

**GENOA TOWN ADVISORY BOARD**  
**Regular Meeting Minutes**  
**May 3, 2017**

The Genoa Town Advisory Board held a public meeting on May 3, 2017 beginning at 6:31pm 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 Greg Pace, Pat Eckman, Steve Shively and Vice-Chair Linda Birdwell. 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 Member Shively.

**PUBLIC COMMENT**

Sue Knight informed the Town of a tourist group from Mexico coming through on Friday, May 5 from 3:30-5:30pm.

**APPROVAL OF AGENDA**

Agenda approved; passed unanimously.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes for the April 5, 2017 meeting were approved. Motion by Member Shively, seconded by Vice-Chair Birdwell; passed unanimously.

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

- 1) FEMA Category C (culvert, ditch and roadway repair) damage cost estimate was established at \$21,400. The scope of the work covers 5 sites in town: Carson St, Nixon St, Fifth St, First St and portion of Genoa St.
- 2) Genoa was recognized as a 2-year "Tree City USA" recipient for 2016. The award was presented by Heather Giger, Nevada Division of Forestry to the Town on Arbor Day, April 28<sup>th</sup>, during our Arbor Day event.
- 3) Approximately 85 students from Jacks Valley and Minden Elementary were invited and sponsored by the Town last Friday for a field trip to Genoa that included: Chautauqua "Living History" performances by Dr. Michael Fischer who portrayed John Sparks and life on a cattle drive in early NV history and Kim Copel-Harris who portrayed Stagecoach Driver Charley Parkhurst. Also on the schedule was a performance of Cowboy poetry by Randy Rieman and western music by Trinity Seely. Since the field trip was on the official Arbor Day, we did a reading of the town's Arbor Day Proclamation and provide a brief history of the day and its historic significance across the nation.
- 4) 13<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 3, 2017. Like last year, the race organizers will be taking extra

steps to make sure the runners and support staffs know that Genoa is a “quiet zone” along the relay route.

- 5) The Genoa Peak Madathon trail run will be held on June 10<sup>th</sup>. The start and finish will be located at Trimmer Outpost. There will be a temporary road closure for runners along Jacks Valley Road from downtown to Centennial Rd. This will be a single lane closure on the southbound lane from 5:55am-6:05 am and then again from 6:55am-7:05am. Parking for the event will be Antiques Plus south of the Post Office.
- 6) Concerts on the Green will kick off on Sunday, June 11<sup>th</sup> at 5pm with “The Beatles Flashback”. All concerts are on the second Sunday of the month (June-September).
- 7) Save the Date: Genoa Americana Celebration, Tuesday, July 4<sup>th</sup>
- 8) Office Closed: I will be out of the office Thursday, May 4<sup>th</sup> and Friday, May 5<sup>th</sup>. The office will be open from 9am to 2pm both days.

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

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

### **ADMINISTRATIVE AGENDA**

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

Discussion to adopt the Town’s final Budget for Fiscal Year 2017/2018.

The final Fiscal Year 2017-18 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.

#### **620- General Fund**

**Revenues - \$106,601**

**Expenditures - \$106,601**

The final FY2017-18 General Fund 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. Based on these assumptions the following can be stated: 1) slight decrease in revenue for Recreation Fee is projected, and; 2) slight increase in rental/lease income is projected.

Total expenditures for FY2017-18 will remain essentially unchanged from FY2016-17 budget. Salaries & Wages for 2-part time employees are budgeted to increase by \$499 (1.5%). Service & Supplies are budgeted to increase by \$980 (2.0%).

#### **621- Special Revenue Fund**

**Revenues - \$401,441**

**Expenditures - \$401,441**

The final FY2017-18 Special Revenue budget includes current best estimates for the Genoa Candy Dance and Genoa Cowboy Festival revenue which is consistent with last fiscal year. No other revenue sources are budgeted for this fund. Special Revenue is budgeted to increase by \$3,000 (0.8%) from FY2016-17 budget.

Total expenditures for FY2017-18 will decrease by 12% from the Amended FY2016-17 budget but remain essentially unchanged from the original adopted FY2016-17 budget. This is a result

of a greater than anticipated ending fund balance from FY2015-16 that was carried forward into the Amended budget opening fund balance.

This budget projects net profits from Genoa Candy Dance of \$140,000 and assumes no net budget impact from the Genoa Cowboy Festival.

**622 – Genoa Ad Valorem Capital Projects**

**Revenues - \$36,650**

**Expenditures - \$36,650**

The 622 fund will have \$1,682 in projected County Distribution revenue which along with the opening fund reserves will leave the appropriated ending fund balance reserve for this account at \$36,650. Total projected expenditures of \$17,500 from the Ad Valorem Capital Projects are estimated in this budget.

