

**Genoa Town Advisory Board
Regular Meeting Minutes of January 6, 2009**

MEMBERS PRESENT

Clerk Greg Pace, Member Brian Williams, Member Dave Whitgob, and Member Jenn King. Also present was Town Manager, Sheryl Gonzales.

CALL TO ORDER

Clerk Greg Pace, acting as Chair, called the meeting to order at 7:03 P.M. at the meeting room at 2289 Main St., Genoa, NV.

PLEDGE TO ALLEGIANCE

The Pledge of Allegiance was led by Lisa Granahan.

APPROVAL OF AGENDA

Action Item

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

APPROVAL OF MINUTES

Action Item

Member Williams moved to approve the Minutes of the regular meeting of December 2, 2008. Motion seconded by Member Whitgob. Motion passed unanimously.

PUBLIC COMMENTS

Resident Sue Knight said the Town of Genoa can get on the cover of the May-June issue of Nevada Magazine. The public decides which towns will be featured by voting on the website. Deadline for votes is February 20, 2009. This will be put in the Town newsletter.

Resident Bill Brooks spoke to the need to plan proactively for the future of Genoa. He would like to know three things the Board members individually would like to accomplish in the next two years. There are Town infrastructure projects that are "shovel ready". One is the Carson-Main Street drainage, phase 2. Another is the Genoa Water Line Upsize and Fire Loop project.

Member Williams suggested that this be discussed at the next Board meeting when there is a fifth member on the Board.

ANNOUNCEMENTS AND CORRESPONDENCE:

1. Sheryl Gonzales gave her Town Manager report:
 - Requests for Proposals have been sent out to various engineering firms and engineers with the intent to receive proposals by January 9, 2009. Interviews will be conducted January 15th. Bill Brooks, and hopefully, a member of the County's Community Development Department, will assist in those interviews. A recommendation will be made at the February GTAB meeting.
 - Applications for the 89th Candy Dance will be available next week with a deadline of March 16th. Application fees will remain at \$15.00.

- A letter was submitted to POOL PACT regarding the road maintenance project with an attempt to recover costs associated with this year's project.
- We are going to begin recruitment for volunteer Chairs for our 2009 events. If you are interested, or if you know of someone, let us know.
- Thank you to all of the volunteers for the Christmas events.
- The Town newsletter will be going out next week.
- The GGBA is working on a lending library at the Country Store. Linda Birdwell, Nancy Aten and Barb Wilson are working with Kathleen Contento and Doug Lubushkin, owners of the store, who are providing space for the library. Hours of operation are to be determined. If you would like to donate books or furnishings, please call Linda Birdwell. The Grand Opening will be January 14th.
- The Town Board had a great year and accomplished the following in 2008:
 - Completed and submitted the 2008-09 Town Budget to the County Board of Commissions which was approved;
 - Strategic Plan was completed;
 - An Annual Work Plan was completed;
 - Developed a GTAB agenda calendar;
 - Policies and Procedures were updated;
 - Participated in the cooperative dedication of the new platform in the Park which was built by the GGBA with funds raised by the GGBA;
 - The Town Hall porch deck was rebuilt;
 - All Genoa street signs were repainted;
 - Tree trimming and tree removal project was completed;
 - The crack-sealing project on Foothill Meadows Court was completed;
 - The road improvement/maintenance project was completed with issues that are being addressed to recover costs;
 - Doggie-waste stations were installed;
 - The snow conveyance system was completed;
 - The gazebo was refurbished;
 - The Town Park received a bench from Dick and Nancy Mattison's family as a gift in commemoration of their 50th Wedding Anniversary;
 - Gilmoor-Coons Realty sponsored mailing of the Genoa Connection quarterly newsletter;
 - The Board participated in having the County review and begin process to update the Outdoor Entertainment and Event ordinance;
 - The Board members, in addition to attending regular Town Board meetings, attended various workshops on strategic planning resulting in the Strategic Plan;
 - Attended training on Open Meeting Law and Ethics, and Land Use Planning;
 - Granted \$2,500 to non-profit service organization, including the Sierra Philharmonic League and the Douglas County Historical Museum for their worthy programs and services that benefit Genoa and the Carson Valley;
 - Supported Douglas County Historical Society with their annual "Curse of the Hanging Tree" event, Destination Genoa with their two events promoting weddings and events in Genoa, Alta Alpina and their annual Genoa Cyclocross event;

