

**GENOA TOWN ADVISORY BOARD**  
**Regular Meeting Minutes**  
**May 10, 2016**

The Genoa Town Advisory Board held a public meeting on May 10, 2016 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 Chair Tholen. Present were Board Members, Timothy DeTurk, Linda Birdwell and Greg Pace. Vice-Chair Nancy Aten was absent.

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 Ryan Griffiths.

**PUBLIC COMMENT**

No public comment.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes of the April 6, 2016 regular meeting were approved, motion by Chair Tholen, seconded by Member Pace; passed unanimously.

Town Manager, Phil Ritger thanks Member DeTurk for drafting letter of support for the nomination of the Dangberg Home Ranch Conservation Project and Chair Tholen for his help with editing the letter.

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

- 1) Genoa was named a "Tree City USA" recipient for 2015. The award was presented by Ann Higgins, Nevada Division of Forestry to the Town on Arbor Day, April 29<sup>th</sup>, during the Genoa Cowboy Festival evening concert.
- 2) Genoa won Nevada Magazine's "Tour Around Nevada" vote and are a feature article in the May/June 2016 issue. The award was presented by Janet Geary, Publisher and Adele Hoppe, Marketing Manager to the Town on Saturday, April 30<sup>th</sup> in front of a crowd of 600+ at the Ian Tyson concert.
- 3) Next month's Reno Tahoe Territory meeting will be held in Genoa on Wednesday, June 8<sup>th</sup> from 10am to 1pm. The Town is providing the RT-T with use of the Town Hall for their meeting; The Pink House will be providing lunch to the attendees. Dan Aynesworth coordinated the hosting of this event for the GGBA. Dan will not be in town for the event and has handed off execution of the logistic details to Sue Knight and myself.

- 4) Staff obtained a quote from Brandon Industries, McKinney, TX for decorative stop sign poles for the 4-way stop at the center of town. This vendor is the same one used by the towns of Minden and Gardnerville for their downtown street sign poles. The cost for 4 sets of poles, finials, bases and stop sign trim packages is ~\$2100. I will place this item on the agenda for next month for board discussion and possible action.
- 5) 12<sup>th</sup> Annual Reno-Tahoe Odyssey Relay Run Adventure to pass through the Town of Genoa in the early morning hours of Saturday June 4, 2016. In light of the complaints that you brought to my attention last year, we will be taking extra steps to implement and enforce the “quiet zone” at our relay exchange in Genoa along with the rest of the course in that part of Douglas County.
- 6) Concerts on the Green will kick off on Sunday, June 12<sup>th</sup> at 5pm with “The Beatles Flashback”. All concerts are on the second Sunday of the month (June-September).
- 7) Save the Place: Genoa Americana Celebration, July 4<sup>th</sup>
- 8) Office Closed: I will be out of the office this Friday, May 13<sup>th</sup> and Monday, May 16<sup>th</sup>. Chris and I are headed back to Wisconsin to help my father celebrate his 88<sup>th</sup> birthday.

### **CONSENT CALENDAR FOR POSSIBLE ACTION**

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

### **ADMINISTRATIVE AGENDA**

#### **Agenda item no. 3:**

Discussion to approve, approve with modifications or deny, a request by Ryan Griffiths, Troop 33, Eagle Scout candidate, to rehabilitate the Town Park fence as his Eagle Scout Project.

Presentation given by Ryan Giffiths.

Mr. Ritger informs Ryan that the dates available for the project will be June 11 or June 25.

Board and Town Manger discuss specifics with Ryan Griffith regarding the project.

Member DeTurk moves to approve Ryan Griffiths Eagle Scout project for renovations at the Genoa Park, motion seconded by Member Birdwell and passed unanimously.

#### **Agenda item no. 4:**

Discussion to approve, approve with modifications or deny, a request for financial assistance not to exceed \$1,000 for Ryan Griffiths Eagle Scout Project.

Chair Tholen asks Town Manager, Phil Ritger if this amount is within the Town’s Budget, and Mr. Ritger responds that there are funds available for this project to move forward.

Motion by Chair Tholen to approve financial assistance not to exceed \$1,000 for Ryan Griffiths Eagle Scout Project, motion seconded by Member Pace and passed unanimously.

**Agenda item no. 5:**

Public hearing to adopt the Final Capital Improvement Plan (CIP) for 2016-2021.

Mr. Ritger states, three CIP projects requests were submitted as part of the FY2017-2021 funding cycle. Copies of the submissions for Genoa Town Office Roof, Genoa Town Church Historic Preservation and Genoa Town Hall Historic Preservation are attached. Funding assistance for the Genoa Town Office Roof repair in the amount of \$10,000 was appropriated by Douglas County Manager's office. Our Ad Valorem Capital reserves will be used to fund the remainder of this project.

