

**MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, DECEMBER 16, 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, Baker, Roulette and German were present; Councilor Whatley was absent.

**Also Present:** Town Manager Michael Scannell, Special Projects Administrator Matt Morris, Library Director Gerard Laurito, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Garrison.

**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 2, 2009

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

1) December 23, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**

2) January 6, 2010 at 6:30 p.m. – Regular Session

3) January 20, 2010 at 6:30 p.m. – Regular Session

4) January 27, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

**c) Possible authorization for the Town Manager to freeze all Capital Improvement Project (CIP Fund) purchases through the remainder of the fiscal year.**

On a motion by Baker, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with the addition of the Work Session on January 13, 2010 at 6:30 p.m.

Kovacovich reminded the members that a Work Session has also been scheduled for January 13 at 6:30.

**5. Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

- Mayor Burnside will acknowledge the award issued by the U.S. Commerce Association to **Arizona Central Land and Home as 2009 Best of Camp Verde.**

**Kovacovich** thanked the community for their turnout for the Christmas Light Parade Saturday night; a good time was had by all.

**German** reported on her attendance at the Chamber Retreat on December 8, along with Councilor Roulette; German also attended the Chamber Mixer together with Councilor Whatley and Town Manager Scannell.

**Roulette** said he attended the recent Sewer District meeting; they received the go-ahead from ADEQ and sewer hookups are being commenced.

**Baker** wished everyone a Merry Christmas and Happy New Year.

**Burnside** reported on attending the meeting with the Mayors and Managers of the Verde Valley Region, plus Yavapai County and some Legislature representatives; there is still no budget. Different towns gave presentations on their efforts to save money;

every town needs to be thinking about working within its means.

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

**Sheila Stubler**, dressed in Victorian costume, accompanied by volunteer Justin Davis, issued a formal invitation to all to participate in the Candlelight event at the Fort on December 18 and 19 from 6:30 to 8:00 each evening, and described the activities and treats that will be offered.

There was no further public input.

7. **Discussion, consideration, and possible approval of the renewal of appointment for Gene Neil, Esq. as an assistant magistrate for Camp Verde Municipal Court for a two (2) year tem, effective January 1, 2010, and setting an hourly rate of \$38.00 on an as-needed basis, with a two-hour minimum pay rate. This is a budget item in the General Fund. Staff Resource: Judge Overholser**

On a motion by Garrison, seconded by Baker, the Council voted unanimously to reappoint Judge Gene Neil as an Assistant Magistrate for a two (2) year term, starting January 1, 2010, to serve under the direction of the Town Magistrate, at the rate of \$38 per hour on an as-needed basis, with a two-hour minimum.

Town Manager Scannell said that the Presiding Magistrate serves along with two assistant Magistrates who serve in his or her absence; Gene Neil has served as an Assistant Magistrate in the past, and has agreed to serve again on an as-needed basis for a two-year contract as required by the Administrative Office of the Courts. Assistant Magistrate Henry Cipriano will be filling in as Magistrate pending selection of a replacement for Judge Overholser who is leaving for another appointment. Scannell added that Mr. Neil has served the Town well in the past, and recommended his appointment. There was only a brief discussion of the proposed hourly rate, which Scannell confirmed was the same rate agreed upon in the past.

There was no public input.

8. **Discussion, consideration, and possible direction to staff concerning submitting an application for the Hollamon Street Improvement Project to the Arizona Department of Housing for consideration in the State Special Projects funding cycle. Staff Resource: Debbie Barber**

On a motion by Baker, seconded by Kovacovich, the Council unanimously directed staff to notify NACOG to proceed with the SSP application for the Hollamon Street project.

Town Clerk Barber explained that the majority of the 2005 CDBG funding for the Hollamon Street project had been de-obligated since the estimated costs exceeded that which had been budgeted. The project now is now "shovel ready", and is eligible for consideration for State Special Projects funding that is derived from recaptured CDBG monies. If Council elects to proceed with this special application, staff will request Council approval in January of the necessary documents, combined with the resolutions for the regular CDBG cycle.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Debbie Roulette**, a business owner on Hollamon Street, commented on the volume of foot traffic on the street; the businesses have been looking forward for two years to the promised improvements including curbs and gutters. (*Barber confirmed that the project will include curbs and gutters along both sides of Hollamon Street as well as a sidewalk on one side; the estimated costs appear to be within the funding applied for.*)

**Carlie Androus**, another business owner on the street, said that Hollamon and Main are the two main thoroughfares in the Town, and the improvements are important.

**Jose Rivas** commented on the danger for the number of children walking in the middle of the road on Hollamon Street, and said that if everyone gets together the improvements will be possible.

There was no further public input.

