



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, May 4, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

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

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 Ms. Stangle.

PUBLIC COMMENT:

A representative from the Family Support Council gave an update on the upcoming Chillin' and Grillin' event, thanking the Board for the use of the facilities.

A Minden resident presented a signed petition from Wildrose residents and asked for the request to be agendaized.

A Bently representative gave an update on the Heritage project work and apologized for the unscheduled NV energy work.

APPROVAL OF AGENDA

Ms. Davidson noted the request for Items 2 and 5 to be removed and brought forward at a future date. Stangle/Souigny moved to approve the May 4, 2016 agenda with the amendments. Motion carried unanimously.

APPROVAL OF MINUTES:

Bernard/Stangle moved to approve the minutes of the April 6, 2016. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: Ms. Davidson noted the generous donation of Minden Fortnightly to be used in conjunction with updates to the CVIC Hall.

BOARD MEMBER REPORTS

Main Street Minden- Roxanne Stangle reported on the Main Street Minden event at Minden Park this evening celebrating May the Fourth.

Carson Valley Days Breakfast- John Stephans reported on assignments for the breakfast and thanked Model Dairy for their partnership.

CONSENT AGENDA FOR POSSIBLE ACTION:

1. Approval of the April 2016 financial report including claims paid March 25, 2016 through April 21, 2016 for fiscal year 2016.

2. Approval of a request to (1) co-sponsor/host with the Carson Valley Visitor's Authority (CVVA) a stop on the 2016 Hot August Nights Poker Run, August 4, 2016, from 9:00 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 cars at the event; and (3) waive street closure and trash pickup fees, and provide Town Staff and Town equipment to support the event.

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3. Approval of an outdoor festival entertainment event application by Carson Valley Active 20-30 Club #85 for the 106th annual Carson Valley Days June 8th – 13th. This event includes closure of the following streets from 6:00 am to 1:00 pm, Saturday June 11th, 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. Approval of this event also includes concurrent closure of Fifth Street from Esmeralda Avenue to Mono Avenue for the 5th annual Town of Minden Carson Valley Days Breakfast.

Souligny/Stangle moved to approve the consent agenda as published.

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 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.

Ms. Sheldrew stated appreciation for the good relationship the Pops have with the Town. She noted a few changes in the agreement and the effort to work out a few details concerning additional time of use.

Board comments included congratulating them for a great organization.

Public comment: None

After thoughtful and intelligent deliberation Souligny/Stangle moved to approve 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. Motion carried unanimously.

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 in exchange for volunteer assistance for Town events. 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.

Continued

3. **For possible action:** Discussion and possible action to provide direction to Town Staff regarding a presentation by the Nevada League of Cities and Municipalities and an invitation to the Town of Minden to become a member. Appearance by Wes Henderson, Executive Director of the Nevada League of Cities and Municipalities.

Mr. Henderson gave a background on the organization, and noted that Towns and G.I.D’s can now be members.

Board discussion included looking at a one year trial to explore the value to Minden.

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Ms. Davidson noted the opportunity to attend the annual conference to see what it is like. This year's conference will be in Sparks from October 12-14, and Minden has been offered reduction of 25% for the first year.

Public comment: None

After thoughtful and intelligent deliberation Souligny/Stephans moved to direct staff to pursue membership for this year and attend the conference in October in Sparks. Motion carried unanimously.

4. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny an Agreement to Provide Water Service by and between Bently Enterprises, LLC, and the Town of Minden; and if approved, authorize the Chairman to execute an agreement for the same in a format acceptable to Town Counsel. Appearance by Larry Vincent, Director of Construction, Bently Enterprises.**

Carlo Luri gave the presentation showing the terms of the agreement.

No Board discussion

Public comment: None

After thoughtful and intelligent deliberation Bernard/Stangle moved to approve an Agreement to Provide Water Service by and between Bently Enterprises, LLC, and the Town of Minden; and authorize the Chairman to execute an agreement for the same in a format acceptable to Town Counsel. Motion carried unanimously.

