

MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MAY 19, 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 and Roulette were present; Councilors Baker and German were absent.

Also Present: Acting Town Manager Dave Smith (available telephonically if needed), Library Director Gerry Laurito, Adm. Assistant Carol Brown, Special Projects Coordinator Valerie House, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Whatley.

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 – May 5, 2010
- 2) Special/Work Session – May 5, 2010
- 3) Special/Work Session – April 28, 2010

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

- 1) May 26, 2010 at 1:00 p.m. – Budget Work Session
- 2) May 26, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 3) June 2, 2010 at 6:30 p.m. – Regular Session
- 4) June 16, 2010 at 6:30 p.m. – Regular Session
- 5) June 23, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval of a letter of support for the Qwest application for funding to provide broadband services in Camp Verde and the Verde Valley.** Staff Resource: Debbie Barber

d) **Possible approval of the facility use agreement with the Camp Verde Historical Society for the Old Rock Building located at 44 Hollamon Street.** Staff Resource: Ron Long

On a motion by Garrison, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the following additions and exceptions: Budget Meetings were added for June 7, 8 and 9, starting at 1:00 p.m.; Kovacovich abstained from voting on the Minutes of May 5, 2010, and Burnside abstained from voting on the Minutes of April 28, 2010 based on absence at each noted meeting.

The Council discussed the need to schedule more Budget meetings, and after determining the availability of the members, agreed on June 7, 8 and 9, starting at 1:00 p.m. each day; if the members have questions regarding the data to be reviewed, they may discuss their questions directly with the Department Heads in lieu of contacting Dave Smith during his recuperation.

5. **Special Announcements & Presentations**

There were no special announcements or presentations.

6. **Council Informational Reports.**

Burnside reported that he had been in contact with Tony Gioia, as well as Doug Von Gausig of Clarkdale, regarding the Verde Valley Partnership; they would like to have a representative from the Camp Verde

Council attend the meetings. Burnside said he would not be able to attend the meetings; if any member would be interested, further particulars may be had from Gioia or Burnside. The only meeting referenced at this time is scheduled for May 24th.

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

There was no public input.

8. **Discussion, consideration, and possible authorization to close the Camp Verde Community Library on June 26 and June 29, 2010 to upgrade the library automation system.** Staff Resource: Gerry Laurito
On a motion by Garrison, seconded by Kovacovich, the Council voted unanimously to allow the closing of the Camp Verde Library on June 26 and June 29, 2010; if there is work available, staff may work; if there is not sufficient work that they please take some down time.

Library Director Laurito explained that it will be necessary to shut down operations at the Library on the two dates noted in order to install the new system and upgrade the public access to the computers, to be in full operation on June 30, 2010. Laurito said he has given his staff the option of coming in to work to get files organized and prepare for the new system, or to take vacation time off. Laurito distributed copies of a flyer that he will make available to the public to notify them of the two dates for closing; he also outlined plans for training volunteers on the new system. Town Clerk Barber conveyed the recommendation from Acting Town Manager Smith that if there is not sufficient work to keep staff busy on those days that they use vacation time.

9. **Discussion, consideration, and possible nomination of a Council member as a candidate for election to the Arizona Municipal Risk Retention Pool Board of Trustees to fill the 4-year term that expires in 2014.** Staff Resource: Carol Brown

On a motion by Roulette, seconded by Garrison, the Council unanimously nominated Jackie Baker as a candidate for election to the Arizona Municipal Risk Retention Pool Board of Trustees to fill the 4-year term that expires in 2014.

Adm. Asst. Carol Brown reviewed in detail the function and responsibilities of the Arizona Municipal Risk Retention Pool Board of Trustees; the Board consists of nine elected members and meets six times annually to oversee operation of the AMRRP. Having a representative from the Town of Camp Verde to serve on the Board would provide input from the Town on the decisions of the Board. The deadline for nominating a candidate for election to the Board, together with a brief biography of the candidate, is June 4, 2010. Burnside confirmed that Jackie Baker has indicated her willingness to serve.

10. **Discussion, consideration, and possible approval of an agreement through June 30, 2011 with Don Zelechowski, CPA to continue the taxpayer education program designed to increase compliance with our tax program and for sales tax auditing services to verify Transaction Privilege Tax (sales tax) reporting and payments to the degree that said audits are required. This discussion may be followed by possible direction to staff to include funding for the agreement in the amount of \$19,400 in the FY 2010/11 budget. There are two options for consideration 1) \$45 per hour without professional liability insurance and 2) \$48 per hour with professional liability insurance.** Staff Resource: Carol Brown

On a motion by Garrison, seconded by Whatley, the Council unanimously approved (1) An agreement through June 30, 2011 with Don Zelechowski, CPA to continue the taxpayer education program designed to increase compliance with our tax program and for sales tax auditing services to verify Transaction Privilege Tax (sales tax) reporting and payments to the degree that said audits are required; (2) Directions to staff to include funding for the agreement in the amount of \$19,400, or less, in the FY 2010/11 budget; (3) \$48 per hour with professional liability insurance.

Ms. Brown reviewed the action by Council on April 7, 2010 appropriating funding to augment the current contract with Mr. Zelechowski that expires on June 30, 2010, and to bring back to Council options to

consider in addressing the proposal from Mr. Zelechowski for his services for the fiscal year 2010/2011. Ms. Brown also reviewed the questions that Council has directed to Mr. Zelechowski regarding what has been and will be accomplished through his efforts, as well as the issue of educating the public to where it is fully reporting as required.

