



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, April 6, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

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

Staff present: Jenifer Davidson, JD Frisby, Trish Koepnick, and Ryan Russell, and Bruce Scott.

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

The Pledge of Allegiance was led by Mr. Souligny.

It was noted that Mr. Radtke would need to abstain from voting at this meeting as he had not been sworn in yet.

PUBLIC COMMENT:

Various members of the public expressed intense frustration concerning the speed humps on Wildrose Drive, and asked the Board to consider removing them, as well as looking at other possibilities. A Minden resident on Lantana made a suggestion concerning the fencing for Jake's at the easement behind Lantana, and asked the Board to consider it for a future agenda item. A Bently representative gave an update on the Bently projects. A Minden resident brought to the Board's attention that part of the Ranch at Gardnerville is for sale and there could be possible problems for Minden because of this.

APPROVAL OF AGENDA

Stangle/Souligny moved to approve the April 6, 2016 agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES:

Bernard/Stangle moved to approve the minutes of the March 2, 2016 meeting with the addition of Bruce Scott present as staff. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

BOARD MEMBER REPORTS Main Street Minden- Roxanne Stangle referred to the agenda items.

CONSENT AGENDA FOR POSSIBLE ACTION:

1. Approval of the March 2016 financial report including claims paid February 19, 2016 through March 24, 2016 for fiscal year 2016.
2. Approval of a request by Douglas County Parks and Recreation to waive park rental fees, provide staff to monitor the park, assist with cleanup of the events and provide trash dumpsters at no charge for each concert in the park and to contribute Town Funds not to exceed \$5,000 in fiscal year 2016-2017 to sponsor the 2016 Summer Concert Series, and two concerts in the 2017 Summer Concert Series. Approval of the request will include: closure of Fifth Street between Esmeralda and Mono Avenue from 7:00am to 9:00pm and Esmeralda Avenue from 5th Street to 6th Street from 5:00pm to 9:00pm May 27th, June 17th, July 15th, August 5th and August 26th for the 2016 Summer Concert Series.
3. Adopt the revised Town of Minden Water Conservation Plan as reviewed and approved by the Nevada Department of Conservation and Natural Resources (DCNR), Division of Water Resources (DWR) as required by NRS 540.131.

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

ADMINISTRATIVE AGENDA:

1. **For possible action:** Discussion and possible action to approve, approve with conditions, continue or deny a request by the Carson Valley Pops Orchestra to renew and revise the Terms of Use Agreement, by and between the Town of Minden, an unincorporated town and a political subdivision of the State of Nevada ("TOWN") and Carson Valley Pops Orchestra, a Nevada non-profit corporation, ("ORCHESTRA") and authorize the Chairman of the Town Board to execute an agreement for the same in a format acceptable to Town Counsel. Requested revisions to the

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contract include changing the one year option to renew the agreement to consecutive two-year options to renew, reducing the number of required free performances per year to three, and eliminating the requirement of the orchestra to play at the Town of Minden 4th of July celebration at the request of the Town. Appearance by Judy M. Sheldrew, President, Carson Valley Pops Board of Directors.

Item continued.

2. **For possible action:** Discussion and possible action to approve, approve with conditions, continue or deny a request by the Main Street Minden Board to contribute \$10,106 in in-kind donations to the Main Street Minden program. Possible action includes waiving fees associated with the use of Minden Park, CVIC Hall and Street Closure Fees beginning with the 2016 “May the Fourth Be With You” Main Street Minden Event. Possible action also includes waiving fees associated with the lease of office space (Suite 201), located at 1604 Esmeralda Avenue. Appearance by Connie Billington, Interim Executive Director and Bobbi Thompson, Board President for Main Street Minden.

Ms. Thompson presented a PowerPoint which updated the Board on the program and gave the background for this request.

Board discussion included acknowledgment of the work by Main Street Minden, limitations on the number of waivers, hesitation to lose the rental income of Suite 201, nonprofit policy and possible waiver of fees in exchange for services.

Public comment: None

After thoughtful and intelligent deliberation Stangle/Souligny moved to have the MSM Board meet with Town staff to discuss in-kind services, etc. and bring this back to a future meeting. Motion carried unanimously.

3. **For possible action:** Discussion and possible action to approve, approve with conditions, continue or deny a request by the Main Street Minden Board to contribute \$10,000 in funding to the Main Street Minden Program for Fiscal Year 2017. Appearance by Connie Billington, Interim Executive Director and Bobbi Thompson, Board President for Main Street Minden.

Board discussion included hesitation to contribute further funds to the program.

Public comment: None

After thoughtful and intelligent deliberation Souligny/Stangle moved to deny the request by the Main Street Minden Board to contribute \$10,000 in funding to the Main Street Minden Program for Fiscal Year 2017.

4. **For possible action:** Discussion and possible action to approve, approve with conditions, continue or deny a request to 1) support the nomination by the Park Ranch Holdings LLC of approximately 2,835 acres of land located on the west side of US Highway 395 and State Route 88 for a conservation easement acquisition through the Southern Nevada Public Land Management Act, Round #17; and if 4.1 is approved, 2) authorize the Chairman to execute a letter of support in a format acceptable to Town Counsel to be submitted to the Nevada State Director, Bureau of Land Management for the same. Appearance by Jacques Etchegoyhen, Legacy Land and Water.

Presentation was given by Mr. Etchegoyhen.

Board discussion included questions concerning solar farms, as well as commercial and industrial uses on the subject land.

Public comment:

Members of the public questioned flood control measures, as well as questioning use of tax payer dollars.

