



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, July 1, 2015, at 1602 Esmeralda Avenue, Minden, Nevada.

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

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

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

The Pledge of Allegiance was led by Mr. Souligny.

PUBLIC COMMENT:

A member of the public commented that he felt the Town should be thinking about analyzing metering and setting a residential metering rate in Minden. A member of the public also questioned the placement of the speed tables. An update was given on the Heritage District by Bently representatives.

APPROVAL OF AGENDA: Stephans/Souligny moved to approve the agenda as published. The motion was carried unanimously.

APPROVAL OF MINUTES:

Condron/Stephans moved to approve the minutes of the June 3, 2015 Board Meeting. The motion was carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: Jenifer acknowledged the extremely generous contribution from CVI and Model Dairy for the 4th of July Barbeque, as well as the efforts of the volunteers.

ACKNOWLEDGEMENT OF SERVICE AWARDS: Trish Koepnick was presented a service award for 25 years of service to the Town.

BOARD MEMBER REPORTS:

Event Planning- Bill Souligny reported on the upcoming 4th of July celebration.

Minden Water- Matt Bernard reported he has had two meetings about the firehouse.

New Development Applications - John Stephans noted the two projects underway.

Citizen's Advisory Committee/Main Street Steering Committee- Charlie Condron noted that the group has been very active and Sheila Kendrick has been appointed as interim Main Street Manager.

Budget- John Stephans/Bill Souligny- Nothing new to report.

CONSENT AGENDA FOR POSSIBLE ACTION:

Approval of the June 2015 financial report including claims paid May 22, 2015 through June 18, 2015 for fiscal year 2015. Souligny/Bernard moved to approve the Consent Agenda. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

1. **For possible action:** Discussion and possible action to approve, approve with conditions, continue or deny 1) a modified street re-striping plan to include two parking places designated for Electric Vehicle (EV) charging on the north side of Fourth Street between US Highway 395 and Esmeralda Avenue; and 2) approve a request to post parking time limits on the EV parking spaces. Appearance by Carlo Luri, Director of Business Development, Bently Enterprises, LLC.

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Mr. Luri gave the background for this item; there is a 5 year permit for the charging station on the sidewalk. Bently is ready to do the striping for parking and possibly implement signage that identifies four hour parking in the spaces by the charging station.

Board comments included support of implementing the four hour limit right away rather than waiting, and questions on enforcement.

Public comment: None

Following thoughtful and intelligent deliberation, Condron/Bernard moved to approve a modified street re-striping plan to include two parking places designated for Electric Vehicle (EV) charging on the north side of Fourth Street between US Highway 395 and Esmeralda Avenue; and 2) approve a request to post parking time limits of four hours on the EV parking spaces. Motion carried unanimously.

2. **For discussion only: Discussion regarding a presentation by Douglas County Staff on the approval of Resolution 2015-051 authorizing payment of the 2.25% PERS contribution rate increase effective July 1, 2015 for Douglas County employees, including Town of Minden Employees, who are not represented by a labor organization for Fiscal Year 15/16. Appearance by Jim Nichols, Douglas County Manager.**

Mr. Nichols and Wendy Lang from Human Resources gave the background on this item and noted that a 1.125% contribution would be paid by Town and County rather than the employee. This would not set precedence for future increases. Ms. Lang noted that PERS rules apply to all Town and County employees. Merit increases are treated separately; Minden can continue to have their own standard for merit increase.

Board discussion included comments concerning the need for better communication between the County and the Town.

Public comment: None

3. **For discussion only: Discussion regarding a presentation by Douglas County Staff on the approved revision of annual leave policy 200.36 of the Douglas County Administrative Policies and Procedures, adjusting the annual leave accrual rates and maximum annual leave banks for Douglas County employees, including Town of Minden employees, who are not represented by a labor organization. Appearance by Jim Nichols, Douglas County Manager.**

Wendy Lang from Douglas County Human Resources gave the background on this adjustment, which was based on market data.

Board comments included comments on questioning why the Town should have to enter into this, wondering why the private sector is not part of the study, the huge liability of holding over hours and frustration that the Board does not have a larger voice in this action.

