

**GENOA TOWN ADVISORY BOARD**  
**Regular Meeting Minutes**  
**February 6, 2019**

The Genoa Town Advisory Board held a public meeting on February 6, 2019 beginning at 6:30 PM, Genoa Town Meeting Room, 2289 Main St., Genoa, Nevada.

**CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE TO THE FLAG**

The meeting was called to order by Chair Steve Shively. Present were board members Gordon Pasley, Linda Birdwell, Patricia Eckman, Steve Shively, and Brian Crowe. Also present was Interim Town Manager, Melissa Blosser.

Members of the public were asked to sign in, and the sign in sheet is attached to the original minutes as **Exhibit A**.

Pledge of Allegiance was led by Chair Steve Shively.

**PUBLIC COMMENT**

No public comment.

**APPROVAL OF AGENDA**

Member Eckman moved to approve the agenda; motion seconded by Vice-Chair Birdwell and passed unanimously.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

Vice-Chair Birdwell moved to approve the minutes of the Regular Meeting of January 10, 2019; motion seconded by Chair Shively and passed unanimously.

Vice-Chair Birdwell moved to approve the minutes of the Special Meeting of January 17, 2019; motion seconded by Chair Shively and passed 4-0; Member Eckman abstained as she was absent from the meeting.

Member Eckman moved to approve the minutes of the Special Meeting of January 25<sup>th</sup>, 2019; motion seconded by Member Crowe and passed unanimously.

**CONSENT CALENDAR FOR POSSIBLE ACTION**

**Agenda Item No. 4:**

Discussion to approve the January 2019 financial report including claims paid.

Vice-Chair Birdwell moved to approve the consent calendar item; motion seconded by Member Pasley and passed unanimously.

**ADMINISTRATIVE AGENDA**

**Agenda Item No. 5:**

Discussion and update on the Centennial Candy Dance "Lillian" Statue Project

Gail Teig presented an update regarding the Centennial Candy Dance “Lillian” Statue Project, stating that the statue has gone to the bronze foundry in Arizona and is expected to be delivered in early August. The statue will be veiled prior to the official unveiling ceremony scheduled for August 16<sup>th</sup>. The black granite base has arrived, and the committee is moving forward with working on site development in conjunction with contractor Roger Falcke.

Under public comment Elaine Shively inquired where the statue was to be stored until installation and was informed that is yet to be determined. No further public comment.

No Board comment or action.

**Agenda items No. 6 & 7 were presented together by Dan Dykes; the Board considered and voted on the items separately:**

**Presentation by Dan Dykes regarding the Western Heritage Days Event and adding the rental of Genoa Town Office Fire Bay and Town Meeting Room at no charge for the use of Western Heritage Days Event**

Mr. Dykes presented background on the requests made of the Town by the Western Heritage Days committee to date, including rental of the Genoa Town Hall and Town Church at no charge, which was previously approved by the Board. The request put forward at this meeting was to add the Town Office Meeting Room and Firebay to the rental at no charge for the purpose of providing a space to serve as a “green room” and location to place vendors respectively. Chair Shively questioned whether vendors would be charged a fee for placement at the event and was told that had not been determined yet. Dan Aynesworth added that they have in the past, but the committee wants to bring in just a few vendors for the event.

Under public comment Karen Holmes, representing Friends of Genoa, urged the Board to consider giving the facilities at no charge because FOG is a non-profit which does a lot for the Town and the community and is dedicated to serving the Town, and they do hope to eventually grow the event back up. Dan Aynesworth mentioned he had been around the event from its beginnings and had been very disappointed when the Town had chosen not to support the event any longer, though he understands the reasons why, but noted the committee does want the Town to become involved and committed to the event again.

The Board discussed the request, including the issue of setting a precedent for providing use of Town facilities for no charge for a private event. There was a discussion of the specific circumstances of the request coming from FOG and the importance of the Town supporting the event. The idea of a donation being made to the Town to help in defraying certain costs such as power during use of the buildings was also addressed, as well as the idea of looking to the future possibilities of this event and helping it to grow.

Public comment was again opened. Dan Dykes stated he would hope that when presented with an event that does not benefit a private citizen but does benefit the Town, the Town would work with the organization trying to benefit the Town and its businesses. Bill Brooks raised the issue of charging other non-profit organizations for use of Town facilities and the bad precedent it sets to allow use of these facilities at no cost in this situation. He also stressed that the Board is a governmental entity that requires revenue to provide services to the Town citizens. Gail Teig pointed out that FOG exists solely for the benefit of the Town and is not like other non-profit organizations. Dan Aynesworth reiterated the idea that FOG exists solely for the Town’s benefit, stated this is not a private event but rather a Town of Genoa event, and noted again their goal is to have the Town involved again. No further public comment.

Vice-Chair Birdwell moved to approve the use of the Genoa Town Office Firebay and Meeting Room at no charge for the event; motion seconded by Member Pasley and failed 2-1 with 2 abstentions.

