



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, September 3, 2014, at 1602 Esmeralda Avenue, Minden, Nevada.

Board members present: Charlie Condrón, Roxanne Stangle, John Stephans and Steve Thaler.

Staff present: Greg Hill, Jenifer Davidson, Trish Koepnick, Ryan Russell, and Jeff Sharp for Bruce Scott.

Mr. Bernard called the meeting to order at 5:30 p.m.

The Pledge of Allegiance was led by Mr. Thaler.

Ms. Stangle asked respectfully to remove item 11 from the agenda.

Condrón/Thaler moved to approve the agenda as amended. Motion carried unanimously.

Thaler/Condrón moved to approve the minutes of the August 6, 2014 Board Meeting. Motion carried unanimously.

**ACKNOWLEDGEMENT OF GIFTS:** None

**ACKNOWLEDGEMENT OF SERVICE AWARDS:** None

**PUBLIC COMMENT:**

A member of the public thanked the Board for the presentation on nitrates at the last meeting. He expressed concerns about the septic tanks and the change in pumping in Johnson Lane, and questioned the status of the bond for Monterra.

Bently representatives gave updates on the Bently Farmers Bank project and the Heritage District.

A member of the public read a list of concerns at the Monterra Subdivision.

**BOARD MEMBER REPORTS:**

Event Planning- Roxanne Stangle

Minden Water- Charlie Condrón

Budget/New Development Applications - John Stephans

Citizen's Advisory Committee- Steve Thaler

All items will be discussed under agenda items.

**CONSENT AGENDA FOR POSSIBLE ACTION:**

1. Approval of August 2014 financial report including claims paid July 25, 2014 through August 21, 2014 for fiscal years 2014 and 2015.

Condrón/Thaler moved to approve the item on the consent agenda. Motion carried unanimously.

**ADMINISTRATIVE AGENDA:**

1. **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.**

As Mr. Hill was on vacation, Ms. Davidson reported on the status of the office repairs, gave an update on the process for Board vacancy, and noted that there will be a ribbon cutting at COD Casino. She noted that she will be bringing funding for the fiber optic share with the County to next month's Board meeting. She introduced Ted Thran who has just started as the new Town accountant.

Mr. Thaler asked to see the CVIC Hall report again in the packet, and felt strongly that the public should be made aware of any applicants for elected official jobs.

**Public comment:**

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Kurt Hildebrand of the Record Courier said he is working with Douglas County Human Resources concerning the applicants for the Board position.

**2. 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 Trailhead project at Jake's Wetlands. Appearance by Jeff Sharp on behalf of Bruce Scott, Town Engineer.**

Jeff Sharp, filling in for Bruce Scott, gave updates on the Martin Slough trailhead project, the Gateway project, the street sealing project, Buckeye Well, and the County Road sewer project.

Board discussion included concern over problems at the trailhead and timelines for the Gateway project.

**Public comment:** None

**3. For possible action: Discussion and possible action to direct staff on relation to the implementation of traffic control measures in the area of Deseret and Wildrose. Discussion and possible action may include without limitation a recommendation to the Douglas County Board of Commissioners to adopt a resolution authorizing the placement of stop signs in the area of Deseret and Wildrose Streets, direction to Town Staff to advocate to Douglas County Staff and the Douglas County Board of Commissioners to reduce residential speed limits within the Town, and/or the implementation of any other traffic control measures. Appearance by Jenifer Davidson, Town Manager, and Ryan Russell, Town Attorney.**

Ms. Davidson said this agenda item was written to give the Board flexibility to discuss other measures that could be taken.

Board discussion included speed limit enforcement, pursuing this as a safety issue, changing the speed limit for a specific Minden neighborhood, changing all of Minden to 15 mph and if so getting input from all residents. It was stressed that we need to persuade the County that this is an effort to get people to not use this as a commuter route by slowing them down, and the public was encouraged to support this at the County level. It was also noted that the problem is the volume of traffic; we need more regional roads.

Mr. Russell said there would need to be a new resolution for the stop signs and a change of ordinance to address the speed limit. **Public comment:**

Members of the public agreed with and supported the Board, and also said they would not be in support of other traffic control measures such as speed bumps. It was stressed that Wildrose is a unique area with narrower streets and no sidewalks.

Following intelligent and thoughtful deliberation, Thaler/Condrion moved to recommend to the County to adopt a resolution to locate stop signs as depicted on the map and also direct staff to advocate to Douglas County staff and Board to reduce speed limits to 15 mph within the Town, including the Wildrose and Deseret area. Motion carried unanimously.

**4. For possible action: Discussion and possible action to direct staff to remove and replace two cottonwood trees in Minden park. Appearance by Greg Hill, Superintendent of Public Works.**

As Mr. Hill was not present, Mr. Bernard addressed this issue. He said he does not want the trees to fall down and hurt anyone, but he is not comfortable with cutting them down to save them from falling down. Board discussion included that this is in the best interest of the Town, as we would be negligent if we do not take care of the trees and remove them, according to the recommendation from the arborist.

