



The Minden Town Board meeting will be held at 5:30 p.m. on Wednesday, September 6, 2017, at 1602 Esmeralda Avenue, Minden, Nevada.

NOTICE: NRS 237: The Minden Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237.030 et seq. with respect to items on the Board's agenda. This includes, without limitation, the conclusion that each rule, ordinance, or regulation which is on the Board's agenda is without direct and significant economic burden on a business or direct restriction on the formation, operation, or expansion of a business; and that each rule, ordinance, or regulation which is on the Board's agenda for which a BIS has *not* been prepared does not impose a direct and significant economic impact on a business or a direct restriction on the formation, operation, or expansion of a business.

NOTICE: to persons with disabilities: Reasonable efforts will be made to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the Minden Town Office in writing at 1604 Esmeralda Avenue in Minden, Nevada or call 775-782-5976 in advance of the meeting, preferably at least 24 hours prior to the meeting, so that the arrangements may be conveniently made.

NOTICE: Items on the Agenda may be taken out of order. The Minden Town Board may combine two or more agenda items for consideration. The Minden Town Board may at any time remove an item from the agenda or delay discussion relating to an item on the agenda. Any restrictions imposed by the Board or its chair on public comment must be reasonable and may restrict time, place and manner of comments but may not restrict comments based on viewpoint.

Rachel Hamer, Town of Minden Administrative Services Manager posted copies of this notice and agenda at 8:30 a.m. on the third working day, August 31, 2017, before the meeting at the following locations: Minden Administration Office, 1604 Esmeralda Avenue, Suite 101, Minden, NV 89423; Minden Post Office, 1640 US Hwy 395, Minden, NV 89423; Douglas County Administrative Building, 1616 8<sup>th</sup> Street, Minden, NV 89423; and CVIC Hall bulletin board, 1602 Esmeralda Ave, Minden, NV 89423.

Signed: : Rachel Hamer, Administrative Services Manager.

Copies of supporting material may be requested from Rachel Hamer, Administrative Services Manager, at 1604 Esmeralda Avenue, Minden, Nevada; by mail addressed to Ms. Hamer addressed to at the Minden Town Office; by phone at (775) 782-5976 or by email at [rhamer@douglasnv.us](mailto:rhamer@douglasnv.us). Copies of supporting material are available to the public at the Town Office, on the Town's website, [www.townofminden.com](http://www.townofminden.com), and at the meeting on the date and place listed above.

### **5:30 P.M. CALL MEETING TO ORDER**

### **PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT:** Discussion may be limited to three minutes per person at the discretion of the Chair. **No action** may be taken on a matter raised under this portion of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken.

### **APPROVAL OF AGENDA**

### **APPROVAL OF MINUTES:**

August 2, 2017 Board Meeting

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### ACKNOWLEDGEMENT OF GIFTS:

**BOARD MEMBER REPORTS:** Items on the Administrative Agenda will not be discussed during Board Member committee reports. **No action** may be taken on a matter raised under this portion of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. Discussion may include a report on activities of committees or general information of interest to the Board.

**CONSENT AGENDA FOR POSSIBLE ACTION:** Items may be moved to or from the Consent Agenda at the beginning of the Board meeting during the Approval of the Consent Agenda. Items on the Consent Agenda may be voted on in a block, i.e., with one motion on all those items, one second to the motion, and one vote by the Board members. Items removed from the Consent Agenda will be heard immediately following the Consent Agenda in the order in which they appear in the Consent Agenda.

1. Approval of the August 2017 financial report including claims paid July 21, 2017 through August 24, 2017 for Fiscal Year 2017.
2. TOWN OF MINDEN PROCLAMATION NO. 2017P-001: A proclamation recognizing the Business Council of Douglas County for 25 years of dedicated service to the Town of Minden.

**ADMINISTRATIVE AGENDA:** The following item(s) are scheduled for public hearing. At the beginning of each item, the Chairman will call the item. Normally, the applicant and/or their representatives are permitted to speak first, and then Town Staff may present a summary of the staff report and recommendation, including any updated information received by the Town after the reports were distributed. Next, Board discussion, and then the Chairman will open the hearing to public comment. For items on which action is to be taken, the Chairman will close the hearing of public comment before a motion is made and a vote is taken. The Chairman has the right to establish reasonable time limits for comments and to allow for rebuttal comments.

1. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Town Staff to partner with the Douglas High School Leadership class to host a 2017 Homecoming event in Minden Park on Wednesday October 4, 2017. Approval of this request would include setting a budget for Town participation in the event of \$500 and waiving fees associated with street closure, use of Minden Park, use of Town equipment and assistance with the event by Town Staff. Town approval will also include closure of Esmeralda Avenue and Mono Avenue between Sixth Street and Fourth Street; and Sixth Street, Fifth Street and Fourth Street from Mono Avenue to Esmeralda Avenue from 2:00pm through 8:00 pm on the day of the event. Appearance by Jenifer Davidson Town Manager, and Karen Lamb on behalf of Douglas High School Leadership Class **Public comment.**
2. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Main Street Minden for the Town of Minden to sponsor and approve a 5k Fun Run/Walk, also known as the "First Annual Carson Valley Turkey Trot." Approval of this request would include approval of the route for the event and waiving the fees associated with the use of Minden Park, Town equipment and an intermittent street closure impacting multiple streets in the Town of Minden between Spruce Street and Olua Street and US Highway 395 and Wildrose Drive and Mackland Avenue for small periods of time between the hours of 7:00 am and 11:30 am. Where possible impact to residential homes on the route will be mitigated by encouraging participants to utilize sidewalks. Volunteers will be posted at intersections to assist participants with safe crossings along the route. Traffic control and safety plans for the event will be reviewed and approved by the Douglas County Sheriff's Office and

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Town of Minden Staff. It is anticipated that no street or intersection will be closed for longer than 5 minutes at a time. Appearance Connie Billington, Executive Director of Main Street. **Public comment.**

3. For possible action: Discussion and possible action to formally accept, accept with conditions, continue or deny the water system improvements for Esplanade at the Ranch, to be dedicated to the Town by Jenuane Communities LLC and KDH Builders LLC. Appearance by a representative on behalf of Jenuane Communities LLC and KDH Builders LLC. **Public comment.**
4. For possible action: Discussion and possible action to provide direction to Town Staff regarding a scope of work for design and engineering services for the Fiscal Year 2017/2018 Lucerne Street Rehabilitation Project. Possible action may include providing direction to Town Staff regarding the possible removal, modification and/or refurbishment of the landscape median on Lucerne. Appearance by JD Frisby, Town Superintendent of Public Works. **Public comment.**
5. For possible action: Discussion and possible action to accept, accept with conditions, continue or deny a bid by Kustom Koatings Inc. for the Fiscal Year 2017/2018 Town of Minden Street Sealing Project for \$75,251.62. Possible action may include also accepting the additive alternate bid item to stripe the streets after sealing for \$2,376.00. The total Fiscal Year 2017/2018 Town of Minden Street Sealing Project budget is \$75,000. If the bid and bid alternate are accepted the total cost of the project would be \$77,627.62. Appearance by JD Frisby, Town Superintendent of Public Works. **Public comment.**
6. For possible action: Discussion and possible action to provide direction to Town Staff regarding the dissemination of 10 VIP Tent guest passes for the 2017 Minden Tahoe Airport Aviation Roundup donated to the Town by the Airport in recognition of the Town's \$3,500 sponsorship of the event. Appearance by Jenifer Davidson, Minden Town Manager. **Public comment.**
7. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to send a Board Member and the Town Manager to the 2017 Nevada League of Cities Conference October 9-13<sup>th</sup> in Mesquite, Nevada, for an amount not to exceed \$3,500 in conference registration fees and travel expenses. Appearance by Jenifer Davidson, Town Manager and Glen Radtke, Board Member. **Public comment.**
8. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to change the date of the October and November 2017 regular meetings of the Minden Town Board from Wednesday October 4<sup>th</sup> and November 1<sup>st</sup> to Tuesday October 3<sup>rd</sup> and Wednesday November 8<sup>th</sup> due to scheduling conflicts. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
9. For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include a Staff 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 and JD Frisby, Superintendent of Public Works. **Public comment.**

**PUBLIC COMMENT:** Final period of public comment to allow public comment on any matter within the Town Board's jurisdiction, control, or advisory power. Discussion may be limited to three minutes per person at the discretion of the Chair. No action may be taken on a matter raised under this portion of

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the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken.

**ADJOURNMENT**