

**Genoa Town Advisory Board
Meeting Minutes of February 5, 2008**

MEMBERS PRESENT

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

Member Donohoe left the meeting at 7:15 P.M.

Absent was Member Brian Williams.

Also present was Interim Town Manager, Sheryl Gonzales

CALL TO ORDER

Chairperson DeSocio called the meeting to order at 7 P.M., in the meeting room at 2289 Main St., Genoa, Nevada.

PLEDGE TO ALLEGIANCE

The Pledge of Allegiance was led by Lisa Granahan

APPROVAL OF AGENDA

Action Item

Chairperson Kitty DeSocio requested the agenda be revised as follows:

- Move Item 3 on the Consent Calendar, approval of the Comptroller's Report/Budget Performance Report for December 2007, to the Administrative Agenda for discussion.
- Move Item 5 on the Consent Calendar, approval to authorize the Chairperson to send a letter to Douglas County Board of Commissioners regarding Lisa Granahan, Assistant to the County, who recently served as Genoa Town Manager, to the Administrative Agenda for discussion.
- Move Item 10 on the Administrative Agenda, discussion/possible action to select a chairperson for the Genoa Town Advisory Board, to the beginning of the Administrative Agenda.

Member Whitgob made a motion to approve the Consent Calendar as modified. Motion seconded by Clerk Pace. Motion passed unanimously.

APPROVAL OF MINUTES

Clerk Pace moved to approve the minutes of the Meeting of January 8, 2008. Motion seconded by Member Whitgob. Motion passed unanimously.

Chairperson DeSocio said the Minutes of Special Meeting/Strategic Planning of December 11, 2007 will be continued to the Strategic Planning meeting of February 12, 2008 as they were not attached to this agenda.

PUBLIC COMMENTS

Resident Martha Williams spoke regarding the minutes of the December 4, 2007 GTAB meeting. She stated she was unable to comment at the last meeting because she did not receive

a copy until January 10, 2008. In reference to page 5, third paragraph, it states that Martha Williams, Lisa Bommarito, and Ron Bommarito were at a meeting as well as Phil Stoll and several other people who were not there, and that they basically approved being under one permit for Candy Dance. Ms. Williams stated that this is not true, and that she would like to have her name struck and Mr. & Mrs. Bommarito would also like to have their names struck. Ms. Williams said it goes down to say that Gilles LaGourgue and Willie Web were in favor of it, but both Mr. Web and Mr. LaGourgue said no one had talked with them, and they are not in favor of one permit. Ms. Williams mentioned having a letter from Willie and she was asked to say that they wanted their names taken off too. None of them are in favor of the one permit. Chairperson DeSocio informed Ms. Williams that the Board would have to get back to her on that. Ms. Williams said she would wait to hear the letter read.

Resident Bill Brooks asked about Board policy regarding mailing out minutes. Kris Wilkison stated Ms. Williams has a standing request to be mailed copies of minutes. Chairperson DeSocio reminded everyone that minutes are available on the Town of Genoa website.

Resident Sue Knight mentioned that John Tyson's Journal (KOLO News) that night had focused on historic Genoa and the snow. She said that the piece also promoted the Bridal Open House on March 1, 2008 and that she thought it was a nice plug for Genoa.

ANNOUNCEMENTS AND CORRESPONDENCE:

1. Verbal report from interim Town Manager Sheryl Gonzales

- Ms. Gonzales announced in keeping with the continuing support from Douglas County, Lisa Granahan will be attending future meetings as a part of her job and her transfer of information. Ms. Granahan has also agreed to help with certain items as needed during the transition.
- Postcards were sent to last year's Candy Dance vendors to encourage them to submit applications for the 2008 Candy Dance. They were mailed the week of January 14, 2008 and 113 arts and crafts vendor applications have been received to date, plus five food vendor applications.
- The Genoa newsletter went out the week of January 14, 2008 to all residents of Genoa (post office box holders).
- Ms. Gonzales, Ms. Granahan, and Interim Maintenance Assistant Stephen Morton met with the Town Engineer Mark Gonzalez last month regarding issues resulting from snow plowing done in early January. The items were immediately addressed by Scottsdale Plumbing. Additional issues were discovered on roads that had been impacted by snow plowing that was a result of some utility work that was previously done by B&R Construction, and they came out that Friday and took care of those items as well. They will do more work as problems come up on Nixon Street. To date, due to the snow storms Scottsdale has been out three times to plow the roads.
- Office Assistant Kris Wilkison represented the Town of Genoa at the Reno Bridal Show on January 27, 2008. She worked at the Weddings of the West

booth and with other members of the Destination Genoa group in order to promote Genoa's facility bookings.

