



**GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
August 2, 2017**

The Genoa Town Advisory Board held a public meeting on August 2, 2017 beginning at 6:32pm 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 Pat Eckman, Steve Shively and Greg Pace. Vice-Chair Linda Birdwell was absent. 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 Greg Pace.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Member Shively moves to approve the agenda, motion seconded by Chairman DeTurk and passed unanimously.

APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes for the July 5, 2017 meeting were approved with request for some modifications by Chairman DeTurk. Motion by Member Shively, seconded by Member Eckman; motion passed; Member Pace recused due to absence at July meeting.

ANNOUNCEMENTS AND CORRESPONDENCE

Town Manager, Philip Ritger gives verbal report on:

- Concert on the Green; August 13th at 5pm in the Genoa Park – 3hattrio
- Thank you to Barbara Florman & Billie Rightmire for updating the Genoa Pamphlet
- Thank you to all who helped with Genoa Cowboy Volunteer Appreciation picnic
 - Martin Manning & GVFD – loaning us flat top grill
 - Roger & Alison Gray for volunteer coordinating for Cowboy & Candy Dance
- 2017 Candy Dance Committees announced
- Dinner Dance tickets will be on sale soon using Tix.com
- NV Museum of Art – Feb. 24-Sept. 2, 2018 art exhibit titled Hans Meyer Kassel: Artist of Nevada (long time resident of Genoa)

CONSENT CALENDAR FOR POSSIBLE ACTION

Member Shively moved to approve consent calendar, motion seconded by Chairman DeTurk and passed unanimously.

ADMINISTRATIVE AGENDA

Agenda item no. 5:

Discussion to gather public comment regarding parking concerns on Mill Street and other downtown public roads in Genoa.

Residents Les and Jody Kynett have requested that they be able to present information on concerns with parking on Mill Street. Public comment is not limited to Mill Street but all downtown public roads. This agenda item is to gather information to assist staff with establishing the scope of the issue.

Les & Jody Kynett express concerns regarding the parking on Mill Street. Complaints have been made to Town Manager, Phil Ritger, who referred them to speak to Mimi Moss with Douglas County. Mimi Moss directed them back to Mr. Ritger. The designated area for parking on Mill Street is not deep enough; vehicles are sticking out into the road, making it difficult for other vehicles, including emergency vehicles to pass through the street. The situation has become hazardous due to low visibility from the parked vehicles. Suggestions would be to designate the area for another reason other than parking or possibly resident only parking.

Under public comment Lisa Bommarito comments that she has permission to speak on behalf of her neighbors, the Martin's. She and her husband have been in continuous communication with the Deputy District Attorney and Sheriff Pierini about the parking and disturbance problems on Mill Street. They have put up some barricades near their property and was told by Sheriff Pierini and the Deputy District Attorney that they are completely within their rights to protect their privacy and property. Sheriff Pierini has stated that there should be no reason why Mill Street cannot be turned into resident only parking with the exception of Town events. They were advised to present their concerns to the Town Board and to continue documenting any disturbances. She also comments that the disturbance and parking issues are not constricted to the Bar, when there are weddings in Town, no one parks in front of the Town Office/Fire Bay due to no parking signs. Mr. Ritger clarifies that parking is allowed in front of the office building, there is only one lane in front of the Fire Bay roll up door that is marked for no parking due to emergency access. The rest is available for parking.

Under public comment, Barbara Florman adds she agrees the parking was designed poorly. Vehicles backing out of the parking area, often times back out into Main Street, which can be dangerous and stop traffic. The low visibility coming down Mill Street has almost caused collisions with other vehicles as well as pedestrians crossing over to the Bar. The excess vehicles on Mill Street causes more dust. The situation is diminishing the resident's quality of life. She has also reached out to Mimi Moss and was advised by her to simply monitor the situation.

Under public comment, Randy Falcke comments that he is sympathetic to the residents of Mill Street. The biggest problem is when there are vehicles parked on both sides of the street. He agrees it's a problem, but does not know what can be done to solve it.

Under public comment, Bill Brooks states the parking in Genoa has become a safety issue. If the Town is going to continue to invite people here to visit, they need to make sure they can accommodate them with parking. The same parking problems on Mill Street are happening on Main Street. He has had conversations with NDOT regarding parking on the trail and near Country Store.

Member Eckman suggests looking into changing the diagonal parking on Mill Street to parallel.

Town Manager, Phil Ritger comments that any posting or changes of signage is a lengthy process that can be looked into, however, for now, there is no quick and easy fix for this issue.

No action on this item.

Agenda item no. 6:

Discussion to review the May 9, 2000 Genoa Resolution on Light Pollution.

At the May 9, 2000 Genoa Town Advisory Board meeting, a Resolution was adopted that encourages and supports efforts to reduce light pollution. The Genoa Resolution on Light Pollution is an effort to educate the public about the other available resources to provide security lighting and to preserve the beauty of the night skies. This resolution was reviewed at the GTAB meeting on March 3, 2009. A copy of the May 2000 resolution is attached to Board packets for purposes of review and discussion.

