

**Genoa Town Advisory Board
Regular Meeting Minutes of November 5, 2008**

MEMBERS PRESENT

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

Also present was Town Manager, Sheryl Gonzales and Darcy Worms, Douglas County Human Resources.

CALL TO ORDER

Chairperson DeSocio called the meeting to order at 7:05 P.M. at the meeting room at 2289 Main St., Genoa, NV.

PLEDGE TO ALLEGIANCE

The Pledge of Allegiance was led by Clerk Pace.

APPROVAL OF AGENDA

Action Item

Member Donohoe requested that Item 4 on the Consent Calendar be pulled and placed on the Administrative Agenda. Chairperson DeSocio requested that Item 3 on the Consent Calendar be pulled and placed on the Administrative Agenda.

Clerk Pace moved to approve the agenda as amended. Motion seconded by Member Whitgob and passed unanimously.

APPROVAL OF MINUTES

Action Item

Member Williams moved to approve the Minutes of the regular meeting of October 14, 2008. Motion seconded by Member Whitgob. Motion passed unanimously.

PUBLIC COMMENTS

Resident Sue Knight said tickets for Christmas in the Sierra, December 13th, are now on sale. Seats will be assigned this year and sold "first come-first served".

ANNOUNCEMENTS AND CORRESPONDENCE:

1. Sheryl Gonzales gave her Town Manager report:

- In addition to the correspondence in the packet, there is a letter/evaluation from Jenn King regarding the Halloween event and correspondence relating to the Genoa Town Advisory Board, along with another thank-you letter from Candy Dance.
- Jenn King and her committee did a great job on the Halloween party and hayride. They projected 300 in attendance. The hayrides went well and the games were a big hit. The decorations were fantastic. Over \$200 was collected in tips for the bar. A final accounting will be completed by the December meeting
- There will be a Candy Dance Volunteer dinner presented by the Town. It will be Sunday, November 16th at 6:30 PM. The Town staff and Board members will be cooking and serving for this event. There will be entertainment.

- Christmas in Genoa plans are underway for the Christmas Faire, tree lighting, caroling, and Breakfast with Santa on December 5th, 6th and 7th. Sue Knight will be organizing the caroling event. This entire event has been developed further than in previous years. Activities have been added that will be held throughout the weekend, such as the Breakfast with Santa. We are working with the businesses to conduct activities which include gift-wrapping, photos with Santa – which will be at the Genoa House Inn, letters to Santa, face painting, Christmas candy-jar guess, making mulled wine at Tahoe Ridge, making Christmas ornaments at various businesses, Christmas cookie-decorating at Sugarplum Bakery, pinecone bird feeders at Trimmer Outpost, pony rides at Trimmer Outpost, and entertainment by the Douglas High School Madrigal Singers. We are collaborating with Douglas High School to “piggy-back” on each others events both held that weekend to maximize attendance.
- Sue Knight mentioned Christmas in the Sierra. Tickets are on sale.
- Appointment of Town Board Members by County Commissioners – A letter from T. Michael Brown, Douglas County Manager, is being distributed regarding the process of filling the vacancies on the Town Board. Jenn King ran un-opposed and therefore won automatically. For people who apply to be on the Town Board, applications are due by November 14th. These applications are forwarded to the Town Board for review, with recommendations being forwarded to the Board of County Commissioners prior to December 4th. This Town Board will be reviewing applications on December 2nd.
- Due to several issues, the November Board Budget Workshop scheduled for November 18th, will be postponed until January 2009. The intent is to have the workshop look at revenue opportunities, as well as a mid-year budget review.
- The road maintenance project done this summer has been referred to the Town attorney for legal counsel with the intent to research legal remedies available to the Town in order to recover funds expended for this project.
- Preliminary numbers for Candy Dance indicate we will realize \$278,000-279,000 in revenues. The expenses are approximately \$117,000. The net will be approximately \$158,000 to \$160,000.

CONSENT CALENDAR

Member Donohoe 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 September 2008.
5. Authorize the chairperson to send a letter to the Record Courier editor thanking volunteers and organizations for their contributions to this year’s Candy Dance.

ADMINISTRATIVE AGENDA

3. Approve the Town of Genoa 2009 Events Calendar.

Chairperson DeSocio said the calendar needs to be changed to 89th Candy Dance rather than 88th Candy Dance. She said she did not feel comfortable approving the calendar without a statement of financial impact based on the new events on the calendar.

Chairperson DeSocio moved to postpone approval of the 2009 Event Calendar to the December meeting. Motion seconded by Member Donohoe. Motion passed unanimously.

4. Discussion and possible action to approve a contract with Bill Hutchison to provide the Town with snow removal services.

Member Donohoe questioned how snow removal was going to be accomplished with a pick-up truck. Bill Hutchison stated he had a partner, along with another truck and tractor.

There was discussion regarding the snow removal services.

