

**GENOA TOWN ADVISORY BOARD**  
**Regular Meeting Minutes**  
**June 5, 2019**

The Genoa Town Advisory Board held a public meeting on June 5, 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, Steve Shively, Patricia Eckman, Linda Birdwell, and Brian Crowe. Also present was Town Manager JT Chevallier.

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 Town Manager JT Chevallier.

**PUBLIC COMMENT**

No public comment.

**APPROVAL OF AGENDA**

Member Crowe moved to approve the agenda for the June 5, 2019 Genoa Town Advisory Board meeting; motion seconded by Vice-Chair Birdwell and passed 5-0.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Member Eckman moved to approve the minutes of the May 1, 2019 meeting; motion seconded by Member Pasley and passed 5-0.

**CONSENT CALENDAR FOR POSSIBLE ACTION**

**Agenda Item No. 2:**

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

**Agenda Item No. 3:**

Discussion to approve Town Manager's time cards.

Under public comment Bill Brooks sought clarification on the adopted budget and amended budget figures as presented and as to which figure was the one expended by the Town. Town Manager JT Chevallier indicated the figure of \$540,193.00, the amended budget figure, would be the final budget figure.

During Board Discussion Vice-Chair Birdwell mentioned an issue with some of the payments listed on the Accounts Payable report showing no figures for the payment amounts. Office Staff will review and update the Board on the issue.

Vice-Chair Birdwell moved to approve the consent calendar items; motion seconded by Member Crowe and passed 5-0.

**ADMINISTRATIVE AGENDA**

#### **Agenda Item No. 4:**

#### **Discussion and update on the Centennial Candy Dance “Lillian” Statue Project**

Gail Teig presented an update on the “Lillian” Statue Project status. She reported the statue, pedestal, bricks, and most plaques have been delivered. Site construction is underway for the statue. Ms. Teig requested the Town make a proclamation for the statue unveiling. Chair Shively asked if the statue committee wished for the proclamation to be read at the statue dedication, and Ms. Teig said that was the hope. An item to discuss the proclamation will be placed onto a future Board meeting agenda. Debrine Smedley then presented the completed painting as well as final poster design for the Centennial Genoa Candy Dance to the Board for review and approval. Discussion of final details of the poster, including poster size, are ongoing. Chair Shively requested an explanation of the process and details of the poster design and statue project to this stage. Gail Teig provided the background for the project including the history of Lillian Virgin Finnegan related to the Town and the Candy Dance, as well as the desire to commemorate her and the centennial of the Candy Dance. Chair Shively also added that the design of the poster includes an historical street light, which ties into the origination of the Candy Dance. He mentioned the unveiling will be August 16, 2019.

Town Manager JT Chevallier mentioned that he had had discussions with the Town’s graphic designer, Jenn Hollister, regarding the poster and design, in particular the size for the posters, including sizes utilized by the Town for promotional purposes for past events, as well as the idea of doing only a limited run of the larger 22x28 poster for memorabilia purchase. He discussed the concern of cost benefit regarding the decision for poster size and number for printing. Mr. Chevallier also presented to the Board an alternative poster design, created by Ms. Hollister, which she had requested be shown to the Board along with a list of points regarding the issue of poster size. Vice-Chair Linda Birdwell asked what size the giclee of the paintings might be. Debrine Smedley informed her that discussion is still on-going regarding size and possible uses for funds raised from the sale of giclee prints.

Vice-Chair Birdwell mentioned it may be good for the Board to get Merchandise Committee input regarding the size, price, locations for sale of the posters. She offered to take the item to the committee at their meeting on Friday and welcomed members of the public to attend that meeting. Town Manager JT Chevallier provided an update on the past timeline regarding ordering of posters. He suggested at this stage it would be good to at least have Board approval on the poster design with decisions on other details to come later.

Under public comment Terri Schultz asked if the original artwork would be auctioned off. Chair Shively and Debrine Smedley explained that ownership of the painting remains with Ms. Smedley while the Town has the copyright for reproduction of the artwork. The possibility of selling the original painting in the future for a fundraising effort may be discussed at some point. Ms. Smedley also mentioned her desire to frame the painting using materials from the original buildings located on the “La Ferme” property to add an historical value to the painting as the buildings trace back to Lillian Virgin Finnegan. Sue Knight expressed her preference for the design presented by Debrine Smedley, noting in particular the border. Ms. Smedley mentioned the border is meant to represent the original wood floor of the Town Hall building where the first Candy Dance Dinner-Dance was held. John Merson suggested the Board consider printings of both the poster design and the painting itself to sell.

