

**Genoa Town Advisory Board
Minutes of Regular Meeting March 4, 2008**

MEMBERS PRESENT

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

CALL TO ORDER

Chairperson DeSocio called the meeting to order at 7 p.m., in the meeting room at 2289 Main St., Genoa, NV.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Manager Sheryl Gonzales.

APPROVAL OF AGENDA

Action Item

Chairperson DeSocio corrected the numbering of the Agenda items as follows:

Item 1, should be: Announcements and Correspondence--Town Manager Report,

Item 2, should be Consent Calendar--approval of the Comptroller's Report/Budget Performance Report

Item 3, should be Consent Calendar--Authorize the Chairperson to send a letter to Steve Lewis

Chairperson DeSocio would like to pull the Comptroller's Report/Budget Performance Report for discussion which would bring it to the first item in the Administrative Agenda.

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

APPROVAL OF MINUTES

Special Meeting Minutes of February 2, 2008

The following changes were noted: It was reported that Resident Ron Bommarito mentioned he thought the summation of his wife's comments were not as exact as they could have been (page 5, final paragraph) noted. Under Members Present, Member Donohoe should be identified as absent. Page 3, paragraph 3, the last sentence should read, "If committee is unable to get us through, we are doing something *incorrectly*."

Chairperson DeSocio moved to approve the Minutes of February 2, 2008 with changes. Member Whitgob seconded, passed unanimously.

Meetings Minutes of February 5, 2008

The following changes were noted: Page 9, second paragraph, first sentence, the word *painted* should be *pointed*. On page 1, it was Member Donohoe that exited not Member Whitgob.

Page 5, second paragraph, Item 7 should say *regarding*. Two paragraphs down, number 7, last sentence, "are yesterday's discussion" should read, "*are open for discussion*."

Chairperson DeSocio moved to approve the Minutes of February 5, 2008 with changes. Member Whitgob seconded, passed unanimously.

PUBLIC COMMENTS

Chairperson DeSocio reported two members will not be available for the March 11, 2008 Budget Workshop so the date will be changed to March 25th.

Resident Sue Knight reported on her strategic planning sessions group findings.

- Maintenance items. Signage, mileage and no parking fire signs need attention. Speed limits on all side streets should be 15 mph unless otherwise posted. It was also suggested that “no through traffic” signs be placed on dead end streets to prevent drivers from going up and having to turn around.
- Two trees outside the Genoa Church need to be trimmed. Resident Knight recommended this be taken care of since it is a Town rental and photographers have complained that the trees make it difficult to take pictures of bridal couples leaving the church. It has been mentioned to the County that deer signs have been hit by paint balls making them difficult to read at night.

Lynne Bowersock, who is co-chairing the St. Patrick’s Day dinner with Marion Vassar, invited all Board members to attend the dinner. She also let them know that help with setup and especially the taking down of tables and chairs that night would be appreciated. She thanked Jennifer Hollister for the beautiful flyer she created for the event.

Bill Bowersock announced the annual cross-country Snowshoe Thompson Event will be held on Saturday, March 9th, at Hope Valley. A \$10 donation is collected to be used to maintain the statue. Children are welcome.

ANNOUNCEMENTS AND CORRESPONDENCE:

1. Town Manager Report.

- Town Manager Sheryl Gonzales thanked the members of Board for selecting her for the position.
- Ms. Gonzales read a letter from Resident Ron Funk in which he recommends that the town go on record as opposed to a proposed business license fee ordinance.
- Town facilities are reserved through August 23, 2008. Such rentals not only bring people to Town, but increase revenue streams.
- Staff Member Cammi Murray is adding felt pads to chair legs and the use of chair caddies to help prevent floor damage is being stressed. Ms. Murray is applying a new floor treatment/preservation system to the town hall floors. Town Manager Gonzales met with the person who refinished floors previously to make sure the product was not wax-based and safe to use.
- Sheryl Gonzales and Lisa Granahan will do a facilities walk-through on Friday, March 7, 2008 as part of the annual facilities assessment process to assist in upcoming budget planning.
- Bear boxes have been installed in Genoa Park. They have also been ordered for Mormon Station in lieu of “use fees” during Candy Dance.