Member Whitgob discussed Candy Dance Lane and Elderberry - whether or not they are to be maintained by Douglas County or the Town. Sheryl Gonzales said she talked with the County regarding this issue. The roads are owned and are the responsibility of the County. The issue for the residents in that area, will be timely response. It may take up to two days on some occasions.

Discussion continued regarding the equipment to be used for snow removal

Sheryl Gonzales said that Impact Construction would be willing to be contracted as back-up for snow removal. Member Donohoe recommended looking for an additional contractor as back-up due to possible legal matters involving Impact Construction. Ms. Gonzales said this could be done.

There was discussion regarding the bids received and the bidding process.

Chairperson DeSocio said the Genoa Park parking lot should be listed on the contract. In addition, there needs to be a contact list, other than Bill Hutchison, for residents to call regarding snow removal

Clerk Pace moved to accept the proposal of Bill Hutchison for snow removal for 2008-09. Member Williams seconded the motion. Motion passed unanimously.

6. Discussion and possible action on a presentation by the Nature Conservancy regarding the Carson River project.

Sheryl Gonzales introduced Duane Petit and Anne Thomas from the Nature Conservancy.

Anne Thomas presented an overview of the Carson River project. The project includes River Fork Ranch in Genoa owned by the Nature Conservancy and includes a conservation easement held by the Bureau of Land Management. Ms. Thomas talked about the goals of the project.

There are plans for a visitor's center. This will be at the Crawford House building.

Updates on their progress can be brought to the Genoa Town Advisory Board.

Sheryl Gonzales introduced Kevin Hill from the State of Nevada. Mr. Hill is available to address questions regarding Question 1 funding of this project. The Nature Conservancy has obtained Q1 grant funding for habitat restoration and recreational trails.

There was discussion regarding properties owned by the Nature Conservancy.

There was also discussion regarding the Visitor's Center.

No action taken.

7. Discussion and possible action on a presentation by Douglas County regarding the planned Genoa Lane River Access project located at 456 Genoa Lane.

Sheryl Gonzales introduced Scott Morgan from Douglas County Community Services, Parks and Recreation Department. He will be overseeing the Genoa Lane River Access project, also known as the Willow Bend proposal. The Nature Conservancy property/project is close to this project.

Mr. Morgan gave an overview of the County's acquisition of the property on Genoa Lane. The County is now looking to determine how the area might be developed. The project would most likely include picnic and fishing areas, along with parking, pathways, and restrooms.

Mr. Morgan said there has been interest in the two structures on the property. One of those structures floods in even modest flooding and one of the out-buildings is still flooded. This structure is slated for disposal. Different options were being explored for use of the log cabin structure, however it has been determined that it would not be suitable for public use. The recommendation is that this building be publicly bid, auctioned off, to be dismantled and removed from the site.

When completed, this project will allow public access to the river, picnicking and a nice place for residents to enjoy.

Resident Bill Brooks said this property was purchased with Q1 funds from State Lands. This location is one mile from Genoa. The Town of Genoa needs facilities for storage and expansion. Mr. Brooks would like to see the Town Board work with County staff so we can participate in the use of the property.

Mr. Brooks requested the following four items be entered on the record:

- In the agreement with State Lands, the entity that provided the Q1 funds, the agreement is for the protection and preservation of the property as acquired with the buildings;
- Purchase price of 5.62 acres is \$1,020,000 or \$188,200 per acre.

- The agreement was to create a corridor for linear trails and other amenities. The Town's use could be interpreted as another amenity;
- State Lands is the enforcing agency for the State under this agreement. "Enforcement of this agreement shall be at the discretion of the enforcing party."
- The agreement states, this agreement shall not be amended except upon written agreement of the parties after public notice.

Mr. Brooks stated, to say this use is "cast in stone", is not the case. He encouraged the Genoa Town Advisory Board to become more active, so we could hopefully use those facilities.

Kevin Hill said there is nothing specific in the agreement to demolish or keep the structures, as long as it stays within the intent of the original award of funds, which was for an urban park.

Chairperson DeSocio suggested the Board decide if we really need a place for storage. We might want to have an item in the next month or two that would address that issue, as well as the use of those buildings.

Mr. Brooks said the acquisition of these buildings would give the Town Historian room to work.

Member Whitgob asked if there is a mechanism to engage the Town in the process. Kevin Hill said to work with County.

Scott Morgan said this property is not the right spot for storing historical documents. This property is in the primary flood plain and severely floods. Mr. Morgan discussed additional concerns. He said he would be happy to work with the Board and to advocate on the Town's behalf to find a place in other areas of Douglas County to assure the Town's historical documents are adequately protected.

Chairperson DeSocio said the Board needs to address the Town's facilities issues before discussing use of those buildings.

There was additional discussion regarding this item.

