

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
December 6, 2017

The Genoa Town Advisory Board held a public meeting on December 6, 2017 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 Tim DeTurk. Present were Board Members Pat Eckman, Steve Shively, Greg Pace and Tim DeTurk. Absent at the beginning of the meeting was member Linda Birdwell. Member Birdwell was in attendance for the Administrative portion of this meeting. 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.

APPROVAL OF AGENDA

Member Pace moves to approve the agenda, motion seconded by Member Shively and passed 4-0 with member Birdwell not present.

APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes for the November 1, 2017 meeting were approved. Motion by Member Eckman; seconded by Member Shively and passed 4-0 with member Birdwell not present.

ANNOUNCEMENTS AND CORRESPONDENCE

Town Manager, Philip Ritger gives verbal report on:

1) Christmas in Genoa:

- a) Town Christmas Caroling and Tree Lighting was held last Friday. Thank you to Lynn Speir, Henri Stone and their team of volunteers for making this evening a success. Also thank you to Sierra Chef for providing the hot chocolate and cookies.
- b) Breakfast with Santa was held last Saturday. We were at capacity for the 8:30 and 9:40 seating and at 66% capacity for the 10:50 seating; total attendance was 400. Thank you to all who volunteered to cook, clean and serve up a wonderful breakfast.
- c) "Mary Kaye's – Cowboy Christmas" concert will be this coming Saturday at 6:30pm. Concert tickets are \$20 for adults and \$15 for children. June DeTurk, Melanie Miller and the Friends of Genoa are preparing the pre-concert comfort food dinner (Chili & Baked Potato). Combined Dinner & Concert is \$35 for adults and \$25 for children.

2) Genoa Office Assistant:

- a) The application process closed on December 4th and we had 50 applicants. Of those 28 passed the initial screening questions. I am in the process of reviewing the candidates to narrow the field down to a list for phone and in person interviews.
- b) Betsy Falcke is providing coverage in the office during the interim and her help is greatly appreciated.

3) Personal Message:

- a) I need to inform the board that my father passed away this morning. His health had been declining rapidly over the past week and this was a blessing for our family. He will now be able to spend Christmas with my mother. I will be traveling to Wisconsin to be with my sisters and celebrate his life next Thursday, December 14th. Please anticipate that the office will be closed next Thursday and Friday.

CONSENT CALENDAR FOR POSSIBLE ACTION

Member Pace moved to approve consent calendar, motion seconded by member Shively and passed 4-0 with member Birdwell not present.

ADMINISTRATIVE AGENDA

Agenda item no. 4:

Discussion and update on the Genoa Candy Dance Centennial Statue Project; with public comment prior to Board action. Presentation by Gail Teig.

Gail Teig with the Centennial Statue Project presented the progress they have made regarding site selection and preliminary engineering analysis. The committee has engaged R. O. Anderson to conduct underground utility, water and sewer plans and property survey for the Main & Nixon location. A tentative plan for a foundry visit to Prescott and Scottsdale AZ is currently scheduled for May 15-17, 2018.

A letter to the Board of County Commissioners requesting their support and future approval of using Redevelopment Area No. 1 funds to purchase 2291 Main Street in Genoa was discussed and signed by the board members.

Motion by Member Shively to accept project update, motion seconded by Member Pace; passed unanimously (5-0).

Agenda item no. 5:

Discussion to review a revision to town policy II M.1, Genoa Town Advisory Board Meetings to change the meeting time.

The current town policy regarding the town advisory board meeting time states that the board will meet the 1st Wednesday of each month at 6:30 pm. Based on board discussion it was decided to leave the meeting date and time unchanged.

Motion by Member Birdwell to leave town board meeting time and date as is, motion seconded by Member Shively; passed unanimously (5-0).

Agenda item no. 6:

Discussion to review competitive bids and approve contract with Genesis Lawn Service for the town road and public area snow removal for the period of December 2017 through December 2018.

A bid proposal for snow removal was sent to the following area contractors: Mountain High Lawn & Landscape, Acme Bobcat, Genesis Lawn Service, Mountain West Construction, Scottsdale Plumbing & Excavation, Impact Construction, Knox Excavating, Davenport Landscape and Hearts Desire Landscaping. An acceptable bid proposal was received from Genesis Lawn Service at a cost of \$150 per hour with a minimum \$300 charge per snow occurrence. No other bid proposals were received.

Town Manager, Mr. Ritger states that even though the town only received one bid it is competitive with the prior contract the town had with William Hutchison and recommends approving the contract with Genesis Lawn Service.

Motion by Member Shively to approve contract for services with Genesis Lawn Service for snow removal, motion seconded by Member Pace; passed unanimously (5-0).

Agenda item no. 7:

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

Each board member evaluated Mr. Ritger on the six (6) values / attributes contained in the new Douglas County employee evaluation procedure. The evaluation summary table is shown below with the average weighted score.

Town Manager Review 2017 - Mr. Phillip Ritger						
Presented By Chair Timothy M DeTurk						
	Board Member	Board Member	Board Member	Board Member	Board Member	
Values	Mrs. Eckman	Mr. Shively	Mr. DeTurk	Mr. Pace	Mrs. Birdwell	Average Score
Integrity	3	3	3	3	2	2.8
Accountability	2	3	3	2	2	2.4
Customer Service	2	3	3	3	2	2.6
Leadership	2	3	3	2	3	2.6
Communication	2	3	3	3	3	2.8
Teamwork	3	3	3	3	3	3
Totals						2.7
* Chair comment: I had to adjust the scale as most scores were based on 1-4 scale, <u>the County scale is 0-3</u> . As a result, I standardized all scoring to represent the 0-3 scale!						

Under the new policy, the average overall evaluation score represents the % salary increase that the board will recommend to the county.

Motion by Member Shively to approve evaluation, motion seconded by Member Birdwell; passed unanimously (5-0).

Agenda item no. 8:

Annual training relating to the provisions of NRS 241 (Open Meeting Law) required by NRS 269.579.

Training on Open Meeting Law from materials obtained from the State Attorney General's Office website and Town of Minden board presentation was presented.

Presentation only; no action taken.

NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS

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

PUBLIC COMMENT

No public comments.

ADJOURNMENT

Member Pace moves to adjourn the meeting at 8:14pm, motion seconded by Member Shively and passed unanimously (5-0).

Minutes prepared by:

Philip Ritger
Town of Genoa