

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
April 03, 2019

The Genoa Town Advisory Board held a public meeting on April 03, 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, Steve Shively, and Brian Crowe. Also present was Town Manager JT Chevallier. Board Member Patricia Eckman was absent, and all votes will reflect this fact.

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

Pledge of Allegiance was led by Member Brian Crowe.

PUBLIC COMMENT

Under public comment Perry Hand requested the Town make a formal request of NV Energy to ensure that all power lines within the Town are clear of trees and debris to avoid fire hazards. Town Manager JT Chevallier stated he had a meeting scheduled with NV Energy and would address the issue with them.

APPROVAL OF AGENDA

Vice-Chair Birdwell moved to approve the agenda for the April 03, 2019 Genoa Town Advisory Board meeting; motion seconded by Member Crowe and passed 4-0.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Member Crowe moved to approve the minutes of the March 13, 2019 meeting; motion seconded by Member Pasley and passed 4-0.

CONSENT CALENDAR FOR POSSIBLE ACTION

Agenda Item No. 2:

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

There was a brief discussion of the details of one of the line items of the report.

Vice-Chair Birdwell moved to approve the consent calendar item; motion seconded by Member Pasley and passed 4-0.

ADMINISTRATIVE AGENDA

Agenda Item No. 3:

Approve Proclamation 2019P-02 recognizing April 26, 2019 as Arbor Day

Town Manager JT Chevallier provided updates on the progress of planning for the Town's Arbor Day celebration, including planned placement of the two trees to be planted. The item

before the Board was the official proclamation by the Town recognizing April 26, 2019 as Arbor Day

Under public comment there was a discussion of the exact locations planned for the planting of the trees in Mormon Station State Historical Park.

Vice-Chair Birdwell moved to approve Proclamation 2019P-02 recognizing April 26, 2019 as Arbor Day in Genoa; motion seconded by Member Crowe and passed 4-0.

Agenda items No. 4:

Discussion and update on the Centennial Candy Dance “Lillian” Statue Project including Candy Dance poster, installation of the statue and any additional updates

Gail Teig presented an update on the progress of the Centennial Candy Dance “Lillian” Statue Project, including introducing site coordinator Lee Hansen who will be working with Roger Falcke, the general contractor, in preparing the site moving forward as the weather has improved. Debrine Smedley presented the full size painting she created for use on the poster along with a full-color mock-up of the poster design, utilizing the painting and other design elements highlighting the centennial event. Upon the Board’s acceptance, the next step in the process will be final completion and photographing of the painting to prepare a proof of the poster. Ms. Smedley has authorized the Town to use the image for any promotional purposes for the event, though ownership of the image and the original painting will remain with her.

There was a discussion of how the image and/or poster might be tied into merchandising for the event along with timing for merchandise sales, with the possibility of having items available for sale to coincide with the unveiling of the statue on August 16th. Further discussion of the issue will be on a future meeting agenda.

Member Pasley moved to accept the update and the conditions set forth for use of the image created by Debrine Smedley; motion seconded by Vice-Chair Birdwell and passed 4-0.

Agenda Item No. 5:

Discussion to approve, approve with modification or deny partial closure of Nixon Street on Saturday April 27th from 6 AM to 7 PM for the Western Heritage Days Event

Town Manager JT Chevallier provided background on the request, which was made during a meeting of the Western Heritage Days Committee to which he was invited. Mr. Chevallier provided historical background on closure of the street for previous events managed by the Town. Additionally he outlined the various details and requirements that would be involved if the Town allowed for the closure, such as permitting needed for the closure and guidelines to be followed in properly notifying impacted residents and businesses, among other issues that would need to be addressed upon Town approval for closure, if given.

Dan Aynesworth, representing the Western Heritage Days Committee, presented to the Board additional information regarding the request, including the steps the Committee had undertaken already in regards to the request. Mr. Aynesworth also answered Board questions about the details of the request, including the purpose of closing the road, which would be to create VIP parking during the event as part of a special package offered to Heritage Club members.

The Board heard comments from members of the public, with several expressing concern regarding resident access issues and the impression it would give to have a road closed for private parking during an event marketed to the public. During public comment it was pointed out that the Board had previously approved closure of Nixon Street for the unveiling of the "Lillian" Statue.

The Board discussed the possible impact the closure would have on residents and businesses as well as possible issues of liability for the Town if approved. Possible compromises and alternatives for the request, such as blocking off of parking without road closure, the Committee renting a space in Town for parking, or a location for parking outside of Town and shuttling in, were also discussed by the Board, though none were deemed satisfactory and/or feasible by the Western Heritage Days Committee representatives for their expected needs.