- Board members worked with Town Manager to bring several events and/or business held the same weekend as Candy Dance under one permit. This included the Genoa Bar, Gilmoor-Coons Realty, The Pink House/Dave Groendyke, Genoa Country Store, and the Masons;
- A schedule was engaged that ensures the Town Board members are informed of weekend events in Genoa. This keeps the members up-dated and they have put themselves on a rotational schedule to attend those events.
- Successfully completed St. Patrick's Day, Easter Egg Hunt, Summer Concert Series, Community Garage Sale, Halloween Event, Christmas Tree Lighting, Caroling and Christmas Faire, and the Christmas in Sierra Concert, and of course, Candy Dance.
- In addition to the monthly meetings, Board members attended 7 additional meetings to their already busy schedules.
- The Board continued to make sure that we provide services as outlined in the NRS 269.575, Town Services, which include flood control and drainage, parks, recreation, streets, street lights, acquisition, maintenance and improvement of Town property
- The Board hired Sheryl Gonzales as Town Manager in February 2008.

Ms. Gonzales thanked the Board for all of their help. Kitty DeSocio and Bill Donohoe completed their tenure and without the efforts of the entire Board all of the above would not have been possible.

CONSENT CALENDAR

Member Williams moved to approve the Consent Calendar. Motion seconded by Member Whitgob. Motion approved unanimously.

2. Approve the Comptroller's Report/Budget Performance Report for November 2008.
3. Approve renewal of the Town Church lease with Alcoholics Anonymous for 2009.
4. Approve renewal of the Town Church lease with Genoa Community Church for 2009.
5. Approve the portable restrooms and trash container services contract for 2009 Candy Dance.
6. Approve the Genoa Town Advisory Board Agenda Calendar for February, March, and April 2009.

ADMINISTRATIVE AGENDA

7. Discussion and possible action regarding applicants for the Genoa Town Advisory Board vacancy, including a recommendation to the Board of County Commissioners

Clerk Pace said there are three applicants for the two positions on the Town Board. The three applicants are Karen Rezzelle Holmes, Mike Jessup and Trent Tholen.

The three applicants introduced themselves and gave background information regarding their past work and activities. The applicants answered questions from the Board.

There was discussion by the Board regarding the applicants.

Member King moved to recommend Karen Holmes to be appointed to the Genoa Town Board. Motion seconded by Member Williams. Motion passed unanimously.

8. Update regarding the Town of Genoa's December events including Christmas in Genoa activities Caroling, Tree Lighting, Christmas Craft Faire and Breakfast with Santa, which were held December 5 through the 7, 2008, as well as Christmas in the Sierra concert held on December 13, 2008.

Sheryl Gonzales said we had a wonderful series of events in December. She spoke briefly about the Caroling, Tree Lighting, Christmas Faire and Breakfast with Santa, which were all on one weekend. Businesses in Genoa participated with Christmas in Genoa. Only 17 vendors participated in the Christmas Faire. With a reduced number of vendors and slight increase in expenses, the Christmas in Genoa events realized \$999 in net revenues.

Resident Sue Knight, Chairman of the Christmas in Sierra event, gave a summary of the concert event. This event was very successful. This was the first year of assigned seating, which was successful. Revenue net was \$5,206.

9. Discussion and possible action regarding the report regarding revenues, expenditures, net profit and outcomes for the 2008 Candy Dance event.

Sheryl Gonzales gave a report regarding completion of the first draft of 2008 Candy Dance revenues and expenses. Ms. Gonzales reviewed the report which included actuals for 2006 and 2007. Items reviewed included property owners fees, refunds and parking revenue.

10. Discussion and possible action regarding an agreement between Gilles LaGourgue with the Town of Genoa to include his event held the same weekend as Candy Dance as a part of the Town's application for a Douglas County 2009 Outdoor Entertainment and Event permit.

There was discussion regarding the work completed to have Gilles LaGourgue and the Gilles Menagerie event as part of the Town's permit for Candy Dance. Mr. LaGourgue has

accepted the Agreement submitted to the Town Board last October with one revision under item #11 – Assignments. The revision allows for Mr. LaGourgue to assign or designate another party to manage his event in the event of death, accident, family or financial emergency.

Ms. Gonzales reviewed the provisions of the Agreement.

Member Williams spoke about what has been done during this last year to bring about this Agreement.

Member Whitgob moved to accept the Agreement with Gilles LaGourgue. Motion seconded by Jenn King. Motion approved unanimously.

11. Discussion and possible action regarding an agreement with Phil Stoll and Martha Williams with the Town of Genoa to include their events held the same weekend as Candy Dance as a part of the Town's application for a Douglas County 2009 the Outdoor Entertainment and Event Permit.

