



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, October 1, 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, Bruce Scott, Ryan Russell and Rachel Hamer.

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

The Pledge of Allegiance was led by Mr. Bernard.

Mr. Thaler requested to pull consent items 2, 3 and 4 and place them on the Administrative Agenda. Condron/Thaler moved to approve the agenda as amended. Motion carried unanimously.

Stephans/Condron moved to approve the minutes of the September 3, 2014 Board Meeting. Motion carried unanimously.

**ACKNOWLEDGEMENT OF GIFTS:** None

**ACKNOWLEDGEMENT OF SERVICE AWARDS:**

Mr. Hill acknowledged Shane Mortensen and Rick Humphrey for their 10 years of dedicated service to the Town.

**PUBLIC COMMENT:**

A members of the public commented on the job well done on the recent street sealing in Winhaven and questioned the transfers of water rights to Minden.

Representatives of Bently gave the Board an update on the Bently Heritage District and the work on cleaning up the old Cowboy Corner as well as the progress on the Farmers Bank Building.

**BOARD MEMBER REPORTS:**

Event Planning- Roxanne Stangle reported that the Fall Event has been cancelled due to timing, but that there are big plans for next year. The Christmas Weekend event is scheduled for the first weekend in December.

Minden Water- Charlie Condron reported that they are working on 50-75 year plan for usage and hope to have it to the Board in the next few months.

Budget/New Development Applications - John Stephans reported on his meeting with Bently concerning the pedestrian crossing on 395 to the Farmers Bank Building and the progress they have made with NDOT.

Citizen's Advisory Committee- Steve Thaler said there was nothing to report this month.

**CONSENT AGENDA FOR POSSIBLE ACTION:**

1. Approval of August 2014 financial report including claims paid August 22, 2014 through September 18, 2014 for fiscal years 2014 and 2015.
2. Approval of a request by Minden Fest event Promoters for the Town of Minden to sponsor the Minden Spring Arts and Crafts Festival and Inliner Car Show, June 5-7, 2015. Approval of this request would include waiving fees associated with street closure 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 from 5:00 pm Friday through 7:00 pm Sunday.
3. Approval of a request by Minden Fest event Promoters for the Town of Minden to sponsor the Minden Fall Arts and Crafts Show September 11-13, 2015. Approval of this request would include waiving fees associated with street closure and providing Town staff support of the event.

**Minden Town Board Agenda**  
**October 1, 2014**  
**Page 2 of 6**

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 from 5:00 pm Friday through 7:00 pm Sunday.

4. Approval of a request by Minden Fest Event Promoters for the Town of Minden to sponsor the Esmeralda Avenue Farmer's Markets Tuesday evenings from May 19<sup>th</sup> through September 29<sup>th</sup>, 2015. Town approval will include closure of Esmeralda between Fourth Street and Fifth Street from 2:00 pm until 8:00 pm.
5. Adoption of Resolution number 2014R-077 augmenting the Town of Minden Fiscal Year 2014-2015 Capital Equipment/Construction Fund (636) Budget by \$420,149.00 for the Minden Gateway Project. Additionally, the Resolution amends the Minden Water Wholesale Fund (639) and the Minden Water Fund (640) for FY13/14 carryover Purchase Orders.

Ms. Stangle excused herself from items 2, 3 and 4 as she is part of Minden Fest.

As numbers 2, 3 and 4 were pulled from the Consent Agenda, Condrion/Stephans moved to approve consent items 1 and 5. Motion carried unanimously.

**ADMINISTRATIVE AGENDA:**

**Consent items 2, 3 and 4:**

2. **Approval of a request by Minden Fest event Promoters for the Town of Minden to sponsor the Minden Spring Arts and Crafts Festival and Inliner Car Show, June 5-7, 2015. Approval of this request would include waiving fees associated with street closure 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 from 5:00 pm Friday through 7:00 pm Sunday.**

This item was pulled from consent.

Board discussion included the processes the Town uses when reserving dates for events, how to deal with competing interests, the need to preserve relationships with long standing events and encourage new ones, and the need for open communication where partnerships could flourish between events.

Public Comment included discussion about the availability of Westwood Park, the possibility of collaboration between multiple events, concern over keeping things equitable between non-profit and profit groups.

Mr. Thaler moved to continue this item. Motion did not get a second.

Following thoughtful and intelligent deliberation, Condrion/Stephans moved to approve a request by Minden Fest Event Promoters for the Town of Minden to sponsor the Minden Spring Arts and Crafts Festival and Inliner Car Show, June 5-7, 2015. Approval includes waiving fees associated with the street closure and providing Town staff support of the event. Approval also includes 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 from 5:00 pm Friday through 7:00 pm Sunday. Motion carried with Mr. Thaler voting no and Ms. Stangle abstaining.