Vice-Chair Birdwell moved to have the Town put forth the appropriate application for the closure of Nixon Street while keeping availability for residents and businesses that need access through the street during the day; the motion received no second.

Chair Shively moved to deny the closure of Nixon Street; motion seconded by Member Crowe and passed 3-1

Agenda Item No. 6:

Discussion to approve, approve with modification or deny closure of parking access between Genoa Station and the Genoa Country Store on the east side of Foothill Road on Saturday April 27th from 6 AM to 7 PM for the Western Heritage Days Event

Town Manager JT Chevallier provided background for the request, including the Committee's steps thus far in seeking approval from impacted business and contacting NDOT in determining if the request would need the department's approval; as the closure would be of parking and not impact any street access, there would be no issue from NDOT. Dan Aynesworth, representing the Western Heritage Days Committee, provided additional background and historical information for the request, which is intended to create easier and safer pedestrian access during the event to businesses and venues for the event.

There was a discussion of how the hay bales would be set up to restrict the parking access; in particular it was noted that the hay bales must be fully out of the road. There was support for the idea on the grounds of pedestrian safety and keeping the event family friendly by doing so.

Vice-Chair Birdwell moved to approve restricting parking access between Genoa Station and the Genoa Country Store on the east side of Foothill Road on Saturday, April 27th from 6 AM to 7 PM; motion seconded by Member Pasley and passed 4-0.

Agenda Item No. 7:

Discussion to approve, approve with modification or deny the rental of the Town of Genoa Kitchen at no charge on Friday April 26th and Saturday April 27th for the Western Heritage Days Event

Town Manager JT Chevallier provided background for the request. The Western Heritage Days Committee is looking to utilize the Town Kitchen as part of their facilities rental as a secure location for the storage of beverages, ice, and other equipment during the event, and are requesting the Kitchen be added at no charge as the other facilities have been. Dan

Aynesworth, representing the Committee noted the request was an oversight from their previous request to add the Firebay and Town Meeting Room. There was additional discussion of the planned use for the Kitchen during the event, clarifying that it will be used as storage and not for any actual cooking, as well as verification that the Committee has secured all necessary licenses for sale of alcohol.

Member Crowe moved to approve the use of the Kitchen for the week of the event, Monday to Monday; motion second by Vice-Chair Birdwell and passed 4-0.

Agenda Item No. 8:

Discussion to approve, approve with modification or deny a donation of \$1000 total, \$500 each to Jacks Valley and Minden Elementary Schools, to subsidize bus transportation cost for elementary school children to participate in our Genoa Arbor Day celebration

Town Manager JT Chevallier provided historical background information for the donation. The donation has been made in past years to allow for the students to participate in the event on April 26th. This will be the last expenditure to approve for the Arbor Day celebration.

Under public comment, Kurt Hildebrand of the Record Courier asked about the time the event would take place and was told the events will begin at 9 AM and further details of the schedule would be forthcoming. There was also a discussion of why the donation would need to be made to the schools to cover the expense, why the particular schools were selected, and what other activities and/or performances would take place at the event.

Member Pasley moved to approve the donation of \$1000.00 total, \$500.00 to Jacks Valley Elementary School and \$500.00 to Minden Elementary School to subsidize bus transportation cost for elementary school children to participate in the Genoa Arbor Day celebration; motion seconded by Member Crowe and passed 4-0.

Agenda Item No. 9:

Discussion and approval of unpaid time off for Town Manager, JT Chevallier for May 2-16 and June 13 – June 17.

Town Manager JT Chevallier provided details regarding the two requests for unpaid time off. The time in May will be for him to participate in an expedition accompanying mountaineers and biologist to explore the Arctic Circle region. The time in June will be for his father's memorial service. Mr. Chevallier explained that the event in May had been in place prior to his accepting the position of Town Manager for Town of Genoa. He noted that the time would be unpaid and the dates would not impact the regularly scheduled Town Advisory Board meetings. He did note, however, as the Town is currently in the midst of the Budgetary process, he will have to present the Town's budget to the Board of County Commissioners at a yet unscheduled date which could potentially fall within that first time period. Should the date of the budget presentation fall within that time, he would forego that time off in order to do the presentation. He added that there could be an opportunity to create a fundraiser for the Town with a slide-show presentation of the exhibition. His primary concern is to ensure that his leave would not be to the detriment of the Town.

Chair Shively moved to approve the request for time off, pending determination of the date of the Budget presentation; motion seconded by Member Crowe and passed 4-0.

