

**Genoa Town Advisory Board  
Meeting Minutes of January 8, 2008**

**MEMBERS PRESENT**

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

Also present were Lisa Granahan, Interim Town Manager and Darcy Worms, Human Resources Manager for Douglas County.

**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 Interim Town Manager, Lisa Granahan.

**APPROVAL OF AGENDA**

**Action Item**

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

**APPROVAL OF MINUTES**

Chairperson DeSocio moved to approve the minutes of the Special Meeting/Strategic Planning of October 9, 2007. Motion seconded by Member Williams. Motion passed with Member Donohoe abstaining.

Member Whitgob moved to approve the minutes of the Special Meeting of November 26, 2007. Motion seconded by Member Williams. Motion passed unanimously.

Member Whitgob moved to approve the minutes of the Regular Meeting of December 4, 2007. Motion seconded by Chairperson DeSocio. Motion passed unanimously.

**PUBLIC COMMENTS**

None

**ANNOUNCEMENTS AND CORRESPONDENCE:**

1. Lisa Granahan gave her Interim Town Manager report:
  - The storm that occurred last weekend kept us on our toes. We did have some flooding on January 4<sup>th</sup> at Kathi Diehl's property and heavy run-off in other places. She worked with Bill Hutchinson to get sand delivered behind the fire station at the north end by the trees and Cord Alley. Sand bags are available at the fire station and at the Town Office during working hours.
  - We had a number of roof leaks in the firebay on Friday related to the storm that will need to be addressed

- We had a great deal of snow during the weekend. Scottsdale came out early on Saturday morning. The plow truck got stuck and they had to bring in the large grader. On Saturday, Stephen Morton checked the facilities and the town roads. He felt the roads needed to be widened, corners cleaned out and parking areas cleared. Since the Scottsdale crews had been out all night and they would need to bring in their motor grader again, and in consideration that the Town pays travel time to and from Carson, she worked with Bill Hutchinson to do the clean up work necessary. Scottsdale's crews were able to get some rest and were back again Saturday night and Sunday morning. The Town may want to look at some type of a supplemental snow removal agreement with Bill Hutchinson for the rest of the season. Thank you also to Rick Halbardier of Tahoe Ridge Winery who used his backhoe to help clear parking lots.
- Chairperson DeSocio and Lisa Granahan were invited along with other towns to a joint meeting of the Economic Development and Tourism Marketing committees of the Chamber of Commerce on December 20<sup>th</sup>. The topic was town revitalization. Chairperson DeSocio spoke about the Town's Strategic Planning efforts and goals of balancing economic health with historic preservation.
- The Town's outdoor festival permit was submitted to the Clerk's office. It is scheduled to be heard before the County Commissioners on February 7<sup>th</sup>.
- We are accepting Candy Dance vendor applications for 2008. So far we have received 42. The application is on our website.
- A fourth Strategic Planning session will be held in the Town Hall on Tuesday, February 12, 2008 from 6:30 P.M. to 9 P.M. Please call the office to RSVP and bring an appetizer.
- More maintenance items:
  1. State Fire Protection fixed a back flow valve problem under the Church in the fire sprinkler system on December 14, 2007. There is a problem with debris carried in the water going through the pipe causing the back flow valves to stick. Although the immediate problem has been remedied, additional follow-up should be done to investigate ways to eliminate debris in the water so it does not happen again.
  2. On December 17<sup>th</sup>, we had a water leak repaired in the kitchen.
  3. All the necessary parts are here to install the snow-melt system between the Town Hall and firebay. Once there is a significant break in the weather, it will be installed.
- The doggie waste stations approved at the last meeting are here will be installed when weather allows.
- A reminder to the Board, your individual Nevada Financial Disclosure Statements, which were in your boxes, are due on January 15, 2008, and can be done on-line.

- Lisa Granahan said she is pleased to announce that Vicki Reifer has been hired as our other part-time Office Assistant. Vicki has experience in local government. She worked as an Administrative Assistant for Indian Hills for a number of years. She will start with the Town on Monday, January 14, 2008.

### **CONSENT CALENDAR**

Member Donohoe moved to approve the Consent Calendar. Motion seconded by Chairperson DeSocio. Motion passed unanimously.

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

### **ADMINISTRATIVE AGENDA**

3. Information from Lisa Granahan, Interim Town Manager, regarding transitional support from Douglas County during the period while the Town of Genoa is recruiting to fill the vacant Town Manager's position.

Lisa Granahan reminded the Board that the Interlocal Agreement with the Town came to a conclusion at the end of the year, and tonight is her last night as Interim Town Manager. The County does intend to provide transitional support for the Town. It is anticipated that will be approximately 8 hours a week. Ms. Granahan gave the following list of what she will be responsible for over the next several months.

