

ACTIONS TAKEN
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 3, 2010
6:30 P.M.

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 – January 20, 2010
- 2) Special Session – January 20, 2010
- 3) Executive Session – January 20, 2010 (recorded (2))
- 4) Special Session – January 20, 2010

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

- 1) February 17, 2010 at 6:30 p.m. – Regular Session
- 2) February 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 3) February 24, 2010 at 5:30 p.m. – Council/Staff Retreat
- 4) March 3, 2010 at 6:30 p.m. – Regular Session
- 5) March 17, 2010 at 6:30 p.m. – Regular Session
- 6) March 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

- c) Possible authorization for the Municipal Court to apply for a Municipal Fill the Gap grant to pay for the annual maintenance fee of approximately \$650.00 from 4-13-10 through 4-12-11 for the audio/visual system used for in-custody defendants, the monthly DSL line charges from 2-2010 through 4-12-11, totaling approximately \$750.00, and to purchase a switch box to place on the DSL modem and a longer line to accommodate moving the audio/visual system as needed at a cost of approximately \$100.00. This is an allowable expense in the designated Fill the Gap Funds line item. The balance in this account is currently \$16,700. *Staff Resource: Jacque Daughety*
- d) Possible approval of Resolution 2010-800, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the 2nd amendment to the Intergovernmental Agreement (IGA) between the Town of Camp Verde (Town) and the Arizona State Parks Board (Board) allowing the Town to designate the previously approved funding of \$18,000 for Fort Verde State Historic Park (Park) in order to continue the operations of the Park through March 29, 2010. This is an unbudgeted item from the General Fund. *Staff Resource: Michael Scannell*
- e) Possible authorization to pay \$3,814.95 for loss adjustment expenses to Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, LLC & Tanner Enterprises, LLC v. Town of Camp Verde litigation. This item is budgeted subject to approval of reappropriation of budgeted funding to the Litigation line item 01-20-16-7110 in the Legal Department. *Staff Resource: Michael Scannell*
- f) Possible authorization to 1) pay \$29,669.39 to Southwest Risk for Sophronia Zellner et al. v. Town of Camp Verde litigation and 2) transfer of \$60,000 from the Contingency Fund to Litigation Expenditures in the Legal Department (01-20-16-7110). *Staff Resource: Michael Scannell*
- g) Possible approval of the FY 2010-2011 Budget Calendar *Staff Resource: Lisa Elliott*
- h) Possible approval of Resolution 2010-803, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, suspending Section 124, Design Review, of The Planning and Zoning Ordinance and directing the Community Development Department to review and process site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Council. *Staff Resource: Matt Morris*

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented, with Items 4.b)3), 4.e), 4.g) and 4.h) pulled for discussion, and a Special Session added for February 10, 2010, at 4:00 p.m.

Garrison requested that Item 4.b)3) be discussed further; Whatley requested that Item 4.g) be pulled for discussion; Baker had a question regarding Item 4.h); and Garrison had a question for Item 4.e). Barber reminded the Council that a Special Session is to be set for February 10th; after discussion the time was set for 4:00 p.m.

4.b)3) February 24, 2010 at 5:30 p.m. – Council/Staff Retreat.

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved resetting the meeting time for February 24, 2010, Council/Staff Retreat to 4:00 p.m.

4.e) Possible authorization to pay \$3,814.95 for loss adjustment expenses to Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, LLC & Tanner Enterprises, LLC v. Town of Camp Verde litigation. This item is budgeted subject to approval of reappropriation of budgeted funding to the Litigation line item 01-20-16-7110 in the Legal Department.

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Item 4.e) as presented.

4.g) Possible approval of the FY 2010-2011 Budget Calendar

On a motion by Whatley, seconded by Garrison, the Council unanimously accepted Item 4.g) with the changes to the 12th and the 26th as the start time as 1:00 p.m., possibly going to 6:00 p.m.

4.h) Possible approval of Resolution 2010-803, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, suspending Section 124, Design Review, of The Planning and Zoning Ordinance and directing the Community Development Department to review and process site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Council.

On a motion by Baker, seconded by German, the Council unanimously approved Item 4.h), with the correction to the language in Resolution 2010-803 to read, "...while the comprehensive update of the **Planning & Zoning Ordinance** is ongoing;...", also wherever that is referred to in the Ordinance.

5. Council Informational Reports.

Garrison said she obtained a copy of an ADOT Quarterly Status Report that contains a lot of information on the projects, and gave the website where the information is also available; she also shared the website for the upcoming Pecan & Wine Festival; Garrison also thanked the Yavapai-Apache Nation for their assistance with the recent flooding on January 21st.

Baker said that Norma said it all.

Burnside apologized for his picture taking up space in the local newspaper since there are more important things to be reading about. Burnside sincerely thanked everyone for their phone calls and enthusiasm shown in wanting to help keep Fort Verde open.

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

(Comments from the following individuals are summarized in the Minutes.)

