

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 20, 2005
at 6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Input is placed after Council motion 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 6:32 p.m.

2. Roll Call

Mayor Dickinson, Vice Mayor Reddell, Mayor-Elect Gioia, Councilors Baker, Kovacovich, Parrish and Teague were present.

Also Present:

Town Manager Lee, Town Attorney Woodford, Finance Director Bullard, Community Development Director Wright, Asst. Parks & Rec Director Moore, Projects Administrator Escoffier, Town Clerk Debbie Barber and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Teague.

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) April 6, 2005 – Regular Session

b) Set Next Meeting, Date and Time:

1) Council Hears Planning & Zoning – April 27, 2005 at 6:30 p.m.

2) Regular Session – May 4, 2005 at 6:30 p.m.

3) Budget Work Session – May 11, 2004 at 6:30 p.m.

4) Regular Session – May 18, 2005 at 6:30 p.m.

5) Council Hears Planning & Zoning – May 25, 2005 at 6:30 p.m.

c) Possible approval of Proclamation declaring Hunter Safety Week July 11th through July 16, 2005.

On a motion by Reddell, seconded by Kovacovich, the Consent Agenda was approved, with the Minutes of April 6, 2005 corrected as discussed.

Gioia requested a correction to the April 6, 2005 Minutes, Page 7, Item 22, to specifically reflect that he had 60 large signs stolen and a number of small ones.

Dickinson announced that anyone who has youngsters, or who would be interested in participating, the Hunter Safety Program will be running again this summer. Bob Zimmerli and a few others run the program in the summer, with a few other instructors running it during the school year.

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

There was no public input.

6. Discussion, consideration, and possible approval of the Burgess Niple contract to develop a water portfolio for the Town of Camp Verde.

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved the Burgess Niple contract to develop a water portfolio for the Town of Camp Verde; the amount for this scope of work is \$26,000; including an amendment stating that "This agreement is subject to termination pursuant to A.R.S. 38-511 as required by law."

Bill Allen briefly reviewed the background of work done in connection with a master water resource plan in the early 1990's, explaining that at this point in time the objective of Burgess Niple is to study what was done in 1993, update that plan and begin to develop the issues and the reviews that would be required in order to understand the issues of water rights specifically as related to development. **Theresa Harris**, the Project Manager, went over the preliminary step of the program, referring to the proposed scope of work.

The presentations included an in-depth discussion with the Council including specifically reviewing the proposed tasks as outlined in the subject contract and the anticipated time involved. The discussion also pointed out that since 1992 there has been a significant change in the direction of the court through related adjudication relative to the clarification of what is a groundwater and surface water. Definitive information such as necessary mapping, criteria for acquisition, lot numbers, names and allocations to fill the Town's water portfolio will be developed in the second phase of the study. Town Attorney Bradford pointed out one change required by law that he had made to the contract; Mr. Allen understood and agreed with that change.

7. **Discussion, consideration, and possible direction to staff to retain the services of Casa Verde Consulting to update and revise the P&Z Ordinances in compliance with the newly adopted General Plan and to draft a commercial design review system.** On a motion by Dickinson, seconded by Teague, the Council voted unanimously to direct staff to retain the services of Casa Verde Consulting, and that they do so by request for preliminary information from Casa Verde, typical boilerplate, anything that might be helpful to the process, and that staff schedule a joint Work Session with Council and Planning & Zoning Commissioners and representatives from Casa Verde at the earliest convenience.

Mayor Dickinson explained that the issue has been pending for some time and that the existing ordinances and the newly-adopted General Plan do not really agree. The task to correct the differences is huge, and staff and the Planning & Zoning Commission already have a tremendous workload. Dickinson said that he believes it would be a good investment to hire a consultant to help draft revisions to use as the basis of a starting point. There have been efforts in the past to review and update ordinances which is a very tedious and lengthy process; in addition there is now the commercial design review draft that has to be worked on. Dickinson briefly reviewed the qualifications of the proposed consulting firm.

Michael Gardner, the principal planner with Casa Verde Consulting in Cottonwood, described the work his firm has done with all the ordinances and codes in the entire Verde Valley and northern Arizona. He agreed with the importance of the zoning ordinances complementing the General Plan. Mr. Gardner outlined the history and success of Cottonwood's design review system that was established in 1987, using a citizen board, and that to his knowledge to date has never been challenged over a decision. Mr. Gardner suggested that if the Council decides to go forward with the proposed services of Casa Verde Consulting, that they would sit down with staff, Council and perhaps Planning & Zoning Commission in a Work Session to discuss direction on how the Town wants to proceed. In discussion with the Council Mr. Gardner confirmed that a first step would be an analysis and a matrix of what is actually in the Code that will show what the conflicts are, then to compare that with the General Plan, and create a matrix between the two. There was also further discussion regarding the creation of a commercial design review plan, and a suggestion that it should have top priority in the general task. After the Work Session, Mr. Gardner suggested that his firm would be better able to estimate the projected cost of the consulting services, and staff would have better direction to prepare a scope of work.