3. **Approval of a request by Minden Fest Event Promoters for the Town of Minden to sponsor the Minden Fall Arts and Crafts Show September 11-13, 2015. Approval of this request would include waiving fees associated with street closure 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 from 5:00 pm Friday through 7:00 pm Sunday.**

**Minden Town Board Agenda**  
**October 1, 2014**  
**Page 3 of 6**

This item was pulled from consent.

Board discussion included concern about what a sponsorship entails a desire to have a way for events to share and the Town's desire to do more for the community not less.

Public Comment included the hope to have events on every weekend and concern over priority when events share facilities.

Following thoughtful and intelligent deliberation, Condrion/Stephans moved to approve a request by Minden Fest Event Promoters for the Town of Minden to sponsor the Minden Fall Arts and Crafts Show September 11-13, 2015. Approval of this request would include waiving fees associated with street closure 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 from 5:00 pm Friday through 7:00 pm Sunday. Motion carried unanimously with Ms. Stangle abstaining.

- 4. Approval of a request by Minden Fest Event Promoters for the Town of Minden to sponsor the Esmeralda Avenue Farmer's Markets Tuesday evenings from May 19<sup>th</sup> through September 29<sup>th</sup>, 2015. Town approval will include closure of Esmeralda between Fourth Street and Fifth Street from 2:00 pm until 8:00 pm.**

There was no Board Discussion or Public Comment.

Following thoughtful and intelligent deliberation, Condrion/Stephans moved to approve a request by Minden Fest Event Promoters for the Town of Minden to sponsor the Esmeralda Avenue Farmer's Markets Tuesday evenings from May 19<sup>th</sup> through September 29<sup>th</sup>, 2015. Town approval will include closure of Esmeralda between Fourth Street and Fifth Street from 2:00 pm until 8:00 pm. Motion carried unanimously with Ms. Stangle abstaining.

**Regular Administrative agenda items:**

- 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. Discussion may also include an update regarding the possible placement of stop signs on Wildrose and a possible reduction in speed limits in the area of Wildrose and Deseret.**

Ms. Davidson gave an update on the Wildrose speeding issue, which is scheduled for a November 6th County Commissioner meeting, and reported on the First Main Street meeting. An updates was also given on the construction progress for the Administrative Office. Ms. Davidson thanked the Board for the opportunity to attend the ICMA Conference this year.

Mr. Stephans asked the status of the punch list for Monterra. Mr. Hill relayed that the original punch list is done, however there is more area that the Town is responsible for that needs to be fixed. Once they have it all completed we will discuss releasing the bond.

Public Comment- None.

- 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, the Buckeye Well Project, the Minden-Gardnerville Sanitation District project on County Road and the Gateway Center Improvements. Appearance by Bruce Scott, Town Engineer.**

**Minden Town Board Agenda**  
**October 1, 2014**  
**Page 4 of 6**

Mr. Scott presented the Board with updates on several projects which include Gateway, Martin Slough Trailhead, Heybourne Well, MGSD's County Road Project and Buckeye Well. As well as potential changes regarding the equipping and output on the Buckeye Well.

Board discussion included concern over the County Road project and the patching done on the road. Public comment included questions regarding the status of the lighting along Hwy 395.

- 3. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Douglas County Staff to participate with and contribute an amount not to exceed \$50,000 to Douglas County to place a 12 strand fiber for Douglas County and 12 strand fiber for the Town of Minden in the existing Town of Minden conduit system from an existing vault to the Town of Minden Public Works Facility and to authorize the chairman to execute an agreement for the same. Appearance by Tammy James, Douglas County Communications Manager.**

Tammy James gave a background and presentation on the laying of fiber connections in the area and how this impacts the Town.

Board discussion included where the lines currently run and questions regarding the current conduit that was put in along Buckeye Rd. Tony Prestigiacom, of FIWI Communications LLC, explained that they will be using the conduit along the road but that there is still the cost to trench, bore put in pull boxes and diverters and actually pull the fiber through.

Public comment included concern over the lack of information as well as the cost of this request.

Following thoughtful and intelligent deliberation, Thaler/Stephans moved to approve a request by Douglas County Staff to participate with and contribute an amount not to exceed \$50,000 to Douglas County to place a 12 strand fiber for Douglas County and 12 strand fiber for the Town of Minden in the existing Town of Minden conduit system from an existing vault to the Town of Minden Public Works Facility and to authorize the chairman to execute an agreement for the same. Motion carried unanimously.

