

**Genoa Town Advisory Board  
Regular Meeting Minutes of December 4, 2007**

**MEMBERS PRESENT**

Chairperson Kitty DeSocio, Member Brian Williams, Member Bill Donohoe, Member Dave Whitgob and Clerk Greg Pace.

Also present was Interim Town Manager, Lisa Granahan.

**CALL TO ORDER**

Chairperson DeSocio called the meeting to order at 7:00 P.M. at the meeting room at 2289 Main St., Genoa, NV.

**PLEDGE TO ALLEGIANCE**

The Pledge of Allegiance was led by Sheryl Gonzales.

**APPROVAL OF AGENDA**

**Action Item**

Clerk Pace requested item #3 on the Consent Calendar be pulled for discussion.

Member Donohoe moved to approve the agenda as modified. Motion seconded by Member Whitgob. The motion was approved unanimously.

**APPROVAL OF MINUTES**

**Action Item**

Chairperson DeSocio made a motion to approve the minutes of November 6, 2007. Motion seconded by Member Whitgob. Motion approved unanimously.

**PUBLIC COMMENTS**

1. Tom Peters stated that the Greater Genoa Business Association (GGBA) met and passed a resolution in support of Administrative Agenda items 5, 6 and 7, supporting the Town's request to the County Commissioners for a single Outdoor Festival permit. The GGBA would like to go on record in support of these items and the GGBA will have a written resolution brought to the Board at a later date.
2. Clerk Pace asked Lisa Granahan to discuss the matter of exploring the idea of obtaining redevelopment funds before beginning work on the excavation and electrical work to be done between the Town Hall and firebay that was brought up at the November 6, 2007 meeting. Lisa Granahan recognized that there may be concern from residents and the Town Board regarding redevelopment funds that maybe Genoa is not getting its fair share as compared to other areas. Ms. Granahan stated she felt it would be a good idea to list this item on the January agenda to discuss redevelopment funds and good projects in Genoa that could potentially be listed for those funds and projects that are already listed. Clerk Pace understands that redevelopment policies are not set in stone, that they are fluid and a budget is set on how to spend those funds. Ms. Granahan said the Redevelopment Agency does adopt a budget each year and this can be discussed further in January.

Resident Bill Brooks passed out copies of the capital improvement project for Douglas County. He stated that redevelopment is part of that capital improvement program and this is for the next five years. \$250,000 was given to the School District for replacement of the roof at Jacks Valley School which is about a 20 year old building. The Genoa Town Hall is one of the oldest structures in Douglas County and we are only asking for \$15,000 out of the redevelopment funds.

3. Lisa Granahan thanked everyone for their thoughts and prayers for her son following his recent car accident.

### **ANNOUNCEMENTS AND CORRESPONDENCE:**

1. Lisa Granahan gave her Interim Town Manager report:

- On November 28, 2007 the generator was repaired. It had failed the previous week. An idle-speed regulator was replaced.
- Light fixtures in the Park restroom facility have been replaced with weather resistant fixtures. Previously when it would rain or snow, bulbs would blow out when exposed to moisture.
- The Christmas Tree lighting went really well last Sunday. We had a church full of people and many came to the Town Hall for hot cider afterwards.
- The Newsletter was mailed out last week with all the upcoming events. Thanks to Sheryl Gonzales for getting that together. Sheryl is still looking for volunteers for this weekend's Country Christmas Art and Antique Faire. She asked those who are interested to please call the office if they can help.
- Sales are going well for Christmas in the Sierra. As of this morning there were 5 tickets left for the 5 P.M. performance and still plenty for the 8 P.M. show.
- There is a third Strategic Planning session set for Tuesday, December 11, 2007 at the Town Hall. The time has been changed to 6:30 P.M. Please call the office to RSVP and bring an appetizer.

### **CONSENT CALENDAR**

Member Williams moved to approve the Consent Calendar. Motion seconded by Member Whitgob. Motion passed unanimously.

2. Approve the Comptroller's Report/Budget Performance Report for September 2007.

### **ADMINISTRATIVE AGENDA**

3. Discussion and possible action to approve disposal of 10 wooden chairs.

Lisa Granahan said at the last Board meeting Darlene Tiffany had advised that the Town had been storing chairs in the museum and the museum wanted to know what the Town wanted to do with the chairs. Ms. Granahan had listed the chairs for possible disposal - she had listed 10 chairs, however this morning she counted 15. Therefore, action cannot be taken because the

number is wrong. In the meantime, Billie Rightmire has information that she would like to share as an alternative on how to deal with the chairs. Ms. Granahan is not recommending any action tonight.

