

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 2, 2008
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 Garrison, Kovacovich, German and Elmer were present; Councilor Smith was absent.

Also Present: Town Manager Mike Scannell, Accountant Lisa Elliott, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Gioia.

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) March 26, 2008 – Council Hears Planning & Zoning
- 2) March 19, 2008 – Executive Session
- 3) March 19, 2008 – Special Session
- 4) March 19, 2008 – Regular Session

b) Set Next Meeting, Date and Time:

- 1) Quarterly Work Session with the Commission to include a Joint Work Session with the Housing Commission – April 9, 2008 at 6:30 p.m.
- 2) Regular Session – April 16, 2008 at 6:30 p.m.
- 3) Council Hears Planning & Zoning – April 23, 2008 at 6:30 p.m.

c) Possible approval of the transfer of all funds in excess of \$1,000 from the HURF account at the Local Government Investment Pool to the General Fund account at the Local Government Investment Pool to cover the amount owed by the HURF fund to the General Fund. The HURF account balance is \$1,211,211.10. Staff Resource: Michael Scannell

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, adding a Work Session with the Sanitary District on April 15th at 5:00 p.m.

Mayor Gioia noted that the Council and the Sanitary District will hold a Work Session on April 15th at 5:00 p.m.; location to be determined.

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

There was no public input.

6. **Council Informational Reports**

German said that he had attended a Planning & Zoning event at the League of Cities & Towns, and is following up on some of the information to share later with the Council.

Hauser reported that that MatForce Parade on Saturday was outstanding, featuring 47 entries; hopefully next year it will be held in Camp Verde. Hauser displayed a souvenir kerchief from the Ch. 3 event of this morning, complete with everyone's autograph.

Garrison commented on the enjoyable Ch. 3 event, and announced that on October 23rd there will be two to three tour buses coming to Main Street to hold a walkabout tour of Camp Verde that will be a great opportunity to publicize the Town. Garrison also reported on the recent major problems confronting the Sanitary District, and outlined the steps to follow to get information from the Sanitary District now that Rick Spears is no longer the contact person.

Kovacovich said that the annual meeting for the Verde Valley Water Users will be Thursday, April 17th at 7:00 p.m. at the Oak Creek School in Cornville.

Gioia reported on his participation in a Chess Tournament held by the newly formed Chess Club at the High School; he also commented on the Canoe races and the Highland Games last Saturday. Gioia gave an update on working on changes to HB 2772 and making it clear that Camp Verde is still strictly opposed to that Bill.

Vice Mayor Hauser requested Item #7:

7. Presentation by John Rasmussen, Coordinator of the Water Advisory Committee (WAC), followed by possible discussion concerning the WAC's efforts.

There was no action taken.

After introduction by Mayor Gioia, **John Rasmussen** presented a comprehensive Power Point overview of the scientific studies and data collection by the Water Advisory Committee, as well as the structure of the WAC, its mission statement, background and goals and priorities; he also outlined several approaches to conservation of water. Questions from the Council included the issues of mandating the use of "gray water" and harvesting rainwater.

PUBLIC INPUT

Tom Nielson commented on his familiarity with numerous underground springs on the Mingus Range, and questioned whether the speaker was aware of that resource.

There was no further public input.

8. Presentation and discussion of the February 2008 Financial Update Report. Staff

Resource: Lisa Elliott

There was no action taken.

Lisa Elliott explained that the subject report is the first of a series of monthly reports that staff will be bringing to Council on the Town's financial condition. Elliott compared the budgeted departmental amounts with the expenditures to date that reflect an amazing job that the departments are doing in saving the Town money. Elliott reviewed the non-departmental line items, and said that staff will be bringing to Council on April 16th a request for approval to put a freeze on expenditure line items so that all amounts over \$1,000 will require review by the Town Manager and either approved or denied. Some declines in estimated revenue line items, including sales taxes, were also pointed out. Elliott added that staff believes that all the situations outlined are very manageable, and there will be a balanced budget at the end of the year; staff will continue to update the Council monthly.

