

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
February 2, 2016

The Genoa Town Advisory Board held a public meeting on February 2, 2016 beginning at 6:35pm 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 Tholen. Present were Board Members, Timothy DeTurk and Greg Pace. Vice Chair Nancy Aten and Member Linda Birdwell were absent.

Also present was 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 Trent Tholen.

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

Chair Tholen moved to approve the agenda, motion seconded by Member Pace and passed unanimously.

APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the Jan. 12, 2016 regular meeting were approved, motion by Member Pace, seconded by Member DeTurk; passed unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE: (Verbal report from Town Manager, Mr. Ritger)

- 1) **Town Board Training Workshop:** The Joint Board training workshop on Open Meeting Law and Land Use Planning has been postponed until early summer; no date has been proposed yet. The delay in the conducting this training is to accommodate the Town of Minden. They are in the process of appointing a new board member and would like to hold the training once that individual is on board.
- 2) **Town Hall Workshop:** It is staff's recommendation that we forgo a Town Hall Workshop and adopt a process similar to the Towns of Minden and Gardnerville where input relevant to the budgeting process is solicited during the course of a regular board meeting. This topic will be captured as an agenda item for the March meeting.
- 3) **St Patrick's Day:** Save the Date - Thursday, March 17th in the Genoa Town Hall starting at 6pm. Marian Vassar and Lynn Speir have agreed to chair this event this year.
- 4) **Pitney Bowes Postage Meter:** Our 5-year lease with Pitney Bowes for the postal meter in the Town Office expired at the end of last year. The lease for the equipment was approximately \$1000 per year or \$5000 for the life of the contract. For FY2015, the actual postage use was ~\$400. The majority of the office correspondence is conducted via email and we have decided to not renew the lease.
- 5) **2016 Election Information:** The towns must provide a current list of all board members including names and addresses and the terms of office for each member. Please review the information we

have on file and make any correction necessary. This information will be used by the Clerk-Treasurer to determine candidate filing requirements for upcoming elections.

- 6) **Flood Guide Review:** February 16th – 9am or 1pm. If members of the board are interested in participating please let me know and I will have you added to the attendance list.
- 7) **Genoa Vista Trail:** A statement was made by a town citizen at the last meeting that we are in default with regards to our maintenance obligations regarding the Genoa Vista Trail. Staff is still working to better define the requirements and research existing agreements. Update on the fencing, there is agreement in place with Nature Conservancy where they maintain their portion of the fencing. Working on clarification to a similar agreement with Ranch No. 1 regarding fence maintenance along their property. The only section that seems to fall solely as the Town's responsibility is the portion on the US Forest property.
- 8) **Miscellaneous Items:**
 - a) Town offices will be closed on Monday, February 15th in observance of Presidents Day.

Member Pace asks about the trail snow removal. Mr. Ritger responds that contracts are in place with Bill Hutchison for snow removal on the trail in addition to the roads. It will need to be brought to the Board as to whether the Trail snow removal will be handled the same as the roads, or differently.

Member DeTurk asks for update on the trail parking discussion from last meeting. Mr. Ritger responds that the development documents show the "trail" as starting south of the Teig building / property and extending to 1862 David Walley's Resort. He has not been able to find in any of the agreements that parking is prohibited but it would be a reasonable restriction on the use of that portion. With regards to the pavers to the north of the Teig building property and on the west side of Main Street he has not been able to find any restrictions on parking in any of the development agreements. He will continue to look further into it.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

ADMINISTRATIVE AGENDA

Agenda item no. 4:

Discussion regarding the approval of the Summary of Claims Report made by Town's Attorneys, Rowe, Hales, Yturbide, LLP.

Mr. Ritger states, NRS 41.0385 requires that an attorney who acts on behalf of each local government compile and file annually with the Clerk of the governing body a Summary of All Claims Report made against that governing body for tortuous conduct. Board was given copy of the letter from Town's legal counsel, Rowe-Hales-Yturbide, LLP. This report must be filed with the governing body on or before February 1 of each year. The time covered by the report is the preceding calendar year. For 2015, there were no claims paid, none opened or pending, none with judgment entered but not paid, and none closed with no payment.

Member Pace moves to approve the Summary of Claims Report made by Rowe, Hales, Yturbide, LLP., motion seconded by Member DeTurk and passed unanimously.

Agenda item no. 5:

Approve Douglas County Resolution No. 2016R-007 to augment the Town of Genoa FY2015-16 budget.

The Town experienced greater than originally budgeted ending fund balances for FY2014-15 for all of our accounts. The adjustments to FY2015-16 opening fund balance based on audited results of FY2014-15 are:

- a. Genoa Town (620-000-300-000) - \$34,317
- b. Genoa Ad Val Capital Projects (622-000-301-100) - \$29
- c. Genoa Construction Reserve (624-000-301-100) - \$85

In addition to the opening fund balance adjustments and increase in revenue for the reimbursement from the County for the Genoa Destination Wi-Fi project is included.

This adjustment is:

- d. Genoa Town (620-000-360-901) - \$18,000

All of the adjustments are in our positive; the attached budget augmentation worksheet shows where these funds are being carried forward in the FY2015-16 amended budget.

