

**Genoa Town Advisory Board
Regular Meeting Minutes of June 3, 2008**

MEMBERS PRESENT

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

Also present was Town Manager, Sheryl Gonzales.

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 Kris Wilkison

APPROVAL OF AGENDA

Action Item

Town Manager Sheryl Gonzales requested items 10 and 12 be pulled. These items will be on the agenda for the July meeting

Chairperson Kitty DeSocio moved to approve the agenda as amended. Motion seconded by Clerk Pace. Motion passed unanimously.

APPROVAL OF MINUTES

Action Item

Minutes of Regular Meeting of April 1, 2008

Chairperson DeSocio said the minutes of February 19, 2008 had already been approved prior to the April 1, 2008 meeting and should not be in this set of minutes. Member Williams moved to approve the minutes as amended. Motion seconded by Member Whitgob. Motion passed unanimously.

Minutes of Special Meeting of May 13, 2008

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

PUBLIC COMMENTS

Resident Martha Williams stated that radio station KBUL had aired comments about the Genoa Home Tour that she organized. They raved about the event.

NOUNCEMENTS AND CORRESPONDENCE:

1. Sheryl Gonzales gave her Town Manager report:
 - A. Maintenance projects that have been completed are:
 1. Town Hall front porch deck replaced and sealed
 2. Town Hall front door repainted
 3. Snowmelt system completed except for final electrical work for on/off switch

4. Tree trimming and removal, including trees in front of Church which will be replaced by end of June
 5. Park fence replaced and repaired
 6. Road maintenance project was completed including raising the water valves on Carson Street
 7. We are in the process of repainting and repairing the Town street signs. We will be repairing the Genoa Street sign with memorial plaques
 8. Cammy has been working on weed clean up
- B. We have 274 Candy Dance vendor applications. Seven have been rejected. Contracts have been mailed and we have received 86 to date.
- C. Candy Dance volunteers have been meeting. The next Candy Dance meeting is June 10, 2008 at 6:45 P.M. Candy Dance chairs are:
1. Bill Bowersock – Ice chair
 2. Bill Hutchison – Food chair
 3. Kathi Diehl – Jury chair
 4. Randy and Betsy Falcke – Dinner/dance chairs
 5. Marian Vassar – Candy making chair
 6. Bob Vibe - Merchandise
 7. Dan Pendleton - parking
 8. Barbara Wilson - publicity
- D. All of the summer concerts have been planned. The first concert is June 22nd. The featured band is Marshal Brodeur. The concert begins at 5 PM. Sue Knight is chairing all of the concerts for the Town.
- E. The summer newsletter went out the week of May 19th.
- F. Genoa has joined in with the Carson Valley Chamber sponsored program – Magiko – promoting our June 22nd concert as well as looking to include Information on the July 4th Chicken Barbeque.

CONSENT CALENDAR

Chairperson DeSocio moved to approve the Consent Calendar as amended Motion seconded by Member Whitgob. Motion passed unanimously.

2. Approve the Comptroller's Report/Budget Performance Report for March 2008.
3. Approve the Comptroller's Report/Budget Performance Report for April 2008.
4. Approve a contract between the Town of Genoa and Mark V. Gonzales for professional engineering services.
5. Approve a contract between the Town of Genoa and Dell M. Bidart for landscape maintenance services for Genoa Town Park and Community Church.
6. Approve a budget transfer of \$8,900.00 from the Town's Improvement Account to Salaries (\$3,000.00) and Benefits (\$5,900.00) accounts to cover excess expenditures that include the addition of the Maintenance Assistant I position, part time clerical support, and the Town Manager position.
7. Approve agreements with Genoa property owners, Orchard House/Randy Falcke, Trimmer Ranch One/Lisa Lekumberry, Rustic Romance/Kathi Diehl, Genoa House

Inn/Keith and Suzanne Corban, and Gilmor-Coons Realty/Chad and Gina Coons who have agreed to lease their property during the 2008 Candy Dance.

8. Approve a proposal from Bill Hutchison to coordinate public address system for 2008 Candy Dance in an amount not to exceed \$750.00.
9. Approve the transportation proposal received from Airport Mini-Bus to provide the shuttle buses for 2008 Candy Dance in an amount not to exceed \$7,695.00.
11. Approve the proposal from Douglas County Disposal to provide debris boxes for the 2008 Candy Dance for an amount to not exceed \$4,979.87.

