

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, NOVEMBER 7, 2007
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 Gioia, Vice Mayor Hauser, Councilors Smith, Garrison, Kovacovich, Elmer and Parry were present.

Also Present: Town Manager Mike Scannell, Town Attorney Bill Sims, Town Marshal Dave Smith, Community Development Director Nancy Buckel, Library Director Gerry Laurito, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Elmer.

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) October 24, 2007 – Executive Session
- 2) October 24, 2007 – Council Hears P&Z
- 3) October 24, 2007 – Special Session

b) Set Next Meeting, Date and Time:

- 1) Regular Session – November 14, 2007 at 6:30 p.m.
- 2) Regular Session – November 21, 2007 at 6:30 p.m. – **CANCELLED**
- 3) Council Hears Planning & Zoning – November 28, 2007 at 6:30 p.m.

c) Possible approval to amend the FY 07/08 Budget to include the grant award from the Arizona Department of Housing for both federal HOME funds and Arizona Housing Trust Funds to reimburse the Town for the rehabilitation of four (4) program-qualified homes located within the Town of Camp Verde. The total amount is anticipated at approximately \$434,000. (Staff Resource: Matt Morris)

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented.

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

There was no public input.

6. **Council Informational Reports**

Parry commented on the wonderful, fun Halloween event and thanked everyone who helped with making it such a success.

Hauser asked Council to think about participating in the Adopt-A-Family program and to let her know at the next meeting.

Smith thanked the Clerk's office for the beautiful remodel job they and community volunteers have created in the reception area for only pennies on the dollar.

Garrison commended the P&Z Commission for their hours of hard work and research in

connection with the pig situation issue; Garrison also reported on her activities and new responsibility with NACOG. She described a DVD on the Governor's Forum, a publication on aging put out by NACOG and her report from NACOG on CDBG monies; all of those items will be available in the Clerk's Office.

Kovacovich thanked the merchants and staff for a great Halloween party, and also thanked the Harrisons for their continued support of Camp Verde through their Out of Africa park.

Gioia commended the Director of Parks & Recreation for coming up with the Trick or Treat idea for Halloween, which proved to be such a success and an excellent replacement for the Haunted House, saving numerous hours of staff time. Gioia announced a public workshop sponsored by the League of Women Voters that will include a review of the Forest Service plan; everyone was urged to attend Thursday night 6:00 to 8:30 at the Cottonwood Public Safety Building. The efforts to designate Fossil Creek as Wild & Scenic have generated 2,939 e-mails to date in support.

7. **Attorney presentation, update, and discussion of Open Meeting Laws, particularly executive session topics, sanctions, and penalties.**

There was no action taken.

Town Attorney Bill Sims distributed copies of a booklet published by the State on Open Meeting Laws. Sims reviewed highlights from that document, stressing the importance of the Open Meeting Law that sets forth limitations on how elected officials can meet, discuss and make decisions regarding the public. Sims' presentation outlined the specific topics that allow holding executive sessions as well as penalties for violations of Open Meeting Laws, including revealing discussions that occur in executive sessions. A brief discussion followed to further clarify some of the limitations outlined.

There was no public input.

8. **Public Hearing, discussion, consideration, and possible recommendation for approval of Application for Liquor Licenses for the following:**

- **Beto's Corner** – located at 10 E. Cliffhouse Drive. This is an application for a new Series 12 license (Hotel-Motel and Restaurant).
- **Clear Creek Vineyard & Winery, LLC** – located at 4053 E. Hwy 260, applicant Ignacio Moreno Mesa. This is an application for a new Series 13 license (Domestic Farm Winery).

On a motion by Parry, seconded by Kovacovich, the Council voted unanimously to approve the Liquor License application for Beto's Corner located at 20 E. Cliffhouse Drive, an application for a new Series 12 License (Hotel-Motel and Restaurant); and the application for Clear Creek Vineyard & Winery, LLC, located at 4053 E. Hwy 260, applicant Ignacio Moreno Mesa, an application for a new Series 13 License (Domestic Farm Winery).

Town Clerk Barber confirmed that the subject applications had been posted for the required 20 days and no comments have been received.

