



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, May 6, 2015, at 1602 Esmeralda Avenue, Minden, Nevada.

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

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

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

The Pledge of Allegiance was led by Mr. Bernard.

PUBLIC COMMENT:

Bently representatives gave an update on the Heritage District.

A member of the public gave input on water conservation.

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

Stephans/Condron moved to approve the minutes of the February 18, 2015 Special Board Meeting Public Workshop, the March 18, 2015 Special Board Meeting and the April 1, 2015 Board Meeting. The motion was carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

ACKNOWLEDGEMENT OF SERVICE AWARDS: None

BOARD MEMBER REPORTS:

Event Planning- Bill Souigny reported on the events meeting and gave an update on the planning for Carson Valley Days breakfast and parade as well as the 4th of July celebration. Changes include a bagpiper and someone to sing the national anthem, as well as the color guard starting at 10am.

Minden Water- Matt Bernard reported that a water committee meeting led to item 4 on the agenda tonight.

New Development Applications - John Stephans noted that Sonic is underway, as well as the previous synopsis from Bently tonight.

Citizen's Advisory Committee/Main Street Steering Committee- Charlie Condron reported that tonight's agenda addresses two items.

Budget- John Stephans/Bill Souigny. It was noted that Jenifer presented to BOC Tuesday and final budget is on agenda tonight.

CONSENT AGENDA FOR POSSIBLE ACTION:

1. Approval of the April 2015 financial report including claims paid March 20, 2015 through April 23, 2015 for fiscal year 2015.
2. Approval of an outdoor festival entertainment event application by Carson Valley Active 20-30 Club #85 for the 105th annual Carson Valley Days June 12th – 14th. New features this year include closure of the following streets from 6:00 am to 1:00 pm, Saturday June 13th, 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 4th annual Town of Minden Carson Valley Days Breakfast.
3. Approval of a request by Town Staff to close the following streets for the Town of Minden 4th of July Celebration and Children's Patriotic Bike Parade from 8:00am until 4:00pm on Saturday

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July 4, 2015: Esmeralda Avenue and Mono Avenue from Fifth Street to Sixth Street, and Fifth Street and Sixth Street from Esmeralda Avenue to Mono Avenue.
Condrón/Stephans moved to approve the three items on the consent agenda. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

1. For possible action: Discussion and possible action to provide direction to Town Staff regarding the level of involvement by the Town in the Main Street Minden Program. Discussion may include possible direction to Staff regarding the structure of the program, Town Board expectations of the program and the possible creation of an agreement for services with the program to waive fees associated with the use of Town Staff, facilities and equipment. Appearance by Jenifer Davidson, Town Manager.

Board comments included the belief that the Main Street program needs leadership from the Minden Board on some elements, especially at the beginning, with a possible phasing out. The Board discussion also included not wanting the Town to be an anchor and chain on the program, having a Town Board member on the Main Street Board being critical, using Town resources and equipment especially in the beginning to make this successful, if the funding would be under the Town, what kind of benchmarks to set, if personnel time is deducted from the \$90,000 commitment as in kind services, as well as enthusiasm for the program. It was suggested that Charlie or Roxanne be the person on the Main Street Board, and when a board of directors is put into place they will create a strategic plan that will help them accomplish specific goals, to help the Town Board see what they are doing. Perhaps the Town Staff could work with the steering committee, set up policies and procedures and come back to the June meeting with options as well as formation of a Board of Directors. A concern was expressed that direction to staff is too vague and motions are much more appropriate.

Public comment:

A member of the public who is involved with the steering committee spoke about the experience, the work already done by the steering committee and expressed excitement about working with the Board on this.

Following thoughtful and intelligent deliberation, Bernard/Stephans moved to assign the Main Street Steering committee to bring back to the Board next month a proposed entity and type of formation with detail and structure that Main Street will operate under, and to have Mr. Condrón the Town representative on the steering committee.

2. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by the Minden Main Street Steering Committee for the Town to sponsor a street closure event on May 12, 2015. Approval of this request would include waiving fees associated with street closure and providing Town Staff support of the event. Town approval would also include closure of Esmeralda between Fifth Street and Fourth Street and Fifth Street from Mono Ave. to Esmeralda Ave. from 2:00 pm to 7:00pm. Appearance by Sheila Kendrick, member of the Minden Main Street Steering Committee.

Ms. Kendrick shared information about the plans for May 12 and how the event would be in conjunction with the Farmers Bank Building open house. This is a great opportunity to show what Main Street programs do. She encouraged the Board to sponsor this as well as being there to show support.

