

**Genoa Town Advisory Board
Regular Meeting Minutes of February 3, 2009**

MEMBERS PRESENT

Chair Brian Williams, Clerk Dave Whitgob, Member Greg Pace, Member Jenn King and Karen Holmes.

Also present was Town Manager, Sheryl Gonzales.

CALL TO ORDER

Chair, Brian Williams, 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 Darlene Tiffany.

APPROVAL OF AGENDA

Action Item

Member Holmes stated Item 2, Comptroller's Report/Budget Performance Report should read December 2008.

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

APPROVAL OF MINUTES

Action Item

The following corrections to Minutes of January 6, 2009 were requested:

Approval of Agenda – Member Whitgob made the Motion to Approve Agenda;

Announcements and Correspondence – Remove the bulleted item regarding Candy

Dance Applications which appears twice;

Administrative Agenda, Item 11, page 5 – the title of this item should read "...Douglas County 2009 Outdoor Entertainment and Event Permit";

Administrative Agenda, Item 11, page 6 – the motion should be amended to read "...and allow their vendors to be juried by the Town jury committee applying the same criteria as the Town's existing process..."

Member Pace moved to approve the Minutes of January 6, 2009 with corrections as noted.

Clerk Whitgob seconded the motion. Motion passed unanimously.

PUBLIC COMMENTS

Resident Sue Knight welcomed the new Board members, Jenn King and Karen Holmes. Ms. Knight reminded everyone to vote for Genoa to be on the cover of Nevada Magazine at editor@nevadamagazine.com.

Resident Marian Vassar said that everything is going well with plans for St. Patrick's Day. She outlined entertainment that will be there and is looking for additional suggestions.

Greg Pace spoke as a resident stating he would like to spruce up the Post Office by displaying work of local artists in the lobby.

ANNOUNCEMENTS AND CORRESPONDENCE:

1. Sheryl Gonzales gave her Town Manager report:
 - To date we have 80 applications for Candy Dance, 10 of which are food vendors. Deadline for applications is March 15th. We had approximately 345 total vendors in 2008.
 - The Genoa Town Advisory Board will be participating in a Strategic Planning Workshop on Tuesday, February 17th, 6:30 P.M. at the Town Hall. This workshop is to see what has been accomplished, where the Town is right now, and what the Town hopes to do in the next year.
 - We have a new Square Dance Class that is very popular.

CONSENT CALENDAR

Member Pace moved to approve the Consent Calendar. Motion seconded by Member King. Motion approved unanimously.

2. Approve the Comptroller's Report/Budget Performance Report for December 2008.
3. Approve the Summary of Claims Report made by Town Attorney, Michael Smiley Rowe, Esq.

ADMINISTRATIVE AGENDA

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

The Town's Policies and Procedures have an annual sunset clause and are to be reviewed each year, and if there are changes, retained until changes to the policies are approved. The Town Board with staff recommendations did a thorough review and modification of the Town Policies and Procedures over the last year. At the January 2009 Board meeting, a new section, Finance Policies and Procedures, was added. After a year of review, the Policies and Procedures are being submitted for approval.

Member Pace discussed changing the length of the term served by the Chair of the Board and the Clerk to one year rather than a two-year term.

Member Pace made a motion that the Chair and Clerk of the Board be elected annually at the January meeting. Motion seconded by Member Holmes. Motion passed unanimously.

Member Pace discussed Section III.T.2 – Snow Removal. Member Pace asked who makes the determination regarding snow removal after a 6-inch accumulation.

Member Pace moved to add to Section III T.2 that snow removal be determined by the Town Manager and the snow removal contractor. Motion seconded by Clerk Whitgob. Motion passed unanimously.

Lisa Granahan, County Manager's office, discussed Section IV.FN.10 – Spending Limitations. Ms. Granahan suggested the Board consider giving the Town Manager authorization to approve expenditures without Board approval as long as the expenditure is within the approved budget. She also suggested that claims for payment made to Douglas County could be expedited if only one Board signature, along with the Town Manager, was required. Discussion followed.

There was a discussion regarding Section IV.FN.9 – Contracts/Agreements.

Member King moved to strike “up to \$1,000” on page 22, Item B, so the sentence will read, “the Town Manager is authorized to spend the approved budget without Town Advisory Board approval” and to strike the last sentence of that paragraph. On page 22, Item C, to change the number of Town Board member signatures from two to one. In section IV.FN.10, page 22, change it to read “the Town Manager shall have the authority to authorize expenditures as approved in the Town budget without Board approval”, striking “not to exceed \$1,000”. Motion seconded by Clerk Whitgob. Motion passed unanimously.

Member Pace stated there were two corrections to be made on page 18, Receipt of Cash. In the first item, “tone” should be “done”, and in the fourth item, “county” should be “count”. On page 42, section VI.E.12 – Residents Passes. Clarify the last sentence to read “the number of passes issued is four per household or business.”

Chair Williams referred to page 9, Section M.11 – Rules of Debate and discussed paragraph A and the language regarding Members identifying themselves.

Chair Williams moved to retain the current Policies and Procedures until such time as the revisions discussed tonight are made and incorporated into the Policies and Procedures and brought back to the Board. Motion seconded by Member Pace. Motion passed unanimously.

Resident Bill Brooks discussed Section A.2 – Request to be on the Agenda. He asked what would be the proper protocol to have an item placed on the Town agenda. Ms. Gonzales reviewed the process. There was discussion.

Clerk Whitgob made a motion that prior to the Town Board meeting in March, the Town Manager review Section A.2 to further articulate requests that are made for agenda items. Seconded by Chair Williams. Motion passed unanimously.

5. Discussion and possible action to award a contract for Town Engineer Services.

In September 2008, Town Engineer, Mark Gonzales resigned his duties as contract Town Engineer. At the Town Board's December 2008 meeting, the Town Manager was directed to work with resident Bill Brooks to conduct a request for civil engineering services proposal process that would result in interviews of firms that submitted their proposal. Requests for Proposals were sent to four engineering firms in the Carson Valley area. Interviews of three responding firms were conducted on January 15, 2009. Resident Bill Brooks, County Engineer

Mahmood Azad, and Town Manager Sheryl Gonzales, served on the interview panel. Panel members scored the interview of each firm. The scores were averaged and the firm, Resource Concepts, Inc., rated the highest.

Town Manager Gonzales said the contract was reviewed by the Town attorney, resulting in minor revisions. Ms. Gonzales reviewed the revisions.

Chair Williams thanked Bill Brooks for his participation in this process. Ms. Gonzales said Mr. Brooks' contributions are invaluable.

Tim Russell from Resource Concepts, Inc. said they are very excited to serve as Town engineer. He will be the prime contact for Genoa.

Clerk Whitgob moved to award a contract to Resource Concepts, Inc. for the Town's engineering services. Motion seconded by Member Pace. Motion passed unanimously.

6. Discussion and possible action regarding the proposed amendments to the Douglas County Outdoor Festival Ordinance.

The County has been working on revising the Outdoor Festival Ordinance. The Board is presented with a copy of the Final Draft of the Ordinance to go before the County Commissioners and also a copy of the Ordinance with changes called out. It is important for the Genoa Town Advisory Board to review and provide advisory comments or recommendations to the County Commissioners. The proposed Ordinance permits Candy Dance as required by Douglas County. The County Board of Commissioners will have the first reading of the amended Ordinance at their February 19th meeting.

Ms. Gonzales reviewed the proposed Ordinance.

Clerk Whitgob suggested bringing in someone as an advocate to represent the Town's position regarding the Ordinance.

There was discussion regarding the Ordinance.

Clerk Whitgob moved that the Town Manager contact the Town of Gardnerville and their attorney, in an attempt to draw up a response suitable for submission by Friday to insure that our interests and guidance are understood by the County Board of Commission, and bring back the recommendations to the Town Board meeting on February 17th. Motion seconded by Member Holmes. Motion passed unanimously.

