



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, November 6, 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, Ryan Russell and Bruce Scott.

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

The Pledge of Allegiance was led by Steve Thaler.

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

Stangle/Stephans moved for approval of the October 2, 2013 minutes as published. Motion carried unanimously.

Acknowledgement of Gifts: Ms. Davidson thanked Marlena Hellwinkel for her donation of a photo album documenting the construction of the gazebo 30 years ago by the Rotary Club; she also donated a packing label for the Dangberg Buckeye Apple Orchard. She also thanked Howard & Kregg Herz for the donation of six boxes of Christmas lights.

Acknowledgement of service awards: None

PUBLIC COMMENT:

Bob Pohlman informed the Board about an incident in which he stated pole line ditch gate was locked.

Jack Van Dien urged the Board to participate in a water workshop on November 19.

STAFF REPORTS:

1. Public Works monthly report by Greg Hill:

The arsenic samples for test well are very promising, coming in under 10 parts per million when pumped at a rate of 20-25 gpm. Monterra representatives are in the process of getting the subdivision in the condition for the Town to accept. He shared pictures of the Well 7 water and sewer relocation.

2. Engineering monthly report by Bruce Scott:

The trigger monitoring plan is in draft form. The hope is to have the Buckeye well to go out to bid and approval in December. The equipment size will be based on the test well results.

3. Attorney monthly report by Ryan Russell:

Mr. Russell reported ongoing meetings with NDOT to pursue their participation in the Gateway project.

4. Manager's monthly report by Jenifer Davidson:

Ms. Davidson said the Christmas party is on December 13th, the Safety Street booth received 3rd place overall and an offer for a lease of firehouse building will be on the December agenda.

5. Board member committee reports:

- Policy and Procedure Review- Steve Thaler said he would like to look at the snow removal policy next; Ms. Davidson noted that the Town is going to have to figure out the snow removal for downtown.

- Event Planning- Roxanne Stangle gave an update on the Christmas planning.

- Citizen's Advisory Committee- Roxanne Stangle said the group is looking into speeding concerns on Wildrose, and solicited any issues that could be addressed by the committee.

- Capital Improvement Plan- Matt Bernard is hopeful to put all input together on the CIP and bring to the Board for approval.

Minden Town Board Agenda

November 6, 2013

Page 2 of 6

- New Development Applications- Mr. Stephans deferred to Mr. Condron, who gave a report on a tour with Christopher Bently, as well as Mr. Bently's vision and plans for his Minden properties.
- Minden Water and Chairman's Report- Charlie Condron shared a pat on the back for Town employees from Winhaven. We are planning a Minden water workshop.

CONSENT AGENDA FOR POSSIBLE ACTION

1. Approval of the 18th Annual Parade of Lights from Heritage Park to Minden Park on December 7, 2013, and a waiver of the associated street closure fees by the Town of Minden. This event includes closure of the following streets from 3:00 pm to 10:00 pm: Esmeralda from US Highway 395 to Seventh Street; closure of Seventh, Sixth, Fifth and Fourth Streets between US Highway 395 and County Road; and closure of Mono Avenue between Third and Seventh Street.
2. Approval of the Town of Minden 2013 Christmas Celebration, Friday, December 6, 2013, and Saturday, December 7, 2013. Approval of this request includes closure of the following streets Friday, December 6th from 12:00 pm to Saturday, December 7th until 10:00 pm: Esmeralda Avenue between Fourth Street and Sixth Street; Fifth Street between Esmeralda Avenue and Mono Avenue.
3. Adoption of resolution number 2013R-073 which augments the Town of Minden Fiscal Year 2013-2014 Budget by \$666,355.00.
4. Approval of October 2013 financial report including claims paid September 26, 2013 through October 24, 2013.

Stephans/Bernard moved to approve Items 1, 2, 3 and 4 on the Consent Agenda. Motion carried unanimously, with Roxanne Stangle abstaining.

ADMINISTRATIVE AGENDA:

Item # 1 was moved and heard after Item #4.

