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**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, October 21, 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 Whatley, Baker, Roulette and German were present; Councilor Garrison was absent.

Also Present: Town Manager Michael Scannell, Marshal Dave Smith, Public Works Director Ron Long, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, Library Director Gerard Laurito, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Boy Scout Troop 193 Members Chris Poeppel and Daniel McInnis.

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 – October 7th, 2009
- 2) Special Session – October 7th, 2009
- 3) Executive Session – October 7th, 2009 (recorded)

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

- 1) October 28, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 2) November 4, 2009 at 6:30 p.m. – Regular Session
- 3) November 18, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
- 4) November 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 5) December 2, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
- 6) December 16, 2009 at 6:30 p.m. – Regular Session
- 7) December 23, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters - **CANCELLED**

c) **Possible approval of Proclamation declaring October as Community Planning Month.** Staff Resource: Mike Jenkins

d) **Possible approval of the transfer of the budget appropriation for DSL, expenses appropriated in the General Fund Municipal Court's budget (line item 01-20-30-7065) to the Magistrate's Special Revenue Fund Fill the Gap line item (05-60-68-7651).** Staff Resource: Lisa Elliott

e) **Possible approval of Agreement for Contracted Services and Municipal Lease with the Camp Verde Historical Society for Museum spaces, services, and historical preservation.** Staff Resource: Michael Scannell

f) **Possible approval of Qwest T-1 Line Agreement and authorization for the Town Manager to execute the agreements.** This is a budgeted item in the General Fund. Staff Resource: Michael K. Scannell

g) **Possible approval of the three (3) year Microsoft Agreements for licensed computer software and authorization for the Town Manager to execute the agreements.** This is a budgeted item in the General Fund. Staff Resource: Michael K. Scannell

h) **Possible approval of the transfer of \$7,589 from the budget appropriation for Incode Software (03-50-00-5310) in the Capital Improvement Projects (CIP) Fund to the Computer/Networking Infrastructure Upgrades (03-50-00-5300) line item also in the CIP Fund.** This is a budgeted item in the General Fund. Staff Resource: Lisa Elliott

On a motion by German, seconded by Baker, the Consent Agenda was unanimously approved as presented.

5. **Council Informational Reports.**

German reported on her attendance at the Chamber of Commerce meeting on October 15th; representatives from the State Office of Tourism toured Camp Verde; Tracie Schimikowsky maintained a booth at the Media Marketplace in Scottsdale last Thursday, handing out mementos of Camp Verde. The Chamber will be hosting an Angel Tree for Seniors, and also Lightheart; the Casino now has video conferencing capability for up to 500 people.

Baker telephonically attended the NACOG Area Council on Aging; upcoming budget cuts will affect many senior citizens; the Verde Valley Water Festival will be held tomorrow with 5th Grade classes around the Valley participating at Dead Horse State Park, beginning at 9:15 a.m.

Burnside said that Ms. Schimikowsky will be giving a presentation tomorrow on the Town of Camp Verde to NACOG. Burnside cautioned everyone to help avoid the swine flu by washing your hands. Remember to support your local merchants.

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

There was no public input.

7. **Presentation by Casey Osborne, CEO and Randall Hauk, Owner/Managing Partner of Oracle Healthcare & Center for Family Medicine, relative to opening a full-time medical practice the first week of November 2009 with 5 physicians, providing services in both Camp Verde and Cottonwood.** Staff Resource: Michael K. Scannell

There was no action taken.

Town Manager Scannell reviewed how he had become aware of the plan to establish a full-time medical practice in Camp Verde, and introduced Casey Osborne, CEO of Oracle Healthcare. Mr. Osborne gave a presentation on the plans of that group that will be staffed by five high-caliber physicians who will provide family healthcare in Camp Verde and Cottonwood, including making house calls when needed. Mr. Casey explained that although the doctors were not on staff at the Verde Valley Medical Center, by choice, they would be available to consult with the hospitalists at that facility regarding their patients. Oracle Healthcare will be opening their office on South Main in Camp Verde to start creating the practice on November 1, 2009.

8. **Discussion, consideration and possible authorization for the manager to proceed in engaging Architect Joel Westervelt, for an amount of \$1,500, to complete a feasibility study and elevation sketch of the Rio Verde Plaza building for possible future expansion of Town Facilities.** *This is an unbudgeted item. Staff Resource: Michael K. Scannell*

On a motion by Baker, seconded by German, the Council unanimously authorized the Manager to proceed in engaging Architect Joel Westervelt, for an amount not to exceed \$1,500, to complete a feasibility study and elevation sketch of the Rio Verde Plaza building.

