

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
January 8, 2020

The Genoa Town Advisory Board held a public meeting on January 8, 2020 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 Member Steve Shively. Present were board members Gordon Pasley, Steve Shively, Patricia Eckman, Brian Crowe, and Linda Birdwell. 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 Member Linda Birdwell.

PUBLIC COMMENT

During opening public comment Marc Moscowitz discussed a recent incident of bow hunting that took place close to residences. He wanted to ensure the Town was aware of the incident and noted residents may seek support from the Town on the issue at a later time. He noted the current incident involved a deer shot legally with a bow on private property which then led to trespass incidences with bows being shot close to residences, though he did not know if the trespass incidences had been followed up on. He added that similar incidences from a few years ago involved deer shot from a roadway close to residences. He stated their intent is to amend Douglas County Code 9.68 dealing with weapons so that it will address archery. He noted an amendment had been put forward a few years ago, 2017-1494, which added language adding bows to firearms to restrict bows from residences and across or from roadways, as well as shooting within 5000 feet of properties in the Ranchos. The amendment failed. Their intent is to submit an amendment to restrict shooting of bows/archery equipment near residences and across or from roadways, and not including the language related to the Ranchos. He noted he spoke with Wesley Rice about this, adding he was aware and had the County Manager look into it. They contacted NDOW and were briefed. Mr. Moscowitz stated he tried to bring them up to speed about on issues which were not accurate. He concluded by saying that the DA is looking into what other jurisdictions have done to address the situation. Mr. Moscowitz stated they will ultimately probably be asking for support and/or suggestions as to how to keep the community safe and requesting to have discussion of the issue placed on the February agenda if needs be.

Member Shively suggested the Board add it to the February agenda. He asked Mr. Moscowitz if they had spoken to the Sheriff at all. Mr. Moscowitz said no. Member Shively stated the Sheriff had a push last time to enact a new state law and there were similar problems to what was faced with the Ranchos request. Mr. Moscowitz noted their concern was in not asking for too much and that they also did not want to address hunting generally, the ethics of it, the right or wrong of it, or approval or disapproval of it, stating their intent is to keep the community safe.

Town Manager JT Chevallier noted that in the interest of Open Meeting Law, this topic needed to be kept to comments only and it could then be agendized for February for a deeper discussion, but because it was not on tonight's agenda the Board cannot do a deep dive into it, though they do want to hear people's comments.

Bud Frank wanted to support Mr. Moscovitz, stating he is not the lone voice on this issue. He added there are many in the neighborhood who are very concerned. No one wants to in any way inhibit anyone's 2nd amendment rights, gun rights, or hunting rights. They just want to keep the projectiles away from homes, families, and pets.

Elizabeth Elwell stated she also supports what we are doing here. She added she feels we are in a unique situation in Genoa as the deer are part of the landscape here and are not out in the forests. She added she feels baiting a deer to shoot it is not fair hunting.

Donna Dickinson asked if this is hunting season now, and if it is when it closes. She was told it is not. She asked when it opens again. There was a discussion of the different hunting seasons and when they run. Town Manager JT Chevallier noted the Nevada Department of Wildlife has information readily available regarding hunting seasons.

Claire Frank expressed thanks to those who had already spoken. She also thanked Town Manager JT Chevallier for being responsive to her emails and in finding out the factual information regarding the incident and ordinances. She added she appreciates the Town being willing to agendize this to hear about the competing rights.

Nancy Edmundson stated those who came in late apologize, stating they thought it was at 6:30. She added she feels for the safety of all there should be a no hunting in close to public residences in the area, adding it is really a safety issue.

There was a question as to how people will be notified this item is on the agenda and when that meeting will be. Member Shively stated it would be on the Town website. Town Manager JT Chevallier added that it would be agendized for the February meeting and that Town meetings are held the first Wednesday of the month at 6:30. He noted agendas are posted at least 3 business days before the meeting at the Genoa post office, Genoa Town office, on the Town website, at the Genoa Country Store, at the Historic Courthouse in Minden, and at the Minden Inn. He added that individuals can also be added to a mailing list to receive agendas, and if they would like, they are able to leave an email on the sign-in sheet. Office Assistant Tiffini Drew added they can also contact the Town Office directly to request they be added to the list to receive the agenda by email or physical mail.

Town Manager JT Chevallier stated he would provide an update regarding the bow hunting incident in his Town Manager report as well. He added there would be no action taken during this meeting.

Martha Sullivan stated she lives in the Genoa Lakes development and her property backs Pioneer Trail so she has vast concerns. She asked once it is on the agenda how significant of importance will it be for community members to be in attendance. She was told it would be very important as the Board seeks community input.