Scannell added that the project is ready to go, the engineering and design work has been done, it is now a matter of getting the award and following through with the long-planned project that will enhance public safety and commercial activities. There was also a brief discussion about the possibility of including much-needed lighting as part of the improvements. Councilor Roulette advised the public that he had received legal confirmation that his participation in the discussion was in no way a conflict of interest. Barber also reported that Town Engineer Long is looking into the possibility of paving for the public parking lot.

9. **Discussion, consideration, and possible prioritization of projects to be considered in the 2010 Community Development Block Grant funding cycle. Camp Verde's anticipated appropriation from the NACOG Regional Account is approximately \$379,294. Staff Resource: Debbie Barber.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously directed staff to prepare a Resolution and applications, including new budgets, from the Camp Verde Senior Center and Head Start, for the Fiscal Year 2010 CDBG funding cycle based on the prioritization preference of Senior Center No. 1, and No. 2, NACOG Head Start playground equipment.

Barber said that this item is in the regular Community Development Block Grant funding cycle; the public hearing held for public input included a request from the Camp Verde Head Start program for playground improvements and equipment in the amount of \$90,000, and a request from the Senior Center for \$300,000 for remodeling and equipment. In order to prepare the application for funding, it is necessary to establish prioritization of the requested projects to be considered for the CDBG funding.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Socorro Chagolla** spoke on behalf of Head Start, focusing on the 121 children who currently are being serviced, and the deteriorated condition of the playground and the equipment creating a health and safety issue for those children; it is hoped that Council will consider the request for the funding.

**Shay Black** shared her experience with her two children benefiting from the amazing Head Start program.

**Michael Watkins**, grant writer with the NACOG Head Start Administration in Flagstaff, confirmed the need for the playground improvements and equipment that are used heavily by the 121 children and are now outdated in terms of educational value. Mr. Watkins outlined the eligibility of Head Start to receive CDBG funds, and thanked the Council for its consideration of their request.

**Marion Savage**, President of the Senior Center, stressed that the Center is in dire need of new equipment in the kitchen, as well as additional building and office space, and believes that the entire community will be helped by improvements to the Center.

**Darwin Savage**, as past President of the Senior Center, spoke during the Council discussion to say that the Center would be happy to settle for whatever amount the Council could offer.

There was no further public input.

Barber said that the anticipated funding is estimated to be about \$379,000; the \$90,000 being requested by Head Start and the \$300,000 estimated by the Senior Center, together, exceed that anticipated funding. The Council discussed in detail with Barber how the funding is allocated to the projects, with input from Scannell, including the percentage for administrative costs. Barber confirmed that the funds granted for each project must be used for that project, but the costs cannot exceed the amount received and budgeted. The Council discussed the possibility of each of the entities reconsidering their requested amounts and preparing revised budgets that would fall within the anticipated funding of \$379,000, including an amount for administrative costs. The members confirmed their intent to assign the first priority to the Senior Center, and second priority to Head Start. During the discussion, representatives from Head Start and the Senior Center both stated that they would be more than willing to revise and resubmit their budgets for lower dollar amounts, or the collective amount of \$315,000, to fit into the funding the Council anticipates receiving. Barber said that the revised budgets and applications need to be received in time for submittal to the Council in January for the second public hearing and approval of the documents.

10. **Discussion, consideration and possible approval of Final Draft Development Guidance System Diagnostic Report prepared by consulting firm Dava and Associates. Staff Resource: Matt Morris**

On a motion by Baker, seconded by Roulette, the Council unanimously approved the Final Draft Development Guidance System Diagnostic Report as prepared by consulting firm Dava and Associates.

Special Projects Administrator Matt Morris reported that the high-quality subject document as prepared by the consulting firm was developed with input and comments from the public and the advisory committee at public hearings and meetings. The list of revisions requested at the recent Work Session has been included in the Report. Dava Hoffman presented a recap of the work done to date, and Richard Counts reviewed the anticipated next steps, including a meeting with the Yavapai-Apache Nation next month. Scannell added that staff will be coming back to Council on the 6<sup>th</sup> of January and will request a Work Shop for January 20<sup>th</sup> for a community briefing prior to the regular meeting to be held on that date, at which time an update will be presented on

the status of the project.

There was no public input.

A recess was called at 7:58 p.m.; the meeting was called back to order at 8:09 p.m.

11. **Discussion, consideration, and possible authorization for the Manager to obtain an appraisal of a triangular piece of land (Assessor Parcel Number 404-02-172), located on McCracken Lane, which was included in the purchase of the Community Park property. The amount of the appraisal is not to exceed \$3,000. This is an unbudgeted item from the Contingency Fund. Staff Resource: Michael Scannell**

On a motion by Kovacovich, seconded by Baker, the Council voted unanimously to **reject** the possible authorization for the Town Manager to obtain an appraisal on the McCracken Lane property.

