



GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
April 5, 2017

The Genoa Town Advisory Board held a public meeting on April 5, 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 Member Eckman.

PUBLIC COMMENT

Sue Knight welcomed Members Shively and Eckman to the Town Board.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes for the March 1, 2017 meeting were approved. Motion by Member Eckman, seconded by Vice-Chair Birdwell; passed unanimously.

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

- 1) **St Patrick's Day:** Thank you to June DeTurk and her team of volunteers who put on a wonderful evening for the Town. They served 110#s of corned beef, 15#s of cabbage, 20#s of red potatoes, 15#s of carrots plus all of the potluck sides, salads & desert. This year's attendance was around 120+. The town recouped all of the expenses for this "free" town event from the bar sales. This year the dinner was combined with a charity auction/fundraiser for a local resident.
- 2) **Genoa Connection:** Elaine Shively and Karen Holmes edited and published their first Genoa Connection newsletter last week. I want to thank them both for stepping up as volunteers to make this happen.
- 3) **January 5-14, 2017 Declared Flood Event:**
 - a) The kick-off meeting with FEMA and State Department of Emergency Management was held on March 21, 2017. This was a high level review of the possible categories of damages experienced in Genoa during the initial January flood event. Most of our damages will fall under Category B (Emergency Protective Measures) and Category C (Roads and Bridges).
 - b) The follow-up site visit with FEMA public assistance project specialist and mitigation specialist was held on March 28, 2017. We identified 5 project sites: Carson Street from Main to trail head; Nixon Street between Poplar and Genoa St; Fifth Street between Main and Genoa St; First Street

between Main and Genoa St “L” intersection; Genoa Street from First St south approximately 300 yards.

- c) The kick-off meeting started a 60 day clock on getting all information, competitive bids for work and mitigation work for submission to FEMA. I am working to get this accomplished in spite of the upcoming Genoa Cowboy Festival.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

ADMINISTRATIVE AGENDA

Agenda item no. 6:

Discussion to review and approve the small size clay sculpture of Lillian Virgin Finnegan and update on the Centennial Genoa Candy Dance Statue Project.

The statue artist, Debrine Lim Smedley, presented to the board the small clay sculpture and site plan renderings for review.

Vice-Chair Birdwell points out on the timeline, the site is to be chosen by the end of the year, when choosing the site location it needs to be considered the prep and engineering for getting that site location ready for the statue.

Under public comment, Sue Knight and June DeTurk compliment the statue and artist.

Member Shively moves to approve the clay sculpture rendering and update on the Centennial Genoa Candy Dance Lillian Virgin Finnegan Statue project. Motion seconded by Member Pace and passed unanimously.

Agenda item no. 7:

Discussion and public input to recommend to the Douglas County Redevelopment Agency to consider, approve and fund a potential land purchase in Genoa for public parking, community facilities and public grounds at an estimated cost of \$500,000, provided required legal findings case be made by the Redevelopment Agency; with public comment prior to Board action.

The town is looking for public input and a board recommendation to advance this item for presentation to the Board of County Commissioners (BOCC). The objective is to obtain pre-approval from the commissioners that they would be willing to fund this project provided the legal findings case can be made. The amount of staff time required to establish the findings is substantial and we want to use these resources in an efficient manner on projects that have projected BOCC support.

This Genoa Destination project would be to Identify and secure a source of funding for the purchase of the La Ferme Property; Create Historic District parking overlay; Research and plan community center at La Ferme with unique Genoa branding; Develop community garden / park at property; Provide trail head and access to open space in downtown Genoa. The town is requesting from the RDA funding for the acquisition of the property. The town is not seeking any future commitment for funding of infrastructure or enhancements to the property.

The current Town office and Historic Town Hall buildings are border on the north and west side by this property and the town has no easement for access to the buildings from these sides. The current emergency egress from the Town Kitchen and Town Hall complex on the north side makes use of this property. Without a legal easement, it is estimated that it will cost ~\$40-50,000 to elevate the ramp and have it wrap around the north side of the town office building. This expense would not be necessary with the acquisition of the property.

Additional benefits of this property would be the potential for ~\$20,000 annually in Genoa Candy Dance booth rentals.

Member Pace likes how the historic parking was included and hopes that would be a deciding factor for the Board of Commissioners.

Vice-Chair Birdwell asks what the legal findings mean and if the price is set at \$500,000 for the property and if having board approval at that price will impact any further negotiations. Mr. Ritger responds that when using the redevelopment fund, there needs to be proof that it will serve a purpose for the community as a whole, in this case, the parking. The price is not set at \$500,000 that is the price set based on the appraisal of the property. She also asks for an estimate ongoing expense of maintaining the property. Mr. Ritger responds there wouldn't be much cost for maintenance, the insurance would be the main expense and adding it as a town asset would be approximately \$1,000 increase annually.

Member Eckman asks if we are just purchasing the parking lot and not the building. Mr. Ritger responds that is correct, right now the goal is to obtain the property for parking and any additional uses for it will be discussed in the future.

