

Town of Minden

Board Meeting

September 7, 2011

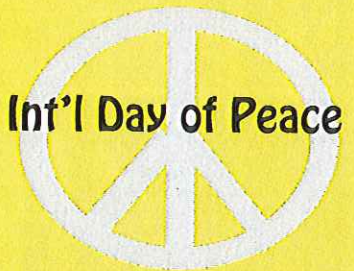


PATRIOT DAY



SEPTEMBER 11

Int'l Day of Peace



September 21



The Minden Town Board meeting will be held at 5:30 p.m. on Wednesday, September 7, 2011, 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. 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 physically handicapped persons 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 remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Copies of this notice and agenda have been posted on or before 9:00 a.m. on the third working day before the meeting at the following locations: Minden Administration Office, Minden Post Office, Douglas County Administrative Building, and CVIC Hall bulletin board.

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

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES: August 3, 2011 Board Meeting

August 24, 2011 Special Board meeting

ACKNOWLEDGEMENT OF GIFTS

ACKNOWLEDGEMENT OF SERVICE AWARDS: 25 Year Service Award

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

STAFF REPORTS: Items on the Administrative Agenda will not be discussed during staff reports.

1. Public Works: Monthly report of activities by Public Works staff.
2. Engineering Report: Discussion may include streets, sidewalks, drainage, water issues and related items.
3. Board member reports:
 - Board member comments
 - Chairman's report

CONSENT CALENDAR 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 Agenda item, by a Town Board member or member of the public. 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 same order set forth in the Consent Agenda.

1. Approve July 2011 claims
2. Approval for a request from Minden Food Company for street closure on Esmeralda Avenue between 4th and 5th street for a fundraiser benefitting the Sierra Lutheran High School on September 22, 2010 from 3 p.m. to 9 p.m. and waiver of fees of \$500.00 for the Street Closure.

Minden Town Board Agenda

September 7, 2011

Page 2 of 2

ADMINISTRATIVE AGENDA: The following item(s) are scheduled for public hearing. At the beginning of each item, the Chairman will read the Agenda item into the public record. Next, Town staff will present a summary of the staff report and recommendation, including any updated information that was received after the date staff reports were distributed. The Board will follow with questions of staff, and then the Chairman will open the hearing to public comment including testimony. Normally, the applicant and/or their representatives are permitted to speak first, followed by Board questions, and then the Chairman will allow comments and questions from the public at large. For items on which action is taken, the Chairman will close the hearing of public comments before a motion is made and a vote is taken. The Chairman has the right to establish reasonable time limits for comments and allow for rebuttal comments.

6:30 p.m.

1. For possible action: Discussion to approve, approve with conditions or deny a request to approve the process by which the Town Manager is selected. This process will include, but is not limited to, Human Resources minimum qualification screening, Town Board review and recommendation to Human Resources for interviews, and timeline to follow for the process. Appearance by Darcy Worms, Douglas County Human Resources Manager.

2. For possible action: Discussion to approve, approve with conditions or deny a request to 1. Create and extend existing no parking zones on the north side of Mahogany Drive just east and west of the Douglas High School driveway and on the south side of Mahogany just west of the existing crosswalk between the Douglas High School property and the Carson Valley Swim Center and 2. Install a new crosswalk on Mahogany Drive at the LDS Church northside walkway. These requests include the installation of No Parking signs and crosswalk signs at locations shown on the map. Copies of the map may be viewed by the public during business hours at the Minden Town office, 1604 Esmeralda avenue, Minden. Appearance by Public Works Superintendent Greg Hill.

3. For possible action: Discussion to approve, approve with conditions, continue or deny conceptual ideas by East Fork Swim Center concerning upcoming parking lot expansion plans. Appearance by Kirk Chiapella.

4. For possible action. Discussion to approve, approve with conditions, continue or deny changes to the C.V.I.C. Hall rental policy as suggested by Staff and Town Board. Appearance by Trish Koepnick.

5. For possible action: Discussion to approve, approve with conditions, continue or deny a request by the Carson Valley Chamber of Commerce to waive fees for the Carson Valley Chamber of Commerce Bunco/Poker After Hours function, September 30, 2011. Appearance by the Chamber of Commerce.

