

**Genoa Town Advisory Board
Regular Meeting Minutes February 2, 2010**

MEMBERS PRESENT

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

Also present was Town Manager, Sheryl Gonzales.

CALL TO ORDER

Chair Williams called the meeting to order at 7:00 P.M.

PLEDGE TO ALLEGIANCE

The Pledge of Allegiance was led by John Holmes.

APPROVAL OF AGENDA

Action Item

Member Pace moved to approve the agenda with correction to the date of the minutes (January 4 changed to January 5) listed in the agenda. Motion seconded by Member Holmes and approved unanimously.

1. Discussion and possible action on election of Town Board Officers for 2010.

Member Pace moved to elect Brian Williams as Chairman. Motion seconded by Member Holmes and passed unanimously.

Member Holmes moved to elect Dave Whitgob as Clerk. Motion seconded by Member King and passed unanimously.

APPROVAL OF MINUTES

Action Item

Member King moved to approve the Minutes of the Regular Meeting of January 5, 2010. Motion seconded by Member Holmes. Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

ANNOUNCEMENTS AND CORRESPONDENCE:

2. Sheryl Gonzales gave a Town Manager's report:

- Monique Roberts the new Office Assistant II was introduced. Monique is semi-retired, having previously worked for the County of San Diego. Monique has extensive experience having worked in various departments of that County.
- Applications for the 90th Candy Dance have gone out. To date we have received 18 applications in addition to 120 confirmed speedy registrations. Last year at this date we had received 88 applications. Candy Dance committees are being established.
- The Town has received initial approval from Ranch #1 for a design for the Carson Street Drainage Project. We will meet next Wednesday to hopefully have an easement

signed by Ranch #1. The final draft contract for NDOT funds was submitted and we hope to launch this project in spring.

- The Cowboy Poetry & Music Festival kick off event will be this Wednesday at the Town Hall. We are expecting 200 people. Many of the performers will be attending. Several elected officials, including County Commissioners, will also be attending.
 1. At this event, we will also be kicking off the Carson Valley meat initiative which J.B. Lekumberry is organizing throughout the Valley – looking to make May “Carson Valley Meat Month”.
 2. Tickets and posters will be sold at the kick off in addition to the launching of the Cowboy Heritage Club being spear-headed by Roger Teig. The purpose of the Heritage Club is to generate funds to go back into the event next year. Membership is \$2,500 in exchange for various benefits at the event.
 3. The billboard has gone up. Clear Channel is one of our investors and they split the cost of the billboard with us. The Carson Valley Chamber of Commerce donated \$2,000 towards the billboard. The cost to the event is \$500.
 4. Magazine ads are beginning to go out including appearing in Travel Host, American Cowboy, Nevada Magazine and others.
 5. The Art Gallery is ramping up. We have art gallery locations confirmed – Betty Kanelos’ property, the Pink House, and Kathy Diehl’s rustic barn. Gail Teig will be using part of her building as a cowboy gift shop. We have some very fine art vendors coming in. We are negotiating with Barry Jobe, owner of Lone Tree Gallery in Minden, to display some of his vendors at the Pink House.
 6. We are in negotiation with Ron Simek to use his building for the Washoe Tribe Cultural and Historical Center. They would provide workshops all day Friday and Saturday.
 7. A trail ride has been established which will be held at the County Fairgrounds. This is a beginning to the event fanning out throughout the valley.
 8. I attended the Cowboy Poetry & Music Festival in Elko, an event that has been going on for 26 years. I had the opportunity to see a lot of the entertainers who will be at our event. It was a great event.
 9. We have 200 ticket orders to date. The goal is to sell 3,000 tickets over various venues.
- Strategic Planning and Priority Setting Meeting will be held Tuesday, February 16th, 6:30 to 8:30 PM. The purpose will be to review the Strategic Plan, accomplishments over the last year, and to set priorities for the next year.

A Budget Workshop is set for Tuesday, March 9th, 6:30 to 8PM. If necessary, a second Budget Workshop is set for Tuesday, March 23rd 6:30 to 8 PM.
- We are preparing for our grant hearing in March for the \$350,000 requested from Nevada Cultural Office of Tourism, to refurbish the Town firebay, meeting room, town offices, and kitchen to create a visitor and cultural center.

CONSENT CALENDAR

Member King moved to approve the Consent Calendar. Motion seconded by Member Holmes. Motion passed unanimously.

3. Approve the Comptroller's Report/Budget Performance Report for December 2009.
4. Approve the Summary of claims Report made by Town Attorney, Michael Smiley Rowe, Esq.