- Guidance for the preparation of the regular February GTAB meeting agenda and for the February Strategic Planning session;
- Orientation of the new Office Assistant;
- Annual review of existing Office Assistant position which is due in February;
- Answer questions and provide referrals for staff on Genoa Town Policies and Procedures;
- When new Town Manager is hired, provide knowledge transfer, introduce that person to County processes and staff, bring that person up to speed on status of Genoa project and infrastructure;
- Introduction to Genoa's Policies and Procedures;
- Review of facility assessment issues that have been identified;
- Transition planning to help with continuing maintenance of website;
- Assistance with budget, including budget workshop and documentation;
- Finish several projects that are in process such as the snow melt conveyance system, installation of the third bear-proof container in the Genoa Park, and order bear-proof containers for Morman Station Park;
- Annual insurance renewal, including follow-up from last year's water damage claim;
- Assist with purchase of digital recording equipment for Town and any necessary software the Town needs;
- Complete minutes from the previous Strategic Planning session.

Lisa Granahan thanked the Board and said she has really enjoyed being Town Manager – Genoa is a special place. She said it has been one of the most rewarding jobs of her career. Ms. Granahan said she has enjoyed watching the Board and the community come together on community issues. She has seen tremendous growth in the Board this year. She also said that the Strategic Planning process is great for this Town.

Member Williams commented that Lisa has done a fabulous job.

**4. Discussion and possible action** regarding the recruitment schedule and process to fill the vacant Town Manager position.

Darcy Worms, Douglas County Human Resources Manager, discussed the process and time schedule in filling the vacant Town Manager position. Thirty-one applications have been received as of 4:30 PM today. Generally there will be a rush of applications at the end. Approximately 14 of the 31 are qualified. Twelve people from the prior recruitment have applied.

Lisa Granahan said a very tight time schedule has been identified with the goal of having someone in place as quickly as possible.

Ms. Worms explained the process when the applications are received at Human Resources. She reviewed the Tentative Recruitment Schedule. The time for submitting applications closes on Monday, January 14<sup>th</sup>, and she would be able to sit down with whomever the Board decides on that Tuesday, Wednesday, or Thursday, to decide what the applicant pool is and to go over questions. First interviews would be some time during the week of the 21<sup>st</sup> through the 25<sup>th</sup>. The number of people the Board wishes to interview will determine how much time is needed to do it. The first time it took 1 ½ days to interview ten. Once that process is done, Human Resources will do reference checks on the top candidates. A full board interview set for February 5<sup>th</sup> at the regular monthly meeting. After that, compensation negotiations with Board approval of a selected candidate at the Strategic Planning meeting on February 12<sup>th</sup>.

Member Williams volunteered to be one of the interviewers.

Chairperson DeSocio pointed out that the posting for the position was changed to reflect that the person should only expect mid-point in the salary range. The purpose of this change was to make it clear to the applicants that they would not start at the top of the grade.

Discussion was held regarding the timing outlined on the Tentative Recruitment Schedule.

Member Donohoe asked if it would be fair to ask the applicants during interviews what their salary expectations are. Ms. Worms said the expectation has been set so that the applicants will know what the salary is going in to the process. Chairperson DeSocio read the job posting wherein it states the salary is \$42,272.88 to \$56,534.40 annually, appointment not expected to be above mid-point of \$49,403.

Discussion was held regarding the number of applications received and where ads are placed.

Member Whitgob asked about the Alternative Recruitment Schedule that has been prepared. Ms. Worms said the main difference is that the full Board meeting is set on a Saturday. It does not have to be on Saturday, but that is where it is on this alternative schedule. Chairperson DeSocio said this schedule would eliminate the first interview with just the two Board members and go straight to five Board members.

Lisa Granahan said the only benefit to this schedule, would be the Board could deliberate as they go through the interview process. It would be quite a commitment of time on the part of the Board. A decision would be made that day, at the end of those interviews. Human Resources would conduct the backgrounds ahead of time. A job offer could be made that day.

Discussion was held on whether or not the Alternative Recruitment Schedule would accelerate the process. Lisa Granahan reviewed the process on the Tentative Recruitment Schedule. The Alternative Schedule would give the full Board an opportunity to get to know the full screened-in group of candidates. This will require a lot of time, that is why a Saturday was suggested.

Member Williams said he would prefer the Alternative Schedule with the meeting on Saturday as he is not available February 4<sup>th</sup> through 12<sup>th</sup>.

Chairperson DeSocio said the Board needs to agree whether or not they would want the applicants chosen to be interviewed be interviewed by either two individuals and then two to four are interviewed by the entire Board, or the entire Board interviews all of the applicants chosen to be interviewed.

Member Whitgob said in order to make an informed decision, doing everything on Saturday, February 2<sup>nd</sup>, with a full board, seems to make more sense. He understands that the background will be done prior to February 2<sup>nd</sup> and with the opportunity to interview the candidates that day, it would be conceivable that the Board could arrive at a decision. An offer could be made that day.

Chairperson DeSocio cautioned that the interviews done that day would be public. Darcy Worms said the job announcement letter did contain a statement that they would be subject to media attention. The applicants would be advised that they would be interviewed in an open meeting.

