

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
February 1, 2017

The Genoa Town Advisory Board held a public meeting on February 1, 2017 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 Timothy DeTurk. Present were Board Members Greg Pace, Pat Eckman, Steve Shively and Vice-Chair Linda Birdwell. Also present was Town Manager, Philip 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 Town Manager, Philip Ritger.

PUBLIC COMMENT

Under public comment, Roger Falcke asks for the Town's permission to make repairs on Genoa St. and Nixon with his Backhoe. Town Manager, Philip Ritger responds they can have a discussion about it.

APPROVAL OF AGENDA

Vice-Chair Birdwell moved to approve the agenda. Motion seconded by Chair DeTurk and passed unanimously.

APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes for the January 4, 2017 meeting were approved with comment by Chair DeTurk to include in the minutes when someone is opposed or abstained from a vote. Motion by Member Shively; seconded by Vice Chair Birdwell; passed unanimously.

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

- 1) **Town Board Training Workshop:** A date for the Joint Board training workshop on Open Meeting Law and Land Use Planning has not been proposed yet. I will contact the board as soon as I receive any information.
- 2) **Austin's House "Cowboy Mardi Gras":** This fundraiser will be held Friday, February 24th, from 6-10 pm at the Carson Valley Inn. Tickets are \$60/person and all proceeds benefit Austin's House.
- 3) **St Patrick's Day:** Save the Date - Friday, March 17th in the Genoa Town Hall starting at 6pm. Marian Vassar, the longtime chair of this event, has stepped down and we will be looking for someone to manage this annual event.
- 4) **No Large Game Hunting:** A request has been made to explore whether the Town of Genoa can create an ordinance banning large game hunting, defined as the hunting of deer or bear for food or sport, within Genoa town limits and the defined appointment zones.

- 5) **Genoa 1850:** Genoa may want to take advantage of the recently published evidence that Genoa was first settle in June 1850 and petition the State for that designation. If the town pursues this it was pointed out that our local merchants should be apprised of this possibility so they can manage their memorabilia stock.
- 6) **Miscellaneous Items:**
 - a) Town offices will be closed on Monday, February 20th in observance of Presidents Day.
 - b) Next regular meeting, Wednesday, March 1, 2017.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

ADMINISTRATIVE AGENDA

Agenda item no. 5:

Discussion only, to review Town Policy III T.2, Snow Removal.

Section III T.2, of the Town's policies and procedures manual establishes the guidance for snow removal. This policy states the following:

III.T.2 – Snow Removal

Snow will be plowed after an accumulation of 6 inches or sooner if needed. This can be recommended by the contractor and approved by the Town Manager.

Snow removal will begin anytime it is greater than 6 inches, and coming down steadily per the contract. A contract shall be in place by November 1st of each year.

The following attachments are included with this agenda item to aid in the discussion:

- a) Current services to be performed per the contract.
- b) Scope of Work as requested in original bid request letter.
- c) Revision history of the snow removal policy (1993-present).

Under public comment, Martin Manning requests for plowing one lane on all streets to provide adequate access to all residents for emergency vehicles and refuse pick-up, as well as turnarounds at the top of Carson, Nixon, and Fifth Streets. He would like it noted that only one lane is currently plowed on some streets. This approach coincides with the Town's need to provide snow removal in a fiscally responsible manner.

Under public comment, Roger Falcke states that back in 2006 the Town Policy under Snow Plowing, it included the statement of having one lane left unplowed on Fifth Street. He would request to the Board to add that statement back into the Town Policy.

Under public comment, Trent Tholen asks how the verbiage for that statement would be formed, since the Board cannot get together and do this, would there be a committee formed to prepare it or deferred it to the Town Manager to write up.

Chairman DeTurk states that Douglas County is currently rewriting their policy and he thinks it would be wise to wait and see what they do since they will have the legal reviews.

No action taken for this item.

Agenda item no. 6:

Greater Genoa Business Association (GGBA) presentation and discussion on their recent decision to dissolve the GGBA and liquidation of their treasury to the Town of Genoa for future maintenance of the HWY 395 Wagon Monument Sign, Town Park Platform and Tourist information Gazebo.

The Greater Genoa Business Association (GGBA) membership voted to dissolve as a non-profit entity. As required by law, the treasury of a non-profit organization upon dissolution must be given to either another non-profit entity or a government agency. The GGBA voted to donate their treasury to the Town of Genoa. These funds will be set aside by the town for the future maintenance of the following assets: Hwy 395 Wagon Monument Sign, Town Park Platform and Tourist Information Gazebo. The Town of Genoa and the GGBA entered into a 5-year agreement in February 2012 that assigned the duties and responsibilities of the Town and GGBA with respect to the Wagon Monument Sign. This agreement was to automatically renew for another 5-year term at the end of this month. This agreement will be terminated and the town will assume all future responsibilities outlined in that original agreement.

Under public comment, Cindy Webb, Chair for the GGBA reads aloud agreement for the Town of Genoa to take over Treasury Funds and presents Town Manager, Mr. Ritger with a check for the balance of funds from GGBA.

Under public comment, Roger Falcke thanks the GGBA for all they've done and asks for an update on the Genoa Phone Directory. June DeTurk comments that they are still working on it and hope to have it completed soon.

Member Pace moves to accept the agreement for Town of Genoa to receive the dissolved treasury funds from the GGBA and authorize Town Manager to sign proposed agreement. Motion seconded by Vice-Chair Birdwell and passed unanimously.

Agenda item no. 7:

Discussion and update on the Centennial Genoa Candy Dance Lillian Virgin Finnegan Statue project.

