

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
December 4, 2019

The Genoa Town Advisory Board held a public meeting on December 4, 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, and Linda Birdwell. Also present was Town Manager JT Chevallier. Member Brian Crowe 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 Town Manager JT Chevallier.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Member Eckman moved to approve the agenda; motion seconded by Vice-Chair Birdwell and passed 4-0.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Member Eckman moved to approve the minutes of the November 6, 2019 meeting; motion seconded by Member Pasley and passed 4-0.

CONSENT CALENDAR FOR POSSIBLE ACTION

Agenda Item No. 2:

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

Agenda Item No. 3:

Discussion to approve Town Manager's time cards.

Agenda Item No. 4:

Discussion to approve the 2020 Town of Genoa event dates.

Agenda Item No. 5:

Discussion to approve the update to the Facilities Policies and Procedures and the 2020 Rental Fees for the Town of Genoa facility rentals.

Vice-Chair Birdwell moved to approve the consent calendar items as listed on the agenda; motion seconded by Chair Shively and passed 4-0.

ADMINISTRATIVE AGENDA

Agenda Item No. 6:

Discussion on Town Manager's monthly report

Town Manager JT Chevallier informed the Board he will be adjusting his planned hours for the next several months. He plans to begin at 7:00 AM, to provide a better opportunity to address road maintenance and public safety needs as winter storms progress, and to leave at around 3:45 PM for his physical therapy appointments. He added these hours can be adjusted as needed should something urgent need to be addressed, and he is on-call 24/7.

Mr. Chevallier noted there has been a new corkboard installed in the front entry of the Town Office building to be utilized for the posting of community events and information. He added that the monthly agenda for the Board will also now be posted on this bulletin board in addition to its location on the information board on the exterior of the Town Office building; previously it had been posted to a bulletin board in the interior office space.

Mr. Chevallier stated he had a meeting with the County Budget Manager, Julie Andress, and that there had been adjustments needed to the Town budget identified. First, the opening fund, which had been initially listed around \$88,000.00 had left off around \$113,000.00 and would be adjusted. Second, the consolidated state tax had been underestimated by around \$10,000.00 and would be adjusted as well. Mr. Chevallier noted that in adjusting these funds, the monies would need to be allocated by the Town. He stated he did not want to go into too great of a detailed discussion at this time as he would like to have a budget meeting in January to discuss the Town budget in detail. He explained the revenue funds would need to be offset expenses and briefly detailed some of the potential ways the Town could allocate the funds with expenditures, such as allocating them to the ending fund balance for the beginning of the next Fiscal year, assessing them to Capital Projects funds, particularly for projects outside the RDA funds projects. He added if the funds were put into the ending balance they would not be available for this year.

In discussing Town maintenance, Mr. Chevallier noted now that the Town has contracted with someone for maintenance services he would like the Town to develop a Maintenance Master Plan of priorities to guide staff in addressing issues. He would like this list to include any town maintenance projects. Once developed and prioritized, he suggests the Town assess this plan on a monthly basis to assure projects are being addressed, properly prioritized, and that costs are staying within budgetary constraints.

Mr. Chevallier expressed thanks to the Town of Minden for assisting in installing the Christmas lights on the Town buildings and tree for the tree-lighting on Friday.

Mr. Chevallier noted that the insurance claim is in process for the damage to the Church planter and brick wall. The individual who caused the damage acknowledged responsibility, and the Town is now waiting to hear back from the insurance company regarding the payment for the damage. Additionally Mr. Chevallier has been in contact with a masonry company to potentially secure them for the repairs.

Mr. Chevallier noted that snow removal on Town streets has started. He added that there had been some confusion as to the streets that were included in the contractor's responsibilities, but he has clarified these and other details with them. Mr. Chevallier also explained that both

the Town Truck and Gator plow blades have been out of service. Repairs to both are planned, and he hopes they will be functional by the end of the week.

Mr. Chevallier informed the Board that refurbishment of the Church sign is on-going and he hopes this will also be completed by the end of the week and in time for the Christmas event on Friday.

He added that drainage maintenance is ongoing and has been a focus for the contracted maintenance worker.

