

**Genoa Town Advisory Board  
Special Meeting Minutes of July 31, 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 Member Brian Williams.

**APPROVAL OF AGENDA**

**Action Item**

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

**PUBLIC COMMENTS**

1. Resident Keith Corban stated on behalf of the Genoa Volunteer Fire Department that there is plenty of compost available at the Genoa Cemetery to anyone who may need it, perhaps it can be used in the town park.
  
2. Resident Les Kynett suggested that any bears trapped in Genoa in the future be removed from the community. Lisa Granahan said there will be a bear update at the next regular Board meeting on August 7, 2007. Resident Betty Bourne stated that a bear had been seen in the afternoon in Mormon Station Park.

**ADMINISTRATIVE AGENDA**

Item #1. **Discussion and possible** action regarding the evaluation of the Interlocal Agreement between the Town of Genoa and Douglas County for management services.

Chairperson DeSocio announced that this item will begin with a Staff Report presented by Lisa Granahan, Interim Town Manager, followed by Dan Holler, County Manager, who will summarize with a recommendation, and then discussion and possible action.

Lisa Granahan said that the Interlocal Agreement providing for management services for the Town of Genoa was entered into by the Town and Douglas County in January 2007. It is very detailed in terms of the different elements and requirements. In the Interlocal Agreement, the County agreed to:

- Provide management services
- Assist the Town with infrastructure improvements and maintenance with the limits of the Town's budget
- Provide staff necessary to coordinate the Candy Dance and other Town events

Lisa Granahan presented the following summary of accomplishments under the Agreement:

1. Douglas County, working with direction from the GTAB will provide staff and other resources necessary to provide general administrative services, including, but not limited to:

A. The first element of the Agreement was to review the Town's Policies and Procedures manuals.

- The Policies and Procedures manual has been re-formatted with the intent to make it easier to read.
- Changes were made to comply with the Open Meeting Law.
- An increase was made to the Town Manager's spending limit from \$500 to \$1,000.
- Procedures on how the Town Manager would respond to emergencies were detailed.
- An extensive amount of time was spent working with the Board in developing a rental rate policy for long-term leases of Town facilities to ensure non-discrimination.

B. The second element is over-seeing office functions.

- Lisa Granahan has been working with office staff and is in daily contact by phone or in person.
- The second office assistant position was filled in February.
- With the help of the Comptroller's and Treasurer's Offices, improvements have been made to the Town's office procedures relating to cash management and credit card transactions in accordance with County procedures.
- Manuals are being developed for the office assistant positions and the maintenance position.
- Staff meetings are held at least twice each month. Open communication is stressed at these meetings.
- Suggestions of staff are considered and implemented whenever possible, including upgrading of equipment.

C. The third element of the Interlocal Agreement is participating with the Town Advisory Board, providing input, taking action and implementing direction from the Board.

- Lisa Granahan participates in all regular and special meetings of the Town Board, does research, and has information ready for the Board so they can be prepared and take action on the agendas.
- Lisa Granahan follows up after each meeting on approved items, such as contracts.

D. Another element is preparing agenda material, attending and participating as required in meetings, and insures Town's compliance with Open Meeting Law.

- Agenda action sheets and Staff Reports are prepared by Lisa Granahan, who also coordinates with the District Attorney's Office to handle any Open Meeting Law issues and to ensure agendas are prepared in compliance with the Open Meeting Law.
- Assisted the Board when reviewing Policies and Procedures to change agenda structure to be more flexible.

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- Wayne Carlson from POOL/PACT, the Town's insurance company, did training with the Board regarding Open Meeting Law, ethics, positive governance and liability issues.

E. The next element of the Agreement, is budget preparation, monitoring and reporting.

- The budget was prepared and presented to the Board at the March 20, 2007 workshop.
- After direction and input from the Board, a tentative budget was approved at the regular Board meeting on April 3, 2007.
- Work continues with the Board to maximize revenues.
- The budget is monitored on a regular basis.

