

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, July 16, 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 Smith, Garrison, Kovacovich, and German were present; Councilor Elmer was absent.

Also Present: Town Manager Mike Scannell and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Hauser.

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) Work Session – July 9, 2008
- 2) Regular Session – July 2, 2008
- 3) Special Session – July 2, 2008
- 4) Executive Session – July 2, 2008 (taped)
- 5) Special Session – June 25, 2008

b) Set Next Meeting, Date and Time:

- 1) July 23, 2008 at 6:15 – Special Session
- 2) July 23, 2008 at 6:30 p.m. – Council Hears Planning & Zoning
- 3) August 6, 2008 at 6:15 – Special Session
- 4) August 6, 2008 – Regular Session
- 5) August 20, 2008 – Regular Session
- 6) August 27, 2008 – Council Hears Planning & Zoning

c) Possible approval of Form 1-R for CDBG Contract 107-07, authorizing the transfer of \$17,264.64 from Activity #1 Administration to Activity #2, Townsite Improvements project. (Staff Resource: Debbie Barber)

d) Possible award of bid and authorization to execute contracts for Project #08-049, Supply and Delivery of Asphalt to Cactus Asphalt. This is a budgeted item in Public Works. (Staff Resource: Ron Long)

e) Possible approval of IGA with Arizona Department of Transportation wherein ADOT will install and provide maintenance for a new traffic signal located at the intersection of SR 260 & Cherry Road (MP 215.9) with the Town to provide for monthly electrical costs to operate the signal and/or intersection lighting. This is a budgeted item in Public Works. (Staff Resource: Ron Long)

f) Possible authorization to extend the date for the deliverables from 10/31/2008 to 11/18/2008 to accommodate the additional public hearings for the Community Park Master Plan. (Staff Resource: Michael Scannell)

On a motion by Hauser, seconded by German, the Consent Agenda was unanimously approved as presented, with the addition of meeting times for August 6, 20 and 27; the Minutes of the July 9th Work Session, Page 2, Item d., second paragraph, corrected to reflect "Manager Scannell"; correction to Item 4.d), and Item E pulled for separate consideration.

Councilor Kovacovich noted a correction to the July 9th Work Session Minutes, on Page 2, Item d.,

second paragraph, to reflect "Manager Scannell" instead of "Manager Smith." Also, it was requested that the meeting times of 6:30 p.m. for August 6, 20 and 27 be added; and Item 4.d) corrected as follows, in part: ".....delivery of asphalt **from** Cactus Asphalt."

4.e) Possible approval of IGA with Arizona Department of Transportation wherein ADOT will install and provide maintenance for a new traffic signal located at the intersection of SR 260 & Cherry Road (MP 215.9) with the Town to provide for monthly electrical costs to operate the signal and/or intersection lighting.

On a motion by Kovacovich, seconded by Garrison, the Council unanimously approved an IGA with Arizona Department of Transportation wherein ADOT will install and provide maintenance for a new traffic signal located at the intersection of SR 260 & Cherry Road (MP 215.9) with the Town to provide for monthly electrical costs to operate the signal and/or intersection lighting.

Councilor Garrison requested that Item 4.d) be pulled for discussion, questioning whether the Town Attorney has approved the proposed IGA, and why the new traffic signal is now planned for Cherry Road. Manager Scannell confirmed that the document has been approved by the Attorney, and Mayor Gioia explained that the location of the signal is based on ADOT's realignment of 279 and redesign of access to the County facility from Cherry Road.

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

Tim Sykes, Library Commissioner, reported that the planned Golf Tournament date has been changed from August 23rd to October 4th since time was running out; it was also decided that the Town logo will not be included on the flyers.

Tom Nielson, Library Commissioner, described a parcel of property and asked if anyone knew who owned it. *Gioia suggested that he check with Camp Verde Realty for that information.*

There was no further public input.

6. Council Informational Reports Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

- **Councilor German's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports. Note: Requests may be identified, but no discussion of the item will occur at this time.**

Garrison commented on the upcoming NACOG's tourism event that will be taking place on October 23rd, Main Street, Camp Verde, asking that all those businesses help make it a successful event. Garrison added that the Yavapai-Apache Nation published a fine article on their trip to Washington D.C.; and she corrected a false rumor in the community that she had received a new driveway at no charge.

German reported on a possible lowering of the proposed Sanitary District tax rate, as published in the newspapers. The Sanitary District will include an agenda item for their next meeting in August regarding moving forward with the District property for the Town. Another item will include discussion of the Town equipment and a question from the community why the Town and the District do not cooperate in areas of mutual interest in light of the possible future takeover of the District by the Town. German will keep the Manager informed pursuant to his role as Liaison.