In discussing public safety issues Mr. Chevallier explained that there had been a tree issue on Mill Street, so the Town had the tree removed. He also noted that a street light had been replaced on 1st Street and encouraged anyone who sees any issues to notify him so he can contact NV Energy to address the issue. He was told there was one out on Carson Street. He commented that these will be the types of maintenance issues he would like to include in the Maintenance Plan. He added he has a direct contact at NV Energy now to deal with light outages and issues. He explained he would also be doing a walk through with Mr. Bill Brooks regarding maintenance issues for the Town. He again requested any suggestions for items.

During his update on Candy Dance, Mr. Chevallier informed the Board that around \$174,000.00 had been transferred from the Deferred Candy Dance revenue to the Candy Dance revenue account, and that the event had seen a net around \$155,199.00. He added that there had been some increases in both revenue and expenses for the event over last year's numbers. He stated he believes the Town can do better to manage some expenses for next year while continuing the revenue trend. Chair Shively sought clarification on what the increases in expenses were. He was told some of these were increases in Security and Safety, Dinner-Dance, Ice-Truck, and Candy supply expenses. Chair Shively asked if the Sherriff's Office and NHP may be open to decreasing costs for the next event. Mr. Chevallier told him he would look into it. Mr. Chevallier added he had an after-action meeting regarding Candy Dance with the first response and safety individuals involved in the event. He stated everyone had been very complimentary about the event and the Town, and looking toward next year, it was suggested that the safety officers would not appear in full SWAT tactical gear for the event. Mr. Chevallier also noted that the Candy Dance Volunteer Thank You Dinner was scheduled for January 25th and invitations had gone out. He added that Town staff would be looking to hold the event earlier next year, possibly in November.

Mr. Chevallier informed the Board he had a meeting with Gail Teig regarding discussions on an access agreement for her property to facilitate the RDA project construction. Details of such an agreement have yet to be worked out, and Town Attorney Mike Rowe is looking into other such agreements he has drafted and looking to create a draft agreement for the parties involved to review prior to public review. Mr. Chevallier added the ground-breaking for the RDA projects is still anticipated for November of 2020. He noted there would be the potential need to look into alternative locations to host Town events impacted by the construction.

Mr. Chevallier then discussed items he wanted to bring before the Board for future meetings. In January he would like the Board to primarily focus on the Town budget and begin discussion of a Maintenance Master Plan. For February Mr. Chevallier would like to discuss updates to the Town website, noting he has been reviewing different options. Chair Shively asked if Mr. Chevallier could include a cost comparison of current expenses versus new proposed expenses. Mr. Chevallier stated he could do so. He added that his strategy is to

transition the Town website to a new platform and then continue with the current maintenance and updating provided by Jennifer Hollister. He will be looking to break it down into two cost analyses, with the first being the cost of transitioning to a new platform and the second being the ongoing costs for the site. Also in February, Mr. Chevallier would like the Board to conduct a review and update of the Town Policies and Procedures. He noted again that Town Staff would like two members of the Board to work with Staff on initial review and revision, with the goal of updating them rather than any major changes. For the March meeting Mr. Chevallier's one year review will need to be conducted. It will need to be in an open meeting setting. Chair Shively asked if the Board Chair would have to complete the County review form. Mr. Chevallier stated he believed so but would look into what the exact process would be. Also in March, Mr. Chevallier would like to do a review and update of the Master Plan to refine it into a final document. Chair Shively asked if that would also require a committee. Mr. Chevallier stated he thought starting with the full Board would be appropriate, and if any further refinement was needed moving to committee at that point.

Finally, Mr. Chevallier offered an update on the annexation process, stating he has been in discussions with County staff to clarify information about the affected parcels. He added that it is looking like February's BOCC meeting will see the annexation proposal agendaized for review, and that parcel owners will have to be re-notified when the item goes before the BOCC. Lorilyn Chitwood informed Mr. Chevallier that she had spoken to some other parcel owners who had received the notices late or not at all. Mr. Chevallier stated that he had spoken to the County Manager who had directed the Town to do better in their outreach to the parcel owners and asked what steps the Town would be taking to communicate with the parcel owners. Mr. Chevallier explained he would be reaching out to the parcel owners to provide explanation as to the process and justification for their particular parcels. He added he would provide another update on the annexation to the Board in January.

