

**GENOA TOWN ADVISORY BOARD**  
**Regular Meeting Minutes**  
**September 5, 2018**

The Genoa Town Advisory Board held a public meeting on September 5, 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, and Tim DeTurk. Members Linda Birdwell and Steve Shively were absent; all votes will reflect this fact. 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 Tim DeTurk.

**PUBLIC COMMENT**

This portion of the meeting was open to the public to speak on any topic not on today's agenda. Martin Manning, President of Volunteer Fire Department, wished to address misinformation regarding a letter sent to the board by a private citizen, and to make note that the letter did not come from the Volunteer Fire Department. No other public comment.

**APPROVAL OF AGENDA**

Member Eckman moves to approve the agenda; motion seconded by member Pace and passed 3-0.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Member Pace moves to approve the August 1st minutes; motion seconded by member Eckman and passed 3-0.

**CONSENT CALENDAR FOR POSSIBLE ACTION**

**Agenda Item No. 2:**

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

**Agenda item No. 3:**

Discussion to approve the 2019 Facility Rental fee structure as presented.

**Agenda item No. 4:**

Discussion to approve the 2019 Genoa Event Calendar as presented.

Member DeTurk moved to approve consent calendar; motion seconded by member Pace and passed 3-0

## **ADMINISTRATIVE AGENDA**

### **Agenda Item No. 5:**

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

Gail Teig provided an update regarding the planning for 2019 activities, including a planned dedication and reception on Friday, August 16, 2019. She noted the committee is nearing the end of taking donations. A letter submitted by Sharon Davis, Event Chairperson is attached to the original minutes as **Exhibit B**.

Member DeTurk moved to accept the project update; motion seconded by member Eckman and passed 3-0.

### **Agenda item No. 6:**

Discussion to approve, deny or approve with modifications a request from the Genoa Community Church to purchase and install back cushions on the pews of the historic church building. The fabrication and installation of the back cushions will be paid for by the Genoa Community Church organization

Town Manager Philip Ritger provided background, explaining that the Genoa Community Church had custom fabricated seat cushions made for the pews at the beginning of this year. The seat cushions were fabricated to sit on top of the pew bench and did not require any modification of the pews. This request is for the fabrication and installation of back cushions that will adhere to the backs of the pews with snap-type fasteners and would require modification as one side of the snap fastener will be permanently adhered to the wood pew.

Member Pace moved to approve the request and allow the installation of the back cushions; motion seconded by member Eckman and passed 3-0.

### **Agenda Item No. 7:**

Discussion and possible action regarding the resignation of Philip Ritger as Genoa Town Manager with an effective departure date of October 5, 2018. The departure date being recommended by Mr. Ritger is to allow for completion of the 2018 Genoa Candy Dance

Formal letter of resignation dated August 30, 2018 was provided to the board.

Member Pace moved to accept the resignation of Town Manager Philip Ritger; motion seconded by member Eckman and passed 3-0.

### **Agenda Item No. 8:**

Discussion and possible action to pay Philip Ritger for 144 hours of un-used accrued annual/administrative leave at a one-time cost of \$4,940 with the understanding that Mr. Ritger will not take any leave during the 30-day notification period

Town Manager Philip Ritger provided background regarding county policies relating to un-used accrued leave upon termination of employment. These policies dictate that an employee can carry over a maximum of 280 hours of annual leave into the subsequent calendar year. An employee will lose any annual leave hours in excess of the permitted annual carry over unless an extension is authorized by the County Manager. Upon termination of employment an employee shall be paid for accrued annual leave.

Over the past 5 years of employment with the Town of Genoa, Mr. Ritger has accrued 424 hours of unused annual leave. The request put forward is for the Town to buy back 144 hours of this annual leave time at the current pay rate. A condition of this buy back is that Mr. Ritger will not take any leave during the final month of employment with the Town.

Member Pace moved to approve the request to buy back the excess annual leave hours; motion seconded by member DeTurk and passed 3-0.

