

# **TOWN OF GENOA**

## **POLICIES AND PROCEDURES**

### **THE POLICIES AND PROCEDURES MANUAL**

#### **HISTORY**

The manual was first adopted in February 1996 and has had changes, additions, and deletions on a yearly basis. It was developed as a guideline for the staff and board members, documenting the previous decisions and policies made by the Genoa Town Advisory Board.

#### **SUNSET CLAUSE**

All the policies have an annual sunset clause and are to be reviewed each year and retained if needed.

The annual review is to be done in February.

(Approved and adopted by the Genoa Town Advisory Board 2/2/99)

Changes to the policies can be made by the Genoa Town Advisory Board as needed to fulfill the needs of the Town of Genoa.

**Reviewed and adopted: February 6, 2007**

**Rental Rules and Regulations Section adopted April 3, 2007**

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## AGENDAS

### **A1- Agendas**

All meetings will be posted by 9:00 a.m. at least three working days prior to the day of any public meeting in compliance with the Open Meeting Law. The actual day of the meeting is not to be considered as one of the three working days. For example, a Tuesday meeting must be noticed no later than 9 a.m. Thursday of the preceding week; if the Monday before a Tuesday meeting were a legal holiday, notice would be posted no later than 9 a.m. on Wednesday of the prior week.

Agendas are to be posted at the Town Office, Genoa Post Office in Genoa, Clerk's Office in the Minden Inn, and Courthouse Building in Minden.

All meetings will be posted three to five days prior to a meeting on the marquee in front of the Town Hall.

Private mailing of the agendas may be requested any time for a year. The requestor will be notified of the one-year time frame with the first mailing. The mailing list is updated every six months. Private mailings of the agenda will be:

- A. Delivered to the postal service not later than 9 a.m. of the third working day before the meeting for transmittal to the requester by regular mail; or
- B. If feasible and the requester has agreed to receive the public notice by electronic mail, transmitted to the requester by electronic mail sent not later than 9 a.m. of the third working day before the meeting.

**Adopted 1996/Revised 1999, 2000, 2002, 2004, 2007**

### **A2- Request to be on Agenda**

Requests to have items placed on the Town agenda should be made to the Town Manager or to one of the Town Board Members. The Town Manager or a Board Member may request that items be placed on the agenda. The Town Manager should be contacted for discussion of specific items as well as the deadlines for the inclusion on the appropriate agenda.

**Revised 2007**

A request to be on the Town agenda shall be submitted at least 10 working days prior to the meeting, and when, possible should be in writing.

**Revised 2007**

In the case of Design Review requests, the Douglas County Community Development Design Review Process should be consulted.

### **A3- Agenda Format**

#### **NOTICE OF REGULAR PUBLIC MEETING**

Date:

Time: 7:00 P.M.

Place: Genoa Town Meeting Room  
2289 Main Street  
Genoa, NV 89411

It is the intent of the Genoa Town Advisory Board to protect the dignity of citizens who wish to comment before the Board. It is also the Board's wish to provide the citizens of Genoa with an environment that upholds the highest professional standards.

Citizens should have the ability to freely comment on items and/or projects that are brought before the Board for action without interference. In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his/her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere or prevent the speaker from commenting on any present or future project.

Reports should be made to the Board prior to public comment or questions. Upon completion of the report, the Board shall entertain questions/comments from the public.

#### **Agenda**

**(Action may be taken on those items denoted "Action Item")**

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF AGENDA**

**Action Item**

The Genoa Town Advisory Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

#### **APPROVAL OF MINUTES**

Regular Meeting

**Action Item**

#### **PUBLIC COMMENTS**

This portion of the meeting is open to the public to speak on any topic not on today's agenda and must be limited to 3 minutes. For any item on the agenda, public comment is discretionary except where public hearing is legally required.

#### **ANNOUNCEMENTS AND CORRESPONDENCE:**

#### **CONSENT CALENDAR**

**Action Item**

All items shall include discussion and possible action. Consent items may be pulled at the

request of Board Members wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed at the beginning of New Business.

Motion to approve consent calendar

**ADMINISTRATIVE AGENDA**

*(Note – this section of agenda will include special presentations, advisory committee reports, new and old business. This section will also contain the approval of the Comptroller’s Report unless the Board wishes to consider it as a consent item)*

**Action Item**

**ADJOURNMENT**

**Action Item**

NOTICE to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Genoa Town Office in writing at P.O. Box 14, Genoa, Nevada 89411 or by calling 782-8696 at least 24 hours in advance of the meeting.

NOTICE: NRS 237: The Genoa Town Advisory Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements. When the Town Board approves its agenda, it also approves a motion, which includes ratification of staff action taken pursuant to NRS 237.030 et seq. With respect to items on the Board’s agenda, including without limitation, the conclusion that each rule, ordinance, or regulation which is on the Board’s agenda, including without direct and significant economic burden on a business or directly restricts the formation, operation, or expansion of a business, and that each rule, ordinance, or regulation, which is on the Board’s agenda for which a BIS has not been prepared does not impose a direct significant economic impact on a business or directly restrict the formation, operation, or expansion of a business.

This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at the following locations:

Posted: GTAB Agenda

Genoa Post Office, Town Office, Douglas County: Courthouse, Clerks Office,

Others: Town Engineer, Record Courier, Sierra Sage

Agenda Requests:

**Adopted 1996, 2000/Agenda format added 2003/ Revised 2007**

#### **A4- Order of Agenda**

The Chairperson shall determine the order of business at meetings pursuant to these rules. The Chairperson on the Chairperson's own initiative, or the Board, by majority vote, may consider items out of sequence from the printed agenda.

If the Board wishes to adjourn to a later time, the Board must pass a motion specifying the date and time to which the regular meeting is being adjourned.

A motion to adjourn shall always be in order. When a motion is made and seconded to adjourn, any Board Member may state why it is improper for the Board to adjourn. That statement, however, shall not be debatable and shall not take more than two minutes.

#### **Order of Agenda added 2005**

## **Candy Dance**

### **CD1- Use of Certificate of Mark**

Use of the Candy Dance name by any person or business must be specifically approved by the Genoa Town Advisory Board, and will be limited to a term of one year.

**Adopted 2001**

### **CD2- Time and Date**

Candy Dance is held the last full weekend in September; it is not held on an October date. Faire hours are 9 a.m. to 5 p.m. on Saturday and Sunday.

