

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
March 3, 2015

The Genoa Town Advisory Board held a public meeting on March 3, 2015, beginning at 6:31pm at the Genoa Town Meeting Room, at 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 Trent Tholen. Present were Vice-Chair Nancy Aten and Board Members Greg Pace, Timothy DeTurk and Linda Birdwell.

Also present were Town Manager, Phil Ritger and staff. 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 Marilyn Manning.

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

Vice-Chair Aten moved to approve the agenda, motion seconded by Member Birdwell and passed unanimously.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Vice-Chair Aten asks about the section of the 2/3/15 meeting minutes regarding the county being asked to match funds in support of the Americana Celebration, suggesting that the Fire Dept. be approached about this since they benefit from the event. Chair Tholen states he spoke with Martin Manning after last month's meeting and other businesses in town matching funds is still a possibility to look into.

Town Manager, Phil Ritger clarifies that there may be some confusion in the minutes; the Americana organization, itself, is to approach the county to match funds with the Town. The Town of Genoa is not in a position to present the county with this request on behalf of the organization.

The minutes of the February 3, 2015 regular meeting were approved, motion by Member Birdwell, seconded by Chair Tholen and passed unanimously. Vice-Chair Aten was absent from last meeting therefore abstained from voting on the minutes.

APPROVAL OF MINUTES OF THE TOWN HALL COMMUNITY WORKSHOP

The submission of the minutes for the February 11, 2015 Town Hall Community Workshop were approved, motion by Vice-Chair Aten, seconded by Chair Tholen and passed unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Verbal report from Town Manager Phil Ritger:

A) St. Patrick's Day:

Reminder that the potluck is Tuesday, March 17th in the Genoa Town Hall starting at 6pm. Marian Vassar and her team are busy getting ready for the evening.

B) Thank you:

Carson Valley Sertoma wanted to thank the Town for the donation of a Genoa memorabilia gift basket for their annual TriTip and crab feed.

C) Concerts on the Green:

Sue Knight has volunteered to take over as the event chairperson for this year. She will be identifying and booking the 4 groups needed for this summer series so stay tuned.

D) Cost Allocation:

Linda Birdwell and I have been meeting with the County Manager and other Town Managers and board representatives to reopen discussion on cost allocation. The county is looking to the towns to pay their respective portion of the allocated costs for central services like finance, human resources, information technologies, GIS, treasurer. The working total is \$33,500; this represents 85% of our current Ad Valorem tax revenue. This is clearly not a workable scenario for the Town. Discussions are continuing to flesh out a more workable arrangement.

E) Sewer Line Damage:

Chad Coons reported that the sewer line under their parking area in close proximity to the street light and in ground electrical box has a dislocated gasket seal that is causing gradual blockage over time. The area in question was disturbed ground during the downtown redevelopment from a few years ago. I have requested that Chad file a formal claim with the Town along with repair estimates so we can further evaluate the situation. The County has already advised me that the landscape improvements were assigned to the Town in 2012 at the completion of the redevelopment agency project and any claims will be our responsibility.

F) Miscellaneous:

1. Town Budget Planning Meeting – Thursday, March 19, 2015

The Board asks questions pertaining to the Cost Allocation and sewer line damage, discussion followed.

CONSENT CALENDAR FOR POSSIBLE ACTION

Member Birdwell moved to approve consent calendar, motion seconded by Vice-Chair Aten and passed unanimously.

ADMINISTRATIVE AGENDA

Agenda item no. 4:

Discussion and possible action to allow the Town Manager to approve claims and purchasing actions in accordance with Administrative Guidelines and Nevada Revised Statutes (NRS) Chapters 332 and 338.

Town Manager Phil Ritger states the current Town Policies and Procedures, section IV FN.3-C states that “authorization to pay invoices (claims) must be obtained from one Town Board member, rotated each week. Signature is obtained after review and signature is received

from the Town Manager.” Please note that Section IV FN.3-B states, “The Town Manager is authorized to spend from the approved budget without Town Advisory Board approval.” This gives the Town Manager authority to spend funds within the approved budget.

Town staff requests that Section IV FN.3-C of the Policies and Procedures be updated so that only the Department Head (Town Manager) signature is required for invoice/claim approval for applicable purchasing functions in accordance with the Nevada Revised Statute 332 (Purchasing: Local Governments) and 338 (Public Works Projects), as well as any applicable Administrative Policies. This new procedure will be more streamlined and efficient and is consistent with the policies currently in place for the Towns of Gardnerville and Minden, as well as the procedure used by the Douglas County Board of Commissioners.

Town manager, Phil Ritger further explains and gives examples of what this change means, such as, giving the Town Manager the ability to sign and approve claims. He explains that the board will be given a list every month of all claims paid so they will still know what was spent and where.

Member Birdwell asks, in a situation where the board approves a certain amount for an expenditure and the invoice ends up being over the approved amount, would it be brought back to the board for approval, also is there a limit on the amount approved to spend by the Town Manager? Mr. Ritger explains, if the board approves a certain amount and the amount ends up being more than what was approved, it would be brought back to the board for approval. In our current policy and procedures manual, it states a limit of \$1,000 for the town manager to spend, anything over needs board approval. He also points out that even though he has the ability to spend up to \$1,000; it has become a formality to bring most everything to the board for approval.

Vice-Chair Aten questions the language in the proposal to change this policy, pointing out that it states “only the department head (Town Manager’s) signature is required”, it is recommended the verbal be changed in the event that the Town Manger is not available to sign, that any board member may sign in his absence. Mr. Ritger explains that the policy will state “Department Head” which by default includes any of the board members.