6. Not for possible action: Presentation by Frontier Communications concerning a proposal for a WiFi hotspot in Minden Park. Appearance by Marcy Fox and Kristen Glenn.

7. For possible action: Discussion to approve, approve with conditions, continue or deny a request to install a monument sign at the Buckeye Maintenance Facility on Buckeye Road, Minden, with a not to exceed cost of \$21,000.

8. For possible action: Discussion to approve, approve with conditions, continue or deny a request to accept the \$220,000 grant from NDOT, and direct staff to pursue the funding of the \$100,000 match as required under the terms of the NDOT approval. Appearance by Town Engineer.

9. For possible action: Discussion to approve, approve with conditions, continue or deny a request to approve bid for the 2011 Lucerne Waterline in the amount of \$1,131,067.70 to Burdick Excavating Ccompany. Appearance by Town Engineer.

10. For possible action: Discussion to approve, approve with conditions, continue or deny a request to accept Easements for Waterline Constructions from (a) 1664 Minden LLC; (b) H&S Construction; (c) Garden Professional Center LLC. Appearance by Town Engineer.

11. For possible action: Discussion to approve, approve with conditions, continue or deny a request to remove the amount of \$51,468.00 from the construction budget category "Cold Weather Protection" for the Buckeye Maintenance Facility to a new category under the heading "Contingency" with no overall change in the project budget. Appearance by Town Engineer.

ADJOURNMENT



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, August 3, 2011, at 1602 Esmeralda Avenue, Minden, Nevada. **Board members present:** Matt Bernard, Charlie Condron, Roxanne Stangle, John Stephans, and Steve Thaler. **Staff present:** Greg Hill, George Keele, Trish Koepnick, and Bruce Scott

Meeting was called to order at 5:30 by Chairman Stephans.

The Pledge of Allegiance was led by Chairman Stephans.

Condron/Bernard moved to approve the agenda as published. Motion carried unanimously.

Bernard/Condron moved to approve the minutes of the July 6, 2011, Board Meeting with the correction on page 1 to state that right now we have surface water rights at the equivalent of 340 acre feet. Motion carried unanimously with Thaler abstaining.

ACKNOWLEDGEMENT OF GIFTS: None

ACKNOWLEDGEMENT OF SERVICE AWARDS: The Board thanked Andy Concannon for his 25 years of service to the Town and presented him with a plaque and service award.

PUBLIC COMMENT: NONE

CONSENT CALENDAR FOR POSSIBLE ACTION

1. Approve July 2011 claims
2. Staff reports

Public Works: Monthly report of activities by Greg Hill. In addition to his written report, Mr. Hill reported:

- a. Cost for the upgrade of Well 3 came to a grand total of \$193,667. The budget was 350,000 based on engineer's estimate, for a savings of \$156,333.
- b. Well #1 is due to go back in service tomorrow.
- c. Major thunderstorm in Town last Friday caused a lot of water to fall in a short period of time with debris backing up in drain inlets. CVI suffered the most water damage; they discharge into our storm drain system from their basement and their pumps could not keep up with the high volume. Our storm drain system collects through the parking lot of CVI and discharges into the wetlands. We have done very little maintenance over the years and the main discharge has become overgrown. Mr. Hill plans to clean this out under routine maintenance with the estimated cost between \$6,000-\$10,000 to be done by an outside contractor. 1500 feet of ditch needs to be cleaned very carefully because of the wetlands. At the same time we will also take care of the storm drains in the parking lot of the CVI. Mr. Hill will assess other drainage problems in Westwood and Mackland with the goal being to put all as regular maintenance. Mr. Bernard asked Mr. Hill to check out the drainage at Mono at 10th Street as he was told this was quite clogged.
- d. The Buckeye Maintenance Facility is 30 days ahead of schedule and Mr. Hill anticipates moving in the first week of October. Mr. Hill will be moving ahead with ordering the furnishings.
- e. Carson City is contracting out operation of landfill, and there may be rate adjustments involved.
- f. The seeding is complete in Jake's Wetlands.
- g. There are two positions that we are seeking to fill; one full time maintenance technician and one seasonal maintenance employee. Mr. Condron offered to participate in the selection of candidates.

Mr. Scott yielded the Engineering Report to Public comment by Steve Mokrohisky, new County Manager.