Board comments included support for the event, intentions to attend and public thanks for the hard work done by the steering committee

Public comment:

Various members of the public gave overwhelming support and encouraged the opportunity to celebrate downtown.

Following thoughtful and intelligent deliberation, Condrón/Bernard moved to approve a request by the Minden Main Street Steering Committee for the Town to sponsor a street closure event on May 12, 2015. Approval of this request includes waiving fees associated with street closure and providing Town Staff

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support of the event. Town approval also includes closure of Esmeralda between Fifth Street and Fourth Street and Fifth Street from Mono Ave to Esmeralda Ave from 2:00 pm to 7:00pm. Motion carried unanimously.

3. For possible action: Discussion and possible action to provide direction to Town Staff regarding the Minden owned portion of the Fire Station located at 1604 US Highway 395 North. Discussion and possible action may include, without limitation, a report on the insurance claim made by the Town for repair work to be completed on the Minden owned portion of the Fire Station, which was damaged during a wind storm, the status of the insurance policies held by the Town for that property, the status of any lease for that property, and the Board's desires or vision for the future of that property. Appearance by Jenifer Davidson, Town Manager.

Bruce Hollander of Warren Reed Insurance addressed the issue first. He expressed concern about making sure the claim is settled to the satisfaction of the Town. Adjusters were invited to come tonight but not available. He noted that the Town is covered for a loss of rental income and is also covered for additional damage incurred before the claim is settled. Putting tarps on flat roofs only minimizes damages from the next rainstorm.

Pat Drescher spoke representing Belfor, the company hired to do the repair. Materials are ordered and work on the fire house roof will be starting on May 11th. He apologized for the delay but explained about the uniqueness of this roof and the lack of sheet metal contractors to get the job done.

Board comments included frustration watching more damages occur while waiting for the roof to be fixed, questions on how jobs are prioritized, and general discussion about what to do with the building, considering lack of parking and handicapped access that makes it very difficult to use. A brief history of how the Town acquired the building was given as well as a reminder of the Engine Company's adamant desire to preserve the building. Suggestions included talking to East Fork about a long term plan, especially if there are any plans to move out of the station.

Public comment:

Member of the public expressed support for looking at options, questioned if it is structurally sound, and looking at the bigger picture of compliance with current laws.

Following thoughtful and intelligent deliberation, Stephans/Souligny moved that after the roof is fixed on the firehouse, Matt Bernard become the liaison with the East Fork Fire Department concerning utilization of the property, and bring back to the Board.

4. For possible action: Discussion and possible action to provide direction to Town Staff to draft a proposed plan to reduce the total amount of water used to maintain Town parks and facilities and bring the proposed plan to the Board for consideration and possible adoption at a regularly scheduled meeting of the Town Board. Appearance by Matt Bernard, Board Member.

Mr. Bernard noted that this is not a discussion of a conservation plan, but an attempt to see what the Town can come up with to reduce the water consumption at Town facilities. He asked staff to come back with ideas to save water.

Board comments included support for this as a timely issue, the possibility of xeriscaping at some medians, metering town water usage to be able to see the impact, and support of getting a working conservation plan in place.

Public comment:

A member of the public reminded the board that in Nevada we are actually in a perpetual drought; we need to use water wisely, use less turf and educate the population on what they can do to save water. It was also noted that water usage can be calculated without using a meter.

Another member of the public shared samples of water saving sprinkler heads.

Following thoughtful and intelligent deliberation, Bernard/Stephans moved for Town Staff to draft a proposed plan to reduce the total amount of water used to maintain the Town parks and facilities and bring that plan back to the Board next month if possible. Motion carried unanimously.

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5. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Town Staff to pay an amount not to exceed \$10,000 to relocate a signal light control pedestal from the intersection of US Highway 395 and State Route 88 which is obscuring the view of improvements placed by the Town in the right-of-way portion of the Minden Gateway Center. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson noted that the public has overwhelmingly supported the Gateway project and loves the design. She had looked into the concept of moving the traffic signal box after a Minden resident pointed out that when driving by it obscures the improvements. She has received an estimate for moving the smaller box; there will still be one bigger utility box that obscures the view when stopped at the light.

Public comment:

Members of the public supported the relocation and talked about options for the other box which might include artistic painting.

Following thoughtful and intelligent deliberation, Condrion /Stephans moved to approve a request by Town Staff to pay an amount not to exceed \$10,000 to relocate a signal light control pedestal from the intersection of US Highway 395 and State Route 88 which is obscuring the view of improvements placed by the Town in the right-of-way portion of the Minden Gateway Center. Motion carried unanimously.

6. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to 1) accept or reject a bid by Herback General Engineering, LLC for the Town's 2015 Street Rehabilitation Project with bid alternate B in the amount of \$298,128 and authorize Town Staff to work with the bidder to complete additional improvements in a total amount not to exceed the previously approved budget of \$340,000; and if 6.1 is approved, 2) authorize the Chairman to execute an agreement for the same on behalf of the Town. Appearance by Bruce Scott, Town Engineer, Resource Concepts Inc.

Mr. Scott said that this year we are focusing on areas in Winhaven, including replacing the two speed bumps on Lantana as well as multiple concrete improvements. Staff recommends adding other additional work up to the budgeted amount, as the low bidder came in less than anticipated.

Board comments included evaluating the replacement of the speed bumps on Lantana and possibly re bidding the job if appropriate.

Mr. Russell counseled that as the authority on traffic control devices is subject to adopting a resolution, any changes in the speed bumps would need to occur after that resolution is adopted; we can replace the existing ones as proposed in the contract but cannot take action to leave them out of the work.

Public comment:

A member of the public asked for the speed bump replacement to not be too hard on cars.

Following thoughtful and intelligent deliberation, Condrion/ Stephans moved to accept the bid by Herback General Engineering, LLC for the Town's 2015 Street Rehabilitation Project with bid alternate B in the amount of \$298,128 and authorize Town Staff to work with the bidder to complete additional improvements in a total amount not to exceed the previously approved budget of \$340,000; and authorize the Chairman to execute an agreement for the same on behalf of the Town. Motion carried unanimously.

7. For possible action: Discussion and possible action to accept, accept with conditions, continue or deny a request to (1) examine bids for the 2015 Heybourne Well, Well #10, Well House project and award the project to the lowest responsive and responsible bidder in an amount not to exceed \$516,820; and if 7.1 is approved, (2) authorize the Chairman to execute an Agreement for same. Appearance by Bruce Scott, Town Engineer.

Mr. Scott referenced the summary of bids that he had passed out. He noted that all approvals of NDEP have been received and all is in good standing regarding the permit. The primary function of this well is to pump directly to the Heybourne Booster for delivery to the north, with augmentation from other Town

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wells to meet peak demand. The two bids received were both higher than the engineer's estimate; this possibly shows a tightening of the bidding market.

Ms. Davidson asked the Board to be mindful of both the level of reserves as well as being able to meet our demand without this online.

Board discussion included questions about the standby generator portion of the bid, the reminder that the reserve will ultimately be reimbursed, and the importance of being able to serve water in case of a major event.

Public comment:

A member of the public questioned if generators are standardized, and commented about generator start loads and failure and noted that he is not seeing any costs for bid projects going down.

Following thoughtful and intelligent deliberation, Bernard/Condrion moved to approve the bid as presented by Mr. Scott with the condition that the amount not to exceed \$556,946.32 due to unforeseen circumstances of no bids coming in at or below the engineer's estimate. Motion carried unanimously.

8. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny the Town of Minden's proposed capital projects list for Fiscal Year 2015-2016. This action may include discussion and approval of all or a portion of projects on the capital projects list. Appearance by Ted Thran, Town Accountant and Jenifer Davidson, Town Manager.

Ms. Davidson noted that no changes had been made since initial approval.

Public comment: None

Following thoughtful and intelligent deliberation, Souligny/Condrion moved to approve the Town of Minden's proposed capital projects list for Fiscal Year 2015-2016. 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 2015-2016 Final Budget. Approval of this request would create two additional fulltime Maintenance Technician I positions effective July 1, 2015. Appearance by Ted Thran, Town Accountant and Jenifer Davidson, Town Manager.

Ms. Davidson presented the changes from the tentative budget.

Board discussion including concerns about the Valley Vision Program and the level of commitment the County has to it, as well as the possibility of removing the funding from the budget.

Public comment: None

Following thoughtful and intelligent deliberation, Bernard/Stephans moved to approve the Town of Minden Fiscal Year 2015-2016 Final Budget final as presented with the exception of Valley Vision being taken out, but possibly discussed at a later date. Motion carried unanimously.

10. For possible action: Discussion and possible action to provide direction to Town Staff regarding the process to select Independent Contractors to perform supplemental Landscape Maintenance Services in designated areas of Town consistent with the Board approved Fiscal Year 2015-2016 Final Budget. Possible discussion and action may include authorizing the Town Manager to recruit and execute an agreement(s) with the most responsive bidder(s) for the same. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson gave background for this item and asked for direction on the process.