Mr. Nichols noted that this can be a way to retain employees by being competitive.

Public comment:

A member of the public strongly felt that leave should be a use it or lose it situation and is not at all how the private sector works.

4. **For possible action: Discussion and possible action to provide direction to Town Staff on a presentation by Douglas County Staff on the implementation of new job positions, classification system, and pay ranges from the Classification and Compensation Study conducted by Pontifex Consulting Group, LLC. Appearance by Jim Nichols, Douglas County Manager.**

Ms. Wendy Lang from Douglas County Human Resources gave the background for this item. She noted that the County will have a three year implementation; only when the pay ranges are being raised the employees will get a raise. The County will not create a situation where a new employee will be brought in higher than an existing employee.

Board comments included disappointment that this information was not shared in a timely fashion, the hope to get it done right away if it is within our budget, the need to get more information before making a

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decision as the fiscal impact is at this time an unknown, and question if the Town is required to follow the County pay plan. Ms. Davidson noted that the Town has no leeway in regards to the pay plan but does have some leeway with merit rate and cost of living adjustments, as they are not covered in the personnel policy.

Public comment:

A member of the public felt the study should have included the private sector, as well as feeling the communication on this was an issue.

Mr. Nichols apologized and accepted responsibility for the lack of communication with the Town Manager and said he will work more closely with the Town in the future on items of mutual interest.

Condrón/Stephans moved to give direction to Town staff to bring back this item with information on different implementation strategies and financial costs to the Town over the course of one, two or three years in order to make a decision on this. Motion carried unanimously.

5. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny 1) a draft Interlocal Agreement for Services made by and between Douglas County, a political subdivision of the State of Nevada, and the Town of Minden, an unincorporated town and political subdivision of the State of Nevada; and if 5.1 is approved, 2) direct Town Staff to bring the draft agreement to the Douglas County Board of Commissioners for consideration. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson gave the background for this item.

Board comments included inquiries about how much leeway this leaves the Town with, why we would have to pay for services that we are not happy with or we do not need, cost allocation being totally unacceptable for various reasons including no recognition of what Minden contributes to the County, a disservice to the taxpayers by ignoring quid pro quo, the requirements by law that services are to be provided, all Towns needing to be treated the same, and questioning if the County can take the funds out of the enterprise accounts regardless of the Town Board's action.

Mr. Nichols pointed out that the Board of Commissioners recognizes and appreciates the value that each Town brings to the County. The County is not trying to recoup full costs, and that in itself is recognition of Minden contributions.

Public comment:

A member of the public spoke strongly against paying the cost allocation to the County.

Following thoughtful and intelligent deliberation, Bernard/Condrón moved to continue this item. Motion carried unanimously.

6. **For possible action: Discussion and possible action to provide direction to Town Staff and the Main Street Minden Steering Committee regarding a presentation by the Main Street Minden Steering Committee on the proposed structure for the program, including the first draft of the program Bylaws and an update on the activities of the Steering Committee for the month of June. Appearance by Sheila Kendrick, Main Street Steering Committee Member.**

Ms. Kendrick presented her ideas on putting together a selection committee for the Main Street Board of Directors, and spoke about the draft for the bylaws. She said the definitive question is what they need to hand over to the Town attorney for review; without his approval they cannot go forward with the Board of Directors.

Board comments included accounting suggestions, accountability, reporting to and involvement of the Town Board, the role of the Town Board member sitting on the Main Street Board, and reimbursements of expenses. Mr. Condrón noted that this group has worked extremely hard and the selection of Ms. Kendrick did not require much thought, but she has a cast of amazing people that are contributing to this.

Public comment:

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A member of the public expressed excitement about this organization and the work that has been done, and questioned how Mr. Bently's contribution would work.

Mr. Russell noted that the agreement with the interim Main Street Manager specifies the need to report to the Board at the direction of the Town Manager. He will take the Board's comments and questions and review Mainstreet Minden's proposed bylaws.