Member Whitgob said it seems like the process could be accelerated.

Discussion was held on how to handle the interviews, salary discussions and timing if they are done the same day. Darcy Worms indicated it would be difficult to have all of the background checks done by February 2<sup>nd</sup>, but she will make a strong effort to do so.

Chairperson DeSocio, Member Whitgob, and Member Williams stated they were available on Saturday, February 2<sup>nd</sup> for interviews. Clerk Pace and Member Donohoe stated they have scheduling conflicts for that day but will try to be present.

Member Donohoe stated that interviewing seven to ten people, or more, in one day would be a lot of information to digest.

Resident Chris DeSocio suggested that the questions asked during interviews be changed so the applicants who have previously applied and were interviewed do not have an inside track. He also said that interviewing in front of the entire Board, would enable the Board to see the applicant's in a public forum, which is part of the job.

Member Williams said he would be willing to work with Darcy Worms, and/or any member of the Board, to revise the questions.

Member Whitgob moved to adopt the Alternative Recruitment Schedule in the interests of accelerating the process. Member Williams seconded the motion. Chairperson DeSocio said this would change the schedule that has been presented to the Board in that it would move the start date up to the 18<sup>th</sup> through the 29<sup>th</sup> of February.

Discussion was held regarding the schedule. It was agreed that the schedule is an estimate. Member Whitgob said this is being done in the interest of accelerating the process.

Motion passed unanimously.

**5. Discussion and possible action** to enter into a contract for management services with Sheryl Gonzales for \$3,750 per month.

Member Williams said he was concerned that with Lisa Granahan and Karen being gone, the consideration by the Board regarding the pending exclusivity permit issue, January is the time to be getting out notices to vendors for Candy Dance, and the decisions that still need to be made regarding allocation of vendors on private property, there are too many loose ends to be handled. It seems we could take advantage of Sheryl Gonzales' experience for one month and have her cover assuming we have a new Manager on board in March or late February.

Chairperson DeSocio said she understand that Ms. Gonzales is the event coordinator contracted through Douglas County through January 31<sup>st</sup>. Member Williams said he is talking about tending to some of the Town Manager functions. Chairperson DeSocio said the things mentioned did not include any management services to the office.

Member Williams said he would be more comfortable having someone in place.

Chairperson DeSocio asked what would be accomplished for the \$4,000. Member Williams said the fee to be paid would be including Ms. Gonzales' contract. We would pay the difference between what she is making now and a full Town Manager's salary. She would be

doing both the Event Coordinator and Town Manager's functions. Chairperson DeSocio said she is trying to figure out the cost benefit to the \$4,000.

Chairperson DeSocio asked if the Board had any questions.

Member Donohoe said he did not think we have ever had a contract Town Manager or a contract office staff person before. Why would we need a contract. Mr. Donohoe asked where the contract came from. Member Williams said it was an adaptation of the contract with Mark Gonzalez, Town Engineer. Ms. Granahan said it is a standard County, town contract, with language that discusses the duties of the Town Manager.

Member Whitgob said that everyone understands that it is important to stay out in front of Candy Dance. This is a make or break year for us. He understands the sense of urgency. If we have Lisa Granahan's assistance on a limited basis, and Sheryl will be under contract through January and will be continuing to move the Candy Dance forward. Ms. Gonzales said she would have to look at the scope of her contract to see if it is specific to last year's Candy Dance, her commitment is to move forward with the things that are in place now.

Member Whitgob asked Member Williams if his proposal, in terms of compensation for the month of January, would be paying her the difference between what she is already receiving plus the additional. Member Williams said that would be \$434.00. Mr. Whitgob said if this goes through February, than it would be \$3,750.

Chairperson DeSocio said the contract calls for Ms. Gonzales to provide management service as it relates to the administrative and operational component of this Town facility, not just Candy Dance.

Discussion was held regarding who would handle an emergency situation if one were to arise.

Member Donohoe said he has, talked to the Town Manager for Gardnerville, who has offered to help the Town in way he can when he is done with his job – evenings, weekends, or whenever he is available. In the past we have had this same situation, without a Town Manager, and we had a board member sit there. He said between all of the board members something could be figured out.

Discussion was held regarding the board being available for emergencies and whether or not that was feasible.

Chairperson DeSocio asked for an explanation of what this individual is supposed to do.

Member Whitgob said he is very concerned about Candy Dance, getting through the process with the County, and getting the exclusivity. He is concerned about the handoff to the new Town Manager. If this proposal ensures there is a seamless transition, then he is interested. If this is not the case, he would ask the Board what are the alternatives to make sure everything gets done.

Chairperson DeSocio said that when discussing launching 2008 Candy Dance, we are talking about going to a meeting on February 7<sup>th</sup>, which she expects the entire Board and a lot of the community to attend. In reading the policy manual, nothing happens in February as it relates to Candy Dance as far as management responsibilities. It starts kicking in in March. Last year the first Candy Dance meeting was April.