Member DeTurk asks if the project has to wait till July 1, 2016, Mr. Ritger responds that there is enough funding in the reserves to begin before July 1<sup>st</sup> and collect the County's funding after.

Member Pace moves to accept the Capital Improvement Plan (CIP) as presented, motion seconded by Member Birdwell and passed unanimously.

**Agenda item no. 6:**

Public hearing to adopt the Final Budget for Fiscal Year 2016/2014.

Town Manager, Phil Ritger states, The Final Fiscal Year 2016-2017 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. He also comments, for the boards information, that the revenue generated from Cowboy Festival and Candy Dance pays for all overhead costs, including staff; so all tax generated money goes right back into the town and it's citizens.

**620- Operational Fund**

**Revenues - \$501,368**

**Expenditures - \$501,368**

The Final FY16-17 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. Budget detail is attached.

**622 – Genoa Ad Valorem Capital Projects**

**Revenues - \$24,864**

**Expenditures - \$24,864**

The 622 fund will have \$11,800 in projected County Distribution revenue which along with the opening fund reserves will leave the appropriated ending fund balance reserve for this account at \$24,864. One (1), CIP project expenditure from the Ad Valorem Capital Projects fund is budgeted in FY 2016-2017 in the amount of \$17,500.

**624-Genoa Construction Reserve**

**Revenues - \$45,040**

**Expenditures - \$45,040**

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 \$45,040. There are no projected expenditures from the Construction Reserve fund in FY 2016-2017.

Chair Tholen moves to adopt the Final Budget for Fiscal Year 2016/2017; motion seconded by Member DeTurk and passed unanimously.

**Agenda item no. 7:**

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

Mr. Ritger states, the 2016 Genoa Cowboy Festival was held April 28-May 1, 2016. General observations and current financial projections for the event are presented; still waiting on some final numbers, a little bit down on sponsorship this year, however, the event was a success.

Under public comment, June DeTurk shares a compliment about the event from a person she encountered, hoping that the Town will continue to host the event each year.

Member Birdwell moves to approve the update for the 2016 Genoa Cowboy Festival. Motion seconded by Member Pace and passed unanimously.

**Agenda item no. 8:**

Discussion to approve, approve with modifications or deny, increasing the Town Manager compensation to the minimum base pay grade defined by the Douglas County Class and Compensation Study.

Mr. Ritger states, at the August 4, 2015 Genoa Town Board meeting the approved Douglas County Class and Compensation system was discussed. The salary for the Office Assistant was increased at that time to meet the new base minimum pay rate. The Maintenance Assistant was above the new base minimum; no pay rate change was made for this position but a merit increase was allowed if warranted. An increase in the pay rate for the Town Manager was approved at that time but the approved pay rate was \$2.15 below the new base minimum for the position. The board reserved the right, at that meeting, to revisit the Town Managers compensation at a later date. The fiscal impact of this proposed change for the remainder of FY2015-2016 is attached. This new pay rate was used in projected the FY2016-2017 Final Budget so there is no negative financial impact for next fiscal year.

Chair Tholen comments that based on the projections shown, bringing Mr. Ritger's pay up to the minimum would still be below budget, he wishes this could have been addressed earlier, but would encourage the Board to do what they can, and hopefully before the next Fiscal Year.

Member DeTurk comments that Mr. Ritger has done an outstanding job with the Town, bringing in revenue and bringing his pay to the minimum is the least they could do.

Member Birdwell states, based on Mr. Ritger's performance as Town Manager, she is definitely in favor of bringing him up to the minimum.

Member Pace states that he concurs with what the other board members have said and is grateful every day for Mr. Ritger's leadership in the Town.

Under public comment, June DeTurk states that she does a lot of work with the Town and has always found Mr. Ritger pleasant and helpful to work with and comments that she is appreciative for the work he does for the Town.

Member DeTurk moves to approve bringing the Town Manager up to the minimum base pay rate. Motion seconded by Chair Tholen and passed unanimously.

## **NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS**

Member Pace asks Mr. Ritger about the use of the LeFerme parking lot, Mr. Ritger explains an agreement between the new owners and the Town, in hopes for the use of the parking lot for future events.

## **PUBLIC COMMENT**

No public comments.

## **ADJOURNMENT**

Member DeTurk motions to adjourn the meeting at 7:30pm. Motion seconded by Member Birdwell and passed unanimously.

Minutes prepared by:

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