



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, March 2, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

Board Members present: Matt Bernard, Roxanne Stangle, John Stephans and Bill Souligny.

Staff present: Jenifer Davidson, JD Frisby, Trish Koepnick, Ryan Russell, and Ted Thran.

John Stephans called the meeting to order at 5:30 p.m.

The Pledge of Allegiance was led by Ms. Stangle.

#### **PUBLIC COMMENT:**

Bobbi Thompson with Minden Main Street spoke about an upcoming Main Street event, and introduced Connie Worthington, the new interim director.

A Bently representative gave an update on the 4<sup>th</sup> Street project and noted that the Creamery Building project started construction this week.

#### **APPROVAL OF AGENDA**

Souligny/Bernard moved to approve the agenda as published. The motion was carried unanimously.

#### **APPROVAL OF MINUTES:**

Bernard/Souligny moved to approve the minutes of the Feb 3, 2016 Board Meeting, February 9, 2016 Special Meeting and the February 24, 2016 Special Meeting. The motion was carried unanimously.

**ACKNOWLEDGEMENT OF GIFTS:** None

**BOARD MEMBER REPORTS:** Main Street Minden- Roxanne Stangle, Member. Ms. Stangle will be putting an item about Main Street in the Town Spring newsletter.

#### **CONSENT AGENDA FOR POSSIBLE ACTION:**

1. Approval of the February 2016 financial report including claims paid January 22, 2016 through February 18, 2016 for fiscal year 2016.

2. Approval of a request to set a monthly lease amount (\$488) and approve a new lease for Debra McGrate, dba 5th Street Salon, in the CVIC Hall Annex, 1604 Esmeralda Avenue, Suite 202 effective May 1, 2016. The proposed new lease would provide for a one-year lease term with a 1 year renewal option.

3. Approval of a request to set a monthly lease amount (\$488) and approve a new lease for Eduardo and Susan A. Almeida, dba Minden Electric, in the CVIC Hall Annex, 1604 Esmeralda Avenue, Suite Mr. Souligny pulled item 2 and 3 from the consent agenda.

Stangle/Bernard moved to approve Consent agenda item 1. Motion carried unanimously.

#### **ADMINISTRATIVE AGENDA:**

Consent agenda items 2 and 3: After clarification on the proposed new leases, Souligny/ Stangle moved to approve Consent agenda items 1 and 2 subject to having the correct one year term in the agreements. Motion carried unanimously.

1. **For possible action: Discussion and possible action to provide direction to Town Staff regarding the parking of commercial vehicles around Minden Park and in front of private residences. Appearance by Jenifer Davidson, Town Manager.**

## Minden Town Board Minutes

March 2, 2016

Page 2 of 4

Staff reported that options include designating residential parking only, one space per residence or diagonal parking. The County enforcement will be based on what the Town Board decides.

Public comment:

Members of the public felt the problem had cleared up, concern about the problem being pushed off into other areas of old Minden, how to define what a commercial vehicle is, and how it comes down to a good neighbor policy.

Board discussion included ways to address this issue, and if parking regulations were the best solution.

Mr. Russell noted that parking must be consistent with zoning and the need to give direction to the staff.

After thoughtful and intelligent deliberation, Souligny moved for the staff to bring back parking regulations, and move forward unless we get voluntary compliance. The motion died for lack of a second.

Stephans/Bernard moved to send a letter to the property owner concerning the Board's consternation at this issue advocating voluntary compliance and copy the business regarding this problem. Motion carried unanimously.

2. **For possible action: Discussion and possible action to recommend to Douglas County Staff approval, approval with conditions, continuance or denial of 1) PD 02-004-2 a request for a major modification to the Nevada Northwest Specific Plan and a modification to the Planned Development for La Costa at Monte Vista, reducing the number of approved parcels to 50 in unrecorded phases 3 and 4, approval of new building elevations and floor plans and modifications to the approved street system; 2) DA) 16-009, an abandonment to a portion of La Cita Alley at Morage Way; and 3) LDA 16-001, a tentative subdivision map to subdivide 13.48 acres into 50 single family residential lots, the smallest being 7,035 square feet area. The subject property is located east of Hwy 395, approximately 1/3 mile north of the intersection of Ironwood Drive and Monte Vista Ave at the northeast corner of Monte Vista Ave and Bella Blvd in the SFR-8,000 PD (Single Family Residential, 8,000 square foot minimum parcel size with a planned Development overlay) in the Minden Gardnerville community plan. Appearance by Robert Anderson, Principal Engineer, RO Anderson Engineering.**

Mr. Bernard recused himself as he works in a private capacity for RO Anderson.

Mr. Anderson noted that the applicant is agreeable to the conditions presented by the Town in staff review; it is the original specific plan with major modifications. He gave a presentation on the project.

Board discussion included questions on any further trails and calculations for planning purposes based on the state engineer rule.

Public comment:

Members of the public questioned the flooding of Jake's wetlands, park requirements for phase two, elevations of lots, possible fire danger, road standards and construction of Muller Parkway. Mr. Anderson responded to these concerns.

After thoughtful and intelligent deliberation, Stangle/Souligny moved to recommend to Douglas County Staff approval of PD 02-004-2, DA16-009, and LDA 16-001, subject to the afore-mentioned conditions and recommendations prepared by Bruce Scott, Town engineer. Motion carried unanimously.