Lisa Granahan said she asked Sheryl Gonzales to prepare a list of event-related things that would need to be accomplished in the next few months. She also prepared a list of things that she would normally handle over the next few months. Ms. Granahan presented her list:

- Building and infrastructure issues
- Snow removal issues
- Church sprinkler system
- Front porch on the Town Hall, a capital improvement project
- Leaks in the buildings
- Road drainage problems that will arise during storms, including runoff
- Up-coming dirt road maintenance project
- Encroachment permits

Chairperson DeSocio said these are issues that a new Town Manager would handle. She would like to know what is going to happen in the two to four week period in which a temporary person would be in place and what is going to be accomplished out of the cash outlay.

Discussion was held amongst the community members present and the Board regarding whether or not the things listed by Ms. Granahan would need to be done prior to a new Town Manager coming in.

Chairperson DeSocio stopped the discussion and directed that the matter be discussed by the Board only.

Member Whitgob said this is a unique situation where everyone is right. He said if we contracted with Ms. Gonzales, it is conceivable that it would be until a new Manager came in. That could happen as early as mid-February. Therefore, this contract could be short-lived. The cost would be \$433 for January, and prorated if it only went to February 15<sup>th</sup>. In terms, of a fiscal impact it would not be big. Mr. Whitgob said this contract could be insurance for this brief period of time.

Member Whitgob asked Lisa Granahan if this contract could be terminated at any time. Ms. Granahan said there is a 15-day notice or 5 days after the new Town Manager is hired. Member Williams stated he feels the financial exposure is minimal.

Chairperson DeSocio said she is trying to figure out what would be paid for as Lisa Granahan has indicated a lot of things that she will be doing for the Town, including preparation of Board

agenda packets. Ms. Granahan clarified that she will not be preparing agenda packet but giving guidance to ensure they comply with the Open Meeting Law.

Member Donohoe said when Dan Holler attended the Board meeting in July 2007, Mr. Donohoe asked Mr. Holler specifically if the Town had to go out more than once to hire and we were not able to fill the spot by the end of the year, where would we be as far as the County was concerned. Mr. Holler said he would not leave us hanging. Mr. Donohoe asked what Mr. Holler was going to do.

Lisa Granahan said she did discuss the transitional support with Mr. Holler. The County is looking at 8 hours a week of support until the Town has a Town Manager in place.

Clerk Pace asked for clarification of the amount to be paid under the proposed contract. Chairperson DeSocio said it would be \$3,750 total for the month of January, which includes what the County is already paying for the event coordinator. The full month of February would be \$3,750.

Les Kynett, resident, said that the items listed by Lisa Granahan all have the possibility of coming up daily or weekly, all at once. Without the benefit of a “ship’s captain”, we should definitely consider an interim “captain”. The difference of only \$400 is a bargain. He feels that Ms. Gonzales has the ability to deal with situations that could arise. This would be a benefit to the Town.

Resident Bill Brooks said that he sees continuity. The most logical solution that gives insurance of continuity, is to consider this opportunity and option. This will give the Board breathing space in finding a Town Manager, where we have a person in place in the interim.

Resident Chris DeSocio asked how this item got on the agenda. He said it seems to be a negotiated contract with a sole-source individual with no previous direction from this Board to indicate to anyone to do such a thing. As Member Donohoe stated, the County Manager said, on more than one occasion, that he was going to back this Town up if we went over the deadline in hiring a new Town Manager and Ms. Granahan also stated that the Town would be backed up by the County to get us through the time period of finding a Town Manager. Mr. DeSocio said we are worried about spending funds but willing to spend \$4,000 for a relatively, undefined scope of work. It doesn’t seem right that you would have someone negotiate a contract, sole-source, without any direction from the Board or any transparency to the community at all. Maybe there are other people who would be interested. Ms. Gonzales did a very good job with Candy Dance, but that’s not building maintenance, road maintenance, engineering, things of that nature – work that would have to be done if it came up.

Mr. DeSocio also said doing this type of agreement where basically you have a “backroom” negotiated contract with an individual, you are sending a bad message to the community at large. He said people interested in the Town Manager job have told him they were hesitant to apply because they were worried that the job was going to become a political situation instead of a professional choice.

Mr. DeSocio stated the County contracted with us to do the job. Dan Holler came himself to get the job. The County now finds that it takes a little more time than they would like, so they are willing, because I am assured Ms. Granahan was involved in the creation of this contract, there is no way that it could just appear as it did, to push the Town to spend more money to get them "off the hook". He does not feel that is appropriate.

There was discussion between members of the community.

Jim Dennison, audience member, asked what the cost of a Town Manager is per month.

Lisa Granahan said with benefits you are looking at about \$60,000 year.

Mr. Dennison said that \$3,750 per month is a pretty good deal.

Member Whitgob said Chris DeSocio brought up an interesting point. Mr. Whitgob asked Lisa Granahan if there was anything illegal or inappropriate, out of process, in terms of how this proposal got to this meeting.

