

**(Corrected) MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JUNE 17, 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, Whatley, Baker, German and Roulette were present.

Also Present: Town Manager Mike Scannell, Town Marshal Dave Smith, Sr. Accountant Lisa Elliott, Parks & Recreation Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Baker.
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 – June 3, 2009
 - 2) Executive Session – June 3, 2009 (recorded)
 - 3) Regular Session – May 27, 2009
 - b) **Set Next Meeting, Date and Time:**
 - 1) June 23, 2009 at 12:00 noon – Council Retreat
 - 2) June 24, 2009 at 8:00 a.m. – Council Retreat
 - 3) June 24, 2009 at 6:30 p.m. – Council Hears Planning & Zoning
 - 4) July 1, 2009 at 6:30 p.m. – Regular Session
 - 5) July 8, 2009 at 6:30 p.m. – Work Session
 - 6) July 15, 2009 at 6:30 p.m. – Regular Session
 - 7) July 22, 2009 at 6:30 p.m. – Council Hears Planning & Zoning
 - c) **Possible approval of an Emergency Management Intergovernmental Agreement with Yavapai County Office of Emergency Management for emergency services, possible reappointment of Marshal David R. Smith as the Town's Emergency Management Coordinator, and authorization to include \$3,969 in the FY 09/10 budget for these services.** This is an annual agreement that allows Yavapai County to work with the Town to provide emergency services and related activities. This is a budgeted item. (Staff Resource: Debbie Barber)
 - d) **Possible approval of Resolution 2009-774, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring support of Governor Jan Brewer's FY 2009-10 Budget Proposal and authorization for the Mayor to execute the document and sign the cover letter.** (Staff Resource: Michael Scannell)
 - e) **Possible authorization for the Senior Accountant to complete transactions with the Local Government Investment Pool.** (Staff Resource: Lisa Elliott)
 - f) **Possible approval of the following:**
 1. **Service Agreement, effective July 1, 2009 and June 30, 2010 between the Town and Camp Verde Chamber of Commerce; and**
 2. **A 12-month Lease Agreement for the Town to provide a facility for the Camp Verde Chamber of Commerce (for a nominal fee of \$1.00 per year with parking areas located at 385 S. Main Street from January 1, 2010 until December 31, 2010 (extending the current lease agreement from January 1, 2010 to December 31, 2010).**
 3. **FY 09/10, 12-month funding in the amount of \$70,000.00 for the Chamber's Visitor Center operations; and**
 4. **FY 09/10 12-month funding in an amount not to exceed \$35,000 for the Arizona Office of Tourism Arizona Rural and Regional Marketing (ARRM) and (Easy) EZ Marketing matching fund grants that will be used for marketing, advertising, and promoting the Town of Camp Verde.**

On a motion by German, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with the exception of Items 4.d) and 4.f), and the correction to note that the June 24 Council Hears Planning & Zoning meeting is canceled.

Councilor Garrison requested that Item f) be pulled, and Councilor Baker requested that Item d) also be pulled; Vice Mayor Kovacovich noted that the Council Hears Planning & Zoning meeting scheduled for June 24th 2009 has been canceled.

4.d) Possible approval of Resolution 2009-774, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring support of Governor Jan Brewer's FY 2009-10 Budget Proposal and authorization for the Mayor to execute the document and sign the cover letter.

On a motion by Kovacovich, seconded by Garrison, the Council voted 6-1 to approve Resolution 2009-774, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring support of Governor Jan Brewer's FY 2009-10 Budget Proposal and authorization for the Mayor to execute the document and sign the cover letter; **with a 'no' vote by Baker.**

Baker said she was concerned that the proposed Budget would have an adverse impact locally, had not been received in time to study it, and she did not feel comfortable voting for approval without a chance to review it. Bumside drew attention to the revised letter he had included in the agenda packet as well as a revised Resolution that he then read aloud for consideration.