Billie Rightmire, Historian for the Genoa Town Advisory Board, said the chairs are antiques. They go back a period of time approximately 70 years. The chairs were in the Church for many years. Ms. Rightmire asked if there were more than 15 chairs at the Historical Society. She believes some were used in the museum for people to sit on and there should be 26. She stated this was mentioned in the minutes some time ago so there should be more than the 15 brought in. She is very interested in what the Town decides to do with the chairs.

Resident Bill Brooks said he and Ms. Rightmire have discussed what should be done with the chairs. They suggest that the Board consider possibly replacing some of the chairs in the meeting room with the antique chairs therefore there would be continuity of one of the Town's historic artifacts. He further stated that these may have been used in the courthouse when the County seat was in Genoa, that is how far back in history the chairs go. Mr. Brooks said the Board should consider definitely keeping the chairs and then using them in the meeting room.

Member Whitgob said this was a great idea especially in light of the strategic planning work being done in preserving the Town's history and heritage.

Resident Kathi Diehl, owner of Rustic Romance, offered she could use them in her old barn for classes and she would be willing to store them upstairs.

4. Discussion and possible action regarding selection of a candidate for the position of Town Manager including information about background checks. Any decision may be made pending compensation discussions. The candidates are Claire Fortier, Bayan Lewis, and Andrew Sheehy.

Chairperson DeSocio stated at the last meeting these three candidates were interviewed and a motion was passed to have background verification done. Ms. DeSocio said that everything has come back perfectly clean, there are three candidates to choose from.

Discussion was held regarding these candidates.

Member Whitgob said that all three candidates have very impressive and appropriate backgrounds. Each one has a slightly different management and communication style. The background check provides a better idea of how the candidates work with people. Each one of them received a very positive report from those people they reported to and from people who reported to them. It seemed at the last meeting, there was a positive feeling about Andrew Sheehy. His energy and commitment to relocating along with the verifiable background in doing work that was similar in nature in terms of volunteerism, government work, and being a team player seems to be the answer to our situation. Claire Fortier and Bayan Lewis are equally qualified and are wonderful people. Member Whitgob said it seems as though Andrew Sheehy is the person who would do the job perhaps the best.

Member Williams said at various times he championed each applicant separately and thought they were all very strong. He said one of his biggest concerns is that this process not have to be done all over again a year from now -- he would like to see someone who will stay. The fact that Claire Fortier and Bayan Lewis live in the county were of benefit as far as he was concerned. Member Williams said he was made aware what a really big job this is and that two people have been doing it, Lisa Granahan and Sheryl Gonzales, and that none of these candidates have event coordination experience. They will have to get up to speed on that part of the job, which we have decided is somewhere between 50 to 80 percent of the job. This is a really big job and will take a lot of energy. Member Williams said he too has come to the decision that Andrew Sheehy, if he makes the commitment to move here, would give us more than a year.

Clerk Pace stated that he does not want to go through this again in six months, based on the average tenure of the last managers. He suggested that there be a caveat that the Board revisit whoever is hired in six months for a review with possible increase in salary and do the same in a year. Clerk Pace concurred with what has been said about candidate Sheehy.

Chairperson DeSocio said one of her major concerns is being able to find someone to fill the shoes of the two people we have, they are both professionals in what they do. She feels the person needs a lot of energy and dedication to Genoa and to the strategic plan in getting the Town into the next 20 or 30 years. Ms. DeSocio said in her evaluation she would also choose Andrew Sheehy to have that energy level to get us where we are planning on going.

Member Donohoe said there is apparently a consensus of what's going on.

Member Donohoe moved that the Board extend the job offer to Andrew Sheehy. Member Williams seconded the motion. Motion passed unanimously.

Lisa Granahan stated the item was structured so that it would be pending compensation discussions, which could go forward in the next few days. She said she could list the item on the Strategic Planning meeting agenda for Tuesday, December 11, 2007, so that formal action could be taken at that time.

A brief recess was taken in order to make the announcement to the candidates.

Lisa Granahan said she had a voice-mail message from Andrew Sheehy who said he was very excited about being a candidate and was unable to make the trip to Town tonight and was hoping for a phone call later on regarding a decision. A voice mail message was left for him. The other candidates were advised and thanked the Board very much for the opportunity.

5. Discussion and possible action on the Candy Dance Study Group recommendations regarding Competing Outdoor Festival Permits during Candy Dance.