Under public comment, Connie Robertson asks for a copy of the Town's budget, Mr. Ritger responds that he will print a copy of it.

Motion by Member Pace to approve Douglas County Resolution No. 2016R-007 to augment the Town of Genoa FY2015-16 budget, motion seconded by Chair Tholen and passed unanimously.

Agenda item no. 6:

Approve budget transfers for the Town of Genoa FY2015-16 budget.

Budget transfers, the movement of funds from one line item to another, have been traditionally made to **a)** either improve the accuracy of revenue or expense reporting for an individual line item within the budget, or **b)** to more commonly correct for a shortfall in opening fund balance where reductions in spending need to be projected in the augmented budget. At this time, no budget transfers are required for FY2015-16 to correct for either of these typical budget issues.

Mr. Ritger explains that this agenda item was posted in advance of knowing whether or not any budget transfer needed to occur, it is now known that there are none, so there is no action to be taken on this agenda item.

Agenda item no. 7:

Discussion and provide direction to staff to work with Daniel Wassmund, Park Interpreter, regarding purchase and planting of a tree on the Campbell property of the Mormon Station State Historic Park as part of the 2016 Arbor Day Celebration.

Mr. Ritger explains, there are four (4) standards that must be met in order to obtain and maintain Tree City USA recognition. The first 3 standards are administrative in nature and pertain to the defining an advisor board or committee, establishing a formal policy for tree care and appropriating funding of at least \$2 per capita for the planting, care and removal of city trees. The final standard is to hold an Arbor Day celebration which typically involves a tree planting event and related public educational activities. The traditional date for Arbor Day in

Nevada is the last Friday in April. This date coincides with the annual Genoa Cowboy Festival and it would seem appropriate to create an Arbor Day event for Genoa that works in concert with the Cowboy Festival program. Discussions have already begun with David Howlett, Urban & Community Forestry Program Coordinator with the Nevada Division of Forestry and Daniel Wassmund, Park Interpreter, Mormon Station State Historic Park to have them provide educational booths at the Genoa Cowboy Festival. A logical extension of this program would be to conduct a tree planting ceremony on the State Park property as part of an Arbor Day celebration.

Mr. Ritger explains the cost of the tree, depending on species and having it professionally planted will cost around \$300-\$400.

Motion by Member DeTurk to direct staff to work with Daniel Wassmund to purchase and plant a tree on the Campbell property in the Mormon Station State Park as part of the 2016 Arbor Day Celebration, motioned seconded by Member Pace and passed unanimously.

Agenda item no. 8:

Discussion to approve, approve with modifications or deny a revision to town policy II M.1, Genoa Town Advisory Board Meetings to change the meeting date to the first Wednesday of every month.

The current Town Policies and Procedures states that the regular Town Advisory Board meetings will be held the first Tuesday of every month. The proposal is being made by staff to move the regular meeting date to the first Wednesday of every month. This change will not materially affect the Town's ability to provide input to the Douglas County Board of County Commissioners (BOCC) at their regular meetings. The BOCC meets the 1st and 3rd Thursday of each month. For the record, the Town of Gardnerville board meets the 1st Tuesday and the Town of Minden board meets the 1st Wednesday of each month. Attachment given to Board, policy section II M.1 with the proposed changes.

Board has no conflicts with changing the date to Wednesdays, Chair Tholen states, Member Birdwell emailed to express that she is not opposed to this change.

Member DeTurk moves to approve the revision to town policy II M.1, changing the date of the Genoa Town Advisory Board Meetings to the first Wednesday of every month, motion seconded by Chair Tholen and passed unanimously.

Agenda item no. 9:

Discussion and possible action on update report for the 2016 Genoa Cowboy Festival.

Mr. Ritger states, the 2016 Genoa Cowboy Festival will be held April 28-May 1, 2016. All performer contracts are in place and educational contracts are now being worked on. He was able to get a price deduction on the main stage sound and lighting this year. All other logistics are in the process of being finalized and pricings are all comparable to last year. Sponsorships are currently at \$21,500.

Member DeTurk asks if the number of vendors is expected to increase this year. Mr. Ritger responds, with the current layout for outdoor space, we can accommodate a few more vendors, majority of indoor vendor venues are at capacity.

Under public comment, June DeTurk asks about the possibility of getting funding from the County this year, since it will be a new acting County Manager in place. Chair Tholen responds that it is always a possibility to ask, any additional funds would be helpful.

Chair Tholen moves to accept the update on the 2016 Genoa Cowboy Festival, motion seconded by Member DeTurk and passed unanimously.

NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS

Member DeTurk talks about an Austin's House fundraising event that he and his wife participate in every year. He says the Town of Gardnerville and Town of Minden both purchase a table at the event and he would like to see the Town of Genoa do the same..Mr. Ritger says that he and his wife are willing to attend and any other Board members or even just residents from the Town are welcome to join by purchasing seats at the table.

PUBLIC COMMENT

No public comments.

ADJOURNMENT

Member DeTurk motions to adjourn the meeting at 7:25pm. Motion seconded by Chair Tholen and passed unanimously.

Minutes prepared by:

Sarah Macellari
Office Assistant II, Town of Genoa

