

**MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS  
WEDNESDAY, DECEMBER 15, 2010  
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 Whatley, Garrison, Roulette, and German were present; Baker was absent.

**Also Present:** Town Manager Russ Martin, Special Projects Administrator Matt Morris, Sr. Acct. Lisa Elliott, Library Director Gerry Laurito, Council Candidate Alan Buchanan, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Kovacovich.

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) Regular Session – December 1, 2010

**b) Set Next Meeting, Date and Time:**

- 1) December 22, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 2) January 5, 2011 at 6:30 p.m. – Regular Session  
January 7, 2011 at 9:00 a.m. – Work Session – General Matters to include, but not be limited to  
Town Code amendments, policies & procedures, etc.
- 3) January 12, 2011 at 6:30 p.m. – Work Session – Fireworks
- 4) January 19, 2011 at 6:30 p.m. – Regular Session
- 5) January 26, 2011 at 6:30 p.m. – Council Hears Planning & Zoning Matters

**c) Possible approval of and authorization for the Mayor to sign the letter to the Yavapai-Apache Nation Tribal Council requesting funding in no particular amount pursuant to Section 12(d)(1) of the Tribal-State Gaming Compact to fund projects that the Nation selects.** Staff Resource: Russ Martin

**d) Possible approval of a Special Event Liquor License application for the American Legion Post 93 for a one-day fund raising event to be held on December 31, 2010 at Days Inn & Suites of Camp Verde, located at 1640 W. SR 260.** Staff Resource: Debbie Barber

On a motion by Burnside, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the exception of Item 4.a).

Whatley requested that Item 4.a) be pulled; Garrison requested and received confirmation that the Work Session scheduled for January 7, 2011 will be an all-day event.

**4.a) Approval of the Minutes**

- 1) Regular Session – December 1, 2010

On a motion by Whatley, seconded by Garrison, the Council unanimously approved the Minutes of December 1, 2010, with the corrections noted.

Referring to Page 2 of the December 1, 2010 Minutes, Whatley requested clarification of the statement that she would be bell ringing, to correctly state that **volunteers** would be bell ringing in front of Basha's Monday through Saturday; German added a further correction, to reflect the time period as Tuesday through Saturday.

5. **Special Announcements & Presentations** – Welcome to the new businesses that registered in November.
- **Mulcaire & Son Contracting, 2197 Derby Drive, Camp Verde**
  - **Wesley Properties LLC, 2197 Derby Drive, Camp Verde**
  - **The Red Barn, 325 S. Main Street, Camp Verde**
  - **DBCS Inc., Phoenix**
  - **Superior Commercial Cleaning, 2020 W. Park Verde Rd., Camp Verde**
  - **Weston Courier, 611 Rowdy Ranch Drive, Camp Verde**

Burnside said he was once again pleased to announce new businesses, and welcomed the above list for the month of November.

6. **Council Informational Reports.**

Burnside reminded everyone that the reports cannot be discussed; an agenda item can be requested if a member wishes to discuss an issue. The same procedure also applies for members of the public when responding to the Call to the Public items.

**German** reported on the Visitors Center and Chamber annual Retreat at which new officers were announced as well as the goals set for the new year. Town Manager Martin and German attended the luncheon at which time the goals were reviewed; many of them were tied in to the goals set by the Council for the Town, which indicates that everyone is working together. German also thanked them for the nice lunch that was enjoyed.

**Roulette** said he attended the Sanitary District Board meeting last Thursday; there was nothing of any special import to share, other than an interesting solar project that was presented. Roulette also thanked all the people and businesses who were involved with the Christmas Lights Parade; it was a good turnout, and a good time was had by all. Special thanks were extended to Ray and Nancy Floyd for the Council float.

**Kovacovich** commented on the Council member being invited to ride on the Verde Canyon Railroad recently in connection with the Railroad's 20<sup>th</sup> Anniversary celebration; the members had a great time, and Kovacovich extended congratulations to the Railroad.

**Garrison** reported on her attendance at the NACOG Economic Development meeting, and the stress at that meeting on the need to "brand" communities, so that when a particular town or community is mentioned there is immediate recognition through that particular brand, or slogan, which should become a part of all printed material in order to foster that recognition. Garrison said she has faith that the community of Camp Verde is capable of coming up with a great idea for its brand. Garrison announced that she has been challenged by the Education Foundation group to get 45 people to each volunteer to make a gallon of chili to participate in a chili cook-off at the school; the students' artwork will also be featured and auctioned off at that event, with 90 percent of the proceeds to go to the students. It is hoped that it will become an annual event. Garrison added that one of the hot issues at the Economic Development Council is once again water; everyone should employ special vigilance as to any legislation being considered that will result in moving water from basin to basin to benefit Phoenix.

