

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JULY 15, 2009
6:30 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion**

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Garrison, Whatley, Baker, German and Roulette were present.

Also Present: Town Manager Michael Scannell, Sr. Accountant Lisa Elliott, Parks & Recreation Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Baker.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Special Session – July 8, 2009
- 2) Executive Session – July 8, 2009 (recorded)
- 3) Regular Session – July 1, 2009

b) Set Next Meeting, Date and Time:

- 1) July 15, 2009 at 6:30 p.m. – Regular Session
- 2) July 22, 2009 at 6:30 p.m. – Council Hears Planning & Zoning – **CANCELLED**
- 3) **July 22, 2009 at 6:30 p.m. – Work Session** – Amendments to the International Code Council (ICC)
- 4) August 5, 2009 at 6:30 p.m. – Regular Session
- 5) August 12, 2009 at 6:30 p.m. – Work Session (Personnel Manual)
- 6) August 19, 2009 at 6:30 p.m. – Regular Session
- 7) August 26, 2009 at 6:30 p.m. – Council Hears Planning & Zoning

c) Possible approval of Resolution 2009-779, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Fiscal Year 2009-2010 Budget". Note: the public hearing for this item was held in a Special Session conducted prior to this meeting at 6:15 p.m. (Staff Resource: Michael Scannell)

On a motion by Baker, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, including the correction to the July 8, 2009 Special Session Minutes, adding the Town Attorney as also present.

Kovacovich requested a correction to the Special Session Minutes of July 8, 2009 to reflect that Town Attorney Bill Sims was also present.

5. Council Informational Reports.

Baker reported on her attendance at the Water Advisory Committee meeting today in Cottonwood; she commented on one concern, the Federal bill addressing the Clean Water Act. The Technical Advisory Committee will research possible changes, and Baker will hopefully have more to report the next time.

There were no other reports.

6. Call to the Public for Items not on the Agenda.

(Comments from the following individual are summarized.)

Don Randall, a Baptist minister who recently has moved to Camp Verde and is looking for a building for his ministry asked if it might be possible to rent a portion of the Rio Verde Plaza at a reasonable rate; he would propose to do all the necessary remodel work. *Mayor Burnside directed to Town Manager to follow up with Mr. Randall and look into that possibility.*

There was no further public input.

7. **Presentation and possible discussion of the quarterly reports from the following:** Note: the Housing Commission, Library Advisory Commission, Parks & Recreation Commission, and the Trails & Pathways Commission were relieved of duties on July 1, 2009 by Resolution 2009-780. These Commission minutes covering the last quarter were provided to Council in the monthly reports and are also available in the Clerk's Office and online.

- a. **Board of Adjustments**
- b. **Design Review Board**
- c. **Planning & Zoning Commissions**
- d. **Camp Verde Chamber of Commerce**

There was no action taken.

Chip Norton, Vice Chairperson, Design Review Board, presented the Quarterly Report on behalf of that Board; Tracie Schimikowsky, Director of Operations, Chamber of Commerce, gave the Quarterly Report on the activities of the Chamber, and reminded everyone of the Regional Chamber Mixer on July 16th at The Lodge at Cliff Castle from 6:00 p.m. to 8:00 p.m..

There were no other verbal reports presented.

Councilor Garrison requested items 8 & 9:

8. **Discussion, consideration, and possible direction to staff relative to the display of religious symbols on Town property.**
There was no action taken.

Garrison questioned whether the word "temporary" should be included in the Town Code relative to the display of religious symbols, since the Town Attorney had used that word in his legal opinion on that issue. It was suggested that perhaps the Town Attorney should be consulted on that question; however, Baker pointed out the wording in the Code that appeared to address that with the phrase, "...may allow religious symbols on Town property during events that are not sponsored by the Town.." and the majority of the members agreed that no revision was necessary. There was no further discussion.