Mr. Mokrohisky introduced himself and said that he believes the role of the Town is a critical component of what creates a sense of identity in Douglas County. He would like to make sure that we start off on a positive note in our working relationship. We have some very critical issues ahead of us; we have partnered on the water and he thanked the Town for the participation in the budget process and the property tax matter. He also offered any support the County can provide going forward, especially in this transition period with management.

Engineering Report: Discussion may include streets, sidewalks, drainage, water issues and related items.

Minden Town Board Minutes

August 3, 2011

Page 3 of 8

approval.

Mr. Bernard was told that they would need only one space, and there is no time frame under the present ordinance. The main problem occurs when there are events in the area.

Ms. Stangle expressed concern that, if approved, applicants will pay \$75.00 yet it will cost the Town about \$250.00.

Public comment:

Bev Giannopoulos questioned the possibility of putting in a gate in the back, as a typical lot is 50 feet wide.

Robert McMillan asked if these are accurate photos. He does not think it is fair for the Town to take responsibility for the painting, and it is difficult to enforce. He felt there is room for a gate and they could have a garage; some properties have garages on a zero lot line. He encourages denial on the basis that they still have a couple of options.

Robb Hellwinkel said from experience by the test green curb on Esmeralda that it was effective in the beginning but after a while people parked there anyway. Robb is in support of what they want to do but does not see any enforcement happening.

Sandy Deyo said if the Town puts up signage, he does not think there will be enforcement. Also, he expressed concern about the Town possibly being sued if there is no enforcement.

Mr. Keele said that whether the plaintiff wins is the question. He believes that we must apply the ordinance as it presently reads; there is no alternative but to grant request. He suggested taking a look at this ordinance and considers some revisions to it.

Mr. Thaler said that this is a byproduct of activities in a Town with limited parking; if the Board approves it the issue may be enforcement and cars may still park there illegally.

Mr. Stevens clarified the actual cost to the Gleasons is \$75.00 and it is implied in the ordinance that the applicant will pay for the upkeep.

Further public comment:

Marlena Hellwinkel suggested using sandwich board barricades during an event; Mr. Keele said that we cannot because it is not grounded in the ordinance.

Condron/Thaler moved to approve a request for resident-only parking designation at 1596 Mono Avenue. Motion carried unanimously.

2. For possible action: Discussion to approve, approve with conditions or deny a request to create a no-parking zone on Mahogany Drive just east and west of Douglas High School driveway. Appearance by Public Works Superintendent Greg Hill.

This issue was requested by resident John Wheeling concerning a line of site issue. Mr. Hill said the parking is at a premium with a relatively small parking lot at the Swim Center. Due to the fact that this is a public facility, there is an agreement with the high school for them to use the parking lot. After some investigation, Mr. Hill's recommendation is to paint the curb red for one spot.

Mr. Condron said that he is in full support of this but he might also encourage the plan to move the entrance to the parking lot 110 feet as was suggested during the roundabout planning.

Mr. Stephans remarked that the private property issue is not a Town problem.

Mr. Thaler said that the south side of Mahogany is also an issue, because of crosswalk site issues, and he would like to see that problem addressed in the future.

Public comment:

Cindy Neissess spoke as a parent of two high school students. There are a lot of fender benders in this area. She believes that we need to allow for two spaces painted red; in the morning students are parking on the street so they do not have to pay for a parking pass. In her experience, the main problem is on the high school side.

Sandy Deyo said this is a safety issue. We have to remember the Swim Center and DHS have agreed for shared parking, and he is concerned about the crossing of the street by those patrons. He would like to see a red line from the intersection at the roundabout to the other side of the driveway, and a loading zone on the Swim Center side. Many people are concentrating on the roundabout and not thinking about kids crossing.

Mr. Thaler moved to approve the request for a no parking zone at a minimum of 50 feet on the east side of Mahogany. Motion died for lack of a second.

Bernard/Stangle moved to continue this item to take a more comprehensive look at this issue, including

Minden Town Board Minutes

August 3, 2011

Page 5 of 8

Public comment:

Bev Giannopoulos asked who maintains the liability insurance on the gym. The County will maintain general liability coverage; it is also covered for replacement from all causes under our one general policy that gives us \$10 million umbrella coverage.