**Burnside** said that he and the Town Manager met with Chip Davis and Mayors of adjoining towns and communities to brainstorm a reasonable request to be submitted to the Governor to maintain our Verde Regional State Parks. The importance is to keep our Park open and accessible to visitors, local, State and International. Burnside also reported on the meeting with the Prescott National Forest principals in connection with the bid process for the Copper Canyon Trailhead. This Saturday there will be a meeting at the Feed Store to update the list of in-kind donations to help increase the grant and add more amenities. Burnside commented on his meeting with Mr. Gunnell at Verde Vista; today, the fun Christmas party, and the impressive remodel that has been done, Burnside commended on the excellent work done by Mike Dumas and his crew on cementing the flag pole base and then using due diligence to construct a sidewalk with the excess cement left in the truck. In response to a request for confirmation from the Town Manager, Mr. Martin said that the Economic Development meeting scheduled for tomorrow at 10:00 a.m. at the

Marshal's Office Training Room is open to the public; the Town has an opportunity to pursue a grant of significant funding, hopefully by considering different economic development options. Burnside then shared another brainstorm that could also contribute to economic development, and that would be to establish a cannery co-op, and requested that anyone with any history or knowledge of co-ops to get in touch with him to discuss what it would take to get such an operation going. Burnside ended with wishes to all for a Merry Christmas and Happy New Year. Burnside also displayed the plaque received from the State Park for the donation.

7. **Call to the Public for items not on the agenda.**

(Comments from the following individuals are summarized.)

**Howard Parrish** shared a recent telephone conversation he had with John Nash, a friend who lives in Minnesota, regarding the four feet of snow in that area and more to come.

**Sheila Stubler**, of Fort Verde State Park, appeared together with Library Director Laurito, both dressed in period costumes, describing the planned upcoming Victorian Christmas activities, and distributing examples of Victorian hand-made decorations to the Council members, along with printed material outlining the Candlelight Tours scheduled for December 17-18. Ms. Stubler also read the story of how the Victorian Christmas Tree originated in England in the early 19<sup>th</sup> Century. Ms. Stubler ended her remarks with special thanks to the Council, the Town Manager, the citizens of Camp Verde and all the volunteers.

There was no further public input.

8. **Presentation by Scott Graff, CPA, Colby & Powell, and possible discussion of the Comprehensive Annual Financial Report for the Fiscal Year ending June 30, 2010.**

There was no action taken.

Scott Graff, CPA with Colby & Powell, presented the audit results for the fiscal year ending June 30, 2010, commenting that the audit was done on a risk-based approach which looks at the policies and procedures, internal controls, focusing the audit more in the areas of risk. In addition to the 85-page financial report, Graff referred to a separate report on the internal controls that included a list of some findings; he reviewed the three findings and the areas that could be improved. He did note that the findings involved areas that Management is already addressing, and he is confident that the audit next year will find that those areas have been cleared up. Graff first pointed out the "clear opinion" letter from the auditor, which is the best opinion that an auditor can give to any type of entity that is being audited. He gave a comprehensive overview of the 85-page financial report, prefaced by his commendation for the quality and factual content of the Management Discussion and Analysis document. Graff commented that the Town in essence is somewhat better off than last year, with reservations because of the figures shown that include restricted funds. The Town needs to continue to budget wisely, the financial "crunch" appears to be continuing, but Graff believes the Town is doing a very good job showing a positive increase.

The Council commended Graff for doing an excellent job. Graff complimented the Financial Department staff and especially the Sr. Acct. who knows what she is doing, adding that it is a pleasure to work with the staff. Burnside commented on the history of the Town relying solely on agriculture and tourism; he said the Town needs a third base to rely upon, and that is the local economy, supporting the merchants. The members thanked Lisa Elliott for the great work she is doing.

Councilor Garrison requested items 9 & 10:

9. **Discussion, consideration, and possible authorization to delete the NACOG Tourism Committee assignment from Council duties in order to appoint a professional that will better serve the Town.**

On a motion by Garrison, seconded by German, the Council voted unanimously to delete the NACOG Tourism Committee assignment from the Council duties.

Garrison explained that she had taken on the responsibility of representing Council at the NACOG meetings consisting of the Regional, the Economic Development Council, and in 2007 subsequently found herself serving on the Tourism Committee of the Economic Development Council, replacing a Chamber person.

Garrison said she believes that she is now the only elected official serving on the Tourism Committee. Since the Tourism Committee is being revamped and goals are increasing in scope, Garrison said she feels that a tourism professional would better serve the Town by being able to more effectively contribute to the meetings. Garrison stressed that the Chamber representative would not be representing the businesses, but the focus would be only on tourism on the global level to get visitors in to Northern Arizona areas. Garrison said she would continue to serve on the Economic Development Council; the Tourism Committee is a subcommittee of and subject to the authority of that Council. Garrison said she is asking Council to consider appointing a professional to the Tourism Committee, as explained, although she would be willing to continue to serve if that is what Council wishes. The Council thanked Garrison for her past service and her foresight.