9. **Report and discussion of the events that led up to the removal and replacement of the cross by staff on June 26, 2009 and the removal again on June 29, 2009 by the Bread of Life Executive Director.**

There was no action taken.

Mayor Burnside said that Garrison had asked that this item be pulled from the agenda in response to e-mails she had received; however, German has requested that she be allowed to discuss the item. In essence, German said that she felt that the Council was doing the staff and the Town Manager a disservice by not addressing the issue since they had provided all the background information that had been requested. German said she believes that a disservice has been done to Mr. Scannell; he has been doing an outstanding job and when the issue came up he did his job as was expected, with diplomacy and finesse; the Town should move on now and put the issue behind it. Garrison, although she commented that there is continuing disagreement on the Constitutional issue, from the Federal Government on down, voiced her confidence in the difficult job that Mr. Scannell is handling overall. The remainder of the members each expressed their support of the Town Manager, and their collective opinion that what he did was quickly and respectfully resolved, was part of his job, and was not a policy decision.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Nancy Floyd said she was proud of the Council for the support expressed for the Town Manager. The issue should not be a religious one; it is a public building. Ms. Boyd recommended that the Rental Agreement form include the statement that any decorations have to come down after the event and there will be no damage to the walls; the form needs to be improved. (German assured Ms. Boyd that the Town is working on that very issue.)

There was no further public input.

10. **Public Hearing, discussion, consideration, and possible recommendation for approval of a liquor license application submitted by Arizona Stronghold Vineyards, LLC, located at 4700 Old Highway 279, Ste. A, Camp Verde, Arizona.** (Staff Resource: Debbie Barber)

On a motion by Garrison, seconded by Baker, the Council unanimously recommended approval of a liquor license application submitted by Arizona Stronghold Vineyards, LLC, located at 4700 Old Highway 279, Ste. A, Camp Verde, Arizona.

Town Clerk Barber advised the Council that the posting had been done for the required time, although it had to be done a second time because the first notice had been accidentally destroyed; no comments have been received.

Lisa Rhodes, Business Manager for Arizona Stronghold Vineyards, explained the reason for the liquor license application, the business is growing, and they are researching opening a wine room in Camp Verde. There was no further discussion.

There was no public input.

11. **Discussion, consideration, and possible funding or direction to staff relative to an in-kind contribution or a letter of support (and upon possible award of grant provide information) to the Verde Valley Housing Task Force (VVHTF) in order to collaborate on a study with a grant to gather data that identifies an organizational structure that would effectively address the status of the region's affordable housing. *There is no amount set for a financial contribution and any financial contribution would be an unbudgeted item. (Staff Resource: Michael Scannell)***

On a motion by German, seconded by Baker, the Council **voted 4-3** to send a cash contribution of \$500 and a letter of support to the Verde Valley Housing Task Force in order to collaborate on a study with a grant to gather data that identifies an organizational structure that would effectively address the status of the region's affordable housing; **with 'no' votes by Whatley, Kovacovich and Burnside.**

Matt Morris explained that the Verde Valley Housing Task Force has received input from Cottonwood and Sedona identifying a funding source to do a study that would look at not only the housing needs in the Verde Valley but options or tools that might be available for the Verde Valley in terms of addressing those issues. Matching funds are being solicited for the study grant in the amount of \$10,000. To date, Jerome has dedicated \$500 and Cottonwood has pledged \$2,000; notwithstanding whatever amount that Camp Verde may contribute, Sedona is looking to contribute the remainder. Clarkdale does not have sufficient funds, but has offered staff time to help with the project, and Yavapai County has offered to provide data information at no cost as part of their contribution.

There was considerable discussion, with input from the Financial staff, about the availability of funds, as well as possible contribution of staff time. The members also acknowledged the need in the Verde Valley for attainable housing, but the main objection was over supporting yet another study. In response to a question regarding what the Town could afford to donate, Scannell agreed that \$1,000 would be a reasonable amount; he and Sr. Accountant Elliott would work on finding the funds. After further discussion, including an explanation of "in-kind" donations, there were suggestions for a token contribution of \$500 cash as well as a letter of support. Scannell confirmed that there will be a regular follow-up on the progress on the study; Morris added that two members of the suspended Housing Commission have expressed interest in participating in the meetings on their own.

PUBLIC INPUT

Nancy Floyd commented that the ink was not even dry yet on the new Budget; a contribution of cash does not seem right considering all the other problems.

There was no further public input.

12. **Discussion, consideration, and possible approval of Resolution 2009-775, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Financial Policies and Procedures". (Staff Resource: Lisa Elliott)**

On a motion by Garrison, seconded by Baker, the Council unanimously approved Resolution 2009-775, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Financial Policies and Procedures," as presented and with amendments stated.

Amendments stated (as underlined):

Page 6, Section 3-4-3.3, Paragraphs 3 and 5, replace "annually," with "as necessary."

Page 7, Section 3-4-3.10, **add to Paragraph 2**, "The term for the external auditor will be no longer than three (3) years; the Town will then go to the RFP process for an independent public accounting firm; the firm currently serving the Town will not be eligible to participate in replying to the RFP."

Page 7, Section 3-4-3.10, Paragraph 4, replace "Quarterly," with "As soon as practicable following the close of the quarter, staff will provide financial, Capital Improvement Program and....."

Page 8, Section 3-4-4.5, Paragraph a, Credit Risk, first bullet paragraph, after sentence ending with "...in A.R.S. 35-323." Delete remainder of that paragraph beginning with, "When possible....."

Page 12, Section 3-4-4.17, Policy Considerations, Exemption, remove "or Town Administration" and end sentence with, "...authority of the Town Council."

Page 12, Section 3-4-4.18, Investment Training: Tie that provision in with Section 3-4-3.9 on Page 7.

Sr. Accountant Elliott explained that the majority of municipalities around the State have had Financial Policies in place for a

number of years, and in keeping with efforts to improve the operations of the Camp Verde Finance Department the proposed document has been prepared and submitted for review and consideration. The proposed Financial Policies and Procedures, attached, include the investment policy that Council has already adopted. The intent is to have the Policies and Procedures adopted and included in the Town Code so that they are a hard and fast matter of record and will require formal action in order to change them.

The Council reviewed the document in depth, with clarification from Elliott and Scannell on specific provisions, as requested. The members arrived at general agreement on suggested revisions, additions and deletions, as summarized and stated above.

13. **Discussion, consideration, and possible approval of Ordinance 2009-A366, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code, Chapter 3, Administration, adding Section 3-4, Financial Policies.** (Staff Resource: Lisa Elliott)

On a motion by German, seconded by Kovacovich, the Council unanimously approved Ordinance 2009-A366, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code, Chapter 3, Administration, adding Section 3-4, Financial Policies.

Elliott said that this item is the Ordinance to memorialize the Financial Policies that Council just adopted. This will ensure for future Councils that the policies and procedures are part of the Town Code.

14. **Call to the Public for Items not on the Agenda.**

There was no public input.

15. **Advanced Approvals of Town Expenditures**

a. **There are no advanced approvals.**

There were no advanced approvals.

16. **Manager/Staff Report**

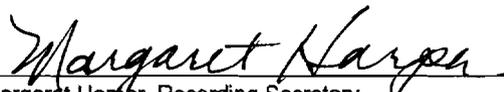
There was no Manager/staff report.

17. **Adjournment**

On a motion by Garrison, seconded by Kovacovich, the meeting was adjourned at 8:22 p.m.



Bob Bumside, Mayor

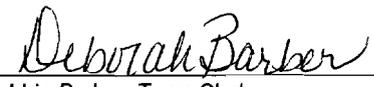


Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 15th day of July 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 10 day of August, 2009.



Debbie Barber, Town Clerk