8. **Discussion, consideration, and possible approval of upgrade of copier, and approval of contract for copier located in the Court.** On a motion by Reddell, seconded by Teague, the Council unanimously approved the Total Care Copy Management Agreement presented by Hughes-Calihan for the copier for the Court System, with the changes made by the Town Attorney.

Town Manager Lee said that the Court keeps getting more busy all the time, and the existing copier keeps failing. An upgraded copy machine will cost approximately \$340 more next year. Some minor changes to the contract have been made by the Town Attorney which he feels were necessary and the leasing company should have no objection to those changes. The Council determined that the copiers have been provided under lease agreements, the new lease would be for a period of five years, and the upgrade was a reasonable request by the Court.

9. **Discussion, consideration, and possible award of bid for Project #05-002 Security Camera System for the Heritage Pool and Skate Park for \$9,066.24.**

On a motion by Reddell, seconded by Kovacovich, the Council voted 6-1 to award the contract with K-12 Soundvision LLC, for \$9,066.24 for the cameras; with a 'no' vote by Baker.

Asst. Parks & Rec Director Lynda Moore reported that only one bid had been received for the proposed security camera system, and the amount was somewhat higher than had been requested by Moore at a recent meeting, but the camera has high quality night vision which had not been a feature of the previous request and does cost more. The charge for the required high speed internet service would be approximately \$40 per month and would cost approximately \$250 to install. The Council discussed whether there had been any recent incidents of vandalism. It was also suggested that perhaps one solution to the ongoing problem of vandalism would be to shut down those facilities for a short period of time as a message to the community to help take care of what is being provided to them, rather than continue spending tax money for repairs. There was further discussion regarding how it appeared the vandalism was occurring. The general consensus was that the security camera system was a reasonable one-time investment, and that the surveillance it would provide has worked well in other similar instances.

10. **Discussion, consideration, and possible approval of a job description for Projects Coordinator.**

On a motion by Reddell, seconded by Teague, the Council unanimously approved the job description for Projects Coordinator, as recommended by the Town Manager, adding it at budget time.

Manager Lee reminded the Council that the General Plan Coordinator was taken down from the Community Development office to Administration. She has been given a number of other projects to work on, having been able to move on to them after the General Plan passed. Lee said that the proposed job description basically sets forth the duties that she is currently performing at this time. The Council discussed the past fine performance of Ms. Escoffier on the General Plan and acknowledged that she is well qualified to work on a large scope of other projects as well. There was also discussion regarding the budget considerations, the volume of projects that need to be addressed, and confirmation that if the proposed position is created it could also be eliminated if the Council decided to do so later on. There will be further discussion at budget time regarding allocation of the salary cost.

11. **Discussion, consideration, and possible approval of a job description and salary range for the Dial-A-Ride driver.**

On a motion by Gioia, seconded by Reddell, the Council unanimously approved the job description and salary range for the Dial-A-Ride driver.

Wendy Escoffier advised the Council that the project was coordinated at the request of the Community Development Director. The proposed pay grade was arrived at from discussions with the companies in the Verde Valley, the School District and the Cottonwood Area Transit System (CATS). The bus is still being worked on, getting the lettering on it. Ms. Escoffier is working with the Director of CATS on determining a schedule for the stops. The amount remaining in the budget was addressed, and at the suggestion of Council Ms. Escoffier will also check with NACOG for possible funding in addition to LTAF funds.

12. **Discussion, consideration, and possible award of bid for Project #05-003 Supply or Supply & Delivery of Aggregate Base Course, 1 1/2" Borrow, Washed Sand, 3/8" Chips, and 1/2" Pre-coated Chips, and authorization to execute contract documents.**

On a motion by Reddell, seconded by Kovacovich, the Council unanimously voted to direct staff to award the contract to both bidding contractors, using the best price for which item is needed at the time, with the Street Department explaining the reason for the choice of chips, with direction to staff that future bid awards include a report with the prior year's costs for comparison.

Mayor Dickinson said that in the past contracts have been awarded to both Yavapai Apache Sand & Rock, and Rinker Materials in order for staff to compare and get the best price on the different materials; the staff report is self-explanatory, and the award is basically some housekeeping for the upcoming year. Opening the discussion, Council requested that the numbers from the last year's costs be included in future bid awards to keep informed on cost trends. There was discussion on the types of chips that were offered; Council also asked to be advised of the reason for selecting the particular chips to be used.