There was a discussion of what area encompasses the community, including the Town limits and the Town's ability to make recommendations and provide input to the County.

It was noted some members of the public had just come from a Genoa Lakes Homeowner's meeting where the issue was brought up, and it will be on their next meeting to put up a sign at entrances stating no hunting with bows or firearms.

Member Shively stated he posts on his property every year during hunting season no trespassing, no bow hunting, no hunting. He added if you want to give the Sheriff ammunition for citing someone for trespassing you need to post it.

No further public comments.

APPROVAL OF AGENDA

Member Eckman moved to approve the agenda; motion seconded by Member Pasley and passed 5-0.

ELECTION OF CHAIR AND VICE CHAIR

Member Pasley stated he felt Member Shively had done a good job in leading the Board and dealing with RDA and would like to nominate him to continue if he has the time and would be willing. Member Birdwell stated she agreed, adding that when they have done this it was nice to have a two year commitment to continue and have consistent leadership. Member Eckman stated she felt Member Birdwell had done a great job as Vice-Chair and would like her to continue if she is willing.

No public comments.

Member Pasley moved to have Member Shively serve as Chair for the year 2020; motion seconded by Member Eckman and passed 5-0.

Member Eckman moved to have Member Birdwell continue as Vice Chair for the year 2020; motion seconded by Member Pasley and passed 5-0.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Vice Chair Birdwell moved to approve the minutes of the December 4, 2019 meeting; motion seconded by Member Pasley and passed 4-0. Member Crowe abstained as he was absent from that meeting.

CONSENT CALENDAR FOR POSSIBLE ACTION

Agenda Item No. 3:

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

Agenda Item No. 4:

Discussion to approve Town Manager's time cards.

Member Eckman sought clarification on the status of the budgetary corrections mentioned at the previous meeting. Town Manager JT Chevallier stated there had been delays to the budgetary process from the County Finance Department. Any adjustments look to be scheduled around mid-February, and he will provide updates as available.

Chair Shively sought clarification as to the total amounts for the adjustments. Town Manager JT Chevallier stated the State Consolidated tax was around \$10,000.00 and the opening fund balance was around \$113,000.00

Vice-Chair Birdwell moved to accept the consent calendar for the January Board meeting; motion seconded by Member Pasley and passed 5-0.

ADMINISTRATIVE AGENDA

Agenda Item No. 5:

Presentation by Nadia Noel on the Nevada Radon Education Program and approval of Proclamation 2020P-01 recognizing January as National Radon Action Month

Nadia Noel of the University of Nevada Extension presented on Radon and National Radon Action Month. She noted free test kits will be available until February 29th. After that they will cost \$10 each for the remainder of the year. She noted pick-up locations for the test kits include the Genoa Town Office, TRPA, Indian Hills, and the Extension office in Douglas County. Kits will also be available at Radon Awareness presentations to be held at Genoa Town Hall on January 16th at 6:30 PM, CVIC in Minden on January 30th at 6:00 PM, and at TRPA in Stateline on February 6th at 6:00 PM. Ms. Noel answered questions regarding Radon and Radon testing.

Member Crowe moved to approve proclamation 2020P-01 on radon; motion seconded by Vice Chair Birdwell and passed 5-0.

Agenda Item No. 6:

Discussion on Town Manager's monthly report

Town Manager JT Chevallier presented his monthly manager report.

He was made aware of a bow hunting incident over the Christmas break and has reached out to the Department of Wildlife, the Game Warden, Douglas County DA, Sheriff, and Board to Manage Wildlife, and all are conducting investigations and looking into what actions can be taken. He mentioned possible action moving forward would be moving toward an ordinance or working with the state and Department of Wildlife to revise statutes. He suggests agendaizing the item to have a discussion of what occurred and what legal action can be taken by the Board. The chief concern of the Town, Sheriff, and Game Warden is the safety of the community. Mr. Chevallier encourages members of the public to provide any additional information to be included in the February meeting record. The Town is also doing an investigation.

There was a question regarding what street the incident took place on. Mr. Chevallier stated he knew where the incident originated from but that there was still discussion over how it transpired after the animal left that property.

Chair Shively stated he thought the push for the state was to make the bows the same ordinance as the rifles. Mr. Chevallier agreed, stating the big conversation is more about language and what constitutes a firearm, and adding that currently NRS and Douglas County Ordinance language, "firearm" is only in respect to muzzle loader, pistol, rifle, shotgun, and does not cover bow, crossbow, or anything along those lines. Chair Shively stated that it does have a specific footage for houses. Mr. Chevallier agreed, stating the distances are rifles, 1500 feet from any dwelling, and pistols/shotgun/muzzle loaders 500 feet. Chair Shively stated he believed the push was to make bows the same. Mr. Chevallier agreed stating the ordinance proposed in 2017 spoke to adding bows to the pistol/shotgun distance of 500 feet, and that is the discussion to be had.

