

ACTIONS TAKEN
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MAY 5, 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 – April 21, 2010
- 2) Executive Session – April 21, 2010 (recorded)
- 3) Special Session – April 21, 2010

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

- 1) May 12, 2010 at 1:00 p.m. – Budget Work Session
- 2) May 19, 2010 at 6:30 p.m. – Regular Session
- 3) May 26, 2010 at 1:00 p.m. – Budget Work Session
- 4) May 26, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval of an Intergovernmental Agreement with the Yavapai County Office of Emergency Management for emergency services, naming Marshal David R. Smith as the Town's Emergency Management Coordinator, and authorizing payment in the amount of \$3,969.00 for services.** This is a budgeted item. Staff Resource: David R. Smith

d) **Possible approval of Resolution 2010-611, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona requesting that the Arizona Department of Transportation establish a dedicated Winter Maintenance Fund in the FY 2011 ADOT Operating Budget.** Staff Resource: Councilor Garrison

e) **Possible approval of the Cooperative Purchasing Agreement between the Town of Camp Verde and the City of Tucson for an on-line auction.** Staff Resource: Ron Long

f) **Possible approval of the following facility use agreements: 1) Alcoholics Anonymous; 2) Camp Verde Adult Reading Program; 3) Salvation Army; 4) Historical Society; and 5) Farmer's Market.** Staff Resource: Ron Long

g) **Possible authorization to pay \$526.90 to SW Risk Services/Arizona Municipal Risk Retention Pool for the Town's portion of expenses incurred by SWRS/AMRRP for Alpha, LLC & Tanner Enterprises, LLC v. Town of Camp Verde Litigation; and reappropriating \$526.90 from the Marshal's Office Legal line item to the Litigation line item in the Legal Department budgetary unit.** Staff Resource: Carol Brown

On a motion by Whatley, seconded by Roulette, the Consent Agenda was unanimously approved as presented, with the exception of the Historical Society agreement in Item 4.f), and adding the Work Session on May 19th at 5:15 p.m., as well as a possible Special Session.

Mayor Burnside said that a Special Session may be called for May 19th for legal advice; a Work Session regarding the IGA with the Fire District is added for May 19th at 5:15 p.m. Acting Town Manager Smith or Acting Community Development Director Jenkins will confirm whether the Special Session for legal advice will be scheduled. Burnside requested that the proposed agreement with the Historical Society listed in Item 4.f) be pulled for separate consideration.

4.f) Possible approval of the following facility use agreements: 1) Alcoholics Anonymous; 2) Camp Verde Adult Reading Program; 3) Salvation Army; 4) Historical Society; and 5) Farmer's Market.

On a motion by Burnside, seconded by Roulette, the Council unanimously directed staff to send the proposed agreement with the Historical Society back and to work with the Historical Society to finalize the agreement.

Mayor Burnside requested that the Historical Society agreement listed in Item 4.f) be pulled in order to allow the Society and staff to work out final details. He explained that there was a question regarding the intention for the jailhouse, which requires further discussion.

Burnside confirmed that the other agreements listed in Item 4.f) had been approved by the original formal action.

5. **Special Announcements & Presentations**

- **Ed Bantel of SW Risk will present an award of excellence to the Town of Camp Verde in recognition of outstanding achievement and continued excellence in Risk Management and Loss Control.** Staff Resource: Matt Morris

Morris commented on the good work done through the Town Safety Program and the Town Safety Committee that meets monthly; Morris commended the employees participating in the Committee, adding that final responsibility for

safety rests with all employees.

Ed Bantel of SW Risk reviewed the history of working with the Town on risk management, and presented the subject Award to the Mayor, commenting on the good work and rapport he has enjoyed with the employees, and the proactive approach of the Town on safety measures.

6. Council Informational Reports.

Whatley wanted to make it clear to everyone that her remark, "Show me the budget" was in no way meant to be any disparagement of the Finance Department or Lisa Elliott; it was meant simply for the Council to be patient and consider the budget before making any decisions.

Garrison reported on her attendance at the NACOG meeting; there will be many changes in the coming year. Some projects will no longer be acceptable for CDBG funding; the list will be submitted to the Town Clerk. NACOG will be looking at how they develop the Comprehensive Economic Development Strategy Goals and Priority List; there will be drastic changes. That list will also be submitted to the Town Clerk. Garrison added that the Education Foundation is planning a Teachers Appreciation Breakfast for August.

German said she had attended a fund-raiser for Camp Verde Promotions; they are sponsoring the Corn Fest and Fort Verde Days, and German urged everyone to help out that group. She also wished Debbie Barber well in connection with her recent hospitalization.

Burnside announced that ADEQ is sponsoring a recycling of electronic devices will be held on May 8th from 9:00 a.m. to 1:00 p.m.; Gary Thompson is working on coordinating the event, to include the Yavapai-Apache Nation as well.

