

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
December 1, 2015

The Genoa Town Advisory Board held a public meeting on December 1, 2015 beginning at 6:35pm 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 Tholen. Present were Board Members, Timothy DeTurk, Linda Birdwell and Vice-Chair Nancy Aten. Absent from the meeting was Board Member Greg Pace.

Also present was Town Manager, Phil 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 Timothy DeTurk.

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

Chair Tholen moved to approve the agenda, motion seconded by Member Birdwell and passed unanimously.

APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the Nov. 3, 2015 regular meeting were approved, motion by Vice-Chair Aten, seconded by Member Birdwell; passed unanimously.

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

1) Candy Dance Volunteer Appreciation Dinner:

The dinner was held on Friday, November 20th in the Town Hall. The town provided chicken & beef fajitas, Spanish rice, refried beans. The attendees were asked to bring a salad, side or desert. Estimate that there were approximately 100 volunteers in attendance. Special thanks to Roger and Alison Grey for helping prepare the main course. I have a verbal commitment from the same committee for 2016: Dee Dykes, Candy; Andrea Anderson, Dinner & Dance; Lynn Spier, Vendor Jury; Sher Hutchings, Finance; Roger and Alison Grey, Vendor Hosts and Volunteers; June DeTurk, Sponsorship; Chris Ritger, Vendor Ice; Sarah Macellari, Vendor Contracts & Check-In.

2) Christmas in Genoa:

- a) Town Christmas Caroling and Tree Lighting will be held on Friday, December 4th starting at 5:30pm in the Town Church with the lighting of Hope's Spruce at 6:30pm.
- b) Breakfast with Santa will be Saturday, December 5th. There are three seating's: 8:30am, 9:40am and 10:50am. Price remains at \$5, children 4 & under are free. Sarah is coordinating the event and volunteers. Approximately 170 pre-sold tickets to date.
- c) "Mary Kaye's – Cowboy Christmas" concert will be held on Saturday, December 12th at 6:30pm. Sue Knight has graciously offered to chair this event. The show consists of Mary Kaye original cowboy Christmas songs, traditional cowboy songs and classic Christmas favorites. Concert tickets

are \$20 for adults and \$15 for children. Sue and the Friends of Genoa are bringing back the Pre-Concert comfort food dinner (Chili & Baked Potato). Combined Dinner & Concert is \$35 for adults and \$25 for children. Approximately 90 concert tickets and 50 dinner tickets sold to date.

3) Genoa Arbor Day:

A thorn-less Cockspur Hawthorne was planted at the Town Park directly across from the Church on November 9th by Genoa Trees.

4) County 5-Year Transportation Plan:

a) The County updates its 5-year Transportation Plan annually and is seeking public input. The meeting is open to the general public and will be held on Tuesday, January 19th, 5:30pm at the East Fork Training Room, 1694 County Road, Minden.

5) Town Facility Key Lock-Box:

A key lock box with combination code was installed on the Town Office building between the Town Hall and Office. This key box allows us to provide a safe and effective way for renters to obtain keys to the facilities on weekends or during holiday periods when staff is not on duty.

6) Miscellaneous:

- a) I will be out of Town on vacation starting Monday, December 21st and returning Thursday, December 31st.
- b) Next Town Board meeting scheduled for January 5, 2015; request to move to a later date.
- c) Town offices will be closed by noon on Thursday, December 24.
- d) Town offices will be closed Friday, December 25 and Friday, January 1.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

ADMINISTRATIVE AGENDA

Agenda item no. 3:

Discussion and possible action on update report for the 2016 Genoa Cowboy Festival.

The 2016 Genoa Cowboy Festival will be held April 28-May 1, 2016. Board is presented with budget which has a projected net profit consistent with 2015 results; current entertainment performer line up and sponsorship package.

Mr. Ritger asks June DeTurk, member of the public to comment on recent meeting that took place with the sponsorship committee.

June DeTurk comments that the meeting simply covered different ideas and strategies to bring in more sponsors to this year's event. Mr. Ritger adds that they added a new addition to the Comstock level sponsorship for the Cowboy Festival, it will include the sponsor to be automatically recognized in the promotions and sponsorships for the Genoa Candy Dance.

Member DeTurk comments about the new owners of both The Pink House and the La Ferme building, being very proactive and supportive of the Genoa Cowboy Festival.