The Candy Dance with dinner is held Saturday, 6:00 p.m. to 10 P.M.

**Revised 2004**

### **CD3- Compliance with Rules and Regulations**

The Douglas County District Attorney's Office has rendered legal opinions regarding the Concession booth operations during Candy Dance on January 12, 1994 and September 18, 2000. The County Code makes it incumbent on the Genoa Town Board to meet with the Genoa businesses and local business association to develop a comprehensive booth concession plan that places Candy Dance permitted booths in complementary positions to booths operated by Genoa businesses.

This responsibility has been reinforced by the Douglas County Code section 5.24.130 which reads: "Persons acting under an outdoor festival and entertainment event license pursuant to Chapter 5.12 are required to be registered with the holder of the outdoor festival and entertainment license."

Salient points in the January 12, 1994 advice are:

- If the goods being sold in front of the Genoa business are part of the store's regular inventory, the sales activity is incidental to the existing business use and lawful under County Zoning Code provisions. D.C.C. Chapter 20.660.
- If the goods being sold in front of the Genoa business are not part of the store's regular inventory, the sales activity taking place in front of the store needs to be coordinated with the Town of Genoa as part of the Outdoor Festival Permit which the County issues to the Town. Pursuant to D.C.C. Chapter 5.12 and Section 5.24.130.
- If Sheriff's Deputies are asked to take enforcement action and the officer has probable cause to believe: (1) the wares being sold out of the booth adjacent to the business are not compatible to the wares sold in the business establishment, (2) the operator of the booth cannot show booth registration with the Town of Genoa, (3) the operator of the booth cannot show a valid Traveling Merchant permit and (4) a Town Board Member is

requesting enforcement action against the booth operator, consider citing the booth operator for violation under D.C.C. 5.24.170.

- If the Officer has probable cause to believe the four numbered points just mentioned are present and the booth operator is selling on the retailer's property pursuant to an agreement with this retailer (either oral or written) consider citing the retailer for violation under D.C.C. 5.24.17
- If a Town Board Member or Town Representative demands cessation of retail activity, by any local business, or cessation of retail activity by any booth operator during Candy Dance, he or she must perform a civil standby to prevent violations of D.C.C. 9.24.010 (disturbing the peace) and 9.24.010 (disorderly conduct).

#### **CD4- Arts and Crafts Vendors**

Booth space: 10x10 or per contract

**Revised 2005**

All vendors must be juried.

Vendors must follow all the procedures and rules as follows:

##### **A. Procedure**

1. January 31<sup>st</sup> - Application requests must be postmarked by January 31<sup>st</sup>. Requests must contain a self-addressed stamped #10 legal envelope and should be sent to P.O. Box 155, Genoa, Nevada 89411. Requests can be picked up in person throughout February in the Town Office.
2. February 15<sup>th</sup> - Applications must be mailed to the Town Office by February 15<sup>th</sup>.
3. March 15<sup>th</sup> - Completely filled out applications must be accompanied by a non-refundable processing fee of \$15.00, 4 pictures: three of the product, and one of the booth set-up.
4. May 15<sup>th</sup> - Confirmation of status (acceptance, rejection, or wait list) mailed by May 15<sup>th</sup>.
5. June 15<sup>th</sup> -Deadline for return of properly filled out contracts with various booth fees depending on location for arts and crafts, and \$700 for food vendors.  
**Revised 2004**
6. July 15<sup>th</sup> - Booth space number, set-up time, booth number maps, Nevada State Sales Tax forms, vendor parking card, vendor booth I.D. card, and other pertinent information will be sent at this time.

## **B. Rules and Regulations**

### **1. Application:**

- a. Applicant must handcraft all arts and crafts in the U.S.A. No commercial products made in the U.S.A. or outside the U.S.A. will be eligible for acceptance. Non-compliance with these requirements will precipitate removal from the Faire.
- b. This is an outdoor event with uneven terrain and inclement weather.
- c. Booth location preference will not be given to previous exhibitors.
- d. Loading and unloading will be done before and after the Faire hours. Shuttle services will be provided to and from outlying areas.

### **2. Contract:**

- a. Must contain disclaimer: "I hereby release the Town of Genoa, and the property owners where my booth is located, from any damage to my merchandise due to breakage, theft, fire, or any liability from disorder or disturbance during the event.
- b. There will be no changes once booth spaces are assigned.
- c. Exhibitor's booth must be open and staffed during all regular Faire hours. Faire hours: Saturday and Sunday-9 a.m. to 5 p.m. Set-up time: Friday -1 p.m. to 8 p.m.; Saturday-6 a.m. to 8 a.m. Re-stocking-Saturday 6 p.m. to 8 p.m., Sunday-7 a.m. to 8 a.m.
- d. Crafter or artist must man booths; no agents or sales representatives are acceptable.
- e. Exhibitors must display their work for jurying by submitting photos and a written description.
- f. Exhibitors are not permitted to keep pets/animals of any type in the booth, other than service dogs; booths are located on park property, and authorization must be given.
- g. Exhibitors are responsible for keeping their booth area clean at all times; extra equipment must be stored out of sight within the assigned booth space; booth area must be cleaned up and trash disposed of properly after the show. If trash is not picked up, any further participation by exhibitor will be considered by the Committee.
- h. Exhibitors must abide by all fire regulations and/or decisions made by representatives of the local Fire Department. Vendors must provide fire

extinguishers in their booths.

- i. A Candy Dance I.D. card must be displayed in the assigned booth.
- j. No parking on Genoa streets will be allowed except during the designated time for set up and re-stocking.
- k. Parking will be in a designated area outside the immediate Faire area and shuttles will be available throughout the day, and during set-up and re-stocking times. Vendors will display a Candy Dance I.D. on the dashboard of their vehicle at all times.
- l. Any exhibitor's vehicle parked, camped, or otherwise left on the right-of-ways and/or in town, will be towed at the owner's expense.
- m. No exhibitor's vehicles shall drive on any Park property at any time, for any reason.
- n. Non-payment of Nevada Sales Tax will negate further Faire participation.

**Revised 2001**

#### **CD5- Food Vendors**

Application procedures and rules and regulations apply to all Food Vendors. References to Arts and Crafts do not apply to Food Vendors.

Food vendors must comply with State of Nevada Health codes and must apply for a permit with the State.

## **CHRISTMAS FAIRE**

### **CF1- Date and Time**

Usually held the second weekend in December, Saturday and Sunday, from 10 a.m. to 4 p.m.