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

Howard Parrish thanked the Marshal and his crew for their help with safety measures when the White Mountain Posse came to town; they did an excellent job. Parrish also thanked the Council members and the newspapers, and pointed out that the Camp Verde Cavalry has been the sponsor for the event for three years. It was very successful, economically beneficial, and the banquet was well attended; and the Posse wants to come back next year.

Justin Wertz said he continues to want to see if anyone is interested in pushing forward on the project he is working on.

There was no further public input.

8. Discussion, consideration, and possible appointment of the following persons to serve as Assistant Magistrate for a 2-year term:

- 1) **Anna Young, Esq. as Assistant Magistrate for a 2-year term on an as-needed basis and setting the compensation at \$38.00 per hour with a 3-hour minimum payment. This is a budgeted item.**
- 2) **Court Supervisor Jacque Daughety as Assistant Magistrate for a 2-year term on an as-needed basis at no additional compensation. Staff Resource: Presiding Magistrate Harry Cipriano**

On a motion by German, seconded by Roulette, the Council unanimously approved, (1) the appointment of Anna Young as an Assistant Magistrate for a two (2) year term to serve under the direction of the Town Magistrate at the rate of \$38 per hour on an as needed basis, with a three-hour minimum; and (2) the appointment of Jacque Doughety as an Assistant Magistrate for a two (2) year term to serve under the direction of the Town Magistrate on an as needed basis, at no additional compensation.

9. 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

Mayor Burnside announced that because of the illness of Mr. Zelechowski, this item has been pulled, and will be rescheduled.

10. Discussion, consideration, and possible approval of Resolution 2010-808, a Resolution of the Mayor and

Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the Intergovernmental Agreement between the Town and the Camp Verde Unified School District allowing the District to use Town facilities for physical education instruction in exchange for 35 hours of community service. Staff Resource: Ron Long

On a motion by Garrison, seconded by German, the Council unanimously approved Resolution 2010-808 of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the IGA between the Town of Camp Verde and the Camp Verde Unified School District No. 28 of Yavapai County, a political subdivision of the State of Arizona.

11. **Discussion, consideration, and possible approval of the Town of Camp Verde Facility Rental Rules and Regulations.** Staff Resource: Ron Long

Mayor Burnside said that this Item 11 has been pulled at the request of Lynda Moore.

12. **Discussion, consideration, and possible approval of the following:** Staff Resource: Lisa Elliott

- a. **Reversal of the budgeted entries for the Operating Transfer from the General Fund to the Parks Fund;**
- b. **Reversal of the Interfund Loan Repayment budgeted entries for the repayment of the monies loaned to the Parks Fund by the General Fund in the FY 2009/10 Budget;**
- c. **Amend the Refunding Agreement to allow for the Interfund Agreement Loan to be repaid with the Parks Fund has cash available to make the payments.**

On a motion by Whatley, seconded by Garrison, the Council unanimously approved (1) the reversal of the budgeted entries for the Operating Transfer from the General Fund to the Parks Fund; and (2) the reversal of the Interfund Loan Repayment budgeted entries for the repayment of the monies loaned to the Parks Fund by the General Fund in the FY 2009-2010 Budget; and (3) amending the Refunding Agreement to allow for the Interfund Loan to be repaid when the Parks Fund has cash available to make the payments.

Councilor Baker requested item #13:

13. **Discussion, consideration, and possible direction to staff relative to placing a plaque on the gazebo recognizing Tom Neilson's efforts in constructing the gazebo.** This is an unbudgeted item.

On a motion by German, seconded by Whatley, the Council unanimously voted to allow Councilor Baker to proceed with raising funds, other than Town funds, to purchase a plaque to be placed on or near the gazebo, recognizing Tom Nielson's efforts in the construction of the gazebo.

On a motion by German, seconded by Whatley, the Council unanimously voted to amend the original motion to include direction to staff to bring back to Council for approval of the design and wording of the plaque before placement.

Councilor Garrison requested items 14 & 15:

14. **Discussion, consideration, and possible direction to staff relative to setting a return policy for Town-owned equipment, keys, credit cards, files, hard copies of reports, and documents to include all items funded by the tax payers and/or material that should remain in the Town's archives, etc. when an employee or Council member ends their service with the Town.**

There was no action taken.

During the discussion it was agreed that the Town Clerk would start work on a return procedure, as requested, to bring back to Council for further clarification and consideration.

15. **Discussion, consideration, and possible approval of job descriptions and pay ranges for the positions of the Senior Accountant and Special Projects Administrator.** These are budgeted items.

Garrison requested that this Item 15 be continued to the May 19th regular meeting, anticipating that there will be a full Council in attendance.

Mayor Burnside requested item #16:

16. **Discussion, consideration, and possible direction to staff relative to John Biondi's letter in which he would like to know if the Town is interested in purchasing his property located adjacent to the Town Hall facilities.**

There was no action taken.

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

There was no public input.

18. **Advanced Approvals of Town Expenditures.**
There were no advanced approvals of Town expenditures.
19. **Manager/Staff Report**
There was no Manager/staff report.
20. **Adjournment**
On a motion by Garrison, seconded by Roulette, the meeting was adjourned at 7:33 p.m.