During Board discussion Member Eckman noted that she also felt the Board should seek the Merchandise Committee input on the poster size and quantity and agreed that she preferred

the border on the design presented by Ms. Smedley. Chair Shively expressed his appreciation to Ms. Smedley and his approval of the design she presented.

Member Pasley moved to accept the final poster design as presented by Debrine Smedley; motion seconded by Vice-Chair Birdwell and passed 5-0.

**Agenda item No. 5:**

Discussion to approve, approve with modification or deny the development application for 2291 Main Street, Genoa, NV 89411

Angela Fuss, Planning Manager for Lumos & Associates, and Paul Cavin of Paul Cavin Architects presented the design plan and development application for the 2291 Main Street development project. Ms. Fuss presented details of the project including the planned layout of the building and parking area, the planned scope of renovation and new construction, and the zoning requirements for the project, including the requirement for design review application and minor variance application for the parking. Mr. Cavin presented renderings of the design and the details of the architectural design of the project, highlighting the project's plans to maintain and honor the area's architectural characteristics and historic district precedent and defining features. Mr. Cavin also addressed building code requirements and structural design plans for the project to preserve the historical look of the property.

During public comment Bill Brooks and Sue Knight addressed concerns regarding egress and access issues from the Town Office building onto the 2291 Main Street and other adjoining property and how this is to be addressed by the project development. Mr. Cavin explained the project has accounted for the issue and allowed for a clear pathway for the ramp exit. Property owner Lois Wray also mentioned she had discussed the issue with the County and is willing to continue discussions with the Town in satisfactorily addressing the issue. There was a brief discussion of attempts to address the issue in the past.

During Board discussion Member Crowe stated his interest in what the interior design of the building would be and was told it would be similar to the previous building's design. The Board also discussed having the egress issues brought up during public comment listed as an item for further discussion at a future board meeting. Chair Shively clarified that the item on this agenda was for approval of the design review and variance application for the project.

Chair Shively moved to approve the design review and variance with any future conversations with Town Manager JT Chevallier being brought back to the Board; motion seconded by Member Crowe and passed 5-0.

**Agenda Item No. 6:**

Discussion and update on the Western Heritage Days Event; with public comment prior to Board action

Dan Aynesworth presented an update on the 2019 Western Heritage Days Event. Mr. Aynesworth reported the event was well-attended, with the two concerts nearly selling out, and more successful and larger than had been anticipated, with the event showing a \$15,000.00 profit. He mentioned sponsorship and Heritage Club participation was higher than expected, and bar costs and performer expenses were lower than anticipated. He thanked the event organizing committee, and expressed their hope to grow the event again next year. Mr. Aynesworth mentioned the committee's hope is that Friends of Genoa, Town of Genoa, and the Genoa Volunteer Fire Department will partner to put on the event next year. He mentioned his disappointment that the Fire Department did not participate and that the Town did not contribute

more than the use of the Town facilities. Chair Shively commented that Town involvement would require a review and development of a new business plan for the event. There was a discussion of the kind of Town involvement desired, including the possibility of Town Staff selling tickets as was discussed for this year's event.

During public comment there was a discussion of the extent of Town involvement desired and what involvement the Town has had in the past. Possible involvement of the Town in ticket sales in particular was mentioned. Bill Brooks expressed his concern over the "slippery slope" of Town involvement in the event and referenced past financials of the event. He stated that he felt the Town involvement should not exceed providing use of Town facilities. Dan Aynesworth requested Mr. Brooks explain his comments regarding the Town budget. Mr. Brooks replied that the last event sponsored by the Town cost nearly \$100,000.00 so that the year after the event ended there was an extra \$100,000.00 to the budget and the revenue from the events was nearly nothing, except for one year that was a small net-profit. Member Eckman explained that in the past a certain portion of the Town budget was set aside to fund the event expenses and was not available to be spent on other Town expenses. Mr. Ayensworth stated that he felt the comments regarding the event budget as put forth previously were distorted and unfair and requested that the Board address that fact. Vice-Chair Birdwell discussed the Town budget regarding how the expenses and revenue side of events are considered, and noted she did not recall the event ever having no revenue, though some years were only near break-even. She wished to note for the record that there is a difference between net profit and revenue generated when discussing Town events, and that any Town event would be budgeted for both the revenue and expense side. Mr. Brooks suggested the Town Manager and Board review the financial records of the event. Gail Teig suggested the Board also consider the event beyond the fiscal impact to the Town and consider events that are endorsed by the Town even if not at the expense of the Town and are beneficial to the whole community.