- This month seven facility reservations have been confirmed for the year and the office has received many inquiries regarding rentals.
- The Recreation Events Committee met on January 22, 2008 and as a result of that first meeting Lynn Bowersock and Marion Vassar will co-chair the St. Patrick's Day Event. Sue Knight has agreed to again chair the Summer Concert Series and the Christmas in the Sierra program. Ms. Gonzales made a correction to the tentative events schedule. Easter is on March 23rd this year, therefore, the Easter Egg Hunt date will need to be changed that date. This change will be noted in the next Genoa newsletter. The next Recreation Events Committee meeting will be held on Tuesday, February 26, 2008 in the Town Office, beginning at 6:30 p.m. More committee heads will be confirmed and plans will get underway for the Candy Dance.
- Anita Mathews has recently been hired as the new office assistant. Ms. Gonzales encouraged everyone to take a moment introduce themselves and welcome her.
- Ms. Gonzales reported the Town had recently received a letter from a couple who had participated in a private event held in the Town Hall last month. The subject of letter dealt with parking in front of the Town offices during a private event, and concerns related to the Town's office staff handling of parking issues with that vendor. In response to a request to make it a part of a public record the Town Board members are all in receipt of that letter and it will be handled as a part of the County's Personnel Policies and Procedures.
- The fourth Strategic Planning Meeting is scheduled to be held Tuesday, February 12, 2008 at 6:30 p.m., in the Town Hall. Ms. Gonzales referred anyone with questions on the Strategic Planning minutes to the Genoa website. The first working draft is being finalized of the Strategic Plan.
- The County Board of Commissioners will be reviewing the Candy Dance application for an outdoor entertainment permit as well as other competing event applications on Thursday, February 7, 2008. The meeting begins at 1 p.m., and will be held in the Minden Courthouse. It is at this time that Commissioners will also be reviewing the recommended amendment to the Outdoor Festival and Entertainment Ordinance that would allow for an exclusive permit. Ms. Gonzales entertained questions from the Board.

Member Whitgob asked how the current number of Candy Dance applications compares to previous years. Ms. Gonzales stated that it is a downward trend. Last year at this time there were 140 vendor applications, so the count is down by about 22. Member Whitgob also inquired as to explanations for the trend. Ms. Gonzales stated that calls have been received specifically relating to the opportunity to obtain an exclusive permit and strengthening Candy Dance as a quality juried event. Many people are waiting to hear how the February 7, 2008 meeting goes, although she does not have an exact number of calls received, she does know that some vendors are not applying this year because of that issue. In 2006 there was \$17,000 more revenue in vendor fees than in 2007.

Chairperson De Socio asked when final Candy Dance numbers for 2007 are anticipated. Ms. Gonzales stated that once the February 7, 2008 meeting is out of the way, and she will be meeting with the comptroller and making sure that all figures are reconciled. All of the expense and revenue records have been received and final figures should be available in March.

The Chair invited any other Board comments.

Ms. Williams stated that it is her understanding that when someone writes a letter and requests that it be read into the minutes it is a violation of open meeting laws not to honor that request. She asked if anyone knew anything different and requested they speak up.

Chairperson DeSocio reported that based on the sensitivity and the personnel-related issue to that letter, they were advised that it is a personnel matter, and therefore is not public record. This is in accordance with the County Code 2.02.130 *Confidential Records*.

CONSENT CALENDAR

4. Approve the Summary of Claims Report made by Michael Smiley Rowe Esq.

Member Whitgob moved to approve the amended Consent Calendar. Clerk Pace seconded the motion. Motion passed unanimously.