ADMINISTRATIVE AGENDA

13. Discussion and possible action regarding the review and modification of the Town's Policies and Procedures. This review will include Events and Facilities.

Sheryl Gonzales highlighted changes and additions to the Town's Policies and Procedures as follows:

A. Events

1. All events will be called out, not just Candy Dance
2. Describes each event, when and where it is held
3. Provides a formal process to add events
4. Events managed by Town Manager working with volunteer groups with a chair
5. Calls out for obtaining permits, licenses, etc. for all events
6. Describes process to implement publicity for events with all materials being reviewed by Town Manager
7. Provides for 4 resident passes per household or business based on last year's Board direction
8. Eliminated compliance with Rules and Regulation (CD3) language and any text that references existing County ordinances
9. Eliminated dates for arts and crafts vendors using the Candy Dance contract as the timeline.
10. Eliminated specific committees. The Town Manager acts on behalf of the Board.

There was a discussion regarding Candy Dance resident passes and business parking passes. Sheryl Gonzales suggested that businesses be given free parking passes in addition to 4 resident passes.

Chairperson DeSocio suggested adding Calendar of Events to this section. Ms. Gonzales recommended preparing the yearly Calendar of Events in October.

Chairperson DeSocio said there should be a separate compliance section.

B. Town Facilities

1. Consolidated and cleaned up language
2. Expanded General policies and as a result, reduced policies for specific facilities
3. Provides policy that protects the Town from late cancellation or any changes to facility rentals
4. Cleans up insurance requirements, protecting the Town
5. Creates five distinct user categories that coincide with existing/current rental fees
6. Retains discounts which are called out on the newly added fee schedule
7. Reduces opportunities for errors when rental changes are made by limiting the number of changes before fees are assessed
8. Provides policy for returned checks
9. Includes equipment rental in this section
10. Adds Town meeting room as a rental.
11. Provides for rental of chairs, overhead projection and display boards

Sheryl Gonzales reviewed the new User Groups.

There was a discussion regarding the fee schedule.

Chairperson DeSocio said an outstanding job was done on the Policy Manual.

Member Whitgob moved to accept the changes to the Policies and Procedures, including the edits from this meeting. Member Williams seconded the motion. The motion passed unanimously.

14. Discussion and possible action to approve the Town's Strategic Plan.

Sheryl Gonzales reviewed the dates of the Strategic Planning Meetings and presented a draft of the Strategic Plan. This included a Vision Statement, Mission Statement, Core Values, Strategic Directions, and Strategic Goals and Objectives.

Member Donohoe questioned Goal 2-C – Working with the Greater Genoa Business Association, develop an annual Destination Genoa theme i.e. THINK GENOA FOR YOUR SHOPPING NEEDS.

There was a discussion regarding the role of the GGBA and Town together. Member Donohoe said Objective 2.C.1. should be removed.

Sheryl Gonzales asked for direction from the Board on what objectives are required for the Goal in 2.C.

Chairperson DeSocio said that she and Member Williams will work with the Town Manager to refine the Plan to be more strategic and less tactical and bring this item back to the July meeting.

15. Discussion and possible action that provides the Town Manager a framework that will guide a series of conversations with property owners, Martha Williams, Phil Stoll and Gilles La Gourgue towards the goal of ongoing collaboration between all parties in presenting the Town of Genoa's Candy Dance.

Sheryl Gonzales said she is seeking direction from the Board for general parameters in creating an opportunity for discussions with Martha Williams, Phil Stoll, and Gilles La Gourgue.

Member Whitgob suggested the following guidelines:

1. Continue to shape agreement in terms of how long it will be
2. Applicants to participate in jurying
3. Applicants could participate in volunteer efforts
4. An equitable arrangement in sharing expenses
5. Work towards a collaborative relationship

Chairperson DeSocio added participation in operations and logistics. Sheryl Gonzales said Ms. Williams and Ms. Stoll have agreed to participate on the Operations Committee.

Sheryl Gonzales said she would like completion of an agreement by mid-September. She will meet with Chair DeSocio to arrange board members participation in discussions.

Member Whitgob moved that the Town Manager, working with the applicants, will enter into a series of meetings to accomplish items 1 through 5 stated above. Motion seconded by Member Williams. Motion passed unanimously.

ADJOURNMENT

Member Donohoe moved to adjourn the meeting at 8:40 P.M. Motion seconded by Clerk Pace. Motion passed unanimously.