Under public comment, Bill Brooks states that for safety reason, this Town needs to have adequate lighting in the streets.

Member Pace explains this resolution is not about having no lights, but using lights that face down rather than up or outwards, illuminating the sky.

Member Shively moved to accept the review of the Genoa Resolution on Light Pollution, motion seconded by Chairman DeTurk and passed unanimously.

Agenda item no. 7:

Discussion on letter of termination from William C. Hutchison for snow removal with the Town and initiation of bid process for the upcoming season.

William C. Hutchison has submitted a letter informing the town that he will be terminating his contract with the town to provide snow removal services. The letter meets all of the contractual obligations defined in Clause 6 of the contract.

The following attachments are included for review and discussion:

- a) Letter from William C. Hutchison
- b) Current contract for snow removal services with William C. Hutchison
- c) Scope of Work for snow removal contract that will be basis for independent contractor bid process.

Letter was read aloud to the public. Mr. Hutchison's main reason for terminating the contract was the sledding issue with residents in Town. Members of the Board comment that they are sorry to see Mr. Hutchison go, he did the job well and was very reasonably priced.

Chairman DeTurk moves to direct Town Manager to explore alternative options for snow removal, not limited to collecting competitive bids. Motion seconded by Member Shively and passed unanimously.

Agenda item no. 8:

Discussion to review competitive bids and award the town road repair and ditch rehabilitation contract for the 5 specific FEMA sites as well as all additional town dirt roads. Also for consideration in the contract is the 2 FEMA identified hazard mitigation sites.

The Town initiated a bid process to obtain competitive bids to complete the scope of work defined in the FEMA project TOGC01. Also included in this bid process was the work required to clean up the remaining town roads not covered by the FEMA project. The bid request was submitted to four local contractors. Three contractors responded with bids and one contractor declined to bid. Mountain West Construction submitted a bid for all defined work of \$15,946; this bid is consistent with the FEMA estimates. Attached to board packet are the bid schedule and bid clarification documents along with the map overview that was the basis for the bid process. Also attached is the bid analysis with the recommendation to award the bid to Mountain West Construction Inc. Mr. Ritger explains that Mountain West Construction was formerly A&A Construction, and they are familiar and well known in the area.

Under public comment, Randy Falcke says he does not see anything in the scope of work to be done that would prevent the same damage to the streets from happening again in any upcoming storm. Mr. Ritger explains that the FEMA funds have conditions to use the funds to bring the streets back to pre-storm conditions, however it is included in the bid that culverts will be added in certain areas and RipRap.

Member Pace moves to approve bid from Mountain West Construction Inc. Motion seconded by Member Shively and passed unanimously.

Agenda item no. 9:

Discussion to approve, approve with modifications or deny management request to increase the Office Assistant position to full time with a review of the projected 2017-18 budget adjustments and other matters properly related thereto.

This agenda item was brought to the town board at the July 5, 2017 meeting and did not receive sufficient votes to pass. At that meeting, member Pace was not present and member Eckman abstained from voting. For a 5 member board, when only 3 members are present or voting, all three must vote in favor for the item to pass. The Town Manager is bringing this item back before the full board for review, discussion and vote.

The efficient and effective management of town business including predictable execution of the Genoa Candy Dance would benefit from having the town return to budgeting for the equivalent of a full time office assistant. Prior to 2013 the town employed 2 half-time office assistants who were scheduled for between 19-21 hours each. From 2014 to present the office has operated short staffed with a single part time office assistant scheduled for 21 hours per week. Those reduced staffing levels were required to correct some serious budget shortages that existed when I first took over as town manager. To assist me in my management of town business I am requesting that this board consider approving the office assistant position as a full time staff position. The attached revised budget presents the financial considerations that would allow this to happen in the current fiscal year.

Members of the public comment that the workload in Genoa is there for a full time employee and can hopefully eliminate some of Mr. Ritger's long hours in the office.

Member Shively comments with the loss of the Town's maintenance person, and the extra workload put onto the Town Manager, making the office assistant a fulltime position would be very helpful at this time.

Member Eckman explained that she abstained from voting at the last meeting due to uncertainties with the budget. Mr. Ritger has explained the budget to her, which has alleviated her concerns.

Member Shively moves to approve changing the Office Assistant's position to full time. Motion seconded by Member Pace and passed unanimously.

NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS

Chairman DeTurk thanks Phil and Chris Ritger on their efforts in hosting the Cowboy Volunteer appreciation picnic. Masonic Lodge will be celebrating their 150th Anniversary in September of 2018 and all Board Members and Staff will be invited to an open house or dinner. More details to come as it gets closer.

PUBLIC COMMENT

Under public comment, Bill Brooks comments on complaints about noise disturbances in Town and the procedures one can do to go about formally filing a complaint.

ADJOURNMENT

Member Shively moves to adjourn the meeting at 8:05pm, motion seconded by Member Pace and passed unanimously.

Minutes prepared by:

Sarah Macellari
Office Assistant, Town of Genoa