ADMINISTRATIVE AGENDA

2. Approval of the Comptroller's Report/Budget Performance Report, for December 2007.

Chairperson DeSocio stated that the report needs to be adjusted because the current month column for revenues includes, under sale of property, an amount of \$112.50 for a different month. The corrected total should be \$14,014.48.

Member Whitgob moved to approve the budget document with the change made. Seconded by Clerk Pace. Motion passed unanimously.

5. Authorize the Chairperson to send a letter to the Douglas County Board of Commissioners commending Lisa Granahan, Assistant to the County Manager, who recently served as Genoa Town Manager. The drafted letter that was included in the packet was read by Clerk Pace.

Member Donohoe moved to approve the letter with any necessary rewording to edit without changing content. Member Whitgob seconded the motion. Motion passed unanimously.

10. Discussion and possible action to select a chairperson for the Genoa Town Advisory Board.

Chairperson DeSocio announced she has decided not to officially submit her resignation as Board Chair at this time. She feels that it is in the best interest of the Town as it relates to the transition of the new Town Manager as well as in the midst of the Strategic Planning Session and process, for her to stand at the helm for the next ten months. Clerk Pace and Member Whitgob supported her decision.

6. Discussion and possible action regarding selection of a candidate for Town Manager, including but not limited to approval of compensation.

This item is off calendar.

7. Discussion and possible action requiring review and modification of the Town's Policies and Procedures. This review will include all sections.

Ms. Gonzales would like everyone to review their copies of the Policies and Procedure Manual and go through it section-by-section to address any concerns or items that need changing or revising in order to strengthen the policies. At the regular meeting in March those recommended changes can be presented.

Agendas: A Section, pages 4, 5, 6 and 7. Ms. Gonzales asked for any input regarding these pages. Ms. Granahan reminded the Chair that she had previously suggested eliminating Action Items from every line since generally all action items are open to discussion.

Pages 8, 9, 10 and 11 as they relate to Candy Dance Policies and Procedures. Ms. Gonzales identified two areas of concern.

1) Resident parking passes. Ms. Gonzales said this is an item that calls for further research, consideration and input. Member Whitgob asked if we hadn't decided to have a group look into this issue. Ms. Gonzales said there was some general direction not to exceed more than 4 passes. Options are being considered including selling additional resident passes and further modifications.

Chairman DeSocio re-read the motion passed at the last meeting regarding resident passes as follows: Member Donohoe made a motion that residents be limited to four passes and that the Board revise the Town's Policies and Procedures on how to make exceptions.

Chairperson DeSocio said it is not just about resident passes, but business employee, vendor and volunteer parking policies also need revision.

Resident Sue Knight asked, for exceptions would a person have to come before the Board Chairperson DeSocio said when it is decided, a policy will be put in place to handle exceptions. It will either be inserted on page 9, or maybe in its own section. Ms. Gonzales

said in may be under Operations. Whitgob said that offloading should also be addressed and could be added as item CD6 as its own item.

Chairperson DeSocio suggested that rather than being a part of Candy Dance in the Policies and Procedures, it should be under an item pertaining to when the roads are closed for any event in Genoa. At the post Candy Dance Evaluation Meeting, the Sheriff's Department recommended adding routes and maps to the backs of passes.

Record Courier Representative Kurt Hildebrand asked how many passes were given out last year. Ms. Gonzales said she could look into what that number would be. She went on to say that some businesses, residents, and volunteers were given parking passes for the parking lots rather than extra resident passes. This was done to mitigate traffic in the town. The businesses were very cooperative.

Ms. Gonzales stated that one of the discussions in the last Operations Committee meeting was to put the Town routes or maps on the back of the resident passes. This suggestion came from the Sheriff's Department and East Fork fire.

Resident Sue Knight reminded everyone that a firm policy has never been implemented. She suggested additional personnel are needed at Carson Street and First Street because that is where people are going straight through Town.

2) Ms. Gonzales said the other item we were looking into is booth fees for non-profit organizations. More research needs to be done to be included in the final Policies and Procedure review.

