



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, August 5, 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, Rachel Hamer, Ryan Russell, Bruce Scott, and Ted Thran.

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

The Pledge of Allegiance was led by Mr. Stephans.

**PUBLIC COMMENT:** A Bently Representative gave an update regarding employee changes and the Heritage District. A member of the public said that there will be a Cornerstone Ceremony at the High School on Saturday.

Ms. Davidson noted items to amend in the agenda. Consent Item 2 should be changed to 2015, and in Agenda item 4 the street closure should be 9 am until 9 pm.

Souligny/Condron moved to approve the agenda as amended. The motion was carried unanimously.

Bernard/Souligny moved to approve the minutes of the July 1, 2015 Board Meeting. The motion was carried unanimously.

**ACKNOWLEDGEMENT OF GIFTS:** Ms. Davidson thanked Paul Anthony and Cathy Borchers for the donation of Christmas decorations to the Town.

**ACKNOWLEDGEMENT OF SERVICE AWARDS:** Ms. Davidson noted that Andy Concannon has retired.

#### **BOARD MEMBER REPORTS:**

Event Planning- Bill Souligny reported that 4<sup>th</sup> of July was a success and thanked the Board and staff for all their hard work. He thanked Model Dairy and CVI for their contributions. The Gateway Park ceremony went well. The committee plans to meet soon for Christmas.

Minden Water- Matt Bernard noted that there is nothing new to report.

New Development Applications - John Stephans verified that Sonic will be opening soon.

Citizen's Advisory Committee/Main Street Steering Committee- Charlie Condron noted that Sheila Kendrick has been appointed as interim Main Street Manager. They are working towards selecting board members, training potential board members, and the application for non-profit is being worked on. Lots of enthusiasm is being generated, and the group is very active.

Budget- John Stephans/Bill Souligny noted that there is nothing new to report.

#### **CONSENT AGENDA:**

1. Approval of the July 2015 financial report including claims paid June 19, 2015 through July 23, 2015 for fiscal year 2015 and 2016.
2. Approval of a request to (1) co-sponsor/host with the Carson Valley Visitor's Authority (CVVA) a stop on the 2015 Hot August Nights Poker Run, August 6, 2015, 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.
3. Approval of a request by the Family Support Council of Douglas County for the Town of Minden to sponsor the Amateur Barbeque Cook-Off (also known as Chillin' and Grillin') on July 9, 2016. Approval of this request would include waiving fees associated with street closure and use of the CVIC Hall Kitchen on July 8<sup>th</sup> and 9<sup>th</sup>, and providing Town staff support for the event. Town approval will also include closure

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of Fifth Street from Mono Ave to Esmeralda Ave and Mono Ave between 5<sup>th</sup> Street and 6<sup>th</sup> Street from 6:00 a.m. to 9:00 p.m. Saturday July 9, 2016.

4. Approval of a request by Mike Schiller for a street closure on August 21, 2015 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 US Hwy 395; Fourth Street from Esmeralda Ave to the alley between Esmeralda Ave and Mono Ave; and Fifth Street from Esmeralda Avenue to Mono Avenue. Stephans/Condrón moved to approve the consent agenda as amended.

### ADMINISTRATIVE AGENDA:

**1. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Douglas County Parks and Recreation to modify the previously approved street closure for the 2015 GE Summer Concert Series to include Esmeralda Avenue from Fifth street to Sixth Street from 5:00pm until 9:00pm. Appearance by Amanda Reid, Recreation Coordinator, Douglas County Recreation.**

Amanda Reid gave a short presentation regarding the street closure; this is being requested for safety reasons. Board member comments included questioning only one street, concern about size of this event, if there is a need for additional security and the concern over unruly dogs. Ms. Reid mentioned that they are working toward fixing issues as they come up.

Public Comment – A member of the public agreed that we need to keep this event in Minden.

Following thoughtful and intelligent deliberation, Condrón/Soulligny moved to approve to modify the previously approved street closure for the 2015 GE Summer Concert Series to include Esmeralda Avenue from Fifth Street to Sixth Street from 5:00pm until 9:00pm. Motion carried unanimously.

**2. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny an Inter-local Agreement between Douglas County and the Town of Minden for Maintenance of portions of the Martin-Slough shared use path. Discussion and possible action may include direction to Town staff to finalize an agreement in a form acceptable to Town Counsel. Jenifer Davidson, Town Manager.**

Matt Bernard recused himself as he works for RO Anderson Engineering.

Mimi Moss, Director of Community Development, gave some of the background and offered to answer questions.

The Board and staff questioned how they came up with the maintenance figures. Concerns were also noted about the dedication of the Ranch of Gardnerville open space, the level of maintenance that will be required, being stuck with a large payment at the 20 year mark, and several comments regarding maintaining areas that are not within the Town boundaries. The lessons learned from maintaining Jakes Wetlands were noted, as well as a desire for the Town to be able to have the discretion to maintain the trail the Minden way.

PUBLIC COMMENT- Members of the public expressed concern about what actually is being planned, floodway and easement issues, divisions of responsibility for utilities, and the inequity of the maintenance figures presented.

Following thoughtful and intelligent deliberation, Condrón/Stephans moved to continue this item with Town staff bringing back square footage, numbers and reflect actual costs that the Town of Minden would have to spend. Motion carried unanimously with Bernard abstaining.