Member Shively gives update on the Site Selection committee and the options that they have chosen for the Statue. Number one location would be the La Ferme lot. Town Manager, Phil Ritger gives insight about the Town possibly purchasing the La Ferme property in the future.

Under public comment, Gail Teig gives update on the funding plan for the project, including ideas of having recognition benches available to purchase.

Chairman DeTurk suggests having a standardized footprint that would be designed to be able to fit at any of the suggested locations.

Member Eckman moves to accept the update report on the Centennial Genoa Candy Dance Lillian Virgin Finnegan Statue project. Motion seconded by Chairman DeTurk and passed unanimously.

Agenda item no. 8:

Discussion to approve the 2016 Summary of Claims Report from Town Attorneys, Rowe-Hales-Yturbide, LLP.

NRS 41.0385 requires that an attorney who acts on behalf of the Town of Genoa compile and file with the Clerk of the Town a summary of all claims made against the Town for tortuous conduct. Attached is the summary of claims report from Town's legal counsel, Rowe-Hales-Yturbide, LLP. The time period covered by the report is the preceding calendar year. For 2016, there were no claims paid, none opened or pending, none with judgment entered but not paid, and none closed with no payment.

Member Eckman moves to approve the 2016 Summary of Claims Report. Motion seconded by Member Shively and passed unanimously.

Agenda item no. 9:

Discussion to approve Douglas County Resolution No. 2017R-011 to augment the Town of Genoa FY2016-17 budget.

The Town experienced greater than originally budgeted ending fund balances for FY2015-16 for all of our accounts. The adjustments to FY2016-17 opening fund balance based on audited results of FY2015-16 are:

- a. Genoa Town (620-000-300-000) - \$62,819
- b. Genoa Ad Val Capital Projects (622-000-301-100) - \$104
- c. Genoa Construction Reserve (624-000-301-100) - \$224

All of the adjustments are positive and to the benefit of the financial health of the Town. The attached budget augmentation worksheet shows where these funds are being carried forward in the FY2016-17 amended budget.

Member Shively asks with the added responsibility of the GGBA project maintenance, does there need to be a line item added to the budget. Mr. Ritger responds that he increased the Parks and Land maintenance to cover that.

Vice-Chair Birdwell moves to approve Douglas County Resolution No. 2017R-011 to augment the Town of Genoa FY2016-17 budget. Motion seconded by Member Shively and passed unanimously.

Agenda item no. 10:

Discussion to provide staff with input regarding creation of a new budget line item for Town improvements that are funded from a percentage of the net proceeds of the Genoa Candy Dance to be included in the budget development for Fiscal Year 2017-2018.

Member DeTurk has requested that the Town look at creating a specific account (or budget line item) for town improvements. The proposed funding source for this account would be 9% of the net proceeds generated by the Genoa Candy Dance each year. The account would be a reserve account that would accumulate funds over time. These funds could be used for future town improvements either as a direct spend or as a source of matching funds for grants or other outside funding sources.

Board Members are given a Town budget worksheet with the fiscal year end actuals for 2014-2016 along with the final budget presented to the County for fiscal year 2017. This information is provided for the purpose of aiding the discussion on this agenda item.

Chairman DeTurk explains that he presented this idea considering the Candy Dance started in 1919 for the sole purpose of getting street lights for the Town. It would be a good idea to bring that back with a capital improvement fund for the Town without needing County or State funding. If 9% is excessive, it could be a different percentage amount.

Vice-Chair Birdwell comments, the Candy Dance's revenue funds majority of Genoa's expenses and we wouldn't want to restrict how to apply those funds. Reserving 9% of funds is limiting the town needs.

Member Eckman states that she understands the intent and is not opposed to having a reserved fund but not sure about using 9% for it.

Member Shively comments that he thinks the Town is performing really well and wouldn't want to see any strain put on the Town Budget with this proposal. There are other avenues to get improvement funds, such as grants, or leftover grand money from the County. Unless there was a specific goal to accomplish with the funds being reserved, he is hesitant to go forward with this proposal.

Town Manager, Phil Ritger explains that he is waiting to hear back from Douglas County about current accounts that are not being funded, to see if it's an option to start funding those and would there be any NRS restrictions on them. He will get more clarification to bring back to the board.

Member Pace moves to direct staff to present the Board with a recommended figure to set aside in a reserved account. Motion seconded by Member Shively. Motion passes with Vice-Chair Birdwell opposed.

Agenda item no. 11:

Discussion on update report for the 2017 Genoa Cowboy Festival.

The 2017 Genoa Cowboy Festival is scheduled for April 28th through the 30th. This year we will have the majority of the performances during the day on Saturday, April 29 and Sunday, April 30, with only limited events scheduled for Friday. The ticketed evening concerts will be on Friday night, April 28th and Saturday night, April 29th; this is the same as in prior years. The daytime performances, however, will be on Saturday and Sunday. The Friday daytime attendance has been traditionally light and we have made this change to our festival to be more of a traditional weekend event and expand attendance.

Vice-Chair Birdwell moves to approve the update on the Genoa Cowboy Festival. Motion seconded by Member Eckman and passed unanimously.

NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS

Chairman DeTurk wants to thank the Fire Dept. for everything they do around the Town. And thank you to Bill Hutchison for the snow removal since there has been so much this year, he's done a good job.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

Member Shively moves to adjourn the meeting at 7:45pm, motion seconded by Vice-Chair Birdwell and passed unanimously.

Minutes prepared by:

Sarah Macellari
Office Assistant II, Town of Genoa