Thaler/Bernard motioned to approve the Memorandum of Agreement between the Town of Minden and Douglas County Nevada for the use of real property located at 1604 Highway 395 North, Minden, Nevada, that includes a 1580 square foot, more or less, room that is currently being used as the County gym, with monthly consideration of no monthly rent in exchange for County services. Motion carried unanimously.

5. For possible action: Discussion to approve, approve with conditions or deny bid in the amount of \$980,256 by Western Nevada Supply to sell to Town of Minden PVC pipe materials associated with the Lucerne Waterline Project. Presentation By Town Engineer.

Mr. Scott said that this is the bid for the materials for the Lucerne waterline; at the next meeting we plan to present bids for the construction of the waterline as well as easements involved. We bid this with alternatives for ductile and PVC, with two options for PVC. If the contractor uses fused PVC, the contractor pays to fuse the pipe. We are asking for the flexibility of using the PVC, and we will use the PVC that is the best value for Minden. There is a portion that is subject to reimbursement that is part of the North Minden Booster pump station element. We had one bidder with three plan holders; this is a reasonable bid given the volatility of material cost increase.

Mr. Scott noted that we will save sales tax and the Town will pay upfront with a 2% discount. He asked about the payback process for the reimbursement. Mr. Scott recommended that once we enter into this agreement, that we would move forward to pass through a portion of the materials cost to Douglas County. We need to start the process of pass-through billing as soon as we can; the breakdown will be handled by RCI and the Town staff will handle the pass through, with a monthly update on the status. Mr. Bernard was told that all easements will be on the agenda next month; we will not be paying for them but we will be making improvements to the parking lots and alleys that edge their property. Mr. Bernard expressed concern about the budget issue; do we have the money to pay for this?

Mr. Scott gave a summary of the water system project and the current financial situation. With savings from the former projects and with what is on the agenda tonight for approval as well as the installation to be awarded next meeting, we will be at \$10,520,000.00. In order to put in the new well, we will need to get back to the money set aside from the Douglas County 24-inch line reimbursement. We also have connection fees and water right sales since we started this project.

Mr. Thaler said that we have been waiting to get to this point to find what we are willing to live with in reserves.

Mr. Stephans said that revenue from wholesale water can go back into the reserves of our retail account, which are the Minden residents. In effect, this will be a loan, with the wholesale customers needing to pay that loan back.

Mr. Condron suggests that this be considered a loan with an appropriate interest rate for the wholesale water customers, as we are going out of our way to create this water system.

Mr. Thaler believes that we will have Town projects after we get this infrastructure done, and it is a win-win situation because our wholesalers will be able to improve the infrastructure.

Mr. Scott said Carson City will probably be asking for our water in 2013. Right now the County is hung up with easements and right of ways that will take the line to Carson City, but we are ready to serve Indian Hills.

Mr. Bernard said that he would be troubled if Carson keeps pushing the date out. Mr. Scott said that it is not an "if" but a "when"; they have a water quality mandate and they must continue what they are doing.

Public comment:

Bob Pohlman asked the Board to look a little further in the future, when Carson City will be asking for additional 2000 acre feet, and that would involve another line from Johnson Lane.

Mr. Scott clarified that all we are doing is designing for Phase Two, the 24-inch waterline is the bottleneck. We are designing in order to facilitate being able to deliver the extra water in our system and it will not be our responsibility to build that.

Bernard/Condron moved to award the materials associated with the Lucerne Waterline to Western Nevada Supply in the amount of \$980,256 and allow staff to select the restraint mechanism for the PVC pipe once more information is obtained and authorize the chairman to execute the agreement for same. Motion carried unanimously.

6. For possible action: Discussion and possible action in the alternative: a) to re-bid the Buckeye

Minden Town Board Minutes

August 3, 2011

Page 7 of 8

Mr. Stephans said the problem is that the reserves are set by the fees paid by the people in Minden and if something goes wrong, we need to make sure that we take care of our Minden residents first.

Mr. Bernard questioned using the money saved on Well 3 and felt strongly about having more than one bid.

Mr. Scott said that Sierra Controls has worked with the system for 30 years, and this is of a nature that very few can do in-house. It would cost us a lot of money to tell them what to bid on.

Public comment:

Bob Pohlman asked if there is a need for compatibility with other water systems. Mr. Scott said that each entity has its own control system and we are not intended to be fully integrated but to talk to each other. Mr. Hill said we have been meeting with Douglas County, Carson City, and Indian Hills on how to integrate the systems and we all have our own different requirements.