3. **For possible action: Discussion and possible action to provide direction to Staff regarding a staff presentation on the 2016 Financial State of the Town and on the development of the FY2016/2017 operating and capital budgets for the Town of Minden. The tentative budget will NOT be approved at this meeting. Consideration of the FY16/17 tentative budget is currently scheduled for the regular Town Board meeting April 6, 2016. Appearance by Jenifer Davidson Town Manager and Ted Thran Town Accountant.**

## Minden Town Board Minutes

March 2, 2016

Page 3 of 4

Ms. Davidson gave a presentation regarding preparations for the budget and the current financial state of the Town; the presentation included possibilities under the new interlocal agreement, possible contribution increase to health insurance, and merit increases remain budgeted at 4%.

### **Public comment:**

A members of the public suggested Gardnerville and Minden starting a discussion concerning the transfer station.

Board discussion included wanting anything new in the budget to be brought to the Board's attention and maintaining the reserve policies.

### **4. For possible action: Discussion and possible action to provide direction to Town Staff on a possible Town procedure to implement a possible resolution and/or amendment to the charges specified by the Town Board on relation to water service, requiring meters to be installed on all connections by 2025. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson noted that the Universal Water meter program would implement the resolution concerning metering.

Board discussion included details of payments on the meters, and how we would go about metering when residents do not volunteer for the metering program.

### **Public comment.**

A member of the public suggested liens on property if we cannot collect from residents, questioned if the fee will remain the same until 2025, and positive comments on the plan.

After thoughtful and intelligent deliberation, Souligny/Stangle moved to direct staff to finalize the resolution and procedure as presented and bring back to the Board.

### **5. For possible action: Discussion and possible action to review and confirm, confirm with conditions, continue or repeal the Town of Minden Resolution Number TOM-2015R-01, A Resolution of the Town Board of Minden Calling for System Wide Voluntary Water Restrictions, including but not limited to, staff suggested alternate watering days and specific watering times in the Town of Minden and calling for the implementation of similar voluntary measures for the Town's Wholesale customers. The Town Board is required to evaluate this resolution annually at the regular Board meeting in March. Appearance by Jenifer Davidson, Minden Town Manager.**

Board discussion included whether we stay in a constant state of voluntary restrictions and leave it in place this coming year.

### **Public comment:**

Members of the public appreciated the advantages of having a fixed rate, agreed with the voluntary program and suggested looking at education programs.

After thoughtful and intelligent deliberation, Souligny/Stangle moved to approve the Town of Minden Resolution Number TOM-2015R-01, and review this resolution at the March 2017 meeting. Motion carried unanimously.

### **6. For possible action: Discussion and possible action review and confirm, confirm with conditions, continue or repeal the Town of Minden Resolution Number TOM-2015R-02 adopting the Town Board's Norms and Procedures. The Town Board is required to review and adopt the Town Board Norms and Procedures annually. Appearance by Jenifer Davidson, Town Manager and Ryan Russell, Town Attorney.**

Ms. Davidson noted that this is the annual review as required; with the opportunity to address anything that needs to be changed.

Board discussion included the Town Manager's role in this.

### **Public comment: None**

After thoughtful and intelligent deliberation, Souligny/Stangle moved to confirm the Town Board's Norms and Procedures as presented. Motion carried unanimously.

**Minden Town Board Minutes**

**March 2, 2016**

**Page 4 of 4**

**7. For possible action: Discussion and possible action to approve, approve with conditions, or modify the 2015 evaluation of the Minden Town Manager. Appearance by Ryan Russell, Legal Counsel for the Town of Minden.**

Mr. Russell noted how the process would work tonight.

Board member scores for the performance evaluation were presented, as well as performance statements on goals and priorities.

Public comment: None

After thoughtful and intelligent deliberation, Souigny/Stangle moved to accept the summary evaluation as presented on the essential job functions as well as on the goals and priorities; and to approve a merit adjustment of 3% based on the ratings on the goals and priorities. Motion carried unanimously.

**8. For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include an Engineering Report which may include discussion on streets, sidewalks, drainage, water issues and related items. Discussion may also include an update on the Heybourne Well (Well #10) and the Well #11 project. Appearance by Bruce Scott, Town Engineer.**

Mr. Scott reported on street rehabilitation and street sealing areas, alley waterline replacement, the County Road project being out to bid, Well 10 completed and accepted status of Well 11.

Public comment:

Members of the public commented on areas of streets with wide cracks and dipping. Mr. Scott noted that the high water table can cause these problems.

**9. For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include a Manager's Report on the activities, progress on or status of assigned tasks and projects, or general information regarding operations and projects related to trash, retail and wholesale water service, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson introduced the new Public Works Superintendent JD Frisby. She reported that she is working on the budget and encouraged Board involvement. Metering of Town facilities is 50% complete.

Mr. Russell clarified that the person filling the vacant Town Board seat will need to file and run in November; he will run to fill the remaining term, and also have to run again in 2018 if elected.

Public comment: None

**FINAL PUBLIC COMMENT:** None

**ADJOURNMENT:** Mr. Bernard called for adjournment at 8:40p.m.