Sheryl Gonzales stated at the December Town Board meeting, the Town Board rejected revisions to the Agreement which had been submitted to Phil Stoll and Martha Williams. The revisions were in response to the Town Board Agreement approved in October. The Board directed the Town Manager to send a letter to all parties advising of the rejection of their proposed revisions to the Agreement and that the Town of Genoa wished to proceed with the original agreement. They have responded to the letter with the following new proposed revisions:

- #4 Payments – Payments to the Town by each Party shall be made as follows:
Williams will pay \$250 by March 30, 2009, provided the Town bills her (30 days net) by March 1, 2009; the balance of the payments shall be due 30 days after the conclusion of 2009 Candy Dance.
Stoll will pay \$347.36 (13 vendor booths x \$26.72 by March 30, provided the Town bills her (30 days net) by March 1, 2009; the balance of the payments shall be paid to the Town 30 days after the conclusion of 2009 Candy Dance.
- #5 Term – The term of this Agreement is for one (1) year, subject to renewal upon all Parties' written consent at least nine (9) months prior to the next annual event succeeding the Candy Dance 2009.
- #6 Quality Standards – Quality Standards for the Candy Dance, and each event hosted by each party, shall be established for all art and craft vendor products sold during the Candy Dance 2009. These standards shall be developed by the Parties and the Town representatives and juried and enforced by Williams and Stoll on their respective properties and by the Town elsewhere, during all times prior to and during the Candy Dance 2009.
There shall be no candy sales of the same type of candy as is sold by the Town from any vendors not associated with the Candy Dance.
- #7 Insurance – Each party shall obtain general liability insurance in the amount of ONE MILLION DOLLARS (\$1,000,000.00), on or before January 15, 2009, and

provide proof of same to the Town. Such insurance shall be approved by the Town and name the Town and Douglas County as an additional insured.

- #9 Cancellation – Section is deleted.
- #12 Assignments – No Party may assign its rights, or delegate its duties hereunder without the prior written consent of the Town, which consent may not be unreasonably denied.

Should Williams not be able to operate Antiques Plus and Peddler's Fair or Stoll able to to operate Autumn Boutique for reasons of death, accident , family emergency, or financial emergency, they and/or their successors or assigns may designate another party to direct their respective events.

- #17 Further Acts - The last sentence has been deleted.
- #19 Waivers – Has been deleted.
- #24 No Third Party Beneficiaries – Has been deleted.

Ms. Gonzales reviewed a chart of fees that will be paid by the Town and discussed differences in the fees if paid by the individuals and if the costs were shared.

There was lengthy discussion regarding the conditions of the Agreement. Differences between this Agreement and agreements with other property owners was discussed. Member Whitgob is concerned about having a different set of standards for different people.

There was discussion regarding Quality Standards for jurying and fees.

Martha Williams said she would be willing to pay the Town for one-half of the number of booths on her map up-front. The remainder would be paid shortly after Candy Dance.

Clerk Pace moved to accept the same agreement between the Town and Gilles LaGourgue as the agreement with Martha Williams and Phil Stoll with the following conditions: that Ms. Williams and Ms. Stoll will participate in the jurying process by being on the jury committee and allow their vendors to be juried by the Town jury committee applying the same criteria of the Town's existing jurying process; that Ms. Williams will pay fees for one-half of the booths that are on her map, Ms. Stoll will pay fees for all of the booths on her map, by January 15th of this year, with the remainder of Ms. Williams' fees to be paid within 30 days after Candy Dance; and, if it complies with the County, liability insurance will go from \$2,000,000 to \$1,000,000. Motion seconded by Member Williams. Motion passed unanimously.

12. Discussion and possible action regarding the Town financial policies and procedures.

Sheryl Gonzales stated the Town' Policies and Procedures do not have a section that addresses financial operations for the Town of Genoa business. Policies and Procedures and Codes that have been utilized are the Douglas County Policies and Procedures which will continue to have main oversight on financial implementation of those decisions as related to Genoa business. As part of the 2008 annual review of the Town's policies and procedures mandated every February, staff was directed to develop Financial Policies and Procedures.

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Ms. Gonzales said she has submitted these Policies and Procedures to the County Comptroller, who reviewed them along with the Treasurer's Office.

Member Whitgob moved to approve the Town Financial Policies and Procedures. Motion seconded by Member King. Motion passed unanimously.

13. Discussion and possible action to elect the Chair and Clerk of the Town Advisory Board.

Clerk Pace moved to recommend Member Williams for Chair of the Board. Motion seconded by Member Whitgob. Motion passed unanimously.

Member Williams moved to recommend Member Whitgob for Clerk of the Board. Motion seconded by Member Pace. Motion passed unanimously.

ADJOURNMENT

Member Pace moved to adjourn the meeting at 10:10 P.M., seconded by Clerk Whitgob. Motion passed unanimously.

Respectfully submitted
Kris Wilkison