Sheila Stubler
Steve Goetting

There was no further public input.

7. Discussion, consideration, and possible approval of and authorization for the Mayor to sign the following liquor license applications for the Pecan, Wine & Antique Festival: Freitas Vineyard, Page Springs Cellars, Granite Creek Vineyard, Caduceus Cellars, Jerome Winery, Kokopelli Winery, Pillsbury Wine Co., Alcantara LLC, Javelina Leap Vineyard Winery, Oak Creek Vineyards & Winery. Staff Resource: Debbie Barber

On a motion by Garrison, seconded by Baker, the Council unanimously authorized the Mayor to sign the liquor license applications for the 2010 Pecan, Wine & Antique Festival.

Mayor Burnside requested item #8:

8. Discussion, consideration, and possible direction to staff to waive the Town's fees associated with the Pecan, Wine & Antique Festival. A portion of the profits will be donated to Citizens Committee for Camp Verde Library (CCCVL). Deposit fees will not be waived and insurance will be required. Based on the application submitted, a preliminary estimate sets the minimum fees for a non-profit organization at approximately \$3,015.00, plus \$1,600 for two deputies, as required when alcohol is sold or consumed, plus \$25.00 for each Special Event Vendor License. Additional fees will apply if the vendor plans to use staff time for set up or cleaning, preparing permits or use of additional facilities, equipment, or utilities. CCCVL is also requesting return of liquor license fees in the amount of \$500.00. This is an unbudgeted item.

On a motion by Roulette, seconded by Whatley, the Council unanimously voted to waive the fees for the 2010 Pecan, Wine and Antique Festival, with the following exceptions: \$300 for electricity will be charged; \$150 for the stage setup, and \$65 for the gym floor prep; the vendor fees and the liquor license application fees will remain in effect; the Town will subsidize the Marshal's office participation; for a total of \$515, and any damages that occur will be reimbursed from the deposits.

A recess was called at 8:07 p.m.; the meeting was called back to order at 8:19 p.m.

9. Second Public Hearing for the purpose of selecting projects to submit to the FY 2009 State Special Projects Fund and the FY 2010 Regional Account for Community Development Block Grant Funds. The projects are prioritized in the following order: 1) Hollamon Street Improvement Project, 2) Senior Center Renovations Project, and 3) Head Start Playground Improvement Project. The public hearing will be followed by discussion, consideration, and possible

approval of the following resolutions as required by the granting agency: *Staff Resource: Debbie Barber*

- a. Possible approval of Resolution 2010-797, authorization to submit applications and implement CDBG Regional Account and SSP Projects: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the submission of applications for FY10 Community Development Block Grant Funds (CDBG) and FY09 CDBG State Special Projects Funds (SSP), certifying that said applications meet the community's previously identified housing and community development needs and the requirements of the State CDBG Program, and authorizing all actions necessary to implement and complete the activities outlined in said applications.
- b. Possible approval of Resolution 2010-798 – Relocation Assistance Plan as required under Section 104(d) of the Housing and Community Development Act of 1974 as amended: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting a Residential Antidisplacement and Relocation Assistance Plan for FY 2010, as required under Section 104(d) of the Housing and Community Development Act of 1974 as amended.
- c. Possible approval of Resolution 2010-801, commitment of local leveraged funds/resources: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona committing local resources as leverage for the FY 2009 State Special Projects Fund Application.

On a motion by Garrison, seconded by Baker, the Council unanimously approved Resolutions 2010-797, 2010-798, and 2010-801, as presented.

There was no public input.

- 10. Discussion, consideration, and possible direction to staff to proceed with the preparation of a letter of request to the Arizona State Historic Preservation Office requesting their assistance in the preparation and completion of a Civic Town Charrette Program for Camp Verde, and authorization for the Mayor to sign the letter on behalf of the Town. *Staff Resource: Matt Morris*

On a motion by Baker, seconded by German, the Council **voted 5-2** to direct staff to proceed with the preparation of a letter of request to the Arizona State Historic Preservation Office requesting their assistance in the preparation and conducting of a Civic Town Plan Charrette Program for Camp Verde, and authorize the Mayor to sign the letter on behalf of the Town; **with 'no' votes by Garrison and Burnside.**

PUBLIC INPUT

(Comments from the following individual are summarized in the Minutes.)

George Young

There was no further public input.

- 11. Discussion, consideration, and possible authorization to close Montezuma Castle Highway to support and accommodate the 2010 Yavapai Apache Nation Exodus-Return Commemoration Day on February 27, 2010 from 9:00 a.m. to 11:00 a.m. *Staff Resource: Ron Long*

On a motion by Whatley, seconded by Baker, the Council unanimously voted to support and accommodate the 2010 Yavapai-Apache Nation Exodus-Return Commemoration Day and Walk of Remembrance by facilitating a safe and proper closure of both lanes of Montezuma Castle Highway from I-17 to Camp Lincoln Road for a 2-hour period beginning at 9:00 a.m. on Saturday February 27th.