F. This element is to provide regular financial reports from Town events and other Town activities.

- A budget summary is prepared and presented with the Comptroller's Report at each Board meeting
- Lisa Granahan met with the Comptroller before the end of the fiscal year to review expenditures and make recommendations to the Board which were approved.
- The Board is presented with summaries of costs and evaluations after each event is held.

G. Another element of the Agreement is to provide liaison services between the Town Board and Douglas County departments and outside agencies, and other required committees.

- The Town and County have strengthened their working relationship.
- Lisa Granahan has been able to work closely with the purchasing manager to take advantage of State bids. The purchase of the copy machine and chairs for the Town Hall are examples of State bids.
- The County Construction Manager and Building Official assisted Lisa Granahan with an evaluation of the Town's facilities.
- Assistance was provided by the Engineering Department in doing water rights research for the Town.
- A close working relationship with the County Manager's Office and County Engineering Staff really assisted in being able to quickly connect to the County sewer when the septic system at the Church and Park failed.
- The working relationship with the County Manager's Office and Redevelopment Agency allowed the Town to work with the Redevelopment Agency to be reimbursed for construction costs relating to the sewer hookup.
- A working relationship with NDOT has benefited the Town in completing roadside maintenance and clearing culverts.

H. Another element of the Agreement is coordinating proper maintenance of all Town properties, facilities and equipment.

- Town facilities were assessed and an evaluation was prepared. Many of the first-year maintenance items have been addressed, including many electrical items identified by

the Safety Committee. Capital items are included in this year's budget, including sanding and refinishing of the Town Hall floor.

- Lisa Granahan is working with resident Bill Brooks to develop facility maps to include locations of shut off switches, sprinkler lines, and the like to be used in emergencies.
- In January 2007, assistance was provided in repairing the damage to the Church resulting from the furnace failure and resulting water damage, and coordination with the insurance company to complete the repairs.
- In March 2007, the Town's septic system failed at the Church and Park. Lisa Granahan worked quickly with the Town Board to seek authority to connect to County sewer and with the County Redevelopment Agency to reimburse the Town for construction costs.

I. The next element of the Interlocal Agreement, promotes and represents the Town to residents and visitors.

- Lisa Granahan has been working with Jennifer Hollister of Sierra Creek Graphics to redesign the Town website.
- She has been working with the GGBA to better promote the Town on mutually beneficial projects. These include the platform in the park, use of the gazebo as a visitors' center, working with the wedding group to promote Genoa as a wedding destination, and during the Angora fire we coordinated use of the meeting room as a drop-off location for donations.

J. Performs other duties necessary for the safe operation of the Town.

- The dirt road maintenance project was completed. Sierra Shadows work is scheduled to begin shortly.
- Lisa Granahan has been responding to bear reports and has been working with Carl Lackey of the Nevada Department of Wildlife to instruct residents on securing trash.

2. The next element of the Agreement is Genoa will continue to maintain the equivalent of full time office personnel to assist in the daily functions of the office, including, but not limited to,

A. Prepare correspondence, mail, purchase orders, bids, invoices, claims, and payroll report in a proper and timely manner.

- A second office assistant has been hired. Both office positions handle the daily items in office.
- Both office assistants routinely handle the rental of facilities. We have up-dated and improved the rental agreements and information in the packets.
- Staff assists in the promotion and coordination Town events, including Candy Dance. It is estimated that 15-20 hours per week from January through October are spent handling Candy Dance business.
- Staff copy, post and distribute the meeting agenda, prepared by Lisa Granahan, in accordance with Open Meeting Law.
- Office assistant transcribes and prepares minutes from the Town Board meeting and/or other meetings in a timely fashion.

- Complete duties assigned and defined with the appropriate job description.
- Both office assistants have been working with the GGBA wedding group to improve our rental information.
- Staff perform their job duties well.