Scannell explained that since the subject parcel, which had been included in the purchase of the Community Park property, is separated from and will not be a part of the Park. It falls into the category of an unproductive asset, the sale of which could generate some funds for the Town. The first step in disposing of the asset would be an appraisal of the value. Scannell suggested that the proceeds from a sale could be applied against the possible acquisition of the property on Industrial Drive that is being considered for a Public Works Corporation Yard. Scannell said that his intent is to bring to Council's attention different options for sources of revenue, such as the sale of this underperforming asset, in light of the steadily diminishing State funding. The Council discussion included an expression of concern over requests for approval of unbudgeted items. The consensus among the members was to defer further consideration of sale of the parcel, at least until receipt of the appraisal currently in process on the Industrial Drive property, since the ability of the Town to purchase that property will depend upon that appraisal.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**George Young** suggested that since sale of any one parcel of greater value than \$500,000 would have to be approved by a vote of the people, perhaps all of the parcels held by the Town, and not being used, could be combined and voted upon at one time.

There was no further public input.

12. **Discussion, consideration, and possible authorization to proceed with a General Plan Amendment and Zoning Map Change from the current land use designation of Public Facilities to Commercial and from the current zoning of R1L-70 to C2 (Commercial General Sales and Services) for the Town-owned property located on Oasis Road at SR-260, Assessor's Parcel Number 403-23-152A, Staff Resource: Michael Scannell**

On a motion by Baker, seconded by Garrison, the Council voted unanimously to continue this item to the January 6, 2010 meeting.

Burnside reported that Councilor Whatley had requested this item be continued to a later date so that she could be available to participate in any discussion or decision; the members agreed to honor her request.

13. **Discussion, consideration, and possible approval of Resolution 2009-787, A Resolution of the Mayor and Common Council, of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the amendment to the Intergovernmental Agreement (IGA) between the Town of Camp Verde (Town) and the Arizona State Parks Board (Board) allowing the Town to provide an additional funding of \$18,000 for Fort Verde State Historic Park (Park) in order to support the operation of the Park through June 30, 2010. This is an unbudgeted item from the Contingency Fund. Staff Resource: Michael Scannell**

On a motion by German, seconded by Baker, the Council unanimously approved Resolution 2009-787, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the amendment to the Intergovernmental Agreement between the Town of Camp Verde and the Arizona State Parks Board allowing the Town to provide an additional funding of \$18,000 for Fort Verde State Historic Park in order to support the staffing of the Park through June 30, 2010.

Scannell said that the \$16,000 provided by the Town of Camp Verde to support the State to continue operation of Fort Verde State Park through 2009 has actually made it possible to continue into February, 2010. The goal is to work on a long-term solution, negotiating with the Historical Society and the Parks Board, staff at the Fort and others, to keep the Fort open as an important part of history and life of the community, and an attraction for tourists. Scannell said he is requesting that the Council continue support of the Fort on a short-term basis through June 30, 2010, for an additional \$18,000, which will allow time for work on the long-term solution; and to approve an amendment to the existing Intergovernmental Agreement to reflect the

additional funding. Scannell added that the State Parks Board has indicated a grand vision for the Fort that will benefit the community and preserve a very important asset for the Town.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Sheila Stubler**, on behalf of the remaining full-time staff at the Fort, thanked the Town for its support. Ms. Stubler mentioned different activities and ideas for projects, and continuing efforts to publicize the Park and to try to get the community more involved.

There was no further public input.

The members agreed on the need to support the Fort, but questioned the past perceived tendency of State Parks to ignore Fort Verde. Scannell said that he believes that the Parks Board personnel and with the new Executive Director, with whom he has had contact, have been very cooperative and have exhibited an interest in forming an effective working relationship and partnership with Camp Verde and Fort Verde Historic State Park. Working with the Fort and the State on a design charrette process will help to preserve the historic qualities of downtown Camp Verde, revitalizing the downtown and giving people reason to come to Camp Verde. Scannell assured the public that there is money set aside in the Contingency Fund for unanticipated expenditures such as this one.

14. **Discussion, consideration, and possible authorization for the Manager to begin discussions with the Managers of Clarkdale and Cottonwood relative to assessing the merits, financial and operational, associated with consolidating the Camp Verde Magistrate Court with another Magistrate Court in the Verde Valley.** *Staff Resource: Michael Scannell*  
On a motion by German, seconded by Baker, the Council unanimously authorized the Town Manager to initiate an analysis of the relative merits, financial and otherwise, associated with consolidating our Magistrate Court with other Magistrate Courts in the Verde Valley.