Member Crowe moved to approve the use of the Town facilities at no charge for this year only, with the understanding that if the event is held next year a fee for usage will be negotiated at that time; motion seconded by member Pasley and passed unanimously.

Request for Town of Genoa to use the town office as a location for Western Heritage ticket sales and for Town staff to cash handle and sell tickets for the Western Heritage Event.

Mr. Dykes detailed the request to have the Town of Genoa staff handle ticket sales in office for the Western Heritage Days concerts to be held April 26<sup>th</sup> and 27<sup>th</sup>, including accepting cash and check payments, referring to the procedures for cash handling that were outlined and provided to the Board. Mr. Dykes mentioned they have approached local businesses regarding helping the program through providing sponsorship and spaces for the event, and they are now looking to the Town to help the committee moving forward with allowing them to link to the Town website and have access to the Town of Genoa's Constant Contact information for putting the word out about the event. They are not seeking financial help.

Prior to public comment and Board discussion and action, Interim Town Manager Melissa Blosser noted that she had spoken to the clerk-treasurer's office and there is no other Town, County, or public entity that cash handles for a non-profit or private entity, and it is not considered best practice to do so, though it would ultimately be up to the Board's discretion. She also noted a possibility would be to bill back to the Western Heritage Committee for the office staff time to avoid gifting public time for the cash handling.

Under public comment Bill Brooks addressed his concern that these requests are moving in the direction of bringing back the event and putting it back on the Town budget, which cost the Town significantly in the past and did not generate revenue. He encouraged the Board to seek an opinion from a District Attorney or Attorney General as to whether there are legal issues in using administrative staff for the outlined purpose. Mr. Brooks cautioned this request could be construed as a misappropriation of government resources. Dan Dykes stated the Western Heritage Committee would be happy to withdraw the request if the Board would like, noting that the Committee needs and would like the Town's help with the event and that this would be the best option. Dan Aynesworth discussed the financial outcomes of the previous events regarding the costs, revenues, and net profitability of the events and that the Town ceased supporting the event because it was not profitable enough. Mr. Brooks noted that the event only had a net profit one year due to a grant given by the County. No further public comment.

Based on the information provided by Interim Town Manager Melissa Blosser, Vice-Chair Birdwell suggested the Board not take up this request as it would be a conflict. Member Crowe noted that while he did not think the Town staff should be involved in handling the money and ticket sales, he did think the use of the Town Office as a location, with a Committee volunteer handling the sales, would be something he would consider. He also expressed concerns regarding financial discrepancies if the Town were to handle tickets and money. Member Pasley suggested the Committee approach local business regarding ticket sales. Chair Shively stated he is opposed to having the money centralized in the Town Office in any way.

Chair Shively moved to have the request withdrawn; motion seconded by Vice-Chair Birdwell and passed unanimously.

**Agenda Item No. 8:**

Discussion to approve the 2018 Summary of Claims Report from Town Attorneys, Rowe-Hales, LLP

Interim Town Manager Melissa Blosser provided background regarding the report presented to the Board stating there were no claims for the previous year. Chair Shively inquired if it would be possible to ask the Town Attorney to attend a meeting to meet the Board and members of the public. Ms. Blosser stated she would look into it.

Vice-Chair Birdwell moved to approve the 2018 Summary of Claims Report; motion seconded by Member Eckman and passed unanimously.

**Agenda Item No. 9:**

Discussion to accept a donation from Lois Wray in the amount of \$5,000 and to decide what budget fund the revenue will be deposited into

Interim Town Manager Melissa Blosser provided background regarding the donation made by Lois Wray and her request that the funds be used for improvements to the Town Hall, Kitchen, and/or Office to preserve the history and culture of the buildings and enhance their integrity.

Under public comment Dan Aynesworth commented that Lois has been an unbelievable supporter of the Town and has been so involved in generating economic vitality to the area. He greatly appreciates her donation and support of the Town and its events. No further public comment.

During Board discussion, Vice-Chair Birdwell sought clarification as to why the Board was discussing this item given it was donated with the request that the money be used for improvements to the Town Hall, Town Office, and/or Town Kitchen. Ms. Blosser noted that it needed to be officially on the record. Member Eckman and Chair Shively both expressed their opinion that the request be honored. Chair Shively also suggested a plaque honoring Dan Wray be included as part of the improvement projects.

Vice-Chair Birdwell moved to accept the donation of \$5000.00 from Lois Wray to be used for improvements to the Town Hall with some type of recognition to the Wrays for their generous donation; motion seconded by Chair Shively and passed unanimously.

**Agenda Item No. 10:**

Discussion on submittal of possible Capital Improvement Projects in Genoa and approaching the County for use of RDA1 money use and appointing Chairman Steve Shively to act as the liaison between the Board of County Commissioners and the Town of Genoa.