**Public comment:**

Members of the public spoke in favor of this action for safety reasons, and also felt that we should focus on how beautiful and healthy the new trees in the park are.

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Following intelligent and thoughtful deliberation, Condrion/Thaler moved to direct staff to remove and replace the two cottonwood trees in Minden Park. Motion carried with Mr. Bernard voting no. Mr. Bernard asked if we could keep some of the wood to burn at Christmas.

**5. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Anita and Tim Cohee for the Town to coordinate and possibly participate in the removal of cottonwood trees located within the right of way at 1569 Sixth Street. Appearance by Anita and Tim Cohee, Owners of 1569 Sixth Street.**

Anita Cohee noted the property address is actually 1592 Sixth Street, and spoke of the problems that the many enormous trees on her property are creating. She would like to see all of these trees removed. Board discussion included the need to follow our tree policy, if there is a budget for this, how we are limited to addressing trees in the right of way, and the need to address the replacement of the trees. Mr. Russell said that tonight we can only address the removal of the two trees on Esmeralda. Ms. Davidson noted that there is no budget for tree removal as part of this fiscal year.

**Public comment:** None

Following intelligent and thoughtful deliberation Thaler/Condrion moved to ask the applicant to come back to the next meeting with the entire plan and request. Motion carried with Stephans voting no.

**6. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request by Town Staff to place additional lighting on US Highway 395 at locations approved by Nevada Energy and designated by Town Staff for an amount not to exceed \$5,000. This agenda item appears in response to a concern raised by a member of the public during public comment regarding lighting on US Highway 395. Appearance by Jenifer Davidson, Town Manager.**

Board discussion included the allowance of banners on light poles, and the NV Energy requirements. It was clarified by Ms. Davidson that cobra poles could hold banners and wood poles could not due to weight restrictions.

**Public comment:**

A member of the public inquired about the possibility of locating and using the cobra lights that were removed from County Road.

Following intelligent and thoughtful deliberation, Condrion/Stangle moved to approve a request by Town staff to place additional lighting on US Highway 395 at locations approved by Nevada Energy and designated by Town Staff for an amount not to exceed \$5,000. Motion carried unanimously.

**7. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to create a Town of Minden Fall street closure event and to set a budget for the event not to exceed \$1,500. Approval of this event will also include the closure of Esmeralda Avenue from Fifth Street to Fourth Street, and Fourth and Fifth streets from Mono Avenue to US Highway 395, October 17, 2014 from 3:00pm until 10:00pm. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson reported that the events committee is working on a fall event with details to be worked out. Initial thoughts involve a possible community soup supper and street dance. Tonight we are hoping to set a date, approve a budget and approve the street closure.

Board discussion included the short time frame for planning, and if budgeting for this event will compromise other Town events.

**Public comment:**

Members of the public expressed interest in the event and encouraged publicity for it.

Following intelligent and thoughtful deliberation, Stangle/Thaler moved to approve a request to create a Town of Minden Fall street closure event and to set a budget for the event not to exceed \$1,500. Approval of this event will also include the closure of Esmeralda Avenue from Fifth Street to Fourth Street, and

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Fourth and Fifth streets from Mono Avenue to US Highway 395, October 17, 2014 from 3:00pm until 10:00pm. Motion carried unanimously.

8. **For possible action: Discussion and possible action to approve, approve with conditions, continue or a deny a request by Ed James of Carson Water Subconservancy District for the Town Manager and a possible member of the Town Board to attend the Carson Water Subconservancy District “Upper Carson River Water Purveyors Meeting,” September 10, 2014. Appearance by Ed James, General Manager, Carson Subconservancy District.**

Ed James gave a background for this request, including the recommendation of getting water purveyors together to discuss local issues. It is a forum for opening communication, learning of studies such as the USGS groundwater study, and being aware of items they need to budget for. The Upper Carson River group consists of the Ranchos, Minden, Gardnerville, Indian Hills, Douglas County and Carson City, as they are vested by taking water from Minden. The process of the meeting will be driven by the group. Board discussion included if this is a public meeting, who created the areas, what the agenda will be, and the need to be aware of what other water companies are doing.

**Public comment:**

A member of the public encouraged attendance and noted that we will be looking at our rates in 2017. Following intelligent and thoughtful deliberation, Thaler/Condrion moved for the Town Manager to attend the Carson Water Subconservancy District “Upper Carson River Water Purveyors Meeting,” September 10, 2014. Motion carried unanimously.

9. **For possible action: Discussion and possible action to review the Town of Minden Water Conservation Plan and provide direction to Town Staff regarding revision(s) of the plan to be brought back for consideration at a future meeting of the Minden Town Board. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson noted that the plan is required to be updated every 5 years; she would like to get a sense of what the Board would like to put in the conservation plan.

Board discussion included discussion over what we want to do and update the policy. There is a need to carefully look at this in light of pumping the water north and asking people to conserve. We want everyone on the same page. The concept of water wasting and water being turned off should also be addressed. A water workshop addressing this policy was suggested.