- 4. 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 trees located within the right of way at 1592 Sixth Street.. Appearance by Anita and Tim Cohee, Owners of 1592 Sixth Street.**

Mr. & Mrs. Cohee gave an explanation regarding the request that was brought forward to the Town Staff. Mr. Hill gave an assessment of the existing conditions of the trees on the property to the Board which included the health of the trees, their location and where they have impacted the curb and gutter.

Board discussion included the question of how many trees, which trees, and concern over this not being part of the budget.

Public Comment – None

After thoughtful and intelligent deliberation, Condran/Thaler moved to approve a request by Anita and Tim Cohee for the Town to remove 8 trees in the right of way at 1592 Sixth Street. Motion carried with Ms. Stangle voting no.

- 5. For possible action: Discussion and possible action to provide direction to Town Staff regarding the proposed revision of the Town of Minden Street Tree Program. Action may include approval, approval with conditions, continuance or denial of the revised Town Minden Street Tree Program. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson gave a presentation regarding a proposed revised Street Tree Program Policy and the changes that were made from the existing.

Board discussion included concern over setting budget amounts, if the Town can be proactive and how the Town will determine priorities.

Public comment included concern over how the program will work for residents and removal of older trees around water lines.

After thoughtful and intelligent deliberation Stangle/Condran made a motion to approve the revised Town of Minden Street Tree Program. Motion carried unanimously.

6. **For possible action: Discussion and possible action to provide direction to Town Staff regarding the proposed Town of Minden Strategic Planning Goals prepared by the Town Manager in response to the Town of Minden 2014 Strategic Planning session. Possible action may include approval, approval with conditions, continuance or denial of the proposed Town of Minden Strategic Planning Goals prepared by the Town Manager. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson gave a presentation regarding a list of Strategic Planning Goals for the Town with the hope to encourage discussion.

Board discussion included the desire to revisit this each year, it can it be built into the Managers evaluation, and what the next steps are.

Public comment – None.

There was no motion as the Board felt that Staff already knew the direction to take.

7. **For possible action: Discussion and possible action to accept, accept with conditions, continue or deny a bid by Stonehouse Drilling and Construction, LLC for the Town of Minden Heybourne Well Construction project for an amount not to exceed \$246,300.00, and authorize the Chairman to execute an agreement for the same. Appearance by Bruce Scott, Town Engineer.**

Mr. Scott explained that although this was not the lowest bid, the Town could not accept the other bid since the company did not self-list.

Board discussion included questions about why we would not go back out to bid, questions over who the company was as well as questions regarding whether this was still under budget. Staff explained that it was still under budget.

Public Comment- None

After thoughtful and intelligent deliberation Condran/Stangle moved to accept a bid by Stonehouse Drilling and Construction, LLC for the Town of Minden Heybourne Well Construction project for an amount not to exceed \$246,300.00, and authorize the Chairman to execute an agreement for the same. Motion carried unanimously.

8. **For possible action: Discussion and possible action to 1) review the form and process for the 2014 evaluation of the Minden Town Manager; and 2) to appoint a representative to collect the evaluations of each board member for presentation/approval at the next regular meeting of the Minden Town Board. Appearance by Ryan Russell, Town Attorney.**

Mr. Russell gave a background on this item as well as the direction that staff hoped to take.

Board discussion included the timeline for when evaluations are due as well as positive thoughts on the process in general. The Board determined that the evaluations needed to be handed in to the representative 2 weeks before the next board meeting.

Public Comment-None.

After thoughtful and intelligent deliberation, the Board moved to approve action to 1) review the form and process for the 2014 evaluation of the Minden Town Manager; and 2) to appoint Town Counsel to collect the evaluations of each board member for presentation/approval at the next regular meeting of the Minden Town Board. Motion carried unanimously.

9. **For possible action: Discussion and possible action to approve a process to vet applicants and to recommend up to three names to the Douglas County Board of Commissioners for**

**consideration of final appointment to the Minden Town Board upon departure of Steve Thaler during his current term. Appearance by Ryan Russell, Town Attorney.**

Mr. Russell discussed the previous action on this item and informed them of how many applicants the Town received.

Board discussion included the desire for personal interviews and meeting on an individual basis, what kind of questions could be asked, what the timeline will look like, and how many candidates that they would like to put forward.

Public Comment included questions and suggestions regarding the processing.

After thoughtful and intelligent deliberation, Condron/Stephans moved to approve a process whereby each Board Member can conduct individual interviews with each candidate on a date yet to be determined within the next two weeks, and at the November Board Meeting the Board can then recommend up to 3 candidates at that time. Motion carried unanimously.

**PUBLIC COMMENT:** None

**REQUEST FOR AGENDA ITEMS:** None

**ADJOURNMENT:** Mr. Condron moved to adjourn the meeting at 8:46 p.m. Motion carried unanimously.

DRAFT