10. **Discussion, consideration, and possible appointment of Chamber of Commerce Executive Director Tracie Schimikowsky to the NACOG Tourism committee as the Town's representative.**

On a motion by German, seconded by Roulette, the Council unanimously appointed Tracie Schimikowsky to the NACOG Tourism Committee as the Town's representative.

After discussing the issue with the Mayor, Garrison said that she had asked Tracie Schimikowsky if she would be willing to take on the position if Council so wished, and to make a presentation to Council on her willingness and her qualifications to serve.

Tracie Schimikowsky said that she currently already serves on two regional boards, the Verde Valley Regional Economic Organization and the Sedona-Verde Valley Tourism Council. She stressed that she is there representing the community of Camp Verde and her Chamber hat comes off in those board meetings. Ms. Schimikowsky assured the Council that she would be representing the community of Camp Verde at the NACOG Tourism Committee meetings, not Chamber of Commerce members. She added that she has 12 years experience in the tourism and travel industry, and she is now a homeowner in the Town of Camp Verde. Garrison requested that the Council receive at least a quarterly report, and even bring to the attention of Council any exciting events or updates in the interim. Garrison outlined how an appointment is made to the Committee. After a formal resignation is accepted, the Tourism Committee must accept the proposed appointment, after which the Economic Development Council must give its final approval. It is anticipated that Ms. Schimikowsky would then take over sometime in April 2011.

11. **Discussion, consideration, and possible direction to staff regarding possible preparation of an application for State Housing Funds, which may include federal funding through the HOME Investment Partnership Program or State Housing Funds, and to include possible direction to prepare required application and supporting materials, preparation of revised Town Owner-Occupied Home Rehabilitation Program Guidelines, and also possible advertisement and qualification of potential program recipients to be included on a waiting list.** Staff Resource: Matt Morris

On a motion by German, seconded by Roulette, the Council voted unanimously to direct staff to proceed with preparation of Grant application materials as well as necessary revisions to the Town of Camp Verde Housing Rehabilitation Program Guidelines for final Council approval, at the earliest possible date, and to also direct staff to begin advertisement and income qualification of potential program participants, to improve Town readiness in anticipation of Grant award.

Special Projects Administrator Matt Morris said that the subject issue arose from the recent emphasis on the need for economic development and putting the Town's best foot forward as far as compliance with zoning requirements and the community appearance in general. Morris outlined the background of the housing rehab program to date and recent funding from the State for additional rehab work, which have triggered the review and this request to move forward with the subject application and related activities. Morris outlined the number of homes that have benefitted from the program in the past, together with how property owners can qualify for funding, pursuant to the criteria contained in the Town Rehab Guidelines. From the standpoint of businesses, potential employees, community appearance and home ownership are prime factors in fostering economic development.

Morris reviewed the funding available through the Arizona Department of Housing as well as Federal funding, and highlights from his comprehensive Staff Report included in the agenda packet. If given the requested direction to move forward, Morris said the necessary documents and materials could be prepared and brought back to Council at the next meeting, in January, for review and approval. The members acknowledged the impressive improvements accomplished on the past rehabs and home replacements. In response to a question regarding a possible requirement for matching funds, Morris said that it would be quite helpful but is not required. There is also the option of in-kind donations; the revolving loan fund, and the home that was recently acquired by the Town by reason of the death of the owner might also be potential resources for leveraging. Morris assured the Council that he will work diligently to pull together the material required for the grant application in the short time period available. Town Clerk Barber volunteered a poignant example of the human element of the housing program that improved a home, and what it meant to that elderly individual.

### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Alan Buchanan** said he believes that in the past staff compiled the names of potential recipients of the funding and presented the list to the Housing Commission for consideration, and suggested that some of the Commissions could be started up again to get more people involved and interested in our government.

There was no further public input.

During further Council discussion; Morris confirmed that if the application for the immediate grant is not successful, the groundwork done would be valuable in applying for the next grant that comes around, and that all applicants will be made aware that there is no guarantee of their selection.

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

There was no public input.

13. **Advanced Approvals of Town Expenditures.**

Martin advised the Council that a mistake was made in the administration of the Dava & Associates contract. This afternoon the actual final draft was received; however, the contract refers to a maximum not to exceed 150 without bringing it back, which will be in front of Council on the next Consent Agenda for approval. They will want to be paid now that they are finished. The amount submitted is less than what was budgeted; however, by consent, the Council has approved payment, and the expenditure will be made in advance.

14. **Manager/Staff Report**

Martin announced that two employees are leaving, Sharon McCormick who has been with the Town for 23 years and is moving on to work at the jail, and Ralph O'Donnell who is retiring and moving into an important role with the VIP's. Martin added that if you make contact with either of them, he is sure they would appreciate your recognition of their past service.

15. **Adjournment**

On a motion by Garrison, seconded by Kovacovich, the meeting was adjourned at 8:01 p.m.

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Bob Burnside, Mayor

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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 15<sup>th</sup> day of December 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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Debbie Barber, Town Clerk