shall pay the difference between the water service connection fees it previously paid and the current fees plus any necessary repair/replacement and other associated fees. (Note: a similar request was made and approved at the Minden Town Board meeting held on August 1, 2012.)

Concerning item 3, Mr. Deyo said he has a problem with Minden maintaining the path without having input on the design standard, and questioned the maintenance cost.

Mr. Bernard noted that the insurance that was budgeted as a 4% increase has actually decreased, which is a rare thing.

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

Mr. Scott noted that Mr. Hollander, who was present for the first consent item, was a former Town Board member as well as a chairman. He also noted that he will work closely with the County for a high standard of design concerning item 3. This has already been approved as a partnership with Gardnerville and the County.

ADMINISTRATIVE AGENDA:

1. **For possible action:** Discussion and possible action to approve, approve with conditions, continue, or deny Development Application (DA) 13-014, for Renee Mack, Mack Land and Cattle Company, for a Special Use Permit to allow a Special Occasion Home (Ord. 2013-1381). The subject property is located at 1541 & 1542 Seventh Street in the A-19 (Agriculture - 19 acre minimum parcel size) zoning district in the Minden-Gardnerville Community Plan. (APN's 1320-31-000-003, 1320-31-502-001, & 1320-32-201-006). Appearance by Stephanie Hicks, Senior Planner/Grants Professional for R.O. Anderson Engineering, Inc.

Mr. Bernard excused himself as he works in a private capacity for R.O. Anderson Engineering.

Mr. Scott addressed a few questions he has been asked, including why the Town is hearing this. Historically the Town Board has heard applications within the Town but also outside of Town boundaries where the project might have some impact on the Town, and provided a recommendation to the County. The Town also has become an advocate for projects that will be beneficial to economic development in its sphere of influence. This project is relatively passive and he recommends the Board to make a favorable

recommendation. The impact is relatively an unknown but they could ask for a check point for any problems that might come up.

Stephanie Hicks was present on behalf of Mack Land and Cattle, as well as Renee Mack. The property designated in the noticing map is 160 acres; however the area that is immediately adjacent to the old ranch house is where the special occasions will occur. Dating back to 1876, this ranch is one of the only ranches in Nevada that has been in the same family ownership over 100 years. Types of events include weddings receptions and family reunions for up to 300 guests. Operating hours have been modified to 8 am through 10 pm. The events will use merely the lawn area and parking areas, no ranch buildings or houses. Agricultural operations will continue on the site.

Mr. Scott read through and discussed his recommendations.

Public comment:

Renee Mack said that she disputed paying a fee for the Minden review as the Ranch is not in Minden.

Robert McMillan had a concern with the conditions; he would like to seriously consider the dust that will be raised at the exit and entrance. He suggested lowering the speed limit to 10 mph and possibly install a cattle crossing sign. He would take Ms. Mack's word for it if she agreed to those conditions. Also, he felt two spaces for handicapped parking is in not nearly enough for a wedding, and when he asked if sanihuts will be on the premises permanently he was told no. He suggested a contest for the most bridesmaids in a sanihut, and suggested tying a cow pie unto the bridal gown.

Bev Giannopoulos said that she looks forward to a successful business in the vicinity, and is happy the discussion was brought to the Town. It would seem that most people would leave at the same time, and she wondered if the road is wide enough. She appreciates the time change to 10pm. Bev assumed that there will not be additional lighting; Renee said she is not sure as this is all new to her.

Bob Pohlman asked to clarify the number of events per day; Ms. Mack said there would be no more than one per day.

Stephans/ Stangle moved to approve the Development Application (DA) 13-014, for Renee Mack, Mack Land and Cattle Company, for a Special Use Permit to allow a Special Occasion Home (Ord. 2013-1381). The subject property is located at 1541 & 1542 Seventh Street in the A-19 (Agriculture - 19 acre minimum parcel size) zoning district in the Minden-Gardnerville Community Plan. (APN's 1320-31-000-003, 1320-31-502-001, & 1320-32-201-006 with the RCI recommendations 1, 2 &3,) However, with the modification the Town engineering fees be waived. Motion carried unanimously.

2. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny Land Development Application (LDA) 13-006, for Edgewood Companies, for a Tentative Subdivision Map dividing an existing 89.64 parcel into 17 parcels, the smallest is 5.0 acres, including a variance to improvement standards, pursuant to Douglas County Code Section 20.704.070 to reduce the community features and an equestrian trail. The subject property is located south of Buckeye Road and east of Sixth Street in the RA-5 (Rural Agriculture – five acre minimum net parcel size) zoning district and in the Central Agricultural Community Plan. (APN: 1320-34-001-028). Appearance by Stephanie Hicks, Senior Planner/Grants Professional for R.O. Anderson Engineering, Inc. Public comment.