### **CF2- Participation**

Has been a craft vendor show and fees charged of \$100 for a 6x8 table space. It is a fundraiser for the Recreation (Special Events) committee for their yearly projects.

**Adopted 2001/ Revised 2003, 2005**

## **EQUIPMENT**

### **E1- Tables and Chairs**

Tables and chairs may be rented out for local use under the following guidelines:

- Cost: \$8/table, \$1/metal folding chair
- Deposit: \$100
- New fabric chairs may not be rented or loaned outside of the Town facilities
- Subject to availability.
- Equipment must be returned undamaged and clean. Replacement of damaged equipment will be required.

### **E2- Identification**

All equipment owned by the Town of Genoa shall, where practical, be labeled “Town of Genoa” or “Genoa”. Labeling shall be in as permanent a fashion as possible.

**Revised 1998, 2000, 2001, 2003, 2005, 2007**

## **GENERAL**

### **G1- Spending Limitations**

The Town Manager shall have the authority to authorize expenditures, not to exceed \$1000, without Board approval. Such expenditures shall be within budget guidelines established by the Genoa Town Advisory Board. Such expenditures shall be for an individual item, and shall not be segmented to circumvent this provision. Claims for payment made to Douglas County shall be signed by two Board members.

**Adopted 1999, Revised 2001, 2003, 2007**

In an emergency, the Town Manager will follow emergency contracts procedure in NRS 332.112, and report any emergency purchasing action taken to the Town Board at its next regularly scheduled meeting.

**Added 2007**

### **G2- Reproduction**

Twenty-five (.25) cents per page will be charged for requests for copies by the public. (Note: each person is entitled to one copy of the agenda and minutes; more than one copy constitutes a charge.)

**Adopted 1999**

### **G3- Smoking Policy**

It shall be the policy of the Town of Genoa that no smoking will be allowed in any Town building or in any Town vehicle.

**Adopted 1999, Re-approved 2000**

### **G4- Uses of Staff**

No Board Member shall request from the Town Manager any staff project that entails over two hours of staff work without seeking approval of the full Board. This rule pertains only to an individual research request by an individual Member.

**Added 2005**

## **MEETINGS**

### **M1- Genoa Town Advisory Board Meetings**

The regular meeting of the Genoa Town Advisory Board will be held on the first Tuesday of every month. The meetings will adjourn as promptly as possible. If a regular meeting day falls on a legal holiday, the meeting shall be held on the next business day or cancelled.

**Adopted 1999 Revised 2005**

Time of the regular meeting will be 7 p.m.

The regular meetings of the Genoa Town Advisory Board will be held in the Town Meeting Room, unless otherwise posted.

**Adopted 1996/ Revised 2000**

### **M2- Recorded Meetings**

Due to the historic nature of Genoa, and the unique nature of its government, the meetings of the Genoa Town Advisory Board shall be recorded in an audio manner. The Board shall retain the recording, as well as the minutes of the meetings, for an indefinite period of time.

**Re-approved 2000, 2007**

### **M3- Minutes**

Minutes will include the requirements of motions. Discussions will be recorded in the minutes only upon written or verbal request of "for the record".

In accordance with the Open Meeting Law, the minutes will also include:

- A. The date, time, and place of the meeting;
- B. The names of the Board Members who are present and the names of those who are absent;
- C. The substance of all matters proposed, discussed, or decided and, at the request of any member, a record of each member's vote on any matter decided by vote;
- D. The substance of remarks made by any member of the general public who addresses the body if he or she requests that the minutes reflect his or her remarks, or if he or she has prepared written remarks, a copy of his or her written remarks if he or she submits a copy for inclusion; and
- E. Any other information that any member of the body requests be included or reflected in the minutes.

**Adopted 1999/ Re-approved 2000/ Revised 2007**

**M4- Conduct of Business**

The Board shall determine its own rules, order of business, and conduct of public meetings. To the extent it is not in conflict with these rules, the Board adopts Roberts Rules of order. It shall be the policy of this Board that during meetings held to conduct the business of the Genoa Town Advisory Board, the Chairperson of the Board, or any member acting as Chairperson, shall have the same rights and privileges to initiate motions, second motions, comment on motions, and vote, as any other Board member, on any and all matters put before the Board.

**Adopted 1999/ Re-approved 2000/ Revised 2005**

**M5- Board Officials**

Officers of the Board shall be: Chairperson, and Clerk. In the absence of the Chairperson, the Clerk shall conduct the Board's business. In the absence of the Chairperson and Clerk, the Town Manager shall call the Board to order. The Board Members present shall then elect a temporary presiding officer. When the Chairperson or Clerk arrives, the temporary presiding officer shall relinquish the chair when the business immediately before the Board is finished.

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.

**Adopted 2001/Revised 2002, 2003, 2005/ Re-approved 2007**

**M5A- Presiding Officer and Duties**

The Board Chairperson shall be the presiding officer of the Board. The presiding officer shall preserve strict order and decorum at all meetings of the Board. The Chairperson shall state every question coming before the Board, announce the decision of the Board on all subjects, and decide all questions of order. Any decision or ruling of the Chairperson may be appealed to the Board as a whole by request of any Board Member. The Chairperson shall call for roll call to see if the chair shall be upheld; if the roll call loses, the Chairperson is reversed.

**Added 2005**

**M6- Attendance**

No Board member shall be absent more than three consecutive Regular Meetings unless excused by the Chairperson upon request. Failure to comply constitutes forfeiture of the position.

**Revised 2002**

**M7- Public Information Officer**

The Town Manager and the Board Chairperson are the public information officers for the Board and will speak for the Board as a whole. Other Board Members must use discretion in speaking publicly.

## **M8- Quorum**

A quorum shall consist of three Board Members. The minimum number of affirmative votes on any action is three, as specifically set forth in the Nevada Revised Statutes.

## **M9- Vacancy**

If a vacancy occurs during the term of a town board member the Town Advisory Board shall solicit qualified applicants. The Town Advisory Board will review all applications and make recommendation to the Douglas County Board of Commissioners for appointment. An appointed town board member shall server the remainder of the term of the departed town board member.  
**Added 2006**

## **M10- Procedures for Debate**

On those issues requiring debate, the presiding officer shall state the issue before the Board. Unless the Board by consensus determines no report is necessary, the Town Manager shall have an opportunity to report on the issue and will respond to Board Member's questions. Board Members shall be allotted time to present their positions and concerns. Interested public shall also have an opportunity to express their positions on any issue before the Board. Section M12 covers the proper method of addressing the Board. The Board may limit the amount of time allotted for discussion.

