



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, April 2, 2014, 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.

Chairman Bernard called the meeting to order at 5:30 P.M.

The Pledge of Allegiance was led by John Stephans.

Mr. Condron requested consent agenda item numbered 6 to be removed from the agenda. Thaler/Stephans moved to approve the agenda as amended. Motion carried unanimously.

Condron/Stephans moved to approve the minutes of the February 26, 2014 Strategic Planning Workshop, March 4, 2014 Budget Workshop, and the March 5, 2014 Board Meeting. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

ACKNOWLEDGEMENT OF SERVICE AWARDS: Ms. Davidson noted Mark Cirillo is receiving his five year service award. Ms. Stangle presented him with a certificate and commended him for his service to the Town, noting that our residents really appreciate our wonderful trash service.

PUBLIC COMMENT:

Bob Pohlman asked for his comments to be included in the permanent record, and would like to have them discussed at the water workshop. He feels strongly about not providing water south unless Gardnerville cannot provide it, feels there should be a surface water policy, and questioned who will be applying for the well to the west side.

Sandy Deyo referred to consent item 5 and noted that he felt that the County should be monitoring those events.

STAFF REPORTS:

1. Public Works: Monthly report by Greg Hill

Mr. Hill reported that we are now using Heybourne Booster for the County connection read; the bucket truck was delivered on Monday; Buckeye well is completed; NV Energy has finished electric last part of Well 7.

2. Engineering Report: Monthly report by Bruce Scott

Mr. Scott reported on the status of the Heybourne well plans, Gateway Park and the Jakes wetlands trailhead construction, as well as the water transfers.

3. Manager's Report: Monthly report by Jenifer Davidson.

Ms. Davidson reported working on Norms and Procedures as well as 1st phase of Strategic Plan. The appraisal on the old maintenance facility is available in the office.

4. Board members reports:

- Event Planning- Roxanne Stangle will be having a meeting for June and July functions. She invited the public to Celebrate 30 years of Business for Lone Tree Frame on April 30th at 4pm at Lone Tree Frame.
- Minden Water- Charlie Condron said the water workshop is Monday the April 14, at 4 p.m. at the Buckeye Maintenance facility. The public is invited to give input for discussion.
- Budget Planning - John Stephans referred to the budget presentation on this evening's agenda.
- New Development Applications- John Stephans had nothing to report.

- Citizen's Advisory Committee- Steve Thaler said there is a meeting planned for next Wednesday.
5. Chairman Report: None

CONSENT AGENDA FOR POSSIBLE ACTION:

1. Approval of February 2014 financial report including claims paid February 21, 2014 through March 20, 2014.
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, 2014. The proposed new lease would provide for a one-year lease term with a renewal option.
3. Approval of a request to (1) co-sponsor/host with the Carson Valley Visitor's Authority (CVVA) a stop on the 2014 Hot August Nights Poker Run, July 31, 2014, 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.
4. Approval of a request by Mike Schiller for a street closure on August 8, 2014 from 3:00 p.m. to 11:30 p.m. for the Main Street Event: Car Show & Shine. Approval of this event would include closure of Esmeralda Avenue from Sixth Street to Fourth Street and Fifth from Esmeralda Avenue to Mono Avenue.
5. 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 2014-2015 to sponsor the 2014 Summer Concert Series, and two concerts in the 2015 Summer Concert Series. Approval of the request will include: closure of Fifth Street between Esmeralda and Mono Avenue May 30th, June 20th, July 11th, August 1st and August 22nd from 9:00am to 9:00pm for the 2014 Summer Concert Series.

Following intelligent and thoughtful deliberation, Stephans/Condran moved to approve the consent agenda with item 6 removed from the consent calendar. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

6. Approval of 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).

Ms. Davidson gave the background for the newly revised policy for the CVIC and how the C.V. Pops fit into that. Judy Sheldrew said after working with Ms. Davidson and Mr. Thaler they are perfectly satisfied with the new agreement.

Board discussion included concern with the issue of equality for groups that we do not waive fees for; and the possibility of waiving fees for all "arts" programs, getting more people downtown, and the unknown of what will happen with the community center.

No public comment.

Following intelligent and thoughtful deliberation, Thaler /Stephans moved to approve the Terms of Use Agreement, by and between the Town of Minden, an unincorporated town and a political subdivision of

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the State of Nevada ("TOWN") and Carson Valley Pops Orchestra, a Nevada non-profit corporation, ("ORCHESTRA). Motion passed 4-1 with Condrón opposed.

1. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Staff to purchase radar signs to be placed at locations in the Town at Staff's discretion. Approval will allow Staff to rotate the radar signs throughout the Town. Appearance by Jenifer Davidson, Minden Town Manager.

Ms. Davidson gave an update on the capabilities of the radar signs and the possible locations for placement.

Board discussion included data being invaluable, purchasing solar, the value of being able to move them around, traffic strips being placed, and the need for good results if this does not work.