Mr. Chevallier continued his report.

The Town's Christmas events went well, though revenues did not meet budget projections for the events due to lower attendance than previous years, likely due to issues of date changes. He expressed thanks to Holiday Inn Vacation Club and all the volunteers. The Town will be looking to make adjustments to processes for next year, in particular pre-payment for Breakfast with Santa tickets.

The Town Hall water heater caught fire on the 23rd, but did not cause any damage to the Town Hall. It is no longer functional and will need to be replaced. The Town has three possible options: remove it altogether, use Town funds to pay for replacement, or wait for RDA funds to cover repairs. He noted there may be a question of code requirements regarding needing hot water which will need to be looked into. He has gotten two estimates for the replacement costs, one by Duke's for \$2250.00 and one by Sierra Plumbing for \$1400.00. Chair Shively sought clarification on whether the estimates were for repair or replacement. Mr. Chevallier stated it would be replacement, the current water heater is totaled. He added that he thinks this should be agendaized for the February meeting to decide, noting he also felt waiting for the RDA projects to begin would be a feasible option.

Chair Shively asked if there were rentals scheduled to use the Town Hall between now and when the RDA projects are tentatively scheduled to begin. He was told there are and there was a discussion regarding how many will also rent the kitchen and the possibility of offering the kitchen to renters to allow access to hot water if they require it as well as how the lack of hot water might impact rentals.

Mr. Chevallier continued his report.

There was an event New Year's Eve put on by Ike of Ike and Martin. There is potential for Town involvement in the event in the future for a share of profits. There was also a car accident that evening that caused damage to Trimmer's Outpost. The only injury was the driver. NHP was very responsive and on site quickly. Chuy was on hand to pull the driver from the car.

The Candy Dance Volunteer Thank You event will be held January 25th at 5:30 in the Genoa Town Hall.

Mr. Chevallier, Office Assitant Tiffini Drew, and Member Brian Crowe attended Ethics and Open Meeting Law training held during the Board of County Commissioners' meeting on Tuesday.

Mr. Chevallier will be participating in a Supervisory Management Program over the next six months. He will be out of the office two days per month through the duration of the program.

There was not much to report on inter-agency work as the holidays had limited it. There are no current updates on the speeding mitigation and radar feedback signs, however, Mr. Chevallier and Bill Brooks are scheduling a meeting with the director of NHP regarding approval.

The Town annexation is still scheduled to be heard at the February Board of County Commissioners' meeting pending confirmation from the County Manager's Office.

Mr. Chevallier and Mr. Brooks will be meeting with the Nevada State Grant Office on January 27th to determine grants the Town might qualify for and start the grant writing process.

The Town is waiting to be engaged by the County Commissioners and Department of Transportation on the Genoa Lane realignment.

The Budget process has been delayed due to technical issues and timelines have been pushed back by about 30 days. He has begun adjusting the 2020 budget using actuals for forecasting. He is waiting for adjustments. Chair Shively asked if he would be doing a presentation. Mr. Chevallier stated he believed it would be sometime in May, though it would be much less involved than previous years. He added he thinks the Board should hold a special meeting if February to discuss the budget and will add an item to the February normal meeting agenda to schedule it.

Mr. Chevallier will be meeting with Jenn Hollister to review potential companies for the website redesign, currently consisting of Revise Websites and Civic Plus websites, as well as online payment tool companies.

The RDA RFQ was released on December 19th with a due date of January 31st. The review committee has been set and will consist of Steve Shively, Brian Crowe, Lois Wray, Gail Teig, and Mr. Chevallier, with a date to be determined in February.

Regarding maintenance, potholes on Fifth Street were repaired, and the focus will now be on potholes on dirt roads. Mr. Chevallier has inventoried the street light outages that are outside of NV Energy's control and will seek an electrician for repairing outages. Office and facilities clean-up is beginning. This will include inventorying and organizing supplies as well as reviewing office documents for destruction. Part of the goal is to be able to eliminate the need for the Town storage unit in Carson and its associated cost. Chair Shively asked if the County has a document destruction ordinance. He was told yes and staff has been reviewing records retention guidelines. Mr. Chevallier noted staff would likely seek participation by a Board member in the process. NV Energy has been engaging in tree trimming. The gator and Town truck have both been repaired. Storm drainage monitoring is ongoing. The Church signs have been refurbished. Next will be the base and metal hangings in late January, early February. Removal of the Christmas lights should be in early February with the help of Town of Minden. Mr. Chevallier is waiting on confirmation of date of repair for the Church masonry.