In the interest of full disclosure, Scannell said he is requesting authorization to embark on a series of conversations with other Managers with respect to consolidation of Magistrate Courts, as contemplated in the statutes. The financial condition that the communities are experiencing indicates a need to discuss such a move; however, because of possible political ramifications, Scannell said he wanted to keep the Council advised of what he is considering, and is requesting support of his attempt to discuss the issue with his colleagues and to do an analysis of the merits both financial and operational. Scannell referred to the budget figures reflecting expenditures and revenues in connection with the Magistrate Court, and the percentage of use based on population. There are three courts currently operating in the Verde Valley, all with expensive equipment and staff, that could be consolidated into one efficient operation with better utilization of space, computers, etc., and reduced unit costs per filing. After doing an analysis, as proposed, Scannell said he would then come back to Council with the preliminary data to see if there is interest in pursuing the issue of some sort of consolidation further.

There was no public input.

15. **Discussion, consideration, and possible authorization for the Manager to transition the employee workforce, less and except for those employees who are assigned to 24-hour operations (law enforcement officers and dispatchers) to a 4-day work week (generally, 10 hour days Monday through Thursday) on day one of the pay period which begins closest to January 1, 2010.** *Staff Resource: Michael Scannell*  
A motion by German to accept Option 1 which calls for the following schedule: (1) For all offices other than the Library, our schedule of operations on days other than designated holidays, will be Monday through Thursday, 7:00 a.m. to 5:30 p.m., with a half-hour for lunch (closed Fridays as the Town has markedly less calls and requests for customer service than on other days of the week); in the case of the Library, the facility will be staffed and open for operation on Tuesday, Wednesday, Thursday between the hours of 8:00 a.m. and 7:00 p.m., and Saturday between the hours of 8:00 a.m. and 4:00 p.m.; (2) Direct the Town Manager to implement the four-day, ten-hour day work schedule on day one of the pay period which begins closest to January 1, 2010, **failed for lack of a second.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously accepted Option 1 which calls for the following schedule: (1) For all offices other than the Library, our schedule of operations on days other than designated holidays, will be Monday through Thursday, 7:00 a.m. to 6:00 p.m. (closed Fridays as the Town has markedly less calls and requests for customer service than on other days of the week); in the case of the Library, the facility will be staffed and open for operation on Tuesday, Wednesday, Thursday between the hours of 8:00 a.m. and 7:00 p.m., and Saturday between the hours of 8:00 a.m. and 4:00 p.m.; (2) Direct the Town Manager to implement the four-day, ten-hour day work schedule on day one of the pay period which begins closest to January 1, 2010.

Scannell advised the Council that this issue is another attempt to present options to consider as the Town begins to address critical budget issues that are being faced and will continue to be faced into the future. The 4-10 work week is a model that has been embraced by a number of municipalities across the country. It has been noted that Fridays are very quiet work days with not a lot of business being conducted. Discussing how the 4-10 schedule could lower operating expenses, Scannell pointed out that the staff report inadvertently overestimated the utility cost that would be saved; however, the estimated savings in utility expenses should actually amount to approximately \$8,000, with an additional \$2,000 possible through adjustments to the pool maintenance system. Scannell said that he had reviewed the idea of a 4-10 work week with department heads, who have reviewed it with their staff, and the concept appears to have met with support. As for the proposed schedule change for the Library, Laurito confirmed that Fridays are also the slowest day for the Library, and the proposed schedule change is based on his experience as Library Director. Requesting an opportunity to speak, Asst. Planner Paulsen suggested a 7:00 a.m. to 5:30 p.m. schedule, with only one-half hour for lunch, as opposed to 7:00 a.m. to 6:00 p.m.; that idea that was discussed further by Council with some concern about a possible negative impact on local restaurants losing lunch patrons. Burnside presented figures on energy consumption by the different departments, with the Parks & Recreation Department ranking the highest. Scannell said he will be working with the departments, particularly Parks & Recreation, on an evaluation of what can be done to reduce those expenses. Burnside reported that Councilor Whatley, who is absent, had indicated to him that she is not in favor of the 4-10 work week proposal, although Burnside noted that she had not been privy to much of the information that had been discussed.

There was no public input.

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

There was no public input.

17. **Advanced Approvals of Town Expenditures when there are no advanced approvals.**

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


There were no advanced approvals.

18. **Manager/Staff Report**

There was no Manager/Staff report.

19. **Adjournment**

On a motion by Baker, seconded by Kovacovich, the meeting was adjourned at 9:41 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 16<sup>th</sup> day of December 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 16 day of January 2010.

  
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Debbie Barber, Town Clerk