Vice-Chair Aten moves to approve the update for the 2016 Genoa Cowboy Festival, motion seconded by Member Birdwell and passed unanimously.

Agenda item no. 4:

Discussion and election of Chair and Vice-Chair of the Genoa Town Board for calendar year 2016.

Board agree that they are all content with the current Chair and Vice-Chair positions.

Under public comment, June DeTurk comments Chair Tholen for doing a good job as the Board Chair.

Vice-Chair Aten moves to elect Trent Tholen as the Genoa Town Board Chair for the calendar year 2016. Motion seconded by Member Birdwell and passed unanimously.

Member DeTurk moves to elect Nancy Aten as the Genoa Town Board Vice-Chair for the calendar year 2016, motion seconded by Chair Tholen and passed unanimously.

Agenda item no. 5:

Discussion and possible action on the annual performance evaluation of Town Manager, Philip Ritger.

Chair Tholen explains that all Board Members fill out their own evaluations and all comments were compiled and scoring was averaged out. All members of the Board agree that Mr. Ritger has done an outstanding job as the Town's Manager, and consider him to be a great asset to the Town. Performance Evaluation is attached as Exhibit B.

Under public comment, June DeTurk commends Mr. Ritger on a job well done.

Chair Tholen moves to approve the performance evaluation for Philip Ritger, Town Manager; no salary increase will be associated with this performance evaluation. Motion seconded by Member DeTurk and passed unanimously.

NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS

Town Manager and Board Members decide to move January's meeting from the 5th to the 12th, 2016.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

Vice-Chair Aten motions to adjourn the meeting at 7:10pm. Motion seconded by Member Birdwell and passed unanimously.

Minutes prepared by:

Sarah Macellari
Office Assistant II, Town of Genoa

Exhibit B

Douglas County Employee Evaluation Form

Employee Information	Evaluation Information
Employee: <input type="text" value="RITGER, PHILLIP"/> ID: <input type="text" value="PRITGER"/>	Type: <input type="text" value="Annual"/>
Supervisor: <input type="text" value="RITGER, PHILLIP"/> Shift: <input type="text"/>	Review Date: <input type="text" value="12/17/2015"/>
Department: <input type="text" value="TOWN OF GENOA"/>	Rating Period: <input type="text" value="10/25/2014"/> to <input type="text" value="10/24/2015"/>
Assignment: <input type="text"/>	Overall Score: <input type="text" value="SP"/> <input type="text" value="85.1%"/>
Rank: <input type="text"/>	
Position: <input type="text" value="GENOA TOWN MANAGER"/>	

Scale: Overall Ratings

EP = Exceptional Performance for 87.00% to 100.00%
 SP = Successful Performance for 69.00% to 86.99%
 RI = Requires Improvement for 0.00% to 68.99%

Performance Measures

Type Number Rating Performance Statement

Competencies

Competencies Ratings

EP - Exceptional Performance
 SP - Successful Performance
 RI - Requires Improvement
 NA - Not Applicable
 NE - Not Evaluated

AD1362a	<u>EP</u>	Prepares/compiles and effectively manages the overall operating budget (TD) Phil presents our town board accurate numbers when the the entire event or budget has been compiled. He is responsive to questions I have posed.
AD1363	<u>EP</u>	Participates in budgetary review process (TD) Phil reviews past and present budgets to enhance our net income.
AD1364	SP	Performs management studies relating to budget (TD) Phil does a good job preparing for our town budgets. His studies include a comparison to other related budgets.
ALL1000	SP	Completes assignments and special projects as directed. (TD) Phil has been responsive to all of my requests and completes assignments as directed.
ALL1003c	SP	Prepares monthly activities report (TD) Phil presents current events each board meeting to keep us advised of upcoming events.
ALL1005	SP	Participates in training and seminars/conferences
DC0001	SP	Takes action to resolve concerns and complaints. (TD) I have seen Phil contact angry residents and leave them content. I belive Phil has excellent people skills that aid him with resolving concerns and complaints.
DC0002	SP	Is responsible for performance planning and management
GENTM416	<u>EP</u>	Maintains contact with customers and outside vendors Exceeds