4.f) Possible approval of the following:

1. **Service Agreement, effective July 1, 2009 and June 30, 2010 between the Town and Camp Verde Chamber of Commerce; and**
2. **A 12-month Lease Agreement for the Town to provide a facility for the Camp Verde Chamber of Commerce (for a nominal fee of \$1.00 per year with parking areas located at 385 S. Main Street from January 1, 2010 until December 31, 2010 (extending the current lease agreement from January 1, 2010 to December 31, 2010).**
3. **FY 09/10, 12-month funding in the amount of \$70,000.00 for the Chamber's Visitor Center operations; and FY 09/10 12-month funding in an amount not to exceed \$35,000 for the Arizona Office of Tourism Arizona Rural and Regional Marketing (ARRM) and (Easy) EZ**
4. **FY 09/10 funding in an amount not to exceed \$35,000 for the Arizona Office of Tourism Arizona Rural and Regional Marketing (ARRM) and (Easy) EZ Marketing matching fund grants that will be used for marketing, advertising, and promoting the Town of Camp Verde.**

On a motion by Garrison, seconded by Baker, the Council voted 5-2 to approve Item 4.f), Nos. 1 through 4, with a cover letter stating that the Town will take possession of the building as of the end of the Lease; **with 'no' votes by Roulette and German.**

Garrison recalled that one year ago the Council had unanimously agreed to take back the Chamber building December 31, 2009, proposing other uses for the building. The decision has now been made to extend the lease to December 31, 2010. Garrison said she wants to make sure that the Chamber clearly understands this time that the Town does want the building back when the lease is terminated, and that there will be no possibility of a month-to-month extension again. Scannell suggested that the lease be submitted to the Chamber for signature with a cover letter setting forth the statement that under no circumstances will it be extended beyond December 31, 2010; furthermore, that statement could also be on record as part of the action taken.

There was a brief discussion, with Roulette and German questioning a decision to take back the building without a definite plan for its use. Scannell responded to a request to clarify the funding arrangement, including an explanation of the need for the amount designated for matching grant funding that could possibly be less than the \$35,000, but in any event no more.

6. Council Informational Reports.

There were no Council informational reports.

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

(Comments from the following individual are summarized.)

Howard Parrish commented on his recent trip through five states and the economic growth he noted in each of them; he suggested that Camp Verde should start looking ahead, turn things around and get back on the map where it should be.

There was no further public input.

8. Presentation by Barbara Litrell, Executive Director of the Verde Valley Caregivers Coalition relative to the organization's activities. This item may also include discussion.

There was no action taken.

Barbara Litrell, Executive Director of the Verde Valley Caregivers Coalition, gave a Power Point presentation reviewing the

formation and purpose of the Coalition, and the many services provided by the volunteers that make it possible for members of the community who need help to enjoy as much quality of life as possible, remaining in their own homes. Ms. Litrell distributed literature regarding the Caregivers, and invited anyone interested to donate funds or join up as volunteers.

There was no public input.

- 9. **Public Hearing, discussion, consideration, and possible recommendation for approval of a liquor license application for Arizona Stronghold Vineyard, LLC, located at 4700 Old State Highway 279, Ste. A.** (Staff Resource: Debbie Barber)
Mayor Burnside noted that this item has been re-posted, to be heard by Council on July 15, 2009.

Items 10 & 11 were carried over from the June 3, 2009 meeting:

- 10. **Discussion, consideration, and possible approval of Resolution 2009-766, a resolution of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, superseding Resolutions 98-403, 99-426, 99-432, 00-447, 02-538, 03-568, 08-745, and 08-751 and establishing Town Council Rules and Procedures for Council and all Town Boards, Commissions, and Committees.** (Staff Resource: Debbie Barber)

On a motion by Garrison, seconded by Baker, the Council unanimously approved Resolution 2009-766, a resolution of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, superseding Resolutions 98-403, 99-426, 99-432, 00-447, 02-538, 03-568, 08-745, and 08-751 and establishing Town Council Rules and Procedures for Council and all Town Boards, Commissions, and Committees.

Town Clerk Barber explained that the document was created as a result of Garrison's suggestion that the all the rules and procedures set forth in various resolutions be pulled together into one document consisting of one rule book to go to so everyone could understand what the procedures are. Council had directed staff last March to work on that project, and there was input from individual Councilors incorporated as part of the process; the completed document was submitted for consideration and possible approval.

There was a brief discussion regarding a request for clarification on the handling of mail noted as personal and/or confidential; Barber explained the statutory guidelines. The members commended Barber for her work on the completed document.