Under public comment Sue Knight asked if the Town had paid the full amount to the band at Candy Dance even though they did not perform. She was told it had. She asked who was contracted for the Town's snow removal. She was told JDM landscaping, who also does the landscaping for the Town has a 2-year contract for the snow removal which will run through this season. Ms. Knight noted the individual in the white truck she had seen plowing had gone too fast up the street.

Lorilyn Chitwood commented that the County plow trucks also drive too fast. Ms. Chitwood asked if it would be possible to have a fire system included in the Master Plan Mr. Chevallier had mentioned. Town Manager JT Chevallier stated that as a part of public safety for the Town, that would certainly be something for discussion.

Marilyn Vasey asked if anyone had been looking into available grants. Mr. Chevallier said he has been looking into grants from the USDA as well as Federal and US Forest Service grants. He added that there are sometimes difficulties with competing entities so it can help to team up in securing grants, noting the Town is working with Douglas County Economic Vitality to work on securing grants in partnership. He also noted that some grants are contingent on matching funds.

No further public comments.

During Board discussion Chair Shively asked if the Town would be looking at rental rates and agreement again after the RDA improvements have been completed. He was told that would be the case and that staff anticipates rate increases resulting from those redevelopment improvements. Chair Shively asked if there was a need to develop a committee for discussing the budget expenditures mentioned. Mr. Chevallier stated it could be something worked through during the January meeting, with staff bringing potential options for discussion. He added that he would like to see a limited agenda for the January meeting to provide time for budgetary discussions and the maintenance master plan review. He added if the Board would like to develop a budget subcommittee that would be at their discretion.

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

Agenda item No. 7:

Discussion and update from the Lillian Virgin Finnegan Statue Committee, with discussion including but not limited to statue maintenance and decoration

Gail Teig presented the final official report from the Lillian Virgin Finnegan Statue Committee. She read a statement from the committee to the Board. The statement is included as **Exhibit B**. Ms. Teig explained that the funds are currently being held in a restricted funds account and it would be up to the Town to determine where those funds would ultimately be held. Ms. Teig presented the maquette of the statue to the Board. She noted there are a few items still outstanding so the final financials are still pending though the funds will be no less than \$10,000.00. Ms. Teig noted the light fixture and time capsule at the statue site have both been installed, and a final plaque installation is still pending.

No public comments.

During Board comment, Vice-Chair Birdwell expressed thanks on behalf of the Board, stating she knows what had gone into it, having been to the foundry. She stated she thinks it is an amazing tribute. Chair Shively added it was an amazing adventure too. Chair Shively suggested the decision on the maintenance funds be agendaized for next month's meeting.

Chair Shively moved to accept the final report and the donation of the statue to the Town today along with the memo presented; motion seconded by Member Pasley and passed 4-0.

Agenda Item No. 8:

Discussion and update on the Genoa Cowboy Country Christmas, Breakfast with Santa, Tree Lighting, and Christmas Caroling

Town Manager JT Chevallier updated the Board on the upcoming Christmas events. He stated the planning for the caroling and tree-lighting is in place and thanked Sue Knight. He noted that Chad Coons will be hosting and having Sierra Chef provide cookies and cocoa, and the lights are in place and ready to go. He noted that ticket sales for the Cowboy Country Christmas have been sluggish, suggesting the event may be impacted by factors including the weather, change in date, and the timing of the event, noting there had been a slight increase in ticket sales after Thanksgiving. He added that tickets are still available and the concert tickets will be available for purchase at the door, but Dinner tickets will not as the Town will need a count of dinner attendees to purchase supplies. He noted the weather may be a little

challenging as well. Finally he noted that Breakfast with Santa is about 60% sold but all three seatings are still available. He added the Town is still looking for volunteers to help pre-cook the sausages.

No public comments.

Vice-Chair Birdwell moved to accept the update on all the Christmas activities; motion seconded by Member Eckman and passed 4 -0.

Agenda Item No. 9:

Approve, approve with modification, or deny rescheduling the January 2020 Genoa Town Advisory Board Meeting to January 8, 2020

Town Manager JT Chevallier explained the normally scheduled meeting would fall on January 1, 2020 so it was being recommended to move the meeting to January 8, 2020.

No public comments.

Vice-Chair Birdwell requested that a discussion of changing the meeting start time from 6:30 PM to 5:30 PM be agendaized for the next Board meeting, noting it had been discussed previously, but she would like to do so again.

