

GENOA TOWN ADVISORY BOARD
Rescheduled Regular Meeting Minutes
November 19, 2018

The Genoa Town Advisory Board held a public meeting on November 19, 2018 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 Vice-Chair Linda Birdwell, acting as Chair. Present were board members Greg Pace, Patricia Eckman, Steve Shively, and Acting-Chair Linda Birdwell. Also present was Interim Town Manager Melissa Blosser. Chair Tim DeTurk was absent. All votes will reflect this fact.

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 Member Steve Shively.

PUBLIC COMMENT

This portion of the meeting was open to the public to speak on any topic not on today's agenda. Bill Brooks requested an update on the progress of the Town Annexation that was approved at a meeting earlier in the year and asked for clarification on how the Town may be impacted by the recent Stormwater Maintenance Program funds designation by the Douglas County Board of County Commissioners. Gail Teig inquired, in light of the recent wildfire activity in California, if the Town of Genoa has any kind of fire plan in place. Roger Adam mentioned that the Board of County Commissioners would be having a meeting on November 20th that would include as an item discussion on the Genoa Shares LLC housing development project and encouraged any interested parties to attend as it would impact the Town.

Interim Town Manager Melissa Blosser provided the requested update on the progress of the Town Annexation, regarding process and upcoming deadlines. Member of the public, Phil Ritger addressed the question of the Stormwater Maintenance Program, explaining the program has just been started and is still in beginning stages. Mr. Ritger also explained the Town is contracted with the County for maintenance services, and he believes the program will be of benefit to the Town. No further Public Comment.

APPROVAL OF AGENDA

Member Shively moved to approve the agenda; motion seconded by Member Pace and passed 4-0.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Member Eckman moved to approve the October 3rd minutes; motion seconded by Member Shively and passed 4-0.

CONSENT CALENDAR FOR POSSIBLE ACTION

Agenda Item No. 2:

Discussion to approve the October 2018 financial report including claims paid.

Agenda item No. 3:

Discussion to approve a request from Gardnerville Elementary School to support their student "Read-A-Thon" in the amount of \$500.00.

No Public Comment.

Member Shively moved to approve consent calendar items; motion seconded by Acting-Chair Birdwell and passed 4-0.

ADMINISTRATIVE AGENDA

Agenda Item No. 4:

Discussion to approve the Genoa Town Office to be a distribution site for the free radon test kits in January 2019.

Member Shively provided background regarding the Radon Test Kit program to take place in January 2019 and the Town's role as a distribution site as well as allowing use of the Town Hall for a presentation to take place January 9th.

No Public Comment.

Member Shively moved to approve the Town Office as a distribution site for the Free Radon Test Kits. Member Pace seconded, and the motion passed 4-0

Agenda item No. 5:

Presentation by Maureen Argon regarding a Christmas Memory Tree. Request to possibly decorate a tree across the street from the church near the park and organize for anyone in Genoa who would like to place a bulb in memory of someone. Discussion on date of the event and duration of the decorations.

Maureen Argon was not present at the meeting. Member Shively provided limited background information regarding the request and suggested the item be moved to the December Meeting Agenda.

Under Public Comment Sue Knight sought clarification on the details of how the event will be organized. No further Public Comment.

No motion was made on this item. It will be moved forward to the December 5, 2018 meeting.

Agenda Item No. 6:

Presentation by Dan Dykes regarding the Western Heritage Event and rental of the Town Hall and Church facilities in April of 2019. Discussion to approve fee structure, insurance requirements and any other requirements to facilitate the event

Sue Knight presented in Dan Dykes' place on behalf of the Steering Committee for Friends of Genoa who are supporting the event and working in conjunction with other groups including Douglas County Historical Society and others as well as coordinating with local businesses. She explained the details of the request to use the Town Hall and Town Church at no cost for dates of Friday, April 26th to Sunday, April 28th, 2019 for a variety of activities including musical and Chautauqua performances and Cowboy Church Service.

Under Public Comment Roger Adam asked about performers considered for the event. Sue Knight explained they have not approached performers yet as they are awaiting approval for the facility rental. Bill Brooks sought clarification regarding which entity would be responsible for getting permitting, and wanted to verify it would not be the Town's responsibility. Sue Knight explained Friends of Genoa would be handling all event details, permitting, and insurance indemnifying the Town, and that the Town would not be required to have any involvement or responsibility beyond allowing the use of the facilities for the event. Karen Holmes wished to express Friends of Genoa's unanimous support in moving forward with the event. Mary Boykin added that she has heard great enthusiasm from members of the public regarding the Western Heritage events. No further Public Comment.

Board Member discussion included clarification on details of groups involved, insurance requirements for the Town, and the process of an accounting of funds to be presented to the Board regarding the event.

Acting-Chair Birdwell moved to support the event by approving the request to provide the requested facilities for the requested date of the event at no charge. Member Pace seconded, and the motion passed 4-0.

