

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
May 2, 2018

The Genoa Town Advisory Board held a public meeting on May 2, 2018 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 Chair Tim DeTurk. Present were board members Greg Pace, Linda Birdwell, Tim DeTurk, Patricia Eckman and Steve Shively. Also present was Town Manager, Philip Ritger.

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 Steve Shively.

PUBLIC COMMENT

This portion of the meeting was open to the public to speak on any topic not on today's agenda. No public comment.

APPROVAL OF AGENDA

Member Eckman moves to approve the agenda; motion seconded by member Shively and passed unanimously 5-0.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Member Birdwell moves to approve the minutes for the April 4, 2018 meeting; motion seconded by member Shively and passed 4 ayes, 0 nays, 1 abstention. Member DeTurk abstained due to insufficient time provided by staff to review minutes.

CONSENT CALENDAR FOR POSSIBLE ACTION

Agenda Item No. 2:

Approve the March 2018 financial report including claims paid.

Member Pace moved to approve consent calendar; motion seconded by member Birdwell and passed unanimously 5-0.

ADMINISTRATIVE AGENDA

Agenda Item No. 3:

Discussion and update on the Centennial Candy Dance "Lillian" Statue Project.

Gail Teig informed the board that the Planning Commission approved the Special Use Permit (SUP) at their April 10, 2018 meeting. They are now working on the site survey elements of the project. The committee is looking forward to the foundry visit next week in Prescott, AZ. Member Birdwell thanked the committee and stated that she was impressed at

how they have been able to effectively maintain the project timeline that was presented to the board over the past 12 months.

Member Birdwell moved to accept the project update; motion seconded by member Shively and passed unanimously, 5-0.

Agenda Item No. 4:

Discussion to approve contract for services with Sierra Chef LLC for seasonal management of the Genoa Farmers' Market as detailed in the contractual agreement.

A contract for services between Sierra Chef LLC and the Town of Genoa for part-time management of a Farmers' Market for the 2018 season was reviewed. The duties include vendor registration, coordinating vendor set up and take down, park clean-up and general maintenance, market promotion and assuring compliance with all necessary permits. Contractor shall furnish at their expense all labor, materials and supplies necessary to provide the market to the reasonable satisfaction of the Town. The contractor agrees to pay Genoa a flat weekly fee of \$150.00 for use of the lower portion of the Town Park on Saturday mornings during the market season from May 19th through September 15th, 2018.

Member Shively moved approve contract for services with Sierra Chef LLC and authorize Town Manager to execute agreement; motion seconded by member DeTurk and passed unanimously, 5-0.

Agenda Item No. 5:

Discussion to review landscape maintenance proposal and approve contract with JDM Landscaping LLC for weekly lawn maintenance of the town park and church, and sprinkler and drip system maintenance.

A contract for services between JDM Landscaping LLC and the Town of Genoa was presented and reviewed. JDM Landscaping agrees to provide the services enumerated below at a cost of \$90 / week for general lawn maintenance with all additional work billed at \$42 / hour plus material. The landscaping services to be provided include:

- a) Weekly lawn maintenance including mowing and edging of Genoa Town Park.
- b) Weekly lawn maintenance including mowing and edging of Genoa Church.
- c) Weekly inspection of sprinkler systems to ensure proper operation. Additional charge for labor plus material if repairs are required.
- d) Bi-monthly inspection of drip irrigation system along main roads to ensure proper operation. Additional charge for labor plus material if repairs are required.
- e) Additional work to be approved by Town Manager could include fertilizing, planting, groundcover, weed abatement, aeration, etc.

Member Shively moved approve contract for services with JDM Landscaping LLC and authorize Town Manager to execute agreement; motion seconded by member DeTurk and passed unanimously, 5-0.

Agenda Item No. 6:

Discussion to commit \$5,000 in financial support to the Carson Valley Visitors Authority for the wayfinding signage project and join Douglas County, Gardnerville and Minden in support of this \$125,000 project.

Jan Vandermade with the Carson Valley Visitors Authority (CVVA) presented the endeavors to develop and implement a comprehensive signage package for Carson Valley (East Fork Township) designed to direct residents and visitors alike to key services and attractions in the area. During 2017, CVVA and key stakeholders worked together and under the guidance of Design Workshop to conduct an inventory review, design steps and the eventual permitting process. Phase 2 of this project will define the funding plan, final sign design, exact sign specifications, permitting, production and installation of roughly 18-25 of 43 total signs recommended. This phase is proposed to begin in June 2018. Phase 2 requires a funding agreement between CVVA and Douglas County (to include Gardnerville, Minden and Genoa). Financial support from Genoa in the amount of \$5,000 is being requested.

Member DeTurk moved approve one-time financial support in the amount of \$5,000 for the Carson Valley wayfinding sign project and authorize Town Manager execute agreement; motion seconded by member Shively and passed 4 ayes, 1 nay (member Birdwell opposed).

Agenda Item No. 7:

Discussion to approve or approve with modifications the final Town budget for fiscal year 2018-19.

The final fiscal year 2018-19 Genoa Town budget presented is a balanced budget based on a minimum of 3-year trend data or known requirements.

620- General Fund

Revenues - \$452,100

Expenditures - \$452,100

The final FY2018-19 General Fund budget includes current best State projections for Ad Valorem, Centrally Assessed Property and State Consolidated Tax revenue. The remaining revenue items are based on historic trends.

