

**Genoa Town Advisory Board  
Special Meeting Minutes of July 18, 2007**

**MEMBERS PRESENT**

Chairperson Kitty DeSocio, Clerk Greg Pace, Member Brian Williams, Member Bill Donohoe, and Member Dave Whitgob.

Also present was Interim Town Manager, Lisa Granahan.

**CALL TO ORDER**

Chairperson DeSocio called the meeting to order at 7:05 P.M. at the meeting room at 2289 Main St., Genoa, NV.

**PLEDGE TO ALLEGIANCE**

The Pledge of Allegiance was led by Clerk Pace.

**APPROVAL OF AGENDA**

**Action Item**

Clerk Pace moved to approve the agenda. Motion seconded by Member Whitgob. The motion was approved unanimously.

**PUBLIC COMMENTS**

1. Resident Bill Brooks stated his neighbor reported a bear at his home this morning. Several other residents said they had also seen a bear this morning and at other times. Mr. Brooks feels that it is only a matter of time before someone is hurt. Lisa Granahan has spoken with Carl Lackey regarding bears in the area and as soon as a trap is available he will place it in the town.

Discussion was held regarding what can be done about the bears other than bear traps. Bill Brooks pointed out that the phone number for the Nevada Department of Wildlife is posted at the Post Office and other places around town.

Member Williams suggested if there is a concern about injury or liability, that trash be put out early in the morning, rather than leaving trash out overnight.

Lisa Granahan said there will be an item on the agenda for the August 7, 2007 Board meeting to discuss the bear problem and the possibility of obtaining bear-proof trash containers for the park.

2. Lisa Granahan stated that the dirt road maintenance project has started. The Town Engineer, Mark Gonzales, is out everyday with the contractor. They are doing the blading first, and then bringing in additional fill that is needed. The road will then be compressed. The roads needing additional fill are: Carson Street between Foothill Road and Genoa Street; Genoa Street between Carson Street and Nixon Street; Genoa Street between Nixon Street and Fifth Street; Fifth Street between Genoa Street and the west town boundary; Genoa parking lot where the sewer work was completed; Genoa Church parking lot where the sewer work was completed.

Resident Keith Corban suggested that Poplar Street and Cord Alley, adjacent to Nixon Street, be added to the list for additional fill as they are still affected by previous flood.

## **ADMINISTRATIVE AGENDA**

1. Workshop regarding community input on the Town's decision to enter into an Interlocal Agreement with Douglas County for management services.

Chairperson DeSocio stated that the following agenda will be followed:

- A. Comments by the Chairperson and/or any other Board members on the implementation of the Interlocal Agreement to date;
- B. Workshop participants will be given an opportunity to complete a questionnaire regarding the town entering into the Interlocal Agreement and how it is operated;
- C. There will be a short break while the questionnaires are reviewed; and
- D. Discussion regarding community input on the Town's decision to enter into the Interlocal Agreement with Douglas County for management services, including information gathered from the questionnaires.

Chairperson DeSocio stated what brought about this workshop were concerns heard by the previous Board, as well as from the current Board, and feelings by the community and residents that they did not have the opportunity to express how they felt regarding the Town entering into an agreement with Douglas County.

Chairperson DeSocio presented the following accomplishments that have taken place since January when Douglas County began providing management services:

- Digital recording system for Board meetings.
- The County was helpful in having NDOT clear the culvert on Foothill Road and Candy Dance Lane.
- The Town has been able to utilize County building facility staff as first responders for after-hour and weekend emergencies.
- The Town has worked with the County Purchasing Manager to take advantage of State bid contracts for items such as a new copy machine and new chairs in the Town Hall.
- County Construction Manager and County Building Official did a walk-through of facilities to establish needs and upgrades to the current condition of Town buildings.
- County Construction Manager assisted in obtaining a building permit for repair of the Town sign.
- The District Attorney's office worked frequently to provide advice on Open Meeting Laws and ethics issues.
- Utilized the County contacts to have Wayne Carlson of the insurance POOL/ PACT train the Town Board in Open Meeting Laws and ethics, and also provided positive Governance and liability issue training.