Town Manager JT Chevallier noted that this item was intended to be an update for the 2019 event and that discussion of a future event and Town involvement and financial issues would be worth addressing in more detail at a future Board meeting. Vice-Chair Birdwell mentioned at a Board meeting in 2017 former Town Manager Phil Ritger presented to the Board a financial breakdown of the event. Member Crowe thought that concerts and events like the Western Heritage Days bring people to the area and would like to keep the event growing.

Vice-Chair Birdwell moved to accept the update on the 2019 Western Hertiage Days event and to have the Town Manager put discussion of the 2020 event and potential Town involvement on the July or August agenda; motion seconded by Member Pasley and passed 5-0.

**Agenda Item No. 7:**

Discussion to review and approve draft resolution 19-01 to request Nevada Highway Patrol, Nevada Department of Transportation and Douglas County Sheriff's Office provide traffic control and speeding mitigation within the town boundaries

Town Manager JT Chevallier provided background for the resolution, stating it was the result of a petition brought before the Board by resident Bill Brooks. Upon Board direction, a resolution was drafted by the Town's legal counsel to be presented for approval and signature of the Board. Mr. Chevallier also detailed certain discussions he had with agency partners regarding possible additional solutions for dealing with the speeding issue, including the possible installation of radar feedback signs at entrances to the Town in coordination with NDOT and/or

Douglas County and possible installation of a crosswalk at Carson St. near the trailhead. He also expressed his thanks to residents for bringing this issue to his attention.

Under public comment members of the public commented on the increased officer presence they had seen in Town in response to this issue and thanked Mr. Chevallier and the Board for their response to residents' concerns in addressing the matter.

Member Crowe moved to approve resolution 19-01; motion seconded Member Eckman and passed 5-0

**Agenda Item No. 8:**

Discussion to approve the Town of Genoa's insurance renewal proposal from the Nevada Public Agency Insurance Pool (POOL) and payment of \$6343.22 for fiscal year 2019-2020 premium

Town Manager JT Chevallier presented background information on the request, which is for approval of the standard annual insurance renewal for the Town's Nevada Public Agency Insurance Pool through Warren Reed Insurance.

Under public comment Sue Knight sought clarification on some of the details of the insurance coverage. Town Manager JT Chevallier stated he would provide more detailed information regarding the coverage to her.

Member Crowe sought confirmation that the premium cost was an increase over the previous fiscal year. Town Manager JT Chevallier confirmed there was a nominal increase.

Member Eckman moved to approve the insurance premium; motion second by Member Crowe and passed 5-0.

**Agenda Item No. 9:**

Discussion to approve Town support of the Genoa Americana Celebration (July 4<sup>th</sup>). Town of Genoa will: 1) submit the Douglas County Outdoor Festival permit and the Nevada State Park special use permit; 2) donate \$500 to pay Mormon Station State Park special use fee as financial support for the event

Town Manager JT Chevallier provided an update on the status of planning for the event, stating he had already submitted the permit and secured insurance for the event as the Town has done in the past.

No public comment.

Vice-Chair Birdwell moved to approve Town support of the Genoa Americana Celebration, submit the necessary permits and pay the Special use fee; motion seconded by Member Pasley and passed 5-0.