Robert McMillan asked the Board to consider what the cost is for maintenance of this system and who does it, and if there is a labor savings in installing this system. Mr. Hill said that there is a one year warranty; if there is a failure we need immediate response and a service contract is \$250 per site per year, with a 10% break on labor fees. Changes are done by computer as a software change.

Bev Giannopoulos was told that the additional cost for moving the equipment would be a minimum of \$2,000; it would be hard to find anyone who would want the old equipment.

Condron/Stangle motioned to defer this item with updated budget figures in the hands of the Board and noticed with the correct dollar figure. Motion carried unanimously.

10. For possible action: Discussion and possible action on the process of filling, on a permanent or interim basis, the position of the Minden Town Manager.

Ms. Stangle said that she thinks that as a new Board she would like to see the Board work together for a couple of months and determine what they want in a manager, as she fills competent in the Town staff in the meantime.

Mr. Thaler said a void needs to be filled and believes the Town needs a manager. He recommends that Town Board members be part of the process to search for the person that would best represent the Town.

Mr. Bernard concurs with Thaler and the right manager is critical. Communication is critical; a manager is the focal point for information especially in respect to the open meeting law. How long until that position is filled? Mr. Thaler said a minimum of three months. He agreed that we want a manager but we need to discuss what we need and want.

Charlie agreed that we are putting a burden on the staff without a manager. He agrees that we need to do a better job describing the manager's role, as certain things were not defined. We need to get together on the same page and have someone who will be here for a while. He agrees with the broad job description but the Board needs to decide what they think is vitally important.

Mr. Stephans felt we should each give input on the job description, and find out what is critical to each Board member, with input from legal counsel or human resources.

Mr. Thaler said that it is a broad job description; we do not want to be too specific and if it is broad it can be opened up to a whole lot of candidates. He now has a lot better understanding of what he wants in a manager and that can be applied in the interview process.

Charlie likes that idea that we get a supporting document showing what the Board wants; it can blend with the job description to understand what they want the manager to be.

Mr. Bernard said that we can throw out a big net, and not change the job description. Somehow internally we need to get our thoughts together and determine the attributes we are looking for in a manager. We could have a workshop to do this. We are still a small enough town that we can set this standard.

Mr. Keele said that we can have a workshop to focus on qualifications and qualities and come to a consensus on what the Board is looking for.

Public Comment:

Bev Giannopoulos would like to see someone who plans on staying and doesn't just see the job as a stepping stone, and someone whom the Board feels comfortable enough with to give the authority to do the job. She would like to see the Board judge the sincerity of the person, which they will feel when they interview.

Sandy Deyo said that it seems like there is a concern about what the most essential qualities are that we will look for in the selection process. He suggested going through the list of essential functions and qualities and rate by priority; the big thing is for the Board to have a consensus of what they want in a Town manager.

Mr. Thaler said he believes that we should get the process going and advertise for this, and in the next



The Minden Town Board workshop was held at 6:30 pm on August 24, 2011 at the CVIC Hall, 1602 Esmeralda Avenue, Minden, Nevada.

Board members present: Matt Bernard, Charlie Condron, Roxanne Stangle, John Stephans and Steve Thaler.

Staff present: Sharla Hales on behalf of George Keele, Trish Koepnick and Bruce Scott

Meeting was called to order by Chairman Stephans.

The Pledge of Allegiance was led by Ms. Stangle.

Thaler/Stangle moved for approval of agenda as published. Motion carried unanimously.

Public Comment:

Mr. McMillan asked if this meeting was subject to the rules of open meeting laws, and chose to address the Board concerning the American Disability Act. He is hard of hearing and disabled because of it. We do not need a new sound system but we need to be aware that we need to speak into the microphones; he is only asking for a change of habit. He also felt that it should be disclosed for the record if any candidates for the manager's position are here tonight.

Mr. Stephans said he was aware of the volume problem and he has spoken to each of the Board members to bring this to their attention.

PUBLIC WORKSHOP MEETING: Discussion and public workshop to discuss the qualifications and attributes that the Minden Town Board is looking for in a Town Manager, should they elect to fill the position.

