

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
March 2, 2016

The Genoa Town Advisory Board held a public meeting on March 2, 2016 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 Tholen. Present was Vice-Chair Nancy Aten and Board Members, Timothy DeTurk and Greg Pace. Member Linda Birdwell was 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 Timothy DeTurk.

PUBLIC COMMENT

Under public comment, Bill Brooks comments that he was pleased to see in the February meeting minutes that some of the issues regarding the Trail, which he presented to the board at the January meeting, were discussed. However, there was no discussion about a resolution regarding the agreement with David Walley's Resort, which states that the Town will maintain the Trail for the first four days of each week. There was also no discussion regarding the agreement with the Nature Conservancy about the fence repair, adding that the agreement states the Town is responsible for improvements and maintenance of the trail, no direct reference to the fence was in the agreement. Lastly, he informs the board that several street lights throughout town are not working. Due to the incandescent lights having a short life span, he recommends getting those lights retro fitted to LED.

Board discusses with Town Manager about costs and benefits of getting the street lights retrofitted. Town Manager, Phil Ritger states he is in the process of getting estimates and more information regarding the street lights.

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 Feb. 2, 2016 regular meeting were approved, motion by Chair Tholen, seconded by Member DeTurk; passed unanimously. Vice-Chair Aten abstained from voting due to absence at Feb. 2 meeting.

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

- 1) **St Patrick's Day:** Reminder that the Potluck is Thursday, March 17th in the Genoa Town Hall starting at 6pm. Marian Vassar and her team are busy getting ready for the evening.
- 2) **Training:** Cammy attended 4 days of arborist training over the past few weeks at the UNR Cooperative Extension in Reno.
- 3) **Candidate Filings:** Town Board will have 4 vacancies at the end of this year. Candidate filings start March 7th through March 18th; dates are set due to the June primaries. Elections will not happen till November.
- 4) **Church Porch Repair:** The Church Porch has recently been repaired, the deck was to be resurfaced, however upon removal of existing deck, dry rotting was discovered underneath, concrete piers were put underneath and the new porch is now lifted off the ground.
- 5) **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.
- 6) **Church Porch Repair:** The entire front porch at the Town Church was demolished and rebuilt. Old wooden porch was built directly on the ground and we found substantial dry rot / decay. New porch constructed on concrete piers with pressure treated lumber.
- 7) **Miscellaneous Items:**
 - a) Next regular meeting – Wednesday, April 6th.

Member DeTurk asks about the bricks in front of the Church, Mr Ritger responds that will hopefully be the next repair to be done at the Church. More discussion regarding this in Agenda Item 3.

CONSENT CALENDAR FOR POSSIBLE ACTION

Under public comment, Bill Brooks asks about expenses made to Douglas County Roads. Mr. Ritger responds that the expenses were for hydro-cleaning on the storm drains, spraying pre-emergent along town roads, including the Vista Trail, and lastly there was a reimbursement from Douglas County for the sewer work done at Gillmor-Coons property.

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

ADMINISTRATIVE AGENDA

Agenda item no. 3:

Discussion on budget development for Fiscal Year 2016/2017 including, but not limited to:

- a) Review of Town Mission, Vision and Core Values;
- b) Review of Town's Strategic Plan and Goals;
- c) Review of tentative budget for FY2016/2017 with a review of revenue and expense estimates, and other matters properly related thereto;
- d) And, review of capital projects for incorporation into the Douglas County Capital Improvement Projects (CIP) program budget.

Town Manager, Phil Ritger points out that this item is not for final approval, the intent of this agenda item is for the Board to review over the next several weeks and ask any questions they may have, before final approval in April.

Mr. Ritger goes over the Budget review with the Board; copy of Budget is attached to original minutes as Exhibit B. He points out that there are some documents included that are historic and not created by him.

Mr. Ritger suggests to the Board that they review the information given and decide if there is anything to be removed. Chair Tholen agrees that the Board needs to review and clean up items that are no longer relevant to the Town.

Under public comment, in regards to the Strategic Plan, Bill Brooks presents to the Board an outline of 2016/2017 Fiscal Year Town Projects that he suggests. Mr. Brooks reviews items on this outline with the Board. A copy of this outline is attached to the original Meeting Minutes as Exhibit C.

Discussion and clarification with the Board regarding tax income to the Town's budget. Mr. Brooks states the Ad Valorem Tax contributes 8% to the Town Budget.

Mr. Brooks comments he would like to see more of the younger generation of Genoans involved in the Town Board. He would also like to see the Community cleanup day be brought back.

Town Manager, Mr. Ritger gives an explanation on specific line items pertaining to the Tentative Budget.

