



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, January 7, 2014, at 1602 Esmeralda Avenue, Minden, Nevada.

Board members present: Matt Bernard, Charlie Condron, Roxanne Stangle, John Stephans and Bill Souligny.

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

Ms. Stangle called the meeting to order at 5:30 p.m.

The Pledge of Allegiance was led by Matt Bernard.

Bernard/Stephans moved to approve the agenda. Motion carried unanimously.

Stephans/Bernard moved to approve the minutes of the December 3, 2014 Board Meeting. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

ACKNOWLEDGEMENT OF SERVICE AWARDS: None

PUBLIC COMMENT:

Representatives for Bently Enterprises gave updates on projects.

Minden residents thanked the Board for the beautiful Christmas decorations.

BOARD MEMBER REPORTS: Chairman Stangle gave committee assignments as follows:

John Stephans: budget and development; Matt Bernard: water; Bill Souligny: budget and events; Charlie Condron: citizens advisory.

CONSENT AGENDA FOR POSSIBLE ACTION:

1. Approval of the November 2014 financial report including claims paid November 21, 2014 through December 24, 2014 for fiscal year 2015.
2. Approval of a request by Town Staff to increase the previously approved purchase amount to place additional lighting on US Highway 395 at locations approved by Nevada Energy and designated by Town Staff from an amount not to exceed \$5,000 to an amount not to exceed \$7,000.

Following thoughtful and intelligent deliberation, Stephans/Condron moved to approve all items on the consent agenda. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

1. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Tour de Nez to host a bike race in Minden on Sunday, August 2, 2015. Approval of this request would include closure of the following streets: 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; Ninth Street from Mono Avenue to Esmeralda Place, and Esmeralda Place from Ninth Street to Eighth Street. Appearance by Bubba Melcher, Event Promoter with Tour de Nez.**

Board comments included agreement with the conditions asked by the Town, as the conditions addressed complaints and additional traffic control requirements. Questions were raised concerning traffic control. Ms. Davidson said that the Town needs to approve the traffic plan and the County enforces it. In addition, NDOT might have input concerning reader board signage on 395. The applicant is responsible for this.

Public comment:

Eric Nilssen, County Engineer, clarified the traffic plan concerning requirements. Ms. Davidson said there is Town discretion on requirements, and because of overall impact we recommended they comply with the full traffic control plan.

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Following thoughtful and intelligent deliberation, Condrón/Bernard moved to approve a request by Tour de Nez to host a bike race in Minden on Sunday, August 2, 2015. Motion carried unanimously.

2. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Minden Rotary to place a weathervane on top of the Gazebo in Minden Park with the assistance of Town Staff. The weathervane would be a gift from Minden Rotary to the Town in recognition of the thirty year anniversary of the Minden Park Gazebo. Appearance by John Hamer, member of Minden Rotary.**

Mr. Hamer noted that the weathervane would have a Rotary wheel on top and be paid for by the Rotary with Town installation. Town staff would be prepared to install if the Board gives this direction.

Board discussion included thanks to the Rotary for the construction and continued support of the Gazebo.

Public comment: None

Following thoughtful and intelligent deliberation, Stephans/Souligny moved to approve the request by Minden Rotary to place a weathervane on top of the Gazebo in Minden Park with the assistance of Town Staff. Motion carried unanimously.

3. **For possible action: Discussion and possible action to recommend to Douglas County approval, approval with conditions, continue or denial of Site Improvement Plan Application #00761 for the Ranch at Gardnerville; and to provide a status update on the project. Appearance by Rob Anderson, Principal Engineer, R O Anderson Engineering.**

Mr. Bernard recused himself as he works in a private capacity in the interest of others involved.

Mr. Anderson gave the background for this request, noting the 2010 flood zone changes and the effect on the Ranch, as these changes came after the original approval.

