

**GENOA TOWN ADVISORY BOARD**  
**Regular Meeting Minutes**  
**April 7, 2015**

The Genoa Town Advisory Board held a public meeting on March 3, 2015, beginning at 6:30pm 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; absent was Member 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 Tim DeTurk.

**PUBLIC COMMENT**

Under public comment, Sue Knight gives the board an update and agenda for the upcoming Rural Roundup, taking place in Genoa on April 15, 2015.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes of the March 3, 2015 regular meeting were approved, motion by Vice-Chair Aten, seconded by Member DeTurk and passed unanimously.

**APPROVAL OF MINUTES OF THE BUDGET WORKSHOP**

The submission of the minutes for the Budget Workshop held on March 19, 2015 were approved, motion by Chair Tholen, seconded by Member DeTurk and passed unanimously.

**ANNOUNCEMENTS AND CORRESPONDENCE**

Verbal report from Town Manager Phil Ritger:

**A) St. Patrick's Day:**

Marion Vassar, Bill & Lynne Bowersock and their team of volunteers pulled off the biggest potluck this Town has seen in a long time. They served over 100 lbs of corned beef with traditional fixings. In the past we have prepared seating for 120 guests; this year we maxed out the room with seating for 180 or so.

**B) Genoa Candy Dance:**

I had a very cordial meeting with Martha Williams and Phil Stoll regarding what a single event permit could look like and what a reasonable transition plan could look like. They have their permits for this year we will move forward with no significant changes this year. I did offer that I would like to work closer with their promoters this year, like I did with La Ferme last year, to attempt to improve the load-in and load-out for the vendors; traffic control and

queuing for load out is a complicated issue. I did tell them not to expect much activity on this matter until mid-May after we finish the Cowboy Festival. Our goal is to reach a working agreement before this year's Candy Dance so each party can communicate to their vendors possible changes for the following year.

### **CONSENT CALENDAR FOR POSSIBLE ACTION**

Member Pacer moved to approve consent calendar, motion seconded by Chair Tholen and passed unanimously.

#### **Agenda item no. 4:**

Discussion to approve closing of Mill and Nixon Streets during the Genoa Cowboy Festival beginning on Friday May 1 at 7am through Sunday May 3 at 4pm.

All roads within Genoa will be open to through traffic throughout the entire weekend of the Genoa Cowboy Festival. Town Staff has determined it is in the best interest of the area residents and the safety of visitors to close Mill and Nixon Streets from Main Street to Genoa Lane during the festival to reduce traffic flow in an area of town that will see unusually high pedestrian use.

### **ADMINISTRATIVE AGENDA**

#### **Agenda item no. 5:**

Discussion and possible action to allow the tabled Agenda item #7 from March 3, request from The Record Courier to sponsor their "Newspaper In Education Program" for one year in the amount of \$150.00.

Town Manager Phil Ritger states the NIE (Newspapers in Education) provides local schools with newspapers and educational materials to enhance learning through real life experiences relevant to students' daily lives. The Record Courier's NIE Program is active in almost all Douglas County area schools, with the exception of Scarselli Elementary, and the program is administered through the Nevada Appeal distribution center. Teachers use the newspaper to teach a variety of subjects including reading, math, science, writing and geography. Sponsorship is recognized in a monthly 'Thank You' advertisement.

Member DeTurk adds that he spoke with The Record Courier's editor via email and also got confirmation from him that this is a worthy cause.

Chair Tholen moves to approve the Newspapers in Education sponsorship in the amount of \$150. Motion seconded by Member DeTurk and passed unanimously.

#### **Agenda item no. 6:**

Discussion and possible action on a request from Gillmor Coons Real Estate to pay for the repairs to a damaged sewer lateral on their property in an amount not to exceed \$2,500.

Town Manager Phil Ritger states, the assertion by the property owner(s) is that the County Redevelopment Agency (RDA) work done caused problems with the property owner's sewer lateral that went undetected during construction back in 2011-2012. The current position of Douglas County RDA is that the Town would be responsible for any claim because of the assignment and the easement. The location of the sewer lateral damage is in close proximity to the area where significant excavation work occurred during the underground installation of electrical utilities associated with the Destination Genoa Landscape project. The property

owners have spent approximately \$1,000 to date in remedial efforts to clear the blockage. It is Staff's recommendation that the Town accept the assertion by the property owner pending complete investigation/evaluation of the actual damage. A complete evaluation will occur during the actual excavation of the site and subsequent repair of the damage sewer lateral. Results of the investigation will be presented to the Board at a later date if warranted to reassess the action taken at this meeting.

Mr. Ritger goes over photos presented to the Board, as well as some estimates. It is his recommendation to use Summit Plumbing for the work. Discussions and questions regarding photos.

Vice-Chair Aten points out that although we accepted responsibility for maintenance of the work that was done, we need a proper evaluation done on what the actual cause of the damage was, in order to identify if we need to contact original contractor of the work for possible negligence and recover our expenses. Mr. Ritger explains that all steps will be taken to evaluate the cause of the damage.