Albert Ruiz from Beto's Corner Restaurant explained that the proposed license would be good for the business; it will remain a family restaurant and the change would be a convenience for the customers.

Ignacio Moreno Mesa also spoke regarding the Clear Creek Vineyard & Winery application.

There was no public input regarding either application.

9. **Discussion, consideration, and possible appointment of a member to the following Commissions: Planning & Zoning Commission for a term that expires in September**

2008.

- **Planning & Zoning Commission** – for a term that expires in September 2008
- **Trails & Pathways Commission** – for a term that expires in September 2010

On a motion by Hauser, seconded by Elmer, the Council voted unanimously to appoint Al Buchanan to the Planning & Zoning Commission for the term that expires in September 2008, with thanks to Cheri Wischmeyer.

On a motion by Smith, seconded by Kovacovich, the Council voted unanimously to appoint Larry Strubhar to the Trails & Pathways Commission for the term that expires in September 2010.

Town Clerk Barber said that there were two applicants for the Planning & Zoning Commission and one applicant for the Trails & Pathways Commission.

Alan Buchanan explained that he had volunteered for other positions in Town; he feels he is well qualified and would like to serve the community on the P&Z Commission.

Cheri Wischmeyer also expressed her interest in serving on the P&Z Commission; she has been involved in the Town over the last few years and believes the position would be a good fit for her.

The Council briefly confirmed with Mr. Buchanan his qualifications and willingness to serve and remain impartial in making decisions. The members also commented on the excellent application submitted by Cheri Wischmeyer.

In connection with the Trails & Pathways Commission, Councilor Smith said he is well acquainted with Candidate Larry Strubhar and that he is a man of his word.

There was no public input.

10. **Discussion, consideration, and possible approval of a part time 16-hour per week position for the new Beaver Creek Branch Library. Yavapai County Library District will reimburse all expenses related to the position.** Yavapai County Library District will reimburse all expenses related to the position.

On a motion by Parry, seconded by Elmer, the Council unanimously approved a part-time 16-hour per week position for the new Beaver Creek Branch Library; Yavapai County Library District will reimburse all expenses related to the position.

Library Director Laurito confirmed that the salary and possibly a portion of the Worker's Compensation expense for the part-time position will be reimbursed by the County, and that the person will be on the Town's payroll, with no benefits.

There was no public input.

11. **Discussion, consideration, and possible approval of the revised Personnel Manual.** On a motion by Parry, seconded by Hauser, the Council unanimously approved the revised Personnel Manual, with the revisions that were made to the Post-Accident portion.

Town Marshal Dave Smith said that revisions to the Personnel Manual have been worked on for the last several months, and that future revisions should be made periodically to keep up with current laws. Smith explained that the additions that had been made in the past are now incorporated into the manual, and referring to the Manual reviewed with the members all the changes and additions. Smith confirmed that the Manual had been reviewed and approved by labor attorney Troy Foster; he also said that all the department heads have reviewed it. Attorney Sims recommended another revision, specifically to Page 14, Post-Accident, to add the phrase "or

injury on the job" following "after an accident" in the first sentence; and adding subsection "(d) the employee is injured on the job." Smith and the Council agreed with that recommendation.

There was no public input.

12. **Discussion, consideration, and possible approval of Resolution 2007-731, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing the Town Manager to bid. This resolution authorizes the Town Manager to act as the Town's agent in negotiations and presentation of a \$2.4 million minimum opening bid, together with other amounts as directed by Council at the on-line auction for the community park property known as Parcel "A" of the USFS Administrative site consisting of approximately 118 plus acres located of SR 260 and McCracken Lane and to obtain a preliminary title insurance on the property of approximately \$500. This is a budgeted item in the Parks Fund.**

On a motion by Hauser, seconded by Elmer, the Council unanimously approved Resolution 2007-731, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing the Town Manager to act as the Town's agent in negotiations and presentation of a \$2.4 million minimum opening bid, together with other amounts as directed by Council at the on-line auction for the community park property known as Parcel "A" of the USFS Administrative site consisting of approximately 118 plus acres located on SR 260 and McCracken Lane and to obtain a preliminary title insurance on the property of approximately \$500. This is a budgeted item in the Parks Fund.