Member Williams answered by saying that he did not think so. He was the one who wanted to make the motion and he felt that it would be good to have a contract and he asked Lisa Granahan for assistance. She gave him some things and he put them together, including the Town Manager job description which is included. He does not see what would be inappropriate about these actions.

Mr. DeSocio said he thinks it is inappropriate that anyone would negotiate a contract for this amount, with an individual, without specific direction from the Town, meaning the Board, to go out and do so. This Board discussed this issue and decided, without this as one of the options, to go back out and recruit for a new Town Manager. He said a representative of the County and Mr. Williams decided to do it anyway, that's a problem.

Mr. DeSocio stated the Town went three months without a Town Manager before the County came on. There were issues during that period and they were taken care of. He does not understand what the urgency is. He said now that the Board has adopted a new schedule and methodology for hiring a new manager, you will have a Town Manager by March 1st, or soon thereafter.

Member Whitgob asked again if there was anything illegal about how this got here, even if inadvertently inappropriate, we need to be educated on that. We would simply pull it off the table if it was done wrong, and he thinks Brian Williams would be the first one to want it pulled if it were done wrong. Mr. Whitgob also asked is the County willing to pay the fee, is it even a possibility, since the offer of assistance had been made. Also, in response to Mr. DeSocio's comment that the Town was able to get along in the past without a manager, Mr. Whitgob said he personally would rather do something proactive as opposed to just getting by.

“Getting by” has come at an expense in the past. Member Whitgob asked Lisa Granahan to address the first question.

Lisa Granahan said that Member Williams did let her know in December that he wanted an item on the agenda to discuss the issue of having someone during the period until a Town Manager was hired. Ideally, if time were available, it would have been good to have a discussion first and then bring a contract second, depending on how that discussion went. Member Williams was concerned, because time was of the essence, that if discussion was held in January and the Board said they would want to enter into a contract with someone during an interim period, then it would be February before an item was back to the Board. That’s why the item was slated the way it was.

Ms. Granahan said that in terms of the County paying the fee for this type of interim contract, she feels she can speak on behalf of the County, the answer is no. The County is in a difficult financial situation.

Chairperson DeSocio said to add to Member Whitgob’s first question, in the December Strategic Planning meeting, one of the options discussed by the Board at that time as related to Mr. Sheehy not accepting the position, was to re-open the recruitment process again and consider hiring a temporary person on contract to act as Town Manager until the position was filled. The motion, however, was to hire a Town Manager.

Member Whitgob said what he is hearing Lisa Granahan say is that this met all the requirements. Ms Granahan said it did, it might have been better if there had been more time in between, but she does not see a problem.

Chairperson DeSocio said she does not feel it is a legality issue, but an ethics issue, there is a difference.

Discussion was held regarding the comments made by Dan Holler last July. Resident Les Kynett said things change. He discussed the affordability of the proposed contract.

Chris DeSocio again stated his position regarding how this item was placed on the agenda. Mr. DeSocio commented that the County is always willing to push us around and make decisions for us. The Interim Town Manager just decided to create a contract and did not leave it open for any other alternatives for this Board to discuss how this might be approached. Mr. DeSocio read from the meeting of July 31, 2007 the comments of Dan Holler, wherein Mr. Holler said the County will not let you fail. He said at the December 11, 2007 meeting, Ms. Granahan reiterated Mr. Holler’s statement. Based on earlier discussion in this item, Mr. DeSocio said he feels that all bases are covered.

Chairperson DeSocio said it is important that we all digest this and think about what we do ethically. One of the things the Chair has tried to do, is to move this Town in a proactive manner as opposed to a reactive manner. We have tried to keep things clean and the whole idea of that not being clean is disturbing. We should keep that in mind.

Resident Bill Brooks stated this is a revised agenda, an official action. It's been duly noted, meets the State Open Meeting Law, it's a proper item before you, and he thinks the ethics issue is "muddying the water". We need continuity tonight. Either hire someone, or play the dice.

Member Donohoe asked can we hire somebody without going out to the public.

Resident Jody Kynett said this matter has been brought to the Board to see if you want to do this. No decision has been made, no contract has been signed. She feels it is insulting to Ms. Granahan, Ms. Gonzales and Member Williams that it is being said that there is something wrong with this. She does not see anything wrong at all. She feels we are lucky to have someone like Ms. Gonzales, who has been through the office everyday and has been operating with Lisa Granahan for almost a year, and has seen how it goes.

Chairperson DeSocio said what was given to the Board was the contract. There was no background information. We made a decision in another direction and then this was brought forward. To us, it is not cohesive, it is confusing. She believes we are just trying to figure it out.

Ms. Kynett said to throw out the contract and just talk about whether you want to do that or not.