A motion and second on the issue will be allowed after all interested parties have had an initial opportunity to express their views. Discussion can continue after the motion is made; however, after a motion is on the floor, except for questions from the Board, discussion shall be restricted to the Board Members.

## **M11- Rules of Debate**

- A. **GETTING THE FLOOR - IMPROPER REFERENCES TO BE AVOIDED:** Every Board Member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine himself or herself to the question under debate, avoiding all personalities and indecorous languages.
- B. **INTERRUPTIONS:** A Board Member, once recognized, shall not be interrupted when speaking unless it is to call that Board Member to order. If a Board Member, while speaking, is called to order, the Member shall cease speaking until the question of order is determined, and, if in order, shall be permitted to proceed.
- C. **PERSONAL PRIVILEGE:** The right of a Member to address the Board on a question of personal privilege shall be limited to cases in which the Member's integrity, character, or motives are questioned, or where the welfare of the Board is concerned. A Member may interrupt any other Member, if the Chairperson recognizes the "privilege."

- D. PRIVILEGE OF CLOSING DEBATE: The Board Member moving the adoption of any item shall have the privilege of closing debate.

### **M12- Addressing the Board**

Any person wishing to address the Board shall first secure permission of the presiding officer. The presiding officer may limit the length of time that a person is permitted to address the Board.

- A. WRITTEN COMMUNICATIONS: Interested parties or their authorized representatives may address the Board by written communications about matters under discussion.
- B. PUBLIC COMMENT: During the proper time on the agenda, citizens attending a regular meeting may address the Board on any matter concerning the Town's business, or any matter over which the Board has control. Each person addressing the Board shall read their name and permanent address into the public record. Oral presentations shall not be repetitious and shall be confined to three minutes maximum duration unless otherwise altered by the Board. The Board will note the comments, but the Board shall take no action until and unless the item has been properly placed on the agenda.
- C. AFTER MOTION MADE: No person shall address the Board after a motion is made without first securing the permission of the Board to do so.

### **M13- Decorum**

- A. BY BOARD MEMBERS: While the Board is in session, the Members must preserve order and decorum. A Member shall neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board, nor disturb any member while speaking, or refuse to obey the orders of the Board or its presiding officer, except as otherwise provided.
- B. BY PERSONS: Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Board, or who interferes with the order of business before the Board, and who fails, upon request of the presiding officer to cease activity, shall be barred from further audience before the Board, unless permission to continue is granted by a majority vote of the Board.

### **M14- Enforcement of Decorum**

All orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Board meetings may be enforced by such means as are reasonable, including the removal of any person who violates the order and decorum of the meeting.

### **M15- Voting**

- A. A roll call vote must be taken upon request of any Member.

- B. ROLL CALL: the Town Clerk shall take Roll call vote. The Clerk shall rotate the order of calling on Members on a roll call except that the Chairperson shall always vote last on a roll call vote. It shall not be in order for Members to explain their vote during the roll call.
- C. PRECEDENCE OF MOTIONS: When a motion is before the Board, no motion shall be entertained except (1) to limit comment, (2) to adjourn, (3) to fix hour of adjournment, (4) to lay on the table, (5) to call for the previous question, (6) to continue to a certain day, (7) to refer, (8) to amend, (9) to postpone in definitely, or (10) to divide the question. These motions shall have precedence in the order indicated.
- D. AMENDMENTS: No more than one amendment to an amendment is permitted. When an amendment is before the Board, the Board shall vote first on the amendment. After the amendments have passed or failed, the Board shall vote on the main motion.
- E. MOTION TO TABLE: the purpose of this motion is to temporarily by-pass the subject. A motion to lay on the table is undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be “taken from the table” at any time prior to the end of the next regular meeting. A matter taken from the table cannot be acted upon if it does not appear on the published agenda.
- F. MOTION TO CONTINUE: The purpose of this motion is to delay consideration of a subject until a future time. A motion to continue should include the specific date when the subject shall again be considered.
- G. MOTION FOR PREVIOUS QUESTION: The purpose of this motion is to close debate on the main motion. It is undebatable, and no further discussion shall be permitted until the motion is acted upon. If the motion fails, debate is reopened; if motion passes, then the Board shall vote on the main motion.
- H. DIVISION OF QUESTION: If the question contains two or more separate propositions, the Chairperson may, or upon a successful motion of the Board, shall divide the question.
- I. WITHDRAWAL OF MOTION: When a motion is made and seconded, it shall be so stated by the Chairperson before debate commences. A motion may not be withdrawn by the mover without the consent of the Member seconding it.
- J. CONFLICT OF INTEREST: When a Member determines they have a conflict of interest, the Member shall announce such conflict at the beginning of the discussion, excuse themselves from the meeting, and refrain from discussing or voting upon the matter.
- K. MEMBERS REQUIRED TO VOTE: Members are required to vote on all issues placed before them unless excused under the provisions of subsection (j), above.
- L. RECORDING VOTES; TIE VOTES: The minutes of the proceedings of the Board shall record each individual Member’s vote on all items. Tie votes with less than a full Board

will result in no action and the matter shall be considered at the next succeeding or future meetings so as to arrive at a conclusive vote when the entire Board is present. If five (5) Members are present and the vote result is a tie due to an abstention or other reasons, the motion is defeated.

- M. **AFFIRMATIVE MOTION:** An affirmative motion, which fails to carry, shall be considered a denial and shall not require a motion for denial.
- N. **NEGATIVE MOTION:** A negative motion, which fails to carry, is not tantamount to approval and shall require the passage of an affirmative motion for approval.
- O. **MOTION FOR RECONSIDERATION:** A motion to reconsider any action taken by the Board may be made only on the day the action was taken or at the next regularly scheduled meeting following the day when the action was taken, but only if that item is on the published agenda. It may be made during the same session or at an adjourned session. A motion to reconsider must be made by one of the prevailing side, but may be seconded by any Member. A question failing by virtue of a tie vote may be reconsidered by motion of any Member of the Board. The motion may be made at any time. It shall be debatable.

