

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
November 2, 2016

The Genoa Town Advisory Board held a public meeting on November 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 Chairman Trent Tholen. Present were Vice-Chair Nancy Aten and Board Members, Greg Pace and Tim DeTurk. Absent from the meeting was Member Linda Birdwell.

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 Gary Eckman.

PUBLIC COMMENT

Members of the public ask for more information regarding the chip seal of the dirt roads; this subject will be an agenda item at the December meeting, with more information presented and it can be further addressed at that time. Property owner survey poll with continue being conducted.

APPROVAL OF AGENDA

Chairman Tholen moved to approve the agenda, with modifications to pull items no. 7 & no. 12 and table them until next meeting, due to insufficient background information. Motion seconded by Member DeTurk and passed unanimously.

APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes for the October 5, 2016 meeting were approved. Motion by Member DeTurk; seconded by Chairman Tholen; passed unanimously.

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

- 1) **Decorative Stop Signs:** the components have arrived from Brandon Industries. I am working with an independent contractor to have them installed this month.
- 2) **Master Plan Update:** The Master Plan Survey results have been posted on the Douglas County web site. In addition, the draft County Profile has been posted for your review and comment.
- 3) **White House SUP application for special events:** The Planning Commission continued this application from their October 11th meeting. On October 25th the commission was notified that the applicant withdrew the request.
- 4) **Candy Dance Volunteer Appreciation Dinner:** I will be working with the Candy Dance committee chairs to schedule a volunteer appreciation dinner in the near future. Candy Dance could not function without the assistance of the multitude of volunteers for candy making, merchandise, candy sales, dinner dance, vendor hosts, etc. A special thanks to this year's steering committee chairs: Dee

Dykes, Candy; Andrea Anderson, Dinner & Dance; Lynn Speir, Vendor Jury; Sher Hutchings, Finance; Roger and Alison Grey, Vendor Hosts and Volunteers; June DeTurk, Sponsorship; Chris Ritger, Vendor Ice; Sarah Macellari, Vendor Contracts & Check-In.

- 5) **Halloween Event:** Sandy Granucci, Gina Coons and their multitude of volunteers did another fabulous job putting on this year's event. The hay wagons were safe and fun as usual; thanks to everyone on the "trick or treat" route that gave out candy to all those attending. A special thank you to Capital Beverage for donating 2-kegs of beer for the party. Bar tip jar donations were collected by Ava Coons and the proceeds will be used to help support the Douglas County Animal Shelter
- 6) **Christmas in Genoa:**
 - a) Town Christmas Caroling and Tree Lighting will be held on Friday, December 2th starting at 5:30pm. Lynn Speir will be coordinating the Christmas Caroling this year as Sue Knight hands off the reigns for this event.
 - b) Breakfast with Santa will be Saturday, December 3th. We will have three seating's: 8:30am, 9:40am and 10:50am. Price remains at \$5, children under 4 are free. This event would benefit immensely with a committee chair to coordinate volunteers for decorating the town hall, ticket sales, cooking, serving, cleaning. Sarah is currently the acting chair and lining up volunteers.
 - c) "Mary Kaye's and the Kaye Sisters – Cowboy Christmas" concert will be held on Saturday, December 10th at 6:30pm. This year the concert will feature sisters Emelia and Sophia along with their award winning mother, Mary Kaye. Concert tickets are \$20 for adults and \$15 for children. Sue Knight and the Friends of Genoa are bringing back the Pre-Concert comfort food dinner (Chili & Baked Potato). Combined Dinner & Concert is \$35 for adults and \$25 for children.

CONSENT CALENDAR FOR POSSIBLE ACTION

Vice-Chair Aten moved to approve consent calendar, motion seconded by Chairman Tholen passed unanimously.

ADMINISTRATIVE AGENDA

Agenda item no. 5:

Discussion on the Greater Genoa Business Association (GGBA) monthly report of activities, programs and future plans.

No representative present on behalf of the GGBA. No action taken on this item.

Agenda item no. 6:

Presentation by Jon Erb, Civil Engineer III, Douglas County Public Works, on Jacks Valley Road paving plans and related bond requirements.