Hauser said that the Boys' and Girls' Club has been awarded a grant from the Yavapai county Community Foundation in the amount of \$15,500; it will go a long way toward helping start up the Teen Center. Since MatForce has been at work, the number of felonies has dropped 8%

from the previous fiscal year, and meth convictions have dropped significantly. MatForce has donated \$4,000 to help with the Teen Center. Hauser also reported on Project Wet, a Verde Valley water festival scheduled for October 23rd, for 4th graders from all the communities at Dead Horse Ranch Park.

Gioia reported on his attendance at the Verde Valley Watershed Association meeting and a presentation by SRP biologists regarding environmental issues and wildlife habitation; also, at the Yavapai County Water Advisory Committee meeting SRP made an informational presentation on water rights. At that meeting a letter of support for the Verde River Basin Partnership was considered. Gioia reminded everyone of the Corn Festival coming this Saturday night from 5:00 to 11:00 p.m.

7. **Discussion, consideration, and possible direction to the Mayor relative to supporting some or all of the 2009 Resolutions of the League of Arizona Cities and Towns at the League Resolutions Committee meeting on August 19, 2009.**

A motion by Hauser, seconded by Gioia to support Resolution **No. 17** failed by a 3-3 vote; will remain silent.

On a motion by Smith, seconded by German, the Council voted 4-2 to **support** Resolution **No. 18**; with 'no' votes by Hauser and Gioia.

Following individual discussion on each of the proposed Resolutions, the Mayor was directed to convey either support or opposition to the Resolutions at the League Resolutions Committee meeting on August 19, 2009, as follows:

- | | |
|---------------|----------------------|
| No. 1 | Support |
| No. 2 | Remain silent |
| No. 3 | Support |
| No. 4 | Oppose |
| No. 5 | Support |
| No. 6 | Support |
| No. 7 | Support |
| No. 8 | Support |
| No. 9 | Support |
| No. 10 | Support |
| No. 11 | Oppose |
| No. 12 | Support |
| No. 13 | Support |
| No. 14 | Support |
| No. 15 | Support |
| No. 16 | Support |
| * | |
| * | |
| No. 19 | Remain silent |
- *(Note: Nos. 17 and 18 were voted upon separately.)

There was no public input.

Councilor Kovacovich requested item #8:

8. **Discussion, consideration, and possible direction to staff to set a Special Session for July 30, 2008 at 6:00 p.m. for discussion of possible changes to the Town Code.**

Staff was directed to make sure that the Code of Ethics and Business Licenses are included on the agenda for the Special Session, and that the Town Attorney will be available: also include Per Diem and Travel, a review of State and local Codes regarding procurement and the amounts restricted to Council and Mayor; date for an Executive Session to be determined prior to the July

30th meeting; and consultant interviews rescheduled to a date either prior to or after the July 30th Special Session.

The change in time to 6:00 p.m. from what had been previously discussed was acknowledged; requests were made to include on the agenda the Code of Ethics and Business Licenses. Manager Scannell confirmed that Marshal Smith had indicated he was comfortable with the current practice regarding the issuance of violations for parking in Handicapped spaces. Scannell added that he had suggested that Marshal Smith share that official stated position with his staff and the VIP's. It was also requested that a discussion be added for Per Diem and Travel, and review of State and local Code regarding the procurement process and the amounts restricted to Council and Mayor, elected officials specifically.

Scannell requested confirmation that an Executive Session can be scheduled prior to the July 30th Special Session pursuant to meeting statutory requirements, which Gioia confirmed. It was also agreed that Scannell could reschedule the date for the interviews for the consultant for the Park Master Plan; that date will be determined after setting the Executive Session, either ahead or behind.

There was no public input.

Councilor Garrison requested items 9, 10, and 11:

9. **Discussion, consideration, and possible direction to staff to prepare a form to include with all Commission packets that must be signed and dated acknowledging that the Commission applicant or candidate has received and read the material that has been given to them. Commission members are currently provided with General Information, Meeting Schedule, Code of Ethics, Open Meeting Law, Chapter 4 of the Town Code, Agenda Handbook, and Duties & Requirements of all Commissions upon receiving the Oath of Office.**

Staff was directed to implement the following procedure: After Council appointment to a Commission, the appointee will be given the complete related information with a maximum of two weeks to study it, ask questions, and then after agreeing to follow the rules, the appointee will be sworn in.

Garrison outlined the problem of Commission appointees taking their oaths of office prior to being able to become familiar with the "rules of the game," citing her own past experiences, and input from some individual Commissioners. Garrison suggested that a complete packet of information pertaining to the role of any Commissioner be made available prior to appointment, with the individual signing a document acknowledging receipt of the information. During discussion, it was further suggested that such a complete packet of information be given to a new appointee prior to being sworn in; that would also give the applicant the opportunity to withdraw after studying the requirements. There was also a suggestion for setting up possible four-hour training sessions with the League of Cities & Towns.