Public comment:

Various members of the public commented on this issue and encouraged the Board to move forward with public safety in mind. They thanked the Board for listening to the people and trying to address this problem.

Following intelligent and thoughtful deliberation, Thaler/Stephens moved to approve a request by Staff to purchase radar signs to be placed at locations in the Town at Staff's discretion. Motion carried unanimously.

2. a. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a proposal by Christine Fixman Landscaping for contract landscaping services at the Highway 88 Round-about for the 2014/2015 season in an amount not to exceed \$3,650 for labor. Appearance by Tina Fixman, Christine Fixman Landscaping.

b. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a proposal by Christine Fixman Landscaping for contract landscaping services at Jakes Wetlands for the 2013/2014 season in an amount not to exceed \$13,520 for routine maintenance, and \$4,500 for debris removal. Appearance by Tina Fixman, Christine Fixman Landscaping.

c. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a proposal by Christine Fixman Landscaping for contract landscaping services for the portions of the landscaping improvements on County Road maintained by the Town for the 2014/2015 season in an amount not to exceed \$5,600 for labor. Appearance by Tina Fixman, Christine Fixman Landscaping.

Ms Fixman spoke about the need for these services, getting the areas vigorous and pretty, and how she has nothing but a good working relationship with James and staff. She is in favor of training our staff especially if there is continuity in personnel.

Board comments included the high value and expertise of Ms. Fixman, the need for her services, keeping this in mind when we do cost allocation, the need to look at the privatization of Public Works, and the need to design a policy on how to address this as we move forward.

Public comment:

Various members of the public commented on issues including addressing the weeds from adjacent property and the possibility of sharing pictures in the newsletter showing before and after in these areas.

Following intelligent and thoughtful deliberation, Condrón/Stephans moved to approve a proposal by Christine Fixman Landscaping for contract landscaping services at the Highway 88 Round-about for the 2014/2015 season in an amount not to exceed \$3,650 for labor, a proposal by Christine Fixman Landscaping for contract landscaping services at Jakes Wetlands for the 2014/2015 season in an amount not to exceed \$13,520 for routine maintenance, and \$4,500 for debris removal, and a proposal by

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Christine Fixman Landscaping for contract landscaping services for the portions of the landscaping improvements on County Road maintained by the Town for the 2014/2015 season in an amount not to exceed \$5,600 for labor. Motion carried unanimously.

3. For possible action: Discussion and possible action to recommend to Douglas County approval, approval with conditions, continue, or denial of a Master Plan Amendment (ref. DA 14-012) including the adoption of the 2014 Douglas County Bike Plan, funded and prepared by the Nevada Department of Transportation (NDOT), affecting areas outside of the Tahoe Basin and amending a portion of the 2003 Comprehensive Trails Plan. Appearance by Dirk Goering, Planning Assistant, Douglas County Community Development.

Mr. Goering said that several workshops were held starting in August 2013, and the results of the draft plan visioning the bike plan is being presented tonight. He gave a presentation with the highlights of the plan, noting that the plan does not have any funding to implement the trails. He will be taking Boards' comments to the consultant as well as writing a staff report including those comments.

Board discussion included finding out what is important to Minden residents by working with staff and Minden residents to get input, avoiding conflicts between plans. It was suggested that the Town's comments to the County include the main points of our engineer, and then work on a more detailed plan for Minden.

Public comment:

Members of the public encouraged the plan to be developed, involvement of residents, mindfulness of easements, buffering for safety, the possibility of the Muller path continuing up to Foothill, the need to know the costs to the Town and the possibility of generating grant money to build the paths.

Following intelligent and thoughtful deliberation, Condrion/Stangle moved to recommend to approve Master Plan Amendment (ref. DA 14-012) including the adoption of the 2014 Douglas County Bike Plan, funded and prepared by the Nevada Department of Transportation (NDOT), affecting areas outside of the Tahoe Basin and amending a portion of the 2003 Comprehensive Trails Plan, with amendments as requested by town staff, and on the condition that Town staff design a Town of Minden plan that coordinates with the Douglas County over the next two years. Motion carried unanimously.

4. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny an agreement between the Town and Douglas County under which the Town will indemnify Douglas County against any action brought by the applicant for abandonment of a portion of Third Street currently used as a parking lot at Francisco's. Appearance by Ryan Russell, Town Attorney.

Mr. Russell gave a summary of prior history; this is a request by Douglas County to address their concerns.

Board comments: None

Public comment: None.

Following intelligent and thoughtful deliberation, Stangle/Condrion moved to approve an agreement between the Town and Douglas County under which the Town will indemnify Douglas County against any action brought by the applicant for abandonment of a portion of Third Street currently used as a parking lot at Francisco's. Motion carried unanimously.