3. The next element under the agreement is to provide the necessary personnel and other resources to assist the Town Board in the planning for infrastructure improvements and maintenance within the limits of the Town's budget, including, but not limited to:

- Drainage improvements were made the help of NDOT.
- We have had assistance from the Parks and Recreation Department with facility rentals and recommendations regarding bear-proof containers.
- We have worked with Engineering and Utilities on other issues, such as connecting the Town to the sewer and testing of the Town's well water.
- The County Building Facilities staff has been helpful to the Town. They are already "on-call" so they have been able to assist as first responders on weekends and after hours when emergencies arise. Additionally, they have been able to assist the Town's contract maintenance employee when she has heavy items that need to be moved.

4. The final area under the Agreement is that the County will provide staff and other resources necessary to coordinate Candy Dance and other current Town events, including coordination with the Town Board.

- The County hired an Event Coordinator at the end of January to work with Genoa residents. At the onset, the County estimated 1,000 hours to plan Candy Dance. The Event Coordinator had two workshops prior to kicking off the planning of the various events. Three things emerged from those workshops: teamwork, communication and consistency. These things will be moved forward in to strategic planning.
- Communication was carried forward in the publication of the Genoa Connection newsletter to keep residents aware of event progress.
- The Event Coordinator does bi-monthly reports and updates the Board at each of its meetings.
- To date, the Event Coordinator has facilitated the St. Patrick's Day event, the Easter egg hunt, she provided minor assistance to Pops in the Park, has held two of the four Concerts on the Green and the Community Garage Sale.
- As of July 25, 2007, the Event Coordinator has spent approximately 563 hours working with committee members planning for Candy Dance. The vendor jury process for Candy Dance has been strengthened, lead sponsors have been identified, transportation costs have been reduced, the vendor check-in process is being improved to reduce traffic congestion, and a Candy Dance issues and grievance policy was developed, and committees have established operating budgets.

Lisa Granahan stated that this reflects what has been done in the busy, past seven months.

Dan Holler, County Manager, discussed the primary goal of how to make the Town successful. If the Town is not successful, the County takes the brunt of it.

Dan Holler said at the time prior to implementation of the Interlocal Agreement, there was a relatively new Board coming on. There were discussions with previous Town Managers who had concerns over timing issues with bringing a new manager on board especially with Candy Dance coming on, and/or to look at the option of the County doing some of the work. This is the direction the Board decided to follow.

He said initial estimates by the County were that 1,000 hours of the Interim Town Manager's time would be necessary for the management of the Town, with some additional time for Board meetings and preparation. In reality, the management services are consuming approximately 3 to 5 days a week of the Interim Town Manager's time, with an estimate of about 1,800 hours of support staff time.

Dan Holler stated that the time issue aside, in the seven months the Agreement has been working, it has been very successful. He said that in looking at the next few months and where the Town is going, there are a lot of significant issues, including strategic planning work, further development of a capital improvement plan, more preventive maintenance, an updated website, promotion of the rentals and enhancement of Candy Dance as the primary event from a revenue standpoint.

Mr. Holler went on to say that continued work with the County as it is now, sets a very solid foundation for the direction in which the Town is moving. He further said, in looking at the Agreement originally, we were looking at a two-year program with the County in terms of some of the work that needed to be done. But that was with an 800-1000 hours a year involvement from the County side versus almost double that, which is the reality. Staff has been reduced at the County offices as part of the budget process.

He said he feels the development side of the Town has gone better than anticipated in terms of where the Town is headed, the skill level of the Board and the level of work that has been done. He feels that a lot of head-way has been made and the Town has been successful in a lot of things. At this point, he is concerned about the County's ability to meet the needs of the Town beyond the one-year initial commitment. He would like to continue forward at least until the end of the year with the County in the current role as manager, and have the Town Board look at putting a Town Manager back in place, or other management structure. It will be a challenge to put management in place to handle what the Interim Town Manager and the Events Coordinator have been doing.