- 11. **Discussion, consideration, and possible appointment of Council members to serve on various state, local, and regional committees.** These committees are comprised of elected officials. (Staff Resource: Debbie Barber)

The following 2009 Council Committee appointments were made as noted:

COMMITTEES

Arizona Town Hall	INACTIVE
Camp Verde Schools Education Foundation	Garrison/German
Chamber of Commerce Board	German/Roulette
Cocopai Resource Conservation & Development (RC&D)	INACTIVE
Council Liaison to Yavapai Apache Nation	None
Intergovernmental Association	All Council
MATForce (Meth Task Force)	Garrison
NACOG Regional Council	Garrison
NACOG Subcommittees (fees \$869 per committee)	None
Tourism	Garrison
Economic Development Council	Garrison/Baker
Sanitary District Liaison	Roulette/Whatley
Verde Valley Transportation Organization	Baker/Roulette
Verde Valley Land Preservation Institute	INACTIVE
Youth Coalition	Whatley

WATER-RELATED COMMITTEES

Verde River Basin Partnerships	INACTIVE
Verde Valley Water Users Liaison	Kovacovich/Whatley
Verde Watershed Association	INACTIVE
Yavapai County Local Drought Impact Group	Kovacovich/German
Yavapai County Water Advisory Committee	Baker/Burnside

Each Committee was identified and discussed, with the members volunteering and accepting the assignments listed, and determining which Committees should now be classified as Inactive.

12. **Discussion, consideration, and possible approval of Resolution 2009-777, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Fiscal Year 2009-2010 Tentative Budget".** (Staff Resource: Lisa Elliott)

On a motion by German, seconded by Baker, the Council unanimously approved Resolution 2009-777, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Fiscal Year 2009-2010 Tentative Budget."

Sr. Accountant Elliott said that the subject Tentative Budget is scheduled to be adopted by Council tonight; once it is adopted the cap on the expenditures cannot be increased. If adopted, that will be advertised consecutively for two weeks; a public hearing will be scheduled for July 15th for public input. Pending any changes the Final Budget will be adopted at the July 15th meeting. Elliott added that the Budget, Debt Service and Fiscal Policies are tentatively scheduled to be submitted for Council review and any changes at the Work Session on July 8th, and then placed on the Consent Agenda for the July 15th meeting for approval and inclusion in the Final Budget.

Scannell confirmed that it will be possible to arrive at further changes or adjustments within the proposed budget, but the ceiling will be set at this meeting and cannot be increased. Scannell explained that he has had contacts with business people who are interested in working on an economic development strategy for the benefit of the businesses as well as the Town; that would mean increasing the appropriation for contingency by \$100,000, essentially drawing down fund balance by that number. Raising the ceiling as proposed would allow the Council to discuss the merits of an economic development strategy and the funds would be available if the Council so chose. The total draw down would be approximately \$250,000.

The members reviewed past budget workshop discussions, including a suggestion to add another \$100,000 to the ceiling, which was rejected, as well as the possibility of redirecting funds within the budget after adoption.

NOTE: A recess was called at 8:12 p.m.; the meeting was called back to order at 8:22 p.m.

13. **Discussion, consideration, and possible approval of the formation of a Finance Committee that will consist of two Council members and either the Town Manager or Finance Director.** (Staff Resource: Lisa Elliott)
- a. **Discussion, consideration, possible appointment of two Council members and either the Town Manager or Finance Director to serve on the Finance Committee.** (Staff Resource: Lisa Elliott)

On a motion by Garrison, seconded by Kovacovich, the Council unanimously voted to approve the formation of a Finance Committee that will consist of two Council members and either the Town Manager or Finance Director; the two Council Members appointed will be German and Baker.

Elliott explained that the proposed Finance Committee is a part of the Finance Department's quest to provide further transparency and to be an open book. The Committee members could be involved in conversations regarding finance issues, policy, and options for financing projects, and would provide input. With those Council representatives involved in the intimate details, they would be better able to understand the issues and report back to the rest of the Council. Scannell stressed the value of having the Council members actively participate in conversations and become familiar with financing issues and transactions, as opposed to simply accepting reports from the Finance Director or Manager. Scannell said that he believes the community would like the idea and that credibility would be heightened. German and Baker volunteered to serve on the Committee to be formed. Elliott estimated that meetings would be held quarterly.

14. **Discussion, consideration, and possible formation of an Audit Committee that will consist of two Council members and a citizen-at-large.** (Staff Resource: Lisa Elliott)
- a. **Discussion, consideration, and possible appointment of two Council members to the Audit Committee, and authorization for staff to advertise for applicants to serve as a citizen-at-large on the Audit Committee.** (Staff Resource: Lisa Elliott)

On a motion by Garrison, seconded by Baker, the Council unanimously voted to approve the formation of an Audit Committee to consist of two Council members and a citizen-at-large; the two Council members will be Whatley and Burnside, with staff authorized to advertise for applicants to serve as the citizen-at-large.