Following thoughtful and intelligent deliberation, Condrion/Bernard moved to submit bylaws to legal counsel to give legal advice and correction and get Board input for any changes that would be necessary, if any which are substantive. Motion carried unanimously.

The Towns' Board representative selection will be addressed at a future Board meeting.

7. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to extend the previously approved street closure and sponsorship request by Minden Fest Event Promoters for Esmeralda Avenue Farmer's Markets Tuesday evenings from May 19th through September 29th, 2015 to include Fifth Street from Esmeralda Avenue to Mono Avenue. Town approval currently includes closure of Esmeralda between Fourth Street and Fifth Street from 2:00 pm until 8:00 pm. Appearance by Jenifer Davidson, Town Manager.**

Ms. Stangle recused herself from this item as she holds a pecuniary interest in the Farmers Market.

Ms. Davidson said that the request is motivated by the growth of the event and the number of vendors increasing.

Board comments included support and pleasure that the event is growing.

Public comment:

Members of the public questioned traffic concerns and voiced support of the event.

Following thoughtful and intelligent deliberation, Souligny/Condrion moved to approve the request to extend the previously approved street closure and sponsorship request by Minden Fest Event Promoters for Esmeralda Avenue Farmer's Markets Tuesday evenings from May 19th through September 29th, 2015 to include Fifth Street from Esmeralda Avenue to Mono Avenue. Motion carried unanimously with Stangle abstaining.

8. **For possible action: Discussion and possible action to adopt, adopt with conditions, continue or deny Town of Minden Resolution Number TOM-2015R-01, A Resolution of the Town Board of Minden Calling for System Wide Voluntary Water Restrictions, including but not limited to, staff suggested alternate watering days and specific watering times in the Town of Minden and calling for the implementation of similar voluntary measures for the Town's Wholesale customers. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson addressed this item, suggesting an education campaign for voluntary cutbacks with suggested watering times and days. These have already been implemented by Indian Hills and Carson City.

Board discussion included noting this is not burdensome, the timing is right, and the Town efforts for water conservation are already in place. The Board asked to review this again in March 2016 based on winter snowpack.

Public comment:

Members of the public spoke in favor of the resolution, especially the voluntary aspect, and reminded the Board about Homeowners Association watering, wondering if they are considered residential or commercial.

Following thoughtful and intelligent deliberation, Bernard/Condrion moved to adopt Town of Minden Resolution Number TOM-2015R-01, A Resolution of the Town Board of Minden Calling for System Wide Voluntary Water Restrictions, including but not limited to, staff suggested alternate watering days and specific watering times in the Town of Minden and calling for the implementation of similar

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voluntary measures for the Town's Wholesale customers, and to bring back next March for review. Motion carried unanimously.

9. **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, and Heybourne Well Project. Appearance by Bruce Scott, Town Engineer.**

Mr. Scott gave an update on Heybourne Well, Street rehab work, Well 11, the County Road project and the Town's part in the Bently heritage demolition. He noted that he is working closely with Town Staff on well monitoring; they are seeing pretty stable water levels for the wells they are monitoring.

Board comment: None

Public comment: None

10. **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, the sound system for the CVIC Hall and the update on the Town of Minden Water Conservation Plan. Appearance by Jenifer Davidson, Town Manager**

Ms. Davidson gave an update on the CVIC sound system, traffic control policies and procedures, the flag pole, the speed tables and continued use of the radar signs as well as counting devices. Mr. Bernard commented on how changing the direction of the meeting set up made the sound quality much better.

Public comment:

A member of the public commented on ideas for the sound system, and asked for an update on the relocation of utility box at Gateway. Another member of the public had strong opinions concerning the speed tables on Wildrose. Also, there was a suggestion that the Town endorse creating another major collector road to have a bypass on the west side of Highway 395.

REQUEST FOR AGENDA ITEMS: Mr. Souigny suggested putting an item on the agenda to address a master parking plan for the Town of Minden.

PUBLIC COMMENT: None

ADJOURNMENT: Mr. Condron moved to adjourn the meeting at 8:35 P.M.