

**GENOA TOWN ADVISORY BOARD**  
**Regular Meeting Minutes**  
**October 3, 2018**

The Genoa Town Advisory Board held a public meeting on October 3, 2018 beginning at 6:30 PM, Genoa Town Meeting Room, 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, Patricia Eckman, Steve Shively, and Vice-Chair Linda Birdwell. 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 Pat Eckman.

**PUBLIC COMMENT**

This portion of the meeting was open to the public to speak on any topic not on today's agenda. Marian Vassar expressed gratitude to Phil Ritger for his time as Town Manager and all he has done. Harry Jones of Community Ink discussed his live weather and traffic camera business, and in particular its view of the "Lillian" Statue location, and offered its use by the Town. Debrine Sneedley mentioned the Statue Committee's interest in placing a security camera for the statue. Barbara Florman expressed appreciation for rectifying parking issue on lower part of Mill Street, and thanked the board for increasing the public comment duration to 5 minutes. Finally, she expressed concern regarding issues with ground squirrels and suggested that at some future date the board look into dealing with the issue. No other public comment.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Member Eckman moved to approve the September 5<sup>th</sup> minutes; motion seconded by Chair DeTurk and passed 3-0 with two abstentions; Member Shively and Vice-Chair Birdwell abstained as they were absent from the September meeting.

**CONSENT CALENDAR FOR POSSIBLE ACTION**

**Agenda Item No. 2:**

Discussion to approve the September 2018 financial report including claims paid.

**Agenda item No. 3:**

Discussion to review and approve a contract extension with JDM Landscaping LLC for town road and public area snow removal per the attached agreement for January 2019 through December 2019

Under public comment, Bill Brooks wished to clarify description of roads listed in the contract as “county maintained roads”. Town Manager, Phil Ritger explained they are considered county maintained roads in terms of the county providing snow removal. No further public comment.

Vice-Chair Birdwell moved to approve consent calendar items; motion seconded by member Pace and passed unanimously.

## **ADMINISTRATIVE AGENDA**

### **Agenda Item No. 4:**

#### **Discussion and update on the Centennial Candy Dance “Lillian” Statue Project.**

Gail Teig presented an update regarding the Centennial Candy Dance “Lillian” Statue Project. This update included reporting on the response from members of the public at the 2018 Genoa Candy Dance regarding the project, the status of the engraved bricks and bronze plaques, the status of the full-sized “Lillian” Statue, which is set to go to bronzing in early 2019, and the work of the sub-committee planning for a spring event for the silver Nevada minted coin. This pre-pressing event will be held on April 11<sup>th</sup> at the museum in Carson City. She discussed the committee’s desire to liaise with the board as the celebration approaches, reported on the status of the engineering and site design, noting the committee hopes to get bids out by year end, and suggested the Town consider some advance planning regarding merchandising for next year’s Candy Dance to tie in with the statue and Centennial Celebration. She expressed concern regarding visibility of the statue location during Candy Dance given current placement of vendor booths, and mentioned committee members’ concerns regarding parking near Genoa Lakes during Candy Dance.

There was a discussion regarding how the contractors and/or engineers would be solicited for the project. There was also a discussion regarding clarification on the vendor booths the committee had concerns about and the possibility of moving them.

Vice-Chair Birdwell moved to accept the project update; motion seconded by member Eckman and passed unanimously.

### **Agenda item No. 5:**

#### **Discussion on the Town Manager’s update of the 2018 Genoa Candy Dance**

Town Manager, Phil Ritger updated the board on the revenue side of the 2018 Genoa Candy Dance. The update included information regarding vendor booths, the Dinner Dance, Candy Sales, and parking, as well as general comments regarding expenses.

Under public comment, Bill Brooks asked why the sponsor contributions had dropped from last year. Mr. Ritger explained David Walley’s was not in a position to be a sponsor this year. June DeTurk explained David Walley’s did donate items for the raffle. She also thanked everyone involved in making the Candy Dance come together. Barbara Florman expressed appreciation for the quick and comprehensive report provided by Mr. Ritger and thanked the Jurying Committee for their work this year. Town Manager, Phil Ritger expressed his gratitude to all the volunteers, and in particular wanted to thank Dee Dykes and the candy makers, Andrea Andersson, Sher Linder-Hutchings and her team, Christine Ritger, June DeTurk, Allison and Roger Grey, and the jury committee members. There was a discussion of the vendor comments during the event, as well as the increased interest and pre-registration for the 2019 show by vendors. No further public comment.