GENTM572	<u>EP</u>	Manages and coordinates administrative and public works functions of the Town of Genoa Exceeds
GENTM573	<u>EP</u>	Coordinates and oversees all aspects of the Candy Dance and other fundraisers Exceeds
GENTM576	SP	Coordinates the maintenance of all Town equipment
GS1137a	SP	Composes, generates, routes correspondence and reports
GS1137c	SP	Updates records, reports, documentation, manuals and files
GS1142e	SP	Provides assistance to the public/ department employees/other County personnel.
GS1145	<u>NA</u>	Compiles print media articles concerning Town, County and/or personnel
GS1614	<u>NA</u>	Prepare and process reallocation of funds for County Manager
SP7002	SP	Ensures adequate assignment coverage
SP7004	SP	Reviews completed work assignments by employees for achievement of task and objectives
SP7005	<u>EP</u>	Responds to citizen and community needs, complaints and conflicts (TD) Phil does a good job with this subject. (NA) Failure to consistently return phone calls.
SP7007a	SP	Resolves conflict among staff and interagency personnel (TD) I do not have sufficient knowledge in the specific area which disqualifies me from comment.
SP7010	SP	Implement changes and new programs as directed
SP7011	SP	Informs supervisor of events and activities in progress.
SP7025	SP	Informs supervisor of actions taken, decisions made, events and activities, and potential problems.
SP7102a	SP	Reviews and researches policy, procedure, and/or legal issues/formulate and implement policies/procedures/standards/ directives.
SP7102b	SP	Formulates and implements policies/procedures/standards/ directives

Behaviors

Behaviors Ratings

EP - Exceptional Performance

SP - Successful Performance

RI - Requires Improvement

NA - Not Applicable

NE - Not Evaluated

PL1000	SP	Accepts supervision and direction
PL1001	SP	Leave and attendance
PL1003	<u>EP</u>	Contact with public Exceeds
PL1005	SP	Human diversity awareness

PLDC005	<u>EP</u>	Demonstrate initiative in performance of duties Exceeds
PLDC007	<u>EP</u>	Degree to which employee produces original ideas and shows originality in thinking relative to expectations Exceeds
PLDC2	<u>EP</u>	Maintains a professional demeanor with the public, customers, management and co-workers Exceeds
PLDC3	<u>EP</u>	Conveys respect for other people's values and opinions and cooperates with both the public customers and coworkers Exceeds

Proficiencies

Proficiencies Ratings

EP - Exceptional Performance

SP - Successful Performance

RI - Requires Improvement

NA - Not Applicable

NE - Not Evaluated

PPR02	<u>EP</u>	Ability to define problems, collect data, establish facts, and draw valid conclusions. Exceeds
PPR021	SP	Strong knowledge of accounting, auditing, and principles.
PR1002h	SP	Interviewing skills (TD) I do not have sufficient knowledge in the specific area which disqualifies me from comment.
PR1003	SP	Inter-personal skills
PR1005a	<u>EP</u>	Problem solving Exceeds
PR1005b	SP	Ability to conceptualize and implement new programs.
PR1006a	SP	Verbal communications
PR1006b	SP	Written communications
PR1006c	<u>EP</u>	General comprehension skills Exceeds
PR1007	SP	Team building skills (TD) I do not have sufficient knowledge in the specific area which disqualifies me from comment.
PR1011b	<u>NA</u>	Knowledge of personnel/administrative law (TD) I do not have sufficient knowledge in the specific area which disqualifies me from comment.
PR1023a	SP	Knowledge of business management
PR1023d	SP	Financial management skills
PR1024d	SP	Communications multi-tasking stress/non-stress conditions
PR1025a	<u>EP</u>	Public relations skills Exceeds
PR1025b	SP	Organizational skills
PR1025c	SP	Planning and scheduling skills

PR1033az	SP	Computer/software/office equipment skills/knowledge
PR1040	<u>NA</u>	Knowledge of social, economic, and demographical conditions
PR1041	SP	Knowledge of supporting agencies in the community and region
PR2900a	SP	Knowledge of OSHA and State workplace safety codes/regulations (TD) I do not have sufficient knowledge in the specific area which disqualifies me from comment.
PR2900p	SP	Ability to comprehend and interpret instructions
PR3001b	SP	Inductive/deductive reasoning ability
PR4000a	<u>EP</u>	Leadership skills Exceeds
PR4000b	SP	Motivational skills
PR4000c	SP	Public speaking
PR4001a	SP	Human resource management skills (TD) I do not have sufficient knowledge in the specific area which disqualifies me from comment.
PR4001b	SP	Time management skills.
PR4002	SP	Knowledge of organizational structure Exceeds
PR4003	SP	Ability to communicate and convey necessary skills Exceeds
PR5000e	<u>EP</u>	Knowledge and ability to interpret/apply local, state, and federal statutes, regulations, and ordinances Exceeds
PR8000	SP	Ability to establish and maintain cooperative working relationships Exceeds
PRDC6	SP	Departmental policies. (TD) I do not have sufficient knowledge in the specific area which disqualifies me from comment.
PRDC7	SP	Facilitates the development of employees' knowledge and skills (TD) I do not have sufficient knowledge in the specific area which disqualifies me from comment.