Mr. Stephans started the discussion. He said that he would like to hire someone with a financial background in governmental accounting, as the Town accounting requirements are getting quite involved with the wholesale and retail water accounts. He would like to see a person with a grasp on grant writing, communication skills, who is looking for challenges and gets things moving, a people person and problem solver. He sees this person more involved with the day to day routine, and is not sure that it needs to be a 40 hour a week position with benefits.

Mr. Bernard understands the comment about finance experience, but he puts less weight on the financial end. He believes that we need a manager and that the right person can help the Town in all kinds of ways. Looking at all the qualifications it is hard to think of someone who could meet all of the criteria. He would like to see someone who is a people person and will become the face of the day to day operation. He sees an ambassador who builds relationships with Gardnerville, Douglas County, and other entities. This person would oversee the personnel and would be there for the employees on a daily basis. Possibly we can use the County more in the financial area.

Mr. Thaler stated that having been through this once before he knows that we are bound by a lot of Human Resources requirements. He thanked the public for attending this workshop and he looks forward to public comment on this issue. This person would be the face of Minden and would understand what Minden needs. The manager would be the leader of the employees and very employee-driven, would understand economic vitality and be part of the community. In regard to budgeting, when we do not have a manager, the Board becomes the managers of the Town. He believes that the Board should be policy makers and the manager the policy administrator. The manager needs a basic understanding of budgeting although Mr. Thaler does not see this as a huge priority. We need a manager to work *with* our engineers and not necessarily *be* an engineer. He would especially like to see a self starter—someone who does not have to be told what to do but has ideas and ownership in the Town and makes things happen; this person should understand county and state politics.

Ms Stangle said she spoke directly to 111 people and only 3 felt that we need a manager. We have the experts on water issues on staff. She has been told that people are concerned they will end up footing the bill for the water improvements. The person in this job will represent each person who lives and works in Minden. We love this town and care about what happens to it, and we need someone who also has a heart

Minden Town Board Workshop

August 24, 2011

Page 2 of 4

for the Town. She believes that it will be hard to find someone who is good at PR and also business and finance; perhaps we could consider two part time positions.

Mr. Condron would like to hear from all of the public. When we spoke of having a workshop, he knew the Board would come to a consensus on what we believe, and he has already heard that tonight. His highlights have already been spoken of. His list of qualities is as follows:

1. Excellent communication is a critical factor, and the manager must be able to use mediums.
2. Manage employees effectively; motivate, hold them accountable and see a real team climate created.
3. Expert with finance, know the County budget, and maintain an accurate up to date budget.
4. Successful grant experience.
5. Ambassador: friendly and approachable, visible in Town, County. More time on the street than in the office. Work well with all people and supports business community.
6. Historian: understand where Minden has been and where it is going. Know all of Town's functions, especially what we are doing with the water.
7. Must love Minden; can't do all these things if your heart is not in it.

Mr. Stephans asked Mr. Scott for comments. Mr. Scott said his company is committed to doing whatever is necessary to support this person, and he hopes that they can be an asset to this position by giving all the history and background. Minden is pretty dear and he hopes that he is given the opportunity to provide background to this person. He will do all he can to support the Town to make sure that the firm ground that we are on is sustained.

Mr. Thaler asked Sharla Hales as a Minden resident for any insights that she might have.

Sharla thinks the Town is in good hands and what she heard is what she hoped to hear and the Board has pinpointed important qualities.

Mr. Stephans encouraged all public input; he takes comments very serious and welcomes all, both here tonight and outside of Board meetings.

Mr. Thaler encouraged any applicant who is here tonight to speak, as there is really no time other than tonight that you are guaranteed to be able to speak. He noted that the final date to apply for the position is September 23.

Public comment:

Bill Driscoll, retired fire chief, has lived in Minden 31 years. He is interested in both part and full time, and based on his experience he believes that this position is right on target for him. What we need is a person who will go out, talk to existing businesses, find out their needs, make them happy and exert passion for Minden. With that, other businesses will come. Mr. Driscoll shares that passion and he would be honored to have the position.

Greg Leiss, Minden resident, has not applied yet but wanted to hear the Board tonight. He felt that some of the qualifications on the job announcement don't quite match some of the desires that he has heard tonight. Maybe taking one more look at criteria might get a person that more closely matches what you are looking for; it is critical to get the skill sets, and right now they might be a mismatch.