- A broken window in the meeting room was replaced.
- Ms. Granahan and Town Manager Gonzales spent many hours preparing for a budget workshop on March 25, 2008. There will be a Strategic Planning Meeting to finalize a new plan to present at the April Board meeting.
- Competing Events Update: The Douglas County Clerk has invited concerned parties to attend a meeting at the Sheriff's Department in order to discuss requirements of the ordinance and talk about Genoa's costs in presenting this event. The Town is making an effort to reach out to competing applicants to demonstrate willingness to work in a collaborative way. A fact finding meeting was held with Gilles LaGourgue to keep channels of communication open and support the goal of Candy Dance for the Town.
- Candy Dance committees are in place. Barbara Wilson will chair the publicity committee again this year. Members of Town staff have submitted articles to various magazines. Dan Pendleton will again be involved with parking and transportation. Bill Hutchinson is in charge of food groups. Bill Bowersock will chair beverage and ice. Chairs are still needed for jurying, sanitation, dinner dance, candy, and merchandise. To date, the Town has received 161 art applications and 10 from food vendors. A goal of 330-340 art vendors and 27-30 vendors is needed to meet the budget target. Sheryl confirmed that a late fee of \$25 is charged for applications received after March 15, 2008.
- Events: Plans are moving forward for the St. Patrick's Day corned beef and cabbage feast is being co-chaired by Lynn Bowersock and Marion Vassar. Karen Holmes and Anita Mathews will co-chair the Easter Egg Hunt. Board Chairperson DeSocio is chairing the chicken BBQ. Residents Chad and Gina Coons are chairing the community garage sale. Sue Knight has again agreed to chair the summer concert series as well as caroling and the Christmas in the Sierra show. Committee chairs are still needed for the following: Candidate Night on July 16, 2008; the Halloween party on October 31st; tree lighting event on December 5; and the Christmas Faire December 5th -7th and Breakfast with Santa, December 6, 2008.
- Destination Genoa and GGBA co-sponsored an event which focused on weddings on March 1, 2008. The Town Hall was beautifully decorated and many vendors were on hand thanks to the efforts Marilyn Presti and her group. The event, which only drew a small group in November, is gaining momentum and was attended by nearly 100.
- Lisa Granahan announced that an Adobe Acrobat program has been purchased to allow the office to convert computer files to a PDF extension. This will allow more timely transfers of agendas, meeting minutes, etc., to the Genoa website in order to keep the community informed. Town Office Assistant Anita Mathews did the design and layout for Genoa's Spring Newsletter. Webmaster Jenn Hollister is updating the website continuously.
- Upcoming meeting dates are as follows: March 25, 2008 Budget Workshop, 6:30 p.m., and April 8, 2008 Town Advisory Board Training, 6 p.m.
- When the snow has melted sufficiently, the snow melt system will be installed between the buildings and will be reported on by the May meeting.

Chairperson DeSocio inquired about the status of doggie waste stations. Town Manager Gonzales said locations for them will be determined and then they will be installed. It was

requested that maps showing the location of pertinent items in each building be noted during the facilities walkthrough. Lisa Granahan said that Resident Bill Brooks is drawing maps, and she will follow up with him on when they will be ready.

CONSENT CALENDAR

3. Authorize the Chairperson to send a letter to Steve Lewis, extension educator for the University of Nevada Cooperative Extension for his leadership role in facilitating and developing the Town's Strategic Plan.

Clerk Pace moved to authorize the letter and Member Donohoe seconded the motion.

Passed unanimously.

ADMINISTRATIVE AGENDA

2. Approve the Comptroller's Budget Performance Report for January 2008.

Chairperson DeSocio noted that the revenue and expense ledger are missing from the report. Ms. Granahan explained that there is a new person in Comptroller's Office, and she will make a call to get the missing items. Chairperson DeSocio mentioned that page numbers were out of order and suggested that the report may have been changed because page numbers on top are different. Chairperson DeSocio said she will have more questions when detail is provided. One question being why the utility bill figures doubled in January 2008. Ms. Gonzales said she would check into this. Chairperson asked about "Other". Ms. Granahan explained that other is where Workman's Comp is paid for volunteers. Chairperson questioned the expenditures under Maintenance, Building and Grounds which have exceeded budget limits. Lisa Granahan explained when the Town's fiscal year began, the maintenance contract position was being paid out of the Building & Grounds funds, through August 22, 2007. That person is now paid out of Salary. In addition, there were expenditures for the purchase of bear-proof trash containers. Ms. Granahan said previously we had talked about use of contingency. The way we handled it last year, we went ahead and expended during the year, earmark contingency and then moved the contingency at the end with a budget transfer. Office supplies are handled that way as well. A computer had to be replaced from contingency funds which will be transferred later. These transfer items will be discussed at the Budget Workshop. Some accounts will be at higher levels next year to allow for unexpected things that come.