PUBLIC INPUT

Robin Whatley, Parks & Rec Commissioner, agrees that prospective Commissioners should be aware of the expectations of that position, be given the packet after appointment but prior to being sworn in.

Tom Nielson, Library Commissioner, commented that the book sets out the protocol.

Chip Norton, Design Review Board member, felt it was a great idea to provide the information after selection, but prior to being sworn in.

There was no further public input.

Smith said he would like to see a subcommittee made up of other Commissioners, and he suggested participation by other possible community representatives, to help orient new appointees; that would also contribute to leadership building.

10. **Discussion, consideration, and possible determination of the scope of duties for the Camp Verde Sanitary District liaison.**

The Council directed that a formal notice be prepared to advise the Sanitary District that any of their requests must be agendaized, acted upon and communicated to the Town in writing; and all actions taken by the Council be relayed to the Sanitary District in writing; any public information discussed with the Sanitary District will be clearly identified as information only.

Gioia requested that the Clerk be instructed to include an agenda item on the next Regular Council Session for selection of an alternate liaison as a back-up to German.

Garrison expressed concern that the previous request by German for guidelines to follow as the Camp Verde Sanitary District liaison had not been addressed, adding that the position is critical to the community and can be very challenging.

German outlined what he envisions is the duty of a liaison, consisting of gathering information from the District, bringing it back to the Town Manager for his dissemination to various department heads as he sees fit, including referral to the Council for decisions; also relaying information back from the Council to the agency for appropriate agenda planning or resource planning to gather information that might mutually benefit both agencies.

During the discussion, there was stress on the importance of relaying information from the Council in the form of a motion, not just casual conversation. Information from the District should be to Council through Council Information Reports, or to staff through the Town Manager. The members also pointed out the problems arising from verbal comments in the past and the need to communicate in writing, either for the District to agendaize, vote and formalize requests, or to relay to the District any formal actions by the Council. Through that process there will be proper documentation and a paper trail. German agreed to work with Gioia to prepare a notice to the Sanitary District outlining the need to communicate back and forth with documentation. German requested confirmation that relaying public information to the District for formal agendaizing and action would also be another duty of the liaison. There was concern noted pointing out the possible inference that the Town would be willing to do something, and German was cautioned and agreed to make it perfectly clear that it would be for information only.

There was no public input.

11. **Discussion, consideration, and possible setting of a time, date, and place to hold a Council retreat.**

Staff was directed to arrange a retreat at either of the two options, Jackpot Ranch or Rainbow Acres, if available, and with input from the members set a date following the last vacation scheduled.

Garrison reminded the members of their previous decision to strengthen communication through attending periodic retreats; none have been held for months now; she added that it would not be necessary to include a facilitator, everyone just needs to communicate. Smith said that Item 12 could also be agendaized for the retreat, and suggested two different convenient facilities; one, Jackpot Ranch, and the other, Rainbow Acres, both possibly at no charge.

Mayor Gioia requested item 12:

12. **Discussion, consideration, and possible direction to staff relative to strategic planning that includes, but is not limited to: goals, finances, services, and facilities.**

Gioia commented that the proposed retreat will be a great opportunity to discuss more direction,

better planning and how to accomplish the goals set. He added that the retreat should consist of two phases; one, effective communication between the members; and the second phase, actual discussion of strategic planning, if possible.

There was no public input.

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

There was no public input.

14. **Advanced Approvals of Town Expenditures**

a) **There are no advanced approvals.**

There were no advanced approvals.

15. **Manager/Staff Report**

Scannell reported that the State budget was adopted, and the Town's estimates of anticipated funding were very close to what was approved. Notice was received from Arizona Municipal Risk Pool that a dividend will be received for slightly more than \$20,000 in the form of a reduced premium as a result of current risk management practices limiting exposure to liability. Scannell has sent a letter to the Sanitary District on behalf of the Council asking for their acknowledgment that the Town is interested in the 15 acres as noted in the IGA. Much interest has been shown through the bidding on the proposal for the Park consultant; the pre-bid conference was held last week. Letters have been sent out to community members who have expressed interest in serving on the Technical Advisory Committee to select a consultant. Following up the last report on the budget, fuel prices are having an impact on travel and related sales tax revenues from motels and hotels; he will be monitoring that issue very closely and giving updates and estimates for future income. Scannell has been working with the Rio Verde Plaza tenants who have indicated problems with maintenance issues that need to be addressed; a report will be forthcoming at the next meeting. Scannell advised that he will be absent next week attending the meeting of the Arizona City Management Association, but will be available by telephone.

16. **Adjournment**

On a motion by Hauser, seconded by Kovacovich, the meeting was adjourned at 8:37 p.m.

Margaret Harper

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 16th day of July 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7th day of August, 2008.

Debbie Barber

Debbie Barber, Town Clerk

Virginia Jones, Deputy Clerk