- We were able to connect to the sewer in an efficient and quick manner.
- We were able to use the Redevelopment Agency for construction costs related to the sewer connection.
- Posted the town maintenance position as a County employee position with benefits rather than as an independent contract.

Chairperson DeSocio stated there have been numerous other projects completed. These include:

- Review of Policies and Procedures, including the rental rates and policies.
- Board training.
- Contracted an event coordinator.
- Hired an office assistant.
- Repaired Church after failure of furnace.
- Town sign was repaired.
- Town budget developed and approved.
- Work with Douglas County to pursue Town's application for a new appropriation of ground water.
- Golf cart repaired.
- Work to upgrade and update the Town website.
- Park and Church have both been connected to the sewer.
- Town was able to work with the County to reduce the Town's share of the FEMA flood match to have roads repaired.
- Work with Greater Genoa Business Association, attending meetings, working on the platform in the park.
- Work with the GGBA wedding group to promote Genoa as a wedding destination.
- Coordinated using the Town meeting room as a drop-off site for donations for fire victims.
- Gazebo to be used by GGBA as an information booth.
- Renewed the Town's contract for services with the Town's engineer.
- Solicited proposals for resurfacing the Town Hall floor. Work to begin July 23, 2007.
- Electrical work identified by the safety committee has been completed.
- Contract for dirt road maintenance is in progress.
- Slurry seal for Sierra Shadows scheduled tentatively for August 1, 2007.
- The copy machine was replaced.
- The Town has had several successful events. St. Patrick's Day, Easter Egg Hunt, two of the Concerts on the Green, and Community Garage Sale.
- Candy Dance planning is on-going, including regular committee meetings and looking for opportunities to streamline costs and improve the event, and committee budgets are in place.

- 1) Candy making begins August 6, 2007 – volunteers are needed.
- 2) Dinner Dance plans, band, location and meals are in place.
- 3) 22 food vendor applications have been received.
- 4) Merchandising committee moving forward with its inventory plans.
- 5) Operational committee is meeting regularly. There have been three meetings to date.
- 6) Progress is being made on logo and poster.
- 7) Publicity is focusing on completing the Record Courier tabloid.
- 8) Plans are in place for trash and sanitation.
- 9) Transportation contract is in place.
- 10) Other deals are being finalized.

Chairperson DeSocio went on to state that a lot has been accomplished in the last seven months. Work has been done to streamline Town processes and move things in a positive direction.

Member Whitgob said it is important to consider the past. We need to look at why we have an Interlocal Agreement, what took place and to make sure we don't find ourselves in this position again. He went on to say we need to define vision for the future. Will working with this format, an Interlocal Agreement, accomplish goals for the future or alternatively to look at taking a more traditional approach of having a Town Manager on site. It is important to look at everything we've done but also to look at where we want to be 3 to 5 years from now.

Chairperson DeSocio said that a strategic planning session is scheduled for the Board and Town on August 21, 2006 at 6:30 P.M., in the Town Hall.

Clerk Pace commented that under the Interlocal Agreement with the County, any one of a number of people could have been assigned by the County to fill the position of acting Town Manager. He said we were very fortunate to have Lisa Granahan as the person the County picked.

Resident Marian Vassar asked if the things that were accomplished would not have been happened if there had been a traditional Town Manager.

Chairperson DeSocio responded that it may have taken more time but these items would have been accomplished. She believes that having a County employee as Town Manager has helped open up a communication line between the Town and Douglas County. Those items mentioned would have happened but maybe not as efficiently and effectively as they have been accomplished.

The questionnaires were passed out and completed. The questionnaires were summarized by the Board.

Chairperson DeSocio called on Member Whitgob to go over the Board's summary of the questionnaires.

Member Whitgob said first they broke down the answers statistically – percentage wise. There were 15 questionnaires completed.