Don Zelechowski, CPA, described his experience working with Cottonwood, as well as Camp Verde, and the success in recovering taxes as well as some of the good responses he has received during his contacts with the public. Mr. Zelechowski commented that he has not done any public seminars, other than the initial ones; furthermore, he said he did not find them to be very beneficial. He reviewed several areas to address, involving much more work to be done and much more to be accomplished, including concentrating on commercial properties, while developing public awareness of their responsibilities.

Mr. Zelechowski was questioned about the plan that Town staff was to be trained to work on the efforts to help bring about compliance; Debbie Barber said she understands that it was Finance staff that was to receive the training; she was requested to follow through and look into that issue. Burnside also requested that staff keep track of Mr. Zelechowski's estimated average weekly hours represented by the proposed funding in order to avoid the need for an increase in the compensation such as that now requested for this fiscal year.

11. **Presentation and update relative to the Fort Verde State Park to include discussion of, but not limited to the volunteer program, events, and maintenance projects.** Staff Resource: Valerie House Staff was directed to present a report and update on Fort Verde State Park on a routine quarterly basis, the same as the Commissions.

Special Projects Coordinator House presented her written report on the volunteer program and participation, and the Fort events and operations during the last approximately two months, working closely with Sheila Stubler of the Fort.

PUBLIC INPUT

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

Sheila Stubler said she wanted to thank the Town, Valerie and Town employees, together with Mr. and Mrs. Dvorak, who all have worked to make the transition very smooth. Ms. Stubler reviewed the many recent events, and upcoming projects that everyone is looking forward to. *Councilor Whatley commented on the increase in revenue and attendance; the public was given the task, and events at the Fort have been revitalized.*

Carol Dvorak, who heads up the volunteer group together with her husband, commented on how they enjoyed working with the volunteers, and their willingness to participate.

There was no further public input.

There was only a brief discussion during which it was suggested that Ms. House continue to present reports, and to schedule them on a quarterly basis, on the same cycle as the Commissions.

12. **Discussion, consideration, and possible direction to staff relative to amending the Town's application for Community Development Block Grant (CDBG) funds in the event that the Town does not receive State Special Projects (SSP) funding for the Hollamon Street project. If Council selects the Hollamon Street project for funding, the Senior Center and Head Start Playground projects cannot be funded.** Staff Resource: Debbie Barber
On a motion by Garrison, seconded by Roulette, the Council unanimously directed staff to amend the regional application to include the Hollamon Street project only.

Barber said that there has not been an announcement of the award for special projects as had been

expected, so she does not know for sure that the Town will not get funded; however, the NACOG representative has informed Barber that it is highly unlikely that the funding will be received. If Council decides to do so, the application must be submitted within one week. Barber reviewed the history of the funding received for the Hollamon Street project, including the funds already expended, and the benefit to the entire community from completion of the project, which Barber outlined. Also, the eligibility standards have been changed, with the result that the park and Head Start Playground improvements have been removed from the eligibility list, and the Senior Center project downgraded to a medium priority as opposed to high priority.

The Council discussed with Barber the information and options she had presented. The members expressed regret at not being able to follow through with the anticipated improvements to the Senior Center, as well as improvements to the Head Start Playground; however, it was generally agreed that the better financial decision would be to follow through with the Hollamon Street Project, thus preserving the initial investment of funds, serving the entire community, and addressing public safety concerns.

There was no public input.

13. **Discussion, consideration, and possible appointment of the Mayor or another Council member to serve on the 2010 Resolutions Committee of the League of Arizona Cities and Towns.** Staff Resource: Debbie Barber
This item will be continued, to be brought back to the regular session scheduled for June 2, 2010.

Barber explained that this item is annual event, or meeting, that the League holds; the Committee is comprised of the Mayors and other elected officials in the cities and towns. The members vote on the resolutions that are submitted by the communities and then forwarded to the Legislature to be considered for adoption. The Mayor is automatically appointed, and this is the opportunity to confirm the ability to attend, or to appoint another volunteer to attend. Burnside said that it might be possible for him to attend, and he would accept the appointment, but suggested that it might be a good idea to appoint a member who would be available as a backup. Since two Council members are absent, it was decided to continue the matter to the June 2nd meeting to hear from the other members in order to make a final decision.

14. **Discussion, consideration, and possible direction to staff to prepare resolutions on behalf of the Town to submit to the League of Arizona Cities and Towns 2010 Resolutions Committee for consideration. The topics of the potential resolutions are unknown until such time that Council members discuss this item. Past resolutions include encouraging the State to refrain from using State Shared Revenues and Heritage Fund monies.** Staff Resource: Debbie Barber
Staff was directed to draft proposed resolutions, as discussed, to be presented for approval at the June 2, 2010 meeting.

Barber explained that some of the resolutions that the Town has done in the past include the Heritage Fund, State Shared Revenues; some samples of the last resolutions that the Town drafted year before last were included in the Agenda packet. Barber said she was looking for some ideas from the members for her to draft a resolution or resolutions, to bring back to Council for approval. She suggested some issues, such as water, or keeping State Parks open. Staff, or a member of Council, could contact other communities to see if they would be interested in signing on, and staff would prepare a draft resolution to send to the particular entity to review. After discussion, it was agreed that State Parks would be a particularly good issue to present, as well as honoring the rights of communities to receive their share of State revenues as mandated by public votes.

15. **Call to the Public for Items not on the Agenda.**
There was no public input.

16. **Advanced Approvals of Town Expenditures.**
There were no advanced approvals.
17. **Manager/Staff Report**
Barber reported that Marshal Dave Smith is getting better following his recent surgery.
18. **Adjournment**
On a motion by Garrison, seconded by Kovacovich, the meeting was adjourned at 7:37p.m.

Bob Burnside, 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 19th day of May 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk