

**Genoa Town Advisory Board
Special Meeting Minutes November 19, 2009**

MEMBERS PRESENT

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

CALL TO ORDER

Chair Williams called the meeting to order at 6:32 P.M.

PLEDGE TO ALLEGIANCE

The Pledge of Allegiance was led by Brian Williams.

APPROVAL OF AGENDA

Action Item

Clerk Whitgob moved to approve the Agenda. Motion seconded by Member Holmes and passed unanimously.

PUBLIC COMMENTS

Member Pace said he had received a comment wondering why the Volunteer Dinner ended a little earlier than publicized.

ADMINISTRATIVE AGENDA

1. Discussion and possible action regarding an update on the 89th Annual Candy Dance, including realized expenses and revenues with possible adjustments to the Town's 2009-10 budget.

Sheryl Gonzales reported on the 89th Candy Dance giving a recap of all aspects of the event. The event ran very smoothly and there were no major issues or incidents. She presented a review of the revenues, expenses and projections. Final budget figures are not yet confirmed and will be brought to the Board in January. There is an anticipated shortfall of approximately \$27,000 in budget expenditures and revenues combined.

There was Board discussion regarding the areas that sustained revenue losses. These include parking, juried art show, and candy sales. There was discussion why these losses occurred. There were competing parking lots, an issue which should be addressed in the future. There was a weather factor which may have affected merchandise and candy sales. Sheryl Gonzales said volunteer from the community will review the operation of Candy Dance to see what adjustments, improvements and /or changes can be recommended to the Town Board.

Sheryl Gonzales said the expenditures were higher than the proposed budget. This was caused by several factors including unexpected, substantial costs for the Town to rent signage for road closures which had previously been provided by NDOT. This also included the fact there are

now more private property owners under the Town's permit and the Town has a 50/50 cost-share with those owners.

Ms. Gonzales reviewed options for the Board to consider to correct the shortfall in the budget. We were recently advised by the Comptroller's Office that there is a greater-than-anticipated ending fund balance from last year in the sum of \$13,559. It is recommended that this amount be applied to the Candy Dance expenses which are approximately \$13,000 over-expended. Staff anticipates revenues for the up-coming Cowboy Poetry Music Festival to be \$35,000 - \$50,000. Those revenues could be used to off-set the shortage in Candy Dance revenue.

In addition to the above, Ms. Gonzales proposed other options. These included a hiring freeze on the current open Office Assistant II position, a transfer of road maintenance funds with a delay of road maintenance projects until July 2010, and a freeze on expenditures for the under grounding of utilities and the Church foundation projects.

The Board discussed the above options. Sheryl Gonzales advised that a decision does not need to be made at this time and emphasized that the Board would be given updates at the regular Town Board meetings, with a decision to be made possibly at the April meeting.

The Board discussed the Office Assistant II position. The Board members felt it is necessary to fill this position.

Clerk Whitgob moved to accept the Town Manager's report and the recommendations made, and that we replace and hire for the open position of Office Assistant II. Motion seconded by Member Pace. Motion passed unanimously.

ADJOURNMENT

Chair Williams moved to adjourn the meeting at 7:15 P.M. Motion seconded by Member Holmes and passed unanimously.