#### **M16- Procedures for Debate during Public Hearing**

The following shall be the procedures during public hearings:

- A. Written communications filed with the Town acknowledged and placed into the record.
- B. Staff report, if any, by the appropriate person and relevant questions by Members.
- C. Testimony by members of the public who support the item not to exceed 15 minutes or such time as determined by the Board to be reasonably necessary to elicit testimony concerning the matter under consideration.
- D. Testimony by members of the public who oppose the item not to exceed 15 minutes or such time as determined by the Board to be reasonably necessary to elicit testimony concerning the matter under consideration.
- E. Brief closing statement by the proponent initiator (limited to approximately five (5) minutes).
- F. Discussion by Members: The order of recognition of Board Members desiring to speak other than the Member who authored the item shall *be* determined by the presiding officer. Each Member shall be allowed at least one opportunity to speak. The Members shall limit his or her comments to a reasonable period of time. Any comments of a Member in excess of five minutes may be limited by a motion to limit comment and immediate majority vote of the members present.

1. Motion and second.

2. Vote

**Sections M7-8 M10-15 Added 2005**

# **RENTAL RULES AND REGULATIONS FOR TOWN BUILDINGS AND GROUNDS**

## **PARK**

### **P1- Town Park General Policies**

The following rules regarding activities within Genoa Town Park are to insure that the Park is not used improperly. It is understood that these rules may be amended, deleted, or added to as required in the future.

- A. The Park is in a residential area, so we ask you to be considerate of the neighbors.
- B. This is a public park and rental will not guarantee exclusive right to the Park grounds. At the request of the renter a section of the Park may be cordoned off. The Park area may be reserved from 9 a.m. to 6 p.m. The only place that can be rented is the upper, somewhat flat, grass portion of the Park. Your group may use other areas, but other Park visitors may also use them.
- C. Availability for rent is on a first come, first serve basis.
- D. Park use will be limited to two consecutive days, due to watering limitations. The number of tables is limited. Please leave them in their places so other Park guests may use them.
- E. Applicant must be at least 21 years of age.
- F. Camping – No person shall camp or otherwise remain overnight in the Park.
- G. Fires and barbecues for any purpose are not permitted in the Park unless it is in connection with a Town-approved activity. Barbecues will not be permitted in the Park due to fire danger.
- H. Liability insurance may be required at the discretion of the Town. Professional bonded security may also be required at the discretion of the Town.
- I. Night Activity – The Park shall not be used after nightfall for meetings or any other assemblages, unless it is in connection with a Town-approved activity.
- J. Park Surface Protection – No person shall remove any wood, turf, grass, soil, rock, or other surface material from the Park, or dig into the surface of the park, unless the person is acting under the direction of the Town.
- K. Plant Protection – No persons shall dig, remove, destroy, cut, or plant any tree or shrub in the Park unless the person is acting under the direction of the Town.

- L. Posting or displaying of any advertising message, placard, poster, or other written material within the Park or on street rights-of-way adjacent to the Park is prohibited unless in connection with a Town-sponsored event.
- M. Decorations, which require nails, eyebolts, or staples, may not be used, and are limited to the top section of grass. Decorating of trees is not permitted. Decorations must be removed in their entirety when the event is over. No items may be stored overnight. No glitter or confetti may be used. Birdseed is permitted.
- N. The sale and use of alcohol is prohibited in Park facilities unless the applicant making such a request has obtained the necessary permits, including a Sheriff's liquor permit, and Outdoor Festival Permit, if required.
- O. At no time may tarps of any type of material be used to cover the grass.
- P. The use of tents is limited to those with no permanent bottoms and those requiring stakes less than 10 inches in depth.
- Q. Parking is limited. Car-pooling is recommended. Additional parking is available on Genoa Street.
- R. Town staff must approve all amplified musical instruments, stereos, public address systems and other such devices. Each request will be evaluated on a case-by-case basis. The volume must be kept low for the Park neighbors. Any complaints on the level of music will result in the Staff asking for the music to be turned off.
- S. Any misuse or abuse of the Park area or misconduct of any group may cause the use privileges to be rescinded at anytime and without a refund.
- T. Please report any damage or problems observed during the use of the Park to a Town employee before leaving the Park. Renters will be liable only for damages resulting from misuse or neglect.
- U. Collect all trash from your area.
- V. Vehicles – No person shall operate or park any motorized vehicle in the Park except when the vehicle is owned by the Town of Genoa, or when it is being operated under the auspices, or when in connection with a Town-sponsored event.
- W. Please be sure to share the above rules with your group to insure a pleasant stay in the park on the day of your reservation.

**Adopted 1992/Re-Approved 2000/Revised 2001**

## **P2- Park Hours**

Park Hours:	Day Use Only
Park opens:	8 a.m.
Summer close:	7 p.m.
Winter close:	5 p.m.

Park rental hours will be limited to daylight hours. The bathrooms are open year round 24 hours a day.

## **Revised 2001**

### **P3- General public Park use Rules and Regulations**

- A. No skateboards or rollerblades.
- B. An adult must accompany children under 12.
- C. No rockets or other projectiles are to be shot in the park.
- D. Dogs must be kept on leashes, and excrement disposed of properly.
- E. Use trash receptacles provided.
- F. Sale of alcohol is prohibited in Park facilities, unless applicant making such a request has obtained necessary permits from the Sheriff's department.

## **Re-Approved 2000/Revised 2001**

### **TOWN HALL**

### **P4- Town Hall Rules and Regulations**

- A. Users are not permitted to remove or in any way disturb any property under any circumstances from the Genoa Town Hall, including but not limited to the tables, chairs, or any other furnishings, without the prior expressed approval of the Town of Genoa Advisory Board.
- B. The Genoa Town Hall must be left in a clean and orderly condition. All lights must be turned off and doors locked and secured when use is completed. If there is excessive mess or any breakage or other damage, fees for cleaning and/or replacement will be charged. Building and furnishings shall be left in the same condition as found.
- C. Normal safety precautions must be observed. No fire of any kind is allowed. Only dripless candles are allowed unless prior approval is sought and obtained from the Town

of Genoa Advisory Board.