2. **For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request by the National Antique Oldsmobile Club to host their Grand National Competition in Minden Park on Saturday, June 28, 2014 from 8:00 am to 3:00 pm. Approval of this request includes closure of the following streets: Esmeralda Avenue from Sixth Street to Fourth Street; Mono Avenue from Fifth Street to Sixth Street; Fourth, Fifth and Sixth Street from Mono to Esmeralda. Appearance by Douglas Hone and George Keele.**
Item pulled from the agenda by the applicant.

3. **For possible action: Discussion and possible action to recommend approval, approval with conditions, continue, or denial of the application for encroachment permit, including the special conditions attached thereto, by Bently Enterprises, LLC to install an electric vehicle charging station in the right-of-way on Fourth street between Esmeralda and US Highway 395. Appearance by Carlo F. Luri, Director of Business Development, Bently Enterprises.**

Mr. Bernard disclosed that he has done some surveying for Bently Agrodynamics but will participate in this item as his prior work does not create a conflict which would affect his ability to participate solely in the best interest of Minden.

Mr. Luri gave a presentation on the request. He noted that this is a shared investment with NV Energy. The charging station will be available for free use for the first five years, and will be registered on a network of stations. The presence of the charging stations could be beneficial to downtown businesses. Ms. Davidson noted that staff recommended not broaching the signage for the parking spaces until it becomes an issue.

Public Comment

Minden Town Board Agenda

November 6, 2013

Page 3 of 6

Robert McMillan felt this is a great project but expressed concern over possible tripping hazards.

Robb Hellwinkel felt that with limited parking in downtown the spaces need to be identified for the purpose of charging.

Following intelligent deliberation by the Board, as well as public comment, Stephans/ Bernard moved to approve the application for encroachment permit, including the special conditions attached thereto, by Bently Enterprises, LLC to install an electric vehicle charging station in the right-of-way on Fourth Street between Esmeralda and US Highway 395. Motion carried unanimously.

4. For possible action: Discussion and possible action to recommend to Douglas County approval, approval with conditions, continue, or denial of a request, and forthcoming Application for Site Improvement Plan or other Application to Douglas County, by Bently Enterprises, LLC to use a portion of Fourth Street as a well field for its Ground Source Heat Pump System at the Farmer's Bank Building. Appearance by Cary Richardson, Vice President –Business Operations Miles Construction and Bob Marshall with Brown & Read Engineering Inc.

Presentation was given showing scope of project. Project will cause a need for a street closure for around a month; Bently will ensure that the street will be returned to its fully operational condition when the project is completed.

Public comment:

Robb Hellwinkel said that they are talking about construction at the casino being done by June 2014, so he does not foresee any conflict.

Marlena Hellwinkel said that she is very excited about this and it will make Minden all the more unique than it already is.

Following intelligent deliberation by the Board, as well as public comment, Stephans/Stangle moved to approve a request, and forthcoming Application for Site Improvement Plan or other Application to Douglas County, by Bently Enterprises, LLC to use a portion of Fourth Street as a well field for its Ground Source Heat Pump System at the Farmer's Bank Building, to include any permits required and to return the street to the condition it was prior to construction paving. Motion carried unanimously.

1. Discussion and possible action to approve, approve with conditions, continue, or deny a request by Here's the Deal LLC to host a bike race in Minden Saturday, June 21, 2014 or Sunday June 22, 2014. Approval of this request includes closure of the following streets from 6:00 am to 8:00 pm: Esmeralda Avenue from Eighth Street to Fourth Street: Fourth, Fifth, Sixth, Seventh and Eighth Street from Esmeralda Avenue to Mono Avenue; Mono Avenue from Fourth Street to Ninth Street; Mono Place from Eighth to Ninth Street; Ninth Street from Mono Avenue to Esmeralda Place, and Esmeralda Place from Ninth Street to Eighth Street. An alternate route for possible consideration could include closure of the following streets: Esmeralda Avenue from Eighth Street to Fifth Street: Fifth, Sixth, Seventh, and Tenth Street from Esmeralda Avenue to Mono Avenue; Eighth and Ninth Street from Esmeralda Place to Mono Avenue; Mono Avenue from Fifth Street to Tenth Street; Mono Place from Eighth to Ninth Street; Esmeralda Avenue from Tenth Street to Ninth Street, and Esmeralda Place from Ninth Street to Eighth Street. Appearance by Bubba Melcher, Event Promoter "Here's the Deal, LLC." This item was heard after item number 4.