**Agenda Item No. 9:**

Discussion and possible action in regard to filling the vacancy that will result from the departure of Philip Ritger as Genoa Town Manager. Discussion and possible action may include, without limitation: adoption of a process to recruit and select a new Town Manager; possible appointment of a committee to review and provide input to the board on the job description for the Town Manager; discussion to implement interim measures to fulfill the duties of Town Manager

The board reviewed the current Genoa Town Manager job description and the current Fiscal Year salary & benefit analysis information provided by Philip Ritger. The board heard public comment regarding the current position and possible need to modify the job description. The board explored forming a committee to draft a new job description but concluded that the current Town Manager should select a board member to work with human resources to explore the board's options.

Under public comment H. William "Bill" Brooks submitted a memorandum that is attached to the minutes as **Exhibit C**.

Member Eckman moved to have Town Manager Philip Ritger to select candidates for a committee who will work with human resources to draft a new job description; motion seconded by member Pace and passed 3-0.

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

Discussion on Town Manager's monthly report – verbal

- 1) **Office Assistant:** I want to introduce and welcome Tiffini Drew to Genoa. Tiffini is a graduate of Douglas High School and received a Bachelor of Arts in English from UNLV. Tiffini has hit the ground running helping me get the town ready for the Candy Dance.
- 2) **Parking Issues:** Parking in and around Mill Street continues to be an issue. Residents filed a complaint with DCSO on Sunday, August 19 and sheriff's officers responded and issued tickets to vehicles parked illegally per State Code. The County still recommends that this town board more formally assess the situation through an ordinance change.
- 3) **Concert on the Green:** Sagebrush Rebels will be performing this Sunday, September 9<sup>th</sup> in the Genoa Park from 5pm-7pm. Thanks to Andrea Anderson, June DeTurk, Lynne Spier and Chris Ritger for co-chairing this committee and pulling together a great concert lineup this summer.
- 4) **Genoa Halloween Haunt, Wednesday, October 31st:** Sandy Granucci is chairing the event and Sarah is serving as the town liaison to facilitate material and food purchases.

5) **Christmas in Genoa:**

- a. Town Christmas Caroling and Tree Lighting will be held on **Friday, November 30<sup>th</sup>**.
- b. Breakfast with Santa will be **Saturday, December 1<sup>st</sup>**.
- c. "Mary Kaye's – A Cowboy Christmas" concert returns on **Saturday, December 8<sup>th</sup>** at 6:30pm. The performance contract with Mary Kaye has been agreed to and signed.

- 6) **Dinner Dance** tickets went on sale August 14th – 1919 Society, \$52 and general admission Adult, \$32. The caterer for this year is Carson City BBQ and music is by Ike & Martin. To date 80% (190) Society tickets and 28% (70) general admission tickets have been sold.

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

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

Member DeTurk mentioned that the Masonic Lodge will be celebrating 150 years, he hoped to see everyone there and members of the board are invited to the event.

**PUBLIC COMMENT**

**ADJOURNMENT**

Member Pace moved to adjourn the meeting at 7:40 PM; motion seconded by member DeTurk and passed 3-0.

Minutes prepared by:

Tiffini Drew  
Town of Genoa

Exhibit A



Genoa Town Office  
PO Box 14  
Genoa, Nevada 89411  
PHONE: (775) 782-8696

**Genoa Town Advisory Board Meeting**

**MEETING DATE: September 5, 2018**

SIGN-IN SHEET (please print)

<u>Name (First, Last)</u>	<u>Email Address (optional)</u>
BRIAN CROWE	
Christitz	
June O'Jurt	
Suea Knight	
Martin Manning	
Marieann Manning	
Jill Feig	
Mark Dads	
Debrine Smedley	
Larry Smedley	
Mary Boykin	

## Exhibit B

**SHARON L. DAVIS**  
**P.O. Box 706**  
**Genoa, NV 89411**  
**(775) 781-3730 ©**  
**(775) 782-5543 (H)**  
**flyingsd@me.com**

September 5, 2018

Mr. Phil Ritger  
Town Manager  
Genoa, NV 89411

Hand-delivered

Dear Phil:

This letter is to memorialize our conversation of August 22, 2018, wherein we discussed the Dedication of the Lillian Statue to the Town of Genoa on Friday, August 16, 2019, beginning at 6:00 p.m., at the corner of Main and Nixon in Genoa.