Member Pace discussed the incident occurring on Main Street over the weekend, issues with road closure signs and directing of traffic, and Wi-Fi issues during the event and suggested alterations to signs for next year. Chair DeTurk agreed. Town Manager, Phil Ritger stated he was notified on Sunday morning that signs had been taken down on Saturday and had to correct the situation. Member Eckman thanked everyone involved in the event.

Vice-Chair Birdwell moved to accept the Town Manager's update on the 2018 Candy Dance; motion seconded by member Shively and passed unanimously.

**Agenda Item No. 6:**

Discussion to approve, deny or approve with modifications the updated Genoa Town Manager job description.

Town Manager, Phil Ritger stated he reviewed the earlier version and final draft of the description and cautioned against specificity of events listed in description, and suggested a more general statement regarding relevant town events. Chair DeTurk thanked Member Eckman for her work on putting together the job description.

Under public comment, Bill Brooks questioned some of the terms used in the description and suggested alterations. Barbara Florman offered suggestions regarding additions and alterations to be made to the job description as it is currently. No further public comment.

The board members discussed questions to be asked of candidates during the recruitment process, the paygrade to be assigned for the position and questions of budgetary concerns regarding this assignment, qualifications and expectations for candidates, and the title to be listed for the position. Town Manager, Phil Ritger offered some information regarding town budget in relation to paygrade for the position.

Vice-Chair Birdwell moved to approve the job description with the discussed modifications and without assigning a pay grade to the position until next item; motion seconded by Member Pace and passed unanimously.

**Agenda Item No. 7:**

Discussion to engage Douglas County Human Resources in the process to recruit and select a new town manager based on the approved job description. This discussion and possible action may include, without limitation, the recruitment salary range, candidate application duration, candidate pre-screening process

Town Manager, Phil Ritger explained this item is intended for board members to discuss the details of the recruitment and pre-screening process as well as addressing the possibility of selecting a member to serve as a contact with Douglas County Human Resources moving forward for expediency of the process.

Under public comment Greg Johnson sought clarification on the involvement of Douglas County Human Resources in the recruitment process. Bill Brooks discussed costs related to the process, including benefits package and the interlocal agreement. Barbara Florman asked about citizenship and residency requirements for the position. Town Manager, Phil Ritger explained the candidate must be legally able to work in the United States, but they are not required to be a resident of Nevada. Member Pace mentioned the board had previously hired a

California resident who later decided he did not want to make the trip and left the position. No further public comment.

Chair DeTurk mentioned in regard to the cost of the interlocal agreement that time is of the essence in trying to move forward with the recruitment, and suggested November 2<sup>nd</sup> as an application deadline with the hope of having the position filled by Thanksgiving. The board members discussed the different aspects of the recruitment including Douglas County Human Resources' involvement in the process, the paygrade classification, length of time for recruitment, number of applicants to consider, the screening process and special requirements for candidates, and selecting a board member to be contact with Human Resources during the process.

Chair DeTurk moved to engage Douglas County Human Resources in the recruitment and selection process, to assign the position as S2 to mid-point pay range, to close recruitment October 26<sup>th</sup>, 2018 if the position can be posted in a timely manner, and to appoint Member Eckman as liaison to work with Douglas County Human Resources in the process; motion seconded by Member Pace and passed unanimously.

**Agenda Item No. 8:**

Discussion to develop an interlocal agreement between Douglas County and Town of Genoa for interim management support to fulfill the duties of town manager

Town Manager, Phil Ritger provided background on the interlocal agreement between Douglas County and Town of Genoa that was created from a previous draft, reviewed by District Attorney's Office, and refined to meet the current situation, and he mentioned that Melissa Blosser of the County Manager's office had stepped forward with interest in filling the interim management support role. Chair DeTurk sought clarification regarding role of interim support as being full or part time. Mr. Ritger explained it would be a dual role with the interim support being available to the Town while still maintaining current County duties.