Motion to approve the budget as reviewed was made by Member Whitgob and seconded by Member Donohoe. Passed unanimously.

4. Discussion and possible action for a matching fund request from the GGBA for the multi-use platform of up to \$3,000 in the park.

Tom Peters and Bill Bowersock presented an update on the GGBA's platform in the park project. Resident Tom Peters stated that there are now 49 members of the GGBA. All permits for the platform are in place and they are ready to commence construction when ground has thawed. Genoa Company and Trans-Sierra Electric will build the basic platform. Roger Falcke has given his okay. To this point over \$3,700 has been collected. The basic platform with electricity can be built for \$3,500. A target date for the platform itself is slated for May 1, 2008—and there is already a wedding scheduled

for May 17, 2008 on the platform. The addition of a shade structure over the platform is the issue at hand. Steps leading to it are a possible project for the future. Shade is an asset to the musicians in protecting their instruments and making it more comfortable for the performers. This capital asset to the town can also serve as a multi-purpose structure, not just for concerts but by adding any additional rental site to the Town's facilities. The GGBA has been looking for donations to finish the job with the addition of shade. The GGBA has sent out letters offering incentives (such as plaques with contributor's name) to raise the additional funds needed for this shade structure. One group of musicians last summer donated all their evening's collections toward the fund. The GGBA would appreciate the Board's participation in collecting \$1,500 more to complete the project. When work on the platform is completed, the Board is assured that the Park will be restored to original or better condition. Resident Knight commented that permits were more expensive than anticipated leading to increases in original cost estimates. The 16x16-foot structure was originally presented to board as a gift and never presented as a budget item. The Chair expressed concern that liability issues with town property and increased electric bill be considered when moving ahead. Town Manager Gonzales had prepared a fact sheet with suggestions for possible funding. It includes GGBA's commitment, and permission to hold harmless statements, etc. a railing around the platform is part of the plan. Revenue streams based on preliminary \$30 hour (2 hour min.) estimated 20 rental opportunities a year, project. \$1,200 annually in added revenue. Planning and permits are already in place, the only item remaining is in regard to the Town's participation. Chairperson DeSocio would like to see a more comprehensive report. Sheryl Gonzales pointed out that the fact sheet she distributed offers the Board four options on how to handle the GGBA's request for funds, one of which is to simply deny it. Ms. Granahan was directed to discuss the drawings that were submitted with the Town's insurance company and possibly report on that at the March 25 budget meeting. Member Donohoe moved to defer this matter to the March 25, 2008 budget meeting. Member Williams seconded. Passed unanimously.

5. Discussion and Possible Action regarding the final reporting on the 2007 Candy Dance Event.

Town Manager Gonzales presented a summary of final numbers from last year's Candy Dance budget. She reviewed it with Comptroller's report and found that there the Town may have received additional revenues. It was suggested approval be postponed until April based on research into additional \$9,000 identified in Comptroller's Report. Expenditures checked out fine. Ms. Gonzales will investigate and reconcile to determine what the additional income relates to. She suspects it may have something to do with Candy Dance revenue which flows over two fiscal years.

Chairperson DeSocio stated audit and control needs to be fiscally responsible. She also questioned totals and wants a reconciliation report that matches the Comptroller's report. She also suggested that financial reports are standardized with regard to the use of decimal places, and should include headers, footers, dates of submission, and file names to prevent misuse.

Member Donohoe moved to continue approval of Candy Dance report until reconciled with comptroller's report. Member Whitgob seconded. Passed unanimously.

6. Discussion and Possible Action Regarding Continuation of the Town's review and modification of the Town's Policies and Procedures. Annual review is required in February, each year.

Ms. Gonzales reported she had separated revisions to the Policies and Procedures and would present them over the next three board meetings. At tonight's meeting, the Board will review and consider approval of the new Table of Contents, Agendas, Meetings, Roads, Right of Way, Trees and Snow Removal, and General Sections. Other areas that will be presented at the April meeting are Candy Dance, Events and Committees. May's meeting will include Facilities and a new section, Revenue and Finance. Review is being spread over three meetings in order to do research and revise policy and add items that may not have been included in the past.

Ms. Gonzales said she is proposing seven sections, that would include section one, Rules of Order. Meetings would be moved up with Agendas in that section.