Member Pace explains what the procedures have been in the past, stating that he is in favor of this change, however the past procedures provide more of a hands on way for the board to know what expenditures are being made. Mr. Ritger points out that a report of all claims will be provided to the board each month so they will still have the knowledge of where money is being spent. Additional questions and discussion takes place amongst the board and town manager.

Member DeTurk moves to approve permission for the Town Manager to approve claims and purchasing actions in accordance with (NRS) Chapters 332 & 338, with a modification to the language in the Policy and Procedures Manual to clearly state that the Town Manager and/or Board Member signature is acceptable. Also, not to exceed any board approved amounts on any claims without further board approval. Motion seconded by Member Birdwell and passed unanimously.

Agenda item no. 5:

Discussion and possible action regarding review and modification of the Town’s Policies and Procedures.

Town Manager Phil Ritger states, the Town’s Policy and Procedures are reviewed annually by the Town Board to determine if any changes are required. Current policies are retained until

changes to the policies have been approved. Staff requests the Board review the policies, providing direction on further additions, modifications and/or deletions to the Town's policies. No board action is expected on this tonight. The board has time to review and make modifications and a draft will be presented at the next meeting. Board discusses timelines on arrangements on when to turn in their modifications, providing the Town staff with adequate time to complete a draft for the next month's meeting.

Board points out some modifications and discussions follow.

Member DeTurk recommends having the Town Office present the board members with a red-lined draft of the Policies and Procedures, showing the obvious corrections, as to save everyone a little time and reduce the risk of duplicate modifications.

Chair Tholen motions to direct staff to create a draft of the Policies and Procedures including any revisions and modifications discussed, for Board review, motion seconded by Member Pace and passed unanimously.

Agenda item no. 6:

Discussion and possible action on a request from Jacks Valley Elementary School to sponsor their "Read 30 Challenge" during the month of March 2015 in the amount of \$300.

Town Manager, Phil Ritger states, Jacks Valley Elementary School is conducting an educational fundraising effort called "Read 30 Challenge" during the month of March. Students are challenged to read 30 books, 1 book per day, in 30 days for \$30 raised in pledges and sponsorship. They are requesting that the Town of Genoa sponsor 10 students as part of this challenge for a total sponsorship of \$300. In return for the sponsorship, the Town of Genoa will be allowed to hang an advertising banner (3'x10') on the school fence facing Jacks Valley Road from March through the remainder of the school year. This will be used to advertise the Genoa Cowboy Festival and the Genoa Candy Dance.

The Board questions how long the banner would be able to posted, since end of school year is typically May or June. This would be find to advertise the Genoa Cowboy Festival, but not beneficial for Candy Dance. Mr. Ritger responds that he can ask them for clarification on that.

Member Pace states that this would be a good donation to give, even if the banner posting wasn't offered.

Member Pace moves to approve the \$300 sponsorship to the Jacks Valley Elementary School for their "Read 30 Challenge", motion seconded by Member DeTurk and passed unanimously.

Agenda item no. 7:

Discussion and possible action on a request from The Record Courier to sponsor their "Newspapers in Education Program" for one year in the amount of \$150.

Town manager, Phil Ritger states, NIE (Newspapers in Education) is a nationally recognized collaboration between corporate and community sponsors, local newspapers, and schools to provide students with the opportunity to become more literate and knowledgeable citizens. NIE provides locals schools with the newspaper and educational materials to enhance learning through real-life experiences relevant to student's daily lives. The Record Courier's NIE program benefits our community's students by providing an innovative and interesting way of learning. Teachers use the newspapers to teach a variety of subjects including reading, math, science,

writing and geography. Sponsorship in the amount of \$150.00 will be recognized in a monthly 'Thank You' advertisement.

Mr. Ritger states that the sponsorship letter was sent from Texas; he has some calls in to The Record Courier to get more information regarding how this program is directly benefiting our local community. He recommends that the board deny the sponsorship request.

Member DeTurk responds that he is willing to speak with Pat Bridges at The Record Courier to get more information about the program before the board denies the request for sponsorship. Member Pace recommends tabling this item until further information is obtained.

Member DeTurk moves to table the approval or denial of \$150 sponsorship to the Newspapers in Education Program until next board meeting, after collecting more information about the program.

Agenda item no. 8:

Discussion and possible action regarding an update on the 2015 Genoa Cowboy Festival.

Town manager, Phil Ritger states the 6th Annual Cowboy Festival will be held April 30- May 2, 2015. Dave Whitgob serves as the Steering Committee Chair for this year's event. Update to review even planning status and critical issues.

Mr. Ritger explains the background information regarding a release of contract with Wylie and the Wild West, originally scheduled to be performers at this year's Genoa Cowboy Festival. Arrangements for a new group of performers have been made; The Western Flyers will be joining the Cowboy Festival this year. The festival website and flyers have been updated to reflect this change. Because of this, ticket sales were delayed but everything is back on track and tickets will be available to purchase online tomorrow.

Board discusses agreements presented by Wylie & the Wild West in exchange for being released from their contract, regarding next year's Cowboy Festival, should it take place.

Vice Chair Aten moves to approve update on the 2015 Genoa Cowboy Festival, motion seconded by Member Birdwell and passed unanimously.

ADJOURNMENT

Member Pace motions to adjourn the meeting at 8:15pm. Motion seconded by Chair Tholen and passed unanimously.

Minutes prepared by:

Sarah Macellari
Office Assistant II, Town of Genoa