Presentation by Jon Erb regarding future work to be done on the repairs and paving on Jacks Valley Road. The cost of the project and bond request details are discussed. If bonding goes through, work would begin around May-June of next year.

Motion by Tim DeTurk to accept presentation from Job Erb, Douglas County Public Works regarding future work on Jacks Valley Road. Motion seconded by Vice-Chair Nancy Aten and passed unanimously.

Agenda item no. 7:

Discussion and provide direction to staff regarding acceptance of bitumen “grindings” material donation from Douglas County for chip sealing of Town roads.

Item has been tabled to further discuss at next meeting. No action taken.

Agenda item no. 8:

Discussion to approve the 2017 Genoa Event Calendar.

Town Manager, Phil Ritger states, each year an Events Calendar is prepared that includes all of the events sponsored and planned by the Town and community volunteers for the next year. Attached is the proposed calendar for the Town of Genoa 2017 events. Additional Events listed on the Calendar include the GGBA Community Garage Sale, the Genoa Americana Celebration and the GVFD Chicken BBQ.

Member DeTurk moves to approve the 2017 Genoa Events Calendar. Motion seconded by Chairman Tholen and passed unanimously.

Agenda item no. 9:

Discussion to approve the renewal of Town Church 2-year lease agreement with the Genoa Community Church.

Town Manager, Mr. Ritger states, the Town Church lease agreement between the Town of Genoa and the Genoa Community Church organization allows for two hours of use each Sunday, with the exception of the weekend of Genoa Candy Dance and Genoa Cowboy Festival. The weekend of the Genoa Cowboy Festival, the Community Church utilizes the Historic Town Hall for Cowboy Church. The Community Church has also requested use of the church for a two hour Christmas Eve service. This lease agreement sets the rental rate at: \$320/month or \$3,840 / year which includes the rental for Christmas Eve. The annual 4% rate increase is waived for this two (2) year lease.

Member Pace moves to approve the renewal of Town Church 2-year lease agreement with the Genoa Community Church. Motion seconded by Vice-Chair Nancy Aten and passed unanimously.

Agenda item no. 10:

Discussion to approve the renewal of the Town Church 2-year lease agreement with the AA – 11th Step Group.

Town Manager, Mr. Ritger reports, The renewal of the Town Church lease agreement between the Town of Genoa and the Alcoholics Anonymous (11th Step Group) organization allows for two hours of use each Tuesday, 7 pm to 9 pm. The term of the lease is for 24 months at \$67 per month. The annual 4% rate increase is waived for this two (2) year lease.

Vice-Chair Aten moves to accept the renewal of the Town Church 2-year lease agreement with the AA – 11th Step Group. Motion seconded by Member Pace and passed unanimously.

Agenda item no. 11:

Discussion on the Town Manager's report on the 2016 Genoa Candy Dance.

Town Manager, Mr. Ritger reports, the Genoa Candy Dance was held September 24 and 25, 2016. The weather cooperated this year and by all estimates we had record attendance. The town enjoyed a successful and safe Candy Dance. The current projections reflect event income of \$285,100 and event expense of \$132,300 for a net profit of \$152,800. The event was budgeted for revenue of \$264,000, expense \$127,000 and revenue of \$137,000. Vendor booth rentals at capacity along with the addition of booth space in front of the White House and in the La Ferme lot were significant component to revenue exceeding budget estimate. Increased cost for public safety resulting from the single outdoor festival permit and additional expense for public sanitation due to increased attendance contributed to expenses above budget projections. The net result, however, is that the 2016 Genoa Candy Dance is projected to exceed the bottom line net profit objective by ~\$15,800.

Chairman Tholen moves to accept report on the 2016 Genoa Candy Dance. Motion seconded by Vice-Chair Aten and passed unanimously.

Agenda item no. 12:

Discussion and possible action on the annual performance evaluation of Town Manager, Philip Ritger.

Item has been tabled to further discuss at next meeting. No action taken.

NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS

No comments.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

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

Minutes prepared by:

Sarah Macellari
Office Assistant II, Town of Genoa