



The Minden Town Board meeting will be held at 5:30 p.m. on Wednesday, March 1, 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 Secretary posted copies of this notice and agenda at 8:30 a.m. on the third working day, February 24, 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, 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](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:

February 1, 2017, Board Meeting

### ACKNOWLEDGEMENT OF GIFTS

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**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 February 2017 financial report including claims paid January 20, 2017 through February 16, 2017 for Fiscal Year 2017.
2. Approval of a request by Mike Schiller and the Douglas Center for Hope and Healing for a street closure on August 18, 2017 from 3:00 p.m. to 11:30 p.m. for the Main Street Event: Car Show & Shine and Brats and Brews event. Approval of this event would include closure of Esmeralda Avenue from Sixth Street to US Hwy 395; Fourth Street from Mono Avenue to US Highway 395; and Fifth Street from Mono Avenue to US Highway 395.
3. Approval of a request to waive the fees associated with the use of Minden Park by ReMax Realty Affiliates John Fisher and Jeanne Koerner for a community barbeque "Burgers for Badges" event on September 9, 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 provide direction to Town Staff regarding a presentation by Sunrise Engineering, Inc. on the status and elements of the Town of Minden Water Master Plan. Discussion may include the future needs of the Minden Wholesale and Retail Water Systems including infrastructure, water treatment and personnel, and operational efficiency. Appearance by JD Frisby, Superintendent of Public Works and Steve Hall, Sunrise Engineering, Inc., Project Manager. **Public comment.**
2. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Main Street Minden to contribute \$45,000 in Fiscal Year 2018 to the Main Street Minden Program. Appearance by Connie Billington, Executive Director, Main Street Minden. **Public comment.**
3. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to (1) co-sponsor/host with the Carson Valley Visitor's Authority (CVVA) and Main Street Minden a stop on the 2017 Hot August Nights Poker Run, August 10, 2017, from 8:00 a.m. to 4:00 p.m. This event will include closure of: Esmeralda Avenue between Sixth Street and Fourth Street; Fifth Street between Esmeralda Avenue and Mono Avenue; Mono

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Avenue between Fifth Street and Sixth Street; and Sixth Street between Mono Avenue and Esmeralda Avenue; (2) contribute an amount not to exceed two hundred seventy five dollars (\$275) to Main Street Minden to be used to purchase lunches for volunteers parking cars at the event; and (3) waive street closure and trash pickup fees, and provide Town Staff and Town equipment to support the event. Appearance by Connie Billington, Executive Director, Main Street Minden. **Public comment.**

4. For possible action: Discussion and possible action to recommend to Douglas County Staff approval, approval with conditions, continuance or denial of 1) DA17-001, a Major Design Review to construct and operate a senior living community; 2) DA17-002, a Minor Variance for reduction of parking for constructing and operating a senior living community; 3) DA17-003 a Major Variance for building height for constructing a senior living community; and 4) DA17-004 a Special Use Permit for constructing and operating a senior living community. The subject property is located at 925 Ironwood Drive in Minden NV, APN1320-30-613-001. If approved, the community would consist of a single building with 90 independent living units, 40 assisted living units, kitchen and dining facilities, a theatre, a pool and community areas. Appearance by Brian McRae, Principle Engineer, Lumos & Associates Inc. **Public comment.**
5. For possible action: Discussion and possible action to provide direction to Staff regarding a staff presentation on the 2017 Financial State of the Town and on the development of the FY2017/2018 operating and capital budgets for the Town of Minden. The tentative budget will NOT be approved at this meeting. Consideration of the FY17/18 tentative budget is currently scheduled for the regular Town Board meeting April. Appearance by Ted Thran Town Accountant and Jenifer Davidson Town Manager. **Public comment.**
6. For possible action: Discussion and possible action to provide direction to Town Staff regarding a presentation by Town Staff on the structural analysis of the Minden Park Gazebo conducted by BJB Architecture & Engineering and the recommended structural upgrades to the gazebo. Appearance by JD Frisby, Superintendent of Public Works. **Public comment.**
7. For possible action: Discussion and possible action to approve, approve with conditions, or modify the 2016 evaluation of the Minden Town Manager and determine a 0-6% merit increase based on performance. Possible action may also include adopting the Town of Minden Strategic Plan as the Town Manager's priorities and expectations for 2017. Appearance by Ryan Russell, Legal Counsel for the Town of Minden. **Public comment.**
8. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to permanently relocate the Town of Minden Administrative Offices from 1604 Esmeralda Avenue to 1330 Buckeye Road in Minden. 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.**
10. For possible action: Discussion and possible action to provide direction to Town Staff regarding Town Staff report on a bill(s) or bill draft request(s) ("BDR") listed on the Nevada Legislature website (<http://www.leg.state.nv.us/Session/79th2017/>) for the 79<sup>th</sup> (2017) Nevada Legislative

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which may affect the Town of Minden or its Board. Appearance by Jenifer Davidson, Town Manager. **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**