The following points and our agreement are as follows:

1. You agreed that we can close Nixon Street with barricades at 2:00 p.m. for the ceremony. The TOG has barricades we can use. You said you will check with NDOT to see if we need to apply for a permit. Our idea is to put chairs near the statue for general seating.
2. The TOG has 60+ chairs we can use for seating for the ceremony.
3. The TOG has barricade ropes to rope off the area for dignitaries/speakers, but no stands on which to affix them. That would be up to us.
4. The TOG would make the restrooms at the park available to us, but you suggested that, depending on the number people attending, you would be able to secure portable toilets, at no expense to us.
5. I requested that we be able to use the TOG public address system, and you agreed. You said you would help us set it up.
6. I requested that the Town Hall be reserved the day of August 16, from 4:00 p.m. through the evening in case of bad weather for our pre-party, which is scheduled to be held at The Pink House, and the dinner after the ceremony, if The Pink House needs to utilize it for a buffet dinner for dignitaries, etc. You reserved the Town Hall at that time from 4:00 p.m. through the evening.
7. I asked if we can time the carillon bells to ring with the unveiling of the statue, and you said that would be available for our use.
8. I confirmed that we don't want to close the intersection to traffic at that time.

We, the committee, are looking forward to working with the Town of Genoa to have a memorable ceremony for the unveiling and dedication to the Town of the Lillian Virgin Finnigan statue.

Best Regards,

SHARON L. DAVIS  
Event Chairperson

## Exhibit C

**TO: Genoa Town Advisory Board, Douglas County Board of Commissioners**

**FROM: H. William 'Bill' Brooks, 2266 Main St., Genoa NV**

**DATE: 5 September 2018**

**RE: 5 SEPTEMBER 2018, GENOA TOWN ADVISORY BOARD MEETING, ITEM 9,  
[GENOA TOWN MANAGER POSITION]**

It has always mystified me as to how **Genoa**, a community of **220 inhabitants**, requires an **Annual Budget** of almost **\$500,000**, with **\$155,000** of **Personnel Costs [Town Manager over \$100,000 annually]** to provide **6 Legislatively mandated Services**, namely: **Streets, Street Lights, Drainage, 3 Town Buildings, Town Park & (Recreation?)**, with the **County** directly providing the remainder. [NRS 269.575, Douglas County Code 18.02.030]

Genoa's **primary source of Revenue** is the **Annual Candy Dance Fair**, which annually **generates** approximately **\$150,000 net** after **Expenditures** of **\$289,000**, and which has paid the Towns bills for almost 100 years . Miscellaneous **Taxes** [Ad Valorem (property), State Consolidated & gaming etc. **generate** approximately **\$70,000 annually** [2018-19 Genoa Town Budget].

The cost of **Utilities, Buildings & Grounds maintenance & Road maintenance** totals **\$60,000 annually**.

Until just after the turn of the 21<sup>st</sup> century, the Genoa Town government was administered by a Town Secretary. The Town Manager position was introduced by the Douglas County Manager Dan Hollar, who sent his Assistant over to Genoa to act as **part time Town Manager** at an annual cost of **\$40,000** to the Town.

Perhaps this is an auspicious time to reconsider whether it would be economically advantageous to **replace** the **Town Manager position** with a **part time Administrator** and **contract** the **Candy Dance Fair administration** to a **Fair Manager compensated** by a **percentage of Fair revenues**, which would allow a part time **Town Manager** to **focus on Town issues** rather than revenue enhancement. It might also be advantageous to determine **how many** of the 2,000 **hours per year** of the **Town Manager** are presently **directed to the Candy Dance Fair**.

Some present **unaddressed issues** are:

- Lack of maintenance/storage facilities
- Downtown parking
- Genoa Vista Trail maintenance agreements