Board discussion included equal opportunity for bidders, not changing contractors if we are happy with the service, and relying on the manager to select contractor(s).

Public comment:

A member of the public emphasized the difference in the types of work because of plant material, etc.

Following thoughtful and intelligent deliberation, Souligny/Bernard moved to approve authorizing the Town Manager to recruit and execute an agreement(s) if necessary with the most responsive bidder(s) for the same. Motion carried with Stephans voting no.

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11. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a proposed revised Purchasing Practices and Approval Authority Policy for the Minden Town Manager and Town Accountant effective May 6, 2015. Discussion and possible action may include discussion and approval of accounts payable authorization for the Minden Town Manager and Town Accountant for utility related claims and authorization in an amount not to exceed \$10,000 for a single item or service on all other claim types. Appearance by John Stephans, Vice-Chairman.

Mr. Stephans said that this policy gives the manager and accountant the ability to authorize and sign for items already approved in the budget, as well as all utility claims.

Board discussion included force accounts and change orders; it was noted by Ms. Davidson that change orders would still need Board approval by signature.

Public comment: None

Following thoughtful and intelligent deliberation, Stephans/Condrion moved to approve the proposed revised Purchasing Practices and Approval Authority Policy for the Minden Town Manager and Town Accountant effective May 6, 2015. Motion carried unanimously.

12. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny proposed modifications to the existing agreement between the Town and the Town Manager, including without limitation, the term of the agreement, tying the performance goals and priorities of the Town Manager to the Strategic Planning goals and priorities of the Town, and adjusting the time for conducting the annual evaluation of the Town Manager. Discussion and possible action may include review of the goals and priorities of the Town Manager, including without limitation, a discussion and possible adoption of a definition of the communication expectation between the Town Manager and individual Board Members. Appearance by Charlie Condrion, Minden Town Board Member and Ryan Russell, Town Attorney.

Mr. Condrion gave the background on this, and Mr. Russell reviewed changes and revisions. The term of agreement runs continuously until terminated, there is 30 days termination notice for both parties as it is an at-will agreement, and goals and priorities are tied to the Strategic Plan of the Town. Also, the form for the evaluation was updated with scoring and explanation changes; anything other than a score of three requires an explanation.

Board discussion included Board expectations in regard to communications, with it possibly being a future agenda item, concerns about the performance standard, and the key to the evaluation being the narrative.

Public comment:

A member of the public expressed concerns about the communication issue in regards to consistency and efficiency.

Following thoughtful and intelligent deliberation, Stephans/Souligny moved to approve the proposed modification to existing agreement between the Town and the Town Manager, including without limitation, the term of the agreement, tying the performance goals and priorities of the Town Manager to the Strategic Planning goals and priorities of the Town, and adjusting the time for conducting the annual evaluation of the Town Manager, with the noted request by the Town Manager of how she needs to communicate and how we communicate with her. Motion carried unanimously.

13. 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. Discussion may also include an update regarding work completed on the Buckeye Well Project, Heybourne Well Project, and County Road Streetscape Improvements. Appearance by Bruce Scott, Town Engineer.

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Mr. Scott noted the planning for the County Road improvements will include alternatives on potential changes at 9th Street to take advantage of dead end by giving pedestrian access. Scada issues are resolved at the Buckeye well; the hope is to have the well online by the end of June.

Public comment. None

14. 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, the Town budget planning cycle and other functions of the Town of Minden. Discussion may also include an update regarding the placement of speed tables on Wildrose and Deseret. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson updated to the Board included Visitors Authority activities, the status of the cost allocation draft, as well as possible future agenda items. Next month she plans to give a report on the Main Street Conference.

Public comment:

A member of the public encouraged the Town to make use of today's technology to get the word out about events.

15. For discussion only: Discussion and possible action to provide direction to Town Staff regarding a Town Staff report on a bill(s) or bill draft request(s) ("BDR") listed on the Nevada Legislature website (<https://www.leg.state.nv.us/Session/78th2015/>) for the 78th (2015) Nevada Legislative which may affect the Town of Minden or its Board.

Ms. Davidson gave an update on state legislature bills, included noting that SB 51, which would have established a State Main Street program, has expired.

No Board discussion.

FINAL PUBLIC COMMENT: none

REQUEST FOR AGENDA ITEMS: Mr. Stephans reminded everyone of the June 19 Gateway Park celebration. Mr. Condrón noted his embarrassment concerning the sound system and requested staff look into getting a better system.

ADJOURNMENT: Condrón moved to adjourn at 9:48 p.m.