Member Williams said he was trying to solve a problem where our applicant, Mr. Sheehy, turned us down the night before a town meeting. At that town meeting, instead of going to the second or third applicant and make an offer to that person, the Board voted to start all over again. He said the Town was going to start losing people, Lisa Granahan and Sheryl Gonzales, and he was just trying to cover a gap so as to give the Town continuity and transparency. He would just like to spend \$433 to just cover us to the end of the month.

Member Donohoe said is this even something we can do without allowing someone else to apply for the job. Lisa Granahan answered that it is up to the Board. You can go out for Requests for Proposals or you can bring a contract in.

Member Whitgob said that was why he asked the question. He said that Mr. Brooks, who has a background in this, and Lisa Granahan, have satisfied him that what is being contemplated, from a legal point of view, is that we are on solid ground. Member Whitgob further stated if the original person chosen for the job had accepted the position, we would be paying \$5,000. He said he wants to make sure there is someone assigned to a responsibility. If there was an assurance through cell phones, a joint effort, that we could pull this off in the interim, he would not be in favor of this. He questions whether that could be done because we have other responsibilities. Member Whitgob said he feels this item was well intentioned to make sure there is continuity.

Member Donohoe said he is not satisfied this is something the Board should do on the grounds of the legality standpoint. He has no idea how we can hire somebody without at least posting it

for someone else to be able to come in Mr. Donohoe said we are scrutinized as a Board heavily by the State Ethics Commission and the Attorney General's office. Until someone with a legal background comes in and tells him we are okay to do it, he is not okay to do it.

Resident Sue Knight said it was her understanding that in the absence of a Town Manager, the Town Board is responsible for the running of the Town. There are five of you. Chairperson DeSocio said it has been done before.

Clerk Pace said he can offer no support if there is any sort of a crisis due to his employment situation, which takes most of his day. He does not want to offer false hope. He said he hopes that changes in the next 3 to 4 months.

Chris DeSocio said he agrees with Sue Knight. In a situation where a crisis might come up, all that needs to be done is generally asking that decisions be made. If each Board member took a day of "on call" on cell phones, the person in the office could be directed over the phone and it's handled. Mr. DeSocio also asked if the person being asked to take this position is the correct person to do this scope of work. The responsibilities of event coordination and Interim Town Manager are a lot different. You are looking for a Town Manager with a lot different set of qualifications. If you are going to do this, how can you, without looking at alternatives, say this is what you're going to do.

Member Whitgob said he has to agree with Clerk Pace. He is starting a business and is not available. Member Donohoe has a 12 hour shift. Member Whitgob said he did not know if he was any more qualified than Ms. Gonzales in terms of making sure that someone is taking care of things right away.

Resident Les Kynett reminded the Board that previously Ms. Gonzales was a candidate for the Town Manager position, was in the top three, and interviewed by the Board. Her qualifications were presented to the Board at that time.

Chairperson DeSocio said she did want to go down this road. She said, pursuant to the action item, what needs to be discussed is whether the contract needs to be done or not.

Member Williams made a motion to enter into a contract for management services with Sheryl Gonzales for \$3,750 per month. Motion seconded by Clerk Pace. Motion passed three to two, with Clerk Pace, Member Williams and Member Whitgob voting in favor and Chairperson DeSocio and Member Donohoe voting in opposition.

A short recess is taken.

Chairperson DeSocio called the meeting back to order at 9:00 P.M

**6. Discussion and possible action** regarding a recommendation to approve portable restrooms and trash container contracts for the 2008 Candy Dance.

Lisa Granahan said we usually get to this item early in the year because we compete with other events such as Street Vibrations for portable restrooms and trash cans.

Sheryl Gonzales presented a recommendation to approve a proposal from United Site Services to provide portable restrooms and trash cans at Candy Dance for an amount not to exceed \$5401. We went out to bid with two contractors, Sani Hut and United Site Services. Sani Hut did a very good job in the past, however their fee was not as competitive. A background check was done on United Site Services and they received stellar references. Going with United Site Services would result in a savings over the Sani Hut proposal. It is approximately \$100 more than what we paid last year to Sani Hut.

Member Donohoe moved to approve the bid of United Site Services for portable restrooms and trash containers. Member Whitgob seconded the motion. Motion passed unanimously.

**7. Update** and report from Sheryl Gonzales, Event Coordinator, regarding the Town of Genoa's December events including but not limited to the December 2, 2007 tree lighting, December 8 & 9, 2007 Christmas Faire and December 15, 2007 Christmas in the Sierra concert.

Sheryl Gonzales distributed documentation regarding the Halloween event. A report was done last month.

Ms. Gonzales gave the following report:

There was no chair for the Caroling and Tree Lighting but it came to together with the help of the community and it went very well. Refreshments at the Town Hall after the Tree Lighting was well attended as opposed to past years, with 50 – 60 people present. There was a play at that time put on by the Carson Valley Community Theatre group. The cost was about \$72. There are recommendations for next year in her evaluation.

