



The Minden Town Board meeting will be held at 5:30 p.m. on Wednesday, August 3, 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, July 28<sup>th</sup>, 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:**

July 5, 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 July 2017 financial report including claims paid June 23, 2017 through July 20, 2017 for Fiscal Year 2017.

**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 Eduardo and Susan A. Almeida, dba Minden Electric to lease 1604 Esmeralda Avenue, Suite 201, Minden, NV for \$438 plus a \$50 flat rate for utilities per month or an amount to be determined by the Board. Possible action may include authorizing the Chairman to execute a lease agreement with a one year lease term and a one year renewal option for the same in a format acceptable to Town Counsel. Appearance by Edurado Almeida, Minden Electric. **Public comment.**
2. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Karen Tye, a resident of Genoa Nevada, to purchase .08 Acre Feet of groundwater rights from the Town of Minden for \$1,032, equivalent to \$12,900 per acre foot previously set by the Town Board, plus all fees and costs associated with effecting the transfer of water rights incurred by the Town of Minden; and if approved, authorize the Chairman to execute the necessary documentation and agreement for the same in a format acceptable to Town Counsel. Appearance by Karen Tye. **Public comment.**
3. Not for possible action: Discussion and presentation by Leadership Douglas County regarding the Leadership Class Project and the Community Foundation. Appearance by representatives of the Douglas County Leadership Class. **Public comment.**
4. For possible action: Discussion and possible action to reconsider and recommend to Douglas County approval, approval with conditions, continue or denial of a revised and updated Master Plan Amendment application TOM-MPA-2017-02 under Douglas County (DA 17-028) in the Minden Community Plan. The subject application by And Away They Go, LLC is a request to amend the designated land use for (APNs 1320-30-702-026, 027, 028, and 029) from Commercial

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to Multi-Family Residential and the Zoning Map from TC (Tourist Commercial) and NC (Neighborhood Commercial) to MFR (Multi-Family Residential). The revised application includes a conceptual development plan for consideration and recommendation to Douglas County by the Town Board. Appearance by Keith Rueben, Director of Planning, RO Anderson Engineering. **Public comment.**

5. For possible action: Discussion and possible action to provide direction to Town Staff regarding the Minden Park Gazebo project including the status of the conceptual design for a courtyard expansion of the Park to include, but not be limited to, permanent/ semi-permanent closing of all or portions of 5<sup>th</sup> Street. Appearance by Jenifer Davidson, Town Manager and JD Frisby, Minden Superintendent of Public Works. **Public comment.**
6. For possible action: Discussion and possible action to create, adopt, approve, modify, amend, continue or deny a policy concerning the process through which staff expends funds from an approved budget for capital project(s). Discussion and possible action may include, without limitation, direction to staff on the specificity in capital budgets, manners in which the board is apprised of the status of capital projects and expenditure of funds therefor, and specific items which may require board approval. Appearance by William Souigny, Board Chairman. **Public comment.**
7. For possible action: Discussion and possible action to review and provide direction to Town Staff regarding the Town of Minden Development Application and Engineering Review Fee Schedule adopted in December 2016. Possible action may include directing Staff to revise the adopted Town of Minden Development Application and Engineering Review Fee Schedule to waive Master Plan Amendment application fees submitted during the Master Plan update process. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
8. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Main Street Minden to provide a credit of \$750 for one street closure event, and one free use of the CVIC Hall or Minden Park due to the displacement of Main Street Minden program for three months while repairs were made to suite 201. Appearance by Vice Chairman Matt Bernard, appointed representative to Main Street Minden. **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 the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken.

**ADJOURNMENT**