**Agenda Item No. 10:**

Approve the Town of Genoa's expenditure of funds, not to exceed \$15,000.00, with Mountain West Construction or equivalent qualified vendor for town road grading and drainage ditch rehabilitation within the approved budget (Fund 520.103, Road Maintenance)

Town Manager JT Chevallier updated the Board on the figures presented regarding the estimated cost, stating the Town was unable to get an estimate for the 2019 work prior to the meeting and the figure of \$15,000.00 was based on 2017 expenses during which there was

significant road damage and issues which increased the cost. The actual figure is likely to be closer to the 2018 work, which was significantly less. Mr. Chevallier also mentioned discussions he had regarding the idea of going out to bid for the work, stating it was not a requirement because of the cost, but it would be possible, and he recommended the Board consider possibly doing so for the 2020 work.

Under public comment Bill Brooks expressed his support for the Town seeking to go out to bid for the work in the future. Sue Knight sought clarification on the details of the expenditure and was told there were two separate parts to the project each with their own budgeted amount.

During Board discussion Member Pasley expressed his support for going out to bid as well. Member Eckman inquired about the cost of the water for road wetting and whether it was included in the cost estimate provided. She was told it would likely be an extra \$1000.00 expense and may be undertaken by the Douglas County or one of the other Town's water truck. There was also a discussion of the possibility of approving an expenditure of funds less than the \$15,000.00 figure initially proposed.

Chair Shively moved to approve an expenditure of funds for road grading not to exceed \$10,000.00; motion seconded by Member Eckman and passed 5-0

**Agenda Item No. 11:**

Approve the Town of Genoa's expenditure of funds, not to exceed \$9,000.00, with Soil-Tech or equivalent qualified vendor, for the application of the dust palliative treatment to the town roads within the approved budget

Town Manager JT Chevallier presented the proposal from Soil-Tec for the application of dust palliative treatment to the Town roads, stating the proposal cost was in line with the 2018 cost.

No public comment.

Vice-Chair Birdwell moved to approve the expenditure of funds not to exceed \$9,000.00; motion seconded by Member Pasley and passed 5-0.

**Agenda Items No. 12 & 13 were taken together:**

Discussion and update on the annexation of APNs 1319-09-501-005, 1319-09-501-006, 1319-09-601-001, 1319-09-601-002, 1319-09-601-003, 1319-09-601-004, 1319-09-601-005, 1319-09-701-001, 1319-09-701-002, 1319-09-701-004, 1319-09-701-005, 1319-09-701-006

Discussion to review and approve draft resolution 19-02 to the Board of County Commissioners to modify the Genoa town boundary and annexation of APNs 1319-09-501-005, 1319-09-501-006, 1319-09-601-001, 1319-09-601-002, 1319-09-601-003, 1319-09-601-004, 1319-09-601-005, 1319-09-701-001, 1319-09-701-002, 1319-09-701-004, 1319-09-701-005, 1319-09-701-006

Town Manager JT Chevallier provided an update on the annexation process thus far, including his meetings with Community Development and Minden Town Manager JD Frisby regarding the process. Mr. Chevallier noted that the Town has completed obtaining the legal descriptions of the properties for annexation and acquiring the tax receipts for the parcels, as well as having Town counsel draft a resolution for the annexation. Upon approval of the resolution by the Board, a development application needs to be submitted as well as notice

made to the affected properties and the resolution submitted to the Board of County Commissioners for approval to conclude the process. He noted that while he believes the County will notice the affected properties, he feels it would be good public relations for the Town to notice residents.

Under public comment Bill Brooks asked how far out the process of noticing affected properties would be. Mr. Chevallier explained once the development application is submitted and processed and the item agendaized for the Board of County Commissioners, notice would be made. He again noted he suggests the Town send out notice to the affected residents in the meantime.

During Board discussion Member Crowe wanted to clarify that residents would be notified in time to attend a Town Advisory Board meeting prior to the item going to the Board of County Commissioners. Town Manager JT Chevallier stated that is the intent. Vice-Chair Birdwell asked about the tax increase noted and whether the affected residents would see an increase. Mr. Chevallier stated he believed the figure noted would be the increase in revenue that the Town would see and that any increase to affected parcels would be nominal.

Vice-Chair Birdwell moved to approve draft resolution 19-02; motion seconded by Member Eckman and passed 5-0.

