



The Minden Town Board meeting will be held at 5:30 p.m. on Wednesday, October 5, 2016, 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 Secretary posted copies of this notice and agenda at 8:45 a.m. on the third working day, Sept. 30, 2016, 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 8th Street, Minden, NV 89423; and CVIC Hall bulletin board, 1602 Esmeralda Ave, Minden, NV 89423.

Signed:  : Rachel Hamer, Secretary.

Copies of supporting material may be requested from Rachel Hamer, Secretary, 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. Copies of supporting material are available to the public at the Town Office, on the Town's website, 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:

September 7, 2016, Board Meeting

September 15, 2016, Special Meeting

Minden Town Board Agenda

October 5, 2016

Page 2 of 3

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. The Board Committee assignments and potential presenters on this portion of the agenda are as follows:

Member Roxanne Stangle- Main Street Minden Update

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 2016 financial report including claims paid August 26, 2016 through September 22, 2016 for fiscal year 2017.
2. 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 16th through September 26th, 2017. Town approval will include closure of Esmeralda between Fourth Street and Fifth Street and Fifth Street between Esmeralda Avenue and Mono from 2:00 pm until 8:30 pm.
3. 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 2-4, 2017. 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 2:00 pm Friday through 7:00 pm Sunday.
4. Approval of a request by Minden Fest event promoters for the Town of Minden to waive the fees associated with the use of the CVIC Hall for a half day craft/gift show on December 3, 2016 and December 2, 2017 in exchange for live music/entertainment to be paid for and hosted by Minden Fest for the duration of the show.
5. Approval of the 2016 Town of Minden Christmas Celebration on Friday, December 2, and the 21st annual Parade of Lights from Heritage Park to Minden Park Saturday, December 3, 2016. Approval of this request includes closure of the following streets on Friday December from 12:00 pm until 10:00 pm: Esmeralda Avenue between Fourth Street and Sixth Street; Fifth Street between Mono Avenue and the alley between Highway 395 and Esmeralda Ave. Approval also includes closure of the following streets: Esmeralda from US Highway 395 to Eighth Street; closure of Eighth, Seventh, Sixth, Fifth and Fourth Streets between US Highway 395 and County Road; third street between US Highway 395 and Mono, and closure of Mono Avenue between Third and Eighth Street from 3:00 pm to 10:00 pm Saturday December 3, 2016.

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

Minden Town Board Agenda

October 5, 2016

Page 3 of 3

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 formally change, change with conditions, or continue the regular monthly meeting time of the Minden Town Board from 5:30 p.m. to 4:30 p.m. on the first Wednesday of every month unless formally changed to another day of the week or noticed for another meeting time. Appearance by Chairman John Stephans. **Public comment.**
2. For possible action: Discussion and possible action to provide direction to Town Staff regarding the possible creation of special program to pay tribute to, memorialize or thank members of the community through contributions to streetscape, landscaping and other design elements in and around Minden. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
3. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Town administrative staff to create one full-time, 40 hour per week, Office Specialist position and eliminate one part-time Office Assistant position. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
4. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny request to formally change the November regular Town Board meeting date from November 2, 2016 to November 9, 2016. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
5. For possible action: Discussion and possible action to select and approve, approve with conditions, continue or deny a date and time for a special meeting in November or December of 2016 to conduct a Town of Minden strategic planning session. Possible action may include providing direction to staff regarding the content of the strategic planning session. Appearance by Jenifer Davidson, Minden Town Manager. **Public comment.**
6. 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