Scannell explained that, based on concerns expressed by the business community regarding the need to revitalize the Downtown Camp Verde area, it would serve to respond to that concern by contracting with local architect Joel Westervelt to provide a proposal of what it would take to make the Rio Verde Plaza building suitable for occupancy. Such a move would make office space available and would enhance the appearance of the Downtown area. Scannell said that finding the estimated \$1,500 in the budget would be no problem.

Vice Mayor Kovacovich requested the following item.

9. **Discussion and update by Linda Harkness, spokesperson for Citizens Committee for Camp Verde Library (CCCVL), followed by discussion regarding the progress CCCVL has made relative to fundraising efforts for the Camp Verde Community Library.**

There was no action taken.

Linda Harkness, President of the Citizens Committee for Camp Verde Library (CCCVL), gave an update on their past and future fundraising efforts toward the goal of \$3.2 million to build the new library. The current balance on hand, combined with impact fees, the value of the 5 acres, and the Mary Lyons Fund, is approximately \$788,000 toward the goal. Ms. Harkness also outlined details involving the possibility of receiving a \$75,000 grant. The group was commended for their hard work and dedication to the goal of building a new library, as well as their impressive results to date.

10. **Presentation and possible discussion of the quarterly reports from the following:** Note: These Commission minutes covering the last quarter were provided to Council in the monthly reports and are also available in the Clerk's Office and online.

- a. **Board of Adjustments**
- b. **Design Review Board**
- c. **Planning & Zoning Commission**
- d. **Chamber of Commerce**

There was no action taken.

Asst. Planner Paulsen gave the Board of Adjustments and Design Review Board reports; Joe Butner, Chairperson of the Planning & Zoning Commission, reviewed their report; and Tracie Schimikowsky gave the quarterly review for the Chamber of

Commerce.

11. **Discussion, consideration and possible approval of an amendment to the original agreement's scope of work (attached herewith) between FOUR-D LLC, (Peter de Blanc) a telecommunications Consultant, and the Town of Camp Verde adding computer, network, and telecommunications hardware & software implementation, configuration, routine operational activities and user education and training at a cost of \$60.00 per hour and deleting the cap of \$5,100 relative to the assessment phase of the agreement. This is a budgeted item in the General Fund. Staff Resource: Michael K. Scannell**

On a motion by Whatley, seconded by Kovacovich, the Council unanimously approved an amendment to the original agreement's scope of work between FOUR-D LLC. (Peter de Blanc) a telecommunications Consultant, and the Town of Camp Verde adding computer, network, and telecommunications hardware & software implementation, configuration, routine operational activities and user education and training at a cost of \$60.00 per hour and deleting the cap of \$5,100 relative to the assessment phase of the agreement.

Scannell said that the FOUR-D consultants had been engaged last January or February of this year to provide services to the Town regarding the proposed assessment of the Town's computer network and telecommunications infrastructure and needs over the next approximately 5-year period; the infrastructure will be required for the planned Incode system. The consultants were to also provide their expertise to help with the implementation of that system. The current software system being used by the Town should have been replaced years ago; the new system will introduce a degree of efficiency that is now lacking. The consultants delivered their technology assessment study for approximately \$3,800; their scope has been subsequently expanded beyond the remaining \$1,200 because of complexities revealed in the initial assessment that were never contemplated. Because of that, the Council is being requested to approve the subject amendment that will expand the scope of services, remove the cap of \$5,100, and continue the rate of \$60.00 per hour, and the cost conceivably will be significant. Scannell outlined the proposed funding available through transfers between budget items, and assured the Council that he would be monitoring the cost and keeping the Council advised throughout the process.

Scannell advised the Council that he and Sr. Acct. Elliott, once a preliminary analysis of the projected cost is made, will be coming back to Council with that estimate, which will be a significant amount.

12. **Discussion, consideration, and possible direction to staff to limit access to the Downtown Park – Townsite Modular Restrooms. Staff Resource: Ron Long**

On a motion by Whatley, seconded by Baker, the Council unanimously directed staff to close access to the Downtown Park-Townsite Modular Restrooms after 5:00 p.m. on weekdays, and limit access requiring a financial deposit for cleaning and damage for personal events on weekends, signing out a Not-To-Be-Duplicated key through the Public Works Department.

Public Works Director Ron Long was requested to look into the problem of no drinking water being available at the Town fountains.

Long briefly reviewed the ongoing destructive vandalism on the modular restrooms at the Downtown Park Townsite that is currently open all hours with no monitoring, and recommended that the hours be limited to weekdays, closing at 5:00 p.m., and available on weekends only to private groups by requiring a financial deposit and providing a key that cannot be duplicated.