13. **Discussion, consideration, and possible direction to staff concerning the possible abandonment of Pinto Circle located off of Buffalo Trail.**

On a motion by Baker, seconded by Teague, the Council voted unanimously to direct staff to conduct a survey and proceed with the subject abandonment.

Lee said that this subject had been discussed approximately a year ago; Pinto Circle is basically a private drive and is a very steep hill. At that time the owner refused to pay the estimated \$800 charge for a survey for the abandonment. The owner is again demanding that the road be paved, and since the road will be difficult for the Town to maintain staff recommends that the Town pay the \$800 for the survey work, abandon the road back to the owner and he will have his private driveway. The Town would then no longer be required to maintain that driveway. The Council discussed the fact that the road had never been improved by the developer and the Town had inherited the driveway and it has just been a problem from the beginning. It was agreed that the property owners in that area would not be interested in reimbursing the Town for any property value, since an appraisal would cost much more than the \$800 for a survey which the owner refused to consider. Town Attorney Bradford confirmed that the proposed abandonment would be permitted by law, since it would be going back to the property from which it came.

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

Cheri Wischmeyer again expressed her frustration that she has heard nothing from her several complaints presented to the Council over the last few months, although she has been told that the complaints were being looked into. Ms. Wischmeyer reviewed in detail a new complaint, one that she described as even more serious than the others. Basically, she researched checks issued by the Town over the last six months, and determined that a purchase made for wine glasses for the Wine Festival had included an order for wine glasses for a local business, operated and owned in part by the wife of the Town Manager, and the total amount of the purchase exceeded the amount required for publication and receipt of sealed bids. The bids received were solicited over the internet. The Town was reimbursed by check from the business allegedly for its portion of the order, less any shipping charge. Ms. Wischmeyer accused the Town Manager of gross abuse of authority in connection with the transaction, and deplored the lack of responsibility of the Finance Director in failing to insure that appropriate purchasing procedures are followed. Citing her detailed research into the issue, she said that she feels it is appalling that the Council allows these types of blatant acts to continue without taking any action, suggesting that action is being avoided until after the election. Ms. Wischmeyer also said that the attorney assigned to investigate the complaints is a Town employee, and that the complaints should be turned over to a neutral party. She again ended her lengthy complaint with the request that those inappropriate acts by the Town Manager and the Finance Director be immediately investigated, and that nothing short of termination would be an acceptable resolution due to the egregious nature of those actions.

Councilor Baker expressed her understanding with Ms. Wischmeyer's frustration with the process, and assured her that an investigation has been requested, adding that furthermore, the attorney assigned to the investigation is a contract attorney, not an employee, and is a prosecuting attorney for many others. Baker explained that the Council is restricted from commenting on ongoing matters until after the investigation has been completed.

Asst. Parks & Director Moore volunteered to clarify the situation regarding the wine glasses, explaining that the glasses were not ordered by Manager Lee. The inclusion of the order for the local business was sanctioned by the P&R Department; Lee actually questioned the purchase order when it was presented to him for approval. Moore said that it was an effort to help a local business, it did not cost the taxpayers anything, and until Council directs staff to discontinue that practice Moore said they would continue to do so.

15. **Advanced Approvals of Town Expenditures**

There were no advanced approvals.

16. **Manager/Staff Report**

Manager Lee announced that this weekend will feature the Highland Games on Main Street on the Town grounds, with vendors setting up and associated with a Celtic Irish theme.

17. **Council Informational Reports**

Teague said that Little League has started, everyone is invited to watch good ball games Monday through Friday from 6:00 to 10:00.

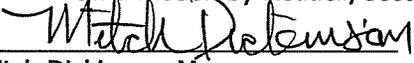
Reddell reported on the meeting in Cottonwood on the Hwy 260 issue. He thinks there may now be a consensus and that the four-lane road may be in the works; there is a lot of work to do in the next seven days before the next meeting. It was agreed that there will be a light at Cherry Road, recognizing the County complex at that location, Out of Africa, and safety of truckers.

Kovacovich reported on attending the Water Advisory Committee meeting today in Prescott Valley; Cottonwood gave a report on their water management strategies; they are also working on filling the vacant Coordinator's position.

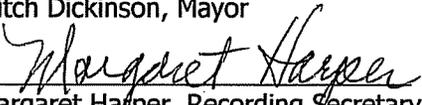
Gioia agreed it was a very productive day, meeting with the County Supervisor and ADOT on Monday with several other Council members, discussing concepts and compromises.

18. **Adjournment**

On a motion by Reddell, seconded by Teague, the meeting was adjourned at 8:35 p.m.



Mitch Dickinson, 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 meeting of the Town Council of Camp Verde, Arizona, held on the 20th day of April, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 16 day of May, 2005



Deborah Barber, Town Clerk