Section 2 would be Town facilities. We would take equipment, rental rates for Town buildings and park, and move into that section. This will be reviewed in May.

Ms. Gonzales moved on to Section 3 would be Town Infrastructure. This will include roads, rights of ways, trees and snow removal.

Section 4 will become Events and will include Candy Dance, Christmas Faire and any other events associated with Town sponsored activities.

Section 5 will be Committees. This will include all committees that the Town has in its existing Policies and Procedure. The committees will be reviewed in April.

Section 6 will be Revenue and Finance. This will include various policies and procedures such as how to report on our events and the format.

Section 7 will be a General Section. This will be reviewed later.

Discussion was held regarding what would be included in Section 3, Town Infrastructure.

Ms. Gonzales asked the Board if the proposed Table of Contents – the sections as described – made sense and if there were any comments. Chairperson DeSocio said she thought it looked great.

Ms. Gonzales reviewed changes to each section.

Chairperson DeSocio suggested each new section start on a new page and that revision dates appear at the bottom of every page.

In discussion of Section 1, Ms. Gonzales said Action Item was deleted from the format of the agenda. Lisa Granahan pointed out instead of approval it should say Discussion and Possible Action. Discussion continued regarding action items and what other Boards do.

Ms. Gonzales told the Board that Section 2 needs research and will be brought before the Board in April or May.

Ms. Gonzales said the current Section 3 primarily dealt with an encroachment permit issue policy. The section has been changed to Town Infrastructure and will include encroachment permit policy as well as snow removal, roads, rights of way, and trees.

Lisa Granahan suggested that the Board consider increasing the fee for the Town Engineer to \$95, which is closer to the actual cost. This is the fee for the engineer's review of encroachment permit applications. Discussion held regarding this cost. The change will be made.

The performance of the snow removal contractor was discussed. Policy should include a poor performance clause. Ms. Granahan said there is a 30 day termination clause in the contract. This year's amount of snow caused plows to get stuck so Scottsdale had to use larger, more expensive equipment.

Future contracts should state that appropriate equipment be used, that performance standards be met, should include the time it needs to be cleared by, and where Genoa stands on their priority list. We should add competitive bidding every year. Ms. Gonzales placed snow plowing contracts under the Finance and Revenue section of the Policies and Procedures. A section that deals with contracts, plus all specifics, will be called out within any contract submitted for approval.

Discussion was held regarding snow removal in the Town. The Board discussed approving this section with the possibility of re-visiting snow removal issues in the future regarding the conditions of snow removal in the Town.

Member Whitgob suggested that in the Contract section we need to set out guiding principles for all contracts. This would include level of expertise, performance criteria, appropriate insurance, etc.

Chairperson DeSocio suggested that the Board go ahead and set those principles. Lisa Granahan referred to the current contract for snow removal which sets out parameters and specifics that need to happen relating to snow plowing services.

Sheryl Gonzales said Section 4 will now become Events and will be brought before the Board at the April meeting.

Section 5 will be Committees and will be brought to the Board at the April meeting. Ms. Gonzales said she is researching the impact of the Open Meeting Law. Discussion followed. Committees can report to the Town Manager and she in turn can report on them to Board. Chairperson DeSocio stated that no money can be spent by a committee without approval of the Town Manager. Wording in the policy needs to be carefully chosen so that Recreation Committee meetings, etc., do not fall under Open Meetings Laws.

Bill Donohoe suggested the Town give top priority to children's activities such as the Easter Egg Hunt and Halloween Party before funding for adult activities. Chairperson DeSocio said this could be part of our budgeting process.

Section 6 will be a new section called Revenue and Finance and will be presented in May. Ms. Gonzales said she will do research on the types of policies that make sense. One of the existing policies under General Section was spending limitations. Ms. Gonzales recommends this be moved to Revenue and Finance. In addition, in May we will address how we report out Candy Dance and other events to make sure they are reconciled with the Comptroller's office.

Section 7 will be the General Section with any policy that does not fit within the context of the existing sections. Some of the items now in this section are reproduction, smoking policy, and public information officers.

Chairperson DeSocio moved to approve the proposed Table of Contents and Sections 1, 3 and 7 with any changes noted, as well as continue the review of the Policies and Procedures on the remaining sections in April and May. Member Whitgob seconded the motion. Motion passed unanimously.

ADJOURNMENT

Motion to adjourn the meeting by Member Whitgob and seconded by Clerk Pace. Motion approved unanimously. The meeting was adjourned at 9:10 P.M.