Agenda Item No. 7:

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 they are working to the final site plan and hope to have the project out to bid this winter. She provided images with details of the statue for review and presented bronze medallions to the members of the board on behalf of the project committee.

Under Public Comment Elaine Shively sought verification on the date of the dedication. Ms. Teig stated it would be August 16th, 2019 and mentioned the idea of having the Town Bell ring for the event. Mary Boykin asked if there was still space or a waiting list for bricks. She was told there were no more bricks, but they are still accepting a waiting list. No further Public Comment.

Board Members discussion involved the minted coin event to take place April 11th as well as discussing board member involvement in later Statue event.

Member Shively moved to accept the project update; motion seconded by member Eckman and passed 4-0.

Agenda Items No. 8 and No. 11 were taken together:

Discussion and updates from Melissa Blosser, Interim Town Manager on behalf of the Douglas County Human Resources Department regarding the recruitment process for the Genoa Town Manger & Discussion on Town Manager's monthly report.

Interim Town Manager Melissa Blosser presented an update on the progress of the recruitment of the Town Manager position, which will close November 22nd. Ms. Blosser then presented an update of recent and upcoming Town events including Halloween, Breakfast with Santa, and Cowboy Christmas, noting volunteers were still needed. She noted that the Town of Minden had assisted in putting up Christmas lights for Town of Genoa, and thanked the Douglas Lodge No. 12 F&A Masons for their donation to the Town in thanks for assisting in making their

Sesquicentennial celebration a success. Finally, Ms. Blosser noted there had been damage in the Town Hall over the weekend during a facility rental.

Agenda Item No. 9:

Discussion and possible action in regard to the formal process for Town Manager screening, interviewing and hiring

Board Members discussed the next steps in process to hire new Town Manager, including possible involvement of Douglas County Human Resources in initial screening process, number of candidates to be brought in for interview, and procedure for conducting interview.

Under Public Comment Bill Brooks sought clarification on who would be interviewing and/or selecting candidates and what the schedule for the process would be. Mr. Brooks also suggested the Board should emphasize the importance of festival management and grant writing experience for candidates. Sue Knight questioned what had happened regarding the suggestion during a previous Board Meeting that a committee be formed to look into possibility of splitting position into two roles. Phil Ritger pointed out that the Board had chosen to appoint Member Eckman to serve as liaison to Douglas County Human Resources. Mr. Ritger also discussed possibility of doing initial phone interviews, possibly involving a Board Member and Douglas County Human Resources, and suggested providing a range rather than a specific number of candidates to be selected for interview, i.e. no less than three, no more than five. Elaine Shively questioned if a date for interviews would be decided on in time to post in the Genoa Connection and if interviews would be scheduled for intermittent arrival. Mr. Ritger pointed out that under Open Meeting, candidates cannot be forced to stay out of meeting during others' interview. No further Public Comment.

Member Shively moved to approve the process laid out in discussion to have Douglas County Human Resources conduct initial screening of candidates using criteria provided by the Board and present the top five (5) candidates for interviews with the Board. Member Eckman seconded, and the motion passed 4-0.

Agenda Item No. 10:

Discussion and possible action in regard to the process to fill the two remaining Genoa Town Advisory Board vacancies.

Interim Town Manager Melissa Blosser explained the necessary process of having the Board solicit for applicants before presenting the names of Board appointed candidates to the Douglas County Board of County Commissioners for approval, as well as the deadlines for the process to take place.

Under Public Comment Bill Brooks stated that prior to a change, the Genoa Town Advisory Board had consisted of only three members, and pointed out that in this situation the Board is merely advisory and the Board of County Commissioners has final approval. No further Public Comment.

Acting-Chair Birdwell moved to have Interim Town Manager Melissa Blosser move forward with soliciting applicants to submit a letter of intent by November 30th for consideration to fill the two remaining vacancies, and to have the approval of Board appointed candidates added to the next Douglas County Board of County Commissioners meeting. Member Shively seconded, and the motion passed 4-0.

Agenda Item No. 12: Not For Possible Action

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

Member Pace asked if there may be any likely candidates to fill the open Board Member positions in the recently annexed properties. Member Eckman sought clarification regarding certain costs in the Candy Dance P/L statement. Member Shively noted that the Town needs to do something as a thank you for this year's Candy Dance volunteers, and possibilities were discussed.

PUBLIC COMMENT

No Public Comment

ADJOURNMENT

Acting-Chair Birdwell moved to adjourn the meeting at 8:06 PM; motion seconded by member Eckman and passed 4-0.

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

Exhibit A



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Genoa Town Advisory Board Meeting

MEETING DATE: November 19th, 2018

SIGN-IN SHEET (PLEASE PRINT)

Name (FIRST & LAST)

Dianna BORGES

Roger Adam

Dennis Little

ERIC OGDEN

Elaine Shively

Sue Knight

Phil Ritter

CHRISTINA RITTER

Karen Holmes

Jack Jew

Mary Boykin

Terri Schully