Elliott outlined the purpose of forming an Audit Committee, a concept that has been used in the private sector for years. Although not all government entities do that, Elliott said that having an Audit Committee would be a very proactive move and would provide an arm's length distance between the Finance Department and their auditors. The Audit Committee will select the auditors, be fully involved in the audit process, receiving reports of internal control weaknesses and the audit reports, for

example. The Audit Committee would also receive reports from the "Whistle-Blower Hotline," which will be addressed in the next agenda item. After approval of the formation of the Committee and selection of the Council members, the Town would then advertise for the citizen-at-large, preferably with a financial background, and the two Council members would review the applications for submit for appointment. Scannell pointed out the further benefit of the Audit Committee being able to freely discuss issues with the auditors without the possibility of undue influence of staff in the middle. Mayor Burnside and Councilor Whatley volunteered to serve on the Committee.

15. **Discussion, consideration, and possible approval to establish a "Whistle-blower Hotline" for the Town of Camp Verde.** *The annual cost for this service \$2,073 and if approved, will be budgeted in the FY 09-10 budget. (Staff Resource: Lisa Elliott)* On a motion by German, seconded by Whatley, the Council unanimously voted to establish a "Whistle-blower Hotline" for the Town of Camp Verde; the cost will be \$2,073.

Elliott said that the establishment of a whistle-blower hotline was a recommendation from the auditors to improve internal controls and accountability. The company being proposed was selected after thorough research; Elliott detailed the broad array of services provided by that company. Printed information was also included in the agenda packet for Council review. Scannell confirmed that the purpose of the Hotline was geared toward identifying internal problems, such as fraud, would offer the opportunity to report a problem without fear of retribution, and is one more step in providing accountability to the community. The Citizen Complaint process will remain in effect and separate. Scannell added that Ms. Elliott should be commended for the excellent work she is doing.

Councilor German requested the following item:

16. **Discussion, consideration, and possible determination of the following:**
- **Support or non-support of alcohol sales at events held on Town property.**
- If supported, discussion, consideration and possible approval of:**
- a. **Establishing the events at which alcohol sales will be permitted;**
 - b. **Establishing insurance requirements; and**
 - c. **Possible direction to staff relative to defining restrictions as to where alcohol can be consumed during the events.**

On a motion by Burnside, seconded by Garrison, the Council unanimously voted to move this item to the July 8th Work Session; in the interim staff is directed to use due diligence to follow up and submit reports and recommendations on Items a, b and c for Council review in advance of the July 8th meeting; at that meeting Council will then direct staff to prepare a revised ordinance incorporating the recommendations for possible approval by Council at the July 15th meeting.

Scannell said the purpose of the item was in response to the diligent efforts of Garrison to research the issue of sales of alcohol at events held on Town property; it has been found that the Town for years has not been following the proper procedures adopted in its ordinances, and those serious errors and shortcomings have now been discovered. That it happened is unfortunate and probably the result of human errors, but Scannell stressed that the problems will be identified and ordinances revised accordingly and brought back for Council review. Scannell assured the Council that staff will make certain that the regulations will be faithfully followed from every point forward. German added that having a process in place that precisely identifies what will be and not be allowed will eliminate lengthy discussions in the future.

Mayor Burnside read aloud the statement submitted by Garrison that set forth a formal request for the following documentation in connection with alcohol consumption on Town property, in essence: An analysis from the Town Attorney of the risk the Town faces from a liability perspective; an analysis from Marshal Dave Smith describing what he perceives to be an adverse impact; and an analysis from Southwest Risk, also from the liability perspective. There was general agreement with the request, and a discussion on obtaining the reports and scheduling Council review and possible approval.

Mayor Burnside requested the following item:

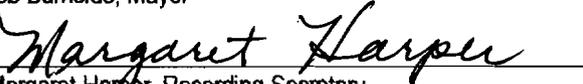
17. **Discussion, consideration, and possible selection of a slogan to be placed on Town publications, including, but not limited to agendas, public notices, and the Town's website.**
There was unanimous agreement on selecting the following slogan to be placed on town publications, including but not limited to agendas, public notices and the Town's website: "It's in your hands – build a stronger community – shop locally."
18. **Call to the Public for Items not on the Agenda.**
There was no public input.
19. **Advanced Approvals of Town Expenditures**
- a. **There are no advanced approvals.**
There were no advanced approvals.

20. **Manager/Staff Report**
There was no Manager/staff report.

21. **Adjournment**
On a motion by German, seconded by Garrison, the meeting was adjourned at 8:59p.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 17th day of June 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 6 day of July, 2009.



Debbie Barber, Town Clerk