- D. If food and drink are served, floors will be cleaned, and all tables and chairs put away.
- E. No use of staples, tacks, nails, glue, or tape on the walls, doors, windows or windowsills, stage, or other furnishings, will be allowed. No animals, except service dogs are allowed at any time.
- F. Any group using the Genoa Town Hall must remove all personal property when its use of the Hall is completed. An inventory of Town Hall items may be attached to the Rental Agreement and filed with it.
- G. Adult users are responsible for and required to supervise all minor users of the Genoa Town Hall.
- H. No illegal acts may take place while Tenant/groups are using the Genoa Town Hall.
- I. Users are not permitted to affix signs to the outside of the Genoa Town Hall building.  
Revised 2001
- J. Cleaning – the renter is given instructions for facility use and cleaning at the beginning of the rental time, which begins when opened, and a cleaning instruction list is posted. Groups will be required to return the facilities to the condition in which they were found. If the facilities need any further cleaning, after the renters have cleaned it, and after the closing time, the Town will do it, and renters will be charged accordingly.
- K. Decorations – Decorations which require nails, eye bolts, or staples, may not be used. Tape shall not be used on walls, floors, tables, or chairs. Birdseed use is limited to outside the building. Glitter and confetti are extremely difficult to clean up. Use of these materials should be avoided. Crepe streamers will stain the floor when wet and should not be used. All decorations must be removed in their entirety when the event is over.
- L. Pursuant to Douglas County Code, smoking is prohibited in the building. Reasonable safety precautions must be observed. No open flame of any kind including lighted driplless candles will be allowed. Smoke machines are not allowed because they trigger the smoke alarms causing the fire department to respond. No electric panel should be tampered with or bypassed.
- M. Renters are responsible for safe and proper use of kitchen appliances. Fans must be turned on during operation of kitchen range.
- N. The Town of Genoa will not be held responsible for lost, stolen or damaged property. The Town will also not be responsible for injuries or damage sustained by persons using the facility.

- O. No modifications/changes will be made to any equipment or property of the Town of Genoa at the facility during rental.
- P. Renters agree to indemnify and hold harmless the Town of Genoa from any liability arising from the use of the facilities.
- Q. Renter assumes responsibility for all accessible areas of the facilities during rental, and will be charged for any damage caused to any area of the building during rental.

**Adopted 1996/Revised 1998, 1999, 2000, 2001, 2006**

## CHURCH

### **P5- Genoa Community Church Rules and Regulations**

- A. Any minister, elder, deacon, etc., who performs weddings in the Genoa Community Church and who is serving the tenant religious congregation, must be licensed and in good standing with Douglas County and the State of Nevada to perform such weddings, and must provide a copy of said license to the Town of Genoa for its files. A building rental fee and Rental Agreement must be paid to the Town of Genoa.
- B. No commercial use may be made of the Genoa Community Church (including the Side Room) except for public service programs. No fee may be charged and no goods or services may be presented or sold, unless the Town Board grants permission.
- C. Users are not permitted to remove or under any circumstances disturb any property of the Genoa Community Church, including but not limited to the altar, pews, chairs, organs, drawings, paintings, or any item affixed to or hanging on the wall, without the prior expressed approval of the Town of Genoa Advisory Board.
- D. The Genoa Community Church (including the Side Room) must be left in a clean and orderly condition. All lights must be turned off and doors locked and secured when use is completed. If there is excessive mess breakage or other damage, fees for cleaning and/or replacement will be charged.
- E. Normal safety precautions must be observed. No fire of any kind is allowed. Only dripless candles are to be allowed unless prior approval is sought and obtained from The Town of Genoa Advisory Board.
- F. No food or beverage shall be allowed in the Genoa Community Church (including the Side Room) without prior approval from the Town of Genoa.
- G. Any group using the Genoa Community Church must remove all personal property when its use of the church is over. Limited specified/designated shelf storage will be allowed upon request if available. An inventory of stored items (i.e., tables, cabinets, music speakers/amplifiers, etc.) may be attached to the "Rental Agreement" and filed with it.

- H. The Town of Genoa is not responsible for lost, stolen or damaged property of the Genoa Community Church users.
- I. The Town of Genoa is not responsible for injuries or damages sustained by those using the Genoa Community Church.
- J. Adult users are responsible for and required to supervise all minor users of the Genoa Community Church. Children of church users may not be left unsupervised in the Genoa Town Park, located across the street from the Genoa Community Church, while their parents attend meetings or church services in the Genoa Community church.
- K. No illegal acts may take place while tenant/groups are using the Genoa Community Church.
- L. Users may use all available rooms with the exception of designated storage space. Users may use the available organ.
- M. Users are not permitted to affix signs to the outside of the Genoa Community Church building. The designated sign post space and sign must meet the approval of the Genoa Town Advisory Boards.
- N. No use of staples, tacks, nails, glue, or tape to attach to walls, pews, or other furnishings will be allowed. Do not place flower and/or water-filled vases/pots on piano, organ, or pews. Protective plates, and/or plastic covers are to be used and removed before leaving. Use only dripless candles. No animals, (except service dogs) are allowed. No smoking is allowed in the building. Building shall be left in the same condition as found.

**Adopted 1998/Re-approved 2000/Revised 2001, 2006**

## RENTAL RATES FOR USE OF TOWN BUILDINGS

### RI- Use of Town Buildings and Grounds

No Town building may be used without payment of the established fee for the building in question, except when one or all of the following circumstances exist.

- A. A building may be used without charge, if the use is in connection with an activity sponsored by the Town or Douglas County, at the discretion of the Town Board.
- B. Residents, who request the use of a building, and upon availability, are granted the use with a phone authorization of at least two Board members or the Town Manager.  
(added 3/11/2003)
- C. Groups or individuals using the town buildings must sign the Rental Agreement and agree to be bound by its terms. They are available for rent on a first come-first serve basis.
- D. Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, will result in the immediate termination of a rental, without refund of deposit. Town residents are instructed to call law enforcement officers to respond to any unlawful or disruptive activity.
- E. The applicant/responsible party must be at least 21 years of age.
- F. Proof of liability insurance is required. If applicable, proof of homeowners insurance is acceptable. Otherwise, special events liability insurance must be purchased. Regardless of the coverage provided by any insurance, the renter must agree to indemnify and save and hold the Town of Genoa, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of the rental contract by the Renter or the Renter's agents or employees. Professional bonded security may also be required at the discretion of the Town.  
**Revised 2007**
- G. A minimum deposit of 50% of the rental fee (not to exceed the first day's rent) is required with the signed Rental Agreement to assure rental date. If requested rental date is within 30 days of event, payment of 100% of all rental fees is required. Checks should be made payable to the Town of Genoa. Any deposit shall be returned to the applicant/permittee, pending an inspection of the reserved facility, subject to any and all claims for cleaning and/or repair. Cancellations received thirty days or less before the event forfeit the deposit only.  
**Revised 2007**
- H. An additional deposit may be required at the discretion of the Genoa Town Board when, in the sole opinion of the town Board, the proposed use is likely to cause extraordinary post-activity cleanup efforts, or when the sponsor of the activity resides outside Douglas County, Nevada.