Under public comment, Perry Hand recommends calling Rick at A&K Construction when the work is being done so they can evaluate at the same time to see if the damage was caused by them or not.

Under public comment, Sue Knight asks if this is the first complaint of any damages done caused by the Destination Genoa Landscape project. Mr. Ritger responds that it is.

Member DeTurk points out that during the construction of the project, a lot of the equipment was parked at the masonic lodge.

Member Pace moves to approve the request for the Town to pay for the damages at Gillmor Coons, not to exceed \$2,500. Motion seconded by Vice-Chair Aten and passed unanimously.

**Agenda item no. 7:**

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

Town Manager, Phil Ritger states, the 6<sup>th</sup> Annual Genoa 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 event planning status and critical issues.

Mr. Ritger goes over the schedule of events, sponsorships and ticket sales.

Chair Tholen states, he noticed the amount of sponsorship money is below the targeted goal of what was to determine if the event would take place or not. Mr. Ritger states there are more sponsorship money that may be coming in.

Vice-Chair Aten moves to accept the update on the 2015 Genoa Cowboy Festival. Motion seconded by Member DeTurk and passed unanimously.

**Agenda item no. 8:**

Discussion and possible action, public hearing to adopt the tentative Town Budget for Fiscal Year 2015/2016.

Town manager, Phil Ritger states, the proposed FY 2015-2016 Genoa Town Budget presented is a balanced budget. All revenue and expenditure line items are projected based on a minimum of 3 year trending data or known requirements.

Budget proposal presented to the board. Review, discussion and questions followed.

Under public comment, Sue Knight asks about the worker's compensation insurance costs, as discussed at the meeting, being for volunteers' only or paid staff as well. Mr. Ritger answers the cost discussed is for volunteers only.

Chair Tholen moves to adopt the tentative Town budget for fiscal year 2015/2016. Motion seconded by Vice-Chair Aten and passed unanimously.

**Agenda item no. 9:**

Discussion and possible action, public hearing to adopt the tentative projects for submission to Fiscal Year 2015/2016 Douglas County Capital Improvement Plan (CIP).

Town manager, Phil Ritger states as part of the annual County and Town budget process, capital improvement project request forms are submitted for funding for next year's fiscal year as well as being considered for future funding cycles. These projects are also considered as a part of the Redevelopment funding process. Projects being submitted include: Genoa Wi-Fi Communication Network, Genoa Town Church Historic Preservation and Genoa Town Hall Historic Preservation.

Mr. Ritger explains the town has no capital budget for these projects; we rely upon the County for it, specifically through the redevelopment funds. The projects submitted will be place in a sort of queue and when funds become available, our projects may or may not be considered. Of the three projects being submitted, the only immediate need for funding is the Genoa Wi-Fi Communication Network. With the Church and Town Hall, there are improvements the town would like to make, but there is no immediate need for it.

Vice-Chair Aten asks if the Town would have to wait for a crisis to happen in order to get the funding for preservation at the Church and Town Hall. Mr. Ritger explains that there would need to be an immediate need for the funding to go through quicker.

The Board asks questions and discusses more about the Redevelopment funding.

Under public comment, Martin Manning asks about work to be done at the Church that was brought up in the Community Meeting and asks if the funding for that comes from a different account. Mr. Ritger responds that the Church stairs are considered maintenance and funding comes from a different account for that.

Member DeTurk moves to adopt the tentative projects for submission to Fiscal Year 2015/2016 Douglas County Capital Improvement Plan (CIP), motion seconded by Member Pace and passed unanimously.

**Agenda item no. 10:**

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

Town Manager, Phil Ritger explains the Town's Policies 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 and Procedures.

Mr. Ritger asks that this agenda item be tabled to a later meeting.

Member DeTurk moves to table item no. 10 to review the Town's Policies and Procedures until the June 2015 GTAB Meeting. Motion seconded by Chair Tholen and passed unanimously.

**Agenda item no. 11:**

Discussion to adjourn the regularly scheduled May 5, 2015 Town Board meeting to Tuesday May 12, 2015.

Town Manager, Phil Ritger states the regularly scheduled May Town Advisory Board meeting is slated for Tuesday, May 5. Preparing for the Cowboy Festival requires a tremendous amount of staff time during the week after the event. Staff time to develop and prepare for the May GTAB meeting is extremely limited. To adjourn the May 5 meeting to May 12 will provide staff the time necessary to conduct the Cowboy Festival and prepare for the May meeting.

Chair Tholen moves to approve rescheduling the regularly scheduled GTAB meeting on May 5 to May 12, 2015. Motion seconded by Vice-Chair Aten and passed unanimously.

**ADJOURNMENT**

Vice-Chair Aten motions to adjourn the meeting at 7:35pm. Motion seconded by Member DeTurk and passed unanimously.

Minutes prepared by:

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