Town Manager Scannell said that as more data points become available, the forecasts should become somewhat more accurate; he commended the departments for their commitment and serious efforts to control spending. Scannell said that if staff believes that the financial picture is starting to deteriorate, the Council will be advised accordingly. Scannell added that staff plans to recommend a freeze on filling positions; those should be viewed individually to determine the degree to which they are absolutely required.

Gioia asked that the Manager relay to the departments the appreciation of Council for their efforts to keep in line with the budget. Scannell said that staff will be coming to Council with a

series of Work Sessions to discuss the budget requests of the departments; he will go over the new budget format which will be more understandable and easier to work with. There was also a discussion on the need and plans for a new software program; Scannell stressed the importance of planning ahead and reviewed the research staff is doing to help make the best decision for the Town.

There was no public input.

- 9. Discussion, consideration, and possible development of issues and concerns to include in the Annual Policy Statement that allows the Mayor to act on behalf of the Council when there are extremely short time constraints. Examples of such items might include legislation that impact State Shared Revenues or the Verde River. Staff Resource: Mayor and Council**

Staff Resource: Mayor and Council

There was no action taken.

Mayor Gioia reminded the Council that he had been authorized to (1) support legislation that protects the groundwater aquifer, Verde River Basin; (2) oppose legislation that compromises the integrity of the groundwater aquifer; (3) support legislation that mainstreams State shared revenues, (4) oppose that which does not; (5) support legislation that maintains land use authority for municipalities in Arizona; and (6) oppose legislation that erodes the land use authority for municipalities. Council members were to also bring back other related items to discuss.

There were no further suggestions from Council or staff; Gioia said if he becomes aware of anything additional he will bring it back to Council for review.

There was no public input.

- 10. Discussion, consideration, and possible development of a Mayor and Council Mission Statement and Performance Objectives to be included in the FY 08/09 Budget format. Staff Resource: Mayor and Council**

Staff Resource: Mayor and Council

Staff was directed to draft a Mission Statement for the Council to review and consider at the April 16th meeting.

Mayor Gioia explained that the Clerk's Office had suggested that the Council consider developing a Mission Statement, and offered one example; i.e., "Council is elected to serve the citizens of Camp Verde." The members generally agreed with the idea of coming up with a Mission Statement; Scannell suggested that staff could work on a draft Statement for the Council to review and consider at the April 16th meeting; he also outlined how such a Statement would help the community understand the strategic initiatives that Council is pursuing on behalf of the citizenry, and the Council's public policy objectives. Scannell pointed out that such a Statement would be of value and will help the Council focus on the weighty assignment of serving the community and providing leadership. Gioia invited the Councilors to work with the Clerk's Office, and suggested some objectives, such as planning for a new park, seeing the fruition of ball fields on the park site, moving the building of the library forward, and observing fiscal responsibility in trying times.

There was no public input.

- 11. Discussion, consideration, and possible appointment of a Council member or direction to the Manager to appoint a staff member to serve as an alternate Sanitary District Liaison to attend meetings (including the April 9, 2008 meeting), and to have reporting responsibilities in Council Member Garrison's absence. Staff Resource: Michael Scannell**

Staff Resource: Michael Scannell

Council unanimously agreed that Charlie German be appointed to serve as an alternate Sanitary District Liaison to attend meetings and have reporting responsibilities in Councilor Garrison's

absence.

Scannell said that Councilor Garrison is the liaison to the Sanitary District; she will be taking some vacation time this summer and will not be available for some Sanitary District meetings. Scannell said that a proper alternative to replace Garrison in her absence should be another elected official. Garrison said that she had spoken to Councilor German earlier, and he had indicated his willingness to serve as the liaison to the Sanitary District whenever necessary.