PUBLIC INPUT

(Comments from the following individual are summarized in the Minutes.)

Frieda Eswonia

There was no further public input.

- 12. Update and discussion relative to the status of the removal of the mobile office located at 33 Moser Lane, formerly used as the Marshal's Office. *Staff Resource: Ron Long*

There was no action taken.

- 13. Discussion, consideration, and possible direction to staff to prepare a lease agreement with Redeeming Life, Inc. a non-profit organization, for the purposes of operating a Teen Center on Town-owned property located at 602 S. First Street.

Staff Resource: Ron Long

On a motion by Kovacovich, seconded by Baker, the Council voted 5-2 that staff do not prepare a lease agreement for the subject building; with 'no' votes by Roulette and German.

PUBLIC INPUT

(Comments from the following individuals are summarized in the Minutes.)

Wendy McCann
Albert Rodriguez

There was no further public input.

14. Discussion, consideration, and possible approval of Resolution 2010-802, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the amendments to the Personnel Manual-Handbook Policy 3-7 Holiday Pay and Policy 4-9 Sick Leave Bank Policy. *Staff Resource: Michael Scannell*
 On a motion by German, seconded by Roulette, the Council unanimously approved Resolution 2010-802, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the amendments to the Personnel Manual-Handbook Policy 3-7 Holiday Pay and Policy 4-9 Sick Leave Bank Policy.

15. Discussion, consideration, and possible approval of 1) engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for Town of Camp Verde Employees and Council Members in Workplace Ethics and Values and Personal Finance in Difficult Economic Times; and 2) re-appropriate budget appropriations of \$1,000 from 01-20-14-7010, \$2,000 from 01-20-14-7038, \$2,000 from 01-20-14-7522, \$400 from 01-20-13-7010, \$500 from 01-20-13-7015, and \$1,290 from the Contingency Fund for a combined total of \$7,190 to account 01-20-13-7010 to fund the expenditure. Amounts from previously budgeted items will be re-appropriated to fund this expenditure, with \$1,290 taken from the Contingency Fund. *Staff Resource: Michael Scannell*
 On a motion by German, seconded by Roulette, to approve 1) engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for the Town of Camp Verde employees and Council members in Workplace Ethics and Values, and Personal Finance in Difficult Economic Times; and 2) re-appropriate budget appropriations as stated; for the Personal Finance program a minimum enrollment number will be required, and if employees sign up to take the class and do not attend there will be a fee, possibly \$100, that would have to be paid for not attending; the Council voted 5-2 to deny the motion, with 'no' votes by German and Roulette.

On a motion by Roulette, seconded by German, the Council unanimously approved engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for the Town of Camp Verde Employees and Council Members in Workplace Ethics and Values; and to re-appropriate the budget appropriations to accommodate that amount of money from the line items that are depicted in the Agenda form, in the approximate amount of \$2,400.

16. Discussion, consideration, and possible approval of the following: *Staff Resource: Michael Scannell*
- a. Authorization to change the general liability limit requirements for casual vendors from \$1 million per occurrence and \$2 million aggregate and naming the Town of Camp Verde as additional insured to \$1 million per occurrence and \$1 million aggregate and naming the Town of Camp Verde as additional insured.
 - b. Authorization to waive the requirement for the vendor to supply the Town with a certificate of insurance when the Town co-sponsors an event (i.e. ballet, dance, art, tole painting, yoga, etc.) The aforementioned vendors would be similar to a contract employee. Before commencing their program, vendors will sign a Waiver holding the Town harmless.
 - c. Authorization to permit and encourage sponsors of events held on Town property to obtain one Master/Blanket (Blanket) insurance policy for the special event pending proof from the insurance company that the sponsor and each participating vendor are covered in the Blanket Policy, and the insurance policy includes certain baseline monetary thresholds depending upon the circumstance applicable to the sponsor's event.
- This item was not heard.

Councilor Garrison requested item #17:

17. Assessment and evaluation of the Emergency Operations Plan as established for the storm and forecasted flooding during January 21, 22, & 23, 2010. Discussion will include, but not be limited to what 'went right', 'what went wrong' and actions that we can take to improve; availability and responsiveness of leadership and staff; responsibility of opening emergency shelters; dissemination of information to citizens; response time; citizen comments and complaints, etc., followed by possible direction to staff to incorporate changes as discussed.
 This item was not heard.

Mayor Burnside requested item #18:

18. **Discussion, consideration, and possible direction to staff to bring back the Special Event Permitting Handbook for Council consideration and possible approval at the earliest possible date.**
This item was not heard.

19. **Call to the Public for Items not on the Agenda.**
This item was not heard.

20. **Advanced Approvals of Town Expenditures.**
This item was not heard.

21. **Manager/Staff Report**
This item was not heard.

22. **Adjournment**
On a motion by Baker, seconded by Garrison, the meeting was adjourned at 10:37 p.m.