Dan Holler asked if there were any questions from the Board members, or any comments regarding the last seven months.

Chairperson DeSocio questioned the Board, has the Interlocal Agreement been successful?

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Member Donohoe stated he feels the Agreement has been very successful and a lot has been accomplished. There is a lot less interruption in the office. The accomplishments seven months are tremendous and we have gotten more than our money's worth. If we go backwards having office staff part time and a Town Manager more than full time, we will not accomplish anywhere near what is being done now. If we have a Town Manager without full time office staff, we will doom what has been started.

Clerk Pace said that the Town has been very fortunate to have the caliber of person that has filled the Town Manager position and we have benefited financially by the services purchased for \$45,000. We will have to be very creative to maintain the level of response received from Lisa Granahan and the County.

Member Williams stated it has worked very well. He feels the main area of friction seems to have been around the Events Coordinator – it was rough getting started. He said he is really impressed with the number of accomplishments. He questioned whether or not if the Town returns to a Town Manager, would the Town still be able to obtain the same kind of savings through the County, like purchasing the equipment. He also feels the \$45,000 was a great deal and wonders how the Town will be able to go to a \$59,000 position plus sustain a full time office staff.

Lisa Granahan said that whatever steps the Town takes in its own administration, the County will still be there for assistance in budgets, purchasing, agendas, Open Meeting Law, etc.

Member Whitgob said that the Interlocal Agreement has worked, it fixed a problem – there was a genuine problem that existed. We have been able to take care of some items in terms of using engineering and purchasing, demonstrating what it looks like when it goes right. We had an unacceptable situation that evolved into an acceptable situation. He said we should look to a superior situation. If we have a traditional Town Manager, someone who has a vested interest in coming up with a strategic vision of what the Town should look like years down the road, who is committed to that, who is allowed to work uninterrupted, with proper guidance and positive environment, we go from good to great. Bring someone in who really has Genoa's best interest at heart.

Member Whitgob responded to a question from the audience, "how are you going to pay for it", stating if you keep things status quo, \$45,000 is very comfortable. If you enhance on the existing equity in Candy Dance and continue to grow awareness of what the Town has to offer, you can grow into the budget. We need to think beyond what we are doing today and how we're doing it, and have a plan that contemplates bringing in some talent.

Chairperson DeSocio suggested that the construction, description and tasks of the manager's job may need to be revisited, as well as the administrative assistant and the maintenance position functions in order to get through the next five, or more, years.

Dan Holler commented that now is the time to start thinking about the process rather than six months down the road and assured that the County will be here to help.

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Resident Les Kynett thanked Lisa Granahan for doing a very, very credible job in a difficult situation. He is sad to see this coming to an end but feels good things can come from this.

Les Kynett said Candy Dance is moving forward and feels this year will be one of the best. Mr. Kynett stated if the Town does hire a new Town Manager, now is the time to put out feelers for someone.

Resident Vassar discussed the issue of people coming in the office to talk to the Town Manager. This was an issue before and there had been talk about making a place for the Town Manager to be separate so as not to be inundated with people coming in. She also supports revising the job description. Marian Vassar also questioned how the staff feels about having a manager out of the office a few days a week. She further asked about the new maintenance position. She did not receive a Genoa Connection newsletter.

Chairperson DeSocio addressed some of the concerns raised by Marian Vassar. She hopes with technology and forward thinking of the person hired as manager, perhaps the manager could work at home. She has discussed the transfer of knowledge with Lisa Granahan, who will work with the new individual or individuals. The maintenance position has been changed from a contract, to a part-time employee of the Town. The Genoa Connection newsletter was sent to all post office boxes and there are copies available in the office.

Marian Vassar said that, although she feels Lisa Granahan and the County have done a marvelous job, she is in favor of going back to a Town manager. Member Williams said that this was the majority opinion expressed in the questionnaires filled out at the July 18, 2007 workshop.