Sheryl Gonzales said she is making this presentation on behalf the Candy Dance Study Group that was put together after the last Town Board meeting for the purpose of looking at how the strength and quality of Candy Dance can be insured in the future, maintaining its goal and its integrity with the concerns of the competing events that are diluting the purpose of Candy Dance.

Ms. Gonzales stated the Study Group was comprised of Dave Whitgob, Carole Hart, Marian Vassar, J. B. Leukemberry, Chad Coons and Dr. Tim. Stoll. This group met approximately three times, there were two public meetings and various one-on-one meetings with people in the community on what their thoughts were regarding the competing events and what should happen as it relates to Candy Dance, with the over-all goal to obtain an exclusive permit for the Town of Genoa to put on the Candy Dance event.

The Study Group first met with business owners. The people who attended that first meeting were, Martha Williams, Kathy Diehl, Ron and Lisa Bommarito, Jim Denison, Les and Jody Kynett, Christine Adamson, J. B. Leukemberry, Randy and Betsy Falcke, Marian Vassar, Anne Heck, Carole Hart, Nanette Inland, Sean and Janet St. Peters. Dr. Tim Stoll and Chad Coons also were in attendance at a second meeting. As a result of these meetings, it was decided that the Town of Genoa should pursue an exclusive permit with the County and discussion was held on how that could happen in a collaborative, community way.

Sheryl Gonzales said meetings were also held with Gilles Largourgue, Dave Groendyke, Willie Webb, Bill Vining, Kathy Halbardier, Connie Roth, Karen Holmes and Shelly Martinez. Again, as in the previous meetings, the group came up with the recommendation that is presented at this meeting.

She said that the good news is the majority of people attending these meetings agreed that Candy Dance needs to survive and for the purpose that it was originally intended, that the integrity has been impacted over the last few years, and the integrity needs to be strengthened by insuring that the Town has a single-use permit. Details may not all be worked out in the first couple of years, but everyone overwhelmingly supported the process of working with the County in obtaining this exclusive permit.

Ms. Gonzales said they had met with the County and it was a good meeting.

Member Whitgob stated that the meeting with the County was a very good meeting. Dan Holler was present, Barbara Griffin, the County Clerk, Bob Morris from the District Attorney's office, along with representatives from the Sheriff's Department and other agencies. The group had given them an overview of the event and of the current state of where we are and how we got there. It was explained the event is important to the financial stability of the Town of Genoa. The County recognizes that if Candy Dance was to no longer exist, that would put a significant burden on the County.

Member Whitgob said that the County understands the need for an exclusive permit. The group made it very clear that we want to administer the event so that it's fair but the guiding principle would be that all of the energy and intent of Candy Dance would go first to support the financial stability of the Town.

Lisa Granahan said she believes the District Attorney was going to look at the ordinance and how it might be amended to allow for exclusivity in those cases where there were certain issues that would make it appropriate, such as health, safety, and welfare. Member Whitgob said there is precedence to support it as well. He said that we would have to go to the Douglas County Commissioners and be present when this is introduced to.

Sheryl Gonzales said that several issues have been identified that need to be addressed in the next few months and these are included in her report. This includes looking at the jurying process to possibly be refined to include wider participation of vendors. Emphasis should be retained on quality and handmade. The business and property owners would like to have juried vendors on their property if it becomes available.

Ms. Gonzales presented four recommendations to the Town Board. The recommendations are:

- a. Recommend the Douglas County Board of Commissioners consider a modification of the existing Outdoor Festival and Entertainment Event ordinance to allow for the issuance of exclusive permits for the purpose of ensuring the integrity of Candy Dance as well as to address the issues of the health, safety and welfare of the Town and event participants.
- b. Recommend that the Douglas County Board of Commissioners do not approve any permits that may compete with the 2008 and future Candy Dance events in order to retain the event's integrity and achieve its purpose.
- c. Recommend to the Douglas County Board of Commissioners that the Town of Genoa be issued an exclusive Outdoor Event and Entertainment Permit for 2008 and future Candy Dance events.
- d. At the next meeting of the GTAB, consider further discussion of some of the policy recommendations listed at the end of the background information section of the report.

Lisa Granahan said that this item and the following two items on the agenda are somewhat similar. To clarify, Ms. Granahan said there was an issue of competing festival permits that came forward through the Candy Dance Event Committee and the Study Group addressed it. And, now they have brought forth a recommendation.

Ms. Granahan said the next item is structured so if the Board agrees with the recommendations, a resolution has been drafted that could be adopted and sent to the Board of County Commissioners. It can also be changed if needed.

Ms. Granahan said the third item relates to the applications for competing Festival Permits which have been submitted. This would be specific action to let the Clerk's office and the Board know the Town's position.