Ms. Davidson said that this presents various options on days and routes for the Board to choose. Mr. Melcher said they are trying to be flexible to be able to keep the race here. Ms. Stangle noted that the downtown businesses support the bike race.

No public comment.

Following intelligent deliberation by the Board, as well as public comment, Bernard/Stangle moved to approve a request by Here's the Deal LLC to host a bike race in Minden on Sunday June 22, 2014, using the original route as described in the noticing of the agenda item. Motion carried unanimously.

Minden Town Board Agenda

November 6, 2013

Page 4 of 6

5. **For possible action: Discussion and possible action to accept, accept with conditions, continue or deny 1) the formal offer of dedication to the Town of Minden by the Ranch at Gardnerville 1, LLC, of open space areas north of Zerolene Road within the boundary of the Ranch at Gardnerville Development and the Town of Minden; and if 5.1 is accepted, 2) authorize the Chairman of the Board to execute any documents necessary to effectuate the dedication. Appearance by Robert Anderson, Principal Engineer, R O Anderson. Public comment.**

Mr. Bernard will not participate or vote as he works in a private capacity for R.O. Anderson and the Ranch at Gardnerville.

Mr. Anderson gave a presentation on the topic. He noted that the 2004 project approval requires that the developer offer dedication of open space to Douglas County or the Town of Minden with final map. The area is 14.5 acres; Douglas County has rejected the offer. If this offer is rejected by the Town, the developer will retain the property but it remains an open offer that may be accepted later on.

Ms. Davidson said that we are at the limits of what we can maintain; this includes many unknowns regarding what maintenance would be necessary.

Board discussion included what value this would be for the Town, solar panels on this location, the Martin Slough trail corridor which this is on, staff being stretched to the limit, and the possibility of looking at the acceptance at a future date.

Public comment:

Bob Pohlman noted that 50 feet of the railroad right of way is on the Ranch property.

Mimi Moss of Douglas County Community Development said that this is now a floodway with more limitations than at the original time of approval, when the concept was to set aside open space and trail area. The Minden Board has agreed to maintenance of the Martin Slough trail, and she has questions about separating this area from the trail. It is for the developer to determine who takes on the maintenance as there are options with landscape districts and homeowner associations as well.

Robert McMillan opined that this is of very little or no value to the Town at this time.

Following intelligent deliberation by the Board, as well as public comment, Thaler/ Stangle moved to deny the formal offer of dedication to the Town of Minden by the Ranch at Gardnerville 1, LLC, of open space areas north of Zerolene Road within the boundary of the Ranch at Gardnerville Development and the Town of Minden. Motion carried unanimously.

6. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to select a Gateway Center final site improvement plan or provide direction to Town Staff on the proposed alternatives prepared by Minden Staff for the portion of the property in the Nevada Department of Transportation (NDOT) right-of-way. Appearance by Jenifer Davidson, Town Manager. Public comment.**

Ms. Davidson said that staff is looking for direction on how to proceed with planning for the park at the Gateway Center.

Board discussion included incorporating concepts and come up with a 4th plan, generally liking the three flagpoles, pillars, possible benches and Minden sign, and no wall or Dangberg bust but would like to see the costs.

Public comment:

Debra Lang, as a Minden advisory committee member, said the committee agreed on pillars, seating, and a trail through the middle. She has concerns with the brick wall in terms of visibility for the Gateway center.

Robert McMillan said that he likes the Civic Pride concept because it is simple and there are no wall obstructions, and would like to see the park done.