Discussion continued regarding the transition of management from the County to Genoa. Resident Jennifer Hollister said she was glad to see that there would be a transition period and not throw out what has started. Chairperson DeSocio said that nothing will be thrown out. She stated the Interlocal Agreement has worked great and the staff is fantastic, but a lot of the direction has come from this Board. Things will be followed through and many issues will be addressed in the strategic planning.

Resident Bill Brooks commended County Manager, Dan Holler, who came up with the Interlocal concept. He further commended Lisa Granahan, who made it work. He is concerned the Town will lose ground now. He is further concerned about the Town's revenue base and ability to maintain the current level of services. Candy Dance is the Town's main revenue source and he commented that if there were two Candy Dance "flops", the Town would be insolvent. He discussed services that should be provided by the County. He does not feel the Town has a revenue base that would support a Town Manager, one office assistant, and maintenance assistant. Mr. Brooks feels the reason the Town has been unable to keep managers is because it is a 24/7 job.

Chairperson DeSocio replied to Mr. Brooks comments and suggested that participation in the strategic planning would address some of the issues brought forward.

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Discussion continued regarding possible annexation of residents outside of the Town boundaries and the possible revenue versus expenses.

Resident Carole Hart asked if the management services included the Events Coordinator. Clerk Pace said it does.

Resident Les Kynett said initially he was not an advocate of the County program. He said he has become more involved with the Town events the last seven months. He said that Candy Dance takes a full time job, like the Events Coordinator, to do a very good job. He previously thought the Town Manager could easily handle management duties and Candy Dance. He feels that each of those jobs need to be independent to be successful. In selections for Town Manager, he recommends that coordination of Candy Dance and chairman, not be one of the job descriptions. He said this would be overly burdensome and the Town would be looking for a new manager.

Bill Brooks said that in conversation with the last Town Manager, the manager indicated that well over 65% of his time was spent with Candy Dance issues.

Resident Jody Kynett stated in hiring a new Town Manager, consideration should be given to find local people, someone that has vested a interest in the Town, and has the pulse and heartbeat of the community.

Member Whitgob said that the Town should be looking for someone who has a vision and someone who knows how to lead and to delegate as we know why it didn't work before.

Member Donohoe asked Dan Holler if the County is willing to stay in place if the Town is unable to fill the management position on the first go-round. Mr. Holler replied the County will not let the Town fail.

Discussion was held regarding the interviewing and hiring process.

Member Williams asked Lisa Granahan about the time she is spending in Town management and how much of that time is Candy Dance related. Lisa Granahan stated 75% of her time is spent on Town management and she is doing very little that is Candy Dance related. She said it is estimated that the Events Coordinator will spend 1,000 hours just on Candy Dance out of the estimated 1,400 hours on the contract. Lisa Granahan said that numerous infrastructure problems have been dealt with and hopes that there will not be many infrastructure issues to deal with in the future therefore allowing the manager more time for other duties.

Lisa Granahan said that as the Board focuses more on policy, it will be easier for a Town Manager to get more things done and more rapidly without having to come before the Town Board to go through procedures as before.

Discussion was held regarding volunteers handling events in the past as opposed to the Town Manager handling the events.

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County Manager Dan Holler said the direction should be to continue the Interlocal until the end of the year and to begin to look at a transition of management services.

Member Whitgob moved to continue under the present Interlocal Agreement until the end of the year, and that we begin a transitional process that contemplates redesigning job description and everything that surrounds that, to set up to accept applications for a Town Manager, with the knowledge that the County will assist in this transition if we do not meet the January 1, 2008 deadline. Motion seconded by Clerk Pace. Motion passed unanimously.

**ADJOURNMENT**

Motion to adjourn the meeting by Member Donohoe, seconded by Member Whitgob. The motion approved unanimously. The meeting was adjourned at 8:37 P.M.

Respectfully submitted by  
Kris Wilkison