Chairperson DeSocio asked if the recommendation of the County Board of Commissioners to consider a modification of the existing Outdoor Festival and Entertainment Event ordinance is addressed in the next two items. Lisa Granahan said she believes that this is in the next item, rolled into the resolution.

Resident Bill Brooks commended Sheryl Gonzales for the work and time invested in this matter.

Clerk Pace moved to accept the report. Member Whitgob seconded the motion. Motion passed unanimously.

6. Discussion and possible action to adopt Resolution 2007R-03 recommending the County Board of Commissioners issue an exclusive Outdoor Festival Entertainment and Event Permit to the Town of Genoa for the 2008 Candy Dance.

Lisa Granahan said this resolution takes the recommendation in the previous item and puts it into the form of a resolution. This form can be presented to the Board of Commissioners letting them know the Board's thoughts on this item. And, if we do receive any additional competing Festival permit applications, we can use this item as well to send with them.

Clerk Pace suggested that the language in paragraph 1 of the Resolution be changed from "The County Board should consider a modification of the existing Outdoor Festival and Entertainment Event ordinance...." to "The County Board should modify the existing Outdoor Festival and Entertainment event ordinance...."

Member Williams moved that the Board approve Resolution 2007R-03 as modified by Clerk Pace. Motion seconded by Member Donohoe. Motion passed unanimously.

7. Discussion and possible action regarding a recommendation to the Board of County Commissioners on applications for Outdoor Festival Entertainment Event permits for the same weekend as the 2008 Candy Dance, including but not limited to, applications submitted by Martha Williams and Phil Stoll.

Lisa Granahan passed out a handout. Ms. Granahan said in the past there have been competing festival permits issued for Candy Dance. Shortly after Candy Dance 2007, Martha Williams and Phil Stoll submitted applications for the 2008 year. These applications were received in time to include them in the Town packet. It would be appropriate for the Town to send a letter regarding how the Town feels, how it might impact Candy Dance and the Town, to the Clerk's office and then to the County Board of Commissioners so they are aware when considering the applications.

Ms. Granahan said in the handout are things that might be included in a letter to go to the County about these two applications, as well as about any other applications that may be received. She recommended that the Resolution just adopted be included as an attachment.

Lisa Granahan said other comments that should be included in the letter would be that the Douglas County Code does require applications for Outdoor Festival permits contain detailed explanations of the applicant's plan for several things – security, fire protection, sanitation, medical facilities, vehicle parking, vehicle access and a plot plan showing arrangement of the facilities, including parking and egress and ingress. Those applications did not include these items. It is also important to let the County know that as the Town plans for Candy Dance and does include all of those required activities, the Town does spend about \$50,000 for all of those items. If the County was insistent on issuing permits, then the applicants should be held to the same standard.

Lisa Granahan said other items that could be addressed in the letter would be health, safety and welfare. This would include issues surrounding road closure and parking, and organized vendor load in and load out.

Resident Bill Brooks asked for clarification of the \$50,000 in expenditures referred to in this letter. Mr. Brooks suggested that the total cost of putting on the event be included in the letter.

Member Williams moved that Lisa Granahan prepare a letter based on her presentation, incorporating Mr. Brooks' suggestion, for the Chairperson's signature. Member Donohoe seconded the motion. Motion passed unanimously.

Bill Brooks said this letter would be an addendum that goes with the Resolution that was passed. Lisa Granahan said the Resolution will go to Board of County Commissioners with an additional cover letter letting them know of the Board's action. The letter that was discussed in this item, will respond to the applications for Outdoor Festival permits, and will also have the Resolution attached to it. When these permits are brought up at the County Commission level for consideration, which will most likely be February, then we will have these items there as well.

8. Report regarding revenues, expenditures, and net profit for the 2006 and 2007 Candy Dance event.

Sheryl Gonzales said she has a final draft of the net for 2007 Candy Dance. Ms. Gonzales summarized the 06-07 Candy Dance Budget she has prepared.

- The first column is the proposed expenditures, revenue and net by each activity area.
- The second set of columns reflect the actual expenditures, revenue and net.
- The third column is a comparison to 2006.

Ms. Gonzales said that actual expenditures were down approximately \$7,500 due to very diligent efforts of the Candy Dance Event Committee. The revenue actuals were approximately \$6,000 above the proposed revenues despite having a lower number of juried vendors this year. Because of the negative impact of the competing events, we are not getting

as many vendors. We had to look at ways to be more efficient in expenditures and ways to make more money. Ms. Gonzales said this is another reason to work towards the exclusive permit. The net realized was \$154,000.