Chair Shively asked if there was a date set for the annexation to go before the Board of County Commissioners. Mr. Chevallier stated it should be the February meeting pending approval by the County Manager's Office.

Member Crowe asked if there was anyone protesting it. Mr. Chevallier stated the new public notice has not gone out as of yet but there will likely be once it has, noting essentially all the affected parcel owners were against the annexation.

No public comments.

Vice Chair Birdwell moved to accept the Manager's report for January 2020; motion seconded by Member Crowe and passed 5-0.

Agenda item No. 7:

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

Chair Shively sought verification on the total amount of the funds given to the Town, which had been estimated at a previous meeting to be around \$10,000.00. He was told the Town has not received any final numbers from the statue committee. He asked if those funds were staying with FOG and was told that decision was yet to be determined. He added that would be a question for Terri and that he thought it was staying with FOG. Chair Shively then provided an update on the activities of Lillian Virgin Finnegan Statue Maintenance Committee, including which members had been assigned to cleaning the statue each month and an upcoming training from Debrine Smedley on waxing the statue the committee will undergo.

Vice Chair Birdwell asked if there was a similar maintenance committee for the Snowshoe Thompson statue. Chair Shively stated they do have a committee and Sue Knight is on it. Town Manager JT Chevallier added that committee is responsible for maintenance of the statue and planter box, but beyond that the area is maintained by State Parks. He added that they hold fundraisers bi-annually or as needed for statue maintenance.

No motion was made for this item.

Agenda Item No. 8:

Update from the Genoa Western Heritage Days Committee regarding event production for the 2020 Genoa Western Heritage Days event

Town Manager JT Chevallier provided an update on the activities of the Genoa Western Heritage Days Committee, stating they have had two meetings and have drafted the budget and gone over accounting procedures with Friends of Genoa. He explained FOG will be responsible for financial management, including paying vendors and contracts. Any expenses incurred by the Town will be aggregated into one payment document given to FOG to receive reimbursement from them. Town of Genoa and Friends of Genoa will share in revenues from the event. The committee is in the process of securing talent for the event and finalizing the schedule, hopefully to be completed early next week. The tentative launch date for ticket sales and the website, genoawesternheritage.com, is the first of February. The next committee meeting is set for February 3rd. Mr. Chevallier added there will be no dinner as it became too cumbersome. The fire department was not able to host so the committee determined it was better to work with local restaurants to drive people to them. He noted the committee is also working on sponsorships, adding there was interest, though not confirmation, from Holiday Inn regarding sponsoring a band.

Chair Shively sought confirmation on the event date and was told it would be the 24th and 25th. Mr. Chevallier noted Friday night would be a show and Saturday would have more daytime activities. Chair Shively asked if the committee has a PIO. Mr. Chevallier noted Heidi from Visit Carson Valley and Melissa Blosser of Douglas County would be utilized. Chair Shively noted the next issue of the Genoa Connection would be coming out in March, so any article or release for that issue would be needed in February.

Vice Chair Birdwell asked what was determined regarding the Town contribution to the event, noting there had been discussion of the \$1500 cash contribution as well as the use of Town facilities for the event. Town Manager JT Chevallier his guidance is to have the Town draft a check to FOG for the \$1500.00 seed money, knowing those funds will be received back. He added that the Fire Department had decreased their contribution from \$1500.00 to \$1000.00 and are requesting justification be provided for that \$1000.00. Mr. Chevallier noted the committee is very confident in the fundraising and feel the event should be financially comfortable.

No public comments.

Vice-Chair Birdwell moved to accept the report and update on Genoa Western Heritage Days; motion seconded by Member Crowe and passed 5-0.

Agenda Item No. 9:

Approve, approve with modification or deny changing the Genoa Town Advisory Board meeting start time to 5:30 PM

Chair Shively expressed concern about changing the start time given that it had been stated earlier in the meeting to members of the public that the February meeting would begin at 6:30. Vice Chair Birdwell noted that the members of the public had been told where agendas are posted to know when meetings will be. Chair Shively suggested the idea of sending a notice to the HOA. Office Assistant Tiffini Drew noted that the start time for meetings is listed on the posted meeting agendas along with meeting location. Town Manager JT Chevallier suggested the possibility of drafting an email blast to send out to the Town mailing list and also reaching out to the Genoa Lakes residents. He offered another possibility of the Board, through their motion, having the change take effect at the March meeting. Vice Chair Birdwell suggested the particular item could be placed or moved to later in the meeting if it seemed those individuals had not arrived at the meeting start. She added that personally she would like to see it start earlier and thought it would benefit staff. Town Manager JT Chevallier stated there is difficulty in trying to run administrative offices during normal business hours and also holding a meeting. Member Eckman and Chair Shively agreed they had no problem in starting it earlier.