Following intelligent deliberation by the Board, as well as public comment, Thaler/Stephans moved to approve with conditions to select the final site improvement plan to be brought back for final approval;

Minden Town Board Agenda

November 6, 2013

Page 5 of 6

plan to include 2 pillars, 3 flag poles, give consideration to the wall and a traditional Minden sign, with the removal of the bust. Motion carried unanimously.

7. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny the request to 1) approve the Independent Contractor Agreement between the Town of Minden and Resource Concepts Inc.; and if 7.1 is approved, 2) authorize the Chairman to execute the Independent Contractor Agreement on behalf of the Town of Minden. Appearance by Jenifer Davidson, Town Manager and Ryan Russell, Legal Counsel for the Town of Minden.**

Ms. Davidson noted that this is one of the oldest contracts that the Town had entered into, and overdue for review. Mr. Russell noted that one specific issue is the inclusion of a conflict of interest element; this needs to be resolved either before approval of contract or a condition of approval.

Board discussion involved potential conflicts, and ways in which to address such conflicts.

Mr. Scott said that he was happy to address the issue but the way we do it is important.

No public comment.

Following intelligent deliberation by the Board, as well as public comment, Bernard/Stangle moved to approve the Independent Contractor Agreement between the Town of Minden and Resource Concepts Inc. and to authorize the Chairman to execute the Independent Contractor Agreement on behalf of the Town of Minden, subject to Jenifer receiving Bruce's response,

Motion carried unanimously.

8. **For possible action: Discussion and possible action to approve, approve with conditions, or modify the 2013 evaluation of the Minden Town Manager. Appearance by Ryan Russell, Legal Counsel for the Town of Minden. Public comment.**

Mr. Russell summarized the Board scoring of the manager evaluation. On a scale of 2-5, the total evaluation averaged 3.213, which meets and exceeds expectations.

Board discussion included what a difficult and challenging job the manager has, how she should be proud of her numbers in only her second year here, the difficulty of using numbers and scoring, appreciation for her hard work,.

Ms. Davidson thanked the Board for this year.

No public comment

Following intelligent deliberation by the Board, as well as public comment, Bernard/Stephans moved to approve the 2013 evaluation of the Minden Town Manager. Motion carried unanimously.

9. **For possible action: Discussion and possible action to renew, renegotiate, or terminate the Employment Contract between the Town of Minden and Jenifer Davidson; and if renewed, discussion and possible action regarding a possible merit adjustment to the compensation set forth therein as a result of the evaluation at issue in Administrative Item 8 above. Appearance by Ryan Russell, Legal Counsel for the Town of Minden. Public comment.**

Board discussion included term of contract, renewal, and strategic planning for the Town in relation to her contract and goal.

No public comment

Ms. Davidson sees the strategic goal element of her contract as the Board making a commitment as a team, and strongly urged that if this element is removed from the contract the Board commits in another form.

Following intelligent deliberation by the Board, as well as public comment, Thaler/Stangle moved to renew the Employment Contract between the Town of Minden and Jenifer Davidson. Motion carried unanimously.

Board discussion regarding a merit adjustment included the fact that she met all requirements, the change in the evaluation scale that was approved by the Board this year, and last year's compensation.

No public comment.

Minden Town Board Agenda

November 6, 2013

Page 6 of 6

Following intelligent deliberation by the Board, as well as public comment, Bernard/Thaler moved to give a merit increase of 4% pursuant to her evaluation. Motion carried unanimously.

10. **For discussion only: Discussion regarding a possible teambuilding/strategic planning session for members of the Minden Town Board and Town of Minden Staff. Appearance by Steve Thaler, Minden Town Board member. Public comment.**

Board discussion included the benefits of a team building session in combination with strategic planning for the Town. They also discussed having an expert facilitate the process, and setting the date for after the water workshop.

PUBLIC COMMENT:

Bob Pohlman asked for the problem of downtown parking to be addressed by the Board.

REQUEST FOR AGENDA ITEMS

Ms. Stangle said that Francisco's has requested to be on the agenda in December concerning the parking lot.

ADJOURNMENT

Ms. Stangle moved to adjourn the meeting at 9:42 p.m.