Sheryl Gonzales said in the 2006 actuals there were some expenditures previously left out due to delayed billing. One was \$3,000 -- the Morman Station permit, and the other was \$3,000 for debris boxes. This \$6,000 is included in the report presented at this meeting.

Ms. Gonzales stated the approximate \$9,000 higher net revenue for 2006 is directly tied to the fewer numbers of juried vendors for 2007.

Ms. Gonzales said that this report still needs to be compared to figures from the Comptroller's office, but this does look like it should be the final.

Chairperson DeSocio asked if we know the actual count difference between the number of booths for 2006 and 2007. Sheryl Gonzales said there were approximately 347 in 2006 and 293 in 2007.

Ms. Gonzales said the dinner-dance was very successful with a net revenue of \$2,200 compared to a loss of \$3,300 for 2006.

County Commissioner Nancy McDermid asked about vendors who did not come back this year based on competing events and how certain are we that they might return if the Town had an exclusive permit. Sheryl Gonzales said that exit interviews had been conducted the last couple of years and all of the comments relating to the jury question, were that they probably would not return because they were competing with vendors who were buy-sell and that they were paying for a juried process. She said there is no specific data on whether or not they would return, however the intent would be that when an exclusive permit was issued a notice would be sent out to all vendors to let them know that this is an exclusive, juried event.

Lisa Granahan pointed out to the Board to look at the actual, adopted Town of Genoa operational budget which indicates a net (for Candy Dance) of \$130,400. The difference between the adopted budget and the actual is \$26,600 – this is substantial for this event. Ms. Granahan commended the Candy Dance Event Committee and Sheryl Gonzales for really watching the bottom line as they knew from the beginning there was most likely going to be fewer vendors this year.

9. Discussion and possible action on Douglas County Resolution No. 2007R-108 to augment the Town of Genoa 2007-2008 fiscal year budget.

Lisa Granahan said she had mentioned at a previous meeting that after the audit, there were greater-than-anticipated fund balances in both the operational fund and the construction fund. At the last meeting, there was discussion about a snow-melt removal system and that the greater-than-anticipated fund balances would be one way to fund installation of the system. Ms. Granahan suggested that the balance be placed into two other line items – salaries, because

the Town will be bringing in a new Town Manager, and also \$30,000 to be put into service and supplies for the annual road maintenance project which could be done earlier this year which would be good for the Town and for cost savings.

Member Donohoe made a motion to adopt this Augmentation as stated. Motion seconded by Member Whitgob. Motion passed unanimously.

10. Discussion and possible action to approve the purchase of doggy waste stations at a cost of \$341.95 each.

Clerk Pace said many people walk their dogs on the roads in Genoa leaving waste along the way. He suggested the situation could be alleviated by installing something similar to the doggy waste stations in Genoa Park at several locations along Foothill (Jacks Valley Road) between Kinsey and Foothills Meadows Court, and between Foothill Meadows Court and Centennial.

Lisa Granahan said doggy waste stations have been installed in several Minden areas and they seem to have success with them. There are pictures provided in this meetings packet. Ms. Granahan suggested if this is something the Board wants to do, we could start with two now and maybe two in the next budget.

Member Whitgob asked whether or not there would be receptacles along the road to put the used bags in. Lisa Granahan said the idea is to have two waste stations one at each end of the walkway, where you would pick up a bag at one end and deposit into the second at the other end.

Discussion was held regarding the usage of the doggy waste stations.

Clerk Pace made motion to approve the purchase of doggy waste stations. Member Williams seconded the motion. Motion approved 4 to 1. Member Donohoe opposed.

11. Discussion and possible action to change the date of the January Genoa Town Advisory Board meeting to January 8, 2008 due to the New Years holiday.

Lisa Granahan said that normally when the meeting is set on a holiday, the policies and procedures state that it be moved to the next day. This will be difficult due to staff vacations and in getting the new manager on board.

Chairperson DeSocio moved that the meeting date be changed to January 8, 2008. Motion seconded by Member Whitgob. Motion passed unanimously.

Chairperson DeSocio thanked everyone for attending tonight's meeting. She said we have a new Town Manager and new guidelines and outlook for Candy Dance, and that's wonderful.

**ADJOURNMENT**

Genoa Town Advisory Board Minutes

December 4, 2007

Page 11

Member Williams moved to adjourn the meeting. Motion seconded by Chairperson DeSocio. Motion passed unanimously. Meeting adjourned at 8:40 P.M.

Respectfully submitted  
Kris Wilkison