622 – Genoa Ad Valorem Capital Projects

Revenues - \$54,653

Expenditures - \$54,653

The 622 fund assumes a nominal \$1,680 in annual County distribution revenue. In addition to this the Board of County Commissioners approved a one-time transfer of \$31,500 into Genoa’s Fund 622 to support our CIP requests.

624-Genoa Construction Reserve

Revenues - \$45,515

Expenditures - \$45,515

Interest on the Construction Reserve fund will generate \$200 in revenue. There are no projected expenditures from the Construction Reserve fund in FY2018-19.

Member Birdwell moved to approve the final Town budget; motion seconded by member Shively and passed unanimously, 5-0.

Agenda Item No. 8:

Discussion to approve or approve with modifications the final Town Capital Improvement Projects (CIP).

Town Manager presented the two capital improvement projects that can be accomplished in the next fiscal year given the one time transfer of \$31,500 into fund 622 from the County. This assumes the expenditure of approximately \$12,000 of existing budgeted funds in that account. Projects that can be accomplished are: 1) replacement and/or restoration of 4 window sills on the north side of the Genoa Town Hall; 2) construction of a retaining wall on the west side of the church building adjacent to Cord Alley to support the road bed and redirect storm water flow.

Member Shively moved to approve use of funds to accomplish these 2 capital improvement projects; motion seconded by member Eckman and passed unanimously, 5-0.

Agenda Item No. 9: Not for possible action.

Discussion on Town Manager's monthly report.

- 1) Genoa was recognized as a 3-year "Tree City USA" recipient for 2017. The award was presented by Kevin Gearlds, Nevada Division of Forestry to the Town on Arbor Day, April 27th, during our Arbor Day & education outreach event. Approximately 150 students from Jacks Valley and Minden Elementary were invited and sponsored by the Town last Friday for a field trip to Genoa that included: Pony Express mochila exchange demonstration; Chautauqua "Living History" performances by mailman of the Sierra's, Snowshoe Thompson (Steve Hale) and stagecoach driver, Charley Parkhurst (Kim Copel-Harris). I want to thank Pat Eckman for helping set up the town hall for the day's events as well reading the Arbor Day proclamation to the students. I also want to thank Linda Birdwell for attending and representing our board.
- 2) A resident reported that the berry bushes along Mill Street (near the boundary with the Genoa Bar) appear to have been sprayed with weed killer. Any information regarding this incident is appreciated. The bushes are growing over and around one of the active historic creek water distribution boxes. Without the protection of the bushes we may need to assess putting in barricades or fencing to protect the infrastructure from vehicles.
- 3) I am working with Mountain West Construction, same contractor that did the FEMA road work last year, on a contract for grading and sealing of the dirt town roads. Our budget will allow this work to happen in the 2018 fiscal year ending June 30th.
- 4) I am working with "Cobweb Palace Productions", Kim Copel-Harris and Lisa Bommarito on a performance event to be held in the town hall the weekend of February 22-24th, 2019. They will be on the agenda for next month to formally present to the board.
- 5) County Election Expenses: You may see or read articles regarding the County charging the Town and GID's for expenses incurred in the preparation and conducting of the election. The Town of Genoa will have no item on the ballot so there is no impact.
- 6) 14th Annual Reno-Tahoe Odyssey Relay Run Adventure to pass through the Town of Genoa in the early morning hours of Saturday June 2, 2018. The race organizers take extra steps to make sure the runners and support staffs know that Genoa is a "quiet zone" along the relay route.

- 7) The Genoa Peak Madathon trail run will be held on Saturday, June 9th. The start and finish will be located at Trimmer Outpost.
- 8) Concerts on the Green will kick off on Sunday, June 10th at 5pm with “Ike & Martin”. We have a great lineup this year and all concerts are on the second Sunday of the month (June-September).
- 9) Save the Date: Genoa Americana Celebration, Wednesday, July 4th. This is the same date for the next board meeting so we need to decide on an alternate. The board recommendation to staff was Wednesday, July 11th.
- 10) Office Closed: I will be out of the office Wednesday, May 9th through Monday, May 14th.

Member DeTurk inquired why the manager’s report did not include a comment on the Genoa resident complaint sent via email to the town board. Town Manager, Philip Ritger, informed the board that he was not going to introduce that topic unless required as an agenda item. Member DeTurk then formed a personnel committee and appointed Member Shively and Member Eckman to investigate the matter. Member DeTurk also requested that future board agendas include an option for them to enter into a closed session.

Agenda Item No. 10: Not for possible action.

Discussion on Board Members comments, activities and liaison committee reports.

This portion of the meeting was open for board members to comment or report on any topic not on today’s agenda.

Member Shively informed board of his upcoming vacation dates.

Member Eckman commented on how good the Western Heritage Day over the past weekend was.

Member DeTurk let the board know that the bears are out and active in town based on the overturned trash along Genoa Lane this morning. He thanked Lois Wray for agreeing to participate in the committee to draft a town policy on special events. He also provided an update on the Verizon cell tower off Heybourne Road at the airport; we could see improved cell service in town by July 4th if work continues on schedule.

PUBLIC COMMENT

No public comments.

ADJOURNMENT

Member Birdwell moves to adjourn the meeting at 8:50pm, motion seconded by member Shively and passed 5-0.

Minutes prepared by:

Philip Ritger
Town of Genoa