- I. In the event an individual or a group fails to appear for the scheduled used or cancels with less than 48 hours notice to the Town Office, the Town will issue no refund. In the event of Acts of God (i.e., natural disaster, heavy storms, etc.) and cancellation the Town of Genoa will refund all deposited monies.
- J. Groups will be allowed to rent Town facilities on a regular basis. Anyone renting the facilities on a permanent basis shall be required to enter into a one year Lease Agreement. The lease rate will be determined by the rate discount chart.
- K. The Town Board will determine if a lease of a facility is in the best interest of the Town (e.g. it may be in the best interest of the Town financially to rent the Church for occasional use on Saturday rather than enter into a lease agreement for weekly use.)  
**Section Added 2007**
- L. Contractual lessees of Town facilities on a yearly basis will agree to, and sign, a Lease Agreement with the Town of Genoa, and provide proof of insurance in the amounts requested by the Town Board. At the discretion of the Town and with reasonable advance notice to the long-term tenant, the Town may adjust the long-term tenant's normal scheduled time to a different time. Generally, such disruption would occur only when the Town or Douglas County experiences an extraordinary need or has a special event that supersedes most normal activities.  
**Revised 2006**

## **R2- Town Building Rental Rates**

### **See Attachment A for Rental Rates**

Rental Rates will increase 4% annual beginning in January 2008.

### R3- Rate Discounts

The following rate discounts are available for rental of Town facilities:

Type of Discount	Discount
<b>Resident</b> – residents living within the Town boundaries and persons owning property within the Town boundaries*	50%
<b>Monthly</b> – Regular use as defined by a lease (12 times per year or monthly)	10%
<b>Weekly</b> – Regular use as defined by a lease (minimum of 50 times per year or weekly)	25%
<b>Weekday</b> – Monday through Thursday (non-holiday) use of facilities as defined by a lease	20%
<b>Good Neighbor</b> – a discount extended to a tenant that assumes all of the opening, closing, and checking duties of the rented facility outside of normal Town business hours. (e.g. – if a group leasing the church one day each week assumes the additional opening and closing duties of the church for all other booked events on weekends, holidays, and weekdays before and after business hours, then that group can be extended the “Good Neighbor” discount.)	15%

- A. In no case may the total discount exceed 95% of the rental rates.
- B. In the case of a lease, the Resident discounts may be combined with a Weekday discount, and either a Monthly or a Weekly lease discount.
- C. Cleaning/damage deposit will be 50% of the rental fee not to exceed rent for a 24-hour period. There are no discounts on cleaning/damage deposits.
- D. Discounts do not apply to the rental of equipment such as table and chairs.
- E. There will be no charge for use of the facilities related to a funeral for a resident living within the Town boundaries, or a person owning property within the Town boundaries.
- F. The Resident discount will be extended to groups if one or more members of the group reside within the Town boundaries or own property within the Town boundaries.

**Section Added 2007**

- G. The Good Neighbor discount can only be granted to one tenant per facility on a first come, first granted basis. At the time the Good Neighbor discount is considered for a facility, all existing eligible tenants (those tenants whose discounts are less than 95%) must be made aware of the discount and have an opportunity to be considered.

**Section Added 7/2007**

**Attachment A**  
**Town of Genoa Rental Rates**

The established fees for all buildings are as follows:

A. Town Hall:

- 1. 24 hour rental: \$440
- 2. 10 hours or less:
  - 1<sup>st</sup> hour \$61
  - Each additional hour \$28

B. Kitchen:

- 1. 24 hour rental: \$220
- 2. Hourly: not available until kitchen is graded for commercial use

C. Multi-day use of Town Hall and Kitchen:

- 1. first 24 hour rental \$347
- 2. each additional 24 hours \$171

D. Church:

- 1. 24 hour rental \$660
- 10 hours or less:
  - 1<sup>st</sup> hour \$110
  - 2<sup>nd</sup> hour \$110
  - Each additional hour \$72

E. Genoa Package:

- 1. Hours as listed below: \$660
- 2. Town Hall-24hour  
Kitchen - 24 hours  
Church - 2 hours

F. Town Hall complex

- 1. 24 hour rental: \$1,110
- No weekday discounts are available for the rental of the Town Hall Complex.  
(Examples of this type of use would include commercial movie making.)

H. Genoa Park

- 1. Entire park
  - 24 hour use - \$550
  - (Example of this type of use would include commercial movie making)
- 2. Upper portion
  - Up to 6 hours \$154
  - Picnic tables and running water spigots are available.

I. Road Closure fee

For the closing of Genoa Roads - not State Highways the rental fee is \$330, plus cost related to necessary barricades, detour signs, and the like. (Examples of this type of use would include commercial movie making.)

J. Energy Surcharge fee

At the discretion on the Town Manager, an energy surcharge will be imposed on Winter-time events when in the opinion of the Town Manager the type of event will necessitate frequent opening and closing of the facility's doors or other use that would require addition heating resources. The fee will be 25% of the regular rate.

Rates are effective May 1, 2007. Occasional use rental agreements previously signed for dates after May 1, 2007 will be honored at the rate listed on the agreement.

**Adopted 1992/Revised 1996, 1998, 2000, 2001, 2003, 2004, 2005, 2007**

## **ROADS, RIGHTS OF WAY, AND TREES**

Douglas County Code 18.02, Genoa 18.02. Services require that the town of Genoa provide certain services on a regular basis for its residents, with regard to drainage, and streets/alleys/sidewalks (paved and unpaved roads) within the Town's boundaries.

All persons or entities or combinations of persons or entities proposing to construct or change existing infrastructure within the Town's boundaries, and utilizing Town roads or rights of way, need to apply for an Encroachment Permit from Douglas County Community Development Department and from the Town of Genoa.

An encroachment permit authorizes the construction and placement of any regulated utility or drainage feature within a public roadway. No work, including grading, trenching or construction of public or private utilities and drainage structures, is allowed within the public right-of-way unless an encroachment permit has first been obtained.