Ms. Davidson said the staff's main concern is the maintenance responsibility, as we have no staff and equipment to maintain this size of an improvement. Douglas County was encouraged to take this on. Mr. Scott said the ditch itself is not consistent with other Minden development visual impact, and there is no provision for landscaping.

Mr. Anderson discussed the different options of the County, Town or HOA taking this, but some entity needs to take it on. If the Ranch is required to maintain it the improvement would be for flood and safety only, not aesthetics. This is an attempt to be able to build on the approved lots and take them out of the new flood zone. Mr. Anderson said this is a site improvement plan detail that does not typically come for Town approval; the purpose tonight is to discuss the maintenance of the channel.

Board comments included concerns about safety and health, as it would be an open irrigation ditch across from an elementary school, how the flow of water will impact the Martin Slough and the trail, the size of the conduit under the Buckeye crossing, what would happen to our streets in the event of a five hundred year flood, and the need to take more time on this and possibly find other solutions to route the water.

Public comment:

Members of the public questioned measures regarding the development of the V&T, the need to design, approve and bond before going further, the management of the intersection, and the routing of the water in relation to the Gardnerville part of the Ranch.

Erik Nilssen of the County stated options including approaching the County Board of Commissioners in regards to accepting this as part of a landscape district.

Mr. Anderson clarified that there is a 25 foot easement for the V&T, said they are working with Douglas County concerning the intersection, and stated that Nevada Statue prohibits landscape districts for drainage purposes.

Following thoughtful and intelligent deliberation, Souligny/Condrón moved to continue until such time as staff has had time to fully review the site improvement plans and is prepared to submit its' findings to the Board for consideration. Motion carried with one abstention.

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4. **For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny the Town of Minden Policy regarding wells adversely impacted by Town Pumping. Appearance by Ryan Russell, Town Attorney, Bruce Scott, Town Engineer and Jenifer Davidson, Town Manager.**

Ms. Davidson noted that the provisions asked for by the Board are in the new policy revision. This includes all well types including agriculture wells, considers annexation issues and gives details of the Town well monitoring program.

Board comments included knowing if a well is adversely affected if it is not monitored, how many wells could be affected, and the possibility of year round monitoring.

Staff said that ideally wells are voluntarily monitored, but if not we would need a technical review to make sure all are comfortable with the true impact. We are looking for trends more than month to month data.

Public comment: None

Following thoughtful and intelligent deliberation, Stephans/Condran moved to approve the Town of Minden Policy regarding wells adversely impacted by Town Pumping. Motion carried unanimously.

5. **For possible action: Discussion and possible action to provide direction to Town Staff on relation to possible action by the Douglas County Board of County Commissioners to vest the unincorporated towns within Douglas County, including without limitation Minden, with the authority to place traffic control devices and establish speed limits and zones in the unincorporated towns on streets which are not state, federal, or county controlled. Discussion and possible action may include, without limitation, further review and action on prior actions on relation to traffic control requests in the areas of Wildrose and Deseret. Appearance by Jenifer Davidson, Town Manager and Ryan Russell, Town Attorney.**

Staff gave the background concerning the County's direction to work with Town staff. If the Town wants and takes authority in regards to speed limits, we would be required to set speed limits by ordinance. Also, the request for stop signs as written does not meet warrants under MUTCD; this was continued at the County level. The County also discussed vesting authority with the Town for traffic control devices. The end goal tonight is to get direction from Board on an actionable item that can provide resolution to the residents; this includes other options on the 12 point list.

Board discussion included favoring of Town being in control setting speed limits and traffic control devices, the consistency in this matter between the Towns, and developing a policy to be able to address future requests.

Public comment:

Members of the public questioned liability for the Town if we accept the authority, the uniqueness of this problem, being ready to go forward after given the authority, establishing 15 mph speed limits throughout Minden, and enforcement issues.

Ms. Davidson noted that Town staff did meet with County staff and the County expressed concern that the Town does not have a policy or staff to handle these things.