ADMINISTRATIVE AGENDA

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

Sheryl Gonzales reviewed policies that have been adopted over the past year and need to be added to the policies and procedures:

Section I – Rules of Order:

- A-3 Agenda Format – Public Comments
Addition: **The Genoa Town Advisory Board is prohibited by law from taking immediate action on or discussing issues raised by the public that are not listed on the agenda.**
- A-3 Agenda Format – Consent Calendar
Change: New business to **Administrative Agenda**
- A-5 Executive Documents
Addition: **Town Manager will present pertinent GTAB approved actions to the Douglas County Board of Commissioners as a part of their agenda for their next meeting.**

Section 11 – Meetings:

- M.5 Board Officials
Deletion: At the first meeting in January, **after each Election, which includes the Town,** the Chairperson and Clerk shall be selected from its members by a majority vote of the Board.

Section 111 – Town Infrastructure

- T.2 – Snow Removal
Addition: Snow will be plowed after an accumulation of 6 inches or sooner if needed.
This **can be recommended by the contractor and approved by the Town Manager.**

Section IV – Finance

- IV.FN.3 – Accounting Procedures
 - B. Payment of Invoices/Claims
Deletion: **Amounts over \$1,000 require approval from the Town Advisory Board.**
 - C. Authorization to pay invoices/claims
Change: Authorization to pay invoices must be obtained from **one** Town Board member after review and signature is received from the Town Manager.

Section V – Town Facilities

- V.F.6 – Genoa Park Facility

K. Change: **Propane only barbeques may be brought in by people at anytime, limited to use in grass areas with a 10 foot clearance of flammable materials. Signs to be posted with this policy.**

Member Pace requested the following changes:

Section IV – Finance

- IV.FN.5 – Town Activity/Event Procedures

B. Town Events

Addition: **Old Time Music Festival as part of the four Summer Concerts in the Park**

Deletion: **Christmas Craft Faire**

Member Pace asked about the Donation Recognition Program and whether or not it has been exercised. Sheryl Gonzales said donations have been received from Chad Coons and that the program has not been implemented.

Member King requested the following changes:

Section I – Rules of Order

- A.3 – Agenda format

Change: **Time: 6:30 PM**

Section VI – Events

- VI.E.12 – Resident Passes

Addition: **Requests for additional residents passes will be charged \$10 per pass.**

Chair Williams requested the following changes:

Section I – Rules of Order

- A.1 – Agendas

Change: **Mailing list is updated once a year.**

- A.3 – Agenda Format

Addition: **The Board shall entertain questions/comments from member of the public when recognized by the Board's presiding officer.**

- A.3 – Agenda Format

Change: For any item on the agenda, **public comment may be permitted at the discretion of the Board's presiding officer.**

- M.5 – Board Officials

Change: Title of **Clerk changed to Vice-Chair.**

- M.10- Procedures for Debate

Addition: Discussion can continue after the motion is made **and seconded**; however, after a motion is on the floor, except for questions from the Board, discussion shall be restricted to the Board Members.

- M.15 – Voting

C. Precedence of Motion

Addition: When a motion is before the Board, **and seconded**, no motion shall be entertained.....

Section IV – Finance

- IV.FN.3 – Accounting Procedures

D. Petty Cash

Change: The Petty Cash Count Sheet must be completed and reconciled when the reimbursement of fund is received. **Office Assistant II shall complete the Petty Cash reconciliation.**

6. Discussion and possible action regarding the Town Manager's Annual Evaluation.

Chair Williams said the Town Board members requested him to complete the evaluation of Sheryl Gonzales, Town Manager, which he has done.

Resident Sue Knight commented she is very happy with the work of the Town Manager from all aspects. Resident John Holmes concurred with Sue Knight and added that Ms. Gonzales is doing an excellent job. Office Assistant Kris Wilkison commented it is great working with Ms. Gonzales. Residents Perry Hand and Darlene Tiffany concurred with Sue Knight's comments.

There was Board discussion. Member King thanked Ms. Gonzales for making her first year very smooth. Member Holmes concurred with all comments and said Ms. Gonzales has been a great mentor this first year. Member Pace said he may not have been as generous in the evaluation, but he is very glad to have Ms. Gonzales in this position and doing the things she is doing, and therefore has no disagreements with the evaluation.

Chair Williams said he is in the office sometimes twice a day, and we are lucky to have someone who is both an event coordinator and a manager – a very proactive event coordinator with our new event. She is doing a fantastic job.

Sheryl Gonzales said she appreciates the comments, there is a lot to learn in this job, but most importantly, it would be impossible without the Board, the staff, and also the community who are great to work with. If she's doing a good job, it's because she has a lot of support.

Member Holmes moved to accept the evaluation of Town Manager, Sheryl Gonzales. Motion seconded by Member Pace and passed unanimously.

ADJOURNMENT

Member King moved to adjourn the meeting at 8:35 PM. Motion seconded by Chair Williams. Motion passed unanimously.