12. Discussion, consideration, and possible direction to the Manager concerning restructuring the Rio Verde Plaza leases and rental amounts. Staff Resource: Michael Scannell

Staff was directed to check with realtors to determine the market rates for cost per square foot; have conversations with the tenants; consider annual leases; and come back to Council in two weeks with a report on what would be a reasonable resolution with fair treatment of everyone.

Scannell reviewed the background of the subject property purchased by the Town in 2005 that has six rental units with rents ranging from \$300 to \$600 per month. The leases need restructuring and updating to commercial as opposed to the original residential lease format. An adjustment to the rental amounts had been ordered by Council in 2006; however, there are some tenants who are not paying the increased amounts, and some who elected not to execute lease agreements. Scannell pointed out that the level of compliance is not where it needs to be, and said he is asking for Council guidance as to what they would like staff to do.

The members discussed the lack of oversight as brought to their attention by Scannell and generally agreed that staff would research and determine an average square footage rental rate on Main Street and base each tenant's rent on the square footage of its unit. Scannell said that a process has been put into place whereby the Finance Department will be able to monitor enforcement of the various lease provisions to ensure that everyone is in compliance and the market rates are fair and correct, and that the tenants carry the proper insurance. There was some discussion on the financing of the mortgage on the subject property and the rent income that was pledged to the debt service fund for the Marshal's Office.

There was no public input.

Councilor German requested item #13:

13. Discussion, consideration, review, and possible recommendation for changes to the Town's existing Complaint Procedures with regard to acceptance and subsequent interoffice communication. This discussion may include the Council Correspondence and Mail Distribution Policy as outlined in Resolution 2000-447, Item 10, followed by possible direction to staff as it relates to the complaint procedures and correspondence policy. Staff Resource: Debbie Barber

There was no action taken.

The Council discussed the problem of complaints being submitted to individual Council members and/or staff and the lack of a uniform procedure to address and record the complaints and how they were handled, and keeping the Council and all departments informed. There was also the question of how to handle a complaint that is submitted unsigned.

Councilor German explained his concern regarding the need for a circular resolution of the non-personnel complaints, and the Council agreed on the need for a central information point. Scannell said that there is a communication policy between the Council members that does work, but pointed out that the Town Manager needs to be in the loop; he can then refer the complaint out to the particular department for resolution, keeping the citizen advised. It was agreed that the procedure needs to be tightened up using a more systematic approach such as a tickler file to ensure that the community receives timely responses and resolutions to complaints. There was also some discussion regarding problems that are faced by the departments, including the issue

where there is no ordinance or statute that would allow enforcement to resolve a particular complaint.

PUBLIC INPUT

Robin Whatley asked about the complaints that have not been signed, how they would be dealt with. *Councilor German said that only those complaints that are signed will be considered.*

There was no further public input.

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

Hauser wanted everyone to know that Basha's baker went to work early this morning in order to have donuts on hand for the Ch. 3 visit.

There was no further public input.

15. Advanced Approvals of Town Expenditures

There are no advanced approvals.

There were no advanced approvals.

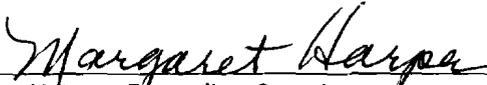
16. Manager/Staff Report

Scannell reported that Parks & Recreation Director Moore had submitted a letter to him confirming that she is recommending that 4 special events be cut from the Town calendar; i.e., the Crawdad Festival, Pioneer Days, the Gun & Knife Show, and the Block Party. Moore said that the merchants are willing to take on some of those responsibilities. Scannell said that he had informed Moore that he would support her recommendations, and he hopes the Council will do likewise.

Virginia Jones reported on the installation of the new bathrooms that are now functional; Garrison said that she has heard from some mothers who object to closing the bathrooms inside the gym.

17. Adjournment

On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 8:51 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 2nd day of April 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 16 day of April, 2008.



Debbie Barber, Town Clerk