Following thoughtful and intelligent deliberation, Condran/Stephans moved for the Board to give direction to Town staff to seek authority through the Board of County Commissioners to set speed limits on Town roads and authority to implement any traffic control devices. Motion carried unanimously.

6. **For possible action: Discussion and possible action to provide direction to Town Staff regarding the type/style of flag to be flown on the third flag pole installed at the Minden Gateway Center as part of the right-of-way improvements. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson requested input from the Board.

Board discussion included revolving flags, honoring the armed services, and creating a Town flag.

Public comment:

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Members of the public noted the need to observe protocols, getting the Boy Scouts to help, doing a flag of the day, and favoring the idea of a Town flag to be flown with the United States and Nevada flags.

Following thoughtful and intelligent deliberation Stephans/Condrion motioned to direct staff to create a Town flag and create a Town policy regarding rotating flags at the discretion of the Board with the default being the Town flag once it is created. Motion carried unanimously.

7. For possible action: Discussion and possible action to review and provide direction to Town Staff regarding the Bylaws for the Town Meetings and Other Matters of Internal Governance of the Town of Minden. Appearance by Jenifer Davidson, Town Manager and Ryan Russell, Town Attorney.

Staff indicated the need to seek direction on the amount of Board members that it takes to override and place an item on the agenda. Mr. Russell suggested that bylaws could say we will review normal procedures on a regular basis and ask staff to bring back a proposal that is consistent.

Public comment: None

Following thoughtful and intelligent deliberation Condrion/ motioned to direct staff to review the bylaw and norms and procedures and bring back to Board for consideration.

8. For possible action: Discussion and possible action to direct staff on 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. Davidsons report included updates on the agreement with NDOT and the County Road project, Pinewood parking, a reminder of the joint meeting scheduled for annual training, and the latest on the iron bac-t water issue. She also asked the Board for their position on her attending the next CWSD workshop.

Public comment:

A member of the public expressed support for Ms. Davidson and Mr. Bernard to attend the workshop. It was also suggested that the Town newsletter might contain something concerning water issues.

Following thoughtful and intelligent deliberation, Ms. Davidson was given direction to attend the next CWSD workshop.

9. For possible action: Discussion and possible action to direct staff on 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 regarding work completed on the Buckeye Well Project, Heybourne Well Project, County Road Streetscape Improvements and the Gateway Center Improvements. Appearance by Bruce Scott, Town Engineer.

Mr. Scott reported on the work at Gateway, noted that we had a successful arsenic level in the tests for the Heybourne well and other related monitoring issues, and gave an update on the status of the wells construction and water rights transfers.

Public comment: None

10. For possible action: Discussion and possible action to approve, approve with modifications, continue, or deny the priorities and expectations for the 2015 performance evaluation of the Minden Town Manager. Appearance by Ryan Russell, Legal Counsel for the Town of Minden and Jenifer Davidson, Town Manager.

Mr. Russell noted that the Town manager had suggested at looking at the Board's Strategic plan as a natural goal oriented objective.

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Board discussion included agreement in centering on the Strategic plan. Other concepts included goals centering on improved communication, a standardized indexed policy manual with consistent policies and formats possibly finished in three years, legislative updates, policy and procedure on line.

Ms. Davidson said she would be comfortable with discussion tonight and bringing back the revision.

Public comment:

A member of the public reminded the Board of the significant disconnect between the Board members on Jenifer's last evaluation.

Following thoughtful and intelligent deliberation Bernard/Condrón moved to continue this item until we have an opportunity to revisit the Strategic plan and align goals as a group and be able to assign Ms. Davidson similar goals, if this is agreeable to Ms. Davidson. Motion carried unanimously. Ms. Davidson expressed agreement.

PUBLIC COMMENT: None

REQUEST FOR AGENDA ITEMS: Mr. Bernard would like to discuss the possibility of an invocation at the start of the Minden Board meetings.

ADJOURNMENT: Mr. Condrón moved to adjourn the meeting at 8:27 p.m.