**Agenda Item No. 14:**

Discussion and approval to reschedule the July 2019 Board Meeting to July 10, 2019

At the May Genoa Town Advisory Board meeting there was a discussion of moving the July meeting from its scheduled date of July 3<sup>rd</sup> as it falls before the Independence Day holiday. The date of July 10<sup>th</sup> had originally been suggested. The Board discussed the possibility of July 8<sup>th</sup> for the meeting instead.

Vice-Chair Birdwell moved to reschedule the July GTAB meeting to Monday, July 8, 2019 at 6:30 PM; motion seconded by Member Pasley and passed 5-0.

**ANNOUNCEMENTS AND CORRESPONDENCE**

**Agenda Item No. 15:**

Discussion on Town Manager's monthly report

Town Manager JT Chevallier presented his monthly report to the Board on the following topics:

1. The paver stone erosion near the Town greeters gazebo which will require the re-setting of 20-30 stones and will be done by the mason being used for the "Lillian" Statue installation, with invoicing for the cost coming directly to the Town
2. Town maintenance, including cleaning up the area around the 5<sup>th</sup> Street kiosk
3. An update on the RDA 1 Funds, which have been approved by the BOCC and are now awaiting completion of findings. The approval did not include the HVAC upgrade, so the Town will be looking into funding in the Town budget for the project. Once an estimate and bids have been sought the project will be brought back to the Board for review and approval
4. Approval of the Town FY 19/20 budget by the BOCC

5. The status of the relocation of the Town kiosk from the corner of Nixon and Main Street to the Town Park to make room for the “Lillian” Statue installation which will be more involved and costly than originally anticipated
6. The status of Candy Dance planning
7. A presentation by NV Energy to be set for the July Board meeting
8. Meetings with NDOT and NHP
9. The status of his Incident Command System training
10. The Town’s Concerts on the Green, noting he will be doing final touch-up of the Park
11. His meeting with the “Lillian” Statue committee regarding the planning for the unveiling

Under public comment there was a discussion of the timetable and process for the HVAC project and funding. Perry Hand also mentioned there were some pavers at the Town Church needing sanding.

During Board comment Member Eckman inquired as to whether the Town budget might be able to support hiring a part-time Town Maintenance person to assist the Town Manager in addressing ongoing Town maintenance issues. Town Manager JT Chevallier noted he is looking to have discussions with the Town’s contracted landscape service regarding the current level of service.

Chair Shively moved to accept the Town Manager’s monthly report; motion seconded by Member Pasley and passed 5-0.

**Agenda Item No. 16:**

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

Vice-Chair Birdwell mentioned she would be attending a Gardnerville Town Board Meeting next month as part of her Leadership Douglas County assignment. Member Pasley again thanked Debrine Smedley for all her work.

**PUBLIC COMMENT**

Debrine Smedley congratulated Town Office Assistant Tiffini Drew on being named to Douglas County’s Great People Great Places. Bill Brooks advised the Board that the Board of County Commissioners and the Planning Commission were meeting to discuss changes to the county Master Plan. He noted the new Development Director only refers to Gardnerville and Minden when referring to the Towns’ prosperity programs. He added that next month the County Staff will be preparing a map change and reducing the text of the Master Plan from 1200 to 300 pages. He suggested an update to the Genoa community plan be done for inclusion. Mr. Brooks also noted that Mr. Dallaire will be undertaking a road tour and suggests the Board ensure Genoa was included as a stop on the BOCC road tour of the County. There was also a discussion of the recently passed piece of State legislation regarding wells and the position of the Water Master.

**ADJOURNMENT**

Vice-Chair Birdwell moved to adjourn the meeting at 8:50 PM; motion seconded by Member Eckman and passed 5-0.

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



Exhibit A

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**Genoa Town Advisory Board Meeting**

**MEETING DATE: June 5, 2019**

**SIGN-IN SHEET (PLEASE PRINT)**

Name (FIRST & LAST)

<u>Name (FIRST &amp; LAST)</u>	
PAUL CAVIN	
Terri Schultz	
Erin Pasley	
Jan Appenworth	
Lois Wray	
Debrine Suedley	
Paul Jeff	
Elaine Duvich	
J. Dumm	
TOM MERSON	
Brian William	
Angela FUSSELL	
Perry Hand	
BILL BROOKS	
Susan Knight	
Mary Bayley	