5. **For possible action: Discussion and possible action to review and approve, approve with conditions, continue or deny an application submitted by Tim and Anita Cohee to participate in the Street Tree 50/50 Cost Sharing Program. Possible action may include approval of a request for the Town to split the costs to plant three flowering trees at 1592 Sixth Street on the Mono Street side of the residence in the designated Town of Minden right-of-way. Appearance by Tim and Anita Cohee.**

Continued.

6. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny proposed amendments to the Contract for Services of Independent Contractor by and between the Town of Minden and Ryan Russell, Esq. of Allison MacKenzie Pavlakis Wright & Fagan LTD., including without limitation the payment for services portion incorporated in the contract. Appearance by Jenifer Davidson, Town Manager and Ryan Russell, Town Counsel.**

Ms. Davidson noted that the rate schedule has not changed since 2013 we are very pleased with Mr. Russell's services. Hourly charges will change, with the regular monthly meeting remaining at the same flat rate.

Board discussion included appreciation of Mr. Russell's availability, his professionalism, as well as expedient manner and guidance.

Public comment: None

After thoughtful and intelligent deliberation Souligny/Radtke moved to approve the proposed amendment to the Contract for Services of Independent Contractor by and between the Town of Minden and Ryan Russell, Esq. of Allison MacKenzie Pavlakis Wright & Fagan LTD., including without limitation the payment for services portion incorporated in the contract. Motion carried unanimously.

7. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Town staff to advertise and formally request statements of qualifications for various professional services that support Town of Minden Public Works. Appearance by Jenifer Davidson, Town Manager and JD Frisby, Town Superintendent of Public Works.**

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Ms. Davidson noted that engineering requirements have changed with the addition of Mr. Frisby as Public Works Superintendent with his engineering background. Staff recommended exploring the possibilities of a professional services pool.

Board discussion included questions on scope of work by staff engineer, interlocal agreements, RCI continuing water right services and Board oversight and approval.

Public comment: None

After thoughtful and intelligent deliberation Bernard/Stangle moved to approve a request by Town staff to advertise and formally request statements of qualifications for various professional services that support Town of Minden Public Works with the exception of the management and administration of Minden water rights which Mr. Scott would continue to do. Motion carried unanimously.

8. **For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny the revised Town of Minden's 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 revised acquisition list. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson noted the change in purchasing in the trash department which is consistent with our fiscal policy.

No board comments.

Public comment: None

After thoughtful and intelligent deliberation Souigny/Radtke moved to approve the revised Town of Minden's equipment acquisition list for Fiscal Year 2016-2017. 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 final budget. Appearance by Jenifer Davidson Town Manager.**

Ms. Davidson noted the two changes to the entire tentative budget: the purchase of two new trucks rather than one causing a trash fund change, and the retail fund reflects the possibility of the water alley line replacements being carried over to next year.

Board discussion included questions about additional insurance expenditure for the employee, the relationship to merit increases, concern about responsibility to employees and taxpayers, and the comp and class study recommendation.

Public comment: None

After thoughtful and intelligent deliberation Stangle/Souigny moved to approve the Town of Minden Fiscal Year 2016/2017 final budget. Motion carried unanimously.

10. **For possible action: Discussion and possible action to reject all bids for the 2016 Street Rehabilitation Project. Appearance by JD Frisby, Superintendent of Public Works.**

Ms. Davidson noted that he did not feel comfortable with the bids and are recommending that we look at going back to bid and put language in bids to limit mobilization figures and possibly get under prevailing wages.

Board discussion included supporting getting high quality work and not cutting corners.

Public comment: None

After thoughtful and intelligent deliberation Souigny/Bernard moved to reject all bids for the 2016 Street Rehabilitation Project. 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 noted that he agreed with the bid rejection. He reported on the status of Well # 11.

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Public comment: A member of the public asked if the engineer agreed with using concrete speed bumps. Staff noted that we used speed tables because they can be relocated easily.

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.**

Ms. Davidson reported on Carson Valley Days event planning, the Main Street conference at the end of May, postponing the County Road Ditch project due to water flow with the notice to proceed issued in July, and an update on the request to change the fencing by Jake's wetlands.

The Board gave kudos to Ms. Davidson for her budget presentation to the County.

Public comment: None

FINAL PUBLIC COMMENT: NONE

ADJOURNMENT: Mr. Bernard moved to adjourn at 7:01 p.m.