Long requested that Item 13 be removed from the agenda, and that Item 16 be continued to a meeting when Councilor Garrison will be in attendance.

13. **Discussion, consideration, and possible award of contract to replace two heating/air conditioning units on the gymnasium. Staff Resource: Ron Long**

The Council unanimously agreed to remove Item 13 from the Agenda.

Burnside explained that this item was removed from the Agenda, anticipating that staff on November 4 will submit a request to Council to consider expending funds for an energy audit for the purpose obtaining an energy efficiency and conservation block grant which will delay the acquisition of the two units, but there is a strong potential of receiving \$91,000 through the Arizona Department of Commerce to be used to provide energy upgrades for more than the two units.

A recess was called at 8:09 p.m.; the meeting was called back to order at 8:22 p.m.

14. **Discussion, consideration and possible approval of Resolution 2009-794, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the revised Camp Verde Community Library**

Policies and Procedures. Staff Resource: Gerard Laurito

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Resolution 2009-794, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the revised Camp Verde Community Library Policies and Procedures.

Library Director Laurito said that he and his staff had prepared the subject Library Policies and Procedures to replace the former document that had been in effect since 1999. In response to a question regarding whether the Town Attorney had reviewed the document, Scannell explained that in his opinion, based on the content of the Policies and Procedures relating solely to the Library, no legal review should be required, and he believed it was prudent to avoid such unnecessary cost.

- 15. **Discussion, consideration, and possible approval of Resolution 2009-792 a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the new personnel manual handbook. Staff Resource: David Smith**

On a motion by German, seconded by Baker, the Council unanimously approved Resolution 2009-792, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the new personnel manual handbook.

The members briefly referred to some minor modifications that had been discussed with Marshal Smith and incorporated into the proposed handbook, and commended Smith for his due diligence throughout the creation of the handbook into a much more comprehensive and definitive manual than the former document. Smith expressed his appreciation for all the input and assistance he received from the Council members.

Councilor Garrison requested the following item:

- 16. **Discussion, consideration, and possible direction to staff regarding the operation of the weight room. This may include, but not limited to closing of the weight room.**

The Council unanimously agreed to continue this item to a meeting at which Councilor Garrison will be available.

During the discussion on Item 12, Long had requested that this item be continued.

- 17. **Discussion, consideration and possible approval of Resolution 2009-791, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the Intergovernmental Agreement ("IGA") between the Town of Camp Verde ("Town") and the Arizona State Parks Board ("Board") allowing the Town to provide funding for Fort Verde State Historic Park ("Park") in order to support the staffing of the park. This is an unbudgeted item not to exceed \$16,000. Staff Resource: Michael K. Scannell**

On a motion by German, seconded by Baker, the Council unanimously approved Resolution 2009-791, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the Intergovernmental Agreement ("IGA") between the Town of Camp Verde ("Town") and the Arizona State Parks Board ("Board") allowing the Town to provide funding for Fort Verde State Historic Park ("Park") in order to support the staffing of the park.

Scannell advised the Council that the subject Intergovernmental Agreement is the formalization of the proposal by the Town of Camp Verde to commit funding to support ongoing operations of the Fort Verde State Historic Park through December 31st of this year. Scannell added that the State Board and local personnel are very pleased that the Town has risen to the occasion to help preserve a very important asset in the life of Camp Verde. Representatives from the State Parks were present at the meeting to express their appreciation for the support.

Scannell also briefly reported on a meeting he had attended today to discuss with community representatives a long-term plan to deal with the Park after December 31st and into the future. A meeting will be held on October 30th with State Parks to address the Town's interest in the matter and to listen to their interests; Scannell will present that plan possibly at the November 18th meeting.

- 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.**

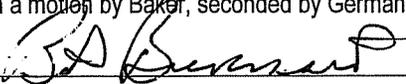
There were no advanced approvals.

- 20. **Manager/Staff Report**

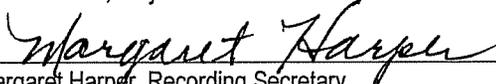
There was no Manager/staff report.

21. **Adjournment**

On a motion by Baker, seconded by German, the meeting was adjourned at 8:47 p.m.



Bob Burnside, Mayor

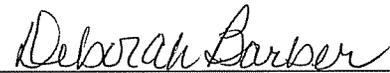


Margaret Harper, Recording Secretary

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 21st day of October 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 6 day of November, 2009.



Debbie Barber, Town Clerk