The property owner or his authorized representative must tender a completed encroachment permit application and permit fee to the Town of Genoa on a form furnished by Genoa. An application shall be submitted not less than 5 working days before work is proposed to commence.

The application must contain the following information:

- A description of the work to be covered by the permit.
- A legal description of the land on which the proposed work is to be done, street address or similar description that identifies and definitely locates the proposed work.
- The application must be accompanied by improvement plans, diagrams, studies, computations, specifications and other data drawn to scale and clarity to indicate the location, nature and extent of the work proposed, and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules, and regulations. The applicant must provide a copy of any required permit of the plans to the town of Genoa to be reviewed by that agency.
- The signature of the applicant or the applicant's authorized representative.
- The Town of Genoa may require any other data and information as the Town of Genoa or its designee must review the application, plans, specifications computations, and other data filed by an applicant for permit. If the Town finds that the work described in an application for a permit, and the plan, specifications, and other data filed with the application conform to the requirements of this code, and that required fees have been paid, the Town must approve an encroachment permit, and provide the applicant with conditions, specifications, and testing requirements for all work approved under the permit.

All Encroachment Permit requirements stated in the Community Development title 20.840 shall be adhered to.

## NEED DESCRIPTION OF ROAD MATERIALS, ETC.

The contractor shall warrant in writing that the work will function as constructed for a period of at least one year, or that the contractor will replace the failed work at no cost to the Town. Permittee is responsible for providing and maintaining barriers, barricades, lights, warning flags, danger signs necessary for the protection of both vehicular and pedestrian traffic as prescribed by the Nevada Work Zone Traffic Control Handbook.

The Community Development Department issues the Encroachment Permit and inspects the completed work, and also performs enforcement procedures for the projects.

The cost of the Town of Genoa's Encroachment Permit, payable at the time of Permit application, will be \$80. If more than an hour of an engineer's time is required, those fees shall be collectible. Utility companies holding a franchise with the County are exempt from any town fee, but must obtain an encroachment permit from the County.

**Revised 2007**

## SNOW REMOVAL

### SI- Snow Removal

Snow will be plowed after an accumulation of 6 inches or sooner if needed.

Snow removal will begin anytime if is greater than 6 inches, and coming down steadily per the contract. A contract shall be in place by November 1st of each year.

**Adopted 1996/Revised 1998/Re-approved 2000/ Revised 2002, 2006**

## STANDING TOWN COMMITTEES

The Genoa town Advisory board requests volunteers from among Genoa's citizens to serve on these committees under the direction of the Town Manager.

**Revised 2006**

### ST- 1 Candy Dance

- A. The candy dance began in 1919, and historically generates the necessary operating revenue for the Town of Genoa.
- B. The Candy Dance is a juried show for handcrafted items made in the U.S.A. Commercial items are not allowed. Criteria for applicants are in effect, and a separate committee of volunteer jurors grades the applicants.
- C. A specific section details the operating procedures for the Candy Dance.

**ST2- Recreation/Events Committee (Revised 2006)**

- A. The Events Committee shall report to the Town Manager  
**(Revised 2006)**
- B. This Committee shall act in an advisory capacity to the Genoa Town Advisory Board in promoting, aiding, and encouraging public recreation, including the development of facilities.
- C. This Committee shall promote the recreation program to public officials and to the general public in order that the Genoa Town Advisory Board may receive adequate support from public and private sources.
- D. This Committee shall provide initiatives in developing plans for future facilities.
- E. This Committee shall encourage individuals and citizen groups to give funds, property, and manpower for the development and operation of facilities.
- F. This Committee shall confer with the Genoa Town Advisory board from time to time in an effort to work out a unified program of recreation, and to facilitate a better understanding pertaining to the needs of Genoa citizens.
- G. Recreation services are unique among the services provided by local government. Participation in recreational, cultural, hobby or leisure activities and the use of park and recreational facilities are absolutely dependent upon an individual's attitude toward them. Unless people are convinced that quality services and facilities are being offered, and that they will gain enjoyment and satisfaction from them, they will not take advantage of the recreational opportunities offered.
- H. Diverse public interests frequently must be reconciled. There should be cooperative action in planning facilities, programs and operating policies.
- I. Event Committee Mission Statement

**Mission Statement**

- To offer recreation and education classes/workshops and/or events to the Genoa Community\*
- To expand the visual and Performing Arts for the Genoa Community;
- To build Genoa community spirit through volunteerism;
- To preserve the history of Genoa, the oldest permanent settlement of Nevada through events and activities and/or sale of Genoa-related products;
- To offer fundraising events with non-profit organizations and/or charities;
- To add new and/or enhance current fundraising events for the maintenance of the Town of Genoa\*\* and/or fund the Genoa recreational activities;
- To promote tourism to benefit the Town of Genoa and businesses financially;

(\*Genoa Community means residents of Genoa and surrounding areas.)

(\*\* Town of Genoa means the Genoa town buildings, streets, walkways, and any other area and/or utility located within the old Genoa town limits as designated by the Hawkins Map and/or agreed to by the Genoa Town Advisory Board and the Douglas County Commissioners and Planning committee.)

### **ST3- Special Committees**

- A. Special committees shall be appointed at such time that the Genoa Town Advisory Board perceives a need for them. They shall be appointed by the Town Board as need arises.
- B. All Committee findings and recommendations shall be forwarded to the Genoa Town Advisory Board for their consideration prior to establishing policies.

### **ST4- Application Requirements**

The Town Board provides Workman's Comp. Coverage for its volunteers. Therefore, all volunteers must complete the following Sign-up form and file it with the Town Office, before serving on any Town Committee.

### **ST5-Annual Filing Requirements:**

- A. The Chairperson of each Committee shall file before January 31st a report of:
  - 1. The dates the Committee met in the prior year
  - 2. Existing members
  - 3. Proposals for the coming year
  - 4. Estimated budget needs
- B. Said report will be scheduled for a Regular Board Meeting for review and approval. The Chairperson should attend the scheduled meeting to answer questions.

### **Revised 2004, 2005, 2006**

2007 Genoa policies – procedures

**TOWN OF GENOA**

**VOLUNTEER SIGN-UP FORM**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**COMMITTEE SERVING ON:** \_\_\_\_\_

**SPECIFIC DATES OF SERVICE:** \_\_\_\_\_

\_\_\_\_\_

**(For short-term service like candy making)**

**OTHER AREAS OF INTEREST:**

**SIGNATURE:**