As to question 1 – Are you comfortable with the December 2006 decision of the Board to approve the Interlocal Agreement or would you have preferred they begin proceedings to hire a new Town Manager reporting directly to the Board or would you have preferred the Board consult with Genoans via workshop or questionnaire about residents desires before proceeding even though it would have taken more time and complicated preparations for Candy Dance? 28% of the people said that they are very comfortable with the decision that was made. 23%, almost the same amount, would have preferred that the Board would have begun proceeding to hire a new Town Manager, and 50% said they would have preferred the Board had voted to consult with Genoans even though it would have taken more time and complicated preparations for Candy Dance. The majority leaned towards “C”.

As to question 2 – Do you feel the Interlocal Agreement is operating well, operating reasonably well but need some changes, is not operating well and we should return to the previous Town Manager concept?

34% are comfortable with the Interlocal Agreement and consider it operating well. 20% feel that it is operating reasonably well but good use a few changes. 27% feel it is not operating well and there was 20% with various other comments. If you put “A” and “B” together, 54% of the people feel it's either operating well or operating reasonably well.

As to question 3 – If you feel that either the Interlocal Agreement is operating well but needs some changes or that Genoans should return to the original Town Manager arrangement, help us understand what your criticisms are.

50% of the people feel that the Interlocal Agreement is okay, but they just don't like the idea of Genoa being tied to Douglas County and the other 50% say they would prefer that Genoa have its own Town Manager. 39% commented on “C”. 62% said they had some reservations about the role of the special events manager. Member Whitgob said that on both of these, some of the comments were positive and some of the people may have just wanted to comment on perhaps some enhancements or maybe a different approach.

Member Whitgob stated the comments were evenly spread. There are no real strong lines drawn one way or the other. It would seem that everyone is reasonably comfortable with where the Town is going right now.

Chairperson DeSocio stated that some of the comments in regard to the roles of the Town Manager and Event Coordinator indicate a little bit of confusion. These two individuals are 100% of one full-time equivalent. They are doing the exact thing that a Town Manager would do if we had a Town Manager hired directly by the Board, versus those two individuals

reporting to Douglas County. There isn't any difference, they are doing the same job, their duties are split as if they were job-sharing that job.

Resident Marian Vassar said that until approximately three years ago, there was always a town person who was chairman of each event, including Candy Dance. The first time a Town Manager handled Candy Dance, was the last year Paul Williams was manager. Other activities, other than Candy Dance, were always handled by a town person with an events committee.

Member Donohoe commented to be careful what you wish for and asked if there was anyone at the meeting who would be willing to take over the job.

Discussion was held regarding the wording of the questionnaire and whether or not the Town has a Town Manager or a liaison and whether the questionnaire was misleading.

Lisa Granahan explained that she has been using the term Interim Town Manager, not Acting Town Manager, when performing her duties on behalf of the Town.

Member Whitgob stated that the spirit and essence of the questionnaire is about the Interlocal Agreement and whether or not that is the direction which the Town wants to continue, and, if so, what enhancements or improvements would the Town want to make, or consider a more traditional approach of having a Town Manager.

Member Donohoe said that whether there is a Town Manager or the County acting as manager, they still act under the guidance of the Board. And, the Town Board answers to the Town.

Resident Bill Brooks stated that the Douglas County Commissioners have the last word on what happens in this County. The County Commissioners have delegated some of their responsibilities to the Town Board and once the Board makes policy decisions, someone needs to carry them out. In the past, that has been the Town Manager.

There were questions about what direction or action the Board may be considering. In response, Chairperson DeSocio said that at the end of the month, July 31, 2007, the Board will be reviewing the effectiveness and efficiency of the Interlocal Agreement.

Chairperson DeSocio said that a lot of the information gathered tonight will be utilized at the strategic planning session scheduled in August. There will be more than one session. She further stated that the original intent of this workshop was to get feed-back from the residents so that the Board can make better decisions for the residents going forward.

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**ADJOURNMENT**

Motion to adjourn the meeting by Member Donohoe, seconded by Clerk Pace. The motion approved unanimously. The meeting was adjourned at 8:35 P.M.

Respectfully submitted by  
Kris Wilkison