**Public comment:**

Members of the public noted the need to address the new regulations for this plan as well as an implementation schedule; more water workshops and public education was encouraged. Staff direction included this item being addressed in a future water workshop.

10. **For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny the Town of Minden Policy and Procedure Regarding Existing Wells Potentially Impacted by Town pumping. Appearance by Jeff Sharp on behalf of Bruce Scott, Town Engineer and Jenifer Davidson, Town Manager.**

Ms. Davidson gave a synopsis of the policy.

Board discussion included the need for a separate policy addressing agricultural wells, if annexation is required, and how to address water rates for larger properties.

**Public comment:**

A member of the public questioned the proof of impact needing to be supplied by the well owner. The Board stressed that any concerns of well owners can be brought to the Town for consideration, and spoke in support of more aggressive monitoring, adding that the staff will be directed to share the monitoring data with the well owners.

Following intelligent and thoughtful deliberation, Stephans/Thaler moved to direct staff to make the modifications as discussed, making a more aggressive monitoring of the wells a part of this plan.

11. **For possible action:** Discussion and possible action to approve, approve with conditions, continue, or deny a request by Roxanne Stangle to close the Town Administrative Offices and schedule minimum staffing for commercial trash service on December 26, 2014 in recognition of the hard work and dedication of Town Employees. Approval of this request would include the compensation of Town Employees for this additional day off. Appearance by Roxanne Stangle, Vice Chairwoman of the Minden Board

Item pulled from agenda

12. **For possible action:** Discussion and possible action to approve, approve with conditions, continue, or deny a request by Town Staff to seal the bottom portion of Town Well #7 with concrete for an amount not to exceed \$10,000. Appearance by Jeff Sharp on behalf of Bruce Scott, Town Engineer.

Mr. Sharp noted that the well is in compliance but it is a recommendation to create more of a buffer; at the bottom there is a zone with higher arsenic content and this could be sealed off.

Board discussion included skepticism of the success of this, possible recoup some of the expense in our rates, this being a lot cheaper than treating for arsenic, and being proactive by doing this. This same approach may be tried at Well 8.

**Public comment:**

A member of the public approved of this proactive approach and questioned the amount that the arsenic content would drop.

Following intelligent and thoughtful deliberation, Condron/Stangle moved to approve a request by Town Staff to seal the bottom portion of Town Well #7 with concrete for an amount not to exceed \$10,000. Motion carried unanimously.

13. **For possible action:** Discussion and possible action to direct staff to assemble a potential offer to purchase the Douglas Ironworks Building. Discussion may include possible uses for the site by the Town, the possible future abandonment of Second Street as part of a planned project for the site, and possible direction to staff to update the Environmental Site Assessment for the property. Appearance by John Stephans, Town Board Member.

Mr. Stephans noted that this is on the agenda to see if the Board is interested, as this is the last piece in the Town we could possibly control.

Board comments included understanding the concept but needing to have a plan for it first, this not being on the capital improvement plan, and not being a priority with the Citizen's Advisory committee. It was clarified that the money from the sale of the other property could not be put back into this property as the old yard was a Wholesale Water asset.

**Public comment:**

Members of the public felt strongly against abandoning 2nd Street and creating more traffic problems.

The Board agreed to put this on the capital improvement plan if they decide to pursue the concept.

14. **For possible action:** Discussion and possible action to approve, approve with conditions continue or deny a request by Town Staff for the Town Manager and a the Chairman of the Town Board to attend the Nevada League of Cities Conference in Las Vegas Nevada September 23<sup>rd</sup> through the 25<sup>th</sup> 2014 for an amount not exceed \$2,000. Appearance by Jenifer Davidson, Minden Town Manager.

Ms. Davidson noted that she had been offered a complimentary conference registration as the League is pursuing the Town to join the League of Cities. However, while she felt that it is important, she already has another conference this month and this was very short notice.

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Board discussion included the possibility of a rain check on the offer, and the Town manager being able to choose to go to conferences without asking approval from the Board.

**Public comment:** None

Following intelligent and thoughtful deliberation, Condrón/Stangle moved to deny a request by Town Staff for the Town Manager and a the Chairman of the Town Board to attend the Nevada League of Cities Conference in Las Vegas Nevada September 23<sup>rd</sup> through the 25<sup>th</sup> 2014, and ask for a possible rain check for next year's conference at Lake Tahoe. Motion carried unanimously.

**PUBLIC COMMENT:** None

**REQUEST FOR AGENDA ITEMS**

Mr. Bernard requested looking at a policy to address training requirements and accountability when an employee leaves the employment of the Town of Minden.

Mr. Condrón asked for a discussion item from staff with a report showing the historical information on the landscaped areas we take care of, what we plan to be taking on, and staffing requirements.

**ADJOURNMENT** Mr. Condrón moved to adjourn the meeting at 9:20 p.m.