Member Eckman moved to move the meeting from January 1st to January 8th; motion seconded by Member Pasley and passed 4-0.

Agenda Item No. 10:

Discussion and update on the Genoa Lane/Highway 395 public safety issue

Town Manager JT Chevallier explained the Board of County Commissioners has agendaized discussion on the item for their December 5th meeting to have the BOCC provide guidance to NDOT regarding the issue. He noted he had also discussed the issue with Senator Settlemeyer, whose property would be impacted by a realignment. Senator Settlemeyer stated he recognizes the importance of the issue and supports the need to realign Genoa Lane to Airport Road. He is waiting for further information before engaging in any further discussion of the issue. Mr. Chevallier noted that NDOT had responded to the letter sent by the Board to District 2, noting the requests and issues addressed were beyond the scope of the department it was directed to, and that it should be elevated to the Department of Traffic Safety and Engineering. Mr. Chevallier stated he would be reaching out to the representative from the indicated department to follow up.

Mr. Chevallier noted the BOCC meeting would be live-streamed and that the item would be #4 on the agenda, encouraging anyone interested to attend the meeting or watch it live-streamed.

He added that while there are other projects, including Mueller Parkway and Vista Grande, that are priorities for the County, he does believe in the possibility of having the Genoa Lane realignment elevated on the priorities list.

No motion was made.

Agenda Item No. 11:

Presentation by the Genoa Western Heritage Days Committee including the structure, roles and responsibilities for the 2020 Genoa Western Heritage Days event.

Town Manager JT Chevallier stated that based on direction from the Board a committee for the event has been formed and the committee member list was presented to the Board. He thanked Sue Knight for her assistance, and noted there were tentative confirmations from all the proposed members. He added the committee's first meeting was planned for December 16th at 4 PM to start planning, and that he believes the event can be executed without an undue burden being placed on any of the organizations involved.

Chair Shively asked about entertainment for the event. Mr. Chevallier explained that Ms. Knight has identified some entertainment availabilities, but that the committee will need to act fast in securing them. Mr. Chevallier added this item is planned as an ongoing item for updates to the Board.

Under public comment Elaine Shively noted that the next issue of the Genoa Connection would be in the first week of March, so any information for promotion of the event would be needed by February.

Vice-Chair Birdwell moved to approve the update on the 2020 Genoa Western Heritage Days; motion seconded by Chair Shively and passed 4-0.

Agenda Item No. 12:

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

No Board comments.

PUBLIC COMMENT

No public comments.

ADJOURNMENT

Vice-Chair Birdwell moved to adjourn the meeting at 7:35 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: December 4, 2019

SIGN-IN SHEET (PLEASE PRINT)

Name (FIRST & LAST)

Elaine Shively

Mary Boykin

Sue Knight

Chris Ritter

Marilyn Vasey

Steve Jey

Lorilyn Chitwood

EXHIBIT B



*THE CENTENNIAL GENOA CANDY DANCE STATUE COMMITTEE
HEREBY ABDICATES ITS RESPONSIBILITY FOR THE LILLIAN
STATUE IN FAVOR OF THE TOWN OF GENOA AND THE NEWLY
APPOINTED MAINTENANCE COMMITTEE .*

*AS A TOKEN OF OUR APPRECIATION FOR THE YEARS' LONG
COMMITMENT OF THE TOWN OF GENOA ADVISORY BOARD,
WE ALLOCATE A MINIMUM OF \$10,000..00 TO BE USED FOR THE
UPKEEP AND MAINTENANCE OF THE LILLIAN STATUE AND
PAVILION.*

*ADDITIONALLY, THE COMMITTEE WOULD LIKE TO DONATE A
MAQUETTE OF THE LILLIAN VIRGIN FINNEGAN STATUE TO
THE TOWN OF GENOA AS A TOKEN OF OUR APPRECIATION FOR
THEIR UNWAVERING SUPPORT OF THIS SIGNIFICANT
ADDITION TO THE TOWN OF GENOA.*

*ON BEHALF OF THE ENTIRE COMMITTEE PLEASE
ACCEPT THESE TOKENS OF OUR APPRECIATION.*


GAIL TEIG, CHAIRMAN