5. For possible action: Discussion and possible action to provide direction to Town Staff regarding the process for seeking a qualified resident to fill a future vacancy occurring during the term of a current Town Board Member. Appearance by Jenifer Davidson, Minden Town Manager.

Ms. Davidson noted that this is on the agenda as Mr. Thaler will be filling the vacant seat on the County Commission next January and his seat on the Minden Board will need to be filled.

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Board discussion included posting the upcoming Board opening during the month of May, with the advisory selection by the Town Board made later in the year and the County making the appointment in December.

Public comment:

Members of the public inquired what type of format would be needed, and agreed with the Board concept for the selection process.

Following intelligent and thoughtful deliberation, Condrón/Stephans moved to direct Town staff to use the process instituted in 2008, add the timeline discussed tonight and submit to County HR for approval. Motion carried unanimously.

6. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request by Town Staff to create one Full Time Accounting position effective July 1, 2014. Appearance by Jenifer Davidson, Minden Town Manager.

Ms. Davidson noted the justifications for this position to be filled.

Board discussion included the need for this position, restructuring, how it can pay for itself, cost allocation, pursuit of grants, fulfillment of the Town's fiduciary responsibility, as well as the status of the economy at this time.

Public comment:

Members of the public noted surprise that the Town currently had no accountant and felt that standards needed to be set for the position before it is approved in the budget.

Following intelligent and thoughtful deliberation, Stephans/Condrón moved to approve a request by Town Staff to create one Full Time Accounting position effective July 1, 2014. Motion carried unanimously.

7. For discussion only: First public hearing. Discussion by Town Board of a resolution to increase by an amount not to exceed 3% Town trash removal rates for all classes of service, and to establish a separate rate for commercial compacted trash. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson noted that the main reason for the rate increase had to do with trash-related expenses increasing.

Board discussion included keeping trash reserves up, taking money out of trash into road maintenance, and making a plan to see necessary implementations in a timely fashion.

Public comment:

A member of the public felt that an increase should be based on the present figures.

8. For possible action: Discussion and possible action to tentatively approve, approve with conditions, continue, or deny the Town of Minden's proposed equipment acquisition list for Fiscal Year 2014-2015. 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 explained the capital equipment fund and the requests for the budget.

Board discussion included a request to show depreciation of equipment in next year's budget preparation.

Public comment: None

Following intelligent and thoughtful deliberation, Condrón/Stephans moved to approve the Town of Minden's proposed equipment acquisition list for Fiscal Year 2014-2015. Motion carried unanimously.

9. Discussion and possible action to tentatively approve, approve with conditions, continue, or deny the Town of Minden's proposed capital projects list for Fiscal Year 2014-2015. This action may include discussion and approval of all or a portion of projects on the capital projects list. Appearance by Jenifer Davidson, Town Manager.

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Ms. Davidson noted that the approved 10 year capital project plan is being implemented by starting to build funds into the budget.

Board discussion included the funding of the Gateway Center Park.

Public comment:

Members of the public questioned the funds for the Heybourne Well as well as the funding for sidewalks; particularly on County Road.

Following intelligent and thoughtful deliberation, Thaler /Stephans moved to tentatively approve the Town of Minden's proposed capital projects list for Fiscal Year 2014-2015. Motion carried unanimously.

10. For possible action; Discussion and possible action to approve, approve with conditions, continue, or deny the Town of Minden Fiscal Year 2014-2015 tentative budget. Appearance by Jenifer Davidson, Town Manager.

Ms Davidson gave a presentation concerning the tentative budget.

Public comment: None.

Following intelligent and thoughtful deliberation, Stephans/Stangle moved to approve the Town of Minden Fiscal Year 2014-2015 tentative budget with an amendment to decrease professional services by \$3,000. Motion carried unanimously.

PUBLIC COMMENT:

A member of the public asked if there has been any discussion concerning the closure of Kingsbury Grade.

REQUEST FOR AGENDA ITEMS

Mr. Bernard asked staff to look at the policy and procedures for the CVIC to make sure that other non-profits like the C.V. Pops are treated just as fairly.

ADJOURNMENT:

Mr. Condron moved to adjourn the meeting at 9:46 p.m.

TOWN MEETING April 2, 2014

1. Site the arsenic treatment plant now.

The interlocal agreement states; the county is responsible for the waterline from the discharge side of the Heybourne Booster Station meter. How are the Minden residents going to be protected as the system is now designed? The interlocal agreement does not apply to water going elsewhere.

2. Minden should establish a policy of not providing water to the South, which can be supplied by Gardnerville Water Company, unless requested by Gardnerville Water Company.
3. Can or should Minden release ground or surface water rights?
4. Should Minden accept surface water rights, in lieu of ground water rights?
5. Determine at what point wholesale customers will provide monies for additional Minden wells.

If Clear Creek Development requires water from Minden and has agreed to pay Douglas County one million dollars in lieu of providing a well, which is responsible for the well?