Under public comment, in regards to the Tentative Budget, Bill Brooks asks how this Board can justify spending \$100,000 for a Town Manager when there are only 240 people in population, adding this comment is not pertaining to the performance of the current Town Manager, just the position itself in terms of the budget.

Mr. Brooks comments that the Town's biggest income is the Candy Dance, the Cowboy Festival, however, has only generated a profit in the most current year, and adding that the income amount is low. He suggests passing the event off to Friends of Genoa to host and they can donate the profits to the Town; in doing so, would eliminate the many hours accumulated by the Town staff to work on this event.

Mr Brooks comments on Cammy Murray, Town Maintenance. He points out that under the County's description of her job position; she is to perform janitor type duties and she is doing more than just that. She works 4 hours a day, no benefits or retirement, and does not have adequate time to keep up on the maintenance around Town that is needed. He suggests to the Board that Cammy be brought to full time or open up a full time maintenance position to be filled.

Chair Tholen comments in regards to Cammy Murray and a full time maintenance position; if the Town Manager, Mr. Ritger feels that a full time position is necessary, that is his decision to make. He personally followed up on Cammy's job description since this was brought to his attention at an earlier date by Mr. Brooks; her job duties are a wide range of tasks and not considered just a janitor position. Cammy herself also has input in building her job description. Chair Tholen feels Cammy's job description in comparison to duties being performed are accurate.

Town Manager, Phil Ritger makes a comment, for clarification, the Town Staff, although only part time, does receive retirement benefits. Board discusses and explains the retirement package and how it operates.

Chair Tholen comments, the Town has always looked for alternatives to drive revenue, so far nothing has stood out. Mr. Brooks mentions on his outline, one of his suggestions is Annexation of properties surrounding Genoa. Chair Tholen responds that Annexation is something to look into and gather more information.

Chair Tholen states that in the past there was no Town Manager and all tasks were left up to the Town Board, the Town's duties have grown, making it necessary to have a Town Manager and Staff. The scope of the Town Manager's position is a lot more than just managing a Town of 240 population; road maintenance and handlings with other government agencies are involved.

Member DeTurk comments that the suggestions and comments brought forth by Mr. Brooks are appreciated and will be kept in mind while the Board reviews the Budget in the upcoming weeks. He comments on the Genoa Cowboy Festival making great progress and thinks the staff time implemented into the Event is fair.

Town Manager, Mr. Ritger reviews Douglas County Capital Improvement Projects (CIP) program budget.

Under public comment, in regards to Capital Improvement Projects (CIP), Mr. Brooks comments to remind the Board that a portion of the Town's Ad Valorem Budget goes directly into the Redevelopment Fund and he would like to see that money make its way back into Genoa. Should the Federal Lands Bill fail this year, it will affect the Town's budget, requiring permits from the Forest Service for the Trail.

Chair Tholen, explains further about the Redevelopment Funds.

Member Pace moves to accept the Budget Report, as presented. Motion seconded by Chair Tholen and passed unanimously.

Agenda item no. 4:

Discussion to approve, approve with modifications or deny the creation of a new Town policy III T.3 – Public Tree and Shrub Policy. Creation of this policy is a requirement of the Tree City USA initiative.

Town Manager, 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 advisory 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 fourth standard is the observance of an Arbor Day celebration. The creation of this new Town Policies and Procedures essentially fulfills the first 2 administrative requirements by defining the advisory board and establishing a formal policy. Board is given attachment of the proposed policy, Section III T.3.

Under public comment, Bill Brooks states the Town's Policy & Procedures manual is 40 pages, is it necessary to add more pages on how to plant a tree? Chair Tholen responds that this needs to be added to the manual as a necessary step to become a Tree City USA.

Motion by Member DeTurk to approve the creation of new Town Policy III T.3, motion seconded by Member Pace and passed unanimously.

Agenda item no. 5:

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

The 2016 Genoa Cowboy Festival will be held April 28-May 1, 2016. Current committee status updates on entertainment and education, sponsorship and Heritage Club, art and mercantile vendors will be presented.

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

NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS

Member DeTurk gives update on the Pipework being done on Jacks Valley Road, at this time, they are ahead of schedule. Also, to give the Board a head up, he has reason to believe that Verizon will not be providing a tower again for this year's Candy Dance. The Public Works Dept. has received many complaints from residents on Pioneer and Meadow Lark in regards to the Town of Genoa Annexing that area.

PUBLIC COMMENT

No public comments.

ADJOURNMENT

Chair Tholen motions to adjourn the meeting at 8:28pm. Motion seconded by Member Pace and passed unanimously.

Minutes prepared by:

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