Chairperson DeSocio stated that a policy needs to be addressed as it relates to sponsorships.

Ms. Gonzales continued with her report regarding CD-3 and CD-4. She sees an opportunity to insert an amendment to ordinances that occur, i.e., changes that might help enable the Sheriff's department enforce the ordinance.

CD – 4 The jury committee had recommended as part of last year's process, there may be some revisions to the jury process itself. Chairperson DeSocio suggested setting up actual criteria defining the process that jurors go through as part of application, and add a numeric value based on the level. Ms. Gonzales reminded the group that as a part of evaluation process there was discussion about re-visiting the jury criteria and revising it. The Chair feels the template used for scoring the five categories should be in the Candy Dance Policies and Procedures.

A question was brought up regarding what to do about vendors who misrepresent their product in order to be accepted by the jury an how should it be dealt with. Quality assurance needs to be addressed in the manual.

2E addresses what is displayed in booth must be the same as what was submitted.

The Christmas Faire needs to be revised. The Chair stated that uniform policies are not being followed with regard to events and all events should be under one section.

Discussion ensued regarding pulling out Candy Dance policy that relates to all events. Member Whitgob suggested having a category titled "Events" and Candy Dance could be housed in that category. This could simplify things and accommodate new events that might be introduced. Ms. Gonzales suggested sorting policy that relates to all events from that which relates just to Candy Dance, in order to clean it up.

Ms. Knight stated that the town would have to make sure insurance coverage was not just related to Candy Dance. Ms. Granahan said to call out the purpose of each event in the Events Section.

Mr. Brooks brought up M5, page 15, last sentence. He concurs with Board in being pleased that the Chairperson will serve another year, however, in order to bring Genoa into conformance with the County Commissioners policy a chairperson and clerk are elected on an annual basis rather than two-years as is done now. He suggests amending it to read, "The first meeting in January, after each year, the chairperson and clerk shall be elected by the Board members. Genoa continuing to its own schedule rather than following that of the County Commissioners was brought up. It was noted that the Town has had occasion when the same members have served for two years in a row. There have been no issues over the years and it was decided that there was no need to change.

Ms. Gonzales went on to Page 13, General Section. Spending limits clause as it relates to a new Town Manager and a probationary period for spending for six months. Member Whitgob feels a responsible job is done with regard to the interview, background, credentials, etc., and leaving it as it is would be a vote of confidence for the new manager.

Ms. Granahan stated in other towns once the budget is approved, a Town Manager has spending authority as long as it is within the budget. In Gardnerville the Town Manager also has the authority to sign claims. The Chair stated that new staff will need to be educated as to what the budget is, versus the suggestion of monitoring spending.

Section M, Meetings, pages 13, 14, 15, 16, 17, 18, and 19. As a result of Chairperson DeSocio's recent consideration to resign her position as chair, Ms. Gonzales went through all the Policies and Procedures, and County and Nevada statutes and found no documentation on how to handle such an occurrence. She suggested that a policy be put in place in any member wishes to resign in the future.

Mr. Brooks asked who draws up the items for each agenda. The Chairperson works with the Town Manager, Board members and residents. To avoid confusion it was suggested that it be stated in the Policies and Procedures.

Ms. Gonzales: Page 21 Rental Rules and Regulations for Town Buildings and Grounds. Pg. 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 and 31.

Question regarding rules under Town Hall. Much discussion ensued with regard to the use of candles by renters of Town property. Kris Wilkison suggested a need to clarify policy on candles since discrepancies are currently present. In one place policy states, "Only dripless candles are allowed unless prior approval", pg 23, P4C, L, and then in another it states "No open flame of any kind including dripless candles shall be allowed." Dripless candles are acceptable at the church when placed in provided candelabras. Ms. Wilkison states she often suggests battery operated candles to those who ask. Event planners often inquire about the use of candles in order to dress the place up. The Board agreed that a consistent policy should be researched with insurance carrier and established throughout Town facilities. Some suggested enclosed hurricane fireproof containers for candles or tea lights which burn themselves out in containers.