7. Update regarding the Carson Street Drainage Project.

In February 1996, the Town of Genoa engaged the services of Vasey Engineering to review the existing drainage within the Town to identify problem areas and formulate solutions, to estimate costs for these solutions, and develop a capital improvement implementation plan to

systematically address these drainage problems. A Stormwater Master Plan was submitted to the Town in August 1996. Three drainage routes were recommended for routing of storm flows including Carson Street, Nixon Street to Genoa Lane, and Fifth Street north along Jacks Valley Road. Nixon Street to Genoa Lane was completed in 2001. In 2005, the Carson Street Drainage Project was begun which included the installation of reinforced concrete pipe along three manholes, crossing and on Foothill Road, which is State Route 206.

Ms. Gonzales reviewed photographs and plans of the drainage system.

The completion of the project will make the drainage system in this area functional and would include a storm drain pipe to connect and run the remainder of the distance to Genoa Creek. As a part of the 2008-09 budget development process, the Town budgeted \$50,000 for the Carson Street Drainage Project. The estimated cost to complete the project given the current economic situation, is \$69,000, and with normal pricing, could be as high as \$93,849.

Town Manager Sheryl Gonzales, Town Board Clerk Whitgob, and resident Bill Brooks, recently met with NDOT Assistant Director, Tracy Larkin-Thomason.

Clerk Whitgob gave a review of the meeting with NDOT. Ms. Larkin-Thomason suggested that there are some matching funds available and that the Town apply for the funds. If the application is approved, it would be a 2009-10 event. When considering the likelihood of the town receiving funds, it makes good sense to postpone the project to 2010. It was the strength of the Town Manager's presentation that led to the recommendation from NDOT that the Town submit an application.

Ms. Gonzales said 50% of the funding of Phase One of the project was obtained from NDOT, along with Town funds and a contribution from County Redevelopment Funds. The application is due March 9, 2009.

8. Update regarding the Mainstreet Economic Recovery Program.

The County has requested the various departments and Towns to provide a list of "shovel ready" projects to the County and which will go to the National Association of Counties, to then be submitted to President Obama's stimulus program.

On Friday, January 9, 2009, the Town Manager received an email from County Manager, Michael Brown, with regard to then President-Elect Obama's proposed multi-billion dollar economic stimulus package. The email requested that the Town Manager submit, on behalf of the Town of Genoa, a list of possible projects that could be considered as part of the federal stimulus package. Ms. Gonzales and resident Bill Brooks reviewed various projects that had been identified in the past as part of the budget process and assigned costs and estimated number of jobs that these various projects would involve to complete.

Mr. Brown sent another email requesting additional projects as related to renewable energy development projects and energy efficiency/conservation projects that could also possibly be

funded through the economic stimulus package. Mr. Brooks again met with the Town Manager to identify those possible projects.

Both lists have been submitted to the County and are part of this item. Also, included is the list of what the County has submitted. Ms. Gonzales provided a copy of the energy efficiency list.

There was discussion regarding this item.

Member Pace moved to accept the report. Motion seconded by Chair Williams. Motion passed unanimously.

9. Discussion and possible action to set a date for the 2009-10 fiscal year budget workshop.

In order to prepare for the 2009-10 Town budget, Town Manager Sheryl Gonzales recommended two dates for the budget workshop. The dates are Tuesday, March 10 and Tuesday, March 24, 2009. The process may be completed with one workshop, however, in order to allow for any additional time needed, a second workshop has been scheduled.

Chair Williams moved to set the budget workshop for March 10th and March 24th. Motion seconded by Member Holmes. Motion passed unanimously.

ADJOURNMENT

Member Holmes moved to adjourn the meeting at 8:55 P.M. Motion seconded by Member King. Motion passed unanimously.

Respectfully submitted,
Kris Wilkison