**3. For possible action: Discussion and possible action to appoint a representative from the Minden Town Board to the Board of Directors of the Main Street Minden Program. Appearance by Sheila Kendrick, Main Street Minden Interim Program Manager.**

Ms. Kendrick gave a progress report on compiling a Board of Directors for Main Street Minden.

Public comment: None

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Following thoughtful and intelligent deliberation, Stephans/Bernard motioned to nominate Mr. Condron as the Town Board representative on the Main Street Board. Motion carried unanimously.

**4. 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 and contribute \$4,000 for a fall Main Street Minden Event on October 17, 2015. Approval of this request would include the Town providing insurance coverage for the event, applying for the necessary event permits, waiving fees associated with street closure, use of the CVIC Hall and/or Minden Park, use of Town equipment and providing Town staff support of the event. Town approval will also include closure of Esmeralda between US Highway 395 and Sixth Street; Fifth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395; Fourth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395; and Mono Avenue between 5<sup>th</sup> Street and Sixth Street from 9:00 am through 9:00 pm on the day of the event. Appearance by Sheila Kendrick, Main Street Minden Interim Program Manager.**

Ms. Kendrick gave a presentation regarding a possible Main Street Fall Event. This event would include drinks, food, music, with the possibility of a street dance and a movie. The use of Town equipment and staff was discussed, as well as the subsidy of costs, etc. by the Town. The funds previously committed by the Town would be used.

Public Comment- None

Following thoughtful and intelligent deliberation, Bernard/ Souigny moved to approve a request by the Minden Main Street Steering Committee for the Town to sponsor and contribute \$4,000 for a fall Main Street Minden Event on October 17, 2015, noting the change in times from 9 am to 9pm on the amended agenda. Motion carried unanimously.

**5. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a one year, two year or three year schedule to implement the new job positions, classification system, and pay ranges from the Classification and Compensation Study conducted by Pontifex Consulting Group, LLC for Douglas County and the Town of Minden. Appearance by Jenifer Davidson, Town Manager**

Ms. Davidson gave an explanation regarding why this is back in front of the Board and information regarding the specifics on how this could be implemented, including the pros and cons in each plan. There is a concern about being fair and equitable while working within budget limitations.

Board discussion included questions on how this fits into the budget as well as wanting to make sure that The Town Board has the flexibility to have control over these types of actions.

Public comment: None

Following thoughtful and intelligent deliberation, Condron/ Souigny moved to approve a one year schedule to implement the new job positions, classification system, and pay ranges from the Classification and Compensation Study conducted by Pontifex Consulting Group, LLC for Douglas County 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 eliminate one full time Town of Minden Maintenance Supervisor Position and replace it with a full time Town of Minden Water Operations Manager position. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson gave a short explanation on why we are looking to change this position. The new structure would change slightly; the water operations manager would be in charge of only water and directly under the Superintendent of Public Works.

Board discussion included the organizational chart structure, the level that this new person would be at, and the desire to hire the most qualified person for the position. The possibility of a second superintendent was

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discussed. The Board suggested revisiting the strategic plan at the upcoming special meeting in light of this and continuing this item.

Public Comment- A concerned citizen expressed concerns about having an additional superintendent, budgeting, emergency response, and employees moving up in the department.

Following thoughtful and intelligent deliberation, Souigny/Condron moved to continue this item until the strategic plan could be looked at. Motion carried unanimously.

**7. For possible action: Discussion and possible to provide direction to staff on relation to the revised conservation measures set forth in a portion of the revised Town of Minden Water Conservation Plan. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson gave a presentation regarding a portion of the proposed conservation measures as part of the overall proposed Conservation Plan.

Board comments included concern over elements of the proposed plan, the need to educate rather than police, how to determine if it is a drought year for Minden, and the concept of universal metering.

Public Comment: Concerned members of the public questioned the Boards' philosophy regarding metering, how this conservation plan would be enforced and paid for, and support for a voluntary plan.

The Board decided to consider different data and revisit this at a different date. No action.

**8. 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.**

Bruce Scott gave an update on street rehab work, Well 11, emphasis in Winhaven for street sealing, FEMA mapping, and the County Road project. The Park Ranch master plan is withdrawn. Bruce will be gone during the October meeting.

Public Comment: None

**9. 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, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager.**

Jenifer reported on feedback she has gotten in regards to the measures the Town is taking in regards to Conservation, and the requests from various entities to talk to her about water management. CWSD asked her to talk at their fall symposium; she will bring back further information next month. A staff level meeting for regional partners will take place August 24 or 25. She noted that we are still waiting for permits for the Gateway electrical box. Speed tables will be an agenda item in September.

Public comment: None

**FINAL PUBLIC COMMENT:**

Members of the public noted that the County might be looking at another major collector road in the Master Plan, thanked the board for their compassionate work, felt education is the wisest way to proceed in conservation efforts, and suggested looking at defining who is responsible for the equipment in regards to superintendent jobs.

**REQUEST FOR AGENDA ITEMS:** Mr. Condron requested looking at a date to approve the Board for Minden Main Street, as well as looking at the Strategic Plan.

**ADJOURNMENT:** Mr. Bernard moved to adjourn at 8:05 p.m.