Facilities: Town Buildings and Grounds, page 27, R1-F: Proof of Liability Insurance is required. Limits should be called out. Ms. Wilkison stated that the amount recommended by the County was a million dollars. She pointed out that because of Genoa's low rental fees, many prospective renters are low income and do not own homes. Special events insurance can run \$300-\$400 per day. The Town needs to make sure adequate coverage is in place in the event a renter's insurance fails. It was also suggested that the Town might offer self-insurance under its existing policy for an additional charge of approximately \$150 to help renters who do not have a homeowners' policy. The insurance carrier needs to be consulted about risks, alcohol, candles, etc. Ms. Wilkison stated currently the office gets around the no insurance dilemma of young couples by having a parent sign the agreement, accepting responsibility and providing their homeowners insurance.

Roads, Rights of Way and Trees. (Pg. 32 and 36) Ms. Gonzales asked for requests for revisions. No changes.

Snow Removal: Chair stated that two or more competitive bids need to be obtained for future work, and contracts drawn with a plan for accountability by contractor. Streets need to be plowed wider than one lane, and corners must be swept also. In the past, this has been requested but not completed resulting in the need to hire a second service to complete the work (at additional expense). More important than pricing is completion of work. Non-performance clause should be added to contracts.

Ms. Gonzales stated that this year the contractor did come back and do further work at no charge to the Town. Other items of concern are to make sure professional insurance in place and personnel running the snow plows are using appropriate sized -equipment in order to prevent possible damage. Chair suggests the company look at the road conditions with an engineer before the snow has fallen and needs to be removed. Ms. Gonzales is documenting calls from residents and taking photos. It was also noted that in entertaining bids from prospective contractors added fees for time bringing equipment in to Genoa be taken into consideration.

Mr. Brooks warned against letting contractors use a boiler plate contract, but rather draw up the town's own. He also feels it is important that the plowing is done by 8 a.m., rather than later in the day after the snow has been packed down.

Standing Town Committees: Chairman DeSocio questioned if a recreation committee is even necessary anymore. Resident Brooks pointed out that according to county code, state law, it is one of the six services an unincorporated town actually provides: 1) streets, 2) street lights, 3) drainage, 4) buildings, 5) park, and 6) recreation committee.

Kurt Hildebrand of the Record Courier stated that subject to Nevada Open Meeting Laws towns are required to post meeting agendas three-days in advance. He said any sub-entity of this County or Town is subject to that law. It was decided that a written opinion from the Attorney General should be requested regarding this.

Chairperson DeSocio she would like to consider adding a fiscal accountability section. She would like to strengthen accounting controls as related to a lot of things including events, collecting money, and reports. A Financial Policies Section needs to be developed.

Chairperson DeSocio moved to continue review of the Policies and Procedure to next month. Motion seconded by Member Whitgob. Passed unanimously.

8. Discussion and possible action to set a date for budget workshops.

Ms. Gonzales presented some dates for review of the annual budget. The dates are Tuesday March 11, 2008 and Tuesday March 25, 2008 to be considered for budget workshops at 6:30 p.m. Chairperson Whitgob moved to accept the dates of March 11 and 25, 2008 with the understanding that the task could possibly be completed on the first session. Clerk Pace seconded the motion. Motion passed unanimously.

9. Discussion and possible action to set dates for the Town Board training led by Wayne E. Carlson of Nevada Public Agency Insurance Pool and Public Agency Compensation Trust (POOL/PACT) on Open Meeting Law and Ethics.

Sheryl Gonzales suggested the following that Mr. Carlson has identified as possible dates - April 8, 15, 22 & 29, 2008 (all Tuesdays) for two-hour training beginning at 6 p.m. Only one date is needed, April is suggested because by then the new Town Manager should be in place. Chairperson DeSocio moved to set Tuesday, April 8, 2008 at 6 p.m. for training. Seconded by Member Whitgob. Motion approved unanimously.

ADJOURNMENT

Motion to adjourn the meeting by Member Pace, seconded by Member Whitgob. Motion approved unanimously. The meeting was adjourned at 8:50 P.M.