Member Shively asks if the price includes the cost to do markings, etc. in parking area. Mr. Ritger comments the parking area will not have markings or need any further improvements to begin with besides some minor grading.

Member Shively moves to recommend to the Douglas County Redevelopment Agency to consider, approve and fund the potential land purchase in Genoa. Motion seconded by Member Pace and passed unanimously.

Agenda item no. 8:

Discussion to approve or modify the tentative budget for Fiscal Year 2017/2018.

The proposed Fiscal Year 2017-2018 Genoa Town budget presented is a balanced budget. All revenue and expenditure line items are projected base on a minimum of 3-year trend data or known requirements.

620- Operational Fund

Revenues - \$508,652

Expenditures - \$508,652

The tentative FY2017-2018 budget includes current best estimates for Ad Valorem and State Consolidated Tax revenue which is consistent with last fiscal year. The remaining revenue items are based on conservative historic trends. Based on these assumptions the following can be stated: 1) slight decrease in revenue for Recreation Fee is projected; 2) both Candy Dance and Cowboy Festival revenues are projected based on 2016 actuals; 3) total projected Miscellaneous Revenues is \$387,800 as compared to FY2016 actual of \$394,600.

Total expenditures for FY2017-2018 will remain essentially unchanged for FY2016 actuals. Salaries & Wages are budgeted to increase by \$1,400. Service & Supplies are budgeted to increase by \$15,600; this is a direct result of increased costs for the Genoa Candy Dance.

This budget projects net profits from Genoa Candy Dance of \$140,000 and assumes no net budget impact from the Genoa Cowboy Festival.

622 – Genoa Ad Valorem Capital Projects

Revenues - \$36,650

Expenditures - \$36,650

The 622 fund will have \$1,682 in projected County Distribution revenue which along with the opening fund reserves will leave the appropriated ending fund balance reserve for this account at \$36,650. Total projected expenditures of \$17,500 from the Ad Valorem Capital Projects are estimated in this budget.

624-Genoa Construction Reserve

Revenues - \$45,464

Expenditures - \$45,464

Interest on the Construction Reserve fund will generate \$200 in revenue; when combined with the opening fund reserves it will provide an appropriated ending fund balance of \$45,464. There are no projected expenditures from the Construction Reserve fund in FY2017-2018.

Under public comment, Sue Knight asks about the decrease in Recreation revenue mentioned, Mr. Ritger responds that recreation revenue was budgeted high, now it is adjusted based on historic revenue.

Members of the board ask questions about specific accounts. Mr. Ritger explains each one.

Vice-Chair Birdwell moves to approve the tentative Town budget for Fiscal Year 2017/2018. Motion seconded by Member Shively and passed unanimously.

Agenda item no. 9:

Discussion on the tentative Town Capital Improvement Projects (CIP) submission to Douglas County for inclusion in the Fiscal Year 2017/2018 CIP.

As a 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 are: Genoa Town Hall Window restoration; Genoa Town Church preservation; and Genoa Town Hall Foundation preservation.

Member Shively moves to accept the tentative Town Capital Improvement Projects submission to Douglas County. Motion seconded by Vice-Chair Birdwell and passed unanimously.

Agenda item no. 10:

Discussion on update report for the 2017 Genoa Cowboy Festival.

The 2017 Genoa Cowboy Festival is scheduled for April 28th through the 30th. The ticketed evening concerts will be on Friday night, April 28th and Saturday night, April 29th. Board is given a "Sales by Event" report for the concert ticket sales. Both concerts are above 85% seating capacity and we have \$4,300 in remaining potential ticket sales revenue.

Also presented to the Board is the current financial P&L analysis for the event. The Income side of the analysis reflects current actuals (bold) for ticket sales, business (sponsorship) contributions, etc. along with a historic estimate for the Heritage Club. This is a very conservative approach to projecting income and we assume this number has some upside potential. The Expense side of the analysis reflects all of the current contractual obligations as well as best estimates based on prior years "weekend-of-the event" costs.

Under public comment, June DeTurk gives update on sponsorships. This year, the Town will not be receiving a donation from Bently who usually give 5,000 due to their distillery production.

Vice-Chair Birdwell moves to approve update on the 2017 Genoa Cowboy Festival. Motion seconded by Member Eckman and passed unanimously.

NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS

Vice-Chair Birdwell comments the volunteer gazebo in Town will begin in May, and would like for the Town to get striping put on the steps to prevent any injuries.

Town Manager, Mr. Ritger comments about Arbor Day and having students in Town for a school field trip that day.

Chairman DeTurk compliments the billboard for Cowboy Festival and also mentions the Pony Express plaque has been tampered with and is almost able to be grabbed out of its place, Mr. Ritger responds he will take a look at it.

PUBLIC COMMENT

Under public comment, Gail Teig comments that invitations will go out in the mail for the Lillian Finnegan Statue preview at Vansickle Ranch on June 8.

ADJOURNMENT

Vice-Chair Birdwell moves to adjourn the meeting at 8:20pm, motion seconded by Member Shively and passed unanimously.

Minutes prepared by:

Sarah Macellari
Office Assistant II, Town of Genoa