Christmas in Genoa included breakfast with Santa, the Christmas Faire, and activities at ten businesses throughout the community. It was a real community event. Breakfast with Santa brought in 104 paid customers, plus the volunteers who cooked breakfast. Ms. Gonzales read a list of volunteers. A lot of people volunteered from cutting down Christmas trees for the raffle, to being one of three Santas, and decorating trees. The final budget netted about \$1,800 which was about \$200 less in revenue netted last year. Last year there were candy sales of approximately \$200 and we did not sell candy this year. Two major things are being recommended for next year. One would be to have this event on the same weekend as tree lighting. The second recommendation is that December be a Genoa destination month and that we coordinate a publicity campaign that includes breakfast with Santa, tree lighting, Christmas in the Sierras and everything else that's going on in Genoa at that time.

Resident Sue Knight, Chair of the Christmas in the Sierras event, said she had a fantastic committee of 23 volunteers. Both performances were sold out. The net profit was \$4968.44. This goes into the Genoa Events Committee. This fundraiser was started specifically to pay for the bands for the summer concert series. Ms. Knight said she would like to see another concert added to the series, in the park or Town Hall. She thanked Les Kynett for obtaining donations for Christmas in the Sierras. The profit was higher than last year and ticket prices were kept the same.

Sheryl Gonzales reminded everyone that the County will be reviewing our application for an exclusive permit on February 7<sup>th</sup> in Minden. Ms. Gonzales encouraged everyone to attend that meeting. The process is being followed closely to make sure it does not go on the Consent Calendar, that existing ordinances are complied with as to our permit as well as others.

Member Whitgob asked Ms. Gonzales to send out an email with all of these critical dates.

Chairperson DeSocio commented based on the net profit for Christmas in the Sierras, a one-day event, as compared to Christmas in Genoa, a two-day event, that it is a lot of work for two-days. Sheryl Gonzales said this gets back to the purpose of the event and what are the goals, because it may not mean just making money, it's about other things. She would encourage everyone to consider these things. Chairperson DeSocio said this has begun by changing the tree lighting to the same date as Christmas in Genoa. She suggested thinking about the advertising next year.

Resident, Les Kynett, said having the Christmas Faire always keeps Genoa in the minds of our visitors. He said it is a good idea to keep it going.

Resident Carole Hart said Christmas in Genoa has been moved to the same weekend as the tree lighting. An option would be to open it up after the tree lighting on Friday night and just have it on Saturday. Chairperson DeSocio said it is a great event, and hopefully we can make more money. Les Kynett suggested having a play the night of the event.

Resident Sue Knight said she was sorry that the date of the Christmas Faire had been moved back. Several years ago, Minden, Gardnerville and Genoa met and agreed to not have conflicting schedules.

**8. Discussion and possible action** regarding resident access/parking passes issued during Candy Dance.

Lisa Granahan said this was an issue during Candy Dance. Each year prior to Candy Dance, four resident access parking passes are delivered to each Genoa residence. The access parking pass allow residents to drive vehicles beyond the road closures to access their homes. Prior to 2007, residents would come to the office if they needed more than four passes. Ms. Granahan said last year she limited the number of access passes to six per residence, but allowed an additional four parking lot passes if requested. We were starting to have a run on passes with people asking for 14 up to 30 additional passes.

Lisa Granahan said the purpose of this item is for the Board to set a policy on the number of passes per residence that should be allowed.

Sheryl Gonzales passed out recommendations of the Candy Dance Operations Committee. They had three recommendations regarding the resident pass. Their major concern was parking in the area and residents driving through Town. The recommendations are:

- Enforce the number of resident passes to a total of four per household;
- Work with the Candy Dance Operations Committee to determine criteria that would allow exceptions to the limit of four per household;
- The existing pass can be easily duplicated. Develop a resident pass and its distribution that would discourage duplication and subsequent unauthorized use of the pass.
- Provide a map to residents on how they can get around the town without driving through town.

Member Whitgob said it seems that there is a small percentage of people that are gross violators. He asked if this was a serious enough problem needing to be dealt with.

Sheryl Gonzales said the seriousness is the threat of someone being hurt when someone drives through the town during the event. People do drive through town during the event while it is going on. She said there were probably 30 people who wanted additional passes. These people said they had visitors for the weekend.

Member Donohoe said we should explain to residents that the money taken in at the parking lots pays for most of the things they get from the Town. He said an additional 2 to 4 passes would be reasonable.

Chairperson DeSocio said she believes the reason this issue came up is because there is no policy and the staff was being bullied for more passes.

Discussion was held regarding what has happened in the past including the issue of people driving through town and how to handle the businesses.

Member Donohoe said this item should be added to the punch list of things to be accomplished.

Member Whitgob said he feels the following should be considered when deciding this issue:

- A map for residents – there is no reason why they should drive through the event.
- Let residents buy additional passes over the original number given to them.

Resident Les Kynett suggested using a special paper for the passes that cannot be duplicated.

Discussion was held on what should be done at this time.