Robert McMillan said that when he thinks of the Town manager he thinks of staff and his first concern is to be frugal with one's own money as well as public money. He finds offense with a person who gets grants, because grants come from his pocket; he would much rather see a person who can manage and be frugal with their own finances. The manager should take into consideration that there are only 3000 residents and not start a project that will cost \$1000 per resident. Water income is in the future and we have no money coming in now; we must be frugal. Also, the manager should not work for a salary but must be willing to sign a contract, similar to one that a teacher signs with a disclosure that they will not do anything that is insulting to the Town. He suggested that the contract holds after 3 months and the term should be longer than one year.

Bev Giannopoulos said that she loves this Town too, and would like to see a well qualified person

Minden Town Board Workshop

August 24, 2011

Page 3 of 4

with a heart for the Town and residents who here for the long haul, not as a stepping stone for the future. We need to have confidence in that person to give latitude and resources. Knowledge is key but personality and passion is vital. She encouraged the Board to use gut feelings in the process, and hopes that it would come down to more than three finalists. It is a special position, and as a previous manager herself she had to pull people together as a team, and use PR skills to create a cohesive environment. A lot of skills can be learned, and will be learned if they have the passion for the Town. This position is not for just an 8-5 person, but for someone who will do everything possible to enhance Minden and their position.

Rick Angelosi said he has been in public service about 30 years, the latest at the City of South Lake Tahoe. He is very familiar with many phases of running public agencies. He is very pleased that they are having this workshop and really appreciates the opportunity to hear them tonight. He is familiar with grants and business attraction and retention. He has worked closely with Douglas County for years, and is familiar with County as well as state politics.

Robert Pohlman would like to see the Board review the Plan for Prosperity and decide what growth they would like to see in this Town, in particular what the 1500 acres to the east would mean to the Town. The major qualities that he would look for are analysis and judgment.

Elise Cunningham said one thought that struck home was when it was said that only 3 of 111 people said they supported spending the money to have a Town manager; it shines a light on how this person needs to communicate. Every person needs to walk away from the manager feeling that they have known this person their whole life; a manager needs to wrap their arms around the community and say this is mine and then promote it. It is not about individual politics; every person needs to be valued and feel that they are heard. In a small community, you need to serve in multiple capacities; the manager is the "go to" person. Some people have years of experience in small communities wearing multiple hats, and this is a very special quality in a manager. There will be a learning curve if you bring someone in from outside the area. Any time that you have goal-setting team-building opportunities, broadcast this using every source possible, as everyone is a potential ambassador to promote the community.

Jack Whipple asked why we need a manager. He hears we need someone with accounting background, a nice person, and grant writer, but why do we need a manager for \$100,000 a year? You are searching for something that you don't need. If you need an accountant hire an accountant, the Board members are the ambassadors. It has been a nice town and we never needed one before; we have very capable people so let them do their job.

Bev Giannopoulos would like to add that the manager should be self starter and problem solver to pull the team together. We have so many skilled and dedicated employees in this town and they deserve to have that managerial position so that they don't have to overlap as much as they have in the past. The Town has grown and needs this position.

Mr. McMillan said that as Mr. Whipple pointed out, we talked about these same qualities two years ago when we were first looking for a manager. We have to ask ourselves what we have learned from this experience and what do we not want to have repeated, the public is waiting to hear that too. The benefits package that was given to the previous manager when he left is a sore subject with him and many citizens, as their only information is from the Record Courier.

Mr. Stephans appreciates all the comments, especially on whether or not we need a Town manager and what we have learned from the past.

Board comments:

Mr. Bernard enjoys this process; public comment is critical but he also needed to see what the other Board members are thinking. He cannot call them up and see what they are looking for. He is not sure how the Board comes to this consensus, but he is learning along with everyone else. We have an ad out right now for a manager, so he feels that the person we hire should fit into the role that we are advertising for. He understands Mr. Whipple's thoughts on not needing a manager: he has learned more about the process, and he understands the need more now than two years ago. He believes we need a manager mainly because he can gather information and disseminate the information to the Board members. He also sees the personnel management as being very important; who does that when there is no manager? He is also concerned about frugality; we are very extended as a Town in our obligations for the water system and more than ever we need to be careful about how we spend money. There is a benefit in budget oversight, and the