After thoughtful and intelligent deliberation Bernard/Souligny moved to approve the request to support the nomination by the Park Ranch Holdings LLC of approximately 2,835 acres of land located on the

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west side of US Highway 395 and State Route 88 for a conservation easement acquisition through the Southern Nevada Public Land Management Act, Round #17; and 2) authorize the Chairman to execute a letter of support in a format acceptable to Town Counsel to be submitted to the Nevada State Director, Bureau of Land Management for the same. Motion carried unanimously.

5. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to reorganize the Town of Minden Public Works Department to increase efficiency and save money for the Town, effective immediately. The proposed reorganization would downgrade one vacant Senior Sanitation Specialist and create one Senior Maintenance Specialist position. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson noted that this change would increase efficiency and communication as well as save money.

Board discussion was favorable for proceeding with this action.

Public comment: None

After thoughtful and intelligent deliberation Souligny/Stangle moved to approve the request to reorganize the Town of Minden Public Works Department to increase efficiency and save money for the Town, effective immediately. The proposed reorganization would downgrade one vacant Senior Sanitation Specialist and create one Senior Maintenance Specialist position. Motion carried unanimously.

6. **For possible action: Discussion and possible action to adopt, adopt with conditions, continue or deny the 2016 Town of Minden Strategic Planning Goals. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson noted that three goals were carried forward in the Strategic Plan. The trails plan, undergrounding on 395, trees plan and parking plan were put under place making.

Board discussion included prioritization of the goals, whether the four items under place making should each have their own goal item, and the possibility of reviewing the Strategic Plan quarterly.

Public comment: None

After thoughtful and intelligent deliberation Souligny/Stangle moved to adopt the 2016 Town of Minden Strategic Planning Goals as presented and review the strategic plan quarterly. Motion carried unanimously.

7. **For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny the Town of Minden's proposed equipment acquisition list for Fiscal Year 2016-2017. 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 presented the proposed equipment acquisition list for Fiscal Year 2016-2017.

Board discussion included justification of the skid steer.

Public comment:

Members of the public supported the purchases while questioning the skid steer attachments and possibility of using the boom truck for loading purposes.

After thoughtful and intelligent deliberation Bernard/Souligny moved to approve the Town of Minden's proposed equipment acquisition list for Fiscal Year 2016-2017 as presented. Motion carried unanimously.

8. **For possible action: Discussion and possible action to adopt, adopt with conditions, continue or deny the Town of Minden Ten Year Capital Improvement Plan for Fiscal Year 2017 through Fiscal Year 2027. This action may include discussion and approval of all or a portion of the projects on the Capital Improvement Plan. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson noted that nearly everything on the 10 year Capital Improvement plan had been accomplished with the exception of the underground utilities; the Capital Improvement Plan is a vision

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and not necessarily what will happen. She noted that without a matching amount set aside each year for the underground utilities, she will not be able to write a grant for this.

Board discussion included questioning the Well at the Ranch at Gardnerville, pavement management analysis, the large amount of money budgeted for the gazebo, and setting aside matching dollars for the undergrounding.

Public comment:

A member of the public encouraged the Board to go forward with making the Town street signs uniform, and another member of the public had a question about the 24 inch line water line at the Ranch. After thoughtful and intelligent deliberation, Souligny/Stangle moved to adopt the Town of Minden Ten Year Capital Improvement Plan for Fiscal Year 2017 through Fiscal Year 2027. Motion carried unanimously.

9. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny the Town of Minden Fiscal Year 2016/2017 tentative budget. Appearance by Jenifer Davidson Town Manager.**

Ms. Davidson presented the tentative budget.

Board discussion included the deficit in trash, the need to look at revisions to trash service charges and rates, and the status of the rate negotiation with Douglas County. The Board also expressed appreciation for a good job on the budget.

Public comment: None

After thoughtful and intelligent deliberation, Bernard/Souligny moved to approve the Town of Minden Fiscal Year 2016/2017 tentative budget. Motion carried unanimously.

10. **For possible action: Discussion and possible action to accept, accept with conditions, continue or deny a bid by Sierra View Equipment, Inc. for an amount not to exceed \$306,537.51, including additive alternate 1A, for Phase III of the County Road Ditch Improvement Project, located on County Road between 8th Street and 10th Street. Appearance by Bruce Scott, Town Engineer.**

Nevada Department of Transportation has reviewed and authorized the project.

Board discussion included management of irrigation season including the Town making sure that the contractor meets the responsibilities.

Public comment: None

After thoughtful and intelligent deliberation, Bernard/Stangle moved to approve the a bid by Sierra View Equipment, Inc. for an amount not to exceed \$306,537.51, including additive alternate 1A, for Phase III of the County Road Ditch Improvement Project, located on County Road between 8th Street and 10th Street. Motion carried unanimously.

11. **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. Appearance by Bruce Scott, Town Engineer.**

Mr. Scott gave an update on the Well 1 water move, Well 11 drilling, the paving project to be awarded in May, and the alley water line replacement plans.

Public comment: None

12. **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.**

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Ms. Davidson thanked Mr. Thran for his work on the budget, recognizing that we have an excellent professional working on the team. She also gave an update on the letter to Designing with Nature.

Board discussion included positive feedback on the budget process and the suggestion that quarterly budget numbers could be reported at the same time as work on the Strategic Plan.

Public comment: None

FINAL PUBLIC COMMENT: A member of the public expressed appreciation for the work on the budget making it very user friendly.

ADJOURNMENT: Mr. Bernard called for adjournment at 8:15 p.m.