Member Donohoe made a motion that residents be limited to 4 passes and that the Board revise the Town's Policies and Procedures on how to make exceptions. Motion seconded by Member Whitgob. Motion passed unanimously.

**9. Discussion and possible action** on policy direction regarding the Town's generator needs including but not limited to the maintenance and electrical issues.

Lisa Granahan said the Town purchased and installed a generator in 1999. It is located at the south side of the Town Hall. It provides power to the Town Hall, office, and firebay during an outage. The generator does not provide power to the well pump at the Town park. During an outage there is no water to the Town Hall, office, or firebay. During 2007 the generator required a number of service calls.

Ms. Granahan presented the following options regarding the generator:

- To continue having and maintaining a generator – is it worth it?
- Does the Town want to pursue a maintenance agreement for annual upkeep for a cost of approximately \$800 year under Douglas County's agreement?
- Does the Town want to consider up-grades to the electrical panel so the lights in the Town office will function during power failure?
- Would the Town want to consider purchase of a portable generator to power the well at the Town park so there would be water in the above-mentioned facilities?

Ms. Granahan said it appears the generator was obtained through a grant. If the Town wanted to get rid of the generator, it could be transferred to another Douglas County department without violating the terms of the grant.

Chairperson DeSocio asked the cost of the six repair bills. Lisa Granahan said she ran a spread sheet for the last two years, and could not find any bills from Cashman. Also, there were no bills from Cashman in the current files in the office.

Resident Bill Brooks said the generator has been problematic since it was obtained. Member Donohoe said it should have been started periodically and it was not.

Mr. Brooks said there is a design flaw in the generator. Three of the repairs were under warranty from Cashman. The generator blew up a within the last couple of years. Cashman was hired to fix it. The generator will not start on the remote. Mr. Brooks explained how to start the generator.

Chairperson DeSocio said the idea of the generator is for backup. Is it not going to work? Mr. Brooks said it will work if properly run every two weeks for at least 20 minutes. He said the benefit of the generator would be in the event of a power outage, if there is an event at the Town Hall, the generator could be started and the event continues. The entire Town Hall panel is on the emergency panel. Everything except one circuit in the office is on the emergency panel.

Mr. Brooks said Town Board members have taken a class on operation of the generator. Ms. Granahan said there is a set of instructions on the panel.

Mr. Brooks said if you want to keep an event going, you turn on the generator. The problem is there is no water. Someday the Town should hook up to the County water system, but that is 5 to 10 years down the road. An additional generator at the park would enable the Town to run the well.

Chairperson DeSocio asked how many times since 1999 had there been a power outage during an event at the Town Hall.

Discussion continued regarding the number of power outages in the last few years.

Lisa Granahan passed out a proposal prepared by the County Utilities for the installation of a portable generator. The estimate is high.

Discussion was held regarding the proposal, the size of the generator that would be necessary and the costs. Mr. Brooks also discussed reasons for a generator at the park.

Lisa Granahan said, in the event of an emergency and water was needed, the County has portable generators that could be brought to town.

Ms. Granahan said the County Utility Department has agreed to come over and work with our maintenance staff regarding maintenance of the generator. She asked the Board for direction regarding purchase of a maintenance contract.

Member Donohoe asked what sort of maintenance would be provided under the contract. Ms. Granahan they come out a couple of times a year to service the generator.

Discussion regarding what services would be provided by a contract and the benefits of keeping the generator.

Lisa Granahan said she is looking for direction regarding the generator.

Chairperson DeSocio asked if the generator was being maintained by being started on a regular basis. Ms. Granahan said the generator is started every two weeks.

Lisa Granahan summarized the direction of the Board, that we will continue to maintain the generator and in preparing the budget look at additional items such as cost of a maintenance contract, installation of a propane pipe to generator, and upgrade the panel so the lights work.

**10. Discussion and possible action** regarding possible uses of future Redevelopment Funds for the Town of Genoa.

Lisa Granahan said at the December 4, 2007 meeting, the Board expressed a desire to discuss potential projects for future consideration in the Redevelopment Agency funding. Ms. Granahan passed out a list of potential projects. Ms. Granahan reviewed and discussed this list.

Discussion was held on the many needs of Genoa and what items the Town might need Redevelopment Funding.

Chairperson DeSocio asked if the facilities maintenance list was looked at. This list is looked at every year when preparing the budget. Lisa Granahan said that list was not looked at. Ms. Granahan was going to suggest re-painting the buildings next year and it is on the facility maintenance list.

Bill Brooks suggested working off the facility maintenance list.

Lisa Granahan said she is taking direction and will finish developing the list with the cost of painting buildings and dry-rot issues at the Church and have a discussion with the County Manager about how to incorporate these items in the Redevelopment Budget.

**ADJOURNMENT**

Motion to adjourn the meeting by Member Donohoe, seconded by Member Whitgob. Motion approved unanimously. The meeting was adjourned at 10:15 P.M.

Respectfully submitted by  
Kris Wilkison