Lisa Granahan, Economic Vitality Manager for Douglas County, presented information to the Board including information regarding the RDA1 money and the current status of the funds, the process for redevelopment projects, purposes and goals that projects would need to fit for findings, and assisting in prioritizing possible projects to be submitted. She also detailed some of the projects that the Town had considered for funding in the past. The Board sought clarification from Ms. Granahan regarding details of the process, including associated costs and

timeline for the process as well as specific types of projects and/or improvements that might qualify for the funds.

Under public comment, members of the public Elaine Shively, Chris Ritger, and Bill Brooks made suggestions regarding projects they wished the Board to consider. Mr. Brooks also wished to know more detail regarding the proposed Vista Grande Extension Project that has been already put forward for the RDA1 money, and again suggested the Board create a committee for developing a fuller discussion of possibilities for the projects to be submitted. Dan Aynesworth inquired about previous estimates that had been made for some of the projects now under consideration. Gail Teig stressed to the Board that the Town would not be the only party going before the Board of County Commissioners with potential projects for funding. Ms. Granahan addressed the questions posed by the members of the public. No further public comment.

The Board discussed the various projects that could be considered for submittal and created a prioritized list to be given to Ms. Granahan to move forward with, as follows: Genoa Town Hall renovation and emergency generator upgrades, Genoa Town Office renovation, Genoa Town Kitchen and Firebay renovation and improvements, Genoa Town Church retaining wall, microwave backhaul.

Vice-Chair Birdwell moved to approve the project priority list as summarized to be submitted for use of the RDA1 money and to appoint Chair Steve Shively to serve as liaison to the Board of County Commissioners in moving forward with the process; motion seconded by Member Eckman and passed unanimously.

**Agenda Item No. 11:**

Review proposal completed by RO Anderson for \$4,500 to complete a legal description of the town boundary map to be include in the annexation application. Funds would come from the Town's professional services fund

Interim Town Manager Melissa Blosser provided background and acknowledged she had not been aware there was a Town Engineer prior to going to RO Anderson for a proposal. The Board discussed the cost of the proposal and possible future costs to be incurred in moving forward with the annexation. Ms. Blosser referred the Board to item 12 regarding the funds transferred to cover the cost of the legal description necessary.

Vice-Chair Birdwell moved to approve the expenditure for the legal description to be done; motion seconded by Member Pasley, and passed unanimously.

**Agenda Item No. 12:**

Discussion to approve Do Co Resolution Number 2019R-009 to augment the Town of Genoa FY2018-19 budget.

Member Eckman moved to approve the augmentation and adjustment to the budget; motion seconded by Member Crowe and passed unanimously.

**Agenda Item No. 13:**

Discussion to raise Candy Dance vendor booth space prices for the 2019 Candy Dance Event.

The Board discussed the current rates for vendor booth spaces, the possibility of changing some of them, possible amounts to increase to, and how that would impact the 2019 Genoa Candy Dance vendors.

Chair Shively moved to keep the rates the same for the 2019 Genoa Candy Dance but to change the rates for the 2020 Genoa Candy Dance, with rates to be determined at a later meeting; motion seconded by Member Crowe, and passed unanimously.

**Agenda Item No. 14:**

Discussion regarding the poster design for the 2019 Candy Dance.

There was a discussion of ideas for the design of the Centennial Genoa Candy Dance Poster, including using images of The Pink House, Lillian Virgin Finnegan, and/or an historical street light. The possibility of using a logo designed by Debrine Smedley and/or approaching her to present a design was also addressed.

Chair Shively moved to request to have Debrine Smedley present a design idea for the poster to the Board; motion seconded by Member Eckman and passed unanimously.

**Agenda Item No. 15: Not for possible action**

Discussion on Town Manager's monthly report.

Interim Town Manager Melissa Blosser presented an update regarding the situation with the County Vac Truck as well as the status of the Genoa Candy Dance Volunteer Thank You event to be held February 23<sup>rd</sup>, 2019.

Chair Shively moved to accept the update from Interim Town Manager Melissa Blosser; motion seconded by Vice-Chair Birdwell and passed unanimously.

**Agenda Item No. 16: Not for possible action**

Discussion on Board Members comments, activities and liaison committee reports.

Member Pasley wished to thank Gail Teig for all her work and to commend the volunteer members of the "Lillian" Statue committee. Vice-Chair Birdwell inquired as to a possible start date for the new Town Manager, JT Chevallier. The date is tentatively set for March 4<sup>th</sup>. In the meantime, Mr. Chevallier will have a transitional meeting with Interim Town Manager Melissa Blosser and plans to attend the Volunteer Thank You event on the 23<sup>rd</sup>, where Chair Shively has asked that he say a few words. Chair Shively requested that the next Board meeting be moved to March 13<sup>th</sup> at 6:30 PM, and the Board agreed.

**PUBLIC COMMENT**

No public comment

**ADJOURNMENT**

Vice-Chair Birdwell moved to adjourn the meeting at 8:52 PM; motion seconded by Member Pasley and passed unanimously.

Minutes prepared by:  
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