**624-Genoa Construction Reserve**

**Revenues - \$45,464**

**Expenditures - \$45,464**

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 \$45,464. There are no projected expenditures from the Construction Reserve fund in FY2017-18.

Town Manager Mr. Ritger explains to the Board a new layout of how the budget is presented and formatted. Member Shively asks what the goal is with presenting the budget in this way to the Board of Commissioners. Mr. Ritger responds it is to show more accurately how little the Town of Genoa generates in Property taxes compared to other Towns and how we still need to be considered for funding support.

Mr. Ritger explains changes coming up for the insurance with Douglas County, how that affects the Town and the direction he plans on going with that.

Vice-Chair Birdwell moves to adopt the Town's final budget for Fiscal Year 2017/2018. Motion seconded by Member Shively and passed unanimously.

**Agenda item no. 5:**

**Discussion on the Town's final Capital Improvement Projects (CIP) for 2017-2022.**

Projects being submitted are: window restoration at the Genoa Town Hall; retaining wall – storm water diversion at the Genoa Town Church; and foundation restoration at the Genoa Town Hall.

Member Pace asks if the Church project is secondary as listed, Mr. Ritger responds yes, it is not critical at this point.

Member Pace moves to approve the Town's final Capital Improvement Projects. Motion seconded by Member Shively and passed unanimously.

**Agenda item no. 6:**

Discussion to approve and ratify actions by Town Manager for submittal of the Rural Marketing Grant Program application with the Nevada Commission on Tourism for grant money to edit and publish the 2<sup>nd</sup> edition of the Genoa Destination Historic Pamphlet.

The Town was awarded a Nevada Commission on Tourism (NCOT) Grant, RT-15-22, for the “Destination Genoa Historic Pamphlet” back in June 2014. Billy Rightmire, Genoa Town Historian, and Barbara Florman produced the content and layout for the 1<sup>st</sup> edition of this pamphlet that provides visitors with a timeline of Genoa’s historic events and historic significance for the Carson Valley and the State of Nevada. That initial grant award was for \$5000 to cover the hard costs of printing ~10,000 copies of the 1<sup>st</sup> edition.

This new NCOT Rural Marketing grant application is being sought to cover the cost of updating/correcting the 1<sup>st</sup> edition and the production of approximately 30,000 2<sup>nd</sup> edition copies. The total project cost is estimated at ~\$13,500 and we are seeking \$6,750 from NCOT. This grant funding, if awarded, requires the Town to provide matching funds at 50% of total project cost. The matching funds can be either in the form of volunteer hours related to the project or as other cash equivalent.

Member Pace moves to approve Town Manager for submittal of Rural Marketing Grant Project application for 2<sup>nd</sup> edition of the Genoa Destination Historic Pamphlet. Motion seconded by Vice-Chair Birdwell and passed unanimously.

**Agenda item no. 7:**

Discussion on update report for the 2017 Genoa Cowboy Festival.

The 2017 Genoa Cowboy Festival was held April 28<sup>th</sup> through April 30<sup>th</sup>. The ticketed evening concerts on Friday night, April 28<sup>th</sup> and Saturday night, April 29<sup>th</sup> were both sold out; that was a first for this event. Board is given the current financial P&L analysis for the event. The Income side of the analysis reflects current actuals (bold) for ticket sales, business (sponsorship) contributions, etc. along with a historic estimate for the Heritage Club. The Expense side of the analysis reflects all of the current contractual obligations and pending known “weekend-of-the-event” costs. The projected net-profit for this year’s Genoa Cowboy Festival is ~\$7,500.

Vice-Chair Birdwell suggest having the various events during the Festival, announced over a loud speaker to draw more of a crowd to that area.

Member Shively moves to approve update on the 2017 Genoa Cowboy Festival. Motion seconded by Vice-Chair Birdwell and passed unanimously.

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

Member Shively states, May 14-21<sup>st</sup> is law enforcement week, you can put a blue light in your porch light or post a flag with the blue stripe to show support. There was a great article in the Record Courier about the Lillian Virgin Finnegan Statue.

Chairman DeTurk gives information on an open house at the Douglas County Sheriff’s Dept. on May 10 from 5-7pm. The Masonic lodge served 218 people breakfast during the Cowboy Festival. Special thanks to the China Spring’s kids for trash assistance. Update on Archeo-Astrology project and storm water program.

**PUBLIC COMMENT**

No public comment.

**ADJOURNMENT**

Member Pace moves to adjourn the meeting at 7:56pm, motion seconded by Vice-Chair Birdwell and passed unanimously.

Minutes prepared by:

Sarah Macellari  
Office Assistant II, Town of Genoa