Agenda Item No. 10:

Discussion to approve and select a date for the “Genoa Town Cleanup Day”. Residents will be asked to assist with general maintenance and upkeep at the Genoa Town facilities and the Genoa Town Park. The town will provide lunch for the volunteers. Roger Falcke will assist with coordination

Town Manager JT Chevallier, along with resident Roger Falcke, provided background regarding the proposed clean-up day which is intended to provide a community spring cleaning of the Town after the winter season and ahead of the upcoming Town events. There was a discussion of the details of the event including potential areas for focus of the clean-up effort and logistical elements involved, the possibility of the BBQ for volunteers being provided by the Volunteer Fire Department, and a potential date for the event of April 20th. Mr. Falcke also provided a list of items needing attention and repairs, such as the playground equipment at the Park, though they would not be the focus of the Cleanup Day, but rather something for the Town to focus on in future. There was also mention of the Town pavers and Genoa Trail to Walley’s needing maintenance.

Vice-Chair Birdwell moved to approve the “Genoa Town Cleanup Day” for April 20th; motion seconded by Chair Shively and passed 4-0.

Agenda Item No. 11:

Discussion to approve and select a date for the First Responders BBQ. Residents will be invited to the town hall for a BBQ and presentation from the Nevada Highway Patrol, Douglas County Sheriffs, and the East Fork Fire Protection District. Residents will be able to ask questions about the agencies, meet the officers, and learn about Neighborhood Watch, DUI, and Fire Threats

Town Manager JT Chevallier presented background information for the proposed event, which is the result of his various meetings with first responders groups who have expressed interest in having greater involvement with the community, meeting its residents, and bringing attention to various programs and topics under their purview.

There was a discussion of the possible dates for the event as well as what the contents of such a presentation might entail.

The Board took no action on this item; it will be tabled until the May meeting agenda when more detail and planning can be completed.

Agenda Item No. 12:

Discussion to approve, approve with modification or deny Melissa Blosser’s interlocal agreement for services as the interim Town Manager

Town Manager JT Chevallier explained this item was listed on the agenda through error. There was miscommunication regarding the issue.

The Board took no action on this item.

Agenda Item No. 13:

Discussion to approve the temporary removal of the banner in Town Hall for special events and weddings based on request only basis; with public comment prior to Board action.

Town Manager JT Chevallier explained the history of the banner currently hanging in the Genoa Town Hall. The issue is with potential renters for the facility requesting the banner be

taken down for their event. Mr. Chevallier explained that after further review of the issue, it could potentially be left to Staff discretion to determine removal of the banner. The Western Heritage Days committee has requested it be left up for their event, but moving forward the banner will likely be taken down and properly stored unless requested to be put up.

The Board took no action on this item.

ANNOUNCEMENTS AND CORRESPONDENCE

Chair Shively decided to take item 15 prior to item 14.

Agenda Item No. 15:

Discussion on Town Manager's monthly report.

Town Manager JT Chevallier's monthly report included information and updates on the following topics

- Town facilities and maintenance activities
- Status of Town events and planning, including St. Patrick's Day, Arbor Day, Concerts on the Green, and Candy Dance
- A new construction project in the Town
- His meetings with agency partners and County representatives
- A meet and greet with the Town Manager that was held at the Pink House
- Six-month review and 12 month goals for Town Office Assistant Tiffini Drew
- Board of County Commissioners' activities relating to the Town, including discussion of the RDA 1 funds the Town is applying for

Mr. Chevallier noted that the response from the BOCC regarding the RDA 1 funds was very positive and encouraging. The total funds requested by the Town do exceed the funds currently available. The next step in the process will be completing findings for the projects and providing information regarding the projects for the Capital Improvement Projects presentation to the BOCC.

Vice-Chair Birdwell moved to accept the Town Manager's report; motion seconded by Member Crowe and passed 4-0.

Agenda Item No. 14:

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

Member Pasley again complemented the work done on the Candy Dance poster design.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

Vice-Chair Birdwell moved to adjourn the meeting at 8:20 PM; motion seconded by Member Pasley and passed 4-0.

Minutes prepared by:
Tiffini Drew
Office Assistant, Town of Genoa

Exhibit A



Genoa Town Office
PO Box 14
Genoa, Nevada 89411
PHONE: (775) 782-8696

Genoa Town Advisory Board Meeting

MEETING DATE: April 3, 2019

SIGN-IN SHEET (PLEASE PRINT)

Name (FIRST & LAST)

Van Aynesworth

Erin Pasley

Dwight

Debra Smedley

Perry Hawk

Terri Schultz

Martin Manning

Heine Shively

Neil Wellford

Roger Falke