This item was removed from the agenda and will possibly be brought back in July

3. For possible action: Review, discussion and possible action regarding the proposed Gateway Center site improvement plan alternatives prepared by Minden Staff for the portion of

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the property in the Nevada Department of Transportation (NDOT) right-of-way. Appearance by Bruce Scott, Principal Engineer, Resource Concepts Inc.

Mr. Scott said the three designs for the Gateway Park were presented to evoke discussion and recommendations from the Board: traditional park, heritage and civic pride. These concepts were informally discussed with NDOT landscape staff in an effort to meet their criteria. It is a stand-alone project now that is apart from the shopping center as originally planned.

The latest conversation with NDOT has them back to not even knowing if the grant was approved. He would like to try one more thing before they go to more formal communication; he would ask if Roxanne would consider talking to Rick Nelson for a person to person communication.

Board discussion included frustration over the grant money, what can be done to make the park happen, how it needs to be built regardless as money has been contributed from Gateway and the County, the possibility of incorporating the three different park designs into one, and gathering the thoughts of the citizens committee. They also discussed the possibility of an electronic sign somewhere to display what is going on in Minden, if not at this location perhaps somewhere else more favorable.

Mr. Condron said that we need all of the support we can get, including senators and the governor. He would like public input tonight and from citizens' committee, as well as making a deadline for a decision.

Mr. Bernard would like to have the history of the project noted in the letter as it appears that NDOT has absorbed the bonding from the original Gateway developer but the new developer is paying for the improvements.

Ms. Davidson noted the preferences of Mr. Thaler, who was not present. He liked the flag concept in the civic pride rendering as well as the monument element. He also asked that we pursue contacting Mr. Settlemyer.

Mr. Russell would like to ensure the letter goes to the right people, and that the Town complies with all requirements for the release of the fund. He would also like to be sure that if we choose to go forward we are not waiving our right to collect the funds from NDOT.

Public comment:

Robert McMillan appreciates the work gone into this. For the design, he favored a design with flags as a center, and thought the Minden sign would be a great footstool for the three flags, as we need a sign showing people they are entering Minden. Cattle cutouts, etc. could be done in the future.

Sandy Deyo said that all three designs have pros and cons and his biggest concern is the cost. Before a decision is made there should be input on cost to build and maintain.

Bev Giannopoulos really likes the Heritage concept; it is a peaceful yet overwhelming entrance to the Town. She would not be in favor of a reader board in the front at this site, and the pillars look too formal. She said that the only problem with flags is a lot of replacement due to wind. She felt that the citizens committee could also sign a petition to NDOT. She would be more than happy to write to Mr. Wheeler and Mr. Settlemyer.

Bob Pohlman said he likes the heritage design.

Mr. Scott gave a synopsis of what he heard in the discussion. He will work with Roxanne on an informal basis, and work with staff to prepare a letter and who to send it to. He said the original approval went to the former Town manager; he needs to get more bits and pieces of the history. In anticipation of a citizens meeting, he will put together a fourth design incorporating some elements from all three designs; there could be a possible reader board location further down the street.

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Mr. Bernard said that Bruce summarized very well but he hopes that we do not wait another month but draft a letter to NDOT immediately.

Mr. Deyo asked if a copy could be sent to the governor.

No Board action was necessary for this letter to be crafted.

4. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to accept or reject a bid by Equipment Technology LLC in response to a request for proposal for the purchase of one new Telescopic Articulating Aerial Platform Lift (Bucket Truck) with a working height of 45' for an amount not to exceed \$86,681.48 (bid with option 1). Appearance by Greg Hill, Superintendent of Public Works.

Mr. Hill said that the previous bids exceeded the budgeted amount. He advertised again with some changes to accomplish the price change. The low bidder has retained all of the features we really need and came up with a bid within our budget. This truck would be delivered to us and service issues would be available locally.

No public comment.

Stangle/ Stephans moved to accept the bid by Equipment Technology LLC in response to a request for proposal for the purchase of one new Telescopic Articulating Aerial Platform Lift (Bucket Truck) with a working height of 45' for an amount not to exceed \$86,681.48 (bid with option 1). Motion carried unanimously.

For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny Resolution 2013R-038 Augmenting the 2012-13 Fiscal Year Budget for the Town of Minden. Appearance by Jenifer Davidson, Minden Town Manager.

This is basically a budget cleanup for end of the year.

No board questions.

No public comment.

Bernard/ Stephans moved to approve resolution 2013R-038 Augmenting the 2012-13 Fiscal Year Budget for the Town of Minden. Motion carried unanimously.

5. 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.

Ms. Davidson was happy to report that the regular and special session of the legislature has concluded; there is nothing new to report and staff is happy with the outcome.

ADJOURNMENT

Bernard moved to adjourn at 7:45.