Under public comment, Elaine Shively expressed concerns regarding minimum education requirements in job description. Bill Brooks commented on the details of the contract including who the County would be sending and who would be managing until the interim management support would begin. Barbara Florman suggested board members could fill in during the period. Chair DeTurk stated the board members would be on call to assist the Town Office Assistant until the position has been filled. Bill Brooks questioned the office hours listed in the contract, and message on the answering service for when the town office is not staffed. Sue Knight stated that in the past having an interim has worked well. No further public comment.

Board members discussed the details of the agreement as well as possible alterations to be made. Member Shively expressed concern over making alterations and having to have the contract reviewed again and put off until next meeting for approval. Town Manager, Phil Ritger suggested making a motion to have a board member appointed to serve as negotiator to provide final approval on the contract.

Member Shively moved to appoint Chair DeTurk as member to negotiate and approve final interlocal agreement between Douglas County and Town of Genoa for interim management support; motion seconded by Member Eckman and passed unanimously.

**Agenda Item No. 9:**

Discussion to assign Tim DeTurk as board liaison to the Douglas Lodge No. 12 F&A Masons

Chair DeTurk explained the Lodge appointed him as liaison to the Town a few years ago, and moving forward he believes there would be opportunities for the Town and Lodge to work together. He mentioned possible opportunities such as storage for the Town that could result. He needs to be given the authority to speak for the Board to the Lodge.

Under public comment, Bill Brooks pointed out that 1/3 of Town Park is leased, encouraged any negotiations to find storage opportunities for Town, and encouraged the board take advantage of the opportunity. No further public comment.

Member Eckman moved to assign Chair DeTurk to serve as board liaison to the Douglas Lodge No. 12 F&A Masons; Member Pace seconded and the motion passed unanimously.

### **Agenda Item No. 10: Not For Possible Action**

#### **Discussion on Town Manager's monthly report – verbal**

Town Manager, Phil Ritger reiterated his thanks to the Candy Dance volunteers, and expressed his pleasure in having served the Town.

Under public comment Barbara Florman hoped that Mr. Ritger would still be available for future discussion and regarding any issues of the Town. Mr. Ritger stated he would avail himself to the board for questions they may have of him. No further public comment.

### **Agenda Item No. 11: Not For Possible Action**

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

Member Eckman presented a thank you gift to Town Manager, Phil Ritger on behalf of and paid for by the board members. Member Shively read a statement of farewell to Mr. Ritger, expressing his gratitude and best wishes for the future. Chair DeTurk thanked the Candy Dance volunteers. He also thanked Mr. Ritger for his speech to the Lodge for their 150<sup>th</sup> anniversary. He thanked the candy makers for their efforts, and expressed his belief that the 2019 Candy Dance will be something special. Finally, he thanked Mr. Ritger for all he has done for the Town, and in particular in dealing with the budget.

### **PUBLIC COMMENT**

Dan Dykes stated that as a recurring volunteer he wanted to thank Mr. Ritger for everything he has done as Town Manager. Elaine Shively invited everyone to stay for refreshments to celebrate Phil. No further public comment.

### **ADJOURNMENT**

Vice-Chair Birdwell moved to adjourn the meeting at 9:00 PM; motion seconded by member Shively and passed unanimously

Minutes prepared by:  
Tiffini Drew  
Office Assistant, Town of Genoa

Exhibit A



Genoa Town Office  
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Genoa Town Advisory Board Meeting

MEETING DATE: October 3, 2018

SIGN-IN SHEET (please print)

Name (First, Last)	Email Address (optional)
Barkara Hornum	
Jane DeJoa	
Marion Warner	
Dorine Smedley	
Harvey Jones	
Jail Jorg	
SKIP DAUM	
Christi	
Dan Dykes	
Sue Knight	
BRIAN BOLDWE	
Elaine Shively	
Mary Boykin	
Lynne Peir	
Stephanie Mullen	
Andrea Andersson	
Grace Johnson	
Bill Brooks	
DEE CHEKOWITZ-DYKES	