Goals

Goals Ratings

EP - Exceptional Performance

SP - Successful Performance

RI - Requires Improvement

NA - Not Applicable

NE - Not Evaluated

CDG1001	<u>NA</u>	Career development goal (weight 1)
CDG1002	<u>NA</u>	Career development goal (weight 2)
CDG1003	<u>NA</u>	Career development goal (weight 3)
JSG1001	<u>NA</u>	Job specific goal (weight 1)

JSG1002	<u>NA</u>	Job specific goal (weight 2)
JSG1003	<u>NA</u>	Job specific goal (weight 3)

Previous Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Current Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Exemplary Performance

<u>Number</u>	<u>Performance Statement</u>	<u>Date</u>	<u>Entered By</u>
AD1362a	Prepares/compiles and effectively manages the overall operating budget Notes: (TD) Phil presents our town board accurate numbers when the the entire event or budget has been compiled. He is responsive to questions I have posed.		MCGILLIVRA Y, ANITA L
AD1363	Participates in budgetary review process Notes: (TD) Phil reviews past and present budgets to enhance our net income.		MCGILLIVRA Y, ANITA L
SP7005	Responds to citizen and community needs, complaints and conflicts Notes: (TD) Phil does a good job with this subject. (NA) Failure to consistently return phone calls.		LANG, WENDY
GENTM416	Maintains contact with customers and outside vendors Notes: Exceeds		MCGILLIVRA Y, ANITA L
GENTM572	Manages and coordinates administrative and public works functions of the Town of Genoa Notes: Exceeds		MCGILLIVRA Y, ANITA L
GENTM573	Coordinates and oversees all aspects of the Candy Dance and other fundraisers Notes: Exceeds		MCGILLIVRA Y, ANITA L
PL1003	Contact with public Notes: Exceeds		LANG, WENDY
PLDC005	Demonstrate initiative in performance of duties Notes: Exceeds		LANG, WENDY
PLDC007	Degree to which employee produces original ideas and shows originality in thinking relative to expectations Notes: Exceeds		LANG, WENDY

PLDC2	Maintains a professional demeanor with the public, customers, management and co-workers	LANG, WENDY
Notes:	Exceeds	
PLDC3	Conveys respect for other people's values and opinions and cooperates with both the public customers and coworkers	LANG, WENDY
Notes:	Exceeds	
PPR02	Ability to define problems, collect data, establish facts, and draw valid conclusions.	LANG, WENDY
Notes:	Exceeds	
PR1005a	Problem solving	LANG, WENDY
Notes:	Exceeds	
PR1006c	General comprehension skills	LANG, WENDY
Notes:	Exceeds	
PR1025a	Public relations skills	LANG, WENDY
Notes:	Exceeds	
PR4000a	Leadership skills	LANG, WENDY
Notes:	Exceeds	
PR5000e	Knowledge and ability to interpret/apply local, state, and federal statutes, regulations, and ordinances	LANG, WENDY
Notes:	Exceeds	

Attachments

Comments

SUPERVISOR / EMPLOYEE AGREEMENT

End rating period signatures:

I certify that this review has been discussed with me.

Employee Date

I certify that this evaluation is based upon documented work performance.

Supervisor Date

Reviewing Supervisor Date


Elected Official/Director 12/23/2015
Date

Reviewer Comments

TD) I believe Phil has done an outstanding job as Genoa Town Manager. His communication skills matched with his unique management style has benefited the town greatly. He has cut costs and increased revenue for Genoa. I believe future revenue will be enhanced with Phil's organizational skills and his catering to the vendors that support Candy Dance and our Cowboy Festival. I have found it to be a pleasure to work with Phil in a professional manner. The bottom line is just one measurement of success, another is blending with our community. I hope Phil's future efforts continue to benefit our town for many years to come.