A motion by Hauser to go into Executive Session was withdrawn after discussion and decision to agendaize an Executive Session for next week regarding the subject item.

Town Manager Scannell said that the Town was recently apprised of the fact that the U. S. Forest Service plans to put the subject property up for online auction once again, and that Dee Hines of the Forest Service was present to answer questions in that regard. Scannell explained that the proposed Resolution that would authorize him to proceed with the bidding process has been reviewed by legal counsel as to form and content. Scannell reviewed the documents comparing recent property appraisals and outlining funding sources and anticipated revenues that had been provided for reference.

The members discussed the many benefits of trying to acquire the subject 118 acres, generally agreeing that the acquisition would present an opportunity to immediately begin developing a much-needed community park, and with the park funds on hand, potential grant monies, and the continuing tax revenues, appeared to be affordable. During the discussion, Scannell explained the timing and requirements of the auction process.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Tom Nielson said that the property would be big enough for two ball fields, and wondered if the buildings were included.

Jeremy Bach said that he believes the acquisition presents a great opportunity; this is the right time and the Town should run with it.

Howard Parrish questioned whether the location of the property is affected by the "Erie Canal."

Dee Hines said he is unaware of any environmentally sensitive sites on the property; there is the ADOT right-of-way. Mr. Hines believes a park would be a great neighbor to the new Forest Service office buildings.

Steve Ayres offered input in connection with the discussion on funding, including the Town's commitment regarding Black Bridge Park.

There was no further public input.

Vice Mayor Hauser offered a motion to go into Executive Session; however, Attorney Sims suggested that since an Executive Session had not been agendized, the Council should postpone that until the meeting next Wednesday. There was further discussion on sources of funding, funds on hand, and the costs of financing on a bond versus committing sales tax proceeds, which the Manager was requested to review and agendize prior to next week's meeting. Gioia requested the Manager also to check on the funds for improvements for Black Bridge Park. In connection with the proposed appraisal of the 223-acre parcel, Scannell advised the Council that he will request that appraiser to delay any action on that until further notice.

13. **Discussion, consideration, and possible approval of funding in an amount not to exceed \$400 for cooked turkey/ham/pork and/or roast beef and a Disc Jockey for the December 15, 2007 Town employee, commission, volunteer, and Council Holiday Party.** This is a budgeted item in Public Relations.

On a motion by Hauser, seconded by Gioia, the Council unanimously approved the funding not to exceed \$400 for food and disc jockey for the December 15th Town Christmas party.

Manager Scannell commented on the employees being long-term assets for the Town, saying the Council should be proud of them, and requested the funding for the Christmas event as a way to demonstrate appreciation and show support for their efforts.

There was no public input.

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

There was no public input.

15. **Advanced Approvals of Town Expenditures**

- a) **Possible approval of \$976.28 for a locking file cabinet for the Finance Department.** This is an under budgeted item in the General Fund.

On a motion by Parry, seconded by Garrison, the Council unanimously approved expenditure of \$976.28 for a locking file cabinet for the Finance Department.

Scannell explained that the locking file cabinet was necessary in order to maintain good fiscal discipline, and the Council approval was being sought for the over expenditure on the subject item. Scannell said he had checked on insurance, but the deductible would cost even more.

16. **Manager/Staff Report**

- **Update on the preparation of a plan/timeline for acquisition and/or assumption of the Camp Verde Sanitary District.**

Town Manager Scannell reported on the meeting with the Sanitary District Board last week; work is continuing on reaching an amicable resolution of the challenges that lie ahead. Attorney Sims said he is encouraged and believes there will be a way worked out to solve and address the concerns. Sims suggested that an item be agendized for discussion, action and Executive Session next week for a further report and to get directions from the Council. Sims believes he will be able to report favorably a week from tonight based on the latest discussions with the Sanitary District.

17. **Adjournment**

On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 8:14 p.m.




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 7th day of November 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 12th day of December, 2007.



Debbie Barber, Town Clerk