Under public comment, Erin Pasley noted she works until 5:30 and it is a rush for her to make it to the current meeting time.

No further public comments.

Chair Shively suggested that if the time is changed, the Board should then assess if there is an impact to public attendance at meetings, as many people do work until that time, and if there is no public attendance because it may be too early the Board should consider that. He added that the Board had previously changed meeting days from Tuesday to Wednesday because the other Town's Board meetings were on Tuesdays.

Vice Chair Birdwell moved to change the starting time of the Genoa Town Advisory Board meetings to 5:30 PM; motion seconded by Member Pasley and passed 5-0.

Agenda Item No. 10:

Approve, approve with modification or deny the Town of Genoa maintenance priorities list

Town Manager JT Chevallier presented a draft of the proposed Town Maintenance Priorities List. He noted it came about as a way to manage and communicate the ongoing maintenance tasks of the Town. He reviewed and explained the layout of the List and suggested it should be an ongoing agenda item to be discussed and reviewed monthly, and available for public review at Board meetings to provide feedback.

Member Crowe suggested the one-shot maintenance projects could include a percentage completed column or a comment regarding that.

Member Eckman asked if the Town still had the same contracted janitorial service and was told yes, it is Sierra Select.

Member Eckman moved to accept the maintenance schedule; motion seconded by Member Pasley and passed 5-0.

Agenda Item No. 11:

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

Member Crowe expressed his concern regarding the missing \$113,000.00 from the Town's budget. Town Manager JT Chevallier noted that the new County CFO has been doing a great job in her due diligence of auditing and identifying misplaced funds. Mr. Chevallier added he does not believe there was anything unethical or purposeful in it, but simply a result of things getting missed in hand offs between one finance person and another. He added he is happy it will be additional funds rather than a reduction of funds. Vice Chair Birdwell noted the amount is a significant portion of the Town budget. Mr. Chevallier stated that ideally at the February meeting when the budget review special meeting is set the adjustments will be completed and the Town will have clear budget numbers.

There was a brief discussion of "tiregate" and the reopened investigation. Mr. Chevallier noted there is a high level of scrutiny in the County at this time.

Member Pasley stated he attended Breakfast with Santa and the volunteers did an amazing job, noting particularly the volunteers from Carson Valley Middle School. He stated they went above and beyond and were a great example of what volunteers should be. Member Crowe asked if the Board should send a letter to them. Member Pasley agreed they should be acknowledged, adding those young ladies make you proud of the next generation coming up. Town Manager JT Chevallier stated he felt the Town is perhaps overdue in with thank you letters, and stated he would look back at events and put together letters of recognition for the Board to sign.

Vice Chair Birdwell asked if the invitations for the Candy Dance Volunteer Thank You event had gone out and was told they had.

Member Eckman noted that she volunteers for tax aid for AARP and there are free tax services available at the Carson City Senior Center, the Methodist Church in Douglas County, Dayton, and FISH. You can make an appointment through the AARP website starting February 1st.

Vice Chair Birdwell noted there are still tickets available for some of the Eagles and Ag events that start toward the end of January. Tickets can be purchased through the Chamber of Commerce. She also mentioned February is American Heart Association month and the big push the last few years has been go red for women because women have different signals that they might be at risk or in a heart attack. There will be a luncheon February 2nd at Genoa Lakes.

PUBLIC COMMENT

No closing public comments.

ADJOURNMENT

Member Pasley moved to adjourn the meeting at 7:55 PM; motion seconded by Vice Chair Birdwell and passed 5-0.

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

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Genoa Town Advisory Board Meeting SIGN-IN SHEET

MEETING DATE: January 8, 2020

FIRST & LAST NAME
(PLEASE PRINT)

ERIN PASKLEY	
NADIA NOEL	
GIZABETH EWELL	
PATTI DEBIBRI	
MELISSA WARD	
MARC MOSCOWITZ	
THERESA MOSCOWITZ	
BUD FRANK	
CLARE FRANK	
MARKE SULLIVAN	
Nancy Thompson	EMAIL REDACTED FOR PRIVACY
JH JH	
Mary Jo Brummer	
Ruth Benvenuto	
Doug & Donna Dickinson	