Member Williams moved that the Town Manager be directed to explore possible uses of the Genoa Lane facilities and any costs associated with upgrading and acquisition of the property for future use by the Town to be discussed at a future meeting. Motion seconded by Clerk Pace. Motion passed unanimously.

8. Discussion and possible action regarding an agreement with Mason's Douglas Lodge #12 F.A. Masons to provide space on the Mason's property for vendor booths during the 2008 Christmas Faire.

Sheryl Gonzales said this item is present with the goal of expanding Christmas in Genoa events, which include the Christmas Faire. The Christmas Faire has been held primarily in the

Town Hall, which accommodates approximately 20 booths at \$100 per booth. This agreement would allow expansion of the number of booths from 20 to 30 by placing 10 booths in the Mason's Hall. We would split the booth fees 50/50 with the Mason's for the use of their hall. This is contingent on our ability to fill both facilities.

We are hoping to expand interest in the Christmas in Genoa activities which would increase the chance of getting more vendors year after year. We increased participation last year with Breakfast with Santa, and by engaging the businesses in town to put on activities in their stores. This year we changed the calendar so that Christmas Caroling and Tree Lighting are Friday night along with a VIP champagne preview of the craft show.

This Agreement provides the opportunity to add 10 more booths. We have 10 applications at this time.

Ms. Gonzales said the Mason's were very cooperative in our efforts for expansion.

Member Whitgob made a motion to accept the proposal to expand the Christmas Faire by using the Mason's Hall. Motion seconded by Member Donohoe. Motion passed unanimously.

9. Discussion and possible action to approve the augmentation of the Town of Genoa 2008-09 fiscal year budget.

Sheryl Gonzales said in working with the County Comptroller's office, we identified the best process to pay the \$14,330 bill from Sierra Excavation for the roadwork in September. This was work that was done to mitigate the annual road maintenance program completed in June. It was recommended by the County Comptroller that we augment the Town's 2008-09 fiscal year budget with the ending fund balance that is coming from 2007-08. It will be \$73,273. The difference of \$58,943, will be transferred into the Capital Projects account for future consideration by the Town Board.

Ms. Gonzales recommended at the January mid-year budget workshop, we can look at the balance to determine the best of use of the funds.

Member Donohoe asked if the insurance carrier had been contacted regarding the roadwork issue. Ms. Gonzales said they had been contacted and because of the way the project was bid, stating recycled base and did not include asphalt grindings, the insurance company cannot pursue it.

Member Donohoe moved to approve the augmentation of the 2008-09 fiscal year budget. Motion seconded by Member Whitgob. Motion passed unanimously.

10. Discussion and possible action regarding existing facility policies and procedures and the revised facility rental form.

Sheryl Gonzales said there have been some facility rentals in the last 90 days that included music beyond 10PM. Our policies and procedures require music to end at 10PM. These tenants exploited the 24-hour rental where many of them stayed into early morning hours.

It is being recommended that the facility contract be revised as well as re-emphasize policies that are already in place. Ms. Gonzales reviewed the proposed revisions and additions.

There was discussion regarding past events and the proposed revisions.

Chairperson DeSocio suggested the policies should include a time when the Town Hall needs to be locked and vacated along with a time to be opened. Town residents should be notified there is a non-emergency dispatch number to call rather than 911.

Member Williams moved to accept the changes in principle and he would like to work with the Town Manager in emphasizing certain parts of the contract. Member Whitgob seconded the motion. Motion passed 4 to 1, Member Donohoe voting no.

A break in the meeting was taken at 9:15 PM.

Meeting was reconvened at 9:20 PM.

11. Discussion and possible action regarding update on the development of the Town's Finance Policies and Procedures.

Sheryl Gonzales said it had been determined to add a section to the Town's Policies and Procedures, this being Finance Policies and Procedures.

Ms. Gonzales reviewed the proposed categories and topics items identified by the Town Manager and staff to be included in the Policies and Procedures.

There was discussion regarding the proposed Finance Policies and Procedures.

Member Whitgob moved to approve the proposed enhancement to the Policies and Procedures manual. Member Williams seconded the motion. Motion passed unanimously.

12. Discussion and possible action regarding performance evaluation of the Genoa Town Manager for the period of February 29, 2008 through August 23, 2008.

Sheryl Gonzales said the six (6) month evaluation form which was completed and averaged by Douglas County Human Resources by compiling evaluations submitted by Board members is in tonight's packet. The Town Manager's input and goals are included.

Genoa Town Advisory Board Minutes

November 5, 2008

Page 8

Chairperson DeSocio requested that there not be public comment on this item.

The Board held a discussion regarding the evaluation.

Clerk Pace moved to approve the evaluation. Member Whitgob seconded the motion. Motion passed unanimously.

ADJOURNMENT

Member Whitgob moved to adjourn the meeting at 10:00 PM. Motion seconded by Member Donohoe. Motion passed unanimously.

Respectfully submitted
Kris Wilkison